



INTRODUCTION TO BUSINESS – WARRINGTON WELCOME FOR PaCE BUSINESS GATORS

Fall 2017

INSTRUCTORS

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Welcome to PaCE Introduction to Business-Warrington Welcome! We are all very excited to work with you and help you build a smaller community within the Heavener School of Business, PaCE, and the University of Florida! We know that as a PaCE student, all of your courses are online. However, this online course won't be like your others. It is going to help you be prepared for your time as a student and make connections with fellow students, virtually, and in person, if you choose. Think of it as a course where you have to complete tasks that you will have to do during your time as a Heavener Business Gator; you might as well earn credit and get help while doing it!

Please be assured that everything given to you is also the same material covered in the live sections of Introduction to Business - Warrington Welcome (WW). All parts given are all things that would be done in class. To get the most out of this course, it will be very important to complete all assignments.

For this course, you will be assigned a specific peer leader whom will be grading your assignments and act as a resource to you.

REQUIRED TEXT

You Majored in What? Mapping your path from Chaos to Career. Brooks, Katherine (2017).

Be sure you purchase the book with the blue cover, not red. The pages for readings coincide with the blue book, not the red.



COURSE DESCRIPTION

Introduction to Business - Warrington Welcome (WW) is designed to help business freshmen transition to 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

WW will connect you to key resources at UF: an instructor/advisor who is committed to helping you have a successful college experience and an undergraduate peer instructor who can serve as a resource for you. 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

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 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 needing academic accommodations should 1) Register with and provide documentation to Disability Resources (392-8565), and 2) Send 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.

GATORLINK E-MAIL

Students in WW 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. Please visit www.gatorlink.ufl.edu to obtain your account and for additional information



CIVILITY

Mature and respectful behavior is expected in this class when dealing with instructors and other students. Please be mindful of this in assignments and group discussions.

GRADING/EVALUATION

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 two to three hours (maximum) per week. Many of the written assignments in this course ask students to reflect on their college experiences or expectations, and students benefit from devoting time to these assignments. Students also benefit from being active participants in discussions and activities. Spelling and grammar errors will factor into your grade. Assignments are due at listed time and will only be accepted late in extenuating circumstances.

Grades will be based on the scale below with a total of 100 points possible. 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 93-100 pts. | C 73-76 pts. |
| A- 90-92 pts. | C- 70-72 pts. |
| B+ 87-89 pts. | D+ 67-69 pts. |
| B 83-86 pts. | D 63-66 pts. |
| B- 80-82 pts. | D- 60-62 pts. |
| C+ 77-79 pts. | E 0-59 pts. |

Autobiography	5
Omnia Careermaze and Values	5
Strengths Quest	5
Wanderings Map	5
Assessment Reflection	10
Life Skills and Wellness	3
Resume	15
LinkedIn	5
Ethics Case	7
Diversity Reflection	7
What can I do with my Major?	3
Study Abroad	5
Campus Resources Discussion	5
Leadership & Involvement Discussion	5
Logo & Paper	15



YOUR WW ASSIGNMENTS

In WW, you will formulate a strategic plan to help you reach your goals of earning a degree and launching a successful career. Your class will be broken into 5 units: 1. Getting to Know Yourself, 2. Personal Branding, 3. Ethics and Diversity, 4. Getting to know the University, 5. Next Steps.

Discussions

Throughout the semester, you will be engaging in discussions with your assigned group. Each group will be moderated by a peer leader or staff instructor. The groups and peer leader/staff instructor will be assigned at the start of the semester and will remain the same throughout the course. This peer leader will also be grading your assignments. Periodically, the staff instructor will be contributing to the group discussions as well. Although the staff instructor may not contribute to ALL discussions, she/he will be monitoring them all.

In order to get full credit for each discussion question, you must actively contribute to the discussion. This will be at the discretion of your peer leader. If you are not sure if you are contributing appropriately, contact your peer leader via the message function to check in on your status. Some questions will only require one response; some may need you to contribute three. The goal is to fully answer the questions presented, and answer/contribute to anything the peer leader may bring up during the discussion.

Please remember that this is not only a great way to engage with the content, but to also get to know your PaCE peers!

Unit 1: Getting to Know Yourself

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.

Autobiography

In order for your peer leader and staff instructor to get to know you, you will complete an autobiography. **Due August 29th.**

Strengths Quest Activity

Learn about your personal strengths and how to use them in your academics and career. Details to follow on course website and via email. **Due September 10th.**

Omnia Careermaze Assessment

Omnia Careermaze is a tool to help individuals learn about their natural behavior and preferred environment for their career. You will complete this assessment online. The results will be emailed to you by the staff instructor. **Due September 5th.**



Wandering Map

Utilizing the readings, you will create a Wandering Map. This Map will be due **September 10th**.

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 17th**.

Life Skills and Wellness

Readings, activities and videos will allow you to discover a holistic view of wellness and success. **Due September 24th**.

Unit 2: Personal Branding

Now that you know about yourself, it is important to be able to portray that in your personal brand. In this unit you will learn how to communicate your brand to others.

Develop a Resume

Create a resume that you can actually use when you apply for internships, scholarships, involvement and full time jobs. **Due October 1st**.

LinkedIn

You will create a LinkedIn page that can be utilize throughout your time at UF and into your career. **Due October 8th**.

Unit 3: Ethics and Diversity

Ethics and Diversity are important components to a successful business. In this section, you will learn about ethics and diversity and what it means to you.

Business Ethics Case

WW students will participate in an ethics-related business case study. Students will decide how to approach a real world business dilemma and create a paper to be submitted. Papers are evaluated for creativity, reasoning, thoroughness, and orchestration. **Due October 15th**.

Diversity Reflection

After watching a few videos on Diversity and completing readings, you will complete a reflection regarding diversity. **Due October 22nd**.

Unit 4: Getting to know the University

We will work on giving you a better understanding of the diverse UF environment (i.e. the parameters you are operating within) and the resources and opportunities it can provide you.

What Can I do with My Major?

More information will be available on the course website. **Due October 29th**.

Study Abroad Video



You will view a presentation/video from our International Programs team regarding Study Abroad opportunities available to you. You will then answer a few brief questions. **Due December 3rd.**

Campus Resources

In this assignment, you will identify Campus Resources that will be beneficial to you at some point during your time as a University of Florida student. **Due November 12th.**

Leadership and Involvement Discussion

In this discussion, you will identify student organizations and programs that you plan to join during your time at the University of Florida. **Due November 19th.**

Unit 5: Next Steps

Personal Logo/Symbol and Paper

Using what you have learned about yourself through Strengths, Omnia Careermaze, Wandering Map and other experiences, create a logo/symbol that represents you and your future goals. You will also write a paper to explain how you came up with your personal logo and how it reflects your goals. More details will be given on course website. This is a FUN assignment, and there is no right or wrong way to do it. **Due December 6th.**



Course Schedule

Week	Week of:	Topic	Readings from "You Majored in What"
1	August 21st	Autobiography <i>(due August 29th)</i>	
2	August 28th	Omnia Careermaze and Values Assignment <i>(due September 5th)</i>	
3	September 4th	Strengthsquest and Wandering Map <i>(due September 10th)</i>	
4	September 11th	Assessment Reflection <i>(due September 17th)</i>	
5	September 18th	Life Skills and Wellness <i>(due September 24th)</i>	
6	September 25th	Resumes <i>(due October 1st)</i>	
7	October 2nd	LinkedIn <i>(due October 8th)</i>	
8	October 9th	Ethics Case <i>(due October 15th)</i>	
9	October 16th	Diversity Reflection <i>(due October 22nd)</i>	
10	October 23rd	What can I do with my Major <i>(due October 29th)</i>	
11	October 30th	Degree Audit <i>(due November 5th)</i>	
12	November 6th	Campus Resources <i>(due November 12th)</i>	
13	November 13th	Leadership and Involvement <i>(due November 19th)</i>	
14	November 20th	Happy Thanksgiving!	
15	November 27th	Study Abroad <i>(due December 3rd)</i>	
16	December 4th	Personal Logo and Paper <i>(due December 6th)</i>	

**Please note that this syllabus subject to change with appropriate notification.
Please contact any of the Peer Leaders listed on page 1 with any questions.**