

UNITED STATES SPORTS ACADEMY

“America’s Sport University”



STUDENT MENTORSHIP HANDBOOK

2017-2018

United States Sports Academy
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Daphne, Alabama 36526
www.usa.edu

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Section I. Why a Mentorship?

One of the most unique aspects of the degree programs offered by the United States Sports Academy is the experiential component called the “Mentorship.”

In a mentorship, the student works with a sports industry professional (the mentor) who provides the knowledge, advice, and skills which assist the student in career development.

- **A mentorship experience provides actual, in-the-field training within the profession.** The mentorship gets students away from the books and computer and into the office, onto the field or court, analyzing video, crunching statistics, managing facilities, promoting events, and any number of other activities.

An Academy 2016 doctoral student wrote:

When I first began the mentorship process I was quite upset that I had to step away from the game to meet the requirements, but after having an opportunity to experience different aspects of the coaching profession I am pleased to say that USSA knows best. Being away from the game gave me a different perspective of the coaching profession, our college and our program. I now have a greater understanding of how our college’s administration works, how to manage vendors and other support services, what our greatest needs are moving forward, and most importantly, I have a mental picture of where, who and what I want our program to be.

An Academy 2017 bachelor’s student wrote:

By completing my mentorship in an environment that I had not initially expected myself to work in long-term, I feel that the sense of value that I have felt after it has been completed has been raised. If I had signed up to do my mentorship with a professional or collegiate athletic department I would more than likely still feel the need to follow that career path, but by going with a high school athletic department I feel that an entirely new world of opportunities has opened up and the potential job market for myself has increased greatly. The experience that I gained throughout the course of this mentorship, as well as the further development of my communication and organization skills will undoubtedly help me greatly as I move forward into the professional world – regardless of with it is with a professional, collegiate or high school team.

- **A mentorship can help build a professional network.** Since the mentorship experience takes students outside their typical work environment, a wider range of professional contacts can be developed. This includes not only the student’s chosen mentor but the personnel the student works with at the mentorship site as well.

An Academy 2016 master’s student wrote:

While I know that I will soon be stepping out into relatively unfamiliar territory, I will always be able to look to my mentor and her entire team for friendship and advice. This mentorship gave me far more than I ever expected.

An Academy 2016 master’s student wrote:

This mentorship played a significant role in accomplishing my goals because of the exposure to the many different aspects involved in being a football coach. One should know that a head coach is only as good as the assistants they hire. There are too many different working parts on a football team for one person to coach them all. Great assistants make the job of being a head coach less stressful.

The best part of this mentorship ending is it leading me into my first head coaching position. Along with obtaining my MSS, my goal was to become a head football coach in high school. That happened in December. It is the best opportunity that could come my way, and I was proud to accept the job. The plan is to utilize all the knowledge I gained obtaining my MSS and doing my mentorship to become the best head coach I can.

Section II. Mentorship Eligibility

Bachelor of Sport Science (BSS) – SPT 498 (6 credit hours)

- All **coursework must be completed** (students may register for the mentorship and their last two upper division courses (6 credit hours) concurrently)
- Student must be in **full standing** status
- GPA must be at least **2.0**
- **300** working mentorship hours required

Master of Sport Science (MSS) – SPT 598 (9 credit hours)

- All **core courses must be completed**. **Exception:** *Sports Fitness & Health and Sports Medicine majors (and dual majors) must have completed all core and all required courses before they are eligible for the mentorship.*
- Student must be in **full standing** status
- GPA must be at least **3.0**
- **450** working mentorship hours required

Doctor of Education (EdD) – SPT 798 (6 credit hours)

- **General sport management core completed** (This consists of 5 or 6 specific courses depending upon the student's catalog. Student should verify his/her program of study.)
- Student must be in **full standing** status
- GPA must be at least **3.0**
- **300** working mentorship hours required

The USSA *Student Mentorship Handbook* is the guide to a student's mentorship experience. Policy and procedure described in this handbook may be changed by the institution at any time.

It is the responsibility of the student to comply with the procedures in this document. Students must also be aware of their statute of limitation for degree completion.

**Students must be registered in their mentorship course
(SPT 498, SPT 598, or SPT 798)
before beginning to accrue mentorship hours.**

**Any hours accrued before the student has completed his/her registration
in the mentorship course will NOT count
towards the required number of mentorship hours.**

Section III. General Information

How to select a mentor/mentorship site

The answers to these questions can help the student focus the search for a mentor and mentorship site.

1. What are your career goals?
2. What kind of work experience do you want?
3. What are your special skills?
4. What kind of skills do you want to acquire?
5. What kind of organization or work environment appeals to you?

Once these questions have been answered, gather information.

Network with family, friends, Academy alums, and co-workers. Do an online search. Websites, such as these, may be helpful:

- www.internships.com
- www.summerinternships.com
- www.workinsports.com
- www.collegecentral.com

Academy students have completed their mentorship requirements at a variety of institutions, including, junior and senior high schools, YMCAs, local sports clubs (soccer, basketball, football, swimming), community colleges/junior colleges, NCAA Division I, II and III schools, NAIA schools, private fitness clubs, professional sports organizations, and physical therapy/rehabilitation facilities.

The Academy is also developing a listing of possible mentors and sites; check with the Mentorship Coordinator for information.

Students have assisted in research, coaching, sports administration, team management, strength and conditioning, and physical training/fitness, to name a few areas.

The student should read Sections IV and V in the handbook, Mentor Qualifications and The Mentorship Site before making a final decision on the mentor and mentorship site.

How long does it take to set up a mentorship?

- Students are cautioned to give themselves enough time, at least two weeks, to get everything completed before their anticipated start date.
- Students must follow and complete all of the steps in the Step-by-Step Checklist (see Section IX) prior to registering for the mentorship course. Students can only begin accruing hours toward their mentorship requirement after they are enrolled in the mentorship course.

Avoid these things that can delay the setup process

- ***Learning Objectives that are not written properly, have missing elements, or are vague or unchallenging.*** There is a specific format in which the learning objectives must be written. Each objective also requires a measurement tool and an expected outcome. This handbook has a section about learning objectives; students are advised to read it before attempting to create objectives.
- ***Submitting forms that are incomplete.*** Appendix A requires signatures of both the student and the mentor. Each learning objective must be initialed by the mentor and signatures of both mentor and student are required on the last page. Forms that are missing required signatures/initials will not be accepted.
- ***Student is not eligible for the mentorship or proposed mentor does not have proper credentials.*** Each degree level has specific eligibility requirements that must be met **before** a student can be approved for the mentorship. See the “Mentorship Eligibility” section of this handbook. Also, the mentor must have specific credentials in order to be approved. See the “Mentor Qualifications” section of this handbook.
- ***Financial aid issues.*** Students who use financial aid to pay tuition should verify that aid is actually available for their mentorship.

Course registration and time limit

Once the mentorship has been approved, the student may register for the course. Upon notification from Student Services that registration is complete and the student has been enrolled in the course, the student may begin accruing mentorship hours. Students have one year from the date of their course registration to complete all mentorship requirements.

Submitted reports

To track a student’s progress through the mentorship experience a series of reports are submitted by both the student and the mentor. These reports are outlined in more detail in Section VIII. Reporting Requirements but, briefly, the reports that are to be submitted include the following:

1. Student monthly reports (for EACH month in which mentorship hours are accrued, a monthly report must be written by the student and submitted by the 10th of the following month).
2. Mentor monthly evaluations (for EACH month in which mentorship hours are accrued, a monthly evaluation must be written and submitted by the mentor on a timely basis).
3. Student’s final mentorship paper
4. Mentor final evaluation

Mentorship grading

The final grade for the mentorship experience is recorded as *Pass* or *Fail*. All four graded components (1. student monthly reports and mentor evaluations; 2. final paper; 3. mentor final evaluation, and 4. the exit interview) must be submitted to complete the course and receive a grade.

Section IV. Mentor Qualifications

Students choose their mentors, based on their field of study and interests, but the selection must be approved by the Academy:

- Mentors must have a graduate degree plus at least five years' experience working in the profession.
- The student's regular work supervisor may not be his/her mentor.

The student must select a qualified mentor who will help them progress toward his/her career goals in the sport industry. Students should correlate past coursework to the type of mentorship they are seeking.

The mentor's credentials, along with other required documents (see Section IX. Step-by-Step Checklist), must be submitted in order to obtain approval for the mentorship.

Part of the mentorship's purpose is to engage in new, challenging, and broadening educational experiences, thus the mentor cannot be the student's direct work supervisor.

Exceptions to the mentor education requirement

Exceptions are sometimes made in cases where proposed mentors have extensive experience but lack the required graduate degree.

If a student's proposed mentor does not meet the stated criteria an *exception request* must be submitted by the student with other mentorship application documents. This request is in the form of a letter addressed to the Dean of Academic Affairs. It should outline the mentor's experience and how it will help the student reach his/her educational goals during the mentorship.

Exceptions are considered on an individual basis. Students must contact the Mentorship Office if they feel an exception may be warranted

Section V. The Mentorship Site

The Academy recommends that the mentorship site not be the same as the student's normal workplace. However, since some sites, such as colleges and universities, YMCAs, large fitness clubs, or military installations, offer a number of mentorship possibilities, mentorships are occasionally approved at student workplaces. However,

- mentorship duties at the worksite cannot be the same as the student's normal work responsibilities nor can the student's regular work supervisor be the student's mentor; and
- all mentorship activities must be completely different and apart from the student's regular work tasks. In no circumstances can mentorship and work duties be intermingled. They must be completely separate from each other.

If the Academy determines that the site offers enough separation between the student's work and mentorship responsibilities then the site can be approved. In no case, however, will the student's direct work supervisor be approved to be the student's mentor.

Academy students have completed their mentorship requirements at a variety of institutions, including, junior and senior high schools, YMCAs, local sports clubs (soccer, basketball, football, swimming), community colleges/junior colleges, NCAA Division I, II and III schools, NAIA schools, private fitness clubs, professional sports organizations, and physical therapy/rehabilitation facilities.

Section VI. Mentorship Duties and Responsibilities Student, Mentor, and Academy Advisor

To meet the goals of the mentorship requires students, mentors, and the Academy advisor to carry out their respective mentorship responsibilities effectively. The following is a summary of the duties and responsibilities of each party in the mentorship process.

The Student

Responsibility for the success of the mentorship experience rests primarily with the student.

Specific duties and responsibilities of the student include the following:

- Become familiar with this *Handbook* and required materials
- Obtain a qualified mentor and mentorship site
- Devise a list of five learning objectives in consultation with the mentor
- Compile and submit the required documentation to setup the mentorship
- Upon approval, complete registration for the mentorship through Student Services
- Perform tasks assigned by the mentor
- Submit monthly reports and have the mentor confirm the hours logged. Note that monthly reports must be submitted for every month in which mentorship hours are accrued
- Ensure that the mentor signs and submits the monthly evaluation forms and the final evaluation survey to the mentorship office
- Communicate as needed with his or her mentorship advisor
- Submit a final mentorship paper
- Participate in an interview with the mentorship advisor after submitting the final paper

The Mentor

The duties of the mentor include the following:

- Assist the student in developing a list of five learning objectives, measurement tools, expected outcomes, and a list of job duties that correspond with the learning objectives
- Assist the student in attaining the learning objectives
- Submit a monthly evaluation of the student's activities/progress and verify the number of hours worked on the form provided by the Academy (**Appendix B**)
- Submit the final evaluation of the student to the Mentorship Office on the form provided by the Academy

The Academy Advisor

A student's mentorship advisor is a member of the Academy's resident faculty. The role of the advisor is to aid the student with matters concerning the mentorship's academic aspects throughout the course. Specific duties and responsibilities include the following.

- Review and approve the learning objectives
- Monitor the student's experience through review and evaluation of each monthly report
- Review the mentor's evaluations of the student
- Review and assess the mentorship paper at the completion of the mentorship
- Conduct a final exit interview reviewing the entire mentorship

Section VII. How to Write Learning Objectives

Learning objectives are the most important elements of the mentorship setup. The mentor and the student create objectives to be accomplished by the mentorship, e.g. what does the student want to learn and accomplish during the mentorship.

The objectives guide activities in areas that provide genuine work experience in a student's chosen field. The learning objectives provide not only the "what to do" direction for daily activity but they also enable the student, mentor, and the Academy advisor to evaluate the extent to which the student has achieved the established goals.

Learning objectives must be specific, observable, measurable statements of what the student hopes to accomplish and learn during the mentorship. Each objective should center on developing specific professional skills. Please note FIVE learning objectives are required.

To prepare the list of objectives the student should follow these guidelines:

1. Write a single introductory paragraph describing what the mentorship is designed to do for the student. Include specific items such as (a) what will be done, (b) who the audience is, (c) where the mentorship takes place, (d) main duties of the student, and (e) an overall, general objective.
2. Create five learning objectives. Each objective consists of three components:
 - **Learning objective statement.** Write a specific, observable, and measurable statement that deals with one activity of the mentorship. It must be a complete sentence written in active tense. It must show the student actually performing a specific, physical hands-on task.

Identify what is to be done, such as "Student will run the concession stand, track sales, and prepare a final report." Use action verbs when writing the learning objective. See **Appendix C: Blooms Taxonomy Action Verbs** for examples.
 - **Measurement tool.** Identify a tool that helps determine if the objective is actually met. Ask "What will be used to show that this task is completed?" In the example above the measurement tool would be the final report, but it can be any kind of evidence that the objective was achieved or a measure of the degree to which it was achieved. Checklists, flyers, websites, schedules, logs, manuals, reports, video recordings, game plans, and inventories, are some items that can be used to measure achievement.
 - **Expected outcome.** State what the student will learn by achieving this objective.
3. Once the student and mentor agree on a list of five objectives the list is submitted to the Mentorship Office with the other application documents.
4. The Academy Mentorship Advisor will review the objectives. Sometimes revisions are needed, in which case the mentorship coordinator will contact the student with the necessary information. Final approval of the objectives by the Academy Mentorship Advisor is required before the mentorship can be initiated.

What do learning objectives look like?

To submit learning objectives, students will format a document similar to what is illustrated below. Identifying material is included at the top of the page followed by a description of the mentorship, five learning objectives, which are to be initialed by the mentor, and a signature section for the student and the mentor.

Create your own document using the form shown below (and following the example shown on page 13). Include your own description along with FIVE objectives, measurement tools, and expected outcomes. Not having the learning objectives completed correctly *and signed by the mentor and student* will delay the mentorship setup process.

FORM FOR SUBMITTING LEARNING OBJECTIVES

Mentorship Learning Objectives

Student: _____

Name & Title of Mentor: _____

Mentorship Site: _____

DESCRIPTION:

As partial fulfillment for the **(student's degree level)** degree at the United States Sports Academy, the student will work with **(name and title of mentor)** at **(mentorship site)**. The student will plan and develop: _____ . Each of the learning objectives will be measured by the use of the tools outlined below. The responsibilities and duties are as follows:

OBJECTIVE #1:

Measurement Tool:

Expected outcome:

OBJECTIVE #2:

Measurement Tool:

Expected Outcome:

OBJECTIVE #3:

Measurement Tool:

Expected Outcome:

OBJECTIVE #4:

Measurement Tool:

Expected Outcome:

OBJECTIVE #5:

Measurement Tool:

Expected Outcome:

The student and mentor hereby agree to the Mentorship duties and each learning objective described above.

Student's Signature Date

Mentor's Signature Date

EXAMPLE**Mentorship Learning Objectives****Student:** Mary Johnson**Name & Title of Mentor:** John Smith, Athletic Director**Mentorship Site:** XYZ Community College**DESCRIPTION:**

As partial fulfillment for the **BSS in SPORTS COACHING** degree at the United States Sports Academy, the student will work with **Mr. John Smith, Athletic Director** at **XYZ Community College**. The student will plan and develop a series of youth basketball camps for ages 14 through 18 to be conducted during the summer of 2017. Each of the learning objectives will be measured by the use of the tools outlined below. The responsibilities and duties are as follows:

Objective #1: Evaluate school policies regarding the insurance and paperwork required for student participation in a summer camp program operated by the school.

Measurement tool: Checklist and creation of summer camp handbook.

Expected outcome: Assess and employ school insurance policies prior to students participating in the summer basketball camp at Concordia High School.

Objective #2: Demonstrate all actions involving the camp including recruiting camp participants, preparing tickets, selling tickets, preparing programs, securing guest speakers, and selecting meal menus that will fit the budget.

Measurement tool: Creation of program schedules; communications with various speakers; successful execution of the camp.

Expected outcome: Recruit 75 new camp participants which represents a three percent increase from last year's camp enrollment.

{CONTINUE WITH objectives 3, 4, and 5, along with outcomes and measurement tools}

The student and mentor hereby agree to the Mentorship duties and each learning objective described above.

Student's Signature	Date
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Mentor's Signature	Date
---------------------------	-------------

Section VIII. Reporting Requirements

Once the mentorship is underway the Academy Mentorship Office tracks student progress through a series of reports. **Reports must be submitted on a monthly basis until the required mentorship hours have been completed.**

Student Monthly Reports

A monthly report is required for each month in which mentorship hours are worked. Reports are due by the 10th of the month, for hours worked the **previous** month (for example, for hours worked July 1 through July 31, the report must be submitted by August 10; for hours worked August 1 through August 31, the report must be submitted by Sept 10, etc.). Each report should outline activities and tasks as related to the achievement of the learning objectives. (A sample report is included as **Appendix E** in this Handbook.)

- The format of the student monthly report is the same as any Academy written assignment including an Academy title page and references if necessary. Proper use of APA writing style and formatting is expected.
- Reports are written in a narrative style. Reports are easy to write if students use the individual learning objectives to identify sections in the report. Students should address what they did towards achieving each of the learning objectives during the previous month. Student monthly reports are typically three to five pages in length.
- Each report must include the total number of hours accrued during the month as well as the total number of hours accrued for the mentorship overall. Do not include day-by-day summaries of hours. These hours should be mentioned at the very beginning of the report:

Hours worked for the month of _____
Total number of hours worked _____

- A photo of the student and mentor working together should be included with the first monthly report.
- Student reports are submitted directly into the student's mentorship course shell in the Academy's learning management system, Canvas.
- Reports cover a calendar month, *e.g.* the April 1-30 report (not the March 21 to April 20 report). The title of these reports appears on the cover page and should be written as: Monthly Mentorship Report for April 2015.
- Reports are due for every month in which hours are worked. The student must contact the Mentorship Office if hours are not accrued during any month.

Mentor Monthly Evaluations

The student is responsible for ensuring that the mentor completes an evaluation of the student each month. A monthly evaluation form (**Appendix B**) is provided in this handbook. The monthly evaluations provide an excellent opportunity for feedback between the mentor and the student as well as providing the mentorship advisor with an accurate assessment of the student's progress.

Mentor evaluations can be submitted into the course shell with the student's monthly report or they can be sent directly to the Mentorship Office.

Evaluations should conform to a calendar month *e.g.*, the *April 1-30* evaluation, not the *March 21 to April 20* evaluation, and include the total number of hours accrued for that month.

Mentor's Final Evaluation

The mentor will complete a final evaluation of the student. This evaluation form will be sent from the Mentorship Office to the mentor when the student has completed the required number of hours and all mentor monthly evaluations have been submitted.

Student Final Paper

The student must submit a final paper as soon as possible after completing required mentorship hours. The purpose of the paper is to provide a comprehensive summary of the mentorship experience. It is an opportunity to show how the experience contributed to the student's career goals and how the overall learning objectives were accomplished. The report should be a scholarly paper written in the format for Academy class papers (*e.g.*, double spaced, 12 point Times New Roman font.) The final paper should be between 12-20 pages in length and include the following sections:

1. Academy cover page (See **Appendix F** for correct title page format and final paper template)
2. Introduction
3. Mentor's information
4. Site information and reasons for selecting the site
5. Dates the mentorship was conducted
6. Total number of mentorship hours
7. Learning objectives and how they were met
8. Conclusion: how the mentorship will contribute to career goals
9. References (if necessary)
10. Appendices (optional)

Exit Interview

After the student's final paper has been submitted the Mentorship Office will email an interview request form to the student. Students should fill in this form (listing several convenient times for a Skype interview), save it, and email it to their mentorship advisors. (**Appendix D**).

The student's Mentorship Advisor will select the date and time most convenient and contact the student to verify the schedule. On the agreed upon day and time, the student will contact his/her advisor through Skype.

The interview will focus on the mentorship experience itself, how the learning objectives were accomplished, and will include a review of the student's final paper.

**If a student does not have access to a Skype account a telephone interview may be arranged with the advisor.

Section IX. Step-by-Step Checklist

1. Mentorship application - Student

- _____ 1. Read this *Student Mentorship Handbook* thoroughly. Select mentor and mentorship site.
- _____ 2. Submit required forms to the mentorship office:
 - _____ 2a. *Request for mentorship* form (**Appendix A**)
 - _____ 2b. Mentor's CV (resume) (including educational background/degrees awarded)
 - _____ 2c. Minimum of **five** learning objectives (**initialed and signed by both mentor & student**)
 - _____ 2d. Exception request, if needed

2. Mentorship application - Academy

- _____ 3. Mentor and mentorship site are approved
- _____ 4. Mentorship advisor is assigned
- _____ 5. Advisor reviews/approves learning objectives
- _____ 6. Student and mentor revise objectives (if necessary)
- _____ 7. Objectives are approved; student is notified that he/she may now register for the mentorship
- _____ 8. Once registration is complete, student may begin logging hours

3. Throughout the mentorship - Student

- _____ 9. Student submits monthly reports until required hours are complete (*a photo of the student and mentor together is due with first monthly report*)
- _____ 10. Mentor submits monthly evaluations until hours are complete (**Appendix B**)
- _____ 11. When hours are complete a final evaluation form is sent to mentor

4. Completing the mentorship:

- _____ 12. Student submits final mentorship paper
- _____ 13. Student submits Exit Interview Request
- _____ 14. Mentor submits the final student evaluation
- _____ 15. Academy advisor conducts exit interview with student
- _____ 16. Academy advisor evaluates monthly reports, final paper, mentor's final evaluation, and student's interview and advises the Mentorship Coordinator, who submits a final mentorship grade to the Registrar.

**The student must be enrolled in the mentorship
before hours can be accrued.**

REQUEST FOR MENTORSHIP

APPENDIX A

(PLEASE PRINT)

I. STUDENT INFORMATION

Degree (circle): BSS MSS EdD Major: _____

PRINT Name _____
 Last First Middle

Address: _____ City: _____ State: _____ Zip: _____

USSA Email: _____@students.ussa.edu Best phone: (_____) _____

Secondary email address: _____

Student's regular place of employment: _____ Job title: _____

Employment supervisor: _____ Title: _____

II. MENTOR INFORMATION

Mentorship Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Mentor's name: _____ Title: _____

Mentor's email address: _____ Phone: (_____) _____

Educational Background: Highest educational degree: _____ Earned at: _____

Major _____ Year attained: _____

****The mentor is to answer the following questions:**

- 1. Will the student receive a stipend for the mentorship? _____ Yes _____ No
- 2. Is the mentorship site the place of the student's regular employment? _____ Yes _____ No

• If the answer to #2 is yes, then please answer questions 3 and 4 below:

- 3. If the mentorship site is the same place where the student is normally employed, are the mentorship duties completely different from regular employment duties? _____ Yes _____ No
- 4. I am the student's regular employment work supervisor. _____ Yes _____ No

****The student is to answer the following question:**

- 1. I have read the Mentorship Handbook and understand the requirements of the mentorship, including (but not limited to) the requirement to submit monthly reports and mentor's evaluations. _____ Yes _____ No

 Student signature date

 Mentor signature date

Send all documents to the Mentorship Office:

- Appendix A
- Mentor's Resume
- Learning Objectives

FAX: 251-625-1035 (attention Mentorship)
SCAN & EMAIL: mentorship@ussa.edu
MAIL: United States Sports Academy
 One Academy Drive
 Daphne, AL 36526
 Attn: Mentorship Office

MENTOR’S MONTHLY EVALUATION

APPENDIX B

A copy of this evaluation form is to be provided monthly to the mentor by the student. The mentor is to complete this form, sign it, and return it to the Mentorship Office. The completed evaluation should be shared with the student.

Student’s name: _____ **for the month of** _____

Number of hours student worked this month: _____

The student has made progress toward achieving his/her learning objectives: (please circle one)

Strongly agree Agree Disagree Strongly disagree

Comments regarding the student’s progress (please use a second sheet if necessary) Suggested topics to be covered in the evaluation include:

- a. Initiative and creativity
- b. Dependability and responsibility
- c. Time management skills
- d. Ability to work with your organization
- e. Ability to communicate, oral and written

Signature of Mentor

Name of Mentor (Please Print)

Send all documents to the Mentorship Office as follows:

Return to student for uploading into course shell OR:
FAX: 251-625-1035 (attention Mentorship Office)
SCAN & EMAIL: mentorship@ussa.edu **MAIL:** United States Sports Academy
One Academy Drive, Daphne, AL 36526
Attn: Mentorship Office

APPENDIX C

Bloom's Taxonomy Action Verbs

Definitions	Knowledge	Comprehension	Application	Analysis	Synthesis	Evaluation
<i>Bloom's Definitions:</i>	<i>Remember previously learned information</i>	<i>Demonstrate an understanding of the facts</i>	<i>Apply knowledge to actual situations</i>	<i>Break down objects or ideas into simpler parts and find evidence to support generalizations</i>	<i>Compile component ideas into a new whole or propose alternative solutions</i>	<i>Make and defend judgments based on internal evidence or external criteria</i>
Verbs	Arrange Define Describe Duplicate Identify Label List Match Memorize Name Order Outline Recognize Relate Recall Repeat Reproduce Select State	Classify Convert Defend Describe Discuss Distinguish Estimate Explain Express Extend Generalize Identify Indicate Infer Locate Paraphrase Predict Recognize Rewrite Review Select Summarize Translate	Apply Change Choose Compute Demonstrate Discover Dramatize Employ Illustrate Interpret Manipulate Modify Operate Practice Predict Prepare Produce Relate Schedule Show Sketch Solve Use Write	Analyze Appraise Breakdown Calculate Categorize Compare Contrast Criticize Diagram Differentiate Discriminate Distinguish Examine Experiment Identify Illustrate Infer Model Outline Point out Question Relate Select Separate Subdivide Test	Categorize Collect Combine Comply Compose Construct Create Design Develop Devise Explain Formulate Generate Plan Prepare Rearrange Reconstruct Relate Reorganize Revise Rewrite Set up Summarize Synthesize Tell	Appraise Argue Assess Attach Choose Compare Conclude Contrast Defend Describe Discriminate Estimate Evaluate Explain Judge Justify Interpret Relate Predict Rate Select Summarize Support Value



APPENDIX D

REQUEST FOR EXIT INTERVIEW

To mentorship students:

This form should be completed, saved, and then emailed to your Mentorship Advisor when you submit your final mentorship paper.

Student Name: _____ Student Skype address: _____

Advisor Name: _____

In the blanks below suggest **three dates and times** for your mentorship exit interview. This interview is conducted by Skype after your advisor has received and reviewed your final paper. The interview will cover your entire mentorship experience: your learning objectives and how they were accomplished, what you liked most, and what you liked least. The interview usually lasts 20-30 minutes.

Date final paper was submitted: _____

Preferred dates and times for interview (USSA is located in the Central time zone.)

Choice #1: Date: _____ Time: _____ Time Zone: _____

Choice #2: Date: _____ Time: _____ Time Zone: _____

Choice #3: Date: _____ Time: _____ Time Zone: _____

Your mentorship advisor will contact you regarding the most convenient time and to give you his/her SKYPE address.

At the agreed upon time, you will contact your advisor through SKYPE.

To Mentorship Advisors:

This document is part of the student's mentorship file. Please return a signed copy of this form to the Mentorship Coordinator.

Interview Date: _____ Time: _____

Advisor Signature: _____

EXAMPLE – Student Monthly Report

APPENDIX E

UNITED STATES SPORTS ACADEMY

MENTORSHIP PAPER FOR JANUARY 2017

A Class Paper Submitted for SPT XXX
Master's Mentorship
Professor: Dr. XXX

by:
Student ABC
Daphne, Alabama
January, 2017

SAMPLE MONTHLY REPORT

Total Hours December 2016: 61

Total Hours Accrued: 314

The season of basketball initiated itself in the new semester. I attended captain's meetings and discussed the building of local rules. I spent the majority of my time working in the area of Men's A League with its officials, scorekeepers, and captains. It was a very competitive league and was so far my most challenging month in part because I felt a higher concentration of responsibility. The student population visibly sees me operate with the Director of Intramurals and has begun approaching me on issues before the director.

Objective #1: The student will learn how to recruit, train, schedule, and evaluate student referees and scorekeepers.

Each night I worked with the score keepers and referees to initiate games including how to utilize IM leagues to validate students and scorebook for each game. Each game in A League began with three referees including myself. There were only two referees not playing on an A league team at the time. I spent several hours each week working with a referee to expand his potential for working games, only in other leagues and only with student officials in their first year. Each night I also evaluated scorekeepers on their ability to facilitate the game and generate efficiency with the games. It was important at the beginning of the season to teach efficiency.

Objective #2: Learn and assist with scheduling of intramural leagues. Assist with paper work and registration for scheduling of teams.

I scheduled and operated Saturday night events in the area of basketball and recently volleyball. During this time I managed courts for play as well as officials. The challenge I encountered was the majority of my referees also played on a team. So, getting them to games that were not their own league and working around time schedules of playing versus refereeing was difficult.

Objective #3: Ensure the results of competitions are communicated to the Intramural Director.

During this time, it was not my responsibility to do this, but to work with scorekeepers on applying results of games to the IM Leagues App. The confines of communicating this was easy and given to the people in charge of each area of play. Each time had to have a score for sportsmanship that averaged 4 to get into the playoffs. As a referee often in the A League I was very critical of teams for this area of conduct.

Objective #4: Assist with field maintenance, storing of equipment, and setup and take down of equipment daily.

Equipment is relatively easy during season. The goals stay up and the basketballs are in a closet next to the courts. I learned how to handle the goals, up and down. Each night I assisted with putting the team bench and scorekeeper tables away.

Objective #5: Assist with sporting events and other special events as a referee, scorekeeper, or field manager as needed

I primarily refereed the Men's A League I would say that it was slightly more competitive than high school games I have covered. Men's A did not play every night nor all the time, so I was available to do other things on some nights. It was stressful at times given the lack of adequate experience from other referees and their connection to teams in the leagues. I feel that at times a few referees were questionable in their ability. I became somewhat of a perceived uptight referee, however, I also became the go to for questions and other court challenges. The conditions pose several issues, as I provided several referees with technical fouls on court, either for excessive arguing or language.

I think the best thing going into the season I had was my experience from state refereeing so my professionalism was viewed as a contribution. I was by no means perfect, but I adapted myself to call the fouls, vocalize the number, and motion the signal, then repeat it to the table. This doubling of calling it gave some more efficiency. On a number of occasions referees from other leagues were instructed to

observe me for the duration of the game for expectations of other games. I believe that given my past experience I was able to better offer the intramural director with something more professional than they were used to.

I also was given a Saturday Night Volleyball Tournament without the director present. We had several meetings and prepared the days ahead. The chair of the Physical Education and Intramural Department was in the office and the building in the event I needed an administrator, and university security and medical personnel were instructed to assist me for the event. I was the acting Intramural Director for the event that lasted 9 hours. I enjoyed it; the difficult part was simply all the pretournament preparation. This event was the closest to the actual responsibilities of an Intramural Director I have had so far.

EXAMPLE – Student Final Paper Template

APPENDIX F

UNITED STATES SPORTS ACADEMY

FINAL MENTORSHIP PAPER

A Class Paper Submitted for
SPT 498 Bachelor's Mentorship
Professor: (Advisor's Name)

by:

Your Name

Daphne, Alabama

January 2015

Introduction

(In this section, the student should introduce himself or herself. The student should provide some background on his/her course of study and what the student hoped to accomplish through the mentorship.)

Mentor's Information

Name of Mentor:

Mentor's Title:

Mentor Qualifications and why the Mentor was chosen:

Site Information and Reasons for Selecting the Site

Mentorship site: (Name and location)

Reasons for choosing site:

Dates the Mentorship was Conducted

Total Number of Mentorship Hours

Learning Objectives and How They Were Met

Objective #1:

Expected Outcome:

How objective was met:

Objective #2:

Expected Outcome:

How objective was met:

Objective #3:

Expected Outcome:

How objective was met:

Objective #4:

Expected Outcome:

How objective was met:

Objective #5:

Expected Outcome:

How objective was met:

Conclusion

What did the student learn through the Mentorship? How will that help the student in his/her future career? Explain how this was a good experience, or if not, explain why not.

References (if necessary)

Appendices (optional)