



GEB 2015 Intro to Business Fall 2016 Section 162A



THURSDAY, PERIOD #8 (3 pm - 3:50 pm)
HEAVENER HALL RM 270

COURSE DESCRIPTION

This course is designed to assist your transition into the University of Florida's Warrington College of Business Administration. The Warrington Welcome program will emphasize the development of academic and personal skills supporting success in the Warrington College of Business, as well as familiarize you with campus resources. Active participation in learning, including openly discussing student issues, will help you make the most of this experience.

COURSE OBJECTIVES

Warrington Welcome educates new students to maximize their learning and development by creating environments which provide opportunities for:

- Skills for academic and personal success,
- Appreciation for and commitment to a diverse learning community,
- Personal, social, emotional, and intellectual skills necessary for involvement in leadership and service in the university community,
- Acclimation and connection to the Warrington College and its resources.

This course also connects students to key resources at UF: a faculty/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.

Office Hours

By appointment: Heavener 301.

Please call 352-273-0151 to schedule on Lucy's calendar with the receptionist.

Text Paige to arrange to meet with her.

Lucy DiLeo
ldileo@ufl.edu

352-273-0151

Lucy received a B.A. in French Literature from Denison University, Granville, Ohio; a Diplôme d'Études Universitaires Générales in Psychology from l'Université René Descartes, l'Université de Paris V; and an M.B.A. from the University of South Florida. Her background is primarily in the private sector where she has worked for various companies in the insurance, education, healthcare, computer and technology industries. Lucy serves as the Associate Director for International Programs in the Heavener School of Business where she advises students of all majors about all types of study abroad programs.

Paige Zyserman
pzyserman@ufl.edu

904-599-6111

Paige is a 3rd year accounting major from Jacksonville, FL. Within the business school she has been a part of the Florida Leadership Academy (FLA), the Business Undergraduate Mentorship Program (BUMP), and the Heavener Leadership Challenge (HLC). On campus, she is an active member of Chi Omega Sorority and has been involved with Homecoming and Gator Growl. In addition, she has interned with Koss Olinger Financial Services in Gainesville and Jacobs & Company Accounting and Consulting in West Palm Beach. In her spare time she loves to explore Gainesville, hang out with friends, and try new restaurants.



ACADEMIC HONOR PLEDGE AND ACADEMIC HONESTY

Preamble: In adopting this Honor Code, the students of the University of Florida recognize that academic honesty and integrity are fundamental values of the University community. Students who enroll at the University commit to holding themselves and their peers to the high standard of honor required by the Honor Code. Any individual who becomes aware of a violation of the Honor Code is bound by

honor to take corrective action. The quality of a University of Florida education is dependent upon community acceptance and enforcement of the Honor Code.

Pledge: On all work submitted for credit by students at 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."

An **academic honesty offense** is defined as the act of lying, cheating, or stealing academic information so that one gains academic advantage. As a University of Florida student, one is expected to neither commit nor assist another in committing an academic honesty violation. Additionally, it is the student's duty to report observed academic honesty violations. Violations of the Honor Code

and academic dishonesty will not be tolerated. Specifically, instructors will rigorously pursue incidents of plagiarism of any type or incidents of referring to any unauthorized material for any class requirement. Before submitting any work for this class, please read the policies about academic honesty at www.dso.ufl.edu/sccr/process/student-conduct-honor-code/. If you have any questions or concerns, please consult with the instructor or peer leader for this class.

THE HONOR PLEDGE

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

FOR INFORMATION VISIT:

www.dso.ufl.edu/sccr/process/student-conduct-honor-code

ADA Statement

UF provides high-quality services to students with disabilities, and we encourage you to take advantage of them. Students with disabilities requesting accommodations should 1) Register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc) by providing appropriate documentation and 2) once registered, bring the letter from Disability Resources indicating need for academic accommodation. Students then must submit letter to the instructor preferably within the first week of class.

Students are expected to be punctual in class attendance and remain in the classroom for the entire class session, as they would in any business appointment, unless an urgent need arises or prior arrangements have been made with the instructor (and documentation has been provided). Please see the University's policy for Religious Holidays. **Two tardy attendances will result in one**

Attendance Policy

GatorLink Email

Students are required to have and use their GatorLink account for all UF related e-mail functions. Official university communications are sent to students at this e-mail address. The instructor and peer leader will also be communicating with you through this e-mail address. It is your responsibility **to maintain an active GatorLink account and check it regularly**. Set up your UFL mail on your phone now.

Texting is NOT allowed during class.

All cell phones and laptops must be turned off and put away before class begins. If you are observed using your phone or computer not specifically authorized to

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students on the www.ufl.edu site

Course Evaluation

Our Class Philosophy

1. Our class will be relevant, informative, and fun.
2. All assignments serve a purpose and will help in your personal and professional development.
3. Come to class prepared. You will benefit most from assignments into which you put your best effort.
4. Always be respectful and mature towards your instructor, peer leader, and fellow classmates.
5. Your participation is crucial; you are expected to engage in class discussions and be an active listener.
6. Feel free to ask questions, but check the syllabus first! We are here to help you make the most of your UF experience.



Overview of Assignments

Warrington Welcome is a college level course. The assignments turned in should be college level work. You are responsible for knowing and understanding the content of the syllabus. Descriptions of all assignments can be found on the e-learning / CANVAS website and all assignments must be submitted in accordance to directions given in the assignment: <https://lss.at.ufl.edu/>

Note: Late assignments will NOT be accepted and will result in ZERO points.

StrengthsQuest: (Bring handouts to class)

StrengthsQuest gives students the opportunity to develop strengths by building on their greatest talents – the way in which they most naturally think, feel, and behave as unique individuals. You will take this assessment and complete two handouts and include in your future plans.

Resume Assignment: (Bring to class)

A great resume is not only essential to a successful internship/ job search but also key to obtaining various involvement and leadership opportunities. Create a current resume (one page) and have this resume reviewed by a CAP mentor. Then revise the resume and submit the **two resumes** before and after, along with the completed **CAP mentor resume critique sheet**.

Ethics Discussion and Case Presentation:

(Present in class)

A discussion about ethics will be led by the Ethics Ambassadors during one class. Be prepared to be an active participant during the discussion. The Ethics Case Competition will be launched and explained in class.

Map of Your Lives: (Bring to class)

Students often feel pressured to know their career path from the day they step on campus. This activity can be one of the enlightening, helpful, and inspiring tools because it gives a chance to dream, fantasize, and examine your many thoughts, ideas, and plans for the future. A reflection is part of the assignment and a map of your first year is eligible for extra credit.

Life Action Plan or Wandering Strategies

Presentation:

(Present in class)

Developing an academic and professional plan for your college years can be intimidating and difficult. This activity will help you assess where you are and where you are going. Choose one strategy and using a **Poster board** create your strategy to achieve your plan and accomplish your goals.

Out Of Class Activities

To supplement class discussion and provide opportunities for engagement at UF, attendance and participation will be required for out-of-class events and activities. Excused absences for these activities will follow the same guidelines as missing a class.

Business Bash

Thurs. Sept 10, 5-7 p.m. Reitz Union Grand Ballroom

Community Service Project

Sat. Sept 24, 8 a.m. - 12 noon, Gator Plunge

Human Library

Thurs. Oct 6, 5-7 p.m. Reitz Union Grand Ballroom

Heavener Career Week

Mon. Sept 26; Wed. 28; 10:40 a.m. - 7 p.m. Heavener Hall

Thurs. Sept 29-Fri. Sept 30 10:40-5 p.m. Heavener Hall

Attend a session of your choice. Register online to secure for the sessions.

Meet One-on-One with Peer Leader or Instructor

Schedule to be arranged.

Scheduling conflict? If there is a scheduling conflict, send email with details to the instructor by the third class session.

In this class, attendance is mandatory. Students are expected to be punctual in class attendance and remain in the classroom for the entire class session, as they would in any business appointment, unless an urgent need arises or prior arrangements have been made with the instructor with proper documentation. Please see the University's policy for Religious Holidays. Prior notification is required to be excused from class for to observe a religious holy day.

Tardiness is unacceptable and results in reduced credit. **Two tardy attendances will result in one absence.** If you anticipate being absent, send an email well in advance to the instructor and peer leader with an explanation.

Attendance Policy

Extra Credit Opportunities

Complete **THREE** of the extra credit and submit the appropriate materials by **November 17th** to receive a maximum of **12 points** extra credit. Although you are encouraged to participate in more, you may only receive extra credit for a total of four of the extra credit assignments.

Complete the Barsch Learning Styles Inventory form.

Read PDF files on CANVAS with the analysis of inventory results.

Submit: Completed form to instructor before the final class period date.

Attend an additional Heavener Career Week event.

<http://warrington.ufl.edu/undergraduate/myheavener/career/careerweek/2016Fall/sessions.asp>

Submit: Swipe your Gator 1 ID card at entrance of event and inform instructor.

Top 5 Things Learned

At conclusion of course, submit a list of Top 5 Things Learned from the Warrington Welcome class. Be specific in your listing.

Submit: WORD or PDF document uploading via CANVAS.

Participate in the CRC - C.H.O.M.P. study.

Visit the Career Planning website of the CRC : Career Resource Center. <http://www.crc.ufl.edu/students/studentchomp.html> Complete the study and print the results page of the assessment.

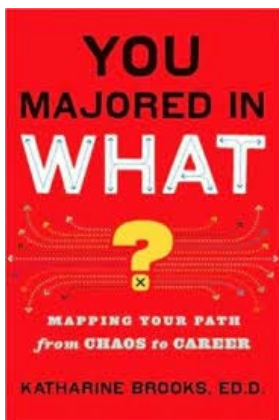
Submit: Copy of survey as proof of completion to instructor.

Schedule an additional one-on-one meeting - Paige or Lucy.

Call **352-273-0151** to schedule an appointment on Lucy's calendar or text / email Paige to schedule a time.

Meeting with Lucy or Paige will be considered extra credit if you had already met with Lucy or Paige as well. If not, then it will count as the required one-on-one.

Recommended Texts



You Majored in What?: Mapping Your Path from Chaos to Career

2010 Edition, Author: Katharine Brooks
Available through Amazon

<http://www.ufadvising.ufl.edu/major.aspx>
<http://www.ufadvising.ufl.edu/student-resources.aspx>

F-Book

Author: UF Alumni Association
Provided at Preview



IMPORTANT DATES:

Business Bash - Thursday, September 1 @ 5-7 PM
Reitz Union Grand Ballroom

Ethics Case Competition Finals - October 10 @ 5-7 PM
Location: TBD: to be determined

METHODS OF SUCCESSFUL LEARNING

More important than earning grade 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 may require a time commitment of between 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.

Teamwork

Working in groups and teams is an important managerial skill fostered in business programs. Students must treat their responsibilities to the team as they would treat professional business obligations. Team members are jointly responsible for the academic honesty and integrity of the team's work. All members are obligated to participate in the work and in the learning process so that they do not accept academic credit for assignment and projects to which they have not made a fair and proportionate contribution. Instructions for the group presentations can be found on Assignments tab on the course e-Learning CANVAS website.

Grading

Grades will be based on the scale below with a **total of 100 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.

Assessment	Points Possible
Attendance –2 points per class session / 14 classes	28
Class participation - 1 point per class session / 14 classes	14
Printed StrengthsQuest Report (3 pts) + Strengths Handouts (3 pts)	10
Map of Future Lives & Reflection	5
Résumé Assignment; two résumés and CAP mentor critique form (4 pts @)	12
Ethics Case Presentation	5
Life Action Plan Presentation	10
Events @ 5 pts each: Business Bash, Human Library, Heavener Career Wk., Community Service	20
One-on-one meeting with Peer Leader or Instructor	5
TOTAL	100

Intro to Business / Warrington Welcome Model

Warrington Welcome aims to facilitate your career exploration and professional development by exposing you to paths and resources that exist in our college. The beginning of the course helps you identify where you are currently, by discovering your strengths and reflecting on your past experiences. The second part of the course is focused on introducing you to a variety of resources to help you achieve your goals, from business majors and minors to leadership opportunities in the college. At the end of the course, you will develop a four-year plan outlining all of the steps you need to reach your academic and professional goals.



Key Resources in the Heavener School of Business

The **Center for Career and Leadership Development (CCLD)** is your one stop shop for advising in the areas of academics, career, and leadership. The Intro to Business / Warrington Welcome course will briefly introduce you to each of these services, which you should plan to utilize extensively during your time here.

Academic Advisors and Career Coaches

Our advisors can help you figure out your degree requirements, change your major, drop a course, choose your classes, and provide you with valuable career advice. Walk-in advising is available for quick questions, and appointments are recommended for more in depth advising.

Advisors for Career and Leadership Programs

Career & Leadership Programs (CLP) supports the personal and professional development of students through knowledge and experiential opportunities to enhance the undergraduate experiences and beyond. Schedule an appointment with a CLP advisor to learn about how you can get involved and begin your leadership development.

Did you know that all business students must complete an internship?

Our **Career and Academic Peer (CAP) Mentors** offer you professional career services to acquire great internships. CAP Mentors are Heavener's most successful upperclassmen, who have completed at least one internship and desire to share their career experiences with others. Mentors have interned at companies such as Google, Procter & Gamble, the U.S. Department of Commerce, March of Dimes, and General Electric.

Course Schedule

Date	Module	Location	Assignments Due
Aug 25	Class 1: <i>Once Upon a Time</i>	HVNR 270	
Sept 1	Class 2: <i>X-Factor</i>	HVNR 270	DUE: Student Info Sheet / Top 5 Things you want to learn
Sept 1 - eve	"BACC to Business" @ 5 to 7 pm	REITZ UNION GRAND BALLRM	Sign in with Lucy at Study Abroad table & take photo at signage table
Sept 8	Class 3: <i>Extreme "Resume" Makeover</i>	HVNR 270	DUE: Bring SQ handouts to class
Sept 15	Class 4: Business Ethics	HVNR 270	
Sept 22	Class 5: <i>Modern Family</i> : Human Library	HVNR 270	
Sept 24 - morning	<i>Parks 'n Recreation</i> – GatorPlunge	FOOTBALL STADIUM	
Sept 26-30 week	Heavener Career Week	HVNR HALL	
Sept 29	Class 6: <i>Walking Dead</i>	HVNR 270	
Oct 6	Class 7: <i>The "Ethics" Hunger Games</i>	REITZ UNION	DUE: Case presentations
Oct 6 - eve	Human Library event	REITZ UNION GRAND BALLRM	
Oct 13	Class 8: <i>Sherlock</i>	HVNR 270	Bring LAPTOPS to class (Four Year Plan = extra credit)
Oct 20	Class 9: <i>The Big Bang Theory</i>	HVNR 270	DUE: Resume with CAP critiques
Oct 27	Class 10: <i>The Apprentice</i>	HVNR 270	DUE: Map of Lives & Reflection (First yr. Map for extra credit)
Nov 3	Class 11: <i>Superstore</i>	HVNR 270	
Nov 10	Class 12: <i>Doctor Who</i>	HVNR 270	
Nov 17	Class 13: <i>Game of Thrones</i>	HVNR 270	DUE: Life Action Plan presentation in class & all extra credit work
Nov 24	No class – Thanksgiving week		
Dec 1	Class 14: <i>Friends</i>	HVNR 270	

Please note: This syllabus is a work in progress and may change as the semester progresses. The complete assignments and syllabus will be available on the e-learning / CANVAS website. A printout of the syllabus and other class handouts will be distributed at the second class. Any changes will be communicated to students during the announcement period of class.