

Advanced Sport Career Preparation

Course Number:

SPM 4940

Day/Time:

Tuesdays
3:00-4:55 PM

Location:

Florida Gym 210

Semester:

Fall 2024

Instructor's Name:

Dr. Jessica Francis

Email Address:

jessica.francis@ufl.edu

Phone Number:

352-294-1660

Office: FLG 306**Office Hours:**

Fridays 10:00 AM –
12:00 PM, by
appointment only.

Use this link to
schedule:

[https://calendly.com
/drjfrancis/30min](https://calendly.com/drjfrancis/30min)

Course Description

Advanced Sport Career Prep provides students with the opportunity to gain practical experience within a sport management agency. Students will be able to apply their skills and knowledge as agency volunteers in their particular option area. Students are expected to utilize leadership and management skills to enhance participant involvement and agency operations. In addition, the course has been designed to assist the student in the transition from student to a paid professional. The student will become familiar with the resources necessary to find potential internship sites and to increase his or her knowledge regarding professionalism and business practices. Upon the successful completion of this course, all students will have finished their practical field experience requirement (40 hours) and have the tools necessary to submit a quality proposal for their required internship (many packets will be submitted during the term). During the course, we will provide resources to help students generate and modify their resume and cover letter, help them position their credentials more effectively as they pursue a senior internship, help them refine their site assessment skills, and we will also require students to practice one of the most important success prediction skills, the personal interview.

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.

Course Goals

By the end of this course, you will be able to:

1. To prepare students for the internship experience, a senior practicum, and full-time employment.
2. To foster the development of career objectives.
3. To facilitate experiences in which students can evaluate strengths and needs related to a career.
4. To provide information regarding the preparation for an internship and full-time employment.
5. To provide information regarding issues related to the world of work.
6. To provide information related to professional development.
7. To provide formal field experience(s) of at least 40 total documented clock hours in appropriate professional recreation organizations/agencies prior to internship.

Course Materials

Francis, J. (2024). *Strategic Playbook; Navigating the Field of Sports Management for Career Development*. Kendall Hunt (eBook)

Link to eBook: https://he.kendallhunt.com/francis_playbook

Course Communication

All communication for the course will be disseminated either through Canvas Course messaging, Canvas Announcements, or through your University of Florida email address. Please make sure you are professional and that use your school email address and include the following information when emailing me:

Name

Course

Respectful salutation (greeting: ex. Hello, Dear) **and valediction** (closing: Sincerely, Best)

I will only send emails to your university email address so you should be checking that regularly.

Please allow for 48 hours for a response on weekdays not including weekends.

Course Policies

This course is primarily done in a combination of a lecture format and engagement exercises that examine current and relevant issues in sports. Opinions held by other students should be respected. Students are expected to attend class and complete in class and homework assignments for each module. Students are informed of the due dates for assignments well in advance through this syllabus and Canvas. **Therefore,**

extensions will not be given for case studies, quizzes, or the group project and no late work will be accepted. Exceptions are excused absences consistent with the [university policies](#) and at the discretion of the instructor with appropriate documentation. It is the student's responsibility to arrange to make up assignments, if allowed.

Additionally, because technical problems can arise at any time, I strongly advised that you do not wait until the last minute to turn in assignments, complete discussions, engagement activities, or quizzes. I am not sympathetic to issues that arise due to procrastination.

University Honesty 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 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 [Student Honor Code and Student Conduct Code](#) 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 instructor for this course.

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 Structure

As this is an online class, you are responsible for observing all posted due dates and are encouraged to be self-directed and take responsibility for your learning.

Course Grading and Requirements

The final grade for this course is based on several categories, each weighted differently and listed below. All deadlines can be found on the Course Schedule and within each assignment on Canvas.

Attendance

Attendance will be taken at the start of each class session. Participation is important. Students will need to engage with the topics and as such, participation and attendance points are awarded for contributing to class through discussion, group project, and case studies. Students are responsible for keeping up with the readings. 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 without an excused absence 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:** Three or more unexcused absences will result in a failing grade (F) for the entire course.

All written assignments are submitted through Turnitin via Canvas, unless otherwise instructed. Plagiarism and forms of cheating are violations of the Student Honor Code. If a student has plagiarized, they can be given a zero for the assignment and an Honor Code Incident Report will be filed with the Dean of Students Office. Please be sure to properly cite all sources directly quoted and paraphrased in each assignment using the APA style. Proper citation includes having parenthetical citations as well as a reference list. A link to APA Guidelines is included in all assignment instructions. Also, citation style guides can be found on the library's website. If you are unsure about how or whether to cite something, please ask the instructor for guidance.

Course Grading Scale and Standards

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

Evaluation Components	Points Per Component	% of Total Grade
Career Check-In with Professor/TA	100 pts	100/1000 = 10%
Student Introductions (1)	25 pts	50/1000 = 2.5%
Syllabus Quiz (1)	25 pts	50/1000 = 2.5%
Qualtrics Dept. Surveys (Pre & Post) (2)	25 pts each = 50 pts	50/1000 = 5%
Journal Entry (4)	20 pts = 80 pts	80/1000 = 8%
Discussion Boards (6)	20 pts each = 120 pts	120/1000 = 12%
Field Work Assignment (4 parts)	100 pts each = 100 pts	100/1000 = 10%
Internship Packet	Doesn't count towards grade	Doesn't count towards grade
Individual Career Plan (1)	200 pts	200/1000 = 20%
Attendance (10)	20 pts = 200 pts	200/1000 = 20%
Additional Assignments (In-Class Assignments, assessments, etc.)	100 pts	100/1000 = 10%
Total =	1000 points	100%

Assignments

Journals

Students will reflect on the week's course content, readings from the book, guest lectures, and class lectures. The goal of the journal entries is for students to think critically about the course material while reflecting on themselves. This is a free write response where students can comment on whatever is related to the topic of that week.

Discussion Board Posts

Throughout the semester, you will participate in 6 discussion board posts. These discussions are designed to encourage you to reflect on and engage with the course material, as well as to interact with your peers.

- **Initial Post:** Your initial post should be a minimum of 150 words and must directly address the prompt or reflection questions provided in the textbook. You are encouraged to draw upon the textbook reflection questions to guide your response, but your post should be an open response that reflects on what you have learned. **Initial posts are due by 11:59 PM on Fridays.**
- **Reply Post:** You are also required to reply to at least one peer's post each week. Your reply should be a minimum of 100 words and should offer thoughtful feedback, additional insights, or ask questions that further the discussion. **Replies are due by 11:59 PM on**

Sundays.

Grading: Grade will be based on the depth of your reflections, the relevance to the course material, and the quality of your interaction with your peers.

Field Work Assignment

One of the most valuable experiences students engage in this course are field hours. You must complete 40 total field hours in a valuable work setting related to the sport industry. This can be volunteering for an event, shadowing a sport industry professional, working a job related to sports, and more. Essentially, students will need to secure an opportunity where they can gain experience and knowledge to help them grow as future professionals. The field experience must be approved and must have a supervisor who can provide feedback on the student. Students must submit all of the following: Agency Sign Up form, 20 hour report (midway evaluation completed by supervisor), Student Summary Report, and the 40 hour report (final evaluation completed by supervisor).

Additional Assignments

In addition to the other assignments in this course, students will have various assignments to submit throughout. Some of these are in-class assignments that must be turned in during the class period for a grade. Additionally, there are other assignments, including submitting resumes, cover letters, personality assessments, elevator pitches, and more. These additional assignments are all categorized under "Additional Assignments" and are worth 10% of the overall grade.

Individual Career Plan

Instead of a final exam, students will submit a 3-4 page paper about their individual career plan. This assignment encourages students to think critically and intentionally about their career path, their personal values, preferences, strengths and weaknesses as well as develop a practical plan for personal and professional development.

Attendance

Attendance and participation are 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

See current UF Grading Policies for further details: [Grades and Grading Policies](#)

**** 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. Rounding up is completely under the discretion of the instructor. DO NOT ASK. 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. Asking the instructor for extra credit or special exceptions to these grading policies will be interpreted as an Honor Code violation (i.e., asking for preferential treatment) and will be handled accordingly.***

*****If you want to challenge a grade of an assignment, please come to the professor with evidence from the textbook or case materials to justify your grade change request. You must do so within three days after the grade has been posted. Do not take screenshots of quizzes. The instructor already has access to them.***

Tips for Success

- Schedule "class times" for yourself. It is important to do the coursework on time each week.
- Read ALL of the material contained on the CANVAS site and the syllabus. There is a lot of helpful information that can save you time and help you meet the objectives of the course.
- Ask for help or clarification of the material if you need it.
- Do not wait to ask questions! Waiting to ask a question 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.

Accommodations for Students with Disabilities

Students with disabilities requesting accommodations should first register with the [Disability Resource Center](#) (352-392-8565) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodations. Students with disabilities should follow this procedure as early as possible in the semester to ensure full access to all accommodations.

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](#). 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/>.

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 [U Matter, We Care](#) 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.

Campus Resources

Health and Wellness

- U Matter, We Care: If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit umatter.ufl.edu/ to refer or report a concern and a team member will reach out to the student in distress.
- Counseling and Wellness Center: Visit counseling.ufl.edu/ or call 352-392-1575 for information on crisis services as well as non-crisis services.
- 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/.

- University Police Department: Visit police.ufl.edu/ or call 352-392-1111 (or 9-1-1 for emergencies).
- UF Health Shands Emergency Room / Trauma Center: For immediate medical care 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 Resources

- E-learning technical support: Contact the UF Computing Help Desk at 352-392-4357 or via e-mail at helpdesk@ufl.edu.
- Career Connections Center: Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services career.ufl.edu/
- Library Support: cms.uflib.ufl.edu/ ask various ways to receive assistance with respect to using the libraries or finding resources.
- Teaching Center: Broward Hall, 352-392-2010 or to make an appointment 352-392-6420.
- General study skills and tutoring: teachingcenter.ufl.edu/
- Writing Studio: 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers: writing.ufl.edu/writing-studio/
- Student Complaints (On-Campus): sccr.dso.ufl.edu/policies/student-honor-codestudent-conduct-code/

OR

Students Complaints (Online): distance.ufl.edu/student-complaint-process/

Disclaimer

This syllabus represents the instructor's current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity. Such changes, communicated clearly, are not unusual and should be expected.

Course Schedule (*subject to change)

Week	Date	Topic	Assignments	Due
1	1/13 – 1/18	Introduction	Discussion board intros Syllabus Quiz	1/19 Sunday
2	1/19 – 1/25	Guest Speaker	Qualtrics Pre-Test Discussion Board Posts	Initial post due 1/24 Friday Replies due 1/26 Sunday Qualtrics Pre-Test due 1/26 Sunday
3	1/26 – 2/1	Chapter 1 Designing a Career Chapter 2 Start with Self	Journal	Journal due 2/2 Sunday
4	2/2 – 2/8	Guest Speaker	Discussion Board Posts HHP CAREER FAIR 2/5	Initial post due 2/7 Friday Replies due 2/9 Sunday
5	2/9 – 2/15	Chapter 3 Resumes/Cover Letters Job Search	Journal	2/16 Sunday
6	2/16 – 2/22	Live Zoom Panel on Networking	Discussion Board Posts	Initial post due 2/21 Friday Replies due 2/23 Sunday
7	2/23 – 3/1	Guest Speaker	Discussion Board Posts	Initial post due 2/28 Friday Replies due 3/2 Sunday
8	3/2 – 3/8	Chapter 4 Job Interviews Chapter 6 Internships	Journal	3/9 Sunday
9	3/9 – 3/15	Chapter 5 Networking	In Class Assignment	
10	3/16 – 3/22	Spring	Break	
11	3/23 – 3/29	Guest Speaker	Discussion Board Posts	Initial post due 3/28 Friday

				Replies due 3/30 Sunday
12	3/30 – 4/5	Professionalism in the Workplace	Discussion Board Posts	Initial post due 4/4 Friday Replies due 4/6 Sunday
13	4/6 – 4/12	Chapter 7 Grad School Chapter 8 Job Offers	Internship Packets due 4/11	4/13 Sunday
14	4/13 – 4/19	Workday	Field Work Assignments due Qualtrics Post Test due	4/20 Sunday
15	4/20 – 4/26	Chapter 9, 1 st Three Months	Individual Career Plan	4/27 Sunday
16	4/27 – 5/3	NO CLASS	Individual Career Plan	4/27 Sunday

Instructional materials for this course consist of only those materials specifically reviewed, selected, and assigned by the instructor(s). The instructor(s) is only responsible for these instructional materials.