



Section 5302

Fall 2016

TUESDAYS & THURSDAYS
8TH-9TH PERIOD (3:00PM-5:00PM)
HEAVENER 160

GEB 4932: PROFESSIONAL DEVELOPMENT MODULE—ENACTUS

Course Information

COURSE OBJECTIVES

This course is designed to help you develop your leadership, teamwork, communication, and project management skills. The class will function as a team with the following primary goals:

1. Assess and improve project impact: the ability to empower people in need an enhance their quality of life by applying business/economic concepts in an entrepreneurial manner, while meeting the triple bottom line (people, profit, planet).
2. Register with Enactus National: <http://login.enactus.org/GetInvolved/pages/register.aspx>
3. Participate in the Regional Competition and National Exposition

COURSE INSTRUCTOR

Lisa D'Souza

352-273-0150

Lisa.dsouza@warrington.ufl.edu



Lisa received her B.S. degrees in Business Management and Psychology, and her M.Ed. in Student Personnel in Higher Education all from the University of Florida. She spent three years working in human resources, including her role as a College Recruiter for JCPenney. She currently serves as the Director for Career and Leadership Programs in the College of Business. In this role, she has been the advisor for Enactus and Warrington Welcome for four years. In her spare time, she enjoys traveling and spending time with her friends, family, and pet bird. Her top 5 themes are: Harmony, Empathy, Consistency, Achiever & Responsibility.

OFFICE HOURS

By appointment. Please call 352-273-0150 or stop by Heavener 333 to schedule an appointment.

ATTENDANCE POLICY

Professionalism is an important component of this class, and as a student leader, you are expected to arrive on time. **Arriving late will result in the loss of attendance points.**

Students are **allowed 2 unexcused absences** from class. Students who earn 3-4 unexcused absences will only receive half of their attendance points. An absence may only be excused if it is emailed to the instructor with documentation and reasonable prior notice.

ELECTRONIC DEVICE POLICY

First hour – no devices

Second hour – laptops are acceptable

This policy is in effect in order to maintain a distraction-free and considerate learning environment for all students.

Please manage your personal lives and schedules so that you can "disconnect" for a short period of time while attending class.

ADA Statement

UF 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 (<http://www.dso.ufl.edu/drp/>), and 2) Bring a letter to the instructor from Disability Resources indicating that you need academic accommodations. Please do this as soon as possible, preferably within the first week of class.

Overview of Assignments

Retreat:

All students must attend the half day retreat at the beginning of the semester which serves to develop teamwork and community that is essential for project and overall team success.

Project Experience:

Experiential learning is the focus of Enactus, so all Enactors will be actively involved in 2 projects. Actively involved can range from holding a position within the project, to participating in at least two single day events.

Timelines:

Goal-setting is critical to your Enactus experience. All students will develop two detailed timelines (beginning and mid-semester) to direct their efforts this semester. These should involve challenging but achievable objectives and timeframes.

Recruitment Events:

Most Enactus projects rely on talented and passionate volunteers, some of whom become future Enactors. Therefore, students must participate in at least two recruitment events of their choice during the semester ranging from Business Bash to Warrington Welcome Involvement Panels. These events will develop your communication and sales skills.

Monthly Reports:

Once a month, you will submit a report which documents your hours and effort. Reports must be submitted by the 1st of each month to receive full credit.

One-on-one Meeting with Lisa:

At the beginning of the semester, you will sign up to meet with Lisa. These meetings will give you the opportunity to discuss questions, challenges, and ideas related to your Enactus involvement, as well as your career goals. While only one meeting is required for your grade, you are encouraged to set up multiple meetings to help you make the most of your experience.

Transition Guides:

Every Enactus project and each PST member will be submitting a thorough transition guide, in order to ensure smooth handoffs from one Enactor to the next. Transition guides must be submitted on time and comprehensive.

Media Upload:

Students must document their project related events through photos and videos, which should be saved in the team's Google Drive. Additionally, students should use this media to make at least 4 social media posts during the semester.

End of Semester Presentation:

Reflecting on your experiences is important for your growth and development in Enactus. Every Enactor will create and deliver a short presentation to the rest of the class, outlining their notable learnings from the semester.

Enactus Definitions

Sam Walton Fellow: The Sam Walton Fellow is the advisor for an Enactus chapter. According to the Enactus headquarters website, Sam Walton Fellows wear the titles of coach, mentor, career advisor and friend. We are excited to serve you in these capacities. Our doors are open to you to discuss any Enactus or non-Enactus related issue.

Project Managers: It is the responsibility of all project managers to mentor and support their team in the development and implementation of their respective project. Project managers should oversee the team with respect to preparation, timeliness, and professionalism. Project managers should not retain all creative control of projects; rather most of the work should be delegated to the team. The project managers are responsible for the following: making sure their presentations are well documented with respect to Enactus criteria and ensuring their team synergy is working well and all members of their team are contributing. The project managers are also responsible for putting together the report to send to national headquarters for competition.

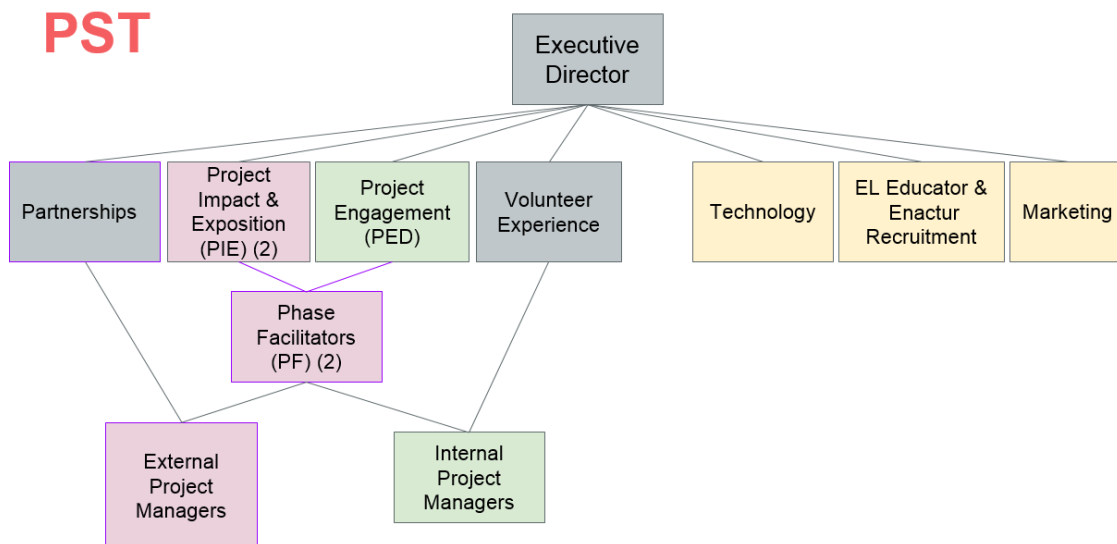
PST: While Enactus is a flat organization in which everyone is expected to be a leader, it is also necessary to have a leadership team to serve as subject matter experts in areas such as BAB coordination, Expo preparation, membership & transitions, technology, and public relations. These students will serve as resources for the entire class in these areas, in addition to implementing projects.

Enactus Alumni: Enactus alumni are all former members of our team, either UF alumni or current students, who have completed three semesters of enrollment in the Enactus class. Enactus alumni should be used as mentors, sounding boards for current projects, and as networking resources. Every semester, current Enactus students should attempt to keep Enactus alumni abreast of any changes, challenges, and successes.

Business Advisory Board (BAB): The Enactus business advisory board is comprised of corporate sponsors, Enactus alumni in the field and other friends of Enactus in the workplace, affiliated with a company. As a Enactus student, you should feel comfortable contacting these folks with business or industry-related questions, looking to them for project support, invite them to attend Enactus events, and keep them well-informed of the current Enactus projects.

Enactus Project Support Team (PST) Structure

What PST role will you take on?



Instructions for Administrative Requests

Printing Flyers:

Timeline: Submit at least two business days before you need them.

Format: If ½ or ¼ sheet flyers, an actual template must be used (do not try divide the page up yourself).

Procedure: Email me the PDF version only, along with the following details:

- Number of copies needed
- Color or black and white
- Single or double-sided
- When you need the copies
- Do they need to be cut, stapled, etc.?

Pick up: I will email you when they've arrived. They will be available at the Heavener 333 desk.

Reserving Rooms in Heavener, Stuzin, Hough or Bryan:

Timeline: At least one week before event.

Room Availability: Most reservations are set before the semester, so request as early as possible. In class, I can show you the room's current availability.

Procedure: During project time, please come see me and bring the following information

- Date
- Room needs
 - # of seats/people
 - fixed or flexible seating
- Start Time (allow 30 minutes for set up)
- End Time (allow 30 minutes for clean up)

Scheduling Appointments with Lisa:

Timeline: Our calendars often book up quickly, so try to schedule a few days in advance.

Procedure: Visit or call the Heavener 333 front desk at 352-273-0150 to schedule the appointment.

Purchasing Food for Events:

Timeline: One week for catering orders, can be the day of if you are purchasing yourself.

Procedure: You will need to submit a sign-in sheet of everyone who attended the event.

- Do not purchase any Coca-Cola products (including Dasani water). The only exception is Gatorade.
- For costs under \$100, you can purchase yourself (once you've gotten approval from me) and get reimbursed about a month later. Will need to submit your receipt and e-mail me your:
 - Name
 - UFID
 - Local Mailing Address
- If over \$100 (or if you prefer not to purchase yourself) you will need to get an invoice from the vendor. Be sure they're ok with not receiving payment until 30 days after the event.

Parking for Guests (Off campus near McDonalds on 13th):

Timeline: Submit at least one week in advance.

Procedure: Email Leanna McClellan (leanna.mcclellan@warrington.ufl.edu) and CC Lisa with the following information.

Guest Name

Company/Organization

Arrival Date & Time

Purpose of Visit

If your guest is physically unable to walk and or needs special accommodations, please let me know

Make sure you get confirmation from us that the parking request has been approved. Once it has, Leanna will e-mail you the pass to send to your guest (so they can print and display it in their vehicle) along with instructions on how to find the correct lot so they don't get towed.



Grading

Students will be graded according to the following requirements:

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

All assignments must be submitted on time to receive full credit

Students may earn up to 5 points of extra credit. Please see Enactus point system for more details.

Assignment	Possible Points
Retreat	5
Project Experience: Primary (20 pts), Secondary (7 pts)	27
Timelines (2 x 4pts)	8
Recruitment Events (3 x 3pts)	9
Monthly Reports (4 x 3pts)	12
One-on-One Meeting	5
Transition Guide	5
Media Upload (4 x 1pt)	4
End of Semester Presentation	10
Attendance, Participation & Project Involvement (see policy on page 1)	15
TOTAL	100

Course Schedule

Classes will follow the UF Academic Calendar and will occur every Tuesday and Thursday during the semester **except** for:

Tuesday Sept. 27th—Career Showcase & Thursday Nov. 24th—Thanksgiving

An updated list of class topics can be found on our Canvas page.

Out of Class Requirements: You are expected to attend the following events. Like class, missing one of these would count as one of your two unexcused absences.

Retreat:
SATURDAY August 27th
9:00am-12:00pm

Business Bash:
THURSDAY September 1st
4:45pm-7:00pm

Involvement Fair:
TUESDAY September 6th
5:30pm-7:00pm

This syllabus is subject to change as needed. Any changes will be communicated to students in a timely manner.