



TRANSFER SUCCESS

GEB4930

Spring 2017

(January 4th through February 17th 2017)



SEC 18H7— WEDNESDAY, PERIODS 3-4 (9:35 AM—11:30 AM) 230 HEAVENER HALL

Course Information

COURSE DESCRIPTION

This course is designed to assist in your transition into the University of Florida's Heavener School of Business. Transfer Success Seminar emphasizes the development of academic and personal skills supporting success in the College, as well as familiarizes you with campus resources. Active participation in learning, including openly discussing student issues, will help you make the most of this experience and better prepare you for academic achievement as well as internship opportunities, professional job search strategies, involvement and leadership opportunities available to you.

COURSE OBJECTIVES

- 1) Acquire skills for academic, personal, and professional success;
- 2) Have an appreciation for and commitment to being a part of a diverse learning community;
- 3) Obtain the personal, social, emotional, and intellectual skills necessary for involvement in leadership and service throughout your career in the University community; and

- 4) Acclimate to the Heavener School of Business and its connection with the College and its' specific available resources.

INSTRUCTOR PROFILE

Bernadine Thomas

Bernadine.thomas@warrington.ufl.edu

352-273-0165

Office Hours

By appointment, Heavener 333

You can read Bernadine's bio at http://warrington.ufl.edu/undergraduate/docs/bio_BernadineThomas.pdf

Bernadine's top 5 Strengths are: Relator, Positivity, Arranger, Maximizer, Developer



TA PROFILE

Casey Efford

cefford@ufl.edu

Office Hours

By appointment or by email

I am a third year Business Administration major with a minor & specialization in Mass Communications. I transferred to UF from Santa Fe College last Spring.

I am involved in Warrington Transfer Gator Association, Employer Relations Ambassadors, Delta Zeta Sorority, Heavener Leadership Challenge, Leadership Development Program and am currently a research assistant on campus. Through my different experiences on campus I have learned a great deal about getting involved and navigating campus. Feel free to ask me any questions about the many resources UF has to offer.

I am excited for all of you to get acclimated and enjoy your time at UF!

Casey's Top 5 Strengths are:

Empathy, Harmony, Consistency, Relator, Discipline



ACADEMIC HONOR CODE AND ACADEMIC HONESTY

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." Please note that violations of this Academic Honor

system will not be tolerated. Specifically, I will rigorously pursue incidents of plagiarism of any type or incidents of academic dishonesty.

Before submitting any work for this class, please read the policies about academic honesty at <http://www.dso.ufl.edu/judicial/>, and ask the instructors to clarify any of its expectations that 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/>

CIVILITY

Mature and respectful behavior is expected in this classroom when dealing with instructors, TA, and other students. Side conversations, sleeping, and reading other course material (or the Alligator, etc. are not appropriate and may result in the student losing attendance credit for that day). Cell phones and pagers are NOT welcome in this classroom; please turn them off and put them away prior to the start of each 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. ****turn off your cell phone before class begins****

Electronic Devices

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. Excused absences may include Medical Emergencies (must provide documentation from a health care provider) and Family Emergencies (only excused with written documentation). You are responsible for all material discussed and announcements made in class.

Attendance Policy

Gatorlink Email

Students in the Transfer Success Seminar 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 TA will also be communicating with you through this e-mail address. Please make sure to check your GatorLink account periodically.



Grading

ASSIGNMENTS

Transfer Success Seminar 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.

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

NO LATE ASSIGNMENTS WILL BE ACCEPTED. PLEASE SEE INSTRUCTOR BEFORE ASSIGNMENT IS DUE IF YOU HAVE EXTENUATING CIRCUMSTANCES.

Please note: All assignments must be turned in by 11:59 pm on their due date. Do not wait until 11:59 pm to submit your assignment.

Technical difficulties will not be accepted as an excuse

Grades will be based on the scale below with a **total of 220 points possible:**

A	170-180	B-	126-136	D+	82-92
A-	159-169	C+	115-125	D	71-81
B+	148-158	C	104-114	D-	60-70
B	137-147	C-	93-103	E	0-59

***Syllabus subject to change (students will be notified of any changes)**

Assignment	Due Date	Possible Points
Attendance/Participation - (7 classes x 2 points—1 point for ea class period)	-	14
Business Bash—complete Discussion Board Assignment)	Jan 13	5
Take Strengths Quest Assessment (there will also be an in class activity)	Jan 16	5
Meet with a CAP Mentor	Jan 18	5
Final Resume	Jan 19	20
Career Showcase— Assignment on Canvas (10points) and Attendance at Career Showcase (10 points)	Jan 23	20
Heavener Career Week - attend 2 Company presentations & complete questions on Discussion Board in Canvas	Feb 3	20
Cover Letter	Feb 6	5
Recorded Mock Interview	Feb 9	20
2 Year Plan Meeting with Instructor	Feb 10	10
LinkedIn Profile	Feb 13	20
Ethics Case Competition—Group Presentation	Feb 15	20
Community Service Project & Reflection (10 attendance + 8 reflection)	TBD	16
TOTAL		180

To be considered for an A or A- grade, quality work must be submitted as well as all assignments. You will not be able to earn an A or A- grade if you are missing any of the assignments. All assignments due dates are posted above. NO LATE ASSIGNMENTS WILL BE ACCEPTED!

Overview of Topics

Strengths Quest (assessment & in class activities):

Strengths Quest 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 and career planning.

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.

Cover Letter:

A good cover letter is a document sent with your resume to provide additional information on your skills and experience. The **letter** typically provides detailed information on why you are qualified for the job you are applying for.

Career Showcase (attendance & Canvas assignment):

Career Showcase is a two-day event featuring employers hiring for full-time job and internships. This event offers you a great opportunity to network with employers and explore a position or organization that you had not previously considered.

LinkedIn Profile:

Learn the value of LinkedIn, as well as how to navigate the site, make connections, search for jobs, etc. Each student will be required to set up a LinkedIn profile that describes you, including your career history, education, interests, and other related content you may want to publish.

Business Bash:

Business Bash is a prime opportunity for incoming business students to explore the diverse variety of student organization that the Warrington College of Business Administration has to offer, and for all student to network with each other and the corporate sponsors attending the event.

Mock Interview:

As with every skill you've ever learned, you have to learn the technique and then practice, practice, practice. A mock interview will not only help you perfect your technique, but it will also allow you to get valuable feedback and coaching on your performance.

Community Service Project/Reflection):

The Heavener School of Business wants to instill in its students the value of serving in your community. Community service is a great way to help others AND it can give you marketable, business-related work experience. To that end, our class will complete a 2 hour off campus service project. There will be a debrief activity in class.

Ethics Case Competition (group presentation):

All students will participate in an ethics-related business case study competition. Each group will decide how to approach a real world business dilemma, develop a strategic business plan to implement their ideas, and create a presentation which will be evaluated by your peers and ultimately, a panel of judges. Presentations are evaluated for creativity, reasoning, thoroughness, and delivery.

Heavener Career Week:

Heavener Career Week is a semi-annual week long event held in Heavener Hall bringing together employers & Heavener students in meaningful ways. Students will discover career paths & connect with industry professionals and recruiters. This event is only for business and accounting students.

Two (2) Year Academic Plan

The purpose of this assignment is to familiarize yourself with the academic advising process and to give you a tangible working plan for completing your college coursework and extracurricular activities, including internships and study abroad within the next two years at UF. Each student will be required to meet with the instructor to create a 2-year plan.

Resume Critique—See a CAP mentor

The Career and Academic Peer Mentors (CAP) are trained to assist the Heavener School of Business students with finding internships, resume critiques, practice mock interviewing, finding leadership opportunities at UF, and developing your LinkedIn profile among other things. You are required to meet with a CAP mentor to have your resume critiqued. Feel free to schedule additional appointments with a CAP Mentor for assistance with any of the other services they provided (listed above). Here is the link to their website: <http://warrington.ufl.edu/undergraduate/myheavener/career/cap/mentors.asp>. You must have the CAP mentor complete your form on Canvas as proof of your appointment..

Course Schedule

Date	Topic
January 4th	<p>3rd period: Introductions , Icebreaker; Syllabus Review, Questions</p> <p>4th period: Maneuvering Canvas, One. UF, HSB Website, and Career Resource Center (CRC)</p>
January 11th	<p>3rd period: Resumes & Cover Letters (bring resume draft to class)</p> <p>4th period: Interviewing Strategies , Charity Reynolds, Asst. Director for Career and Industry Engagement, Career Resource Center</p>
January 18th	<p>3rd period: Strengths Quest , Elevator Pitch</p> <p>4th period: Maneuvering Career Showcase</p>
January 25th	<p>3rd period: Transfer Student Panel</p> <p>4th period: Mock Interview/Elevator Pitch Practice</p>
February 1st	<p>3rd period: Ethics in Class Discussion</p> <p>4th period: LinkedIn/Combine Degrees</p>
February 8th	<p>3rd period: Study Abroad Presentation, Andrea Kim, Asst. Director, International Programs</p> <p>4th period: Career Spotlight: Retailing, Cecilia Schulz, Director of Student Programs—Miller Retail Center</p>

Course Schedule (continued)

Date	In-Class Activities/Topics/Discussions/Guest Presenters
February 15th	<p>3rd period: Ethics Case Competition— in class</p> <p>4th period: Course Evaluation/final activities</p>

MANDATORY ATTENDANCE

***Business Bash**— Thursday, January 12, 2017, 5-7 pm, Reitz Union Grand Ballroom

***Community Service Project**—tdb, date, time and location

***Ethics Case Competition—Semi-Final & Final Rounds** - February 20, 2017 (winning team from our class must compete) **3 extra credit points for each member of the winning team in our class and a chance to move on the final round for a monetary award!**

***Heavener Career Week**— Monday, January 23rd , and Wednesday, Thursday, and Friday, January 25th, 26th, and 27th

***Career Showcase**—Tuesday, January 24th, from 9 am—3 pm (MANDATORY) & Wednesday, January 25th (not required...Technical Day—Computer Science, Info Systems, Engineering, etc.)
Located: Stephen O' Connell Center