

Sport Career Management

SPM4905 (LEI 142)

3 Credits | Spring 2024

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Course Information

INSTRUCTOR

Dr. Jessica Francis

Office: FLG 306

Office Phone: 352-294-1660

Preferred Method of Contact: Jessica.francis@ufl.edu

Expect a response within 72 hours

OFFICE HOURS

Fridays 8:30 AM – 12:30 PM, by appointment only

Use this link to schedule: <https://calendly.com/drjfrancis/30min>

MEETING

Tuesdays 11:45-12:35 PM, in LEI 142

TIME/LOCATION

Access course through Canvas on UF e-Learning (<https://elearning.ufl.edu/>) & the Canvas mobile app by Instructure.

COURSE DESCRIPTION

- 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.

REQUIRED AND RECOMMENDED MATERIALS

- **No Textbook Required:** Text materials for this course will be provided by the instructor.

MATERIALS AND SUPPLY FEES

There are no supply or material fees for this course.

COURSE FORMAT

- **Instructional Methods:** This course consists of synchronous lectures, readings, and in-class discussions to provide students with a variety of learning methods. You are responsible for observing all posted due dates and are encouraged to be self-directed and take responsibility for your learning.
- **Minimum Technology Requirements:** The University of Florida expects students to acquire computer hardware and software appropriate to his or her degree program. Most computers can meet the following general requirements. A student's computer configuration should include Broadband connection to the Internet and related equipment (Cable/DSL modem) and Microsoft Office Suite installed (provided by

the university).

- **Minimum Technical Skills:** To complete your tasks in this course, you will need a basic understanding of how to operate a computer, and how to use word processing software.
- **Zoom:** Zoom is an easy-to-use video conferencing service available to all UF students, faculty, and staff that allows for meetings of up to 100 participants. You can find resources and help using Zoom at <https://ufl.zoom.us>.

COURSE LEARNING OBJECTIVES:

By the end of this course, students should be able to:

- Explain the elements of character development.
- Develop essential knowledge for ethical behaviors.
- Identify university resources and services that contribute to personal and educational goals.
- Describe the purpose of reflection, critical thinking, and enriching educational opportunities within and outside the classroom.
- Analyze the effects of personal well-being on student success and engagement.
- Recognize the academic, conduct, and citizenship expectations of the University of Florida.
- Apply the skills necessary for academic and personal success.

Grading

The table below provides an outline of the assessments for this course.

Evaluation Components	Points Per Component	% of Total Grade
Syllabus Quiz (1)	50 pts	5%
End of Course Survey (1)	50 pts	5%
Meeting with Instructor (1)	100 pts	10%
Attendance & Participation	100 pts	10%
In-Class Assignments	200 pts	20%
Discussion Boards or Journal Entries	200 pts	20%
Final Project (1)	300 pts	30%
	1000 points possible	100%

Assignments– The assessments for this course consist of a syllabus quiz, end of the course survey, in-class assignments, discussion boards/journal entries, and a final project in CANVAS. These assignments are due on specified dates. The assignments are not meant to be a primary study tool for preparing for quizzes. The functions of the assignments are to invoke critical thinking and reflection. It is not prudent to complete assignments at the last minute.

- **LATE ASSIGNMENTS ARE NOT ACCEPTED** unless in accordance with UF’s Attendance Policy.

Participation & Attendance (100 points)– 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

Discussion Boards or Journal Entries (200 points) – Some interactions for this course will emerge through online discussions with other students and build on weekly course content. Discussion boards will involve students posting one response to a prompt (#1) on specified days and times and two additional responses (#2 & #3) to two other students' posts on specified days and times, totaling **three** posts per discussion board. Ensure you post to students who have NOT received responses from other students. This way every student will have a response from another student.

- The initial post should be at least **250 words** if typed or at least **1 minute** if recorded in video format. Each of the two replies per discussion board must be at least **150 words** if typed and at least **45 seconds** if recorded in video format.
- Points are deducted from discussion boards if you do not write at least 100 words.
- Include a Word Count and/or time for the video in every discussion post.
- Refer to the grading rubric below.

Discussion Board Grading Rubric

Criterion	Exemplary (5 points)	Proficient (4 points)	Unsatisfactory (3-0 points)	Score
Critical Analysis	Discussion posts display logical thinking, ideas, and insights. Student displays an understanding of content.	Discussion posts display limited logical thinking, ideas, and insights. Student generally displays an understanding of content.	Discussion posts fail to display logical thinking, ideas, and insights. Student does not display an understanding of content.	_____/5 pts

Student Interactions	Posts comprehensively addresses the discussion with a stimulating post to another student.	Posts address the discussion with a somewhat stimulating post to another student.	Posts do not address the discussion and are not stimulating.	_____/5 pts
Timeliness and Word Count	Three posts are completed by Sunday at 11:59 pm EST prior to the due date, are at least 250 words/1 minute, and one post includes a word count/timer. Replies are at least 150 words/45 seconds and includes a word count/timer.	Posts are completed by Sunday at 11:59 pm EST prior to the due date, is at least 250 words/1 minute, and include a word count/timer. One reply is at least 150 words/45 seconds and includes a word count/timer.	No posts.	_____/5 pts
				Total ____/15 pts

Journal entries will be required on the weeks there are no discussion board posts. These entries are designed to help you think introspectively about the course content; therefore, your instructor is the only person who will read them. You will respond to a prompt provided by the instructor and all entries must be between 300-500 words. You can also record your responses to the prompts. If you choose the video option, videos must be 2-5 minutes long.

Final Project (300 points)– 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 new student at UF. Each topic should be addressed in the video (academics/athletics, financial literacy, personal development, professional development)

- **LATE PROJECTS ARE NOT ACCEPTED** unless in accordance with UF’s Attendance Policy.

In-Class Assignments (200 points)– There will occasionally be in-class assignments. Students complete these assignments during the class period.

Meeting with Instructor (100 points)– 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 30 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.

GRADING SCALE

- Grades will be posted in the CANVAS gradebook. Grades are dependent on the student's performance measured by assignments, discussion boards, and quizzes. Final grades are based on the accumulation of points the student earns throughout the semester.
- Total points are converted to letter grades using the grading scale below.
- The grading scale is strictly enforced and unchangeable. **The instructor will NOT change grades** because the student is unhappy with their academic performance. More detailed information regarding current UF grading policies can be found here: <https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>.

Letter Grade	Percent of Total Points Associated with Each Letter Grade	GPA Impact of Each Letter Grade
A	93.45-100%	4.0
A-	89.45-93.44%	3.67
B+	86.45-89.44%	3.33
B	83.45-86.44%	3.0
B-	79.45-83.44%	2.67
C+	76.45-79.44%	2.33
C	73.45-76.44%	2.0
C-	69.45-73.44%	1.67
D+	66.45-69.44%	1.33
D	63.45-66.44%	1.0
D-	59.45-63.44	0.67
E	0-59.44%	0

GRADING RUBRIC

- **A & A- Outstanding:** The work far surpasses the assignment requirements, it is well organized, analytical rather than descriptive, and includes excellent grammar.
- **B+, B, & B- Very Good:** The work exceeds the minimal requirements of the assignment, it is organized, descriptive rather than analytical, and includes good grammar.
- **C+, C, & C- Average:** The work may not meet all criteria of the assignment, organization is below average, the work is far too descriptive, and includes poor grammar.
- **D+, D, & D- Below Average:** The work barely meets minimum criteria.
- **E Fail:** The work does not meet the minimum criteria.

Course & University Policies

ATTENDANCE POLICY

- The attendance policy is in accordance with the University of Florida's Attendance Policy: <https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>.
- Attendance is taken through In-Class Assignments.
- For planned absences, a student in a situation that allows an excused absence from a class, or any required class activity must inform the instructor as early as possible prior to the class.
- For unplanned absences because of accidents or emergency situations, students should contact their instructor as soon as conditions permit. The university recognizes the right of the instructor to make attendance mandatory and require **documentation for absences** (except for religious holidays), missed work, or inability to fully engage in class. After due warning, an instructor can prohibit further attendance and subsequently assign a failing grade for excessive absences.

PERSONAL CONDUCT POLICY

Professional behavior is expected from all students. This includes respect and consideration for the ideas and beliefs expressed by all students. It is important for students to practice civil discourse as uncomfortable or challenging topics might unfold in the classroom.

- ***Adherence to the UF Student Honor Code***
 - Students are expected to exhibit behaviors that reflect highly upon themselves and the University of Florida.
 - 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 (<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions.
 - **The Dean of Students Office will receive alleged violations of the Honor Code regardless of the severity.**

Please use respectful language in person and through email correspondence.

- ***Email should include:***
 - To: jessica.francis@ufl.edu
 - From: name@ufl.edu
 - Subject: First and last name, course prefix and number, and course section and number.
Example: Alberta Gator, SPM 4905, section XXXX, and class number XXXXX
 - Dear Dr. Francis,
My name is Alberta Gator, and I am a student in your SPM 4905 course. I have read the syllabus, referred to the CANVAS website, reviewed class notes, and asked another student about _____, but I am unable to find the information. My question is...
Thank you,
Alberta Gator

ASSIGNMENTS

- Assignments must be typed, double-spaced, use 12-point font, Times New Roman, and 1-inch margins.
- Upload only **WORD documents** to CANVAS.
- Follow APA guidelines: (https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html). (No cover pages)
- Points are deducted for inappropriate grammar, spelling, punctuation, sentence structure, and lack of citations.
- ***Technology problems are not acceptable excuses for late assignments or missed exams.***
- **LATE ASSIGNMENTS ARE NOT ACCEPTED** unless in accordance with UF’s Attendance Policy.
- Refer to the Course Schedule in the syllabus or Canvas for assignment due dates.

MAKE-UP POLICY

- **LATE ASSIGNMENTS ARE NOT ACCEPTED** unless in accordance with UF’s Attendance Policies: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.
- Acceptable reasons for an absence or failure to engage in class include:

- Documented illness, Title IX-related situations, serious accidents or emergencies affecting the student, their roommates, or their family, special curricular requirements (e.g., judging trips, field trips, professional conferences), military obligation, severe weather conditions that prevent class participation, religious holidays, participation in official university activities (e.g., music performances, athletic competition, debate), and court-imposed legal obligations (e.g., jury duty or subpoena). Other reasons (e.g., job interview or club activity) might be deemed acceptable if approved by the instructor.
- For all planned absences, a student in a situation that allows an excused absence from a class, or any required class activity must inform the instructor as early as possible prior to the class.
- For all unplanned absences because of accidents or emergencies, students should contact their instructor as soon as conditions permit.
- **The university recognizes the right of the instructor to make attendance mandatory and require documentation for absences (except for religious holidays), missed work, or inability to fully engage in class.** After due warning, an instructor can prohibit further attendance and subsequently assign a failing grade for excessive absences.

TECHNOLOGY PROBLEMS

- **Technology is not an acceptable excuse for late work including assignments and quizzes.**
- If technology becomes an issue in submitting assignments or other work to eLearning, please contact the UF Help Desk 352-392-HELP (4357).
- After contacting the Help Desk, ensure you receive a ticket number with the time, date, and explanation of the problem for your records.
- You must email the instructor within 24 hours of the technical difficulty.

ACCOMMODATING STUDENTS WITH DISABILITIES

- Accommodating students with disabilities is especially important to me. If you are aware of your disability or might be concerned you have a disability, please register with the Disability Resource Center by visiting their Get Started page at <https://disability.ufl.edu/students/get-started/>, call them at 352-392-8565, online <https://accessibility.ufl.edu/>, or visit the Dean of Students Office. Once registered, please contact me via email or in person during the first two weeks of class to provide me with a copy of your accommodation letter to ensure I fully understand your needs. It is my goal to provide you with the tools necessary to ensure you are successful in this course.

ZOOM

- Zoom is an easy-to-use video conferencing service available to all UF students, faculty, and staff that allows for meetings of up to 100 participants. You can find resources and help using Zoom at <https://ufl.zoom.us>.

COURSE EVALUATIONS

- Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

CHANGING NAME DISPLAY IN CANVAS

- It is important to the learning environment that you feel welcome and safe in this class and that you are comfortable participating in class discussions and communicating with me on any issues related to the class. If your preferred name is not the name listed on the official UF roll, please let me know as soon as possible by e-mail or otherwise. I would like to acknowledge your preferred name, and pronouns that reflect your identity. Please let me know how you would like to be addressed in class, if your name and pronouns are not reflected by your UF-rostered name. I welcome you to the class and look forward to a rewarding learning adventure together.
- You may also change your “Display Name” in Canvas. Canvas uses the "Display Name" as set in myUFL. The Display Name is what you want people to see in the UF Directory, such as "Ally" instead of "Allison." To update your display name, go to one.ufl.edu, click on the dropdown at the top right, and select "Directory Profile." Click "Edit" on the right of the name panel, uncheck "Use my legal name" under "Display Name," update how you wish your name to be displayed, and click "Submit" at the bottom. This change may take up to 24 hours to appear in Canvas. This does not change your legal name for official UF records.

IN-CLASS RECORDINGS

- Students are allowed to record video or audio of class lectures but NOT other students in the course. Recordings are strictly controlled and must be (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.
- 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, and clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, and exams), field trips, and private conversations between students in the class or between a student and the faculty or lecturer during a class session.
- **Publication without the 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.”

Getting Help

STUDENT SUPPORT

- **U Matter, We Care:** If you or a friend is in distress, please contact umatter@ufl.edu or 352 392-1575.
- **Counseling and Wellness Center:** <https://counseling.ufl.edu/>, 352-392-1575.
- **Crisis Lifeline:** 988
- **Sexual Assault Recovery Services (SARS):** Student Health Care Center, 392-1161.
- **University Police Department:** 392-1111 (or 911 for emergencies) <http://www.police.ufl.edu/> .

- **Student Health Care Center:** Call 352-392-1161 for 24/7 information to help you find the care you need or visit shcc.ufl.edu.
- **UF Health Shands Emergency Room/Trauma Center:** For immediate medical care in Gainesville, call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; ufhealth.org/emergency-room-trauma-center.

ACADEMIC SUPPORT

- **E-learning Technical Support:** UF HELP Desk - 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu. <https://lss.at.ufl.edu/help.shtml>
- **Career Connections Center, Reitz Union:** 392-1601. Career assistance and counseling. <https://career.ufl.edu/>
- **Library Support:** <http://cms.uflib.ufl.edu/ask>. Various ways to receive assistance with respect to using libraries or finding resources.
- **Teaching Center, Broward Hall:** 392-2010 or 392-6420. General study skills and tutoring. <http://teachingcenter.ufl.edu/>
- **Writing Studio, 302 Tigert Hall:** 846-1138. Help with brainstorming, formatting, and writing papers. <http://writing.ufl.edu/writing-studio/>
- **Student Complaints On-Campus:** <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>
- **On-Line Students Complaints:** <http://distance.ufl.edu/student-complaint-process/>

Tips For Success

- It is important to complete coursework on time each week.
- Read the syllabus and CANVAS site. There is helpful information that can save you time and help you meet the objectives of the course.
- Print the Course Schedule located in the Course Syllabus and check off things as you go.
- Ask for help or clarification of the material if you need it.
- Do not wait to ask questions because this might cause you to miss a due date.
- Do your work well before the due dates. Sometimes things happen. If your computer goes down when you are trying to submit an assignment, you will need time to troubleshoot the problem.
- To be extra safe, back up your work to an external hard drive, thumb drive, or through a cloud service.

Weekly Tentative Course Schedule

This course schedule below is tentative and might change based on the pace of the lectures and student needs; however, changes will be announced through CANVAS. The instructor bears no responsibility for announcing the changes to each individual student. All times are in Eastern Standard Time (EST).

CRITICAL DATES & UF OBSERVED HOLIDAYS

- January 15: MLK Day (Monday)
- March 9-16: Spring Break

The course schedule is tentative and might change based on the pace of the lectures and students' needs. Changes to the syllabus will be announced through Canvas. The instructor bears no responsibility for announcing the changes to each individual student.

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*Syllabus subject to change

Week	Date	Topic	Assignments	Due
1	1/8-1/12	Introduction	Syllabus quiz Discussion board intros	1/14
2	1/15-1/19	Academics, UF, Hawkins, & Learning Styles	Discussion board post and reply	1/19 1/21
3	1/22-1/26	Academics, Plagiarism, Memory & Stress Management	Discussion board post and reply	1/26 1/28
4	1/29-2/2	Academics Study Skills, Public Service, Recap	Discussion board post and reply	2/2 2/4
5	2/5-2/9	Financial Literacy The Basics	Discussion board post and reply	2/9 2/11
6	2/12-2/16	Financial Literacy Name, Image, and Likeness	Journal Entry	2/18
7	2/19-2/23	Financial Literacy NIL	Discussion board post and reply	2/23 2/25
8	2/26-3/1	Personal Development Mental Health	Discussion board post and reply	3/1 3/3
9	3/4-3/8	Personal Development Check Ins	Check In	all completed by 3/8
10	3/11-3/15	Spring	Break	
11	3/18-3/22	Personal Development: Dating Trends Values	Journal Entry	3/24
12	3/25-3/29	DiSC Assessment	Discussion board post and reply	3/29 3/31
13	4/1-4/5	Personal Development: Ethics	Discussion board post and reply	4/5 4/7
14	4/8-4/12	Professional Development: Careers in Sports	Journal Entry	4/14
15	4/15-4/19	Final Project	Final Project	5/3