

Introduction to Business

WARRINGTON WELCOME

FALL 2016 – GEB 2015, Section #1613



INSTRUCTORS:

Faculty Member: Joe Rojo

Email: joe.rojo@warrington.ufl.edu

Office hours/location: Please call 273.0151 for appointment

Peer Leader: Michael O'Brien

Email: obrienmc1@ufl.edu

CLASS MEETING: Monday, period 7 (1:55 PM – 2:45 PM) 220 Heavener Hall

COURSE DESCRIPTION:

This course is designed to assist your transition into the University of Florida's Warrington College of Business Administration and the Heavener School of Business. GEB2015 emphasizes the development of academic and personal skills, as well as introducing you to UF resources. Active participation in learning will help you make the most of this experience.

COURSE OBJECTIVES:

Introduction to Business connects students to key resources at the University of Florida: a Heavener staff member who is committed to first-year student success; an undergraduate peer leader who is experienced in the challenges of making a successful transition from high school to college; and other first-year students. Specific objectives for students include the development of 1) skills for academic and personal success, 2) an appreciation for and commitment to being part of a diverse learning community, 3) the personal, social, emotional, and intellectual skills necessary for involvement in leadership and service throughout the student's career in the university community, and 4) acclimation to the Warrington College of Business and connection with the College and specific available resources.

ACADEMIC HONOR SYSTEM:

The Honor Code: We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.

Pledge: On all work submitted for credit by students of the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment."

ADA STATEMENT:

The University of Florida provides high-quality services to students with disabilities, and we encourage you to take advantage of them. Students with disabilities needing academic accommodations should **1)** Register with and provide documentation to the Disability Resources Center (392-8565), and **2)** Bring a letter to the instructor from this office indicating that you need academic accommodations. **Do this within the first week of class.**

GATORLINK E-MAIL

Students in Introduction to Business are required to have and use their GatorLink account for all UF-related email functions. Official university communications are sent to students at this email address. It is your responsibility to maintain an active GatorLink account and check it regularly.

CIVILITY

Mature and respectful behavior is expected in this classroom when dealing with instructors and other students. Side conversations, sleeping, and reading other course material, or the Alligator, etc. are not appropriate and may result in the student losing attendance credit for that day.

*** **All cell phones and laptops must be turned off before class begins** ***

*** **NO TEXTING DURING CLASS** ***

ASSIGNMENTS/EVALUATION:

Attendance and In-Class Participation: Discussion and participation is critical to the learning that takes place in the classroom and it will help you make the most of your GEB2015 experience. Because this class only meets once a week, there is really no such thing as a “freebie” when it comes to absences. If you miss a class for some reason, it is your responsibility to obtain any material or assignments from a fellow class member. Excused absences include:

Required student participation in a University sponsored event: These events will be excused with official documentation from the appropriate faculty or staff member. Documentation should be received PRIOR to the event.

Religious Holidays: Religious holidays are always excused; however, please notify the instructors, in writing, within the first two weeks of class so that appropriate accommodations may be made.

Medical Emergencies: Medical emergencies are excused with appropriate documentation from a health care provider.

Family Emergencies: These emergencies are only excused with official documentation.

Tardiness is unacceptable and results in reduced credit for that class, thusly two tardiness result in one absence.

GRADING: Grades will be based on the scale below with a total of 102 points possible.

A	93-100 pts.	B-	80-82 pts.	D+	67-69 pts.
A-	90-92 pts.	C+	77-79 pts.	D	63-66 pts.
B+	87-89 pts.	C	73-76 pts.	D-	60-62 pts.
B	83-86 pts.	C-	70-72 pts.	E	0-59 pts.

Attendance & Class Participation	30 pts.
Assignments (total 7 assignments)	48 pts.
Community Service (14 points), Special Events (4 points each)	22 pts.

ETHICS CASE COMPETITION

Students will be assigned to teams and compete in the Ethics Case Competition. Each team will have 2 weeks to prepare their presentation. The winning team from each GEB2015 section will present at the final competition taking place the evening of Monday, October 10th.

COMMUNITY SERVICE PROJECT

A requirement of the course is that all students participate in a community service class project. **Attendance is mandatory for the entire length of the project.**

EVENTS – RECORDED ATTENDANCE AT TWO EVENTS/MEETINGS IS COMPULSORY:

1. **BUSINESS BASH** – September 1, from 5-7 PM @ The Reitz Union Grand Ballroom
2. **HEAVENER CAREER WEEK** – September 26–30. Attend at least one session:
<http://warrington.ufl.edu/undergraduate/myheavener/career/careerweek/2016Fall/>
3. **ONE-ON-ONE** – Meet with Michael or Joe out-of-class to discuss academic and professional opportunities

EXTRA CREDIT

TWO extra credit points will be awarded for EACH of the following activities:

- Meet with a CAP Mentor and submit a signed CAP Mentor Resume Critique to your instructor
- Register and attend one **GATOR FIRST YEAR EXPERIENCE WORKSHOP**:
<http://www.dso.ufl.edu/nsfp/first-year-experience/wss/>

METHODS OF SUCCESSFUL LEARNING

More important than earning A's in this course is actually learning something. You will find this to be true of all your college courses. Getting the most out of this course will require a time commitment of 2-3 hours outside of class per week. Many of the written assignments in this course ask students to reflect on their college experience or desires, and students benefit from devoting time to these assignments. Students also benefit from being active participants in classroom discussions and activities.

ASSIGNMENTS

Students will complete homework assignments, either in class or on their own. Assignments completed out of class must be submitted to the e-learning/Canvas website by the posted deadline as Microsoft Word or PowerPoint attachments. **All work must include your name and the title of the homework assignment** (points will be deducted for assignments not properly addressed.) Be attentive to spelling, grammar, and syntax. All statements, if they are not your own, must be cited.

COURSE SCHEDULE

Date	Class Topics and Activities	Assignments Due
AUGUST 22	INTRODUCTIONS AND COURSE OBJECTIVES LEARNING TO USE CANVAS / TOUR OF WCBA <u>ASSIGNMENT #1:</u> - Submit introductory personal slide <u>ASSIGNMENT #2:</u> - Take the online STRENGTHS QUEST personality assessment	ASSIGNMENT #1 DUE: SUBMIT INTRODUCTORY PERSONAL SLIDE <small>SUBMIT TO CANVAS AUGUST 25 BY 11:59</small>
AUGUST 29	PERSONAL BRANDING & FUTURE MAP – INTRODUCTION TO STRENGTHS QUEST	ASSIGNMENT #2 DUE: STRENGTHS QUEST ASSESSMENT <small>SUBMIT TO CANVAS AUGUST 28 BY 11:59</small>
SEPTEMBER 1	Attend <u>BUSINESS BASH</u> REITZ UNION GRAND BALLROOM @ 5 PM	OUT-OF-CLASS THURSDAY EVENT
SEPTEMBER 12	ETHICS CASE COMPETITION LAUNCH <u>Assignment #3:</u> - Prepare Ethics Case, and submit PowerPoint presentation	
SEPTEMBER 19	Human Library In-Class Discussion	
SEPTEMBER 26	STRENGTHS QUEST ASSESSMENT RESULTS & CLASS ACTIVITY <u>EXTRA CREDIT REMINDER: HEAVENER CAREER WEEK</u>	
OCTOBER 3	ETHICS CASE COMPETITION – IN CLASS ONE GROUP WILL BE SELECTED TO REPRESENT OUR CLASS AT THE OFFICIAL CASE COMPETITION HELD THE EVENING OF OCTOBER 10TH	ASSIGNMENT #3 DUE: Submit Ethics Case Presentations <small>SUBMIT TO CANVAS OCTOBER 2 BY 11:59</small>
OCTOBER 6	HUMAN LIBRARY EVENT – OUT OF CLASS ACTIVITY <u>ASSIGNMENT #4:</u> - REFLECTION ABOUT HUMAN BOOKS EXPERIENCE	OUT-OF-CLASS THURSDAY EVENT
OCTOBER 10	SOCIAL MEDIA & LINKEDIN – LECTURE	
OCTOBER 17	UNDERSTANDING THE DEGREE AUDIT – GUEST SPEAKER/<u>BRING YOUR LAPTOP</u> -- THE IMPORTANCE OF A 4-YEAR ACADEMIC PLAN	
OCTOBER 24	CAREER/MAJOR DECISION MAKING <u>ASSIGNMENT #5:</u> - MAKING SENSE OF BUSINESS MAJORS	ASSIGNMENT #4 DUE: - SUBMIT REFLECTION ABOUT HUMAN BOOKS EXPERIENCE <small>SUBMIT TO CANVAS OCTOBER 23 BY 11:59</small>
OCTOBER 31	PREPARING A RESUME AND INTERVIEW ETIQUETTE <u>Assignment #6</u> - Prepare a resume	ASSIGNMENT #5 DUE: SUBMIT MAKING SENSE OF BUSINESS MAJORS <small>SUBMIT TO CANVAS OCTOBER 30 BY 11:59</small>
NOVEMBER 5	Community Service Project @ UF Wilmot Gardens OUT OF CLASS EVENT ATTENDANCE MANDATORY 9AM TO 1PM	Out-of-Class Saturday Event
NOVEMBER 7	DIVERSITY	Assignment #6 DUE: Resume <small>SUBMIT TO CANVAS NOVEMBER 6 BY 11:59</small>
NOVEMBER 14	STUDY ABROAD – LECTURE AND PANEL	
NOVEMBER 21	TIME MANAGEMENT / FINANCIAL LITERACY <u>ASSIGNMENT #7</u> - MAPPING YOUR FUTURE	
NOVEMBER 28	CAMPUS RESOURCES & CECE SHULTZ, FROM WCBA RETAIL CENTER	
December 5	LIFE AFTER WARRINGTON WELCOME COURSE WRAP UP	ASSIGNMENT #7 DUE: MAPPING YOUR FUTURE <small>BRING TO CLASS DECEMBER 5</small>