



## Fundamentals of Coaching Managing Yourself

SPM 4905 | Fall 2022 | Online  
Section Z2CS | Course # 23130

### Instructor Name & Contact Information:

Theresa "Tree" Beeckman [t.beeckman@ufl.edu](mailto:t.beeckman@ufl.edu)

Preferred contact method is email, text to set up scheduled calls (time sensitive) 989-239-1713

**Office hours:** Held on Zoom. Please reach out via email to schedule a time to connect.

### Course Description

This course is designed to focus on the fundamental self-awareness along with the personal and professional skills necessary to get started in the coaching profession. It is designed to give students foundational knowledge required, so as they move into the coaching profession they do so with a basic level of confidence and competence.

### Course Objectives

*Upon completion of this course students are expected to successfully:*

- ✓ Analyze and evaluate personal life story and how this impacts their leadership style
- ✓ Explore and identify areas personally and professionally that may be holding them back
- ✓ Understand preferred natural style of communication and how that affects coaching and leadership
- ✓ Differentiate & identify values and make them actionable in decision making and organization
- ✓ Study systems and processes to allow for a more organized and efficient environment
- ✓ Analyze level of emotional control and develop new methodologies to manage thoughts, feelings, and emotions to better lead their team
- ✓ Research established coaching philosophies in the athletic world to further develop one's own current coaching philosophy
- ✓ Create a newly designed coaching philosophy based upon both the personal reflection and growth



**Required Textbook: Managing Yourself**

**Purchase now click here: [Text & Reading Material](#)**

**[Course Textbook citation here](#)**

**[Additional Readings posted to Canvas.](#)**

### **Grading & Point Distribution**

- Video and Readings Quizzes (25 points each X 4 Quizzes) 100 pts
- Canvas Discussion Boards (20 points each X 13 boards) 260 pts
- Live Zoom Calls (50 pts each x 3) 150 pts
- Assignments 150 pts
- Draft of Final Project 90 pts
- Final Project 250 pts

**Total Possible Points 1,000 pts**

### **Grading Standards**

A = 100% - 93.00%    A- = 92.99% - 90.00%  
B+ = 89.99% - 87.00%    B = 86.99% - 83.00%    B- = 80.00% - 82.99%  
C+ = 79.99% - 77.00%    C = 76.99% - 73.00%    C- = 70.00% - 72.99%  
D+ = 69.99% - 67.00%    D = 66.99% - 63.00%    D- = 60.00% - 62.99%

See current UF Grading Policies for further details:

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

### **Course Requirements**

The assignments will be used to assess the student's academic standing in this course. **Late assignments will not be accepted for credit unless arrangements have been made with the instructor prior to the due date for that assignment.** Failure to make prior arrangements may result in rejection of work submitted late as rescheduling/accepting assignments is at the discretion of the instructor. Requirements for class attendance and make-up exams, assignments, and other work are consistent with university policies:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

### **Student Engagement:**

Students are expected to exhibit a high degree of professionalism during all class meetings and when submitting work assigned throughout the course. Professional conduct includes using 'I' statements when making your points, respecting the viewpoints of fellow classmates, and addressing disagreements with maturity and grace.

### **Group Live Calls: Your presence is required for 3 of 6 available live calls**

Students will have the opportunity to interact with Theresa on a live call 6 times during the semester. Students are required to attend at least 3 of those live sessions but may attend all 6. Live calls will address and dive deeper into the various points of the course work presented. Live calls will also provide examples and real-world examples that will be useful to students in creating the final project portfolio.

### **Discussion Board Assignments**

Students are required to participate in all discussion board assignments. The quality of engagement in this activity will be noted and graded accordingly. Discussion boards are used to weave key concepts presented in the videos and readings into an integrated whole to further develop an understanding of team culture and ways with which coaches can be intentional about building it. Each board will present questions and/or further information to consider and progress as a dialogue between small groups of students.

### **Workbook Assignments**

Students are required to complete all assignments. Workbook assignments will include some fill in the blank questions as well as short and long essays. Assignments are all design to help students access the self-knowledge

necessary to connect their coaching philosophy to their own deep-rooted beliefs and values. The quality of engagement in this activity will be noted and graded accordingly.

**Quizzes**

Students are required to complete quizzes and turn them in by due date assigned. Quizzes will cover the key concepts from the lectures and required course workbook *Managing Yourself*.

**Coaching Philosophy Final Presentation**

For the final assignment students will use information learned throughout the semester to create and present a newly designed coaching philosophy based upon both personal reflection and professional growth.

Module 1	<b>Big Picture of Coaching &amp; You Knowing YOU</b>		Units 1-3 Aug 24 <sup>th</sup> -Sept 18 <sup>th</sup>
Unit 1 August 24-28 <sup>th</sup>	Class Welcome and Introduction: The Big Picture of Coaching	Workbook Introduction Take intro survey Complete activities/assignments on Canvas Discussion Board Post 1-2 Minute Intro Video	Due: August 28 <sup>th</sup>
Unit 2 August 29 <sup>th</sup> - Sept 4 <sup>th</sup>	Self-Awareness	Read Chapter 1 Watch Videos Complete activities/assignments on Canvas Discussion Board	Due: Sept 4 <sup>th</sup>
Unit 3 Sept 6 <sup>th</sup> -11 <sup>th</sup>	Values and Strengths & Areas for Growth	Read Chapter 2 Watch Videos Complete activities/assignments on Canvas Discussion Board <b>Quiz #1</b>	Due: Sept 11 <sup>th</sup>
Week 3 Live Call Opportunity	Live Zoom Call #1	Time and day TBA via announcements on Canvas	Sept 6 <sup>th</sup> -11 <sup>th</sup>
Module 2	<b>Mission, Values, and Creating Trust &amp; Open Communication</b>		Units 4-7 Sept 12 <sup>th</sup> -
Unit 4 Sept 12 <sup>th</sup> -18 <sup>th</sup>	Your WHY Developing your mission statement	Read Chapter 3 Watch Videos Complete activities/assignments on Canvas Discussion Board	Due: Sept 18 <sup>th</sup>
Unit 5 Sept 19 <sup>th</sup> -25 <sup>th</sup>	Values Based Organization & Decision Making in Coaching	Read Chapter 4 Watch Videos Complete activities/assignments on Canvas Discussion Board	Due: Sept 25 <sup>th</sup>
Week 5 Live Call Opportunity	Live Zoom Call #2	Time and day TBA via announcements on Canvas	Sept 19 <sup>th</sup> -25 <sup>th</sup>
Unit 6 Sept 26 <sup>th</sup> -Oct 2 <sup>nd</sup>	Trust Thyself – Understand the Impact of Trust in Coaching	Watch Videos Complete activities/assignments on Canvas Discussion Board	Due: Oct 2 <sup>nd</sup>
Unit 7 Oct 3 <sup>rd</sup> -Oct 9 <sup>th</sup>	Communicating and Feedback with Staff and Players	Watch Videos Complete activities/assignments on Canvas Discussion Board	Due: Oct 9 <sup>th</sup>
Week 7 Live Call Opportunity	Live Zoom Call #3	Time and day TBA via announcements on Canvas	Oct 3 <sup>rd</sup> – 9 <sup>th</sup>
Module 3	<b>Professionalism &amp; Program Organization</b>		Weeks 8-10 Oct 10 <sup>th</sup> -30 <sup>th</sup>
Unit 8 Oct 10 <sup>th</sup> -16 <sup>th</sup>	Creating Effective Systems and Processes for Maximum Results	Read Chapter 5 Watch Videos Complete activities/assignments on Canvas Discussion Board	Due: Oct 16 <sup>th</sup>

Unit 9 Oct 17 <sup>th</sup> -23 <sup>rd</sup>	Professionalism	Read Chapter 6 Watch Videos Complete activities/assignments on Canvas Discussion Board	Due: Oct 23 <sup>rd</sup>
Unit 10 Oct 24 <sup>th</sup> -30 <sup>th</sup>	Creating Your Coaching Village	Watch Videos Complete activities/assignments on Canvas Discussion Board <b>Quiz #2</b>	Due: Oct 30 <sup>th</sup>
Week 10 Live Call Opportunity	Live Zoom Call #4	Time and day TBA via announcements on Canvas	Oct 24 <sup>th</sup> – 30 <sup>th</sup>
Module 4	<b>Your Whole Self</b>		Weeks 11-12 Oct 31 <sup>st</sup> – Nov 13 <sup>th</sup>
Unit 11 Oct 31 <sup>st</sup> -Nov 6 <sup>th</sup>	Well-Integrated Life	Read Chapter 7 Watch Videos Complete activities/assignments on Canvas Discussion Board	Due: Nov 6 <sup>th</sup>
Unit 12 Nov 7 <sup>th</sup> -13 <sup>th</sup>	Mindfulness and Emotional Control	Read Chapter 8 Watch Videos Complete activities/assignments on Canvas Discussion Board <b>Quiz #3</b>	Due: Nov 13 <sup>th</sup>
Week 12 Live Call Opportunity	Live Zoom Call #5	Time and day TBA via announcements on Canvas	Nov 7 <sup>th</sup> – 13 <sup>th</sup>
Module 5	<b>Coaching Mission Statement &amp; Philosophy</b>		Weeks 13-15 Nov 14 <sup>th</sup> – Dec 6 <sup>th</sup>
Unit 13 Nov 14 <sup>th</sup> -20 <sup>th</sup>	Developing a Coaching Mission Statement	Read Chapter 9 Watch Videos Complete activities/assignments on Canvas Discussion Board <b>Quiz #4</b>	Due: Nov 20 <sup>th</sup>
Thanksgiving Week			
Unit 14 Nov 28 <sup>th</sup> -Dec 4 <sup>th</sup>	Sample Coaching Philosophies	Read Chapter 10 & 11 Watch Videos Complete activities/assignments on Canvas Discussion Board	Dec 4 <sup>th</sup>
Unit 15 Dec 5 <sup>th</sup> -7 <sup>th</sup>	Articulating Your Coaching Philosophy & Putting it All Together	Read Chapter 12 Watch Videos Complete activities/assignments on Canvas Discussion Board	Dec 7 <sup>th</sup>
Week 15 Live Call Opportunity	Live Zoom Call #6	Time and day TBA via announcements on Canvas	Dec 5 <sup>th</sup> – 7 <sup>th</sup>
Dec 5 <sup>th</sup> -7 <sup>th</sup>	<b>Final Project Due</b>		

### **Course Information and Policies**

Students should be aware that online learning is different than a traditional classroom experience and can present unique challenges, particularly to individuals who do not possess good time management skills. The online classroom is available to you 24 hours a day. Unlike traditional instructional settings in which each student gets the same class at a set time and day, the online setting gives students the opportunity to tailor class to their particular learning style. You should note, however, that this course is not completely self-paced. As listed on the class calendar, there are select times during which units and course materials will be available and are due. You can view each unit's lectures at any time during the dates in which that specific unit is open. Please note that all quizzes, exams, assignments, discussion posts, etc. must be completed and submitted by the due date listed on the syllabus. Quizzes and exams will only be available to you on the date(s) and time(s) listed on the syllabus. Since we will not have in-class meeting times for me to remind you of critical dates, it is essential to familiarize yourself with the course schedule, deadlines, and due dates.

### **Make Up Policy:**

Assignments/Quizzes/Discussion posts/etc. will not be accepted late, and on some days more than one of these tasks may be due. If personal circumstances arise that may interfere with your ability to meet a deadline, **please let me know as soon as possible before the due date**. Please keep in mind only university authorized excuses will be accepted, and documentation must be provided. Requirements for make-up exams, assignments, and other work are consistent with university policies: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

### **Communication and Questions:**

Students are responsible for getting a University of Florida email account (e.g., john.doe@ufl.edu) and should use this email for all university related correspondence – The instructor may not read emails from or send emails to any non-UF email addresses (e.g., john.doe@hotmail.com). Email subject should start with “SPM 4905 – First name, Last name - ...” Email use does not relieve students from the responsibility of confirming the communication with the instructor. Always sign your email – don't make the instructor guess from whom the email was sent. The instructor will answer your email within two business days, when possible.

You may email me through the course site with any questions or concerns you have, and I will attempt to respond to your emails within 48 hours (typically sooner). If you have an urgent issue, please call or text my cell at 989-239-1713 and/or email, [t.beeckman@ufl.edu](mailto:t.beeckman@ufl.edu)

For general course questions, I encourage you to check the **Course Questions Discussion Board** since other students may have the same question. If you do not find an answer, post your question using a descriptive subject line. All students are expected to follow rules of common courtesy in email messages, discussions, chats, etc. Please review the [Netiquette Guide](#) (also on course website) for further important information.

### **Diversity Statement:**

I hope to create a learning environment for all students that supports diversity of thoughts, perspectives, and experiences, and honors your identities (including race, gender, class, sexuality, religion, ability, etc.) I (like many people) continue to learn about and best accommodate diverse perspectives and identities, and this will be imperfect in my delivery of materials at times. If something was said in class (by anyone) that made you feel uncomfortable, please talk to me about. I, like all of you, am hungry to learn so I can do better.

In addition to being passionate about the subject matter of this course, I care deeply about each student's learning experience. It is my goal to help you get the most out of this course. I will work hard to ensure that lectures and materials presented have a diversity of materials and ways for you to engage with them, and that you have a variety of ways to get frequent feedback about your learning. Please know that I am here to listen and offer help if you have questions or difficulties with the course.

### **University Policy on Accommodating Students with Disabilities:**

Students with disabilities requesting accommodations should first register with the Disability Resource (DSR) Center (352-392-8565; [www.dso.ufl.edu/drc/](http://www.dso.ufl.edu/drc/)) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. You must submit this documentation to your instructor prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive, therefore, students should contact the DSR office as soon as possible in the term for which they are seeking accommodations

### **Honor Code Policy:**

*“We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.”*

The following pledge will be either required or implied on all work:

“On my honor, I have neither given nor received unauthorized aid in doing this assignment.”

It is the duty of the student to abide by all rules set forth in the UF Undergraduate Catalog. Students are responsible for reporting any circumstances, which may facilitate academic dishonesty. University Policy on Academic Misconduct: Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Student Honor Code at:

<https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>

### **Online Course Evaluation Process**

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/>.

### **Academic Integrity:**

All students must adhere to university regulations regarding academic integrity. Any form of academic dishonesty (including but not limited to any form of cheating, plagiarism, misrepresentation, etc.) will not be tolerated. Any student guilty of academic dishonesty will receive a failing grade (E) for the course, and the matter will be forwarded to the UF Office Student Affairs and the Dean of Students.

### **Grade Appeal Policy:**

Should you want to contest a grade, you will have up to three (3) days after a grade has been posted to contact me and discuss your issue; after which the grade is final. Grades are based on a point scale and will not be rounded.

### **Getting Help:**

The University of Florida recognizes that pursuit of an online degree requires just as much student support as pursuit of a traditional on-campus degree and, therefore, each online program is responsible for providing the same student support services to both students who are in residence on the main campus and those who are seeking an online degree through distance learning. The following links provide support services for students:

[Online Computing Help Desk- e-Learning Support Services](#)

The UF Computing Help Desk is available to assist students with technical issues. If you have any issues accessing the online course material, you must contact the UF Computing Help Desk immediately for assistance and obtain a case number. I will not accept late assignments, or change any course dates, due to technology difficulties if you do not have a case number prior to the due date for the assignment.

For issues with technical difficulties in E-learning, please contact the UF Help Desk:

[helpdesk@ufl.edu](mailto:helpdesk@ufl.edu)

(352) 392-4357

<https://elearning.ufl.edu/student-help-faqs/>

Other resources are available at: <https://distance.ufl.edu/getting-help/>

### **Online Library Help Desk**

The help desk is available to assist students with access to all of the UF Libraries resources.

### **Disabilities Resource Center**

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center. [Click here to get started 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.

**U Matter, We Care** - Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu) so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

### **Copyright Statement:**

The materials used in this course are copyrighted. The content presented is the property of UF and may not be duplicated in any format without permission from the College of Health and Human Performance and UF and may not be used for any commercial purposes.

Content includes but is not limited to syllabi, videos, slides, quizzes, exams, lab problems, in-class materials, review sheets, and additional problem sets. Because these materials are copyrighted, you do not have the right to copy or distribute the course materials, unless permission is expressly granted. Students violating this policy may be subject to disciplinary action under the UF Conduct Code.

**Disclaimer:** This syllabus represents the objectives and tentative plans for the course. As we go through the semester, those plans may need to change to enhance the class learning opportunity. Such changes, will be communicated clearly, are not unusual, and should be expected.