



Introduction to Business – Warrington Welcome

GEB 2015: Section 164a

Fall 2016

INSTRUCTORS:

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CLASS MEETING: Tuesdays, 3rd period (9:35am-10:25am), Heavener 230

E-Learning in Canvas

Canvas will be used to maintain grades and provide information about the course and other opportunities available to each student. Make sure to check Canvas on a regular basis to ensure you are receiving the necessary updates for the course. You can get to Canvas by clicking this link: <http://elearning.ufl.edu/>, press E-Learning in Canvas, and then signing in using your GatorLink Username and Password that you use for accessing all UF sites.

REQUIRED TEXT

You Majored in What? Mapping your path from Chaos to Career. Brooks, Katherine (2010).

COURSE DESCRIPTION

Warrington Welcome (WW) is designed to help business freshmen transition to the University of Florida. This interactive course will introduce you to the skills, knowledge, and resources that are essential to your success as a business major.

COURSE OBJECTIVES

WW will connect you to key resources at UF: an instructor/advisor that is committed to helping you have a successful college experience; an undergraduate peer instructor who can serve as a resource for you; and classmates who can provide you with friendship and support in the coming years. Upon completion of this course, you will have a four year plan for college and an understanding of the type of experience you need to be competitive in the job market, a professional resume, an increased understanding of your major and course requirements, improved communication and leadership skills, greater knowledge of the activities and resources available to you in our school and at UF; and a greater appreciation for UF's diverse learning community.

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." Please note that violations of this Academic Honor System will not be tolerated. Specifically, I will rigorously pursue incidents of plagiarism of any type or incidents of academic dishonesty. Before submitting any work for this class, please read the policies about academic honesty at <http://www.dso.ufl.edu/judicial/>, and ask the instructors to clarify any of its expectations that you do not understand.

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 Disability Resources (392-8565), and 2) Bring a letter to the instructor from this office indicating that you need academic accommodations. Please do this as soon as possible, preferably within the first week of class.

GATORLINK E-MAIL

Students in WW 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 email address. Please visit www.gatorlink.ufl.edu to obtain your account and for additional information

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. Cell phones and pagers are NOT welcome in this classroom; please turn them off and put them away prior to the start of each class.

ELECTRONIC DEVICES

Laptops and other electronic devices should be used with discretion and only as permitted by the instructor for work directly related to the class session. Emailing, accessing the internet, and working on matters unrelated to the work at hand are inappropriate behaviors because they are disrespectful and distracting to the class and to the instructor. In the rare but urgent situation, the student should advise the instructor in advance of a pending phone call or message.

*****Turn off your cell phone before class begins*****

GRADING/EVALUATION

More important than earning a 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 will require a time commitment of two to three hours outside of class per week. Many of the written assignments in this course ask students to reflect on their college experiences or expectations, and students benefit from devoting time to these assignments. Students also benefit from being active participants in classroom discussions and activities.

IMPORTANT NOTE: You CANNOT earn an A in the course if you do not complete ALL of the required assignments, regardless of having 186 points or higher. This course is an experiential course, therefore all assignments are necessary to complete in order to get the best experience possible, and to show effort that is deserving of an A. This course is set up so that, if you do everything, you should receive an A with no trouble.

Grades will be based on the scale below with a total of 200 points possible. For information on grade points toward the calculation of your GPA, please see the following website:

<http://www.registrar.ufl.edu/catalog/policies/regulationgrades.html>.

A 186 – 200 pts.	C 146 – 153 pts.
A- 180 – 185 pts.	C- 140 – 145 pts.
B+ 174 – 179 pts.	D+ 134 – 139 pts.
B 166 – 173 pts.	D 126 – 133 pts.
B- 160 – 165 pts.	D- 120 – 125 pts.
C+ 154 – 159 pts.	E 0 – 119 pts.

Attendance & Participation	45 3 pts per class meeting (15 total)
Omnia Career maze	10
Ethics Case Competition	20
Wandering Map	10
Service Learning	40
Resume	15
Strengths Quest	10
Logo & Vision Board	10
Meme	10
Heavener Career Week Event	10
1-on- 1 w/ Instructor/Peer Leader	10
Human Library	10

ATTENDANCE AND PARTICIPATION (45 POINTS)

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. Two tardy attendances will result in one absence.

Students are expected to arrive for class prepared to meet classroom obligations and to devote full attention and commitment to the work of that class. Classroom discussion is an important part of the pedagogy of this course. Students in Warrington Welcome should be fully prepared to engage in class discussion, and they should use the opportunity to develop positive and professional communication skills. This includes according respect for differing perspectives and contributions to discussion, as well as building on the base for discussion laid by student colleagues and the instructor.

Excused absences include:

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 written documentation.

READING CALENDAR

Readings for *You Majored in What? Mapping your path from Chaos to Career* will be listed in the course schedule. Be sure to complete the readings for that day before you come to class.

It is recommended that you read the whole *You Majored in What?* text as it contains many topics that we will not cover in Warrington Welcome but may be valuable to you during your college experience.

YOUR WW ASSIGNMENTS

In WW, you will formulate a strategic plan to help you reach your goals of earning a degree and launching a successful career. Your strategic plan will involve the following tasks: 1) self-assessment (Who are you), 2) exploring opportunities and resources (How are you going to get to where you are going?), and 3) creating an action plan and beginning to implement it (Where are you going?).

Phase I: Self-Assessment (Who)

Individuals, like businesses, need to understand their capabilities, limitations, and goals before determining a specific course of action. The self-assessment phase is designed to help you acquire a sense of focus for your college years and to clarify your interests, values, strengths, and weaknesses.

PHASE I ASSIGNMENTS

Meet with Your Instructor or Peer Leader

This is an opportunity for the instructor and Peer Leader to get to know you, your interests and goals, as well as help you develop a plan moving forward in your academic career. This 30 minute appointment is a time to discuss anything you would like, so feel free to come with specific questions and topics to discuss. You have the entire semester to complete this assignment but do not wait until the last minute to schedule an appointment; set your meeting date as early as possible.

Strengths Quest Activity

Discuss what you've learned about yourself and find out more about your classmates using the Strengths Quest assessment. Bring the "Signature Theme Report" to class AND to your meeting with the instructor.

Omnia Careermaze Assessments

Omnia Careermaze is a tool to help individuals learn about their natural behavior and preferred environment for their career. You will complete this assessment, which is located in the Discovery Cube on the second floor of Heavener. **This assessment must be completed by September 5th at 11:59pm.** The results will then be given to you in class the next day.

Wanderings Map

Utilizing the readings, you will create a Wandering Map. This Map will be due **in class September 6th** for the day's in class activities.

Develop a Resume

Create a resume that you can actually use when you apply for internships, scholarships, the Florida Leadership Academy, and full time jobs. The first draft must be critiqued by a CAP mentor. To receive credit for the critique, have the reviewer print and sign the resume. You will turn that in WITH the final draft of your resume.

Participate in the Business Ethics Case Study Competition (instructions to follow) WW students will participate in an ethics-related business case study competition. Groups of students will decide how to approach a real world business dilemma, develop a strategic business plan to implement their ideas, and create a presentation which will be delivered to a panel of judges. Presentations are evaluated for creativity, reasoning, thoroughness, and orchestration. This round-robin competition is scheduled for October 4th, with the finals round on the evening of October 10th. Specific details will follow.

Phase II: Exploration (How)

In the exploration phase, we will focus on acquiring knowledge about specific majors and careers and co-curricular activities AND helping you decide whether the findings from the self-assessment phase are congruent with your choice of major. In this phase you will create a resume, which will allow you to explore past and future experiences. We will also work on giving you a better understanding of the diverse UF environment (i.e. the parameters you are operating within) and the resources and opportunities it can provide you.

PHASE II ASSIGNMENTS

Meme creation – Campus Resources

Each student will create a meme that represents one resource available to students. The goal is to create a meme that not only catches the attention of the audience, but that also is a great representation and description of that resource. Please keep in mind that while these memes are meant to be entertaining, we do not want them to be inappropriate or offensive. These will be completed in class and presented the same day. Students will be assigned their campus resource that day in class.

Explore Service Learning (out of class)

The School of Business wants to instill in its students the value of serving in your community. Community service is a great way to help others AND it can give you marketable, business-related work experience. To that end, our class will complete a service project. More details will be given in class and on the course website. Date and time TBA.

Human Library (out of class)

In this worldwide movement for social change, you will get to meet and dialogue with two people of your choosing, who will share their personal stories and answer your questions. This interactive learning experience will help you develop your appreciation for diversity, which is critical here at UF and in the business world. You will sign up for two 45-minute sessions taking place on Thursday, October 6th from 8:30am-7:30pm.

Heavener Career Week – Heavener Career Week is a semi-annual event bringing together employers and Heavener students in meaningful ways. Students will discover career paths and connect with industry professionals and recruiters. **It will be held September 26-30.** You must attend one session from Heavener Career Week. More information will be given in class.

Phase III: Action, Experimentation, and Implementation (Where)

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 choice is the right one for you. ***Through experimentation and interaction with others, you can determine what you like and what you don't like and then use that knowledge as a basis for determining where you want to go next in your life.***

This phase involves 1) developing an action plan for your college years, 2) taking part in leadership experiences that you can actually put on your resume, and 3) reflecting on and evaluating how things went this semester and where you are going to go next!).

PHASE III ASSIGNMENTS

Personal Logo/Symbol

Using what you have learned about yourself through Strengths, Omnia Careermaze and Wandering Map, create a logo/symbol that represents you. More details will be given in class and on course website. In class, you will give a brief explanation (approximately 1 minute) on how your Strengths, Omnia Careermaze results and Wandering Map

are represented in the logo, and how your future plans fit with the logo. You will also turn in a paper summarizing your logo and your future goals.

EXTRA CREDIT OPTIONS

Four-Year Academic & Professional Plan

Understanding where you want to go is crucial to developing a plan for getting there. It is also important to include all the steps necessary to accomplish your goal. This academic plan will help you lay out the courses you TENTATIVLY plan to take during your time at UF, not only in a way to complete your degree, but in a way that creates balance and allows you to meet your individual goals while at the University of Florida.

Additional Meeting with Your Instructor or Peer Leader

This is an opportunity for the instructor and Peer Leader to get to know you, your interests and goals, as well as help you develop a plan moving forward in your academic career. This 30 minute appointment is a time to discuss anything you would like, so feel free to come with specific questions and topics to discuss. Must meet with the instructor that you did not previously meet with for your assignment.

Attending Business Bash

Business Bash will be held September 1st in the Reitz Union Grand Ballroom. In order to receive extra credit for attending, please take a selfie with one of the displays at the event.

Please note there will also be in class activities that are not listed, which are accounted for in attendance points.

Course Schedule

Week	Date	Topic	Readings from "You Majored in What?" (completed before class)	Assignments due
1	23-Aug	Introductions, Ice breakers, Syllabus	Pages 1-18 (can be completed after 1 st class meeting)	
2	30-Aug	Personal Branding	Pages 19-44 (for use in creating Wandering Map)	
3	6-Sep	Strengths Quest, Omnia Careermaze, Wandering Strategies continued	Pages 269-271 (bring book to class)	Strengths, Omnia Careermaze (by 9/5/16 at 11:59pm), Wandering Map
4	13-Sep	Ethics Case Presentation		
5	20-Sep	Human Library Presentation		
6	27-Sep	Resumes	Pages 195-221	Attend Heavener Career Week session this week
7	4-Oct	Ethics Case Competition		Ethics Case Presentation, Heavener Career Week Confirmation, Attend Human Library Oct. 6
8	11-Oct	Human Library Processing. Campus Resources/Memes		
9	18-Oct	Involvement Panel		Resumes due
10	25-Oct	Degree Audit, Academic Planning	Pages 83-98	
11	1-Nov	CeCe Shultz as guest speaker; Academic Planning continued		
12	8-Nov	Wellness; Time Management	Pages 99-108	
13	15-Nov	International Programs		
14	22-Nov	No Class		
15	29-Nov	Future Mapping	Pages 109-131	One-on-one meetings due
16	6-Dec	Personal Logo	Pages 133-161	Vision Board and Personal Logo

SERVICE LEARNING PROJECT TBA

*Syllabus subject to change with appropriate notification.