



# GEB 2015

**Warrington Welcome  
Intro to Business**

**Fall 2017  
Section 163A**

**TUESDAYS, PERIOD 8 (3-3:50PM) HEAVENER 270**

## Course Information

### COURSE DESCRIPTION

This course is designed to assist your transition into the University of Florida's Warrington College of Business Administration. The Warrington Welcome First-Year Florida program will emphasize the development of academic and personal skills supporting success in the Warrington College of Business, 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:

- 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.

### Office Hours

Thursdays, 11am-12pm in Heavener 333  
**Please email me** at least one day before to ensure I am available.

### Michelle Schwager

*michelle.schwager@warrington.ufl.edu*  
352-273-0165

Michelle received her B.A. degree in Psychology from Purdue University, and her M.S. in Clinical Psychology from Indiana University-Purdue University Indianapolis (IUPUI). She currently serves as an Academic Advisor and Career Coach in the Heavener School of Business. In her spare time she enjoys running, cooking/baking, reading, and playing video games. Her top 5 strengths are: Input, Analytical, Competition, Discipline and Deliberative.

### Sarah Sherr

*sarahsherr22@gmail.com*  
914-574-1855

Sarah is a third-year student majoring in Finance and minoring in Real Estate. She is currently involved with the Warrington Welcome Peer Leaders, Delta Sigma Pi Co-Ed Business Fraternity and Kappa Alpha Theta Sorority. Last year, she was a member of the Heavener Leadership Challenge Iota Class and a participant in the Altria Leadership Development Seminar. In her spare time, she enjoys running, trying new restaurants, and cooking healthy meals. Her top 5 strengths are: Restorative, Discipline, Intellection, Responsibility and Significance.



## 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.

## Overview of Assignments

### **Business Bash:**

Business Bash (Tuesday, 8/29 from 5-7pm; Reitz Union) is an event featuring more than 40 UF business organizations and leadership programs. You will be required to verify your attendance by signing in at the academic advising table during the event.

### **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 the pages in your text.

### **Campus Resource Presentation:**

Getting to know UF and the larger community early can set you up for success in your college career by being knowledgeable of available resources. You will choose a campus resource to present to the class as if you were the "expert" in that area. Please bring applicable weblinks, pamphlets, and other relevant material for this presentation.

### **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.

### **Brand and Pitch:**

Personal Branding involves marketing yourself and your strengths. It is important to be able to communicate to others what you have to offer in a concise and memorable way, as you only get one try at a good first impression. You will write your one-minute pitch directed to the recruiter of your dream job and perform this in class.

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

The Business Ethics Ambassadors are a student organization within the Career and Leadership Programs Office. Members of this organization will lead a discussion about ethics in our class. 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.

### **Goals/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. You will reflect upon the goals you set at the beginning of the semester and then outline your goals for the following years to come.

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

## Extra Credit Opportunities

Do **ONE** of the following and submit the appropriate materials by **December 5th** to receive 10 points extra credit. Although you are encouraged to attend more than one, you may only receive extra credit for one of the items below.

### **Career Showcase**

Tuesday, September 26 6:00 AM—3:00 PM; O'Connell Center

Submit: A 1 page reflection paper on what you learned, what companies you are interested in, and/or your strategies for making the most of career showcase in your upcoming years. Include a selfie of you at Career Showcase as well.

### **CAP Mentor Program**

Schedule an appointment to see a CAP mentor. Visit <http://warrington.ufl.edu/undergraduate/myheavener/career/cap/mentors.asp> and meet with a CAP who is in your major or who has involvement/ internship experience that you are interested in discussing. Then fill out the **CAP Mentor Assignment Sheet** (bring it with you) on the Canvas website under the "Extra Credit" folder.



# 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. All assignments will be due at the beginning of the class period they are listed on.

## Service Learning Project

We will be doing a community service project (date to be announced) as a class at a local organization.

You will submit a 2 page, double-spaced paper reflecting on this experience.

## Ethics Case Competition

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

## 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. You will get to schedule this meeting with one of us (Michelle or Sarah) and this must be done by the end of the semester.

## Meet the Associate Dean (September 15)

Hear from the head of the college, Associate Dean Dr. Alex Sevilla on success strategies and the Heavener experience. This is an out of class assignment that will take place on Friday, September 15 from 10am-11am in Bryan 130. If you know in advance you cannot make this date, please talk to Michelle about scheduling a time to go with another class.

## Heavener Career Week (Sept. 25-29 ONLY)

HCW is a semi-annual event bringing together employers and Warrington students in meaningful ways. Exclusively designed for business students, business majors can explore career options, learn about company cultures, affirm academic major choices, network with employers, and enhance career readiness. Select companies will present interactive workshops and information sessions on a variety of topics. Students can interact, ask questions, network, and build meaningful relationships with professionals in their fields of interest. With over 500 students attending, don't get left behind.

\*Attend one (1) 50-minute career, leadership, or information session of your choice during any HCW event, occurring **September 25-29**. To complete this assignment:

SWIPE your Gator1 card at the session door (not just at the check-in station)

Provide your WW instructor with a small write-up reflection of your experience \*

## Learn More @

HCW Official Webpage: <http://warrington.ufl.edu/undergraduate/myheavener/career/careerweek/>

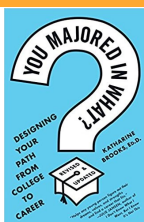
## Human Library (October 26)

In this worldwide movement for social change, you will get to meet and dialogue with two people of your choosing, who will share their personal stories and answer your questions. This interactive learning experience will help you develop your appreciation for diversity, which is critical here at UF and in the business world. **You will sign up for two 45-minute sessions taking place on Thursday, October 26th between 11am and 6:15pm.**

You will receive a blue "proof of attendance" slip as you exit the event, indicating which two sessions you attended. Bring this to class on October 31st

### 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 5 page, double-spaced reflection paper.



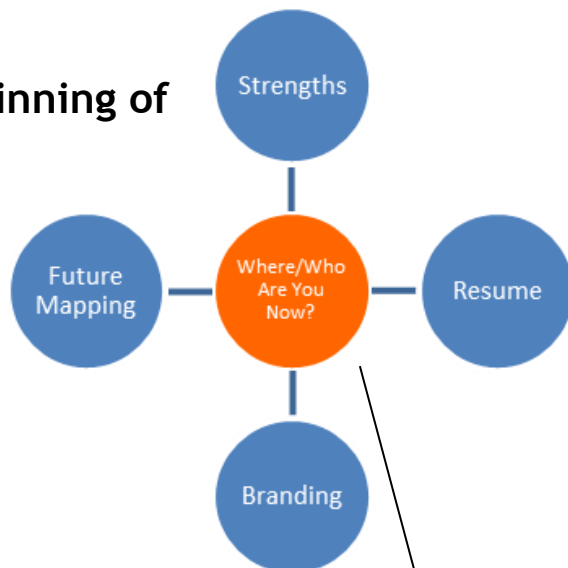
## Textbook

*You Majored in What?*

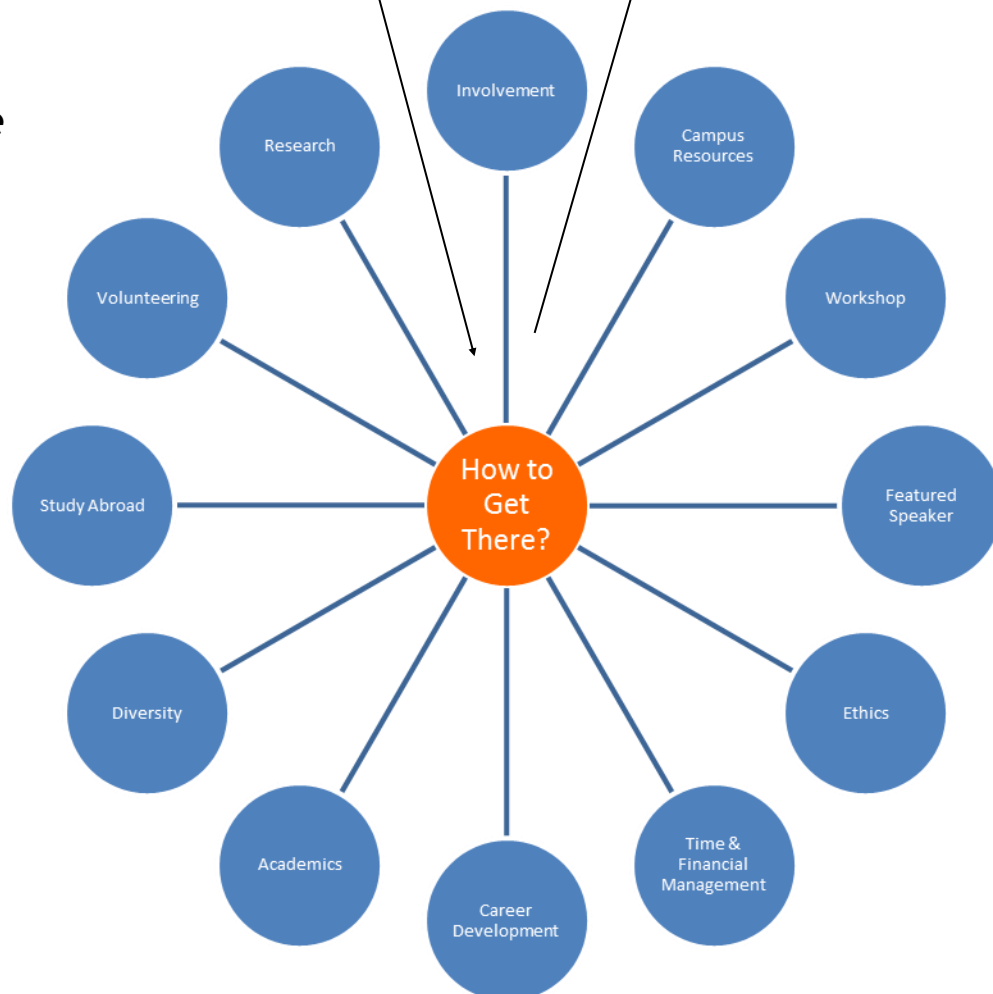
Author: Katharine Brooks, Ed.D.

# Warrington Welcome Model

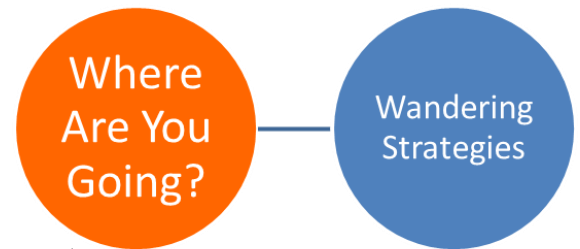
## #1 Beginning of Course



## # 2 Middle of Course



## # 3 End of Course





# 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.

Grades will be based on the scale below with a **total of 250 points possible:**

<b>A</b>	90-100% (357-400 points)	<b>C</b>	70-74% (280-299 points)
<b>B+</b>	85-89% (340-356 points)	<b>D+</b>	65-69% (260-279 points)
<b>B</b>	80-84% (320-339 points)	<b>D</b>	60-64% (240-259 points)
<b>C+</b>	75-79% (300-319 points)	<b>E</b>	0-59% (0-239 points)

**Please note: Late work will NOT be accepted**

Assignment	Possible Points
Attendance and Participation (15 points per day)	240
Business Bash Attendance	10
Resume	10
Meet the Associate Dean	10
Human Library	10
StrengthsQuest Report	10
Campus Resource Presentation	10
Ethics Case Presentation	30
Community Service: Participation and Paper	30
Wandering Strategies Presentation	10
Heavener Career Week Attendance and Reflection	10
Meeting with Peer Leader/Instructor	20
<b>TOTAL</b>	<b>400</b>

## Course Schedule

Date	In-Class Activities	Assignments Due	Related Reading
Aug 22	Introductions; Syllabus Review; Introduction to Goal Building		
Aug 29	Personal Branding; Interviewing Strategies; Intro to StrengthsQuest	Attend Business Bash on 8/29	
Sept 5	Resume Workshop (Bring in a copy of your resume)		
Sept 12	Diversity Discussions	Revised Resume Meet the Associate Dean (9/15)	<b>Chapter 1 &amp; 8*;</b> <i>Chapter 9, 10</i>
Sept 19	<b>Case Competition Kick-Off</b>		
Sept 26	StrengthsQuest Activities	StrengthsQuest Report; Attend Heavener Career Week 9/25-9/29	
Oct 3	Case Competition Presentations	Heavener Career Week Reflection; Case Presentations	<b>Chapter 5*;</b> <i>Chapter 3</i>
Oct 10	<b>Human Library Discussion</b>		<b>Chapter 4*</b>
Oct 17	Degree Audit Session; Majors and minors in the WCBA; Graduate and undergraduate study; Research		
Oct 24	Campus Resource Presentation	Campus Resource Presentation; Attend Human Library 10/26	
Oct 31	<b>Commitment Panel</b>		
Nov 7	Time Management & Study Skills; Financial Management; Intro to Wandering Strategies		<b>Page 45* &amp; Chapter 7</b>
Nov 14	<b>Study Abroad</b>		<b>Chapter 6*;</b> <i>Chapter 11</i>
Nov 21	Wandering Strategies Presentation	Wandering Strategies Presentation	
Nov 28	Wandering Strategies Presentation	Community Service Project Paper	
Dec 5	Course Wrap-Up; Evaluations and Reflection	One-on-one meeting; Extra Credit Assignments	

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

### OTHER MANDATORY DATES

For the case presentation winning team - Monday, October 9  
 Community Service Project - TBA  
 Heavener Career Week—September 25-29  
 Human Library— October 26th