



# Introduction to Business

## Warrington Welcome

Fall 2017 • GEB2015

Section 163B • Wednesdays • 9:35-10:25 • Period 3

Location: Heavener 260

### COURSE DESCRIPTION:

This course is designed to assist your transition into the University of Florida's Warrington College of Business. Active engagement with resources and participation in learning, including open discussion, will help you make the most of your experience. More importantly than earning grades in this course is learning a great deal about yourself and your role in the University of Florida. Getting the most of this course will require a time commitment of between 2-3 hours outside of class per week. 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.

In this class, you will have the opportunity to:

- Learn about yourself and what you want to get out of your university experience
- Gain an understanding of how to use the resources at the university to achieve your personal goals
- Leave with an action plan that helps you map out how to get where you want to go

Warrington Welcome connects students to three other key resources at the University of Florida:

- A faculty member who is committed to first-year student success
- An undergraduate peer leader who has experience making a successful transition to college
- Peers who will help celebrate your successes and support you through your struggles

### INSTRUCTORS:

Faculty Member:

Jaime Little, M.Ed.

Email:

[jaime.little@warrington.ufl.edu](mailto:jaime.little@warrington.ufl.edu) or [jrlittle@ufl.edu](mailto:jrlittle@ufl.edu)

Office Hours/Location:

by appointment, Heavener Hall 3<sup>rd</sup> floor (call receptionist for appointment)  
(352) 273-0165

Peer Leader:

Amber Van Den Heuvel

Email:

[ambervdh@ufl.edu](mailto:ambervdh@ufl.edu)

Office Hours/Location:

by appointment, please email/ text me at least 2 days in advance to schedule  
(904) 521-6316

### INSTRUCTOR BIOS:

**Jaime: Assistant Director, Academic & Career Advising**

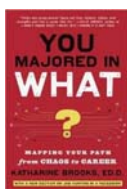
[http://warrington.ufl.edu/undergraduate/docs/bio\\_JaimeLittle.pdf](http://warrington.ufl.edu/undergraduate/docs/bio_JaimeLittle.pdf)

**Jaime's StrengthsQuest Top 5 are- Input, Ideation, Strategic, Maximizer and Futuristic**

**Amber: A 3rd-year student pursuing a Dual Degree in Management and Psychology**

**StrengthsQuest Top 5 are- Individualization, Relator, Harmony, Analytical, Significance**

**BOOK: "You Majored in What? Mapping your Path from Chaos to Career" by Katharine Brooks (either version)**



**ACADEMIC HONOR CODE:**

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 academic dishonesty of any type. Before submitting any work for this class, please read the policies about academic honesty at <https://www.dso.ufl.edu/judicial>, and ask me 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 needed academic accommodation should 1) Register with and provide documentation with the Disability Resource Center (<https://www.dso.ufl.edu/drc>) and 2) Bring a letter to the instructor from this office indicating that you need academic accommodations. Please do this within the first two week of class.

**GATORLINK EMAIL:**

Students in WW are required to use their GatorLink account for all UF related email functions. Official university communications are sent to students at this email address. Please visit <http://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 materials are not appropriate and may result in loss of participation credit for the day.

**ELECTRONIC DEVICES:**

**Please turn off your cell phones before class begins.**

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 instructors. In the rare but urgent situation, the student should advise the instructor in advance of a pending phone call or message.

**TEAMWORK AND INDIVIDUAL WORK:**

Working in the context of groups and teams is an important managerial skill that is fostered in business programs. Students should treat their responsibilities to team appointments and teamwork as they would treat professional business obligations. Learning in the context of groups and teams also involves academic integrity. Team members are jointly responsible for the academic honesty and integrity of teamwork. They are obligated to participation 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 contribution.

**ASSIGNMENT DESCRIPTIONS: See "Assignments" section of Canvas Course website for more detailed instructions.**

1. Participation/Discussion – 1 point per class will be awarded based on involvement and interaction. Be sure to stay engaged, contribute ideas, and stay focused during class. An unexcused absence results in the loss of 2 points. An excused absence results in a loss of 1/2 a point as this class is highly dependent on "in class" participation.
2. Autobiography – During the first day, you will be asked to tell us about yourself and what brought you to UF. Then you will respond to 4 other peers on canvas.
3. StrengthsQuest Report – StrengthsQuest is an assessment tool to assist you in identifying your top 5 strengths especially in how you work in teams, what roles you gravitate towards, etc. We will explore your personal strengths and compare with others in the class. You will be given access to the assessment and then will be required to bring in a print out of your 2-page summary report for use in class.

4. Omnia Career Maze - You will be required to answer a few questions in the Discovery Cube on the 2nd floor of Heavener Hall
5. Meet the Associate Dean - Attendance in an out-of-class discussion with the Associate Dean, Dr. Alex Sevilla is required on **Friday, September, 15th from 10-11am**. If you have a major conflict, please contact your instructors in advance and we will try to find another MtAD for you to attend.
6. Service Project - Our service project will be on **Friday, September 15th, 2-4pm**. Your attendance and participation will contribute to your grade for this assignment. If you have a major conflict, please contact your instructors in advance and we will try to find another service project for you to attend.
7. Resume 1<sup>st</sup> draft - You will complete your first draft of your resume utilizing techniques taught in class that will transform your current idea of a resume into a "COLLEGE" resume. On the appropriate due date, you will bring your resume to class, as we will be using it for an activity.
8. Human Library - 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*.
9. Ethics Case Competition - This case competition is facilitated through the Ethics Ambassadors. The class will be placed into groups of about 5 people and will present on a specific case. The Ethics Ambassadors will provide more details.
10. Time Management - You will complete a time management activity in class for the current fall semester.
11. Resume final draft - A final REVISED copy of your resume is due and needs to be submitted on Canvas by 11:59pm on due date.
12. YMIW Activities Packet- This assignment is tied to the required text "You Majored in What?" This includes activities done during term in class (Wandering Map, Major Map, and Wandering Strategies project. With the final project, we will bring it all together. On November 29th you will bring your project to the class. More details to come!

#### GRADING SCALE:

Grades will be based on the scale below. There is NO ROUNDING. Earning 89.99 points in the class is a B+.

**ALL ASSIGNMENTS MUST BE COMPLETED TO EARN BETTER THAN B GRADE REGARDLESS OF TOTAL POINTS EARNED.**

<b>A</b>	94 – 100	<b>B</b>	84 – 86.99	<b>C</b>	74 – 76.99	<b>D</b>	64 – 66.99
<b>A-</b>	90 – 93.99	<b>B-</b>	80 – 83.99	<b>C-</b>	70 – 73.99	<b>D-</b>	60 – 63.99
<b>B+</b>	87 – 89.99	<b>C+</b>	77 – 79.99	<b>D+</b>	67 – 69.99	<b>E</b>	00 – 59.99

**COURSE SCHEDULE: What's Due information should be completed PRIOR to coming to class on that day!**

<b>Date</b>	<b>Topic</b>	<b>What's Due</b>
August 23 <sup>rd</sup>	Introductions & Syllabus	Remember Business Bash is August 29th!
August 30 <sup>th</sup>	Personal Branding Intro to StrengthsQuest	Autobiography on Canvas Omnia Career
September 6 <sup>th</sup>	StrengthsQuest Activity Omnia Career Maze Results	Ch. 1 YMIW reading Peer Reviews for Autobiographies StrengthsQuest Results (printout)
September 13 <sup>th</sup>	Wandering Map Time Management	Ch. 2 Wandering Maps reading
September 15 <sup>th</sup>	<b>Meet the Associate Dean</b>	<b>Friday morning from 10am-11am BRYAN HALL room 130</b>
September 15 <sup>th</sup>	<b>SERVICE PROJECT</b>	<b>FRIDAY AFTERNOON - PLAN TO BE THERE</b>
September 20 <sup>st</sup>	Ethics Case Study launch and discussion	Ch. 4 Mapping your Major (Ch. 3 in new text) Service Project Reaction (due on Canvas)
September 27 <sup>th</sup>	Resume presentation Financial Literacy	Time Management Due Ch. 8 Resumes
October 4 <sup>th</sup>	Ethics Case Competition	Finalists will also compete on 10/9
October 11 <sup>th</sup>	Human Library Discussion	CH 10: Interviews
October 18 <sup>th</sup>	Activities & Involvement Panel	Ch. 5 Possible Lives Map (Ch. 4 in new text)
October 25 <sup>th</sup>	Degree Audit Resume Peer Critique	Bring Laptops 1 <sup>st</sup> draft Resume (bring 2 copies to class)
October 26 <sup>th</sup>	<b>HUMAN LIBRARY</b>	<b>EVENT AT REITZ UNION</b>
November 1 <sup>st</sup>	Majors and Academic Enhancements	Final draft of resume (due on Canvas)
November 8 <sup>th</sup>	Wandering Strategies (YMIW) overview	Ch. 6 Wandering Strategies Reading
November 15 <sup>th</sup>	Study Abroad	Wandering after Graduation (Ch. 11)
November 29 <sup>th</sup>	Wandering Strategies project sharing	Wandering Strategies Project
December 6 <sup>th</sup>	Wrap up and Evaluations	

**Grading:**

<b>Assignments/Required Activities</b>	<b>Points</b>	<b>Due Date</b>
Participation/Discussion (1pt/class)	15	ongoing
Autobiography	3	Aug 30 (Peer-Sep 6)
Omnia Career Maze	2	Aug 30
StrengthsQuest Report	5	Sep 6
Meet the Associate Dean Attendance	5	Sep 15
Service Project Attendance/Discussion	10	Sep 15
Time Management Plan for Fall	5	Sep 27
Ethics Case Competition	10	Oct 4
Resume 1 <sup>st</sup> draft	5	Oct 25
Human Library	10	Oct 26
Resume final draft	15	Nov 1
YMIW Activities - Wandering Map/Mapping Major/Wandering Strategies	15	Nov 29
<b>Total</b>	<b>100 pts</b>	