

**FROM THE STADIUM TO THE BOARDROOM:  
TRAINING STUDENT-ATHLETES TO WRITE PROFESSIONAL EMAILS**  
*John David Harding and Darla Asher, Saint Leo University-April 2018*

***Pre-Workshop Activity Assigned to Students to Complete Prior to Meeting***

*Scenario example: You are taking a course called Writing 101 taught by Professor Asher and Professor Harding. This course is on Monday, Wednesday and Fridays from 5:30-7:00PM. It is a Monday and like an organized/responsible/accountable student-athlete you look ahead and review your Planner and notice that you will be missing a class next week on Wednesday due to NCA competition. You are aware that it's required of you as a Committed member of the Saint Leo Cheerleading squad to meet with your professor a week prior to missing class to make sure she is aware of your absence and to find out if there is any necessary work that can be completed prior to your departure for the game. You also just received a paper back in this class and received a "D". The title of the paper was "Becoming a Champion; How personal decisions impact team success or failures." You are upset at your grade and do not understand why you received this. Instead of waiting until it's too late, you as a **responsible and engaged** student athlete know you must get in and sit down with your professor to find out what you did wrong in a separate meeting outside of class time. Coach Nikii would not be happy with this grade and you certainly don't want to let the team down. Please send a detailed email to Professor Asher and Professor Harding notifying them of your absence and to find out a good time to have a meeting with them so they can help you better understand your paper as well as cover the work you may be missing due to the game.*