



Introduction to Business

Semester: Fall 2017

Course: GEB2015 Section: 164A

Time: Wednesday - Period 7
(1:55pm-2:45pm)

Location: 220 Heavener Hall

Course Description

This course is designed to assist your transition to the University of Florida's Warrington College of Business. You will be given opportunities for personal and professional development, and you will be introduced to campus and college resources. Active participation in learning, inside and outside the classroom, will help you make the most of this experience

Contact Information

Office hours by appointment.

Erica Nowak

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Madi Kennedy

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Instructor: Erica Nowak

Erica comes to UF after spending 15+ years in the private sector working in HR and operations. While in recruiting, Erica was responsible for representing a Fortune 100 brand in the U.S., Europe, Asia, South America and the Caribbean. Prior to Erica's corporate experience, she worked in higher education supporting study abroad programs and a Bachelor's degree program in Florence, Italy. Erica currently serves as a graduate career consultant for Business Career Services.

Peer Leader: Madi Kennedy

Madi is a Fourth Year General Business Major with a Specialization in Family, Youth and Community Sciences and double major in Psychology. She is currently involved as a Warrington Diplomat, and a member of the Involvement Team. She currently works as a Special Project Assistant at Student, Activities and Involvement in the Reitz Union, and this past summer, she studied abroad in Galway, Ireland. She loves running and spending time with family and friends. Her top five strengths are empathy, discipline, developer, achiever, and belief.

Course Objectives

Warrington Welcome provides opportunities for students in areas including:

- Academic and personal success
- Appreciation for and commitment to a diverse learning community
- Personal, social, emotional, and intellectual skill development
- Connection to the Warrington College

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, these instructors will rigorously pursue incidents of plagiarism of any type including in-class participation, assignments and exams. Before submitting any work for this class, please read the policies about academic honesty at <http://www.dso.ufl.edu/judicial/academichonestystudent.html>, 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 Resource Center (352-392-1261), 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.

Attendance Policy

Students are expected to be punctual in class attendance and remain in the classroom for the entire class session, as they would for any business appointment, unless an urgent need arises. After two unexcused absences, students will receive an "E" grade for the course. Excused absences are religious holiday, medical, emotional and family emergencies with documentation. Absences are excused at the discretion of the instructors. Excused absences must be communicated to the instructors prior to the beginning of the class period. If you are absent, late to class, or found not to be participating in the activities (playing with your cell phone or computer), points will be deducted from your participation grade.

Gatorlink Email

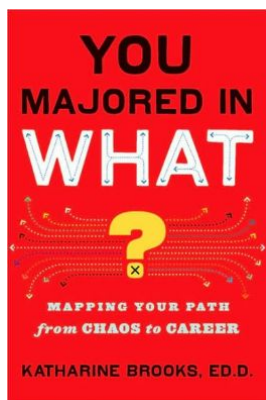
Students in Warrington Welcome are required to have and use their GatorLink account for all UF related e-mail functions. Please make sure to check your GatorLink account regularly; at least once per day is recommended.

Cell phones and electronics in class

It is expected that cell phones are turned off during class time. If a student is found to be using or interacting with their phone or any other electronic device when not being asked to do so, it will result in a decrease in their participation grade for the course. The policy is applied to the use of laptops or other electronic devices. Unless required for the assignment, they should be turned off and placed in a student's bag so they are not a distraction from the learning environment.

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Suggested Reading



You majored in what: Mapping your Path from Chaos to Career

By: Katherine Brooks

In this college success guide, Dr. Katharine Brooks provides a road map for college students, replacing obsolete thinking that "major = career," and instead using positive psychology, mapping techniques, and exercises to help job seekers reframe their skills. Brooks provides effective strategies to help readers mine their academic and life experiences for new insights into landing jobs with the best employers, and finding alternatives when the situation calls for a Plan B.

Assignments

Details about each assignment can be found on Canvas & will be updated closer to each due date.

Meet the Dean

September 6th, 9am - 10am

Heavener 160

A great opportunity to hear from and interact with the Associate Dean & Director of the Heavener School of Business, Dr. Alex Sevilla. Don't miss out on this unique opportunity! **More details in class.**

Business Bash

Tuesday, August 29th, 5pm - 7pm

Reitz Union Grand Ballroom

Each of Heavener's 30+ business organizations and leadership programs will be represented at this event. Students will be able to speak with current members about possible involvement opportunities. **To receive credit, you must attend the event and interact with members of organizations at the event. More details on Canvas.**

Heavener Career Week

September 25th - September 29th

Heavener Hall

Meet employers to learn about career paths and connect with industry professionals. Select companies will present interactive workshops and information sessions on a variety of topics. Students can interact, ask questions, and build meaningful relationships with professionals in their fields of interest. **To receive credit, you must attend 1 HCW session. More details on Canvas.**

Human Library

Thursday, October 26th

Reitz Union Grand Ballroom

The Human Library is an event that celebrates diversity and differences by promoting open dialogue. Discussion topics might include discrimination, hardship, stereotypes and perseverance. It works exactly like a normal library; readers (students) borrow a human book who will tell their personal story while readers engage with them in personal dialogue to encourage understanding. **To receive credit, you must attend the event and participate as a reader.**

Career Showcase Field Trip

Tuesday, September 26th, 9am - 3pm

O'Connell Center, Gate 1

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Career Showcase features employers hiring for full-time jobs and internships. This event offers you a great opportunity to network with employers and explore a position or organization that you had not previously considered. **To receive credit, you must attend the event, find 3 pre-determined companies at the event and complete a discussion post. More details on Canvas.**

Alumni Café

Wednesdays, 11:45am - 1:30pm
Heavener Hall

Alumni Café is a casual lunch-and-learn speaker series that connects 10-12 of our undergraduate business students per session with a local Warrington alum. The intimate and relaxed setting includes a catered lunch. Schedule will be posted on the canvas site. **To receive credit, you must attend 1 Alumni Café Session. More details on Canvas.**

Academic Plan

Schedule an appointment (cannot be walk-in) with an academic advisor to develop your two-year academic plan. **To receive credit, follow the two steps on Canvas.**

PowerPoint Slide

Please submit a PowerPoint slide showcasing yourself, this may include things such as interests, values, hobbies, family or friends! You will present this slide in class and is meant as an opportunity for the class to learn more about who you are.

StrengthsQuest

StrengthsQuest gives students the opportunity to develop their strengths by building on their greatest talents- the way in which they most naturally think, feel, and behave as unique individuals. You have the opportunity to take this assessment and be able to integrate the results into your academic and professional plans. **More details on Canvas**

One-on-One with Erica or Madi

Schedule a 30-minute one-on-one meeting with Erica or Madi to occur before November 16 to discuss your academic and extra-curricular plan, any issues you might be dealing with, or anything you feel comfortable discussing. Meetings with Erica will be in the Hough Graduate School of Business (350). Meetings with Madi will be in a study room located on the 2nd floor of Heavener Hall. You are welcome to schedule additional meetings with Erica or Madi however, for the purposes of this assignment; you must have one meeting with either Madi or Erica. Sign ups will become available on Canvas throughout the semester. **More details on Canvas**

Ethics Case Presentation

A tradition of Warrington Welcome, the ethics competition will provide you with an opportunity to work with a group of your peers to develop an ethics based case analysis. This ethics case competition will be introduced in class and you will have two weeks to develop your case analysis as well as develop a brief class presentation. The winning team from the class will go on to compete against other Warrington Welcome sections for the opportunity to win a cash prize at the Finals!

Service Learning

Giving back is an act that can be done everyday, making time is the most challenging part! Our class is going to be participating in service learning throughout the semester. Our class is going to be working with Pet Rescue by Judy. As a class, we will be collecting recyclable items including water bottles and socks. We will then donate the items and they will be used to create toys for dogs at the center. Information about pet rescue by Judy can be found [here](#). We are hoping that service learning can easily be incorporated into your daily life, by donating to a local non-for profit and also being conscious of items that are easily recyclable and reusable. **More details on Canvas.**

Resume (2-part)

Using the format provided in class, create/revise your resume. Turns your draft in on Canvas. **More details on Canvas!**

Course Reflection Paper

Create a three-minute video, or write a three-page paper reflecting on your experience in Warrington Welcome. Creativity is welcome, as long as the content provides a true reflection on the experience throughout the semester. **More details will be provided on Canvas.**

Grading

A	100-93	C	<77-73
A-	<93-90	C-	<73-70
B+	<90-87	D+	<70-67
B	<87-83	D	<67-63
B-	<83-80	D-	<63-60
C+	<80-77	E	<60-0

Assignment	Possible Points
PowerPoint Slide	5
StrengthsQuest Assessment	5
Service Learning	5
One-on-One with Erica or Madi	5
Heavener Career Week	5
Ethics Case Presentation	10
Human Library: Participation	5
Business Bash	5
Alumni Café	5
Course reflection paper	10
Participation	20
Career Showcase Field Trip & Discussion	5
Academic Advising Appointment	5
Resume (2-part)	10
TOTAL	100

Date	In-Class Activities	Assignments Due
Aug 23	Welcome! Introductions Syllabus Review Service Learning Intro	
August 29	Business Bash	
Aug 30	Student Introductions	PowerPoint Slide (due: 8/29, 11:59pm)
Sept 6	Intro to StrengthsQuest Involvement Panel	StrengthsQuest Report (due by 9/2, 11:59pm), Academic Advising Appt Time (due 9/6, 11:59pm)
Sept 13	Degree Audit Presentation	Bring Computer to class
Sept 20	Ethics Discussion	Career Showcase Discussion Part one (due by 9/20, 11:59pm)
Sept 25-29	Heavener Career Week	
Sept 27	Ethics Preparation Elevator Pitches	Career Showcase Discussion Part Two (due by 10/1, 11:59pm)
Oct 4	Ethics Case Presentations 10/9- ETHICS Case SEMI FINALS/FINALS- Heavener Hall	Ethics Presentation
Oct 11	Human Library Discussion	
Oct 18	Resumes, Networking, LinkedIn	
Oct 25	Major Exploration, Combined Degree, Grad School	
Oct 26	Human Library	
Nov 1	Grab Bag/Free day/Poll day	Resume Template (due by 11/1, 11:59pm)
Nov 8	Grab Bag/Free day/Poll day	
Nov 15	International Programs	Final Resume (due by 11/14, 11:59pm), Academic Appt (due by 11/17, 11:59pm)
Nov 22	Happy Thanksgiving- NO CLASS	
Nov 29	Mindfulness	
Dec 6	Life After WW, Course Evaluations, WW picnic, Course Wrap-Up and Reflections	Course Reflection Paper (due by 12/5, 11:59pm)
Dec 13	Final Exam Week	

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Helpful Resources

- **Center for Career and Leadership Development**
 - Help Business Students throughout their 4 years and houses the Academic advising office and the career and leadership program office.
 - Located in Heavener Hall
- **Career and Academic Peer (CAP) Mentors:**
 - Help Business Students with professional career services to acquire great internships.
 - Located in Heavener Hall
- **Warrington Diplomats:**
 - Official Warrington student ambassadors. Can answer general questions about the college, conduct tours, and host Leadership Ventures and events throughout the year.
- **Counseling and Wellness Center:**
 - Focus on total development of students by reducing psychological problems and distress and by enhancing mental health, well-being, quality of life, and optimal functioning.
 - Located off of radio road on campus
- **Recreational Sports:**
 - Rec Sports enrich the lives of students through excellence in facilities, fitness, sport, adventure and play. Fitness Classes, Intramural sports, and workshops.
 - Located at Student rec. center and Southwest Gym
- **Student Activities and Involvement:**
 - Student Organizations and Campus Events (SOCE), Sorority and Fraternity Affairs and Student Government. GatorConnect (orgs.studentinvolvement.ufl.edu) is an online platform with a list and information about the 1,000+ clubs and organizations.
 - Located in the Reitz Union, 3rd floor
- **Dean of Students Office**
 - Gator Career Closet - Located on the third floor of Peabody Hall, the Gator Career Closet offers students the ability to check out professional attire. Full suits, including ties and shoes, are available for check out.
 - Headshots - The Gator Career Closet offers free student headshots. You can make an appointment at <https://career Closet.dso.ufl.edu/resources/headshot-sign-up/> or be clicking [here](#).