

GEB 2015
Section 1636
Intro to Business
Fall 2018



Wednesday

4th Period

**10:40AM –
11:30AM**

MAT 120

COURSE DESCRIPTION

This course is designed to assist your transition into the University of Florida's Warrington College of Business Administration. The Warrington Welcome 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.

INSTRUCTOR INFO

Lisa D'Souza – E: Lisa.dsouza@warrington.ufl.edu



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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. She currently serves as the Director for Career and Leadership Programs in the Heavener School of Business. In her spare time, she enjoys traveling and spending time with her family, friends, and pets. Her top 5 themes are: Harmony, Empathy, Consistency, Achiever & Responsibility.

Thalia Rey – E: Thaliarey@ufl.edu



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Thalia is currently a third-year pursuing her Bachelors degree in Information Systems and Master of International Business through the combined degree program. Last summer, she interned for Wells

Fargo as an Investment Banking Summer Analyst for the Industrials Coverage Group. Her top 5 themes are: Competition, Woo, Significance, Restorative & Individualization.

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. Student 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 the 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.



Attendance Policy

Each Warrington Welcome class session and external activity is designed to provide you with valuable knowledge and resources required to be successful in your college experience. Therefore, your attendance at each session and activity is required. Unless an urgent need arises or prior arrangements have been made with the instructor (and documentation has been provided), everyone is expected to stay actively engaged with class activities until the end of the session. Please see the University's policy for Religious Holidays and let us know at least one week in advance. Points will be deducted from your participation grade for tardiness, unexcused absences, and disruptive behavior (i.e. using a cell phone or computer in class). **Two tardy attendances will result in one absence.**

Email Communication

Students in Warrington Welcome are required to have and use their GatorLink account for all UF related email functions and official classroom notifications. Official university communications are sent to students through your GatorLink account and email address. The instructor and peer leader will also communicate with you through this email address. Please make sure to check your GatorLink account regularly.

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.

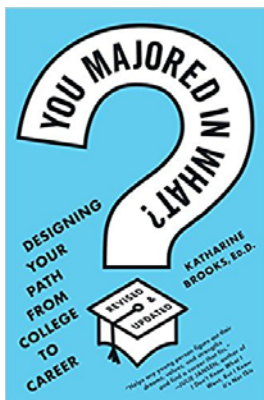
E-Learning (Canvas)

This course utilizes the e-Learning (Canvas) site. On this site you will find a portal where you can access the syllabus, course assignments, and other valuable resources for your success at the University of Florida. All of your assignments, unless otherwise stated, will be due before the start of class through the assignments tab in e-Learning. A description and/or rubric is provided for assignments as needed. All assignments are to be submitted in .doc, .docx, or .pdf format.

Class Philosophy

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.

Course Textbooks (Required)



You Majored in What?

Brooks, K. (2010) ISBN: 978-0-452-29600-8

College students constantly face *The Question*: what are you going to do with that major?

Our book provides a road map for you, replacing obsolete thinking that "major = career," with 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.

Assignment Guidelines

WW is a college level course. The assignments that you turn in should be of 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.

Please note: Late work will not be accepted

Assignment Overview

Strengths Quest: (Bring report to class)

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 take this assessment and be able to integrate the results into your academic & career plans.

Resume:

Learning how to create a resume is essential for jobs, internships, and leadership opportunities. You will create a one-page resume of your experiences using the sample resumes and guidelines on Canvas. Following a review of your resume, you will have the opportunity to make corrections and then submit a final copy.

Personal Logo:

Using whatever materials you would like, create a personal logo, a symbol that represents who you are and what you want to accomplish in life. There is no right or wrong way to create the logo, as long as you feel it represents YOU.

Diversity & Human Library Module:

This five-part module in Canvas will help you reflect on your identity, prepare for the Human Library event, and reflect on how you can use this knowledge as a leader and future career professional.

LinkedIn Profile:

Students will create a LinkedIn profile following the detailed instructions on Canvas. This will help you develop your online professional presence and establish yourself within the professional community.

Involvement Plan Presentation:

This assignment will help you learn about the involvement opportunities as a business student at the University of Florida. Your group will get to attend an event for a business school organization or program and share your experience with your peers through a short presentation.

Capstone Binder:

This activity will help you begin to assess where you are and plan where you are going. The result will be a folder compiled of work done throughout the semester as well as tools for the future meant to help you as you exit your first semester.

Ethics Case Competition:

Members of the Business Ethics Ambassadors (BEA) student organization will lead a discussion on ethics and introduce a business ethics case. Your team will analyze the case and present your solution to a panel of judges in the BEA Ethics Case Competition.

Assignment Overview Cont.

Wandering 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. You will read about this activity in Ch.2 of our text.

Possible Lives:

This activity will help you visualize your possible career and life paths based on things you have considered or done in the past, as well as passions and other important factors. Start with where you are now and see what you can grow to be. You will read about this activity in Ch.4 of our text.

Out of Class Attendance & Events

All of the events listed below are **mandatory**, with the exception of Heavener Career Week

One on One with Your 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, we will discuss how you can sign up to meet with your Peer Leader.

Business Bash

Business Bash is an event organized by the UF Business Administration College Council – BACC that introduces business students to Warrington’s diverse group of student organizations. This event will be held on **August 28th, 5pm - 7pm in Reitz Grand Ballroom.**

Heavener Career Week (Extra Credit)

Heavener Career Week is a semi-annual event bringing together employers and Heavener students in meaningful ways. Students will discover career paths and connect with industry professionals and recruiters. This event will be held **September 24th – 28th in Heavener.**

Ethics Case Competition Finals

Our class’s winning case competition team will compete against the winners from other Warrington Welcome classes on **November 5th, 5pm - 8pm in Heavener 160.**

Human Library

The Human Library is an innovative and interactive diversity learning initiative where staff, faculty, and community members volunteer as human “books” to share their stories of hardship and resilience with first-year student “readers” in a small group setting. Readers and books engage in personal dialogue about their experiences, in order to foster understanding, challenge stereotypes, reduce prejudice, and celebrate diversity. You will sign up for one 50-minute session taking place on **October 30th, 10:40am - 7:05pm in Reitz Grand Ballroom.**

Course Schedule

Date	Class Topic	Assignments Due <i>(Before Class Starts on Canvas)</i>
Aug 22	Icebreaker, Syllabus/Canvas Review, Introduction to Strengths Quest	
Aug 29	Ch. 1 Book Trivia, Strengths Quest Review, Syllabus Jeopardy	Read Ch. 1, Strengths Quest <u>Due 8/26 at 11:59pm</u> (Bring Paper Copy to Class)
Sept 05	Ch. 2 Book Trivia, Introduction to Resumes	Read Ch. 2, Wandering Map (Scan and upload to Canvas)
Sept 12	Personal Branding: LinkedIn, Social Media, Professional Presence	Resume First Draft, Personal Logo
Sept 19	Student Involvement Panel; Intro HCW	LinkedIn Profile
Sept 26	College Resources Scavenger Hunt; Majors / Minors	Resume Final Draft; Attend HCW for Extra Credit
Oct 03	Ch. 4 Book Trivia, Time and Financial Management	Read Ch. 4, Possible Lives
Oct 10	Student Led Involvement Presentations	Copy of Final Presentation
Oct 17	Business Ethics Ambassadors Presentation	
Oct 24	Human Library (HL) Discussion	Diversity Module - Parts 1-4
Oct 31	Ethics Case In-Class Competition	Ethics Case Competition
Nov 07	Degree Audit Presentation, Undergrad Research and Grad School	Diversity Module - HL Reflection
Nov 14	Ch. 10 Book Trivia, Study Abroad Presentations	Read Ch. 10
Nov 21	No Class Enjoy Thanksgiving Break!	
Nov 28	Ch. 6 Book Trivia, Career Exploration	Read Ch. 6
Dec 05	Life Beyond WW, Capstone Binder Presentations, Course Wrap-Up	Capstone Binder

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

Points Breakdown

Due Date	Assignment Title	Point Value
	Attendance and Participation (including Book Trivia)	15
Aug 28	Business Bash Attendance	5
Aug 29	Strengths Quest	5
Sept 05	Wandering Map	3
Sept 12	Resume Draft	3
Sept 12	Personal Logo	3
Sept 26	LinkedIn Profile	10
Sept 26	Resume Final Draft	10
Oct 03	Possible Lives	3
Oct 10	Involvement Presentation	10
Oct 24	Diversity Module – Parts 1-4	2
Oct 31	Ethics Case Competition Presentation	10
Nov 07	Human Library Attendance + Diversity Module – HL Reflection	6
Dec 05	Capstone Binder	10
	One on One Attendance	5
	Total	100
Sept 28	Extra Credit: HCW Attendance	+3

Grading

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