

Introduction to Business – GEB 2015

Fall 2017 Section 1620 HVNR 220



INSTRUCTORS

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Peer Leader: Lauren Youngson
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CLASS MEETING: Tuesday, 6th Period (12:50 – 1:40)
Heavener 220

REQUIRED TEXTBOOK:

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

Revised in 2017 (Blue Cover)

COURSE DESCRIPTION

This course is designed to assist with your transition to the University of Florida and the Heavener School of Business. The Warrington Welcome program will emphasize the development of academic and personal skills supporting success in the Heavener School 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:

- Seek to develop personal awareness, and set goals for individual 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
- Opportunities to discover skills for academic success

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.

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.

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.

ACADEMIC HONOR SYSTEM

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 and ask the instructors to clarify any expectations you do not understand.

CLASS EXPECTATIONS

Attendance

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 and let us know at least a week in advance. Two tardy attendances will result in one absence.

Participation

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.

Electronic Devices

Laptops and mobile 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 instructors. In the rare but urgent situation, the student should advise the instructor in advance of a pending phone call or message. Silence your phone before class begins.

Team Work and Individual Work

Working in the context of groups and teams is an important managerial skill fostered in the business program. Students should treat their responsibilities to team appointments and team work as you would treat professional business obligations. Learning in the context of groups and teams involves academic integrity. Team members are jointly responsible for the academic honesty and integrity of team work. They are obliged to participate in the work and learning process of the team so that they do not take academic credit for projects and assignments to which they have not made a fair and proportionate contributions.

E-Mail Communication

Students in Intro to Business 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.

E-Learning (CANVAS)

This course will utilize the Canvas (e-learning) site extensively. On this site you will find the syllabus, course assignments, weekly activities, due dates, and other valuable resources for your success in this course and at the University of Florida. All of your assignments, unless otherwise stated, will be due before the start of class through the Assignments tab. A description is provided for each assignment.

All assignments are to be submitted in .doc, .docx, or .pdf format.

METHODS OF SUCCESSFUL LEARNING: 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 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.

FLORIDA LEADERSHIP ACADEMY: This course is highly recommended for those students that intend to apply for the Florida Leadership Academy (FLA). FLA is a yearlong leadership development program offered by the Heavener School of Business. More information will be provided during the course.

ASSIGNMENTS Warrington Welcome is a college level course. The assignments that you turn in should be college level work. You are responsible for knowing and understanding the content of the syllabus.

All assignments should be typed and double-spaced. The font should be 12 point Times New Roman or Arial with 1" page margins. Points will be deducted for spelling errors, typos and failure to follow directions.

Print your name at the top of the first page of the assignment and number each additional page. If you use a quotation, please cite it according to the [6th edition of the American Psychological Association's Publication Manual](#).

LATE WORK WILL NOT BE ACCEPTED.

ASSIGNMENTS

Business Bash

August 29th

You must attend Business Bash on Tuesday, August 29th. The event will be held in the Reitz Union Grand Ballroom from 5-7pm.

Wandering Map

Week 2

You need to know where you've been to determine where you are going. This activity will help you identify the themes and threads of your path that will inform the next steps you take on your path.

Autobiography

Week 3

Knowing who you are is the first step in figuring out where you want to go. In 3 succinct pages, tell us who you are and what motivates you. You can also include your passions, experiences, adventures, and goals beyond college. You will be graded for content but grammar and punctuation still count, you are expected to submit error free, college level writing.

Meet the Associate Dean

Friday, September 8th 3-4 pm

You must attend our session with Dr. Alex Sevilla, on Friday, September 8th from 3-4pm, In Bryan 232. If you have class (the only acceptable reason to miss), you must contact me by September 6th for a list of alternative dates.

Panel Questions

Week 9

During class we will have representatives from fellow students involved in leadership, come prepared to ask 3 questions about involvement, organizations, and time management.

Strengths for Students (bring report to class)

Week 3

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 have the opportunity to take this online assessment and be able to integrate the results into your academic plans. ***Bring your Signature Theme Report to class with your name on it on September 5th MUST COMPLETE By SEPTEMBER 4 at midnight.***

Elevator Pitch

Week 6

Each of us has a personal brand. Personal branding is the practice of people marketing themselves and their careers as brands. This exercise will force you to think about how you discover, create, communicate your brand and make your pitch.

Resume (1 Page) and Cover Letter

Week 6

A great resume is essential to a successful internship/job search. However, it can also be just as useful in planning for future experiences at the University (either curricular or co-curricular).

Occupational Outlook Handbook Assignment

Week 5

The Occupational Outlook Handbook is a career resource tool that offers information on the hundreds of occupations that provide the overwhelming majority of jobs in the United States. Each occupational profile describes the duties required by the occupation, the typical education and training needed to enter the occupation, the work environment of that occupation, and more. It is essential that you have working knowledge of how to use this very important resource. For the assignment, you will be assigned occupations that many of our business students choose to enter.

Degree Audit Assignment

Week 11

You are a student after all, and knowing what it will take to cross the finish line with your degree is of utmost importance.

Ethics Ambassadors/In-class discussion

Week 5

Ethics Case Competition

Week 7

You will be expected to participate as a member of a group to solve and present your solution on an ethics-related issue. Appropriate attire for the presentation is business casual.

Possible lives map

In Class Week 12

Understanding where you want to go is crucial to developing a plan for getting there. For this assignment you will create a “map” of all of the “places” that you want to go during and after college. These will include all of your aspirations for your college experience as well as your life after college. This map will then serve as a personal guide toward applying the information you learn in the class to yourself and your unique path through college.

Peer Leader One-on-One Meeting

On Going

Schedule an appointment to meet with your Peer Leader, Eesha, to discuss college success strategies and topics related to our Warrington Welcome course. **It is your responsibility to set up this appointment and confirm it with Lauren.**

Human Library

October 26th

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 26th, in the Grand Ballroom.

Community Service Project

Date: TBD

Students are expected to participate in the community service project. Attending the project as a class is expected and students must receive approval from the instructor before doing a project not planned by the instructor. **Any schedule conflicts must be submitted in writing with documentation to the instructor(s) no later than one weeks prior to the event.** You will submit a 2 page paper reflecting on this experience (see page 11 of syllabus). The date of the project and the due date of the reflection paper will be provided at a later date.

Wandering Strategy Assignment

Week 15

Getting what you want out of your college experience is a matter of purposeful planning. It also involves much more than just going to class. However, at this point you may be considering many different plans for your college experience. You will have the chance to choose one of three “Wandering Strategies” that fit your circumstances to help guide your journey after Warrington Welcome. It is hoped that you will use this assignment as a way to tie-in all that you have learned.

EVALUATION

Assignments:

Activity	Points	Due Date
Meet with Lauren	2	On Going
Business Bash	2	August 29 th
Analyzing your Wandering Map	2	Week 2
Meet the Associate Dean	2	Sept. 8 th (3-4pm)
Community Service	10	TBD
Strengths Themes	5	Week 3
Resume	5	Week 4-6
Cover Letter	5	Week 4-6
Elevator Pitch	5	Week 4-6
OOH Worksheet	2	Week 5
Degree Audit Worksheet	3	Week 11
Questions For Panels	2	Week 9
Ethics Group Presentation	10	Week 7
Human Library	5	Oct. 26 th (must attend)
Possible Lives Map	5	Week 12 (in class)
Wandering Strategy	10	Week 15
Attendance and Participation	25	Every Week

Grades will be based on the scale below with a **total of 100 points possible**:

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