

**Warrington College of Business Administration**  
 Heavener School of Business  
 Fisher School of Accounting  
 Hough Graduate School of Business

100 Bryan Hall  
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**GENERAL FACULTY MEETING**  
**AGENDA | WEDNESDAY, APRIL 15, 2015 | 2:00 p.m. | HOUGH 120**

1. The February 20, 2015 General Faculty Meeting Minutes is presented for approval by the faculty.
2. The Undergraduate Committee presents the following item for approval by the college faculty.

**Course change:**

Prefix: GEB 2011  
 Course title: Introduction to Business  
 Effective term: Summer B 2015  
 Credit/contact Hours: from 3 to 1  
 Course Description:

from: This course serves to introduce students to the business world by focusing on the functions of business and management within a free enterprise system.  
 to: This course serves to introduce students to the business world by focusing on various disciplines within business and management. Students will also be introduced to personal and professional development opportunities that enhance career preparedness.

3. WCBA faculty are asked to vote on whether they approve that staff in the Center for Teaching, Learning, & Assessment are appointed as sub-account administrators with the following permissions to support faculty within Canvas. Currently the permissions are disabled for university sub-account administrators.

**Sub Account Administrator Role in Canvas**

Course & Account Permissions:	Implications
View and Edit Grades	Sub-account admins would have the ability to view student grades, edit the gradebook, and make adjustments at the request of the faculty to assist with structure of the gradebook, assignments, and quizzes. While the technical ability to change individual student grades would be present, this is no change from the assistance that sub-account admins have provided in the past using Sakai.
Moderate discussions (delete / edit other's posts, lock topics)	Sub-account admins would be able to assist faculty to prepare discussion posts, and edit or delete problem posts at the request of the faculty. Note that this does also provide the opportunity for admins to override instructor decisions about Discussions and to edit instructor words and comments, but this is no change from the current settings in Sakai.
View the answer matrix in Quiz Submission Logs	This allows sub-account admins to assist faculty with student quiz submissions. This is a new feature in Canvas that was not available in Sakai.

4. Other Business
5. Dean's Report

GRADUATE FACULTY MEETING (*Immediately following the General Faculty Meeting*)

AGENDA | WEDNESDAY, APRIL 15, 2015 | 2:00 P.M. | HOUGH 120

1. The February 20, 2015 Graduate Faculty Meeting Minutes is presented for approval by the faculty.
2. Other Business
3. Dean's Report

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**GENERAL FACULTY MEETING**  
**MINUTES | Friday, February 20, 2015 | 2:00 p.m. | STUZIN 104**

1. A motion was made to approve the January 26, 2015 General Faculty Meeting Minutes. The motion was seconded and the faculty voted to approve the minutes as presented.
2. Other Business - none
3. Dean's Report – none

A motion was made and seconded to adjourn the meeting.

**GRADUATE FACULTY MEETING** *(Immediately following the General Faculty Meeting)*  
**MINUTES | Friday, February 20, 2015 | 2:00 P.M. | STUZIN 104**

1. A motion was made to approve the January 26, 2015 Graduate Faculty Meeting Minutes. The motion was seconded and the faculty voted to approve the minutes as presented.
2. A motion was made to approve the following items as presented by the MBA Committee. The motion was seconded and the faculty voted to approve the following items:

New Course:

PREFIX: 6XXX  
COURSE TITLE: Entrepreneurial Marketing I  
EFFECTIVE TERM: Summer 2015  
AMOUNT OF CREDIT: 2

COURSE DESCRIPTION: This is a two-part course sequence about becoming a guerrilla. Recent years have witnessed the use of such terms as subversive marketing, disruptive marketing, etc. Each reflects an alternative approach to conventional marketing. This course attempts to bring together these perspectives by providing an integrative framework: "entrepreneurial marketing" (EM).

PREFEX: 6XXX  
COURSE TITLE: Entrepreneurial Marketing II  
EFFECTIVE TERM: Summer 2015  
AMOUNT OF CREDIT: 2

COURSE DESCRIPTION: This is a two-part course sequence about becoming a guerrilla. Recent years have witnessed the use of such terms as subversive marketing, disruptive marketing, etc. Each reflects an alternative approach to conventional marketing. This course attempts to bring together these perspectives by providing an integrative framework: "entrepreneurial marketing" (EM).

3. A motion was made to approve the following item as presented by the Teaching Committee and PhD Committee. The motion was seconded and the faculty voted to approve the item as presented.

New Course:

PREFIX: GEB 7XXX  
COURSE TITLE: Preparing to Teach in Business  
EFFECTIVE TERM: Fall 2015  
AMOUNT OF CREDIT: 3

COURSE DESCRIPTION: This course is designed to prepare business graduate students for post-secondary teaching. The course will focus on the practical skills necessary to teach, both as a PhD student and as a new faculty member. You will learn essentials of preparing to teach, including how to create a syllabus, set learning objectives, manage a classroom environment, and encourage student engagement. You will practice a variety of teaching methodologies, gain exposure to a wide range of perspectives on teaching, and learn about a variety of technologies to support learning.

4. A motion was made to approve the following item as presented by the Teaching Committee. The motion was seconded and the faculty voted to approve the item as presented. The Unit Heads were encouraged to enforce the policy.
- Addendum to Peer Review Policy
  - Teaching Portfolio Guidelines
  - Peer Review of Teaching Procedure
5. Other Business - none
6. Dean's Report
- Summer Research Awards are due next Friday.
  - The Stuzin classrooms are still being upgraded.
  - Eventually renovations will be made to areas in Bryan Hall; 232, 130, doors, etc.
  - The copy center will be moving to Bryan Hall but the date has not been determined.
  - UF – CFO may change RCM Budget model by summer of 16 or 17.
  - UF – Capital campaign is set at \$250 million.

Attending: John Kraft, Selcuk Erenguc, Richard Lutz, Asoo Vakharia, Haldun Aytug, Amanda Phalin, Michael Morris, Bill Rossi, and Dorothy McCawley

# UCC2: Course Change Transmittal Form

Department Name and Number _____	
Current SCNS Course Identification	
Prefix    ____    ____    ____    Level    ____    Course Number    ____    ____    ____    Lab Code    ____	
Course Title    _____	
Effective Term and Year    _____	Terminate Current Course <input type="checkbox"/> Other Changes (specify below ) <input type="checkbox"/>

Change Course Identification to:	
Prefix    ____    ____    ____    Level    ____    Course Number    ____    ____    ____    Lab Code    ____	
Full Course Title    _____	
Transcript Title (please limit to 21 characters)    _____	

Credit Hours: From ____ To ____	Contact Hours: <input type="checkbox"/> Base or <input type="checkbox"/> Headcount    From ____ To ____
Rotating Topic:    From <input type="checkbox"/> yes <input type="checkbox"/> no    To <input type="checkbox"/> yes <input type="checkbox"/> no	S/U Only:    From <input type="checkbox"/> yes <input type="checkbox"/> no    To <input type="checkbox"/> yes <input type="checkbox"/> no
Variable Credit:    From <input type="checkbox"/> yes <input type="checkbox"/> no    To <input type="checkbox"/> yes <input type="checkbox"/> no	Repeatable Credit:    From <input type="checkbox"/> yes <input type="checkbox"/> no    To <input type="checkbox"/> yes <input type="checkbox"/> no
If yes, ____ minimum and ____ maximum credits/semester	If yes, ____ total repeatable credit allowed

Prerequisites	Co-requisites
From	From
To	To

Course Description (50 words or less; if requesting a change, please attach a syllabus)	
From	To

Rationale /Place in Curriculum/Impact on Program
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Department Contact	Name	Phone	Email
College Contact	Name	Phone	Email

# WARRINGTON WELCOME

GEB 2011—INTRODUCTION TO BUSINESS  
FALL 2015  
SECTION 9510  
WEDNESDAYS, PERIOD 4  
10:40AM-11:30AM  
HEAVENER HALL ROOM 230

Warrington College of Business Administration  
Heavener School of Business

## Course Information

### COURSE DESCRIPTION

This course serves to introduce students to the business world by focusing on various disciplines within business and management. Students will also be introduced to personal and professional development opportunities that enhance career preparedness.

### COURSE OBJECTIVES

Warrington Welcome educates new students about career exploration and goal-setting in order to maximize their college experience and employability. Specific objectives include:

- Introduction to business fields including finance, real estate, entrepreneurship, marketing, management and accounting
- Awareness of careers in the aforementioned areas, as well as nonprofits, higher education, and government
- Key employability skills including communication and teamwork
- Acclimation to the Heavener School of Business and its resources
- Appreciation for and commitment to diversity at UF and in the workplace

This course connects students to:

- A staff member who is committed to student success
- A peer leader who is experienced in successfully transitioning from high school to the college, and knowledgeable about securing leadership and internship opportunities
- Other first-year students

### STAFF INSTRUCTOR:

**Lisa D'Souza**

**Director for Career & Leadership Programs**

Lisa.dsouza@warrington.ufl.edu  
352-273-0177



Lisa received her B.S. degrees in Business Management and Psychology, and her M.Ed. in Student Personnel in Higher Education all from the University of Florida. She spent three years working in human resources, including her role as a College Recruiter for JCPenney. In her spare time, she enjoys traveling and spending time with her family, friends, and pet bird. Her top 5 themes are: Harmony, Empathy, Consistency, Achiever & Responsibility.

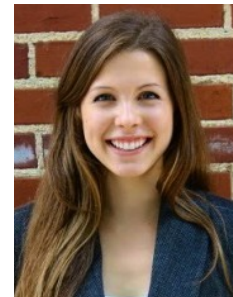
### Lisa's Office Hours

Fridays, 9-10am by appointment.  
**Please email me** at least one day before to ensure I am available.

### PEER LEADER:

**Quinn Middleton**

quinnmiddleton@ufl.edu



Quinn is a senior from Altamonte Springs, Florida. She's pursuing a degree in Business Management with a minor in Nonprofit Organizational Leadership. She is the Co-Founder and President of The Servant's House Ministries and has previously interned with Growing Bolder Media Group, Old Florida National Bank, and Armonia. She is involved with Enactus and CRU. Her top 5 themes are: Positivity, Input, Developer, Achiever, and Woo.

### Quinn's Office Hours

Contact Quinn for more details before to ensure I am available.

## Warrington Welcome Model

Warrington Welcome aims to facilitate your career exploration and professional development by exposing you to paths and resources that exist in our College. The beginning of the course helps you identify where you are currently, by discovering your strengths and reflecting on your past experiences. The second part of the course is focused on introducing you to a variety of resources to help you achieve your goals, from business majors and minors to leadership opportunities in the College. At the end of the course, you will develop a four-year plan outlining all of the steps you need to reach your academic and professional goals.



## Key Resources in the Heavener School of Business

The **Center for Career and Leadership Development (CCLD)** is your one stop shop for advising in the areas of academics, career, and leadership. Warrington Welcome will briefly introduce you to each of these services, which you should plan to utilize extensively during your time here.

### Academic Advisors and Career Coaches

Our advisors can help you figure out your degree requirements, change your major, drop a course, choose your classes, and provide you with valuable career advice. Walk-in advising is available for quick questions, and appointments are recommended for more in depth advising.

### Advisors for Career and Leadership Programs

Career & Leadership Programs (CLP) supports the personal and professional development of students through knowledge and experiential opportunities to enhance the undergraduate experiences and beyond. Schedule an appointment with a CLP advisor to learn about how you can get involved and begin your leadership development.

Did you know that all business students must complete an internship?

Our **Career and Academic Peer (CAP) Mentors** offer you professional career services to acquire great internships. CAP Mentors are Heavener's most successful upperclassmen, who have completed at least one internship and desire to share their career experiences with others. Mentors have interned at companies such as Google, Procter & Gamble, the U.S. Department of Commerce, March of Dimes, and General Electric.

## Course Schedule

Date	In-Class Activities	Assignments Due
Aug. 27	Intros & Icebreakers; Syllabus Review; Intro to StrengthsQuest HW: Autobiography - Due SUNDAY Aug. 31st by email HW: Take StrengthsQuest by SUNDAY Aug. 31st and highlight report HW: Review Syllabus & Sign up for Workshop	
Sept. 3	<b>Meet the Director</b> HW: Attend Your One-on-One meeting	Highlighted StrengthsQuest Report
Sept. 10	StrengthsQuest Activities; Resumes; Business Majors: Marketing, Management, General Business HW: Resume HW: Attend Your One-on-One meeting	
Sept. 17	Personal Branding; Business Majors: Finance, Accounting, Info Systems & Operations Management HW: Attend Your One-on-One meeting HW: Future Map Reading	Resume
Sept. 24	Mapping Your Future; Majors Presentation & Public Speaking Tips HW: Begin Majors Presentation HW: Future Map HW: Revise Resume HW: Attend Your One-on-One meeting	Future Map Reading
Oct. 1	Career Showcase HW: Complete & Rehearse Majors Presentation HW: Community Service Paper	Revised Resume Future Map
Oct. 8	Majors Presentations & Feedback; Business Minors: Entrepreneurship, Business, Entrepreneurship, Info Systems, Real Estate, Retailing, Accounting	Majors Presentation Community Service Paper
Oct. 15	Values, Identity & Diversity Activities	
Oct. 22	<b>Ethics Discussion and Case Kick-Off</b> HW: Begin Ethics Case Presentation	
Oct. 29	<b>Degree Audit &amp; Tracking; Student Involvement Panel</b> HW: Complete and Rehearse Ethics Case Presentation	Bring Laptop To Class
Nov. 5	<b>Ethics Case Presentations</b> HW: Wandering Strategies Reading	Ethics Presentation
Nov. 12	Time & Financial Management; Intro to Wandering Strategies; Undergraduate Research & Grad School HW: Begin Wandering Strategies	Wandering Strategies Reading
Nov. 19	<b>Study Abroad;</b> College Resources Scavenger Hunt HW: Complete and Rehearse Wandering Strategies	
Nov. 26	NO CLASS	
Dec. 3	Wandering Strategies Presentations	Wandering Strategies
Dec. 10	Course Wrap-Up; Life Beyond WW; Course Evaluations	

**Bolded events** will be facilitated by guest speakers

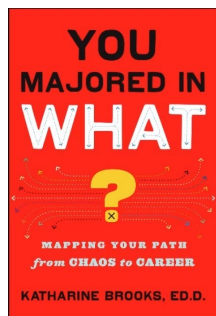
**Please note: this syllabus is subject to change as needed. Any changes will be communicated to students in a timely manner.**

### OTHER MANDATORY DATES

Thursday November 13th at 5pm —for our Winning Ethics Team  
Community Service Project - Saturday September 27th



## Textbook & Overview of Assignments



Please find additional out-of-class activities and assignments on the next page

Assignments that are due in class, are due at the beginning of the period

### **Autobiography:**

This assignment will allow your instructor and peer leader to learn about who you are and what you are looking to get out of the class, while giving you an opportunity to reflect on your background, personal and professional aspirations.

### **StrengthsQuest:** (Bring report to class)

StrengthsQuest gives you the opportunity to develop strengths by building on your greatest talents – the way in which they most naturally think, feel, and behave as unique individuals. You will have the opportunity to take this assessment and be able to integrate the results into your academic plans.

### **Business Majors Group Project & Presentation**

This assignment will help you develop a deeper understanding of the Business Majors in our College. You will also get to practice your teamwork and presentation skills in a low-stress environment, before jumping into the Ethics Case Competition.

### **Future Map:**

Students often feel pressured to know their career path from the day they step on campus. This activity can be one of the most enlightening, helpful, and inspiring tools because it provides a chance to dream, fantasize, and examine your many thoughts, ideas, and plans for the future. We will begin this activity in class.

### **Resume:** (Bring 2 copies to class)

A great resume is not only essential to a successful internship/job search, but also key to obtaining various involvement and leadership opportunities within the College and UF. Create a current resume (one page) using the resources available on the Career Resource Center's website (<http://www.crc.ufl.edu/students/studentResumesCoverLetters.html>) and pages 238-251 in your text.

### **Ethics Discussion and Case Presentation:**

Student leaders in the Business College will be leading an ethics discussion with you. Be prepared to be an active participant during the in-class discussion. They will also assign an ethics case competition that you will be responsible for completing in groups.

### **Wandering Strategies Presentation:**

Developing an academic and professional plan for your college years can be intimidating and difficult. This activity will help you assess where you are and where you are going. Then, it will guide you to create a plan that is designed to help you be focused yet flexible.

## Extra Credit Opportunities

It is important for you to take advantage of the opportunities below, which will supplement your in-class learning and equip you with vital information and resources. If you participate in one of the following, you may receive up to 5 points of extra credit.

### **Business Bash — Thursday Sept. 11th 5pm-7pm in the Reitz Union Grand Ballroom**

This is your opportunity to network with and learn more about a variety of business student organizations and corporate sponsors. Our 30+ student organizations include the American Marketing Association, Student Finance Group, Florida Women in Business, Undergraduate Consulting Group, Entrepreneurship Club, International Business Society, and many more.

### **Alumni Café Lunch Series — <http://warrington.ufl.edu/alumni/alumnicafe.asp>**

This casual lunch-and-learn event connects you with a local Warrington alum who shares his/her experiences to help further your understanding of classroom concepts. Previous speakers include:

Raymond James Bank, Sr. VP-Investments	Florida Credit Union, VP Operations	Florida Chemical Supply, President & CEO
CNL Bank, EVP & CFO	Citigroup Global Market, VP	Health Integrated, VP-Corporate Resources
iVenture Solutions, Inc., Co-Founder	uVu Technologies, CEO	Ingenios Health, COO & CFO

## Out Of Class Attendance & Assignments

To supplement class discussion and engage you in opportunities at UF, attendance and participation will be required for some out-of-class activities. Excused absences for these activities will follow the same guidelines as missing a class.

### Career Showcase

Your career preparation starts during your first semester on campus. You will attend UF's biannual career fair (the largest in the Southeast US) to become familiar with the event and explore business career paths including finance, real estate, entrepreneurship, marketing, management and accounting. Attending Showcase will also allow you to practice your 3 minute elevator pitch and develop your networking skills.

### Heavener Career Week

Heavener Career Week offers a variety of educational sessions during the week of Career Showcase to help you learn more about various business career paths/industries from accounting to retail management. You will attend one workshop and can learn more at <http://warrington.ufl.edu/undergraduate/careerexpo/>

### Meet One-on-One with Instructor/Peer Leader

We take the time to get to know each of you personally, so that we can assist you in a more meaningful way. During our first class, you will get to schedule this meeting with one of us.

### Case Competition

Our class's winning case competition team members must present at the semi-finals competition on **Thursday November 13th from 5pm-9pm.**

### Community Service Project—**Sat., September 27th**

We will be doing a community service project as a class. You will submit a 2 page, double-spaced paper reflecting on this experience.

#### Scheduling conflict?

If you have a scheduling conflict, you must submit this in writing with documentation by the second class meeting.

It is your responsibility to find a make-up project and get it approved before attending. Requests for approval must be made at least one week before the service project date, and no later than October 8th. Once you have been approved and have attended, you must submit a 5 page, double-spaced reflection paper. Papers are due by November 19th.

## Heavener Leadership Opportunities



### BUSINESS UNDERGRADUATE MENTORSHIP PROGRAM (BUMP)

Are you feeling overwhelmed? Do you want to know the ins and outs of the WCBA? The Business Undergraduate Mentorship Program is designed to develop students academically, professionally, and personally through facilitating the creation of mentor-mentee relationships. As a mentee in this program, you will learn how to make the most out of your college career and maximize your opportunities within the Warrington College of Business Administration.



### CAREER & ACADEMIC PEER (CAP) MENTORS

Career & Academic Peer (CAP) Mentors specialize in providing undergraduate business majors with professional career development to acquire great internships. These mentors are Heavener's most successful third and fourth year students each having successfully completed at least one professional internship and they desire to share their internship experiences with others. Current and former CAP mentors have interned at companies such as Google, Procter & Gamble, the U.S. Department of Commerce, The March of Dimes, Nielsen, Deloitte, ADT Securities, Bank of America, and General Electric. Selection to become a CAP Mentor is conducted in the spring semester of each year.

## Heavener Leadership Opportunities Continued



### ENACTUS

Enactus is a global organization with chapters in 36 countries and partnerships with over 100 major corporations. The UF chapter is a selective group of dedicated student leaders who lead projects that improve the Gainesville community. Enactus students hone their leadership skills by developing, planning, implementing, and assessing various projects in five areas: success skills, financial literacy, ethics, entrepreneurship, and sustainability. Applications are available each semester and interested students are encouraged to volunteer on the current projects.

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### FLORIDA LEADERSHIP ACADEMY (FLA)

The mission of the Florida Leadership Academy is to develop undergraduate students for leadership positions in society's most important institutions: education, corporate, not-for-profit, and government. Selection for the academy is highly competitive, with 100 slots available each year to students who will be entering their sophomore year. Applications for the Florida Leadership Academy are due in the early spring semester. We highly encourage you to talk to your WW peer leader and instructor about this opportunity.

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### HEAVENER LEADERSHIP CHALLENGE (HLC)

The Heavener Leadership Challenge (HLC) is an elite leadership development opportunity for sophomore, junior, and transfer students in the WCBA. The HLC builds a strong foundation of leadership development based upon the best-selling business leadership book *The Leadership Challenge* by Jim Kouzes and Barry Posner. Selection for this program is limited to the top 50 applicants each semester.

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### WARRINGTON DIPLOMATS

The Warrington Diplomats (Dips) are the official student ambassadors of the WCBA. This organization is comprised of highly committed and motivated business students selected through a competitive application process. As the College's official ambassadors, the Dips provide college tours. The Dips host events focused on helping business students develop academically and professionally to get the most of their university experience. The Dips represent some of the most distinguished and respected student leaders in the college. Applications are available during the spring semester with a limited number of slots available each year.

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### WARRINGTON WELCOME (WW) PEER LEADERS

Peer Leaders serve a vital function as co-instructors for the course. While serving their fellow students, Peer Leaders gain skills highly valued by employers and graduate schools. Additionally, Peer Leaders develop an in-depth knowledge of the college and university as well as gain a staff mentor in the process.

## Grading

WW is a college level course. The assignments that you turn in should be college level work. You are responsible for knowing and understanding the content of the syllabus.

**All assignments should be typed and double-spaced. The font should be 12 point Times New Roman with 1" page margins.**

Points will be detracted for spelling errors, typos, and failure to follow directions.

Print your name at the top of the first page of the assignment and number each additional page. If you use a quotation, please cite it according to the 5th edition of the American Psychological Association's Publication Manual.

Please note: late work will not be accepted.

Grades will be based on the scale below with a **total of 100 points possible**:

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



Assignment	Possible Points
Attendance and Participation - Including One-on-One	20
Autobiography	5
StrengthsQuest Assessment	5
CLP Programs Presentation	10
Future Map	5
Resume	10
Ethics Case Presentation	10
Community Service: Participation and Paper	10
Revised Resume	5
Wandering Strategies	10
Alumni Café Series Attendance	5
Heavener Career Week Workshop Attendance	5
<b>TOTAL</b>	<b>100</b>



## ACADEMIC HONOR CODE AND ACADEMIC HONESTY

**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. The quality of a University of Florida education is dependent upon community acceptance and enforcement of the Honor Code.

**Pledge:** 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."

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. Before submitting any work for this class, please read the policies about academic honesty at [www.dso.ufl.edu/sccr](http://www.dso.ufl.edu/sccr), and ask the instructors to clarify any expectations you do not understand.

### 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.  
FOR INFORMATION VISIT:  
<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>

## Our Mindset for Class

1. Our class will be relevant, informative, and fun.
2. All assignments serve a purpose and will help in your personal and professional development.
3. Come to class prepared. You will benefit most from assignments into which you put your best effort.
4. Always be respectful and mature towards your instructor, peer leader, and fellow classmates.
5. Your participation is crucial, you are expected to engage in class discussions and be an active listener.
6. Don't be afraid to ask questions, but check your syllabus first! We are here to help you make the most of your UF experience.



## 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 Disability Resources (<http://www.dso.ufl.edu/drp/>), and 2) Bring a letter to the instructor from Disability Resources indicating that you need academic accommodations. Please do this as soon as possible, preferably within the first week of class.

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 (and documentation has been provided). Please see the University's policy for Religious Holidays. **Two tardy attendances will result in one absence.**

## Attendance Policy

## Gatorlink Email

Students in FYF 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 e-mail address. The instructor and peer leader will also be communicating with you through this e-mail address. Please make sure to check your GatorLink account periodically.