

WW

WARRINGTON WELCOME
GEB 2015 SECTION 13C4
THURSDAYS 10:40-11:30 AM
HEAVENER 230
EMMA & KRISTIANA

SPRING 2018

COURSE DESCRIPTION

This course is designed to facilitate your transition into the University of Florida's Warrington College of Business Administration. The Warrington Welcome program will facilitate the development of academic and personal skills and **familiarize you with campus and college resources**. Active participation in learning, including open discussion of student issues, will help you make the most of this course.

COURSE OBJECTIVES

Warrington Welcome seeks to create a learning environment which emphasizes the creation of skills for **academic, personal and professional** success in college. This course connects students to three key resources. A **faculty member** who is committed to first-year student success, a **undergraduate peer leader** who is experienced in the transition from high school to college, and other **first-year students** who will form a diverse learning community.

INSTRUCTORS

EMMA SILVERS

GA for Heavener Leadership Programs
emma.silvers-harnly@warrington.ufl.edu

Emma earned a B.A. in Public Relations at the **University of Oregon** in 2016, and is a fifth generation Duck. Emma spent this past year working as a consultant in Washington, D.C., and visited over 32 college campuses. At UF, Emma advises **BUMP**, works in the **CLP** office and is pursuing a M.Ed. in Student Personnel in Higher Education. When she's not on campus, Emma loves hanging out with dogs, eating burritos and teaching Barre3 classes.

KRISTIANA CAINE

Peer Leader
kristianacaine@ufl.edu

Kristiana is a fourth-year **marketing major**, also pursuing a Master of Science in Information Systems and Operations Management. She is the Executive Director of **BUMP**, Executive Director for **HLC**, a proud member of Phi Mu Fraternity, and a part-time nanny. She **studied abroad** in London, a **finance intern** at CSX, and has accepted a full-time offer with Protiviti as a Technology Consultant upon graduation. This is her third time teaching Warrington Welcome. In her free time, she likes to read books, drink coffee, watch movies and travel.

CONTACTING EMMA & KRISTIANA

Please schedule all appointments with Emma and Kristiana via **email** (listed above), we would love to meet with you!

OUR CLASS PHILOSOPHY

1. Our class will be relevant, informative and fun.
2. All assignment serve a purpose and will help you in your personal and professional development.
3. Come to class prepared, you will benefit the most when you put forth your best effort.
4. Always be respectful and mature towards your instructor, peer leader and fellow classmates.
5. Your participation is crucial, and you are expected to engage in class discussions.
6. Feel free to ask questions, but check your syllabus first.
7. You are the driver of your education, your instructors are your advisors and advocates at UF.

WARRINGTON WELCOME PHILOSOPHY



Warrington Welcome aims to facilitate both **career exploration and professional development** by exposing students to paths and resources that exist specifically in the Heavener School of Business, as well as the larger UF campus. Course activities and topics can be broken into three parts, each playing an important role in helping students **develop their own individual plan**.

ADA STATEMENT

UF 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 the Disability Resource Center.
2. Bring a letter from the DRC indicating you need academic accommodations.

Please do this as soon as possible, preferable during the first week of class.

COURSE EVALUATION

Students are expected to provide feedback on the quality of instruction in this course by completing **online evaluations**. 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 of these assessments are available to students at <https://evaluations.ufl.edu/results/>.

HONOR CODE & ACADEMIC DISHONESTY

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. Student and faculty support are crucial to the success of the Honor Code. The quality of a University of Florida education is dependent upon the community acceptance and enforcement of the Honor Code.

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. 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."

MORE INFO

Before submitting any work for this class, please read the policies about academic dishonesty at www.dso.ufl.edu/sccr.

EXPECTATION

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.

UF EMAIL & E-LEARNING (CANVAS)

Students are required to have and use their GatorLink account for all UF related email functions and official classroom notifications. It is a student's responsibility to check their GatorLink email account regularly (at least once a day), for communication from the course instructors. **Students will be expected to follow instructions contained in emails.** Also, this course utilizes the e-Learning Canvas website. On Canvas, you will find a course portal which contains the syllabus, current grades and other resources.

ATTENDANCE POLICY

Students are expected to be punctual to class and remain in the classroom for the entire class session. Unless an urgent need arises or prior arrangements have been made with the instructor, each student is expected to stay actively engaged with class activities until the end of the sessions. **Non-participation and tardiness** is unacceptable and will result in reduced credit. If you anticipate being absent, send an email to the instructor in advance with an explanation. **Two or more unexcused absences with result in a reduction of a full letter grade.**

ELECTRONIC DEVICES

Laptops and other electronic devices should be used only as permitted by the instructor for work directly related to class. These items should be put away prior to class, unless the instructor or guest presenter has asked students otherwise. **Emailing, texting and web surfing are inappropriate behaviors during class time and will result in a loss of participation points.** If an urgent need arises, students should seek permission to use their phone/laptop from the instructor in advance.

OVERVIEW OF ASSIGNMENTS

CAMPUS SCAVENGER HUNT

Students will be placed into teams and participate in a college resource scavenger hunt. This activity will allow students to practice presentation skills and become familiar with college resources.

COMPLETED IN CLASS (DUE 1/18)

WANDERING MAP

Students often feel pressured to know their career path from the day they step on campus. This activity gives students a chance to consider dreams and fantasies while examining thoughts, ideas and plans for the future.

COMPLETED ON OWN (DUE 1/18)

STRENGTHSQUEST

StrengthsQuest gives students the opportunity to first identify, and then work on developing their greatest talents into their greatest strengths. Upon completion of this assessment, StrengthsQuest reports and handouts will be brought to class for an activity and discussion.

COMPLETED ON OWN (DUE 2/1)

PROFESSIONAL RESUME

A superb resume is essential to obtaining internships, jobs and leadership opportunities in college and beyond. Students will submit a first draft resume using resources given in class. After attending a meeting with a CAP mentor, a final draft resume will be due at the end of the semester.

FIRST DRAFT DUE (1/25), FINAL DRAFT DUE (4/5)

HUMAN LIBRARY PARTICIPATION

The Human Library is an event found in cities across the globe and UF's was created specifically for Warrington Welcome. The event is an innovative and interactive diversity learning initiative where staff, faculty, and community members volunteer as human "books" to share their stories of hardship and resilience in a small group setting.

COMPLETED OUT OF CLASS, ATTENDANCE SLIP DUE IN CLASS (3/29)

BUSINESS ETHICS CASE PRESENTATION

Heavener Ethics Ambassadors will be leading an ethics discussion with the class. After this, teams will work together to solve an ethical dilemma and present the case to a panel of judges. The winning team will compete against other Warrington Welcome sections.

PREPARATION OUT OF CLASS, PRESENTATION IN CLASS (2/22)

SERVICE LEARNING PROJECT

During the semester, our class will complete a service learning project together. Date, time and location will be announced in class.

COMPLETED OUT OF CLASS AS SCHEDULED

ONE-ON-ONE WITH PEER LEADER

This is an opportunity to develop a more meaningful relationship, ask questions and seek guidance from Eric. Students will sign up for a meeting with Kristiana via email.

COMPLETED OUT OF CLASS AS SCHEDULED

LETTER TO SUCCESSOR

Students will submit a letter that will be passed on to a future Warrington Welcome student. This letter will allow current students to recount their experience through the course and their time at UF up to the conclusion of the class.

COMPLETED OUT OF CLASS (DUE 4/19)

EXTRA CREDIT OPPORTUNITIES

BUSINESS BASH

The Business Administration College Council (BACC) hosts more than 40 UF business leadership programs and student organizations at this event. It is a great venue for peer networking and an ideal place for first-year students to start exploring their Heavener game plan! Submit a reflection and a picture of yourself at the event to Emma. Business Bash is from 5-7 PM on January 16th, in the Reitz Union Ballroom.

COMPLETED OUT OF CLASS (DUE 1/18)

CAREER SHOWCASE

Every semester, over 300 companies attend Career Showcase to recruit UF students. Attend Career Showcase on January 30th or 31st, to get exposed to recruiters and practice your elevator pitches. Submit a reflection and picture of yourself at the event to Emma.

COMPLETED OUT OF CLASS (DUE 2/9)

LINKEDIN PROFILE

Create a LinkedIn profile and send Emma the link by the end of the semester. Profile must include a profile picture, summary, applicable experiences, education and at least three skills. You must also connect with at least five classmates.

COMPLETED OUT OF CLASS (DUE 4/19)

GRADING & ASSIGNMENT EXPECTATIONS

PLEASE NOTE: LATE ASSIGNMENTS WILL NOT BE ACCEPTED AND WILL RESULT IN ZERO POINTS & POINTS WILL BE DEDUCTED FOR SPELLING/GRAMMAR ERRORS, TYPOS & INCOMPLETE ASSIGNMENTS

ASSIGNMENT	POSSIBLE POINTS
Class Participation	20
Campus Scavenger Hunt	5
Wandering Map	5
StrengthsQuest	10
Professional Resume	5
Human Library Participation	10
Business Case Ethics Presentation	15
Service Learning Project	15
Peer Leader 1-1 Meeting	10
Letter to Successor	5

ASSIGNMENT EXPECTATIONS

WW is a college level course, therefore assignments should be college level work.

Students are responsible for knowing and understanding the content of the syllabus. Further explanation can be given by instructors, if asked in advance.

All assignments should be typed, double-spaced, with 12 point font, and 1" page margins, unless instructed otherwise.

GRADING SCALE

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

PLEASE NOTE: ALL GRADING CONCERNS AND CLARIFICATIONS SHOULD BE DIRECTED TO EMMA, AT EMMA.SILVERS-HARNLY@WARRINGTON.UFL.EDU

COURSE SCHEDULE

PLEASE NOTE: THIS SYLLABUS IS A WORK IN PROGRESS AND MAY CHANGE AS THE SEMESTER PROGRESSES. ANY CHANGES WILL BE COMMUNICATED TO STUDENTS DURING THE ANNOUNCEMENT PERIOD OF CLASS.

DATE	TOPIC	DUE IN CLASS
JANUARY 11	Overview of Syllabus & Introduction to Wandering Maps	
JANUARY 18	Present Wandering Maps & Campus Scavenger Hunt	Wandering Map
JANUARY 25	Resumé Workshops	First Draft Resumé
FEBRUARY 1	StrengthsQuest	StrengthsQuest Assessment
FEBRUARY 8	Ethics Case Competition Launch Presentation	
FEBRUARY 15	Involvement Panel/Roundtable	
FEBRUARY 22	Ethics Case Competition In-Class Presentations	Case Ethics Group Presentations
MARCH 1	Personal Branding	
MARCH 15	Diversity & The Human Library	
MARCH 22	Academics & Majors/Minors and Combined Degree	
MARCH 29	Degree Audit & Universal Tracking Presentation	Bring Laptop to Class
APRIL 5	Professional Resumé & Elevator Pitches	Final Draft Resumé & Elevator Pitch
APRIL 12	International Programs & Study Abroad	
APRIL 19	Life After Warrington Welcome & Evaluations	Letter to Successor