



INTRODUCTION TO BUSINESS/WARRINGTON WELCOME

GEB2015: Section 164E

Fall 2017

INSTRUCTORS



Staff Instructor: Melissa Lynn Forgione, M.Ed./Ed.S

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Peer Leader: Ivan Levy-Hara

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Appointments: Email to set up an appointment.

CLASS MEETING

Thursdays, 4th period (10:40am-11:30am) in Heavener 230

REQUIRED TEXT

You Majored in What? Mapping Your Path from Chaos to Career. Brooks, Katherine (2010).

COURSE DESCRIPTION

Warrington Welcome (WW) is designed to help first year business students' transition into the University of Florida. This interactive course will introduce you to the skills, knowledge and resources that are essential to your success as a business major.

COURSE OBJECTIVES

Warrington Welcome will connect you to key resources at UF: an instructor/advisor who is committed to helping you have a successful college experience; an undergraduate peer instructor who can serve as a resource for you; and classmates who can provide you with friendship and support in the coming years. Upon completion of this course, you will have an understanding of the type of experience you need to be competitive in the job market, a professional resume, an increased understanding of your major and course requirements, improved communication and leadership skills, greater knowledge of



the activities and resources available to you in our school and at UF, and a greater appreciation for UF's diverse learning community.

ACADEMIC HONOR SYSTEM

All University of Florida students submitting assignments for credit must adhere to the following honor code and pledge.

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 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 plagiarism of any type or incidents of academic dishonesty. Before submitting any work for this class, please read the policies about academic honesty at <http://www.dso.ufl.edu/judicial/>, 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 who need academic accommodations should register with and provide documentation to the **Disability Resource Center** and 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.

Contact information: (352) 392-8565

GATORLINK E-MAIL

Students in Warrington Welcome are required to have and use their GatorLink e-mail account for all UF related e-mail functions. Official university communications are sent to students at this e-mail address. Please visit www.gatorlink.ufl.edu to obtain your account and for additional information.

CIVILITY

Mature and respectful behavior is expected in this classroom while dealing with instructors and other students. Side conversations, sleeping, and reading other course material is not acceptable and may result in the loss of attendance credit for that day.

ELECTRONIC DEVICES

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. E-mailing, accessing the internet and working on matters unrelated to the work at hand are inappropriate behaviors that are disrespectful and distracting to the class and to the instructor. In the rare but urgent situation, the student should speak with the instructor in advance of a pending phone call or message. **Please turn off and/or silence your cell phones before the start of each class period.**



GRADING/EVALUATION

Getting the most out of this course will require a time commitment of two to three hours outside of class per week. Many of the assignments in this course ask you to reflect on your college experiences or expectations. You will benefit from being active participants in classroom discussions and activities.

Grades will be based on the scale below with a total of 200 points available. For information on grade points toward the calculation of your GPA, please see the following website:

<http://www.registrar.ufl.edu/catalog/policies/regulationgrades.html>.

A	186+ points
A-	180- 185 points
B+	174- 179 points
B	166- 173 points
B-	160- 165 points
C+	154- 159 points
C	146- 153 points
C-	140- 145 points

Attendance & Participation	42 (3 pts per class meeting)
Service Learning	30
Resume & LinkedIn Profile	20
Human Library	20
Personal Logo	10
Assessment Reflection	10
Strengths Quest	10
One on one	10
Case Competition	20
Wandering Map	10
Meet the Associate Dean	8
Heavener Career Week	10

ATTENDANCE AND PARTICIPATION (42 POINTS)

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 situation arises or prior arrangements have been made with the instructor. **Two tardy attendances will result in one absence.**

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.

Excused absences include:

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.

YOUR WARRINGTON WELCOME ASSIGNMENTS

In Warrington Welcome, you will formulate a strategic plan to help you reach your goals of earning a degree and launching a successful career. Your strategic plan will involve the following phases: 1) self-assessment; 2) exploring opportunities and resources; and 3) creating an action plan and beginning to implement it.

Phase I: Self-Assessment

Individuals, like businesses, need to understand their capabilities, limitations and goals before determining a specific course of action. The self-assessment phase is designed to help you acquire a sense of focus for your college years and to clarify your interests, values, strengths and weaknesses.

Strengths Quest Activity

Discuss what you've learned about yourself and find out more about your classmates using the Strengths Quest assessment. Bring the "Signature Theme Report" to class on **September 7th, 2017** AND to your one on one meeting with the instructor or peer leader.

Omnia Careermaze – Discovery Cube

Take the Omnia Assessment in the Discovery Cube on the second floor of Heavener Hall by **August 29th, 2017**. The Omnia Assessment will allow you to reflect on your perception of yourself. You will not receive your results right away. The instructor will bring the results to class on August 31st.

Assessment Reflection

After completing the assessments and Wandering Map, you will reflect on how these all come together to make you as a person. You will also describe how they impact your major, involvement and career. **Due September 14th**.

Develop a Resume

Create a resume that you can use when you apply for internships, scholarships, Florida Leadership Academy and full time jobs. Your resume must be critiqued by a Career and



Academic Peer mentor (CAP) and then revised based on their feedback. Both revised resume and the one critiqued by a CAP mentor must be turned in as a hard copy **on October 12th, 2017**.

LinkedIn Profile

This assignment gives you the opportunity to create a LinkedIn profile. LinkedIn is a great resource and an awesome way to develop your professional brand. Employers often connect with you if they are interested in you or if they have met you before at a recruiting or other company event. Your profile needs to be completed by **October 12th, 2017**.

Participate in the Business Ethics Case Competition

Warrington Welcome students will participate in an ethics-related business case competition. Groups of students will decide how to approach a real world business dilemma, develop a strategic business plan to implement their ideas and create a presentation which will be delivered to a panel of judges. Presentations are evaluated for comprehension of business ethics, innovation, reasoning and thoroughness. This competition is scheduled for **October 5th, 2017**, with the finals round on the evening of **October 9th, 2017**. Specific details will follow.

Wandering Map

Using directions in Chapter 2, you will create your own Wandering Map. Due **September 7th, 2017**.

Phase II: Exploration

In the exploration phase, we will focus on acquiring knowledge about specific majors, careers and extra-curricular activities AND we will help you decide whether the findings from the self-assessment phase are congruent with your choice of major. In this phase you will create a resume, which will allow you to explore your past and future experiences. We will also work on giving you a better understanding of the diverse UF environment and the resources and opportunities it can provide you.

Meme creation – Campus Resources

Each student will create a meme that represents one campus resource available to students. The goal is to create a meme that not only catches the attention of the audience, but that also is a great representation and description of that resource. Please keep in mind that while these memes are meant to be entertaining, we do not want them to be inappropriate or offensive. Memes will be created during class on September 28th. During class, each student will give a brief description (1 minute) of the campus resource and how the meme represents that resource.

Explore Service Learning (out of class)

The Heavener School of Business wants to instill in its students the value of serving in your community. Community service is a great way to help others and it can also give you



marketable, business-related work experience. To that end, our class will complete a service project. More details will be given in class and on the course website. **Sunday, September 17th, 2017.**

Human Library (out of class)

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.**

Meet the Associate Dean (out of class)

As a part of getting to know the university and the Heavener School of Business, you will attend a presentation and discussion at which you get to meet the Heavener School of Business' Associate Dean, Alex Sevilla. This will take place **Friday, September 15th, 10am-11am.** If you have a class conflict, please let Melissa know via email ASAP.

Heavener Career Week (out of class)

Heavener Career Week is a semi-annual event bringing together employers and Heavener students in meaningful ways. Students will discover career paths and connect with industry professionals and recruiters. **It will be held September 25-29.** You must attend one session from Heavener Career Week. More information will be given in class.

Phase III: Action, Experimentation, and Implementation

College is about experimenting with new ways of thinking and being. It's also about learning how to make good decisions. Not every choice you make here will turn out perfectly, but by saying "yes" to a variety of academic, social, extra-curricular, and professional development activities, you will stretch your mind, your interpersonal and communication skills, and determine whether your current career choice is the right one for you. Through experimentation and interaction with others, you can determine what you like and what you don't like and then use that knowledge as a basis for determining where you want to go next in your life.

Personal Logo & Paper

Using what you have learned about yourself through Strengths, Future Mapping, and any other class assignments, create a logo that represents you. More details will be given in class and on the course website. In class, you will give a brief explanation (approximately 1 minute) on how



your Strengths, Future Mapping, and any other assignments are represented in the logo. You will also complete a paper to explain your logo and future goals. This will be **due in class, to present, November 30th**. Please print out and bring a copy of your paper to class to turn in.

Meet with Your Instructor or Peer Leader

This is an opportunity for the instructor to get to know you, your interests and goals, as well as help you develop a plan moving forward in your academic and leadership career. This 30-minute appointment is a time to discuss anything you would like, so feel free to come with specific questions and topics to discuss. **You are only required to meet with either the Instructor OR the Peer Leader.** There is an option to meet with both the Instructor AND the Peer Leader for 5 points of extra credit.

Please note there will also be in class activities that are not listed, which are accounted for in attendance points.



COURSE SCHEDULE

Week	Date	Topic	Reading from "You Majored in What?" (completed before class)	Assignments due
1	24-Aug	Introductions, Ice Breakers, Syllabus		
2	31-Aug	Personal Branding and Values	Chapter 1 and 2	Omnia Careermaze (by 8/29/17 at 11:59pm)
3	7-Sep	Strengths Quest, Omnia Careermaze	Chapter 3	Strengths Quest, Wandering Map
4	14-Sep	Resumes	Chapter 8	Meet the Associate Dean on 9/15/17 Assessment Reflection Due Community Service Event this upcoming weekend (9/17/17)!
5	21-Sep	Ethics Case Presentation	Chapter 4	
6	28-Sep	Campus Resources	Chapter 5	Attend Heavener Career Week session this week
7	5-Oct	Ethics Case Competition		
8	12-Oct	Human Library Presentation	Chapter 6	Resumes and LinkedIn Due
9	19-Oct	Degree Audit, Academic Planning	Chapter 7	
10	26-Oct	Wellness, Time and Financial Management	Chapter 9	Attend Human Library, One on Ones Due
11	2-Nov	Diversity	Chapter 10	
12	9-Nov	Involvement Panel	Chapter 11	
13	16-Nov	International Programs		
14	23-Nov	No Class – Happy Thanksgiving!		
15	30-Nov	Personal Logo		Personal Logo and paper
16	7-Dec	No Class – Reading Days!		

Please note that this syllabus is subject to change with appropriate notification.