

Warrington Welcome – First Year Florida Spring 2013 Section 112G

INSTRUCTORS

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CLASS MEETING

Wednesdays 5th Period (11:45am-12:35pm) Bryan Hall, Room 232

INSTRUCTOR PROFILE

Dave received his B.A. degree in Organizational Leadership from the University of Cincinnati, and his M.S.Ed in Higher Education Administration from Florida State University. He spent several years working with leadership development programs and student development for his fraternity and Middle Tennessee State University. Dave recently joined the Heavener School of Business as the Assistant Director of Career and Leadership Programs. *His top 5 themes are: Futuristic, Strategic, Maximizer, Empathy, and Positivity.*

PEER LEADER PROFILE

Analia Davis is a junior accounting major from Pembroke Pines, Florida. She is currently a member of Enactus where she serves as a project manager for Nonprofit Consulting. Additionally, she serves as the Site Leader Trainer for Florida Alternative Breaks; she has been on five alternative breaks within the past two years, including one with Deloitte and Teach for America. Analia is a recent graduate of the Florida Leadership Academy and will serve as a mentor for current members. Next summer, she will be interning with Unilever at their Englewood Cliffs, New Jersey office as a Customer Development Intern. Analia is really looking forward to a great semester! *Her top five strengths include: Futuristic, Deliberative, Harmony, Competition, and Consistency.*

TEXT – Required

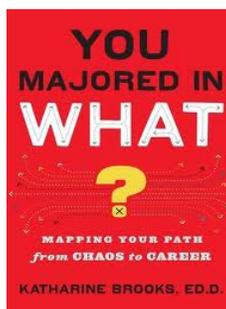
- Nist, S. L. & Holschuh, J. P. (2012). *College Success Strategies*. New York: Pearson Education, Inc.



*Purchase at UF Bookstore

TEXT - Recommended

- Brooks, K. (2009). *You majored in what? Mapping your path from chaos to career*. New York: Penguin Group.



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 connects students to key resources at the University of Florida: 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 your peers. Specific objectives for students include the development of 1) skills for academic and personal success, 2) an appreciation for and commitment to being a part of a diverse learning community, and 3) the personal, social, emotional, and intellectual skills necessary for involvement in leadership and service throughout the student's career in the university community, and 4) acclimation to the Warrington College of Business Administration and connection with the College and specific available resources.

ADA STATEMENT

The University of Florida 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 (392-1261), and 2) Bring a letter to the instructor from this office indicating that you need academic accommodations. Please do this as soon as possible, preferably within the first week of class.

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 Emergencies: Medical emergencies are excused with appropriate documentation from a health care provider.

Family Emergencies: These emergencies are only excused with written documentation.

ACADEMIC HONOR SYSTEM

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.

Pledge: On all work submitted for credit by students of 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 academic dishonesty of any type. Before submitting any work for this class, please read the policies about academic honesty at <http://www.dso.ufl.edu/judicial>, and ask me to clarify any of its expectations that you do not understand.

CLASS EXPECTATIONS

Attendance:

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. **Two tardy attendances will result in one absence.**

Participation:

Students are expected to arrive for class prepared to meet classroom obligations and to devote full attention and commitment to the work of that class. Classroom discussion is an important part of the pedagogy of this course. Students in Warrington Welcome should be fully prepared to engage in class discussion, and they should use the opportunity to develop positive and professional communication skills. This includes according respect for differing perspectives and contributions to discussion, as well as building on the base for discussion laid by student colleagues and the instructor.

Electronic Devices:

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 instructors.** 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*****

Team Work and Individual Work:

Working in the context of groups and teams is an important managerial skill that is fostered in business programs. Students should treat their responsibilities to team appointments and team work as they would treat professional business obligations. Learning in the context of groups and teams also involves academic integrity. Team members are jointly responsible for the academic honesty and integrity of team work. They are obliged to participate in the work and learning process of the team.

GATORLINK E-MAIL

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 email address. Please visit www.gatorlink.ufl.edu to obtain your account and for additional information. You can access your email from any internet connection at <http://webmail.ufl.edu/>.

E-LEARNING (SAKAI)

This course will be utilizing the UF E-Learning Site Sakai. This syllabus and a description of all assignments and other resources will be posted on this courses page on Sakai. All pertinent communication will happen through both your UF Email address and posted on the Sakai site along with your grades.

METHODS OF SUCCESSFUL LEARNING

More important than earning a grade in this course is actually learning something. Getting the most out of this course will require a time commitment of between 2-3 hours outside of class per week. Many of the written assignments in this course ask students to reflect on their college experience or desires, and students benefit from devoting time to these assignments. Students also benefit from being active participants in classroom discussions and activities.

FLORIDA LEADERSHIP ACADEMY

This course is a prerequisite for the Florida Leadership Academy, a yearlong certificate program in leadership offered by the College of Business. More information will be provided during the course and can also be found online at <http://warrington.ufl.edu/sb/leadership/fla/>

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.

Autobiography

January 16

This assignment serves as an introduction of you (both as a student and individual) to the instructors. We are looking for an honest reflection of who you are and a little about your past/future academic experiences. Include only what you are comfortable sharing. Only your instructor/peer leader will read the autobiography. **See page 8 of syllabus.**

StrengthsQuest (bring report to class)

January 16 & 23

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 online assessment and be able to integrate the results into your academic plans. ***Bring your Signature Theme Report to class with your name on it on January 16. You will turn in your Strengths 1 page summary with your Personal Branding sheet on January 23.***

With StrengthsQuest, participants can:

- discover their greatest natural talents
- improve their grades and increase their learning by making the most of their talents
- strategically determine a rewarding career path based on who they are as uniquely talented individuals
- maximize their potential for strengths by building on their talents rather than focusing on their weaknesses

Meet the Director

January 17

You will be required to meet with Dr. Brian Ray, the Associate Dean and Director of the School of Business. The purpose of this group meeting is for Dr. Ray to get to know you, and for you to get to know him. **Meet the Director is scheduled for our class on Thursday, January 17, 10:40-11:30 a.m. in Bryan 232.**

Business Bash

January 17

Business Bash is a School of Business event which is designed to familiarize new students with the business student organizations. You will be able to meet officers of these organizations, discuss the mission and purpose of the organization, and get valuable information concerning dates and times that the organization holds regular meetings. *You will be required to submit a verification form demonstrating that you spoke to at least three business organizations.* **Business Bash will be held on Thursday, January 17, at 5:00 p.m. in the Reitz Union Grand Ballroom.**

Group Project – Heavener Program Presentation

**Brochure & Presentation Due: January 23
(20 copies - final copy of brochure)**

Your goal is to "sell" a particular leadership program in the Heavener School of Business to your fellow classmates; to persuade them to choose that program, you and your team should develop a brochure. You will have five minutes to present to the class. Your brochure should be factual, accurate, appealing and persuasive, and should include, but not be limited to:

- Overview of program, length, content, etc.
- Overall benefits of joining the Program
- Technical and transferrable skills developed through program
- Who should consider the program
- Academic involvement to complement the program (minors, certificates, undergraduate research, etc.)

This assignment will challenge you to use many of the resources available to you at the University such as the following: Career and Leadership Programs Office, Career Resource Center, Student Activities Center, University websites, etc.

Vision Board and Summary

January 30

Understanding where you want to go is crucial to developing a plan for getting there. For this assignment you will create a “map” of all of the “places” that you want to go during and after college. These will include all of your aspirations for your college experience as well as your life after college. This map will then serve as a personal guide toward applying the information you learn in the class to yourself and your unique path through college.

Enactus Ethics Discussion

January 30

Enactus Ethics Case Competition

February 13

UF **Enactus**: The Warrington College of Business Administration and Enactus students believe in the importance of ethics education. As a result, all Warrington Welcome Students participate in the Enactus Ethics Course and Case Competition. In this competition, small groups are presented with an ethical dilemma and asked to put forward a comprehensive solution that considers both the economical and social consequences of the company's actions.

NOTE: FEBRUARY 19 - Enactus CASE COMPETITION FINALS (EVENING-ATTENDANCE REQUIRED FOR WINNING TEAM) – 1st place \$500, 2nd place \$250

Resume (1 Page)

February 27 & March 20

A great resume is essential to a successful internship/job search. However, it can also be just as useful in planning for future experiences at the University (either curricular or co-curricular). Create a current resume using the resources in the handout that will be provided to you in class. You should also review pages 272-278 in the textbook, and the School of Business Resume Guide. You will submit your resume on February 26 and will receive feedback. Your final resume will need to be submitted on March 20.

Community Service Project

February 2

Students are expected to participate in the service project. **The service project will take place on February 2, 2 pm to 4:30 pm. We will meet in the parking directly in front of the Reitz Union Bookstore at 1:15 pm.** You will submit a 2 pp. paper reflecting on this experience no later than during class on February 5. Attending the project as a class is expected and students must receive approval from the instructor before doing a project not planned by the instructor. **Any schedule conflicts must be submitted in writing with documentation to the instructor no later than two weeks prior to the event.**

Wandering Strategy Assignment

April 3 & 10

Getting what you want out of your college experience is a matter of purposeful planning. It also involves much more than just going to class. However, at this point you may be considering many different plans for your college experience. You will have the chance to choose one of three “Wandering Strategies” that fit your circumstances to help guide your journey after Warrington Welcome. It is hoped that you will use this assignment as a way to tie-in all that you have learned.

GATOR FIRST YEAR WORKSHOP SUCCESS SERIES: You will sign up for at least one workshop this semester. To view a list of available workshops and to register go to <http://www.dso.ufl.edu/nsfp/workshops/>.

EXTRA CREDIT

Attend one of the following events and write a 1 page reflection paper on what you learned. Submit reflection papers **within one week of the event** attended to receive 5 points extra credit. All papers must be in by April 2.

- Business Bash
Thursday, January 17th, 5pm-7pm
Reitz Union Grand Ballroom
- One additional workshop from the workshop success series
- Meeting with Peer Leader or Instructor before April 2. This meeting can be used to talk about your resume, participate in a mock interview, get advice on searching for an internship, discuss which classes to take, etc. (no reflection paper required).

Although you are encouraged to attend more than one event, you will receive extra credit for attendance and a reflection paper for only ONE of the above events.

Leadership Development Program:

- Submit an application to begin the Leadership Development Program (LDP) to receive 5 points extra credit.

All assignments turned in for this course should be typed and double-spaced. The font should be 12 point Times New Roman with 1" page margins. Please do not submit any work without proofreading – points will be taken off for spelling errors, typos, etc. 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.**

GRADING

Grades will be based on the scale below with a **total of 200 points possible**. No rounding will occur; a score of 185.9 is an A-, not an A.

A	186-200	C	146-153
A-	180-185	C-	140-145
B+	174-179	D+	134-139
B	166-173	D	126-133
B-	160-165	D-	120-125
C+	154-159	E	000-119

Assignments	Point Value	Due Date
Gator Success Workshop	10 Points	Must attend one
Autobiography	5 Points	January 16
StrengthsQuest Online Assessment	5 Points	January 16
Meet the Director	5 Points	January 17
Business Bash Attendance	5 Points	January 17
StrengthsQuest Summary and Personal Branding Sheet	5 Points	January 23
Career and Leadership Programs Presentation and Brochure	25 Points	January 23
Vision Board and Summary	10 Points	January 30
Class Service Project – Participation	10 Points	February 2
Class Service Project – Paper	5 Points	February 6
Ethics Case Competition	25 Points	February 13
Resume – Part 1	10 Points	February 27
Resume – Part 2	10 Points	March 20
Wandering Strategies	25 Points	April 3 & 10
Attendance	30 Points	2 per class
Participation	15 Points	1 per class
Extra Credit:	5 Points	
Extra Credit: LDP Application	5 Points	Must apply before end of semester

COURSE SCHEDULE

Week	Date	In-Class Activities	Assignments Due This Day
1	Jan 9	Welcome, Introductions and Course Syllabus, Intro to CLP Group Project, <i>HW: Autobiography</i> <i>HW: StrengthsQuest Assessment and highlight report</i>	
2	Jan 16	Understanding Your Strengths (StrengthsQuest) & Personal Branding CLP Group Project Work Time <i>HW: StrengthsQuest Summary – 1 Page and Personal Branding Sheet</i> <i>HW: CLP Programs Group Project</i>	<ul style="list-style-type: none"> • Autobiography • StrengthsQuest Assessment
3	Jan 23	CLP Group Project Presentations Vision Boarding <i>HW: Vision Board and Summary</i>	<ul style="list-style-type: none"> • Business Bash Attendance (Jan 17) • StrengthsQuest Summary with Personal Branding Sheet • CLP Presentations
4	Jan 30	Enactus Ethics Discussion and Case Kick-Off <i>HW: Ethics Presentation</i> <i>HW: Community Service Project (Feb 2) and Reflection Paper</i>	<ul style="list-style-type: none"> • Vision Board and Summary
5	Feb 6	Effective Presentations Career Showcase	<ul style="list-style-type: none"> • Community Service Reflection
6	Feb 13	Enactus Ethics Case Presentations	<ul style="list-style-type: none"> • Ethics Presentation
7	Feb 20	Resume Writing/Interviewing Skills , pp. 272-278 <i>HW: Resume – Part 1</i>	
8	Feb 27	Campus Resources Scavenger Hunt, pp. 11-25	<ul style="list-style-type: none"> • Resume – Part 1
9	Mar 6	NO CLASS – SPRING BREAK	
10	Mar 13	The Leadership Development Program Time/Stress Management, pp. 67-75 and pp. 106-118 <i>Extra Credit: LDP Application</i>	
11	Mar 20	Student Involvement Panel ; Wandering Strategies Intro <i>HW: Wandering Strategies</i>	<ul style="list-style-type: none"> • Resume – Part 2
12	Mar 27	Study Abroad Opportunities Intercultural and Diversity in the Workplace <i>HW: Wandering Strategies</i>	
13	Apr 3	Financial Management	
14	Apr 10	Wandering Strategies Presentations	<ul style="list-style-type: none"> • Wandering Strategies
15	Apr 17	Course Wrap-Up and Reflections, Life After WW, Course Evaluations	

Bolded events will be facilitated by guest speakers
Community Service Paper Due: February 6

OTHER MANDATORY DATES

- For the Case Presentation winning team – Tuesday, February 19, Location TBD
- Community Service Project – Saturday, February 2 – 2:00-4:30 PM (alternate option, TBD)

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

AUTOBIOGRAPHY GUIDELINES

Please write an autobiography that is typed and is a minimum of 2 pages (double spaced). I would like you to create an introduction to yourself; something that will help us get to know you and how we can assist. Organize the text as follows. However, do not feel obligated to answer all questions.

Personal Background

Briefly describe your family background (parents, siblings, their education/career paths).

How did you spend your summer? What do you enjoy doing in your free time? Tell me about your interests/hobbies. How would friends describe you?

How would you describe your high school experience? What were your best and worst experiences? What are you looking forward to the most at UF? Has anything surprised you so far? What do you think may be the biggest transition from high school to college?

Professional Background and Aspirations

What led you to this degree? How familiar are you with the business field? What do you know or want to know about the field?

Describe your dream job (job responsibilities, location, salary, work environment, colleagues, area of specialization/interest, etc). Where do you see yourself five years from now? Ten years from now?

What are your expectations for this class? What led you to enroll?

If there is anything else you feel you would like to tell us, please include it in your paper.



Warrington Welcome Course Map

Your leadership journey begins now...

Where and who are you now?

- Resume
- Branding
- Strengths

Where are you going? Who do you want to be?

- Future Mapping
- Wandering Strategy

How do I get there?

- Time Management
- Academics
- Financial Management
- Research
- Career Development
- Volunteering
- Workshop
- Intercultural Competence
- Meet the Director
- Campus Resources
- Involvement
- Common Reading Speaker