

Career Preparation

SPM2060

Class #

1 Credits | Spring 2024

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Course Information

INSTRUCTOR

Jason Francis

Office: FLG 250B

Email: jasonfrancis@ufl.edu

Preferred Method of Contact: Email

Expect a response within 48 business hours

OFFICE HOURS

Wednesdays: 10am-11am

MEETING

Mondays 10:40pm-11:50pm/ TUR 2353

TIME/LOCATION

COURSE DESCRIPTION

SPM 2060 is designed to introduce students to sport career tracts, as well as provide students resources to explore option areas where they personally connect with leaders and pursue industry related field experiences. Students will become familiar with building a professional brand, showcasing relevant skills and experiences, and potential career paths to be considered in the field of Sport Management.

REQUIRED AND RECOMMENDED MATERIALS

This course does **NOT** have a required textbook. All forms and documents are provided in Canvas.

COURSE LEARNING OBJECTIVES:

1. Describe the array of career tracts available in sport management.
2. Outline and develop professional career objectives.
3. Analyze experiences in which students can evaluate their strengths and abilities related to a career in sport management.
4. Construct personalized strategies that enable the student to secure future fieldwork experiences.
5. Identify and describe information highlighting professionalism and marketing their brand
6. Outline and identify industry resources correlated to each student's professional development

GRADING SCALE & RUBRIC:

A 100-94	A- 93-90	B+ 89-87	B 86-83	B- 82-80	C+ 79-75	C 74-70	C- 69-67	D+ 66-63	D 63-60	D- 59-55	E 54-0
Outstanding - 4.0-3.67 GP		Good - 3.33-2.67 GP			Average - 2.33-1.67 GP			Below Average - 1.33-.67 GP			Fail - 0 GP
The assignment is well above the minimum requirements, well organized, analytical rather than descriptive, and includes excellent grammar and spelling.		The assignment is somewhat above minimum requirements, organized, more descriptive than analytical, and contains minimal grammar and spelling issues.			The assignment meets most of the criteria with average organization, is descriptive rather than analytical, and includes poor grammar and spelling.			The assignment does not meet the minimum criteria.			The assignment does not meet the criteria.

GRADES

Grades are dependent on the student's performance measured by assignments. 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 provided within. The grading scale is strictly enforced and unchangeable. The professor will NOT change grades at the end of the semester because the student is unhappy with their academic performance. Grades are maintained on the CANVAS site.

Course & University Policies

ASSIGNMENT BREAKDOWN

Assignment details will be posted on Canvas.

Assignments	Points
SPM Abstract Reflection/Infographic	10
Networking 101: Introduction	10
Personality Test and Reflection	10
Career Theorizing	10
Personality & Career Comparison	10
Elevator Pitch	10
Create Your Resume	15
Create Your Cover Letter	15
Effective Communication	10
Follow Up Communication	10
LinkedIn Build	10
Informational Conversation	10
Chart Your Career Trajectory	10
Career Strategy Reflection	10
Total	150

ATTENDANCE POLICY

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at:

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

Students are expected to attend class, arrive on time, and remain until dismissal.

PERSONAL CONDUCT POLICY

Professional behaviors are 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 unfold in the classroom or online. Please use respectful language in person and through email correspondence.

- ***Adherence to the UF Student Honor Code***
 - 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.

MAKE-UP POLICY

- The instructor reserves the right NOT to accept late or missed assignments unless in accordance with the University’s make-up policy:
<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

ACCOMMODATING STUDENTS WITH DISABILITIES

- Accommodating students with disabilities is very 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 visit me, or send me an email 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 the classroom.

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.ua.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/>.

INCLUSION, DIVERSITY, EQUITY, AND ACCESSIBILITY (IDEA) RESOURCES

- It is my intent that students from all diverse backgrounds and perspectives be equitably served by this course, that students' learning needs be addressed, and that the diversity that students bring to this class are viewed as inclusive as a resource, strength, and benefit. It is my intent to present materials and activities that are respectful of diversity: gender identity, sexuality, disability, age, socioeconomic status, ethnicity, race, nationality, religion, and culture. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally, for other students, or student groups.
- For suggestions or concerns related to IDEA, please reach out to any of the following:
 - Dr. Cyntrice Thomas, SPM Graduate Coordinator, cthomas10@ufl.edu
 - Dr. Cynthia Willming, SPM Undergraduate Coordinator, willming@hhp.ufl.edu

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 the 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 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/>

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).

Modules	Topics
Module 1	Fundamentals of communication
Module 2	Self-evaluation and reflection
Module 3	Career assessment
Module 4	Resume and cover letter writing
Module 5	Build your brand
Module 6	Building your network and relationships
Module 7	Volunteering and internships
Module 8	Next steps

For Advising: Contact your Departmental Academic Advisor in 330 FLG Laine Hatcher at hathcer.la@ufl.edu (residential students) or Paul Higgerson online (online students) phiggerson@ufl.edu.

Friendly Reminder: The instructor reserves the right, when necessary, to modify the syllabus, change examination and assignment dates, and modify the course content. Modifications will be announced and discussed in class and will be posted on the course website. Students are responsible for those changes.