



INTRODUCTION TO BUSINESS (WARRINGTON WELCOME)

GEB 2015-Honors: Section WW2H (Class Number 28468)

Time: Thursday, Period 8 * 3:00PM – 3:50PM

Location: 260 Heavener Hall

Fall 2022 Course Syllabus

INSTRUCTORS

Staff Instructor: Dr. R. Renee Clark
Location: 260 Heavener Hall
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Office Hours: By Appointment via Microsoft Bookings

Peer Leader: Ms. Kate Gaucher
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COURSE DESCRIPTION

GEB 2015 - Introduction to Business (Warrington Welcome) is designed to help Business Gators transition to the University of Florida, the Warrington College of Business, and the Heavener School of Business. You will discover the skills and resources necessary to be successful at UF and in the job market. Warrington Welcome will help you understand how to maximize your time as a Business Gator with the Heavener pillars: academic rigor, career development, international studies, and leadership. Warrington Welcome will also introduce you to Gator Ready, a program to help you track your growth in eight career readiness competencies: Critical Thinking and Problem Solving, Communication, Equity and Inclusion, Leadership, Teamwork and Collaboration, Professionalism and Work Ethic, Career and Self Development, and Technical Acumen.

COURSE OBJECTIVES

How can you best use your experiences to prepare you for academic and professional success?

Warrington Welcome, a one-credit course for first-year business majors, will guide you to answer this question by:

- facilitating your transition by introducing you to the four pillars of Heavener: academic rigor, career development, international studies, and leadership.
- providing a foundation for academic and personal growth.
- providing relationship building and networking opportunities with your peers, student leaders, and staff members.
- helping you build foundational skills in teamwork, career management, and critical thinking.

HEAVENER LEADERS SEQUENCE

GEB 2015 - Introduction to Business (Warrington Welcome) is the foundational course in the Heavener Leaders Sequence. After completing Warrington Welcome, we encourage students to continue with Career Accelerator (GEB4930), a two-credit course which builds on Warrington Welcome's self-exploration to create deliverables that will be necessary when applying for internships and jobs. As a Business Gator, you are required to participate in an experiential learning opportunity, either through an internship experience concurrently with the corresponding internship course (GEB 4941 Heavener Internship or other approved alternative) or by completing a 6+ week study abroad, in which you can practice using the skills that you have developed in your introductory course work and cocurricular activities. Students will complete the sequence with Leadership Launch (MAN4930), a two-credit course which helps you understand how to lead with confidence when entering the workforce.

REQUIRED TEXTBOOK

Brooks, K. (2017). *You Majored in What? Mapping Your Way from Chaos to Career*. New York: Viking Books.

Note: This course uses the revised 2017 edition with the blue cover.



CLASS EXPECTATIONS

ATTENDANCE AND PARTICIPATION

Students are expected to be punctual in class attendance as they would in any business appointment (unless an urgent need arises, or prior arrangements have been made with the instructor).

Class discussion is an important part of the pedagogy of this course. Students in Warrington Welcome should be fully prepared to engage in in-class discussion, and they should use the opportunity to develop positive and professional communication skills. This includes providing respect for differing perspectives and contributions to the discussion, as well as building on the base for discussion laid by student colleagues and the instructor.

Excused absences:

- **Religious Holidays:** Religious holidays are always excused; however, please notify the instructors, in writing, within the first two weeks of class so that appropriate accommodations may be made.
- **Medical and Family Emergencies:** Please complete an [Instructor Notification Request](#) through UF's "U Matter, We Care." If your absence is confirmed and excused, the Care Team will contact your instructors directly to excuse your absence. If you have questions about excusing medical and family emergencies, please call the Care Team at 352-294-2273 or email umatter@ufl.edu.

IN-CLASS RECORDINGS

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A "class lecture" is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture **does not** include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Publication without permission of the instructor is prohibited. To "publish" means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third-party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

E-MAIL COMMUNICATION

Students in Warrington Welcome are required to have and use their GatorLink account for all UF-related email functions.

CANVAS

This course will utilize the Canvas site extensively. On this site you will find the syllabus, course assignments, due dates, and other valuable resources for your success in this course and at the University of Florida.

STUDENTS REQUIRING ACCOMMODATIONS

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.disability.ufl.edu) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

Students should follow the procedures outlined on the [Health Related Absence Guidelines](#) to discuss with their faculty how this accommodation will be facilitated within their courses.

ELECTRONIC DEVICES

Laptops and mobile 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 instructors. The student should advise the instructor in advance of a pending phone call or message in the rare but urgent situation one is necessary. Silence your phone before class begins.

GATOR READY

This course will utilize the Gator Ready program to familiarize you with the platform and tool. Gator Ready has been developed in the [Suitable](#) mobile app and website to allow you to find involvement and skill development opportunities. These opportunities will align with career readiness competencies to track your growth and development. Career readiness will be a major part of your journey over the next few years. As you prepare for life after college (or graduate school) you will need to be able to demonstrate that you have gained proficiency across a set of diverse, transferable skills. Gator Ready is the platform you will use in Warrington Welcome and during the rest of your tenure in the business school.

UNIVERSITY HONESTY POLICY

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. 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." The Honor Code <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/> specifies behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or peer leader in this class.

COURSE EVALUATION

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://gatorevals.aa.ufl.edu/students/>. You will also be given a Qualtrics survey on the last day of class from the Heavener School of Business. This departmental evaluation asks specific questions catered to the course and is used to evaluate the Warrington Welcome course and programming.

DIVERSITY STATEMENT

"I consider this classroom to be a place where you will be treated with respect, and I welcome individuals of all ages, backgrounds, beliefs, ethnicities, genders, gender identities, gender expressions, national origins, religious affiliations, sexual orientations, ability – and other visible and nonvisible differences. All members of this class are expected to contribute to a respectful, welcoming, and inclusive environment for every other member of the class." (American Society for Engineering Educations Committee on Diversity, Equity, and Inclusion)

ASSIGNMENTS

The assignments in Warrington Welcome aim to facilitate both career exploration and professional development by exposing students to paths and resources that exist specifically in the Heavener School of Business, as well as the larger UF campus. Course activities and topics are broken into three parts, each playing an important role in helping students develop their own individual plan so that they might reach their academic and professional goals.

Please see each assignment on Canvas for a thorough description and assignment directions.

GRADING

ASSIGNMENTS

Unit	Assignments	Possible Points
	Attendance and Participation (3 every class)	42
Discover Your Strengths	Before You Write Your Honors Thesis	5
	SkillSurvey Career Readiness	10
	CliftonStrengths Assessment	5
	Wandering Map & Analysis	5
Develop Your Vision	<i>Business Bash Attendance</i>	5
	Possible Lives Map & Career Research	10
	Intro to Academics: Degree Audit Videos	5
	Intro to Leadership: Case Analysis Videos	5
	Three-Semester Academic Plan	15
	Group Case Presentations	20
	Social Identity Reflection	3
	<i>Human Library Attendance & Reflection</i>	10
	Intro to International Studies: Internationalizing Your Degree Video	2
	Internationalizing Your Degree Survey	3
	Design Your Path	Intro to Career: Resume Videos
Resume		5
One-on-One & Professional Email		10
Career Action Plan		20
	TOTAL	185

ASSIGNMENT EXPECTATIONS

TIME SPENT OUTSIDE OF CLASS

For every credit hour in which you enroll, you will spend approximately two to three hours outside of class studying or completing assignments. You should anticipate spending two-to-three hours outside of class each week completing assignments. Please prepare for your other courses accordingly.

Fall/Spring Semesters	Credit Hours	Hours Spent on Coursework Outside of Class
	1	3
2	6	
3	9	
4	12	

LATE WORK POLICY

Late work will not be accepted for full credit. Assignments submitted late must be received before the next class and are only eligible for a maximum of 50% of eligible points.

DOCUMENTS ACCEPTED

All assignments are due on Canvas, unless otherwise noted. PDF documents are required on many assignments, however Microsoft Word Documents (.doc or .docx) and Open Office files are accepted where indicated. Any other type of file not listed above (e.g., Pages, Word Perfect, HEIC, etc.) *will not be graded* and returned. Students are not to 'copy and paste' any assignments into a Canvas submission box but rather upload documents as attachments. **Mac users should make sure fillable PDF documents have saved accurately before uploading.*

ASSIGNMENT FORMAT

All assignments should be typed, double-spaced, with 12-point Times New Roman font and 1" page margins, unless otherwise noted. If using quotations, please cite according to the 7th edition of American Psychological Association's Publication Manual. A useful guide can be found here:

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html.

GRADING SCALE

Grades will be based on the scale below with a total of 185 points possible. For information on grade points toward the calculation of your GPA, please see the following website: <https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>

Letter Grade	Points Earned	Letter Grade	Points Earned
A	172-185	C	136-141
A-	166-171	C-	130-135
B+	161-165	D+	124-129
B	153-160	D	117-123
B-	147-152	D-	111-116
C+	142-146	E	0-110

HIGHLY RECOMMENDED EVENTS (AND EXTRA CREDIT)

****You may receive 3 points extra credit for one assignment or event. All extra credit assignments are **due by December 6**. For instructions, please visit the course Canvas site.**

GATOR READY BUSINESS FUNDAMENTALS BADGE

During your time as a Warrington College of Business student, you will utilize the [Gator Ready](#) platform in Suitable to help you develop your career readiness competencies and track your progress along the way. The Business Fundamentals badge is designed for first year or new undergraduate business students. Students who earn the badge demonstrate foundational skills across the four Heavener Pillars.

SUGGESTED ASSIGNMENTS:

- LinkedIn
 - WW Scavenger Hunt
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SUGGESTED EVENTS TO ATTEND:

- Academics
 - [Heavener Peer Advisor One-on-One and/or Workshop](#)
- [International Studies](#)
 - Global Gathering
 - Study Abroad Fair
- [Career](#)
 - Career Showcase
 - [Warrington Career Week](#)
 - BCS Resume Clinic
 - [CAP Mentor Resume Review](#)
- Leadership
 - [Business Bash \(required for class\)](#)
 - [Warrington Welcome Professional Development Summit](#)

COURSE SCHEDULE

Week	Date	Phase	Topics	Assignments Due
Week 1	8/24	Discover Your Strengths	Welcome, Introductions, & Syllabus	
Week 2	8/31		College Success: Gator Ready & SkillSurvey	
Week 3	9/7		CliftonStrengths	<ul style="list-style-type: none"> • CliftonStrengths Assessment
Week 4	9/14		Wandering Maps	<ul style="list-style-type: none"> • <i>Business Bash Attendance (9/11)</i> • Chapters 1 & 2 in <i>You Majored In What (YMIW)</i> • Wandering Map • SkillSurvey Career Readiness (Part 1)
Week 5	9/21	Develop Your Vision	Possible Lives Mapping	<ul style="list-style-type: none"> • Wandering Map Analysis • Chapter 4 in <i>YMIW</i>
Week 6	9/28		Research: Before You Write Your Honors Thesis	<ul style="list-style-type: none"> • SkillSurvey Career Readiness (Parts 2 & 3) • Possible Lives Map & Career Research
Week 7	10/5		Introduction to Leadership: Leadership Development Panel	
Week 8	10/12		Introduction to Leadership: Case Analysis	<ul style="list-style-type: none"> • Intro to Leadership: Case Analysis Videos
Week 9	10/19		Introduction to Academics: Degree Audit Presentation	<ul style="list-style-type: none"> • Intro to Academics: Degree Audit Videos
Week 10	10/26		Introduction to International Studies: Internationalizing Your Degree	<ul style="list-style-type: none"> • Group Case Presentations • Intro to International Studies: Internationalizing Your Degree Video
Week 11	11/2		Introduction to International Studies: Valuing Different Perspectives in Business	<ul style="list-style-type: none"> • Internationalizing Your Degree Action Survey • Three-Semester Academic Plan • Social Identity Reflection
Week 12	11/9		Professionalism & Personal Branding	<ul style="list-style-type: none"> • <i>Human Library Attendance (11/7)</i>
Week 13	11/16	Design Your Path	Introduction to Centers of Business Excellence: Preparing for Career Success	<ul style="list-style-type: none"> • Intro to Career: Resumes Videos • Human Library Reflection
Week 14	11/23		Thanksgiving Holiday – NO CLASS	
Week 15	11/30		Design Your Path: Make a Career Action Plan	<ul style="list-style-type: none"> • Resume • Chapter 5 & 6 in <i>YMIW</i> • One-on-One & Professional Email
Week 16	12/7		NOTE: NO CLASS * Last Day of Classes Wednesday, 12/6	<ul style="list-style-type: none"> • Career Action Plan Due: 12/6