

Warrington College of Business Administration

General Faculty Meeting Agenda

March 19, 2008 – 103 Stuzin Hall – 4:00 p.m.

1. **General Faculty Meeting Minutes:**

February 15, 2008 minutes presented for approval by the faculty.

2. Other

3. Dean's Report

Graduate Faculty Meeting Agenda

March 19, 2008 – 103 Stuzin Hall – 4:00 p.m. (immediately following General Faculty Meeting)

1. **Graduate Faculty Meeting Minutes:**

February 15, 2008 minutes presented for approval by the faculty.

2. **Masters Committee:**

The Masters Committee has approved the following and requested that these be presented at the Graduate Faculty Meeting for approval.

GEB 6157 - Entrepreneurship Experiential Learning Project

- ◆ Credits: Variable; 1-3
- ◆ Contact Hours: Variable
- ◆ Description: To teach entrepreneurship by working through the real problems of real companies. Teach dynamics, goal setting and project management.
- ◆ Prereq: Must be a graduate student to take for graduate credit

GEB 6935 – Entrepreneurship Professional Speaker Series

- ◆ Credits: Variable; 1-2 with 1 repeatable credit allowed
- ◆ Contact Hours: Variable
- ◆ Description: To educate students about topics relevant to entrepreneurship and innovation that may not be detailed in theoretical course work.
- ◆ Prereq: Must be an MS-Entrepreneurship student

FIN 6657 – Managing Innovation and Change

- ♦ Credits: 2 credits
- ♦ Contact Hours: 2 hours
- ♦ Description: Explores the interaction of innovation and change. Organizational approaches and systems applications are identified/described to realization.
- ♦ Prereq: Must be a graduate student to take for graduate credit

3. Informational:

The Masters Committee has approved the ISOM department's request for:

- 1) Change to the description for the Auditing and Information Certificate
(see attachment)
- 2) Title change for the Decision and Information Science Certificate
NEW TITLE: Information Systems and Operations Management Certificate

4. MBA Committee:

The MBA Committee has approved the following and requested that these be presented at the Graduate Faculty Meeting for approval.

MBA Student Performance and Accountability (see attachment)

- This relates to expectations for MBAs and also addresses issues of grading policy.

5. Other

6. Dean's Report

Warrington College of Business Administration

General Faculty Meeting Minutes

February 15, 2008 – 101 Stuzin Hall – 4:00 p.m.

1. General Faculty Meeting Minutes:

The December 7, 2007 minutes were presented for approval by the faculty. A motion was made to approve the minutes. The motion was seconded and the faculty voted to approve the minutes as distributed.

2. Undergraduate Committee:

The undergraduate committee presented the following for approval by the faculty. A motion was made to change the prerequisite. The motion was seconded and the faculty voted to approve the change as follows.

ECP 3302 – Environmental Economics

Change prerequisites:

Current: ECO 2023

New: ECO 2023. Credit cannot be received for both ECP 3302 and AEB 3450

3. Informational Item:

Rich Lutz lead a discussion of the Undergraduate Assurance of Learning initiative. The initial goals and objectives developed by the Undergraduate Committee were presented.

4. Other – no items

5. Dean's Report – no items

A motion was made to adjourn the meeting. The motion was seconded and the meeting adjourned.

Graduate Faculty Meeting Minutes

February 15, 2007 – 101 Stuzin Hall – (*immediately following General Faculty Meeting*)

1. Graduate Faculty Meeting Minutes:

The December 7, 2007 minutes were presented for approval by the faculty. A motion was made to approve the minutes. The motion was seconded and the faculty voted to approve the minutes as distributed.

2. Other – no items

3. Dean's Report

-Options were discussed concerning the budget recall.

Attendance: John Kraft, Andy McCollough, Doug Waldo, Jay Ritter, Stan Smith, Robert Emerson, M. Nimalendran, Andy Naranjo, Rich Lutz, Gary McGill, Jonathan Hamilton, Asoo Vakharia, Alan Cooke, Selcuk Erenguc, Alan Sawyer

NEW COURSE TRANSMITTAL FORM

(See instructions on reverse side)

PART I: TO BE COMPLETED BY THE INSTITUTION

Institution Name: University of Florida	Institutional Code: 001535	Instructional Unit or Department Name, Department Code and SAMAS Number: Finance, Insurance & Real Estate 011706000	
Recommended SCNS Course Identification: Discipline (SMA) 1 5 5 Prefix G E B Level 6 Course Number 1 5 7 Lab Code _____			
Institution's Course Title: Entrepreneurship Experiential Learning Project			
Effective Term (first date course will be offered): Fall 2007			
Amount of Credit: VAR	Type of Credit: <input checked="" type="checkbox"/> College	If Repeatable Credit or Variable Credit: _____ total repeatable credit allowed 1 minimum / 3 maximum credit within a semester	
Total Clock Hours: N/A	Contact Hour Base VAR or head count _____		
Course Description (A course syllabus must be attached.): To teach entrepreneurship by working through the real problems of real companies. Teach dynamics, goal setting and project management.		Mark all that apply: Rotating Topic <input type="checkbox"/> yes <input checked="" type="checkbox"/> no S/U Only <input type="checkbox"/> yes <input checked="" type="checkbox"/> no Repeatable for Credit <input checked="" type="checkbox"/> yes <input type="checkbox"/> no	
Prerequisites: (This form does not update ISIS or registration prerequisite checking.)		Must be graduate student to take for graduate credit.	
Corequisites: no			
All faculty teaching this course have completed at least 18 graduate semester hours in the teaching discipline and hold at least a masters degree. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Degree Type (Mark all that apply.): <input type="checkbox"/> Associate of Arts <input checked="" type="checkbox"/> Graduate Students <input type="checkbox"/> Baccalaureate <input type="checkbox"/> Other (specify): _____		Gordon Rule Course? Requires action by the General Education Council <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Number of Words _____	
General Education Requirement (check all applicable): Requires action by the General Education Council		<input type="checkbox"/> Communications <input type="checkbox"/> Math <input type="checkbox"/> Social Sciences <input type="checkbox"/> Humanities <input type="checkbox"/> Natural Science	
Category of Instruction: <input type="checkbox"/> Introductory <input type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Advanced			
Department Contact, Telephone Number and PO Box: Debbie Himes, 2-0153, PO 117168		(Date) Signature, Department Chair: 7/23/07 (Date) ←	
College Contact, Telephone Number and PO Box: Sharon Haughton 2-8435x1225PO117150		(Date) Signature, College Dean: _____ (Date)	
Signature, Graduate Dean (if applicable): _____ (Date)		Signature, Registrar (Institutional Contact): _____ (Date)	

PART II: TO BE COMPLETED BY THE FACULTY DISCIPLINE COMMITTEE REPRESENTATIVE

Approved Course Classification (Prefix, Number, Lab Code): _____

If not the same as recommended by institution, please explain: _____

SCNS Course Title (if new): _____

Decade Title (if new): _____

Century Title (if new): _____

Signature, Faculty Discipline Committee Representative: _____

Date: _____

PART III: SCNS STAFF USE ONLY

Signature, SCNS Staff _____

Date Entered _____

Correspondence Number _____

GEB 6157

Course Title: Entrepreneurship Experiential Learning Project

Course code: TBD

Meeting times vary.

Instructor: Ted Astleford

Tel: (352) 273-0335

Fax: (352) 846-2170

E-Mail: ted.astleford@cba.ufl.edu

Course Objectives:

1. To teach entrepreneurship by working through real problems of real companies.
2. To teach team dynamics, goal setting, and project management in a minimally scripted environment.
3. To aid the Gator Nation's economy by producing value-adding solutions to business problems posed by UF professors, departments, alumni, and students.

Students Invited: Graduate students (masters, PhDs, etc.) from all disciplines and colleges. All students enrolled at the discretion of the instructor.

WARNING: This will be one of the most challenging academic experiences that you have at UF. But for those who accept the challenge and meet it head on, it will also be one of the most rewarding. It will be time intensive and will require patience, creativity, energy, self motivation, and the ability to work very well on a team. If these are not among your best qualities, do not apply. Please remember that these projects are not case studies, but rather real consulting jobs that affect the businesses in tangible ways. By signing up for this course you are agreeing to treat it as such.

Course Timeline

10 DAYS PRIOR TO THE FIRST DAY OF CLASSES

This is the **last day to sign up for the class**. In order to sign up, please visit www.ufgatornest.com, fill out the application, and choose a section. You do not have to choose a project. You only choose a section that has meeting times that don't conflict with your other classes. Projects will be assigned to the teams later.

1st Meeting (Quiz & Team building)

- Prior to coming to this class, read the selected materials sent to you by the instructor. There will be a QUIZ on the first day of class. This quiz will consist of 10 questions. If you read the material it will be easy. If you do not read the material it will be difficult.
- Team coordination will consist of separating into teams, setting up online groups for each, and a meet and greet.
- The team building activity will be announced in class.

WEEK 1 outside of class

- Preparation for first meeting will include further project specific readings and the development of a client specific questionnaire to be administered at the *second meeting*.

2nd Meeting (Meet with the client)

- This meeting will consist of an in-person meeting with the client (or a conference call if logistics don't allow). The students will gain as much information as possible relevant to the project.

WEEK 2 outside of class

- Use the client conversation, reading material, and templates given to you to form the outline of your final deliverables.
- Prepare Gantt Chart
- Prepare any other materials necessary to properly communicate who will do what and when they will do it.

3rd Meeting (Presentation)

- Meet with the client in person or via conference call to present the outline of your final deliverables. Get feedback. Get agreement and final consent before the end of the meeting.

WEEK 3 outside of class

- Begin research.

4th Meeting

- Discuss research.

WEEK 4 outside of class

- Continue research.
- Form a working document.
- Complete midway questionnaire via email.

5th Meeting

- Quiz #2
- Discuss working document

WEEK 5 outside of class

- Continue research.
- Hand in draft of Written Report via email.

6th Meeting

- Discuss draft.

WEEK 6 outside of class

- Continue research.
- Refine draft.
- Hand in final draft via email.

7th Meeting

- Discuss final draft.

WEEK 7 outside of class

- Make final changes to the Written Report, print in CEI, bind at Target copy.
- Hand in one copy of the Written Report final copy to the instructor.
- Deliver two copies of the Written Report final copy to the client.
- Fill out course evaluations. Come to CEI, ask David Boneparth for an evaluation form and the appropriate section number. Give the evaluation back to David Boneparth or put it in his drop box.
- Fill out the peer evaluation via email.
- Watch Erik Sander podcast entitled "The Pitch".
- Prepare for your final presentation.

8th Meeting (Final presentations)

- Make final PowerPoint presentation to client

WEEK 8 outside of class

- Please fill out the optional survey via Survey Monkey. And thank you very much for participating.

Grading

Quiz #1	10	I	
2 nd Meeting participation	3	I	I = Individual grade
3 rd Meeting effectiveness	10	G	G = Group grade
Quiz #2	10	I	
Final Written Document	30	G	
Final Presentation	20	G	
Weekly Participation	10	I	
Peer Evaluation filled out	2	I	
<u>Peer Evaluation results</u>	<u>5</u>	<u>I</u>	
Total	100		

Punctuality & Attendance	See below
Being the Minutes Taker	+2 I
Losing the Minutes Taker job	-4 I

Grading definitions

- Quiz #1 – 10 questions, 1 point per question. Answers are either 100% correct or they are wrong.
- 2nd Meeting participation – Being actively engaged, taking notes, asking questions, contributing in a positive way using the materials that you have already read.
- 3rd Meeting effectiveness – Quality and thoroughness of the proposal. Effective collaboration with the client. Final agreement from the client.
- Quiz #2 – 10 questions, 1 point per question. Answers are either 100% correct or they are wrong.
- Final Written Document – Report will be graded on professionalism, business language, clarity, flow of logic, content.
- Final Presentation – PowerPoint presentation will be graded on clarity, flow of logic, content, and professionalism. You will be competing directly against the other teams for part of this grade.
- Participation – Completing your weekly assignments with a high level of professionalism. Subtract 3 points for exerting little or no effort. Subtract 1 point for subpar work. NOTE: If you are absent from a meeting you can still avoid a loss in participation points if you complete your assignments and have a teammate present the material.
- Punctuality & Attendance – Subtract 1 point for every tardiness (even one minute). Subtract 3 points for every absence after the first. There is no maximum to the number of points you can lose in this category.
- Peer Evaluation filled out – Filled out in its entirety and sent back by the due date
- Peer Evaluation results – Each team member will receive from 0 to 5 points according to their ranking among their peers. Self evaluation will not count towards one's rank.
- Being the Minutes Taker – The minutes taker will record the assigned tasks for the week and email them to the group (or post them to the website) after each meeting along with attendance, punctuality, and time and location of the next meeting.
- Losing the Minutes Taker job – The minutes need to be mailed out on the same day as the meeting. They need to contain the appropriate information, yet be no longer than ¾ of a page. If this is not done effectively, the job will be lost and handed off to another team member.

Grading Breakdown

90 and above = A
87-89 = B+
80-86 = B
77-79 = C+
70-76 = C
67-69 = D+
60-66 = D

59 and below = E

Other Policies:

Students are treated as employees of a consulting business. Punctuality, attendance, and quality of work are what counts. If you're going to be late or absent, let your team members know in advance and make sure your responsibilities are taken care of anyway. If you are absent, but your work is complete and handed in anyway, your grade will suffer very slightly. If you are absent, you didn't let anyone know, and your work is incomplete or nonexistent your grade will suffer greatly.

Regarding students with disabilities:

Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation.

Honesty:

Adherence to the UF Academic Honesty Guidelines, including the Student Honor Code, is expected. In completing the application for admission to UF, every student has signed the following statement: "I understand that the University of Florida expects its students to be honest in all their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action up to and including expulsion from the University."

Software Use:

All faculty, staff and students of the University of Florida are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida, pledge to hold our peers and ourselves to the highest standards of honesty and integrity.

Counseling:

Resources are available on campus for students having personal problems or lacking clear career and academic goals, which interfere with their academic performance. These resources include: University Counseling Center, 301 Peabody Hall, 392-1575, personal and career counseling; Student Mental Health, Student Health Care Center, 392-1171, personal counseling; Sexual Assault Recovery Services (SARS), Student Health Care Center, 392-1161 ext. 231, sexual assault counseling; and Career Resource Center, Reitz Union, 392-1601, career development assistance and counseling.

NEW COURSE TRANSMITTAL FORM

(See instructions on reverse side)

PART I: TO BE COMPLETED BY THE INSTITUTION

Institution Name: University of Florida	Institutional Code: 001535	Instructional Unit or Department Name, Department Code and SAMAS Number: Finance, Insurance & Real Estate	
Recommended SCNS Course Identification: Discipline (SMA) 1 5 5 Prefix G E B Level 6 Course Number 9 3 5 Lab Code _____			
Institution's Course Title: Entrepreneurship Professional Speaker Series			
Effective Term (first date course will be offered): Fall 2007			
Amount of Credit: VAR	Type of Credit: <input checked="" type="checkbox"/> College	If Repeatable Credit or Variable Credit: 1 total repeatable credit allowed 1 minimum / 2 maximum credit within a semester	
Total Clock Hours: N/A	Contact Hour Base <input checked="" type="checkbox"/> or head count _____		
Course Description (A course syllabus must be attached.): To educate students about topics relevant to entrepreneurship & innovation that may not be detailed in theoretical course work.		Mark all that apply: Rotating Topic <input type="checkbox"/> yes <input checked="" type="checkbox"/> no S/U Only <input type="checkbox"/> yes <input checked="" type="checkbox"/> no Repeatable for Credit <input type="checkbox"/> yes <input checked="" type="checkbox"/> no	
Prerequisites: (This form does not update ISIS or registration prerequisite checking.) Must be MS-Entrepreneurship student.			
Corequisites: no			
All faculty teaching this course have completed at least 18 graduate semester hours in the teaching discipline and hold at least a masters degree. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Degree Type (Mark all that apply.): <input type="checkbox"/> Associate of Arts <input checked="" type="checkbox"/> Graduate Students <input type="checkbox"/> Baccalaureate <input type="checkbox"/> Other (specify): _____		Gordon Rule Course? <i>Requires action by the General Education Council</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Number of Words _____	
General Education Requirement (check all applicable): <i>Requires action by the General Education Council</i>		<input type="checkbox"/> Communications <input type="checkbox"/> Math <input type="checkbox"/> Social Sciences <input type="checkbox"/> Humanities <input type="checkbox"/> Natural Science	
Category of Instruction: <input type="checkbox"/> Introductory <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced			
Department Contact, Telephone Number and PO Box: Priscilla Kenney, 2-0153, PO 117168		(Date)	Signature, Department Chair: _____ (Date)
College Contact, Telephone Number and PO Box: Sharon Haughton 2-8435x1225PO117 50		(Date)	Signature, College Dean: _____ (Date)
Signature, Graduate Dean (if applicable): _____		(Date)	Signature, Registrar (Institutional Contact): _____ (Date)

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Century Title (if new): _____

Signature, Faculty Discipline Committee Representative: _____

Date: _____

PART III: SCNS STAFF USE ONLY

Signature, SCNS Staff _____

Date Entered _____

Correspondence Number _____

Entrepreneurship Professional Speaker Series - GEB 693 5-

2007-2008 Course Syllabus
(1 credit per semester for a total of 2 credits)

Instructor:

Jamie Kraft
Managing Director
Center for Entrepreneurship and Innovation
Phone : 352-273-0333
Fax : 352-846-2170
jamie.kraft@cba.ufl.edu

Office Hours:

Mondays and Wednesdays, Periods 2-3. I am generally around each day, and if my schedule permits, I am willing to meet with students outside of office hours. If you need to set up a more formal meeting, please call or e-mail to set up an appointment.

Course Objectives:

- To educate students about topics relevant to entrepreneurship and innovation that may not be detailed in theoretical course work
- To introduce students to resources in the entrepreneurial arena and provide a forum for networking and career development

Course Structure:

The course will meet several times throughout each semester on Friday afternoons from 2-4pm. For further information regarding the scheduled speakers and dates please visit the Center for Entrepreneurship and Innovation's website at the following address: www.cei.ufl.edu, then click "Speaker Series". In addition to attendance and discussion, students will be required to submit 3 questions for the speaker prior to each speaking engagement as well as submit a summary of takeaways after each speaking engagement is completed.

Grading Policy:

Grades for the course will be determined on the following basis (semester specific):

Attendance:	60%
Assignments:	30%
Participation:	10%

Textbooks:

There is currently no textbook required for this course, however, articles for discussion may be distributed.

Other Policies:

- Make-up assignments will only be given to those students who provide appropriate evidence of legitimate conflicts which caused missing an assignment or who have received prior approval to miss an assignment
- Regarding students with disabilities – students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation.

Academic Honesty:

Adherence to the UF Academic Honesty Guidelines, including the Student Honor Code, is expected. In completing the application for admission to UF, every student has signed the following statement: "I understand that the University of Florida expects its students to be honest in all their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action up to and including expulsion from the University."

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Recommended SCNS Course Identification: Discipline (SMA) 1 3 1 Prefix F I N Level 6 Course Number 6 5 7 Lab Code _____			
Institution's Course Title: Managing Innovation and Change			
Effective Term (first date course will be offered): Fall 2007			
Amount of Credit: 02	Type of Credit: <input checked="" type="checkbox"/> College	If Repeatable Credit or Variable Credit: _____ total repeatable credit allowed _____ minimum / _____ maximum credit within a semester	
Total Clock Hours: N/A	Contact Hour Base 2 or head count _____		
Course Description (A course syllabus must be attached.): Explores the interaction of innovation and change. Organizational approaches & systems applications are identified/described to realization.		Mark all that apply: Rotating Topic <input type="checkbox"/> yes <input checked="" type="checkbox"/> no S/U Only <input type="checkbox"/> yes <input checked="" type="checkbox"/> no Repeatable for Credit <input type="checkbox"/> yes <input checked="" type="checkbox"/> no	
Prerequisites: (This form does not update ISIS or registration prerequisite checking.)		Must be graduate student to take for graduate credit.	
Corequisites: no			
All faculty teaching this course have completed at least 18 graduate semester hours in the teaching discipline and hold at least a masters degree. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Degree Type (Mark all that apply.): <input type="checkbox"/> Associate of Arts <input checked="" type="checkbox"/> Graduate Students <input type="checkbox"/> Baccalaureate <input type="checkbox"/> Other (specify): _____		Gordon Rule Course? <i>Requires action by the General Education Council</i> <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No Number of Words _____	
General Education Requirement (check all applicable): <i>Requires action by the General Education Council</i>		<input type="checkbox"/> Communications <input type="checkbox"/> Math <input type="checkbox"/> Social Sciences <input type="checkbox"/> Humanities <input type="checkbox"/> Natural Science	
Category of Instruction: <input type="checkbox"/> Introductory <input type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Advanced			
Department Contact, Telephone Number and PO Box: Debbie Himes, 2-0153, PO 117168		(Date) Signature, Department Chair: 7/23/07 (Date)	
College Contact, Telephone Number and PO Box: Sharon Haughton 2-8435x1225 PO 117150		(Date) Signature, College Dean: _____ (Date)	
Signature, Graduate Dean (if applicable): _____ (Date)		Signature, Registrar (Institutional Contact): _____ (Date)	

PART II: TO BE COMPLETED BY THE FACULTY DISCIPLINE COMMITTEE REPRESENTATIVE

Approved Course Classification (Prefix, Number, Lab Code): _____

If not the same as recommended by institution, please explain: _____

SCNS Course Title (if new): _____

Decade Title (if new): _____

Century Title (if new): _____

Signature, Faculty Discipline Committee Representative: _____

Date: _____

PART III: SCNS STAFF USE ONLY

Signature, SCNS Staff _____

Date Entered _____

Correspondence Number _____

FIN 6657
Managing Innovation and Change
Spring, 2007

Instructor: Gerald T. Horton

Class Time: Tuesday and Thursday, Periods 7-8
Time: (1:55 PM-3:50PM)

Class Location: Gerson 228

Office Location: 256 Stuzin Hall

Office Hours: Tuesday and Thursday
4:00 PM

Office Phone: (352) 273-0325

Mail Box Location: 255 Stuzin Hall

E-Mail: gthorton@ufl.edu or trgbh@aol.com

Fax: (352) 846-2170

1. Course Overview and Objectives

Innovation is the driving force of the modern economy...new products and services, new markets, new technology and processes, and new people and knowledge.

Innovation creates and causes change.

What is innovation? And what changes does it cause? This seminar explores the interaction of innovation and change. Organizational approaches and systems applications are identified and described to manage the journey from idea through to realization.

The objectives for the seminar are:

1. Define and describe "Innovation" and "Change" and their relationship.
2. Identify and describe the activities and elements in managing innovation and change.

3. Describe the obstacles and worst managerial practices experienced in innovation and change management.
4. Identify the “Key Success Factors” for managing innovation and change.
5. Propose managerial systems and organizational approaches for productive innovation and change.

2. Course Structure and Activities

The seminar is organized in twelve discussion sessions.

Readings are assigned to be completed prior to each discussion session.

Participants are to prepare four individual papers on the following subjects:

- Innovation for X Company
- An Innovation Management System (IMS) for X Company
- Change: Stages and Relation to Innovation
- The Future of Innovation

Specific experiences and activities of individual companies and organizations related to and illustrating the activities and elements of their innovation and change management systems are to be presented and described and evaluated in the papers.

The papers will be five pages each and approximately 1,500 words.

Information for the papers is to be obtained from the following publications:

- Business Week
- The Economist
- New York Times, Sunday Business Section
- The Wall Street Journal

Papers will be distributed to all seminar participants and discussed in class.

3. Teaching Methodology

The predominant teaching method used in this course will be classroom discussion of principles, concepts and activities. It is, therefore, expected that you will raise any questions on your own initiative that you have on any topics/issues that you do not fully understand.

4. Class Preparation and Participation

As this is a seminar course, students are expected to prepare for and participate in all classes.

Participation entails active engagement and participation in the class session discussion, including description and analysis of the readings.

You are expected to identify examples and experiences of companies related to the discussion of the day and to describe these to the class.

In this course, your participation is graded as part of your overall course effort. In this evaluation, quality always counts more than quantity! The best formula for a good class participation grade is to speak regularly and well. Also, remember that class discussion is the only aspect of the course in which mistakes can count in your favor rather than against you, so don't miss this opportunity to improve your verbal communication skills.

You must be prepared and participate in the discussion for each class. You will assess your own participation daily. 20% of your grade will be participation.

5. Course Grade:

Paper #1	20%
Paper #2	20%
Paper #3	20%
Paper #4	20%
Participation	20%
<hr/>	
	100%

6. Course Materials:

- Text: Managing Creativity and Innovation, Harvard Business School Press 2003, ISBN: 1591391121
- Readings will be distributed related to each class meeting and paper. You are expected to post relevant material on WebCT and it will be considered as part of your participation.

Steps to access course information:

1. Go to <http://www.webct.ufl.edu/> or <http://lss.at.ufl.edu/>
2. Log into WebCT Vista using your GatorLink username and password
3. Locate the link "FIN6930 – Managing Innovation and Change" and click on it

These steps will take you to the main page for the course. From there, you will be able to locate all course material.

7. Special Accommodations:

"Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide documentation to the instructor when requesting accommodation."

8. Ethical Standard:

Warning: Each individual is to do his or her own work on all assignments. Any work not prepared by an individual must be cited. ANYONE FOUND GUILTY OF PLAGERISM OR FABRICATION OF DATA IN THE COURSE WILL RECEIVE AN AUTOMATIC "F" FOR THE COURSE.

Class Schedule

<u>Date</u>	<u>Discussion</u>
Tuesday, January 9	Introduction to Course
Thursday, January 11	What is Innovation? The Management of Innovation.
Tuesday, January 16	The Stages of Innovation. Idea Generation through Implementation.
Thursday, January 18	The Elements of Innovation
Tuesday, January 23	Organizing for Innovation
Thursday, January 25	Strategies and Skills for Managing Innovation
Tuesday, January 30	Innovation Review
Thursday, February 1	What is Change and its Relationship with Innovation
Tuesday, February 6	The Change Process
Thursday, February 8	The Change Process (continued)
Tuesday, February 13	Change Management Strategies and Skills
Thursday, February 15	Successful Management of Change And Innovation
Tuesday, February 20	Change Summary
Thursday, February 22	Where do we go from here? Final Class



Warrington College of Business Administration
Department of Information Systems and Operations Management

351 Stuzin Hall
PO Box 117169
Gainesville, FL 32611-7169
352-392-9600
352-392-5438 Fax

February 21, 2008

To: Arnie Heggstad, Chair, Specialized Graduate Programs Committee, WCBA

From: Asoo J. Vakharia, Chair, Department of ISOM

Re: Changes to Certificate Programs

Approved

Currently, graduate students in the WCBA can choose among several certificate programs. To reflect the name change of our department from DIS to ISOM, the ISOM faculty request that the following changes in concentrations and certificates be approved by the Specialized Graduate Programs Committee:

1. Change in text describing the Auditing and Information Certificate (text change highlighted)
Old Text: The recent compliance requirements (specifically those imposed by the Sarbanes-Oxley Act) require an in-depth technology based audit of company financial records. This has led to an increased need for a combination of auditing and technology skills in students interested in employment opportunities with corporations and consulting firms. The Fisher School of Accounting and the Department of Decision and Information Sciences are jointly offering a Certificate in Auditing and Information Technology to graduate students in WCBA interested in developing these skill sets. Students can obtain this certificate by completing eight graduate courses (4 in Accounting/Auditing and 4 in DIS).
Revised Text: The recent compliance requirements (specifically those imposed by the Sarbanes-Oxley Act) require an in-depth technology based audit of company financial records. This has led to an increased need for a combination of auditing and technology skills in students interested in employment opportunities with corporations and consulting firms. The Fisher School of Accounting and the Department of Information Systems and Operations Management are jointly offering a Certificate in Auditing and Information Technology to graduate students in WCBA interested in developing these skill sets. Students can obtain this certificate by completing eight graduate courses (4 in Accounting/Auditing and 4 in ISOM).
2. Change in title of Decision & Information Sciences Certificate
Old title: Decision & Information Sciences Certificate
New title: Information Systems & Operations Management Certificate

Please let me know if you have any questions. Thank you.

MBA Student Performance and Accountability
Hough Graduate School of Business
Warrington College of Business Administration
The University of Florida

Overview

The MBA Faculty Program Committee has adopted the following guidelines for MBA programs. These guidelines are intended to foster excellence in our programs by building and maintaining a high performance culture in which students continuously develop into managers who are worthy in every respect of the trust and responsibility that organizations and society posit in them. Fostering excellence requires not only an intellectually challenging curriculum but also an environment of professionalism in all aspects of the program.

Academic Integrity

Academic integrity and honesty are essential in the development of a professional manager. This society is not willing to tolerate dishonest or otherwise unethical professional business managers, and this MBA program will not do so either. Students must attend to, and follow, the University of Florida code of student conduct, with special attention to academic integrity and academic honesty. They must never appropriate the ideas and work of others, including both academic sources and fellow students, without appropriate attribution or by claiming others work as their own. They must exercise complete honesty in following the conditions established by the instructor for examinations and other assignments. Finally, they must be honest with one another, be willing to be accountable for their own failures of honesty and integrity, and not tolerate such failures in classmates.

Respect

A professional and high performance culture requires respect for the learning process, for human dignity, for the ideas and the work of others in the MBA community, and respect for the significant human and financial resources that are invested in MBA education from many sources. Most importantly, students must respect their own personal commitment to earning an MBA degree. They must devote the necessary time, attention, and best efforts to their education, consistent with the demands of each program format.

Procedures

To ensure that students maximize the value of their educational experience, procedures related to grading, attendance, team and individual work, and expectations are outlined below:

Grading

- Beginning with new cohorts of students entering Warrington MBA programs after the effective date of this policy, required core courses and all courses in the working professional MBA programs will maintain a maximum mean grade point average of 3.5 (for example, 25% A, 50% B+, 25% B).

- Grades of C+, C and below can and will be given when student performance warrants.
- Employer reimbursement policy should not affect the grade a student earns for any course.

Attendance

- With few exceptions, students must treat class attendance as an academic appointment that must be met, much as one must meet a business appointment. Students are expected to attend all scheduled class sessions and to use their nametags to identify themselves.
- In the working professional programs, missing a weekend means missing as much as 25% of the course contact time. Absences from working professional classes must be excused in advance through the MBA Program office, or, in case of an emergency, as soon thereafter as practicable.
- In the traditional programs, absences should be communicated in advance to the course instructor, or, in case of emergency, as soon thereafter as practicable.
- Unexcused absences or multiple approved absences in the same term often reflect a lack of academic and professional commitment and will usually result in a considerable penalty in final grading.
- The MBA program office will contact students who consistently miss class sessions but remain in good academic standing (3.0 and above) and strongly encourage them to recommit themselves to, or withdraw from, the MBA program.

Team Work and Individual Work

- Working in the context of groups and teams is an important managerial skill that is fostered in the MBA programs. Students should treat their responsibilities to team appointments and team work as they would treat professional business obligations.
- Learning in the context of groups and teams also involves academic integrity. Team members are jointly responsible for the academic honesty and integrity of team work. They are obliged to participate in the work and learning process of the team so that they do not take academic credit for projects and assignments to which they have not made a fair and proportionate contribution.
- Assessment in most MBA classes will involve both individual and group work. Faculty members are encouraged to make individual work account for at least 50-70% of the students' grades, so that individual learning is assured.
- Faculty members are encouraged to incorporate peer evaluation of team member performance into final course grades.

Classroom Expectations

- 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.
- 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.
- 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. Emailing, accessing the internet, and working on matters unrelated to the work at hand are inappropriate behaviors because they are disrespectful and distracting to the class and to the instructor. In the rare but urgent situation, the student should advise the instructor in advance of a pending phone call or message.
- Classroom discussion is an important part of the pedagogy of many MBA courses. Students in these classes 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.
- Faculty members are encouraged to hold students accountable through "cold calling" and in-class assessment of preparation and learning.

Students who continually fail to meet these expectations should expect academic penalties and possible dismissal from the program. We believe that these principles, in conjunction with our high expectations, will result in a stimulating and productive MBA experience for students and for faculty.