



GEB 2015 – WARRINGTON WELCOME/INTRODUCTION TO BUSINESS - Fall 2016 Section #1620

INSTRUCTOR

Ms. Kari L. Shattuck, M.Ed.

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Office Hours/Location: Mondays, 2-4pm or by appointment in 333 Heavener Hall

Kari has a B.A. in English, a M.Ed. from UF, and 16 years of experience as a UF academic advisor. She worked for six years as an advisor for business students; currently, she advises online business majors. Kari has lived in Gainesville since 1985 and has an 11 year old daughter named Isa. She enjoys gardening, cooking, and volunteering for the Mommy Reads and Human Library Projects. Her top five StrengthsQuest strengths? Intellection, Input, Strategic, Empathy, and Individualization.

CO-INSTRUCTOR

Peer Leader: Abby Fielding

Email: afielding@ufl.edu or abbyrosefielding@gmail.com

Office Hours: By appointment

Abby Fielding is a junior Finance major from Crystal River, Florida. She is the biggest Gator football fan out there! Abby is involved with various programs in and out of the business school including CAP Mentors, Warrington Welcome, the Heavener Leadership Challenge, the Global Business Society, Heavener's Business Ethics Ambassadors, MentorUF, Florida Alternative Breaks, the University Scholars Program, and she works as a student assistant at the front desk in the academic advising office for Heavener students. She is also a combined degree student working on her Master of Science in Information Systems and Operations Management. She has interned with Wells Fargo and Modera Wealth Management and will be interning with Protiviti in the coming summer. Abby enjoys spending time by the pool or at the beach, decorating, and spending time with friends and family. Her top five strengths are Achiever, Futuristic, Responsibility, Arranger, and Strategic.

CLASS MEETING TIME & LOCATION

Class meetings will take place in 260 Heavener (HVNR) Bryan Hall during 6th period (1145-1235pm) on Mondays. There are also a number of required out-of-class activities.

TEXT

Brooks, K. (2009). *You Majored in What? Mapping Your Way from Chaos to Career*. New York: Viking Books.

COURSE DESCRIPTION & OBJECTIVES

Warrington Welcome (WW) is designed to help business freshmen transition to UF. This interactive course will introduce you to the skills, knowledge, and resources that are essential to your success as a business major. Key resources include an instructor/advisor who is committed to helping you have a successful college experience; an undergraduate peer instructor who can give you advice based on firsthand experience; and classmates who can provide you with friendship and support in the coming years.

WW will help you understand the kind of experience you need to acquire to be competitive in today's job market, what a professional resume looks like, your major and degree requirements, the value of communication and leadership skills, and many of the activities and resources available to you in our school and at UF.

Phase I: Self-Assessment

Like businesses, individuals need to understand their capabilities, limitations, and goals before determining a course of action. The self-assessment phase is designed to help you clarify your interests, values, and strengths. In this phase, you'll take personal assessments and develop a "wandering map" to identify your interests and abilities.

Phase II: Exploration

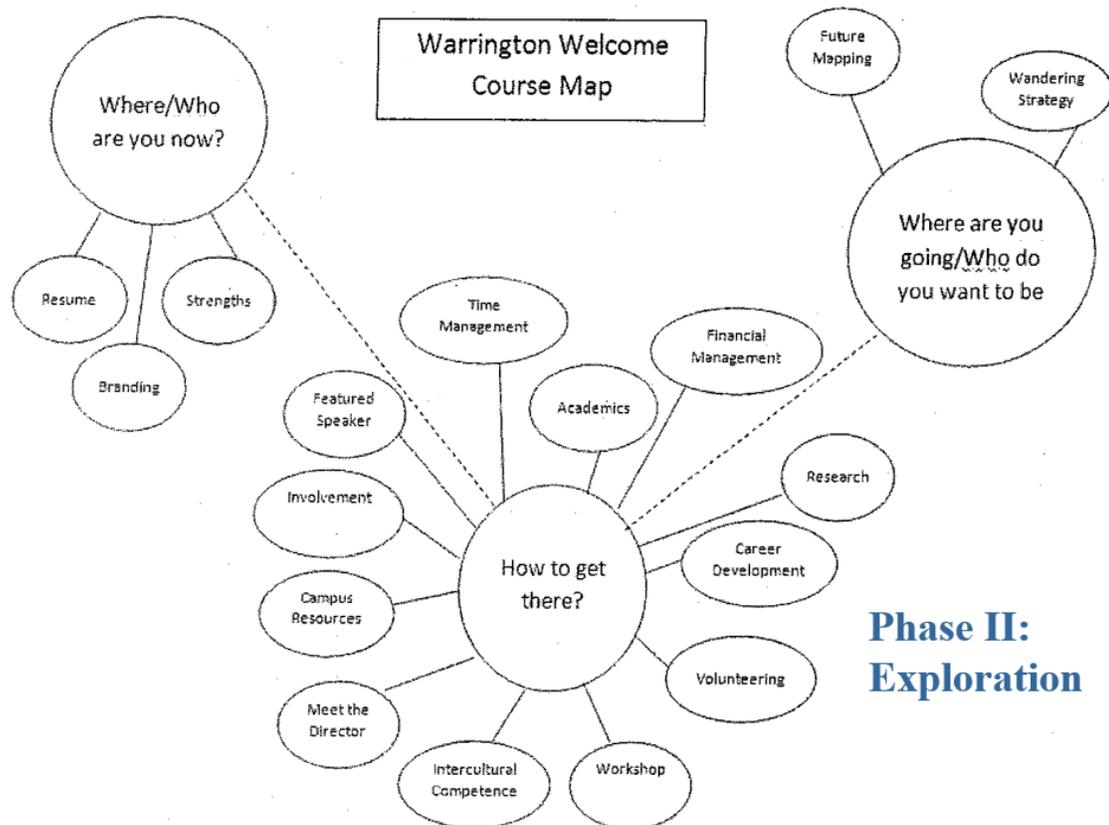
With a greater sense of self-awareness gained from Phase I, you'll begin to explore the business school environment. In Phase II, you'll be introduced to Heavener School of Business' academics, values, and culture by participating in Heavener Career Week, the ethics case study competition, and a career research activity; you'll explore others' ideas/experiences/lifestyles with the Human Library Project; learn how to create a professional college resume; and get an overview campus resources.

Phase III: Experimentation

College is about experimenting with new ways of thinking and being. It's also about learning how to make good decisions. Not every choice you make here will turn out perfectly, but by saying "yes" to a variety of academic, social, extracurricular, and professional development activities, you will stretch your mind, your interpersonal and communication skills, and determine whether your current career/major choice is right for you. *Through experimentation, you can determine what you like and what you don't like and then use that knowledge as a basis for determining what you want to do with your life.* In Phase III, you'll engage in community service project, interact with older students who are testing the boundaries of their own career and leadership development, and then develop an action plan to identify the specific steps you need to take to make your own goals a reality.

Phase I: Self Assessment

Phase III: Experimentation



ADA STATEMENT

UF provides high-quality services to students with disabilities and we encourage their use whenever appropriate. Students with disabilities who need academic accommodations should register with and provide documentation to the UF Disability Resource Center (<http://www.dso.ufl.edu/drc>) and bring a letter to the instructor from this office indicating that you need academic accommodations. Please do this within the first week of class.

ACADEMIC HONOR SYSTEM

The Honor Code: We, the members of the UF community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity. 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." Before submitting an assignment, please review the [Student Honor Code](#).

SUBMISSION OF ASSIGNMENTS

Your instructor will send class updates via Canvas and your Gatorlink e-mail account, so you must check your ufl.edu e-mail account and the WW Canvas course site frequently. You can submit your assignments via the course website on or before the due date, unless otherwise specified. Assignments should include your name and the title of the assignment.

EXPECTATIONS, GRADING/POINT SCALE, & GRADING POLICIES

The grading scale for this course is as follows: 93-100 (A); 90-92.5 (A-); 87-89.5 (B+); 83-86.5 B; 80-82.5 (B-); 77-79.5 (C+); 73-76.5 (C); 70-72.5 (C-); 67-69.5 (D+); 63-66.5 (D); 60-62.5 (D-) Below 60 (E) A grade of Incomplete (I) will be issued only in rare circumstances. You will be graded on the following two criteria:

Attendance and Participation. Your presence and active participation is crucial to our learning environment. **An unexcused absence from class will result in the loss of an entire letter grade from your final grade.** If you are late to class, you will lose half of your attendance points for that day. Being late three times is equivalent to one absence. If you are late or miss a class, please contact your instructor immediately. Also, please do not schedule any personal appointments during class time.

Active participation in class is just as important as your attendance since there will be numerous group discussions and in class activities. These activities are designed to help you develop a positive and professional approach to communication. You will evaluate your level of attendance and participation at the end of each class period or out of class activity.

Assignments and activities. ALL assignments must be completed. If you have a legitimate unavoidable conflict with any of these dates, you must notify your instructor two weeks in advance and work to create an alternate activity. Students will have the option to sign up for one leadership activity.

Here is a summary of the point scale/grading system for this course. Specific point allocations are listed under the assignment descriptions below. The awarding of full points is not automatic. Each assignment will be evaluated for content and quality.

Grade Categories	Point Allocation	Total Points
Attendance & Participation	1 per class meeting	15.0
Assignments & Activities	Varies (see below)	85.00
Total Points		100.00

ASSIGNMENTS

Assignments have been assigned to the three phases of the course: Self-Assessment; Exploration; and Experimentation. Due to scheduling requirements, there is some overlap between these phases.

PHASE I: SELF-ASSESSMENT

Personal Profile

Introduce yourself to your instructors and classmates by creating a personal bio/profile in Canvas. (4 points) **Due Date: Aug 29**

StrengthsQuest (SQ) Assessment

Increased self-awareness leads to you making better informed decisions about your life. This assessment will help pinpoint your unique talents. We'll attempt to integrate the assessment throughout the term, especially for team assignments. (3 points) **Due Date: Aug 29**

Personal Values Assessment

Assess which personal values are most important to you and then think about how these play into your career choices. *Bring a copy of your completed values assessment to class.* (3 points) **Due Date: Sep 26**

PHASE II: EXPLORATION

Business Bash (out of class activity)

Thursday, September 1, 5pm, Reitz Union Grand Ballroom

Learn about the 40+ business student organizations and leadership programs and which one(s) best suit your interests. Be sure to swipe your UF ID to get credit for attending. (3 points) **Due Date: Sep 1**

Business Ethics Case Study Group Presentation

Apply your problem-solving and communication skills to a real world, ethical business dilemma. You and your teammates will decide on a viable and just business solution, develop a strategic business plan to implement your solution, and create an oral presentation which will be delivered to a panel of judges. *The team who places first in our class will be required to attend the final competition on Oct 10 from 5-9pm.* (15 points) **Due Date: Oct 3**

Heavener Career Week (HCW) (out of class activity)

September 26 – 30, 1040am-7pm, Heavener Hall

HCW can help you to explore career options, learn about company cultures, affirm your choice of major, network with employers, and enhance your career readiness. Select companies will present interactive workshops and information sessions on a variety of topics. Students can interact, ask questions, network, and build meaningful relationships with professionals in their fields of interest at this event. You're required to attend at least one session and write a one paragraph reflection (submit as a quiz on Canvas) on this activity. Be sure to swipe your UF ID to get credit for attending. (4 points) **Due Date: Sep 30**

The Human Library (out of class activity)

To foster your appreciation of diversity and increase your awareness of the human experience, you'll "read" two human "books" who will share their personal stories with you and answer your questions in a small group setting. You must sign up for two 50 minute sessions that will take place on Oct 6 and will occur sometime between 830am – 730pm. (3 points) **Due Date: Oct 6**

Degree Audit Video & Quiz

Learn how to read your degree audit on video and complete the corresponding quiz. (5 points) **Due Date: Oct 10**

Business Majors and Occupations (in class assignment)

Learn how to research a major/occupation you're interested in using various online resources. **Due Date: Oct 10**

Business Ethics Case Competition Finals (required out of class activity for team who placed first in the in-class competition)

Tuesday, Oct 10, 5-9pm

Our class's winning case competition team members must attend and present at the finals competition. (5 extra credit points) **Due Date: Oct 10**

College Resources

Learn about campus resources by creating a meme and then share it with the class in a 30 second presentation. (3 points) **Due Date: Oct 10**

College Resume

Explore and evaluate your past experience by developing a one page college resume which you will use in the near and distant future, such as when you apply for the Florida Leadership Academy, internships, scholarships, and full-time jobs. (20 points) **Due Date: Nov 14**

Phase III: Experimentation

Wandering Map (in class activity)

This exercise will give you a bird's eye view of your life, up your level of awareness about your interests and abilities, and require you to think about possible connections between seemingly disparate aspects of your life. You'll use this map for your wandering strategy/personal action plan assignment below. **Due Date: Oct 24**

Explore Service Learning

Various Dates in Multiple Locations - TBA

A goal of our school is to further instill in students the value of serving one's community. Service opportunities are a great way to help others AND they can give you real, business-related work experience. (7 points) **Due Date: TBA**

Wandering Strategy/Personal Action Plan for College (with vision board and presentation)

Plan specific goals for college and the strategies you'll use to achieve these goals over the next four years. For this assignment you'll also create a vision board, synthesizing what you've learned about yourself in this course and visually illustrating who you are and what your interests and personal and career goals are. In addition, you'll design a personal logo that captures the essence of who you are! This multi-stepped assignment will culminate with a 1.5 minute presentation that summarizes your results. (15 points) **Due Date: Nov 21 or 28 or Dec 5**

EXTRA CREDIT ASSIGNMENTS

Assume a Leadership Position

WW not only gives you a leg up on what to expect as a business major, it also provides you with an actual leadership position for your resume! You'll have the option to sign up as an ethic case study or service project team leader. Minor training required. (10 extra credit points) **Due Date: Varies**

Meet with Your Peer Leader

E-mail afielding@ufl.edu to schedule your meeting.

Schedule an appointment to meet with your Peer Leader to discuss college success strategies and topics related to this course. (5 extra credit points) **Due Date: Nov 18**

CLASS SCHEDULE (SEE NEXT PAGE)

CLASS SCHEDULE - FALL 2016

Date	Activities	Assignments Due
Aug 22	Welcome & Introductions; Review Syllabus	
Aug 29	StrengthsQuest (SQ); Academic Success, Study Skills, and Time Management	Personal Profile; SQ Assessment; YMIW 99-108; 157-161
Sep 5 (Holiday)	No Class	
Sep 11 (5pm) - Reitz Ballroom	Business Bash <i>Be sure to swipe in w/your Gator1 ID Card!</i>	
Sep 12	Business Ethics & Case Study Launch	
Sep 15 (6pm) – Location is TBA	Business Ethics & Case Study Workshop <i>Required for team leaders, option for others.</i>	
Sep 19	Diversity & The Human Library	
Sep 26	Personal Values; Personal Branding; Heavener Career Week Prep	Personal Values Assessment
Sept 26-30 (1040am-7pm) - HVNR	Heavener Career Week <i>Be sure to swipe in w/your Gator1 ID Card!</i>	
Oct 3	Business Ethics Case Study Competition	
Oct 6	Human Library Event <i>Be sure to swipe in w/your Gator1 ID Card!</i>	
Oct 10	Researching Business Majors and Occupations	Bring Laptop! ; YMIW 311-314; 49-78; and 195-221
Oct 10 (5-9pm) - HVNR	Business Ethics Case Study Competition Final (only for the team who wins the in-class competition)	
Oct 17	Resumes; Community Service Project Details	Degree Audit Video & Quiz
TENTATIVE DATES: 11/5 or 10/22	Community Service Project - TBA	
Oct 24	College & University Resources (memes); Mapping Your Future	YMIW 1-14; 19-44; 133-156; 163-186
Oct 31	Career & Internship Panel	YMIW 109-127 & 133-156 (in preparation for the Wandering Strategy/Personal Action Plan Assignment)
Nov 7	Involvement & Leadership Panel	
Nov 14	Internationalizing Your Degree	Resume—Final Draft Due
Nov 21	Wandering Strategy/Personal Action Plan/Vision Board Presentations	Wandering Strategies/Personal Action Plan for College Assignment/Vision Board
Nov 28	Wandering Strategy/Personal Action Plan/Vision Board Presentations	Wandering Strategies/Personal Action Plan for College Assignment/Vision Board
Dec 5	Wandering Strategy/Personal Action Plan/Vision Board Presentations; Course Evaluations	Wandering Strategies/Personal Action Plan for College Assignment/Vision Board