

Advising Syllabus

(352) 273-0165 for appointments

www.cba.ufl.edu/sb/advising

MyWCBA website: <http://www.cba.ufl.edu/sb/mywcba/>

Main office

267 Stuzin Hall, Hours: 8:00 a.m. – 5:00 p.m. Monday – Friday

- Individual appointments – call to schedule at least one day ahead of time
- Walk-In advising hours: daily from 10:30a.m. - 4:30 p.m.
- E-advising for quick questions: email us at undergraduate.business@ufl.edu

Who is my advisor?

Business students are assigned to a team of advisors who specialize in particular majors.

Economics and Marketing

Catherine Coe (catherine.coe@cba.ufl.edu)

Kari Ward (kari.ward@cba.ufl.edu)

Finance and Info Systems

Lindsey Dedow (lindsey.dedow@cba.ufl.edu)

Derek Guffin (derek.guffin@cba.ufl.edu)

Lesley Harris (lesley.harris@cba.ufl.edu)

General Studies and Management

Erica Byrnes (erica.byrnes@cba.ufl.edu)

Katrice Crawford (katrice.crawford@cba.ufl.edu)

Jaime Little (jaime.little@cba.ufl.edu)

The School of Business' Promise to You

- Engage you in a welcoming and courteous manner.
- Provide timely access to advisors who are concerned about personal and professional development.
- Communicate college and university policies in an accurate and timely manner.
- Create and promote enriching programs for all students from the freshman to the senior year.
- Seek additional resources to enhancement the quality of undergraduate programs.

Our Expectations of You

- Schedule and attend advising appointments at least once per year.
- Be involved in the advising process by bringing questions and being prepared to discuss your goals and educational plans during our meetings.
- Be open and willing to consider advice from faculty, advisors, and other mentors.
- Review your audit each semester and track your progress towards completing your graduation requirements.
- Read your UF email and the WCBA E-newsletter.
- Be aware of college/university policies, procedures, and resources.

Advising Calendar

You can find the most recent dates for these events on <http://www.cba.ufl.edu/sb/mywcba/>

September/January	Attend the Study Abroad Fair to learn about studying abroad during your college career.
September/January	Attend Business Bash to learn about WCBA student organizations and leadership opportunities.
September	Attend Career Quest to learn about the fields of business from WCBA professors.
September/January	Attend the Volunteer Fair to learn about service opportunities and organizations on campus.
September/January	Attend Career Showcase to explore potential employers and what they are looking for in successful candidates for internships and careers.
September/January	Attend the Student Organization Fair to think about UF organizations you might be interested in joining.
November/April	Register for classes for the next semester through ISIS.
February	Attend Florida Futures to learn about graduate school options.
Each semester	Meet with your advisor to discuss your progress on academic and personal goals.

To be competitive in today's job market, and to make the most of your educational experience, you need to concentrate on four key areas of development: Academics, Career Development, Involvement and Leadership, and International Studies. We call this the

Warrington Road to Success. Your academic advisor can assist you in planning your own journey down this road to success during your advising appointments. To plan and fully develop your skills, use this list as a starting point for conversations with your advisor and for accessing the resources on MyWCBA (www.cba.ufl.edu/sb/mywcba).

FIRST YEAR

Academics

- Learn about business tracking requirements
- Use available resources to maximize academic success (professors, TAs, study groups, tutoring and advisors, etc.)
- Identify how your personal values relate to your academic interests
- Take SLS1102, Warrington Welcome, to learn about opportunities within the WCBA and at UF

Career Development

- Determine how your academic plan relates to your career interests
- Assess your skills and strengths
- Create a college resume and cover letter
- Pursue an internship or shadowing experience for summer

Involvement and Leadership

- Attend Business Bash and the Student Organization Fair to explore membership opportunities
- Attend the Volunteer Fair to explore service opportunities
- Commit to becoming actively involved in one or more student organizations

International Study

- Explore timing and location of potential study abroad programs by attending the UF Study Abroad Fair
- Explore international-related minors and courses
- Begin a foreign language minor or take an international course like INR2001 – International Relations

THIRD YEAR

Academics

- Identify courses/programs that will help you develop the skills you need for the workplace or graduate training
- Be able to articulate what you are studying and why
- Consider writing an honors thesis or participating in the University Scholar's Program

Career Development

- Research specific career options to find best fit
- Network with at least three people who work in a field of interest to you
- Update resume and cover letters with new information

Involvement and Leadership

- Pursue executive positions in your student organization(s)

International Study

- Complete a study abroad experience
- Take international business electives and foreign language courses abroad and at UF

SECOND YEAR

Academics

- Complete business tracking requirements
- Apply for a minor or certificate to broaden your education
- Confirm your major choice and review degree requirements and prerequisites for that major

Career Development

- Explore connections between your interests and strengths and potential careers
- Create experiences that will help you clarify your goals and interests (i.e. part-time jobs, meetings with faculty and advisors, shadowing, volunteering, or internships)
- Update resume with new information and remove high school activities
- Begin developing relationships with professors who can provide you with valuable letters of recommendation.
- Learn about and practice your interviewing skills

Involvement and Leadership

- Increase level of involvement by taking a leadership position or joining a committee in a student organization

International Study

- Decide on timing and location of study abroad program and meet with an advisor for course selection
- Continue foreign language and/or international-related courses

FOURTH YEAR

Academics

- Research graduate programs and their admission requirements and start the application process
- Complete honors thesis or University Scholar's Program
- Complete a graduation check with your advisor

Career Development

- Understand skills employers and grad schools seek
- Market your skills and education to employers
- Build and sustain your professional network

Involvement and Leadership

- Apply for student awards and other types of recognition
- Maintain leadership roles in student organizations
- Serve as a mentor to younger students

International Study

- Continue international/foreign language courses