



GEB 2015 SECTION 162H

**Tuesdays, 3RD PERIOD
9:35AM-10:25AM
HEAVENER 230**



Fall 2017

COURSE DESCRIPTION

This course is designed to assist your transition into the University of Florida's Warrington College of Business. The Warrington Welcome (WW) program will emphasize the development of academic and personal skills supporting success in Warrington, as well as familiarize you with campus resources. Active participation in learning, including openly discussing student issues, will help you make the most of this experience.

COURSE OBJECTIVES

Warrington Welcome educates new students to maximize their learning and development by creating environments which provide opportunities for:

- Honing skills for academic and personal success
- Appreciation for and commitment to a diverse learning community
- Personal, social, emotional, and intellectual skills necessary for involvement in leadership and service in the university community
- Acclimation and connection to the Warrington College and its resources

This course also connects students to key resources at UF: a faculty/staff member who is committed to first-year

student success; an undergraduate peer leader who is experienced in the challenges of making a successful transition from high school to college, and other first-year students.

INSTRUCTOR INFORMATION

Sandy Flory, MPA
sandy.flory@warrington.ufl.edu

Sandy is the Internship Coordinator for the Heavener School of Business. She earned a masters degree in Public Affairs from Indiana University at the School of Public and Environmental Affairs. Her focuses were Public Policy and International Affairs.

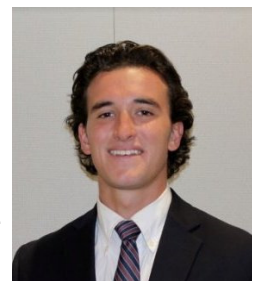
Sandy majored in Psychology as an undergraduate and is currently working on her masters degree in Counselor Education with a focus on couples and family counseling. Her passions include helping students find meaning and confidence in their chosen life path. Her top 5 Strength Quest themes are: connectedness, input, adaptability, context and restorative.



Sam Woods

swoods1997@ufl.edu

Sam is a third year finance student from Northern New Jersey. He spent this past summer interning with Metronome Partners, a boutique investment bank located in Memphis. Post grad he plans on moving up to New York and pursuing a job in investment banking. On campus he is actively involved in Warrington Diplomats, his fraternity, and graduated a member of the HLC kappa class.



As an out of state student he is passionate about mentoring and making sure everyone finds their place on campus. Sam enjoys surfing and traveling. His top 5 Strength Quest themes are: communication, individualization, futuristic, restorative, & woo.

Sam's Office Hours

By appointment, call (352) 273-0165 to schedule. When you arrive, please check in at Heavener 333.



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, 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.

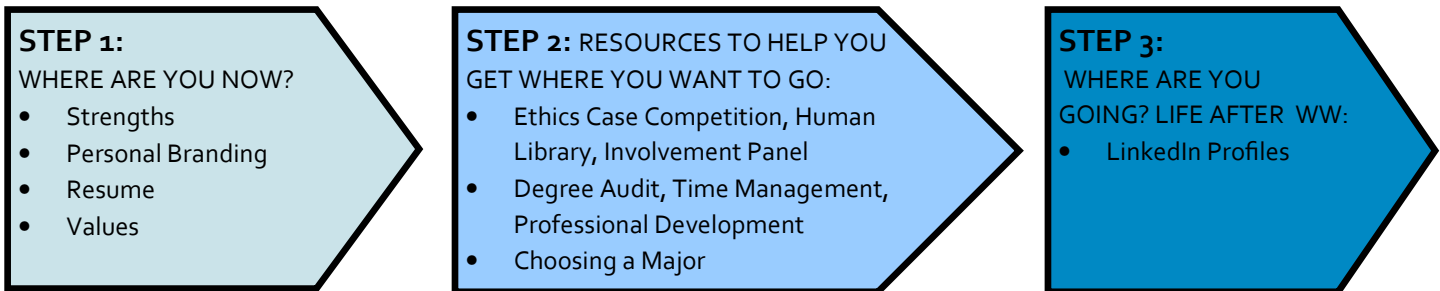
Attendance Policy

Gatorlink Email

Students in WW are required to have and use their GatorLink account for all UF related e-mail functions. Official university communications are sent to students at this 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.

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.

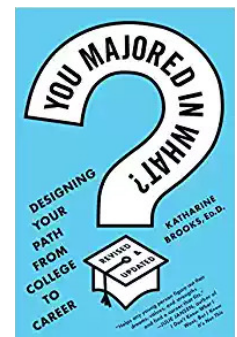


Suggested Text: *You Majored in What?*

College students constantly face *The Question*: what are you going to do with that major? This book provides a road map for you, replacing obsolete thinking that "major = career," and instead using positive psychology, mapping techniques, and experimental wanderings to help you reframe your skills. Learn how to mine your academic and life experiences for new insights into landing jobs with the best employers, and finding alternatives when the situation calls for a Plan B.

Available on campus at the UF Official Bookstore (uf.bkstr.com), or online e.g. Amazon.

ISBN 9780452296008



Key Resources in the Heavener School of Business

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.

Warrington Career Services

The Warrington Career Services office supports the professional development and recruiting needs of students through knowledge and experiential opportunities to enhance undergraduate career placement. This office is responsible for key events such as Heavener Career Week and other opportunities to connect with employers.

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.

Overview of Assignments

Introductory Slide:

This assignment will allow your instructor, peer leader, and fellow classmates to learn a little bit about who you are. You will create one slide in PowerPoint with photos, words, and anything else that describes who you are. These slides will be shared with the class.

StrengthsQuest: (Bring report to class)

StrengthsQuest gives students the opportunity to develop strengths by building on their 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.

Resume:

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 Ch. 8 in our text and the resources available on the Career Resource Center's website (<http://www.crc.ufl.edu/students/studentResumesCoverLetters.html>)

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

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.

Four Year Academic & Professional Plan:

This assignment will help you familiarize yourself with the academic advising process and your degree requirements. You will also leave with a tangible working plan for completing your college coursework and building a resume that will attract attention from recruiters! You will submit this assignment to Erica in person during the one-on-one meeting to be scheduled during one of our class periods.

Linked In Profile & Presentation:

Students often feel unsure of where to begin the internship search process. We will teach you about the value of LinkedIn, and your assignment will be to develop your profile and present it to the class to practice your "pitch".

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

Extra Credit Opportunities

Do up to **TWO** of the following and submit the appropriate materials **by December 2nd** to receive 5 points extra credit. Although you are encouraged to attend all of these opportunities, you may only receive extra credit for two of the items below.

Attend Business Bash: September 1st, 5pm-7pm, Reitz Union Grand Ballroom

Business Bash is a great way to learn about organizations within the Heavener School of Business.

Submit: A photo of yourself along with a 1 paragraph (approx. 150 words) reflection on your experience including two organizations you are considering joining and why. You must include the organizations' meeting times and locations.

Meet with Megan: Schedule before 11/18 to guarantee Megan will be available

Megan was in your shoes once and knows what it's like to be new to Heavener. Want to go from newbie Gator to President of a student org? She can help! Set up a meeting with Megan and ask her about your professional, personal, and career development. All meetings are approximately 30 minutes. Check Canvas for Megan's availability, and email her to plan it!

Attend Career Showcase:

Career Showcase is an amazing networking opportunity that will be very useful in your job search these coming years. Although not mandatory, it is highly recommended you speak with a recruiter as it is great practice.

Submit: A photo of you at showcase

Resume Re-Do: Must be completed by December 1st

Incorporate the feedback you receive from your instructors after you get your resume assignment back and resubmit the revised document.

Submit: Your revised resume, with the edited version also attached.



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.

Heavener Career Week

Career exploration is a vital part of your college experience. You will attend at least two workshops or company info sessions of your choosing. You must swipe in at the front door to the event and the specific sessions you attend.

Service Learning Project

We will be doing a community service project as a class on **Saturday, TBD**. 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. You will need to select an alternative service project which must be approved by your instructor, and then submit a 3 page, double-spaced reflection paper.

Case Competition

Our class's winning case competition team members must present at the semi-finals competition on **Monday, October 10th from 5pm-9pm**.

Meet One-on-One with Instructor

At some point during class, you will sign up for a 30-minute one-on-one meeting with Sandy. You will have a chance to get personal advice from the Internship Coordinator in the business school; so come ready with a pencil and any questions you might have about classes or your major. In order to earn points for this meeting you must bring your Four-Year Academic & Professional Plan.

Human Library

This assignment will introduce you to people who have had unique life experiences. It aims to promote dialogue, reduce prejudice, and encourage understanding. Faculty, staff, and community members who have experienced intolerance, oppression or hardship will serve as human books, sharing their stories of resilience with you in a small group setting.



Grading

ASSIGNMENTS

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**:

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



Assignment	Possible Points
Attendance and Participation - Including One-on-One	15
Four Year Academic & Professional Plan	10
Introductory Slide	5
StrengthsQuest Assessment	5
Resume	10
Human Library	10
Heavener Career Week Attendance	10
Ethics Case Presentation	15
Community Service Participation and Paper	10
Linked In Profile	10
TOTAL	100

Course Schedule

Heavener Career Week Sept. 25th— Sept. 29th	Human Library Oct. 26 Reitz Union Grand Ballroom	Community Service Project TBD Career Showcase Sept 26	Winning Ethics Case Team Oct. 10th - 5pm-9pm Heavener Hall
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Date	In-Class Activities	Relevant Chapters	Assignments Due
Aug 22	Intros & Icebreakers; Syllabus Review; Intro to <i>You Majored in What?</i> ; Intro to StrengthsQuest <i>HW: Introductory Slide (due on Sunday 8/27)</i> <i>HW: Strengths Quest (due on Sunday 8/27)</i>		
Aug 29	Strengths Quest & Personal Branding <i>ExtraCredit: Attend Business Bash</i>	Chapter 1	Slide—due and Sunday 8/27 SQ—due Sunday 8/27
Sept 5	Resumes & Career Values <i>HW: Resumes</i>	Chapter 8	
Sept 12	Ethics Discussions <i>HW: Ethics Case</i> <i>OPTIONAL: Attend Ethics Case Prep 9/15 at 6pm</i>	Chapter 3	Resumes — hard copy due beginning of class
Sept 19	Human Library—In class discussion <i>HW: Ethics Case</i> <i>HW: Attend HCW</i> <i>HIGHLY RECOMMENDED: Attend Career Showcase</i>		
Sept 26	Heavener Career Week & Showcase Recap Involvement Panel	Chapter 7	
Oct 3	Ethics Case Presentations <i>HW: Attend Human Library</i>		
Oct 10	Human Library Recap Degree Audits—Bring laptop to class!		
Oct 17	Time Management Professional Skills Workshop <i>HW: Meet with Sandy</i>		
Oct 24	Choosing a Major <i>HW: Meet with Sandy</i>	Chapter 4	Revised Resumes
Oct 31	Finding Your Career <i>HW: LinkedIn Profile</i>	Chapter 11	
Nov 7	Possibility Planning LinkedIn Profile Presentations	Chapter 11	LinkedIn Profiles
Nov 14	Study Abroad <i>HW: Finish Extra Credit Assignments (Optional)</i>	Page 45	
Nov 21	No class — Happy Thanksgiving!		
Nov 28	Class Wrap-Up & Course Evaluations		Service Paper Extra Credit Submissions

Bolded items will be facilitated by guest speakers