



GEB 2015 Intro to Business / Warrington Welcome Fall 2017 Section 164D

THURSDAY, PERIOD #3
9:30 am - 10:25 am
HEAVENER HALL RM 230

COURSE DESCRIPTION

This course is designed to assist your transition into the University of Florida's Heavener School of Business and the Warrington College of Business. The Warrington Welcome program and Intro to Business course 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

Intro to Business / Warrington Welcome educates new students to maximize their learning and development by creating environments which provide opportunities for:

- Skills for academic and personal 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 of Business and its resources.

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.

Office Hours

Lucy: By appointment: Heavener 307. **Please call 352-273-0151** to schedule an appointment with Lucy's receptionist.

Paige: Wed. 12:45-1:35 pm. Text **Paige** to schedule a meeting time.

Lucy DiLeo
ldileo@ufl.edu

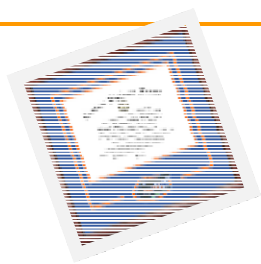
352-273-0151 office
352-316-1404 cell

Lucy received a B.A. in French Literature from Denison University, Granville, Ohio; a Diplôme d'Études Universitaires Générales in Psychology from l'Université René Descartes, l'Université de Paris V; and an M.B.A. from the University of South Florida. Her background is primarily in the private sector where she has worked for various companies in the insurance, education, healthcare, computer and technology industries. Lucy serves as the Associate Director for International Programs in the Heavener School of Business where she advises students of all majors about all types of study abroad programs.

Paige Zyserman
pzyserman@ufl.edu

904-599-6111

Paige is a 4th year accounting major from Jacksonville, FL. She is an active member of Chi Omega Sorority and the Warrington Diplomats. She has been a part of the Florida Leadership Academy (FLA), the Business Undergraduate Mentorship Program (BUMP), the Heavener Leadership Challenge (HLC) and Homecoming and Gator Growl. In addition, she has interned with Koss Olinger Financial Services in Gainesville, Jacobs & Company Accounting and Consulting in West Palm Beach, and Dixon Hughes Goodman in Jacksonville. She is also pursuing her Masters in Accounting in the 3/2 program. In her spare time she loves to explore Gainesville, hang out with friends, and try new restaurants.



ACADEMIC HONOR PLEDGE AND ACADEMIC HONESTY

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/process/student-conduct-honor-code/. If you have any questions or concerns, please consult with the instructor or peer leader for this class.

THE HONOR PLEDGE

"We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity."

FOR INFORMATION VISIT:
www.dso.ufl.edu/sccr/process/student-conduct-honor-code

ADA Statement

UF provides high-quality services to students with disabilities, and we encourage you to take advantage of them. Students with disabilities requesting accommodations should 1) Register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc) by providing appropriate documentation and 2) once registered, bring the letter from Disability Resources indicating need for academic accommodation. Students then must submit letter to the instructor preferably within the first week of class.

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. **Two tardy attendances will result in one absence.**

Attendance Policy

GatorLink Email

Students 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 e-mail address. The instructor and peer leader will also be communicating with you through this e-mail address. It is your responsibility **to maintain an active GatorLink account and check it regularly**. Set up your UFL mail on your phone now.

Texting is NOT allowed during class.

All cell phones and laptops must be turned off and put away before class begins. If you are observed using your phone or computer not specifically authorized to

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students on the www.ufl.edu site

Course Evaluation

Our Class Philosophy

1. Our class will be relevant, informative, and fun.
2. All assignments serve a purpose and will help in your personal and professional development.
3. Come to class prepared. You will benefit most from assignments into which you put your best effort.
4. Always be respectful and mature towards your instructor, peer leader, and fellow classmates.
5. Your participation is crucial; you are expected to engage in class discussions and be an active listener.
6. Feel free to ask questions, but check the syllabus first! We are here to help you make the most of your UF experience.



Overview of Assignments

Warrington Welcome is a college level course. The assignments turned in should be college level work. You are responsible for knowing and understanding the content of the syllabus. Descriptions of all assignments can be found on the CANVAS website and all assignments must be submitted in accordance to directions given in the assignment: <https://lss.at.ufl.edu/>

Note: Late assignments will NOT be accepted and will result in ZERO points.

StrengthsQuest: (Bring handouts to class)

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 take this assessment and complete two handouts and include in your future plans.

Resume Assignment: (Bring to class)

A great resume is not only essential to a successful internship/job search but also key to obtaining various involvement and leadership opportunities. Create a current resume (one page) and have this resume reviewed by a CAP mentor. Then revise the resume and submit the **two resumes** before and after, along with the completed **CAP mentor resume critique sheet**.

Ethics Discussion and Case Presentation:

(Present in class)

A discussion about ethics will be led by the HSB Ethics Ambassadors during one class. Be prepared to be an active participant during the discussion. The Ethics Case Competition will be launched and explained in class.

Map of Your Lives: (Bring to class)

Students often feel pressured to know their career path from the day they step on campus. This activity can be one of the enlightening, helpful, and inspiring tools because it gives a chance to dream, fantasize, and examine your many thoughts, ideas, and plans for the future. A reflection is part of the assignment and a map of your first year is eligible for extra credit.

Life Action Plan or Wandering Strategies

Presentation:

(Present in class)

Developing an academic and professional plan for your college years can be intimidating and difficult. This activity will help you assess where you are and where you are going. Choose one strategy and using a **poster board** create your strategy to achieve your plan and accomplish your goals.

Campus Resources Presentation:

(Present in class)

This activity will help you learn about all the resources available at UF and give students an opportunity for group work and presentation in front of class. There will be six groups presenting on various campus resources.

Out Of Class Activities

To supplement class discussion and provide opportunities for engagement at UF, attendance and participation is required at out-of-class events and activities. Please submit photo with site leaders at event to earn credit.

Business Bash

Tues. Aug 29, 5-7 p.m. Reitz Union Grand Ballroom

Community Service Project

Sat. Sept 23, 8 a.m. - 12 noon, Gator Plunge

Human Library

Thurs. Oct 26, 10 a.m.-5 p.m. Location to be announced.

Meet the Associate Dean

Session to be attended as class. HVNR160. Date/time to be announced

Heavener Career Week

Mon. Sept 26; Wed. 27; 10:40 a.m.-7 p.m. Heavener Hall

Thurs. Sept 28-Fri. Sept 29 10:40-5 p.m. Heavener Hall

Attend a session of your choice. Register online to secure sessions.

Meet One-on-One with Peer Leader or Instructor

Schedule to be arranged.

Scheduling conflict? If there is a scheduling conflict, send email with details to the instructor by the third class session.

In this class, attendance is mandatory. 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 with proper documentation. Please see the University's policy for Religious Holidays. Prior notification is required to be excused from class for to observe a religious holy day.

Attendance Policy

Tardiness is unacceptable and results in reduced credit. **Two tardy attendances will result in one absence.** If you anticipate being absent, send an email well in advance to the instructor and peer leader with an explanation.

Extra Credit Opportunities

Complete **THREE** of the extra credit and submit the appropriate materials by **November 17th** to receive a maximum of **12 points** extra credit. Although you are encouraged to participate in more, you may only receive extra credit for a total of four of the extra credit assignments.

Complete the Barsch Learning Styles Inventory form.

Read PDF files on CANVAS with the analysis of inventory results.

Submit: Completed form to instructor before the final class period date.

Attend an additional Heavener Career Week event.

<http://warrington.ufl.edu/undergraduate/myheavener/career/careerweek/2017Fall/sessions.asp>

Submit: Swipe your Gator 1 ID card at entrance of event and inform instructor.

Top 5 Things Learned

At conclusion of course, submit a list of Top 5 Things Learned from the class. Be specific in your listing.

Submit: WORD or PDF document uploading via CANVAS.

Participate in the CRC - C.H.O.M.P. study.

Visit the Career Planning website of the CRC : Career Resource Center. <http://www.crc.ufl.edu/students/studentchomp.html> Complete the study and print the results page of the assessment.

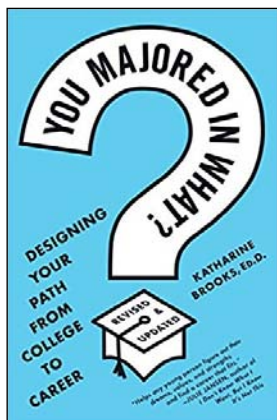
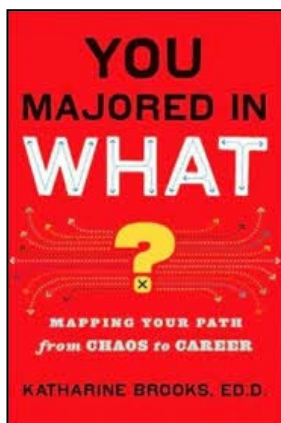
Submit: Copy of survey as proof of completion to instructor.

Schedule an additional one-on-one meeting - Paige or Lucy.

Call **352-273-0151** to schedule an appointment on Lucy's calendar or text / email Paige to schedule a time.

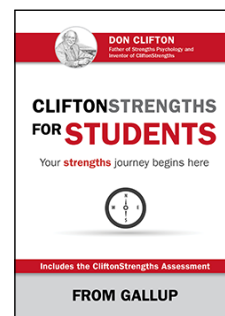
Meeting with Lucy or Paige will be considered extra credit if you had already met with Lucy or Paige as well. If not, then it will count as the required one-on-one.

Suggested Texts



You Majored in What?: Mapping/Designing Your Path from Chaos/College to Career

Author: Katharine Brooks
Available through Amazon and at UF bookstore



CliftonStrengths for Students

Author: Gallup
www.shop.gallup.com



F-Book

Author: UF Alumni Association
Provided at Preview

METHODS OF SUCCESSFUL LEARNING

More important than earning 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 may 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.

Teamwork

Working in groups and teams is an important managerial skill fostered in business programs. Students must treat their responsibilities to the team as they would treat professional business obligations. Team members are jointly responsible for the academic honesty and integrity of the team's work. All members are obligated to participate in the work and in the learning process so that they do not accept academic credit for assignment and projects to which they have not made a fair and proportionate contribution. Instructions for the group presentations can be found on Assignments tab on the course e-Learning CANVAS website.

Grading

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

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

Assessment	Points Possible
Attendance – 2 points per class session / 14 classes	28
Class participation – .5 point per class session / 14 classes	7
Campus Resources presentation	5
Strengths Handouts	5
Map of Future Lives & Reflection	5
Résumé Assignment; two résumés + CAP mentor critique form	13
Ethics Case Presentation	10
Life Action Plan / Wandering Strategy Presentation	10
Events @ 4 pts each: Business Bash, Heavener Career Wk., Meet the Associate Dean, Community Service and the Human Library	12
One-on-one meeting with Peer Leader or Instructor	5
TOTAL	100

Warrington Welcome Model

Intro to Business / Warrington Welcome course aims to facilitate your career exploration and professional development by exposing you to paths and resources that exist in our college. The beginning of the course helps you identify where you are currently, by discovering your strengths and reflecting on your past experiences. The second part of the course is focused on introducing you to a variety of resources to help you achieve your goals, from business majors and minors to leadership opportunities in the college. At the end of the course, you will develop a four-year plan outlining all of the steps you need to reach your academic and professional goals.



Key Resources in the Heavener School of Business

The **Heavener School of Business - 3rd floor - 333 Heavener** is your one stop shop for advising in the areas of academics, career, and leadership. The Intro to Business / Warrington Welcome class will briefly introduce you to each of these services, which you should plan to utilize extensively during your time here.

Academic Advisors

Our advisors can help you figure out your degree requirements, change your major, drop a course, choose your classes, and provide you with valuable career advice. Walk-in advising is available for quick questions, and appointments are recommended for more in depth advising.

Business Career Services and Leadership programs

Heavener Business Career Services and Leadership Programs support the personal and professional development of students through knowledge and experiential opportunities to enhance the undergraduate experiences and beyond.

Schedule an appointment with an advisor to learn about how you can get involved and begin your leadership development. Telephone = 352-273-0165

Did you know that all business students must complete an internship?

Our [Career and Academic Peer \(CAP\) Mentors](#) offer you professional career services to acquire great internships. CAP Mentors are Heavener's most successful upperclassmen, who have completed at least one internship and desire to share their career experiences with others. Mentors have interned at companies such as Google, Procter & Gamble, the U.S. Department of Commerce, March of Dimes and General Electric.

Course Schedule

Date	Module	Location	Assignments Due
Aug 24	Class 1: Welcome	HVNR 230	
Aug 31	Class 2: What is your Brand?	HVNR 230	
Aug 29 - 5 pm	"BACC to Business"	REITZ UNION GRAND BALLRM	Sign in with Lucy at Study Abroad table or take photo at signage table
Sept 7	Class 3: Create your UF resume	HVNR 230	<u>DUE:</u> Bring SQ handouts to class Campus Resources 1
Sept 14	Class 4: Time & Financial Management	HVNR 230	Campus Resources 2
Sept 21	Class 5: Business Ethics & Case Launch	HVNR 230	
Sept 23 - 8 am	GatorPlunge - Day of Service		Community Service
Sept 25-29 week	Heavener Career Week	HVNR HALL	Sessions and events all week
Sept 28	Class 6: Degree Audit	HVNR 230	Bring LAPTOPS to class
Oct 5	Class 7: Ethics Competition Presentation	HVNR 230	<u>DUE:</u> Case presentations - in class
Oct 9 - 5-7 pm	Ethics Case Finals	HVNR HALL	
Oct 12	Class 8: Human Library discussion	HVNR 230	
Oct 19	Class 9: Wandering Strategies pt 1	HVNR 230	<u>DUE:</u> Resumes with CAP critique Campus Resources 3
Oct 26	Class 10: Involvement Panel	HVNR 230	<u>DUE:</u> Map of Lives & Reflection (First yr. Map for extra credit) Campus Resources 4
Oct 26	Human Library event	REITZ UNION	
Nov 2	Class 11: Study Abroad	HVNR 230	
Nov 9	Class 12: Retailing careers	HVNR 230	<u>DUE:</u> Campus Resources 5
Nov 16	Class 13: Wandering Strategies pt. 2	HVNR 230	<u>DUE:</u> Life Action Plan presentation in class & all extra credit work Campus Resources 6
Nov 23	No class	HVNR 230	
Nov 30	Class 14: Life after WW	HVNR 230	

Please note: This syllabus is a work in progress and may change as the semester progresses. The complete assignments and syllabus will be available on the e-learning / CANVAS website. A printout of the syllabus and other class handouts will be distributed at the second class. Any changes will be communicated to students during the announcement period of class.