

University of Nebraska at Omaha  
External Review of Academic Support Services  
UNO Athletics

The External Review Committee for UNO Athletics Student Support was convened at the request of Dr. Deborah Smith-Howell, Assistant Vice Chancellor for Academic and Student Affairs. The primary goal of the committee is to update and review the External Review conducted in December of 2011. This report is part of a series of reports conducted for the NCAA Institutional Program Review.

Program Review Committee

Mr. Scott Vlasek, Director, Aviation Institute (Chair)

Dr. Robert Shuster, Chair, Geography / Geology

Dr. William Wakefield, Professor, UNO Faculty Academic Representative

Dr. Michael Hilt, Associate Dean, College of Communications, Fine Arts, & Media

The mission statement of the University of Nebraska at Omaha (UNO) Athletic Department states that it will provide student-athletes with a positive and competitive academic and athletic experience, which will prepare them for lifelong achievement and success. It is critical for the success of the student-athletes that they have the support and academic commitment to the Athletic Department. This review is to ensure the academic support services are in place and properly functioning to enable the academic success of the student-athletes at UNO.

As part of the review process, the committee had meetings with a number of individuals and reviewed the UNO / UNO Athletics web sites as well as the previous report to gain information for this report.

Individuals we met with included:

Ms. Lindsey Ekwerekwu, Assistant Athletic Director Academic

Ms. Dani Brooke, Director of Student Athlete Development

Ms. Lucy Zamecnik, Assistant Academic Coordinator for Athletics

Ms. Kortne Bacca, Academic Intern

Coach Rose Shires, Women's Volleyball

Coach Derrin Hansen, Men's Basketball

Three UNO Student-Athletes

Mr. Josh White, Senior Associate Athletic Director

## **EVALUATION**

Within the University of Nebraska at Omaha, academic support services for student-athletes are placed within the athletic department as well as throughout the university. There are approximately 275 student-athletes that compete in 15 varsity team sports at the university and academically they have achieved a combined cumulative GPA for the

Spring 2013 semester of 3.327. The athletic department has seen growth in the services it provides, but still relies on many resources of the university to help assist student-athletes. Some of these resources, which the university makes available to all students, include but are not limited to, the Speech Center, Writing Center, Math-Science Learning Center, Campus Testing Services, Academic & Career Development, and Disability Services.

## **1. Academic Counseling and/or Resources and Services**

### Observation:

Student-Athletes at the University of Nebraska at Omaha (UNO) have a number of resources available to them. Over the past two years, UNO Athletics have made significant additions in personnel and resources in this area. Today, there are two full-time and one part-time academic advisors, and one intern who help student-athletes with academic counseling and services. Each individual is responsible for certain sports and ensures that students are attending classes, notifying professors of travel dates, monitoring academic progress, and providing a support system for student-athletes. Also, as part of the orientation program for new student-athletes, UNO Athletics offers a University Seminar course. This course is designed for incoming freshman and transfer students and exposes them to resources and opportunities available at the university. Another resource that has made a significant improvement to student-athletes is the addition of priority registration. This policy allows student-athletes to register for classes before their peers. This allows them to select class sections that better align with their practice schedule as well as travel schedule. Finally, UNO has designated one individual in the Registrar's Office who ensure student-athletes are on track for graduation. This individual is housed outside of athletics and conducts the degree audits for all student-athletes.

### Recommendation:

One area of concern is academic advising. Because UNO is decentralized, academic advising practices vary cross each college within the university. For those units and/or colleges that have full-time advisors, this is not a major issue. Full-time advisors understand the importance of ensuring all paperwork and processes are properly completed. Units that rely on faculty advisors, however, tend to be a challenge as it relates to making certain student-athletes paperwork is properly recorded. It appears the university should find a way to simplify the process for those who do academic advising.

## **2. Tutoring**

### Observation:

Tutoring services was the number one issue discussed by the staff, students, and the coaches with whom the committee met. The staff and coaches noted that there have been some improvements in the area but it is still not adequate. Tutoring is currently accomplished by asking students in the honors programs or other areas to volunteer their time to help student-athletes. While this can be helpful in some classes, there are many areas with deficiencies. Of those

interviewed, some believed that other Division I programs offer more opportunities for help and tutoring services to student-athletes. Also, it was mentioned that in terms of recruiting student-athletes the students and parents are more looking at what services are available to help students academically. At least one potential recruit selected another university because the tutoring services that UNO offered were deemed inadequate.

Recommendation:

It is the committee's recommendation that UNO and UNO Athletics actively strive to provide enhanced tutoring services for its students-athletes. There needs to be a focused effort in trying to secure more resources to help fund tutors for the program. From a Student Services standpoint, this seems to be the number one concern and thus should be the number one priority for Athletics as it relates to Student Services.

### **3. Academic Progress Monitoring and Reporting**

Observation:

The monitoring of student-athletes has improved significantly since the last review. The process of using GradesFirst has made a significant improvement to how Athletics monitors student-athletes. It is also a critical tool in communicating with the professors of the student-athletes. Three times per semester requests are sent to the professors of student-athletes. This system gives the professor, athlete, and university a more clearly defined process and relieves the student-athlete of the responsibility of asking faculty for their grades and attendance reports for a class. UNO Athletics can use this program to send travel letters, reminders, and other communications to professors. Student-athletes are still required to make contact with their professors the first day of classes and present them with travel dates as well.

Additionally, all new (freshman and transfer) student-athletes are required to fulfill a minimum number of weekly Academic Enhancement Program (AEP) hours. Student-Athletes can track all requirements and activities through GradesFirst.

Recommendation:

Faculty response rate is still low and the university needs to encourage faculty to submit student-athletes progress. It is the recommendation of this committee that the Senior Vice Chancellor for Academic and Student Affairs distribute out a message each semester to encourage faculty to respond to the requests. This message would also include a statement of the importance for Athletics to know how their students are performing. It is also the recommendation of the committee that at the beginning of the academic year, a member of the athletics department (e.g., Director of SA Success) communicate to each college's chairs and directors the importance of reporting the academic progress of the Student-Athlete.

Another recommendation would be to send a report to the student after the information has been compiled from each request.

Finally, as it relates to attendance, it was communicated to the committee that there is not a clear policy on excused absences for team travel. It would be the recommendation of this committee, that the UNO Faculty Senate, along with the Vice Chancellor for Academic and Student Affairs, develop a policy as it relates to student travel, not only for athletics but for all student travel that relates to competitions or events.

#### **4. Assistance for Student-Athletes with Special Academic Needs**

##### Observation:

If a student-athlete comes to UNO with a learning disability, they can meet with the Disability Services Office (DSO) to start the process of determining the specific needs for the student. Additionally, if a coach, administrator, or other staff member suspects that a student-athlete has a specific need, they can refer them to the DSO Coordinator for additional evaluation. For a student that qualifies for services they can be provided with a volunteer note taker, testing accommodations, interpreters, taped or electronic textbooks, and other accommodations necessary to allow full access to the educational opportunities offered at UNO.

##### Recommendation:

There are no recommendations at this time.

#### **5. Assistance for At-Risk Student-Athletes**

##### Observation:

At-Risk student-athletes are identified by a number of means. A coach can request a student-athlete be defined as at-risk. The Assistant Athletic Director for Academics can identify the student-athlete as at-risk based on the high school or junior college transcript and/or ACT or SAT score. Once identified as at-risk, student-athletes are flagged on the GradesFirst system and are required to meet with their assigned Student-Athlete Services staff member. As part of this process the student is required to attend additional study center hours and have enhanced communications with their academic coordinator.

##### Recommendation:

One area that was identified as needing additional attention or support is teaching students how to study. A number of students who get placed in the at-risk category might have avoided this classification if they had been better prepared on how to study. Perhaps a University Seminar or stand-alone exam could be used to determine if student-athletes are deficient in study skills, or allow student-athletes to avoid the at-risk classification.

#### **6. Academic Support Services Facilities**

##### Observation:

UNO has a number of support facilities on campus for student-athletes as well as all students of the university. Some of these include but not limited to, the Math and Science Learning Lab, the Writing Center, the Speech Center, and the UNO Criss Library all cater to helping students' achieve within their academic studies. In 2012, UNO Athletics opened the Hamilton Academic Excellence Room within the UNO Fieldhouse. This facility is designed for the student-athlete and provides a place for monitored, individual, and group study time. For the student-athlete it is a very comfortable environment and a place that they want to go. Unlike the previous resource room, where students found it difficult to study and did not enjoy their experience, the new center provides them with a place they can go when not in class or practice. The student-athletes feel the room is adequately open and it offers service Monday through Saturday. The student-athletes are also very appreciative of the many services available through this center. One of the top items was that they could print free copies in the room, something that students generally have to pay for throughout the campus! They specifically commented on how nice it is not to have to worry about paying for printing. They also liked having the academic support staff in the room; thus, if they had any questions or needed assistance the individuals were right there. The coaches liked the fact that the room is located right down the hall from the majority of their offices. This allows them to go into the center to check on their student-athletes as well as monitor them more effectively.

Recommendation:

In order to keep up with the demands of the students and technology changes, it is recommended that Athletics have a plan in place to upgrade equipment and services offered within the center.

**7. Academic Evaluation of Prospective Student-Athletes**

Observation:

The Board of Regents for the University of Nebraska established minimum admission requirements for first-time, first year students who graduated from high school in 1997 or later. The staff will work with coaches to review unofficial high school transcripts to let the coach know where the student-athlete stands in terms of becoming a qualifier. The university has 16 core course requirements a prospective student must meet. Additionally, they must meet one of the following:

Rank in the upper one-half of their graduating high school class

ACT composite score of 20 or higher

SAT score of 950 or higher (Total of Critical Reading and Math sections)

Further, the staff will work with the Registrar's Office and academic advisors to evaluate two-year and four-year college transcripts.

Admission by Review (Special Merit)

Students who do not qualify for Assured Admission by meeting all entrance criteria may be considered for Admission By Review on the basis of special merit. Each applicant will be reviewed and considered for admission on an individual

basis. The student's cumulative high school grade point average, class rank, ACT/SAT scores and the grades received in the core course requirements are all considered a primary factor in the admission evaluation and decision. The student may be asked to provide letters of recommendation from the high school counselor or principal, as well as an educational purpose statement. Students who do not meet the 16 core course requirements and/or whose high school cumulative grade point average is below a 2.5 or class rank falls below the 3rd quartile, will be encouraged to attend a community college to strengthen their academic record before attending UNO. UNO works closely with the local community colleges to determine courses that transfer and satisfy the admission requirements.

All students admitted under Admission By Review will be monitored for academic success until they remove all academic deficiencies. It is anticipated that no more than 25% of the first-time traditional freshman students would be admitted under Admission By Review. Students with academic course deficiencies admitted under "special merit" will be required to sign an Admission by Review Agreement and make up any core course deficiencies by successfully completing an approved college-level course in each area of deficiency within the first 30 hours attempted at UNO. A First Year Experience class is required for students who are admitted under "Admission by Review" who meet the core course requirements but do not meet performance requirements.

#### Special Talent Students

Applicants under this category must submit two letters of reference, one from the principal or counselor and the other from another school official, an Educational Purpose Statement, and the documents listed under the "Required Documents (freshman applicants)" section. A representative from the appropriate UNO department (i.e., academic department head, athletic director, special needs counselor, director of Multicultural Affairs) will serve on the Admissions by Review Committee and will be involved in evaluating the evidence of special talent and making a recommendation to the Admissions Office. The admission decision will be based on academic potential and application of special talent in an academic setting. Special talent students will be required to make up core course deficiencies within the first 30 hours attempted at UNO.

#### Deferred Admissions

Students who are not admissible under Assured Admission or Admission By Review may be required to obtain additional academic preparation at another postsecondary institution before being eligible for admission to UNO.

#### Home-Schooled Students

Homeschooled students will be reviewed for Assured Admission requirements. Students who earned a GED in place of high school graduation are required to provide ACT or SAT scores and an official high school transcript for grades 9-12 from any secondary school where course work was completed. Homeschooled students must provide a copy of the letter from the state that confirms that the

parent has filed with the Department of Education regarding the home schooling of the student. They must also submit official GED scores, official ACT or SAT scores and official transcripts for grades 9-12 from any high schools or post-secondary schools attended. An ACT composite score of 20 or above (or a combined score of 950 in the Critical Reading and Math section of the SAT) may be presented in lieu of GED scores. High school course work completed through home-study curriculum should be presented on a record showing the scope and sequence of the instructional program designed to lead to basic skills for grades 9-12 as denoted in State Statute 79-1701. The following documentation regarding the home-study curriculum must be provided for admission consideration by the primary teacher/administrator of the home school:

- A typed transcript (semester format) of the courses the student completed in the homeschool environment. Grades or averages earned in each course must be included on the transcript. A grade scale and cumulative or term based GPA is also recommended. The courses should be listed with a time frame of completion; ex: 2007-08, 2008-09... or 9th, 10th...along with the unit of credit earned; ex: semester, .05 or half a year verses a two semester or yearlong course, 1.0.
- A 'senior year' or in-progress class schedule.
- A curriculum synopsis of the courses which parallel the University of Nebraska core course requirements. The synopsis should include a brief descriptive paragraph of each of these courses.
- Textbook information including titles and authors listed by course. Students who have taken courses in foreign language must include a description of how they learned the verbal component of the language (i.e. tutor, tapes). A placement exam will be required to show proficiency. The homeschool administrator should also provide a detailed description of how the applicant fulfilled the natural science laboratory requirement.
- The transcript should include an anticipated/ final completion date as well as a signature of the administrator of grades.
- Additional supporting documents may be requested by the University to assist officials in making an admission decision.

To assist homeschool students and administrators with compiling the necessary documentation, UNO has created a requirement checklist. Contact information is provided on this form and can be found online at [www.ses.unomaha.edu/admissions/admin\\_require.php](http://www.ses.unomaha.edu/admissions/admin_require.php). Applicants who do not qualify for assured admission by meeting all entrance criteria may be considered for admission to the University under Admission by Review on the basis of special merit. Each applicant will be reviewed and considered for admission on an individual basis. Students who are admitted without completing all 16 core course requirements will be required to sign an Admission by Review Agreement and must successfully complete an approved college-level course in each area of deficiency\ within the first 30 semester hours of credit attended at UNO.

### General Education Diploma (GED)

Applicants at least 18 years of age who successfully complete equivalent training such as General Education Diploma (GED) will be reviewed for Assured Admission requirements. Students who earn a GED in place of high school graduation should submit official high school transcripts reflecting all high school course work completed and official GED scores. Students who are under the age of 21 are required to provide official ACT or SAT results. Applicants who do not qualify for assured admission by meeting all entrance criteria may be considered for admission to the University under Admission by Review on the basis of special merit. Each applicant will be reviewed and considered for admission on an individual basis. Students who are admitted without completing all 16 core course requirements will be required to sign an Admission by Review Agreement and successfully complete an approved college-level course in each area of deficiency within their first 30 semester hours of credit at UNO. Freshman Applicants Graduating from High School Prior to January, 1997, Freshman students who graduated from high school prior to January 1, 1997, are exempt from meeting the core course requirements as long as they present evidence of ability to complete university course work. Applicants must have graduated from a regionally accredited (North Central or equivalent) high school or have earned a high school equivalency degree (General Education Diploma - GED). ACT or SAT scores are required only if applying to the College of Engineering or the College of Information Science and Technology.

### Recommendation:

There are no recommendations at this time.

## **8. Student-Athlete Degree Selection**

### Observation:

UNO offers more than 150 majors, UNO continues to add new and relevant majors in order to meet the needs of the community, state, region, and nation. Student-athletes are free to select any of the majors available at UNO.

### Recommendation:

There are no recommendations at this time.

## **CONCLUSION**

The University of Nebraska at Omaha Athletics Department continues to develop a strong academic support program for its student-athletes. While there have been some challenges the Athletics Department knows and fully understands what is needed to ensure the academic success of its student-athletes. The Athletics Department's guiding principles as stated in the Mission Statement: Excellence, Passion, Teamwork, Integrity, and Community are providing the firm foundation for the continued success of the Student Support Services at the University of Nebraska at Omaha all personified within the Student Support Services.



## **Appendices**

- US 1010: First Year Experience Seminar Syllabus
- Director of Student-Athlete Development Job Description
- Assistant Athletic Director – Academics Job Description
- Assistant Athletic Coordinator for Academics Job Description
- Sample Travel Letter
- Summary Description of the Academic and Success Center
- Student-Athlete Academic Intern Job Description



## US 1010: First Year Experience Seminar

Fall 2013 Tues/Thurs 10:00-10:50am

**Class Meets: Aug. 27<sup>th</sup> – Oct. 31<sup>st</sup>**

**Instructor:** Dani Brooke  
**Office:** Fieldhouse, Hamilton Academic Excellence Room  
**Phone:** 402-554-2577  
**Email:** [dbrooke@unomaha.edu](mailto:dbrooke@unomaha.edu)  
**Office Hours:** drop in or by appointment

### Course Description

This course is intended to enhance first year students' potential for success in college and provide for academic and career exploration. The course focuses on three primary themes: student sense of self, student as learner, and developing linkages with the UNO community. First Year Experience prepares students to meet the individual and interpersonal challenges of college life.

### Learning Outcomes for US1010/FYE

As a result of taking US 1010 / First Year Experience, students will be able to:

- ✓ Identify the name and how to contact their academic advisor.
- ✓ Describe and list the general education requirements.
- ✓ Assess the importance of general education requirements.
- ✓ Articulate the importance of attending class.
- ✓ Provide examples of campus activities and campus resources.
- ✓ Examine a career that matches their personality type, interests and values.
- ✓ Create an effective study schedule.
- ✓ Show how they can use priorities to manage their time.
- ✓ Identify factors that contribute to a healthy lifestyle.

### Required Class Materials

- Text: Hazard, L.L., & Nadeau, J. P. (2012) *Foundations for Learning: Claiming Your Education*, 3rd Edition.
- Academic Planner
- Some class materials may also be obtained from our class Blackboard page.

### Academic Integrity

All students at UNO are expected to conduct their academic affairs in an honest, forthright & responsible manner. To falsify the results on one's research, to steal the words or ideas of another, or to cheat on an examination corrupts the essential process by which knowledge is advanced. Acts of academic dishonesty include but are not limited to: plagiarism, cheating, assisting others in the act of cheating, false use or receipt of academic research materials, submitting the work of another as one's own, and altering academic records.

**Academic dishonesty can result in failure of assignments and/or the course.**

*Accommodations are provided for students with verified disabilities. For more information, contact Services for Students with Disabilities (SSD) in EAB 117 or (402) 554-2872, TTY (402) 554-3799.*

### **Cell Phones**

Please show respect to this class and your fellow students by turning off or silencing cell phones during class time. This is something you should do in ALL classes and during appointments with advisors, professors and prospective employers.

### **Laptops, Tablets, and Other Electronic Devices:**

Laptops, iPads and other tablets are not necessary for this class; therefore please do not bring them to class. If you are using a cell phone or other device during class, you will be asked to put it away. If you are using it a second time, you will be given a warning. A third time will result in you being marked absent from the class (attendance policy applies).

### **Course Format, Policies and General Tips for Success**

A seminar course is different than the typical lecture format of most introductory courses. You are expected to read, experience, question, and reflect on all activities we do as a class. While there will be times when I give a lecture or invite guest speakers, most often, we will participate in activities and discussions that assist you in creating a strong foundation to your college education. **Participation points are a substantial part of your total grade.**

#### Attendance and Class participation:

- Coming to class is important. Students are expected to participate in class activities, reflections and discussions to earn full participation points each day.
- You are expected to arrive to class on time as class will begin at 9am. If you are late, you will lose points.
- If you miss a class, it is your responsibility to contact one of your classmates for missed information. I strongly suggest you collect a few phone numbers from other classmates (non-teammates). You are accountable for completing and turning in any assignments if a class is missed.
- Perfect attendance will earn 10 bonus points.

#### Assignments:

- Due dates for assignments are on the syllabus. Plan ahead!
- All assignments must be submitted on or before the due date unless prior arrangements are made with the instructor.
- Assignments will only be accepted at the beginning of class on the due date. No e-mail submissions will be accepted.
- Unless otherwise stated, papers must be typed up, stapled if multiple sheets, and turned in.
- Late assignments will receive a 10% grade deduction regardless of the reason for being late. Work turned in more than one week late will not be accepted.
- In order for you to benefit from the learning and career assessments, they must be completed and turned in on time. You must be in class for the interpretation to earn full points.

- One of your assignments is a scheduled individual appointment with me. You will need to call, email, or stop by my office to sign up for a time to meet. If you no-show for your appointment and do not contact me before the designated appointment time, I will mark it as an absence.
- ***Please note: The deadline for withdrawal from this 10-week course without a grade of "F" is October 15, 2013. The withdrawal deadline in the Registrar's Office is 5:00 PM. The withdrawal deadline via Mavlink is midnight. Student-athletes cannot drop below full-time status without first talking with the Athletics department.***

### Grading

Grading is on a point system for this class. The following grading scale will be used:

<b>A+</b> 484-500	<b>B+</b> 434-449	<b>C+</b> 384-399	<b>D+</b> 334-349	<b>F</b> Below 300
<b>A</b> 467-483	<b>B</b> 417-433	<b>C</b> 367-383	<b>D</b> 317-333	
<b>A-</b> 450-466	<b>B-</b> 400-416	<b>C-</b> 350-366	<b>D-</b> 300-316	

### Assignments and Point Totals:

#### Class Schedule

The schedule below lists the topic, reading assignment, and item(s) due for each class session. You are expected to have not only read the assigned materials before class, but processed them in terms of meaning for the context of the course and for you personally.

The instructor has the right to make changes to the syllabus during the semester. Any changes will be announced in class and/or on Blackboard. The drop date for this course is Oct. 15<sup>th</sup> at midnight.

Date	Topic	Readings (read before you get to class)	Assignment Due
<b>August 27</b>	Class Introduction		In-class assignment
<b>August 29</b>	Getting to know UNO/Goals	Text: Intro and Ch. 1	
<b>September 3</b>	<b>No Class!!!</b>		
<b>September 5</b>	Mighty Mavericks		
<b>September 10</b>	Taking effective notes	Text: pg. 160-166	MBTI & Strong Assessments; SMART Goals
<b>September 12</b>	Time Management & College Reading	Text: Ch. 4 & 5	Campus Resource Assignment & Time Demand Survey

<b>September 17</b>	Choosing a Major/Academic Majors Expo		
<b>September 19</b>	Study tips and taking exams	Text: pg. 156-160, 166-178 Blackboard: Test Anxiety	Study Habits Inventory
<b>September 24</b>	Healthy Relationships (Green Dot)		
<b>September 26</b>	Career Information: MBTI & Strong Assessment	Text: Ch. 2	
<b>October 1</b>	Social Media	Individual appointments and semester planner due by this date.	

<u><b>Assignment:</b></u>	<u><b>Date Due:</b></u>	<u><b>Points Possible:</b></u>	<u><b>Points Earned:</b></u>
<b><u>Unless otherwise noted, all assignment information and instructions will be posted on Blackboard</u></b>			
Goals Assignment (SMART)	9/10	10	
MBTI	9/10	20	
Strong Interest Inventory	9/10	20	
Time Management Assignment	9/12	20	
Campus Resource Assignment	9/12	20	
Study Habits Inventory (pg. 88-89)	9/19	20	
Appointment with Dani	10/1	30	
Semester Planner	10/1	20	
StrengthsFinder	10/3	20	
Mid-Semester Student Grade Assessment	10/8	20	
College Alcohol Profile	10/15	20	
Advising Appointment	10/17	20	
Campus Event #1 – Mighty	10/24	25	
Campus Event #2	10/24	25	
Career Assignment	10/29	35	
Quiz #1		25	
Quiz #2		25	
Quiz #3		25	
Attendance & Participation	Each Class	100	
<b>TOTAL:</b>		<b>500</b>	<b>/500</b>

<b>October 3</b>	Academic Standards	StrengthsFinder due. Email Dani your top 5 strengths.
<b>October 8</b>	Academic Advising	Mid-Semester Student Grade Assessment
<b>October 10</b>	Special Presenter	
<b>October 15</b>	Alcohol/Drugs	College Alcohol Profile (CAP) <a href="http://uno.collegealcoholprofile.com">http://uno.collegealcoholprofile.com</a>
<b>October 17</b>	StrengthsFinder	Advising Appointment
<b>October 22</b>	<b>NO CLASS – Fall Break</b>	
<b>October 24</b>	Money Management/Critical Thinking	Campus Events
<b>October 29</b>	Course wrap-up	Career Assignment
<b>October 31</b>	Final quiz	

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### Classroom Networking

One of the keys to success in college is getting to know your classmates. Start by exchanging phone numbers with at least three other people (non-teammates) in this class.

Name

Phone

1.

2.

3.

4.

## Director of Student-Athlete Development

### A. Primary Job Duties

- **Oversee all aspects of the Student Development Program for student-athletes, coaches, staff and former student-athletes.**
  1. Develop a year-by-year professional development program for all student-athletes.
  2. Develop a plan for community service for all of our teams and communicate with the Director of Community Relations on a regular basis.
- **Assess the “Strengths” of incoming student-athletes with the use of the Gallup StrengthsFinder program. Develop a program to use throughout their enrollment that invests in each of their strengths.**
- **Develop an Entrance and Exit interview process for student-athletes.**
  1. The entrance interviews will be used to focus and enhance the institution’s and athletic departments strengths. The exit interview process will be used to understand and assess the student-athlete experience at UNO.
- **Create a career building program for our student-athletes.**
  1. Provide individual assistance to current student-athletes with resume writing, cover letters, interviewing skills and job search strategies.
  2. Bring in presenters that help develop our student-athletes networking and job strategy skills.
  3. Create a network of business leaders that help mentor our student-athletes
  4. Communicate all information and require attendance at mock interviews on campus and campus job fairs.
- **Assist the Director of Academic Success with the Academic Counseling in sports (as defined by the Director of Academic Success).**
- **Lead the (SAAC) Student-Athlete Advisory Committee.**
- **Lead the Maverick Cup program within athletics.**
- **Develop a Leadership Academy that gives opportunities to the best and brightest at UNO exposure to the community leaders.**
- **Work within the budget developed by Compliance, Academics and Student-Athlete Development.**
- **Coordinate Elementary OPS school visit program in concert with the SAAC.**
- **Have regular communications with Associate Athletic Director.**
- **Assess student-athlete well-being and report findings to Associate Athletic Director.**

- **Participate in and contribute to all Coaches Meetings.**
- **Assist with planning and preparation of all student-athlete meetings.**

#### **B. Secondary Job Responsibilities**

- **Member of the Support Staff**
- **Organize and coordinate Life Skills Conference opportunities for student-athletes**
- **Assist with the planning and organization of the Senior Banquet.**
- **Assist with the planning and organization of the Claussen-Leahy Run/Walk**
- **Assist in nominating student-athletes for academic and community service awards for student-athletes**
- **Meet with all prospective recruits and parents to provide a student-athlete development overview.**
- **Help with stories/press releases regarding student-athlete accomplishments.**

#### **C. Non-Athletic People/Departments you work closely with:**

- **Faculty/Deans**
- **UNO Staff/Admissions**
- **University Seminar (US 1010) Staff**
- **Career Services**
- **Student Groups**
- **Parents of Student-athletes**
- **Employers (primarily metro area)**
- **Corporate Partners**
- **Media**
- **Campus Counselors**



## **Assistant Athletic Director – Academics**

### **D. Primary Job Responsibilities**

- **Serve on the Executive Staff of the Athletic Department**
- **Oversee all aspects of the Academic Success Program for student-athletes, coaches, staff and former student-athletes.**
- **Responsible for academic supervision, continuing eligibility, and graduation progress for all student-athletes.**
- **Assess incoming student-athlete profiles and identify at-risk student-athletes.**
  - Once at-risk student-athletes are identified work with UNO staff (counseling services) to develop an action plan.
  - Monitor “at-risk” student-athletes through in person meetings and progress reports
- **Propose and oversee the administration of the office’s annual budget.**
- **Coordinate registration and advising activities for student-athletes.**
- **Facilitate admissions procedures with direct assistance from respective coaches, admissions officers and faculty committees; assist with monitoring admissions process for student-athletes.**
- **Serve as Director of the Academic Excellence Center**
  - a. Hire and train student workers to monitor Excellence Center.
  - b. Develop and Maintain a Study Hall Policy
- **Organize and administrate Student-Athlete Priority Registration**
- **Coordinate the athletic tutorial program.**
- **Monitor academic progress as well as APR rates for each team and regularly communicate with sport and sport administrator.**
- **Participate in and contribute to all Coaches Meetings.**
- **Assist with planning and preparation of all Student-Athlete meetings.**
- **Assist with Student-Athlete Development Coordinator with:**
  - (SAAC) Student-Athlete Advisory Committee.
  - Maverick Cup.
  - Student-Athlete Planners
- **Meet with Deans of colleges to develop and foster relationships with athletics.**
- **Collaborate with college advisors (and attend advisor meetings) to ensure student-athletes academic success.**

- **Meet with parents and prospective student-athletes through on-campus interviews and evaluations.**
- **Have regular meetings and communications with the Sr. Associate Athletic Director.**

#### **E. Secondary Responsibilities and Duties:**

- **Assist with NCAA Compliance duties as needed.**
- **Regularly disseminate essential student-athlete information to the following groups and/or individuals:**
  - Athletic Committee and NCAA Faculty Representative – reports on eligibility and academic progress, nominations for academic scholarships and NCAA reports.
  - Director of Athletics, Associate Athletic Director and Athletic Certification Officer – reports on academic progress and eligibility.
  - College Deans – general exchange of pertinent information, lists of all student-athletes for collection of information related to degree progress.
  - Faculty – questionnaires/grade checks on academic progress
  - Coaches – mid-semester/final grades, class schedules, eligibility status and tutoring reports.
  - Student-Athletes – notice of academic deadlines, academic deficiencies, course selections or required classes, office appointments and release forms for academic records.
- **Refer student-athletes to appropriate University offices (Admissions, Scholarships & Financial Aid, Housing, Counseling Center) when needs outside the academic counseling area are identified.**
- **Assist student-athletes and coaches in rectifying “system problems” that require extended contact with one or more University offices.**
- **Coordinate athletic/academic recruitment functions.**
- **Oversee Academic Success portion of Omavs website.**

#### **F. Non-Athletic People/Departments you work closely with:**

- **Faculty/Deans**
- **Campus Academic Advisors**
- **UNO Staff/Admissions**
- **University Seminar (US 1010) Staff**
- **Student Groups**
- **Parents of Student-athletes**
- **Employers (primarily metro area)**
- **Corporate Partners**
- **Media**
- **Campus Counselors**
- **Disability Services**

**University of Nebraska Omaha Athletics**  
**Assistant Athletic Coordinator for Academics (job description)**

- Monitor academic progress of assigned student-athletes and report progress to Assistant Athletic Director for Academics
- Meet weekly with at-risk students athletes
- Record and maintain accurate documentation of student-athlete academic progress
- Assist in assessing incoming student-athlete profiles and help to develop educational plans for academic success
- Serve as an Educational Assistant to assigned at-risk student-athletes
- Help coordinate tutoring services for student-athletes by partnering through campus resources
- Develop and maintain positive, professional lines of communication with faculty, staff and coaches
- Counsel student-athletes to help them understand and overcome personal, social and/or behavioral problems affecting their educational situations
- Provide crisis intervention for student-athletes when needed
- Help facilitate the enrollment process of student-athletes
- Monitor nightly Academic Enhancement Program hours in the Hamilton Academic Excellence Room
- Assist in the facilitation of incoming student-athlete orientation process and procedures
- Participate in weekly staff meetings



## OMAHA'S TEAM

PASSION

EXCELLENCE

TEAMWORK

**August 26, 2013**

Dear Professor,

As the Athletic Department of the University of Nebraska Omaha, we take great pride in the accomplishments of our student-athletes on and off the field of competition. As we strive for excellence, we value our foundation in "upholding superior standards for academic and athletic performance." Commitment to academics is something we expect of our student-athletes and we make every effort to support their academic success.

The student-athletes below are members of the **Men's Basketball** team at the University of Nebraska Omaha. Each year the Athletic Department and coaches work around the course schedules as much as possible in an effort to minimize the class absences due to athletic competitions, but occasionally it is unavoidable. Each student-athlete is expected to attend all other classes and to work with you regarding future arrangements that will need to be made for your class.

Jalen Bradley  
C.J. Carter  
Matt Hagerbaumer

John Karhoff  
Simon Krych  
Rylan Murray

Devin Patterson  
Alex Phillips  
Michael Rostampour

Justin Simmons  
Caleb Steffensmeier  
Marcus Tyus

On the following dates, the Maverick **Men's Basketball** team will be traveling to represent UNO in athletic competition:

Day of Departure	Date of Departure	Time of Departure	Destination	Day of Return	Date of Return	Time of Return
Thursday	November 7	9:00 AM	Northern Illinois	Sunday	November 10	11:00 PM
Thursday	November 14	3:30 PM	UNLV	Sunday	November 17	11:45PM
Sunday	November 24	12:00 PM	SC State	Tuesday	November 26	4:00 PM
Friday	December 6	8:00 AM	Central Arkansas	Sunday	December 8	11:00 PM
Friday	December 13	8:00 AM	Reno	Sunday	December 15	11:00 PM

In an effort to continue to push our athletes toward success, the Athletic Department is using a program called GradesFirst. This is an online program that allows the Athletic Department to track our student-athletes' academic progress. Your support is vital in this crucial process.

The first Monday of each month, a grade check email will be sent out through the GradesFirst program. This email includes a link for you to provide feedback regarding the student-athlete(s) in your class. If you would take a few minutes to fill out these questions about the student we would sincerely appreciate it. Please complete the questions whether the student is excelling or struggling in your class, as it is important to recognize and celebrate success as well. This software has been approved by Information Services and is secure. All our student-athletes have signed a Buckley Statement, which allows their grades to be shared with the Athletic Department.

The Athletic Department is committed to the success of our student-athletes. We would appreciate any help you can provide as we continue to strive for excellence. Thank you for your continued support of Maverick Athletics. If you have any questions or concerns about the student-athlete in your class, please don't hesitate to contact me at [lekwerekwu@unomaha.edu](mailto:lekwerekwu@unomaha.edu).

Respectfully,

Lindsey (Stineman) Ekwerekwu  
Assistant Athletic Director for Academics  
University of Nebraska Omaha Athletics

### **Summary Description of the Academic & Success Center:**

The Brian and Carey Hamilton Academic Excellence Room is a beautiful space dedicated to the academic success of UNO student-athletes. The HAER is located on the second floor of the Sapp Fieldhouse which is the home of the UNO athletic department.

The HAER provides UNO student-athletes an exceptional space within the athletic department to focus on and enhance their academic performance, as well as continue their personal development. The 5,000 square-foot facility will provide approximately 260 student-athletes access to terminal and laptop computers, printing stations as well as state of the art rooms available for student-athletes and tutors to do one-on-one or small group work. There is office space for the Assistant AD for Academics, the Director of Student-Athlete Development, Academic Interns and Compliance staff. There is also a proctoring room located off of the Assistant AD's office for easy supervision. The centralized location of the HAER will enhance student-athlete engagement with coaches, academic counselors and the athletic administration.

There is also a Student-Athlete Development area that is dedicated to highlighting student-athlete award winners. The Maverick Cup, a year-long interdepartmental award amongst our athletic teams, is displayed in the HAER. This is a unique tradition at the University of Nebraska Omaha that is comprised of a culmination of the student-athletes' college experiences for that respective year. These experiences range from academic standings, community involvement, gaining life skill experiences, and recognition on their field of competition. We also proudly recognize Chancellor's and Dean's List members each semester, as well as highlight our recent Maverick student-athletes. In addition, Scholar-Athlete of the Year award winners, along with recipients of several departmental honors, are showcased in the HAER.

Another aspect to note is the renovation and construction of a student-athlete development wing where student-athletes will have classes and participate in student-athlete engagement seminars. UNO coaches will also be able to utilize this area to watch game film and conduct team meetings with their athletes. The development wing will be built on the first floor of the Sapp Fieldhouse, allowing student-athletes easy access to the rest of the campus.

With the addition of the HAER, student-athletes are supported from their freshmen year until they complete their degree.



## OMAHA'S TEAM

PASSION

EXCELLENCE

TEAMWORK

### **Student-Athlete Success Program Academic Intern position**

The Student-Athlete Success program at the University of Nebraska Omaha is seeking qualified candidates to fill an Academic Intern position for the 2013-2014 academic year. This position will report directly to the Assistant Athletics Director for Academics.

Academic Internship responsibilities will include, but are not limited to:

- Mentoring freshmen and/or academically high risk student-athletes
- Monitoring student-athlete academic progress
- Assist with the supervision of daytime and nighttime Academic Enhancement hours
- Assist with the implementation of the Student-Athlete Development program (including career exploration and development, life skill and wellness programming, leadership development, etc.)
- Preparing academic reports for Athletic Academic Coordinators
- Others duties assigned by Assistant AD for Academics

Qualifications include:

- Sincere interest in a career in intercollegiate athletics, specifically academic services
- Excellent written and oral communication skills
- Strong organizational skills and attention to details
- Willingness to work evenings and some weekends
- Willingness to take initiative

We are seeking candidates that are looking to invest in an opportunity and extend extra effort to gain valuable experience from the position. This is an unpaid internship, working up to 20 hours per week. The approximate start date is August 12, 2013.

If interested, please send resume, cover letter and 3 professional references to Lindsey Stineman, [lstineman@unomaha.edu](mailto:lstineman@unomaha.edu)