



Fall 2023 Course Syllabus
SPM 4905: Sport Career Management
Wednesdays 11:45am-12:35pm, WEIL 238

Instructor:	Dr. Jessica Francis
Email:	Jessica.francis@ufl.edu
In-Person Meeting	Tuesdays, 11:45a-12:35p
Classroom	WEIL 238
Office Phone:	352.294.1660
Office Location:	Florida Gym, 306
Office Hours:	By appointment only. Email instructor directly to schedule appointment.
Zoom ID:	296 556 6816

COURSE DESCRIPTION, OBJECTIVES, AND TEACHING STRATEGIES

This course is designed to help first-year students and student-athletes in their transition to college. Through this course, students will enhance their skills and knowledge in the following areas: academics and athletics, financial literacy, personal development, and professional development. Students will also learn about resources to aid in their holistic development while at the University of Florida.

After completion of the course, students will be able to:

- Understand UF and NCAA academic policies.
- Articulate short- and long-term academic and career goals.
- Practice the principles of effective time management and organization.
- Develop appropriate learning strategies for different types of courses and teaching styles.
- Demonstrate effective study skills from both textbooks and lectures.
- Demonstrate knowledge of personal beliefs and values.
- Develop and exhibit an accurate sense of self including leadership style.
- Understand the fundamentals of a budget, including income, expenses, and savings.
- Develop a basic understanding of NIL.

This course will be taught using a combination of classroom lectures and discussions, small group activities, ongoing personal reflection, independent readings and assignments, guest speakers, and an individual meeting with the instructor.

REQUIRED MATERIALS

- Notebook.
- Text materials for this course will be provided by the instructor.
- Since this is an e-Learning supported course, all students must have a UF email account to access class material. You will need to check your UF email daily.

GRADING CRITERIA

Grades will be assigned as follows:

Points	Assignment
100	Weekly Discussion Posts <ul style="list-style-type: none">• 11 total @ 10 points each• Lowest grade dropped
100	Syllabus Quiz
150	Participation/Attendance
50	In-Class Activities
100	Meeting with Instructor
500	Final Project
1000	Total

Weekly Discussion Posts - Weekly discussion posts will be required. Students will be graded based on their engagement with each post and meeting the requirements. Each student must type or record an initial discussion board post. If typed, the initial post should be at least **250 words**; when recording a video, the initial post should be at least **1 minute long**. Each student is required to respond to at least one other student's initial post. A typed response should be at least **100 words** and a video response must be at least **45 seconds**. Students will receive full credit when they meet all the requirements of the discussion post. This activity is designed to help students be more introspective and promote higher-level thinking. At the end of the semester, students can drop their lowest discussion board grades. The first discussion post will be due in Canvas using the Discussion tab and will be due 8/25.

Syllabus Quiz – Students are required to take the syllabus quiz during the first full week of class.

Participation + Attendance – Participation is important. Students will need to engage with the topics and as such, participation points are awarded for contributing to discussions and completing in-class activities. Students are responsible for watching and keeping up with online material. All students are expected to engage actively in-class discussions and group activities, pay attention to lectures, and contribute positively to the overall class environment. Students who persist in displaying lethargic, disrespectful, or disruptive behavior may be asked to leave class, given an unexcused absence for the day, and risk losing points on the in-class activity for that day.

Regular attendance is required. Attendance will be taken at the beginning of class and students entering the classroom afterward will be counted as tardy. A student who comes in late is responsible for notifying the instructor after class on the same day that they did, in fact, attend class. Failure to do so will result in the student being counted as absent. **Being tardy three times will result in one unexcused absence.** In accordance with university policy, excused absences include documented illness, deaths in the immediate family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness. It is the student's responsibility to provide documentation to excuse an absence. If such documentation is not provided **within one week after returning to class**, then the absence will not be excused. It is also the student's responsibility to initiate communication with the instructor about make-up work **within one week after returning to class**. The professor may designate a make-up assignment that is different from the original. Students may not make up in-class assignments for unexcused absences. **Unexcused absences will also have a direct impact on each student's final grade, as follows:**

- One unexcused absence = -3%
- Two unexcused absences = -6%
- Three or more unexcused absences = a failing grade (F) for the entire course

In-Class Activities – There will occasionally be in-class assignments. Students are required to complete these assignments during the class period.

Meeting with Instructor – Students are required to meet individually with the instructor once during the semester. These meetings are an opportunity for the student and instructor to check in, discuss progress in class, and any concerns the student may have about academic success. The meeting will be about 15 minutes. For full credit, each student must schedule the appointment, arrive on time (in person or via Zoom), bring his/her notebook, and engage in productive discussion during the appointment. Without acceptable documentation and/or prior notice, a missed meeting can be rescheduled only once and will result in partial credit for the meeting. No credit will be given for any meetings that are not scheduled and completed by the deadlines posted in the syllabus. **All meetings are held in the instructor’s office or via Zoom.**

Final Project – There is no final exam for the course. Instead, students are required to submit a 6-10 minute creative video dedicated to a future, first-year teammate/classmate. The objective behind this assignment is to describe what you have learned throughout the course by giving your teammate/classmate advice, insight, and guidance to help them navigate being a student at UF. Each topic should be addressed in the video (academics/athletics, financial literacy, personal development, professional development). No late projects accepted.

Grading Scale – Final grades will be based on the following percentage totals:

Points	Grade
940-1000	A
900-939	A-
870-899	B+
840-869	B
800-839	B-
770-799	C+
740-769	C
700-739	C-
670-699	D+
640-669	D
610-639	D-
0-609	E

COMMUNICATION

All communication in the course will be conducted through email, phone, or Zoom. I will respond to emails within 24-48 hours. If you have not received a reply within that timeframe, please resend. Email is the preferred method of communication.

MAKE-UP POLICY

Due dates for discussion board posts are provided on the course syllabus and course schedule (posted in Canvas). Unless otherwise stated, discussion posts are due on those days. However, I recognize that sometimes life happens. In these instances, you are able to drop two of your lowest

discussion board grades without penalty. You can use these 2 drops for any discussion board post for any reason. You do not need to provide me with the reason. No other late work is accepted.

HONOR CODE 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 honesty and integrity" by abiding to 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 (<http://www.dso.ufl.edu/sccr/process/student-conduct-honorcode/>) specifies a number of 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 instructors.

DISABILITY RESOURCE CENTER

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the [Disability Resource Center](#). It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester. The Disability Resource Center contact information is as follows: 352-392-8565, www.dso.ufl.edu/drc/

COURSE EVALUATION

Students are expected to provide feedback on the quality of instruction in this course by completing [online evaluations](#). Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students on the [Gator Evals page](#).

SOFTWARE USE

All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

STUDENT PRIVACY

There are federal laws protecting your privacy with regard to grades earned in courses and on individual assignments. For more information, please see the Notification to Students of FERPA Rights.

ADDITIONAL CAMPUS RESOURCES

Computing Help Desk

For students needing technical assistance, please visit <http://helpdesk.ufl.edu/> or call 352-392-4357.

Counseling and Wellness Center

Contact the UF Counseling Center at 352-392-1575 or visit <http://www.counseling.ufl.edu/cwc/> for more information. For emergencies, please call 911.

U Matter, We Care

For individuals or friends in distress, please email umatter@ufl.edu or call 352 392-1575 for assistance.

University Police Department

UPD can be reached at 352-392-1111 or <http://www.police.ufl.edu/>. For emergencies, please dial 911.

ACADEMIC RESOURCES

[E-learning technical support](#), 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu.

[Career Connections Center](#), Reitz Union, 392-1601. Career assistance and counseling.

[Library Support](#), Various ways to receive assistance with respect to using the libraries or finding resources.

[Teaching Center](#), Broward Hall, 392-2010 or 392-6420. General study skills and tutoring.

[Writing Studio](#), 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers.

[Student Complaints Campus](#)

[On-Line Students Complaints](#)

SYLLABUS AND COURSE CALENDAR CHANGE POLICY

This syllabus and the calendar on the next page serve only as a guide for the course and are subject to change. Students are expected to check Canvas and UF email daily for any assignment or due date changes (which will also be announced in class) or other critical course information. I will make every effort to make as few changes as possible.

SPM4905 FALL 2023 COURSE CALENDAR

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
			8/23 1st Day of School	8/24	8/25 Discussion initial post due	8/26	Academics
8/27 Discussion reply due	8/28	8/29	8/30 Syllabus Quiz due	8/31	9/1 Discussion initial post due	9/2	
9/3 Discussion reply due	9/4 Labor Day	9/5	9/6	9/7	9/8 Discussion initial post due	9/9	
9/10 Discussion reply due	9/11	9/12	9/13	9/14	9/15 Discussion initial post due	9/16	
9/17 Discussion reply due	9/18	9/19	9/20	9/21	9/22 Discussion initial post due	9/23	Financial Literacy
9/24 Discussion reply due	9/25	9/26	9/27	9/28	9/29 Discussion initial post due	9/30	
10/1 Discussion reply due	10/2	10/3	10/4	10/5 Discussion initial post due	10/6 Homecoming	10/7	
10/8 Discussion reply due	10/9	10/10	10/11	10/12	10/13 Discussion initial post due	10/14	Personal Development
10/15 Discussion reply due	10/16	10/17	10/18	10/19	10/20 Individual Check Ins	10/21	
10/22	10/23	10/24	10/25	10/26	10/27 Discussion initial post due	10/28	
10/29 Discussion reply due	10/30	10/31	11/1	11/2	11/3 Discussion initial post due	11/4	
11/5 Discussion reply due	11/6	11/7	11/8	11/9 Discussion initial post due	11/10 Veterans Day Observance	11/11	
11/12 Discussion reply due	11/13	11/14	11/15	11/16	11/17 Discussion initial post due	11/18	Professional Development
11/19 Discussion reply due	11/20	11/21 Discussion initial post due	11/22 -----	11/23 Thanksgiving	11/24 -----	11/25	
11/26 Discussion reply due	11/27	11/28	11/29	11/30	12/1	12/2	
12/3	12/4	12/5	12/6	12/7 ----- Reading	12/8 Days -----	12/9	
12/10	12/11	12/12	12/13 Final Project due	12/14	12/15	12/16	