Coaching Contract Spring 2017

- **Coaches are Student Success Counselors in First Year Experience.** We are located in the Privateer Enrollment Center located on the first floor of the Earl K. Long Library. Coaches work to build confidence, motivation and self-reliance through individualizing the teaching and implementation of student success strategies to each student's need and style. Coaches are not tutors. Coaches do not review course material with students; rather, they assist students in implementing strategies to tackle their course load through time management, faculty, relationships and goal settings. Coaches are not academic advisors. Coaches will not plan out your course schedule for the next 4 - 6 years, but they will assist you in developing goals to meet at each stage of your academic career. Coaches will also serve as referral agents and can assist you in seeking assistance from an academic advisor, financial aid counselor, etc. Lastly, this process is considered to be very student driven. Each meeting, please come prepared and be ready to be engaged in the process. As the Student Success team on campus, we strive to help you meet your academic, personal and social goals.

- **Learning Outcomes:** 1. First-year students will exhibit academic growth and development. 2. First-year students will demonstrate enhanced knowledge of university resources to help them succeed. 3. First-year students will exhibit personal growth and development. 4. First-year students will demonstrate competence in academic and career selection.

- **Coaches Responsibilities:** 1. Clearly define the coaching relationship and establish roles based on student needs. 2. Set up an agreed upon date and time to meet with the student on a regular basis, be available during business hours and be available via phone and email in between meetings. 3. Partner with the student to create individualized success plans that addresses the academic, co-curricular, personal and/or career needs. 4. Facilitate the student's progress towards stated goals; challenge, support, encourage and hold the student accountable during the process. 5. Follow the ethical guidelines as set forth by FERPA. 6. Be knowledgeable about campus resources and refer student to the appropriate support services when necessary.

- **Student Responsibilities:** 1. Adhere to the scheduled appointment time and notify the coach if running late or can't make a meeting. Although consistent meeting times are more beneficial, we accept rescheduling an appointment with at least 24-hour notice for isolated incidents or emergencies. If you are consistently late or missing appointments, we will review the coaching agreement and consider possible removal from the program with the option to rejoin at a later date (if possible). 2. Understand that coaching is a collaborate
process and take ownership of desired goals. Any advice or suggestions given by the coach are done so under the understanding that the student is ultimately responsible for their own decisions, actions and outcomes. 3. Commit to being fully engaged in the coaching process to achieve end results. 4. Be prepared for each meeting by being ready to discuss the overall progress since the previous meeting and the areas you wish to focus on for the current meeting. 5. Students will provide honest feedback to the coach regarding progress and the coaching process. This includes participating in all surveys sent out to coaching students. At this discretion of the coach and at midterm time, a student may be required to log study hours in the Student Success Center. Strategy sessions and group workshops will take place throughout the semester. Ask your coach for more details if you'd like to attend!

- **As part of this program, you will be strongly encouraged to attend and participate in campus events.** Examples of these events include Privateer Kick-start, Wake Up Wednesday, Dear World, etc. Please speak with your Success Coach for a more extended list of events and dates.

- **Please adhere to your scheduled appointment times.** Please notify your coach if you are running late or can’t make a meeting. Although consistent meeting times are more beneficial, we accept rescheduling an appointment with at least 24-hour notice for isolated incidents or emergencies. Protocol for missed meetings are as follows: - 1st missed meeting: You will receive a warning email from your coach. You will have 48 hours to respond to your coach to reschedule. After that 48 hours, if your coach has still not heard from you, you will receive a phone call. - 2nd missed meeting: You will receive a second email from your coach. You will again have up to 48 hours to respond to reschedule. - If another 48 hours have passed and your coach has not heard from you, you will get a final email to discuss possible dismissal from the program.

- **Disability Accommodations:** It is University policy to provide, on a flexible and individualized basis, reasonable accommodations to students who have disabilities that may affect their ability to participate in course activities or to meet course requirements. Students with disabilities should contact the Office of Disability Services as well as their instructors to discuss their individual needs for accommodations.

- **I have read and understand all elements of the contract.** By signing this agreement, I agree to participate in the Success Coaching program and follow all responsibilities outlined.
  - Yes
  - No
• Name: _______________________________________

• Signature: _________________________________

• UNO Student ID Number: ______________________

• Preferred Cell Phone Number: ___________________

• Assigned Success Coach:
  o Tracy Benoit
  o Michael Hoffshire
  o Candace Stanton
  o Natalie Temple