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Purpose of the Comprehensive Examination

The United States Sports Academy is a private, non-profit graduate school of sport offering programs of instruction, research, and service nationally and internationally. The role of the Academy in higher education is to prepare men and women for sport professions in the areas of sports coaching, sports management, sports studies, and sports health and fitness. To achieve this end, the Academy must maintain the deliverance of quality education in the sport sciences. To ensure a quality product, the Academy must constantly evaluate itself. The evaluation of student learning is critical in determining how the Academy is achieving and maintaining quality. To improve programs, teaching and delivery systems, the faculty and administration must assess the extent to which students have achieved the goals and objectives established by the Academy.

The purpose of the Comprehensive Examination is to confirm that students have met the goals of the master’s degree program. Four goals are outlined in the “Master of Sports Science Catalog,” as well as specific competencies formulated to meet those goals. When students are able to demonstrate knowledge of sports science and a specific knowledge in their fields of expertise, students, faculty, and administration can be assured that the goals have been met.
**Eligibility:** Comprehensive exams are offered off campus on the third Thursday of each month, with the exception of December & January. NO comprehensive exams will be offered in December or January. To be eligible to take the comprehensive examination, a student must be in good academic standing and must have completed ALL degree requirements with a cumulative grade point average of 3.00 or higher. A $225 Comprehensive Examination Registration Fee for master’s degree students is required. A $225 Comprehensive Exam Registration fee is required for students re-taking the exam. Should the student fail to appear or fail the Comprehensive Examination, the fee will be forfeited. Students must apply to register for the comprehensive examination through the Registrar’s Office at least 30 days prior to the comprehensive examination date desired.

**Making Application to Take the Off-Campus M.S.S. Comprehensive Examination**

A student wanting to take off-campus comprehensive exams must submit the Off-Campus Comprehensive Exam Application **30-days prior** to the requested test date. The exact test dates are listed on the exam application. This application is located on the Student Services page of the Academy website (www.ussa.edu). The form can be faxed to 251-625-1035, Attn: Registrar or mailed to the Academy, Attn: Registrar, One Academy Drive, Daphne, AL 36526. All forms must be received by close of business 30-days prior to the test date.

It is the responsibility of the student to **confirm receipt of the application with the Office of the Registrar.** Students can contact the Office of the Registrar at 800-223-2668. Applications received after the deadline will not be processed. Students will be required to wait until the next exam date.

**NOTE:** Students must have their Comprehensive Examinations proctored at a third-party testing center or must use ProctorU, an online proctoring service.

If using a third-party testing center, students are responsible for making arrangements and paying all fees associated with proctoring.

Examples of a third-party testing center include, but are not limited to,:  
- Colleges and Universities  
- Sylvan Learning Centers  
- Military Base Education Offices  
- Public Libraries

If using ProctorU, students must register for the examination on the ProctorU website. There is no fee as long as the student schedules the examination more than three business days in advance. If the student schedules the examination less than three business days in advance, the student will be required to pay ProctorU’s convenience fee.
It is highly recommended that the examination be taken between the hours of **8:00 AM - 5:00 PM (Central Time)** in order that Academy personnel may properly monitor and assist students if administrative problems occur.

**All proctors/testing sites’ information will be verified.** The Academy reserves the right to deny any proctor/testing site to ensure the integrity of the exam. The application form must be completely and correctly filled out in order to assure proper processing. The following proctor information is required:

- Proctor’s Name and Title
- Testing Site Name
- Mailing Address
- Phone Number
- E-mail

If all required information is not submitted by the test deadline, the application will not be processed. The Academy is not responsible for any lost time from work or testing fees due to the failure to complete or submit the appropriate form by the test deadline.

The Office of the Registrar will audit each student’s file to ensure eligibility. Once the audit is complete, the student and proctor information will be given to Academic Affairs. Any change in proctor or test site at this point is strictly prohibited without approval by the Dean of Academic Affairs. The Division of Academic Affairs is responsible for creating and grading the comprehensive exams. An instructional e-mail will be sent to the proctor prior to the test date.

Students are allowed to cancel or postpone their requested test dates up until two weeks prior to the actual test date without forfeiting their application fees. Any student who cancels after this date or fails to show up for the exam will forfeit the application fee.

**Preparing for the Comprehensive Exam**

1. Comprehensive examination questions are generally phrased to measure your **ability to apply, analyze, and synthesize knowledge pertinent to a discipline**; therefore, you should emphasize those abilities in your study.

2. Review the major themes of your course textbooks, class notes, assignments, discussions, exams, and papers prepared for each course. **Concentrate on the learning objectives of each course taken** rather than minute details.

3. Prepare comprehensive questions for yourself. **Answer them electronically.** Check that your responses answer the questions and that they are well-written. Remember, comps are a reflection of your writing ability. Edit your response for misspellings, poor grammar, and faulty sentence structure and paragraph construction.

4. When possible, study in a group. Ask comp-like questions of one another. Help each person in the group with writing skills.
5. Start studying at least **two months in advance**.

6. Prepare thoroughly. A feeling that you are well-prepared will result in a confident attitude which, in turn, is likely to translate into a good performance.

**Taking the Comprehensive Exam**

1. **Arrival at Test.** Arrive at the test site at least **15 minutes prior** to the start of the examination. **Organize yourself. Don’t feel rushed.**

2. **Opening Test.** Upon opening the **electronic examination**, read the questions carefully, **identify the questions** which you know that you definitely want to answer. If in doubt, move on to the next section. When you return to the section in which you were not able to make an instantaneous decision, you can then concentrate further upon what is the best selection. **DO NOT PANIC** over questions to which an answer does not come readily to mind.

3. **Read Question Carefully.** Identify **ALL the elements** of the question. Before typing, outline your response, checking that **ALL** the elements of the outline answered **ALL** the elements of the question. For example, if the question asks for the three main components of three different issues, your answer should have nine parts.

4. **SAVE.** After typing your answer, review it to make certain that it answers the question and that it is well written. Correct misspelling and grammatical errors. **SAVE often while answering your question and then finally SAVE at the finish of each question.**

5. **Supporting Answers.** When pertinent, **include studies and data to support your response.** Your answer to each question should be comprehensive and thorough, however, do not ramble.

6. **Ten (10) Essay Questions.** You must answer **10 essay questions** on the first attempt of your M.S.S. Comprehensive Examination. In the event of a failure on the examination, the Re-take Examination will consist only of the sections of the examination that were failed (with an average score below 70%).

7. **Budget Your Time.** You have four (4) hours, which means you will be spending an average of **20-25 minutes per question.** Do **not** spend an inordinate amount of time on any one question.

Remember you have 20-25 minutes per question. A suggested time allocation is as follows:

- Carefully read the question. **One minute**
- Analyze the question and outline your response. **Two minutes**
- Write a clear and detailed answer. **Fifteen minutes**
- Review your answer to ensure the question is properly and completely answered. **Three minutes**

---

Total: 21 minutes
8. **Relax.** Take a brief rest between questions. **Take deep breaths and relax.**

9. **Rough Spots.** If you do not feel comfortable with an answer, do not let it bother you on subsequent questions. Attempt **to save five to 15 minutes at the end of the examination period to go back over** those questions which are troublesome and at that time address the rough spots.

10. **Answer Order.** The questions may be answered **in any order that you wish,** as long as you end up answering 10 essay questions. Make sure the questions you really know are answered well.

11. **RECHECK & SAVE.** Finally, and most importantly, make certain and check that each answer thoroughly answers each question and covered ALL the elements of the question. If the question has two parts, make sure your answer has two parts as well. **Do not forget to SAVE frequently throughout the exam (every 5 min.) and at the end of each question and finally at the end of the exam.**

**COMPREHENSIVE EXAMINATION FORMAT**

The exam questions will be from the following six areas:

**I. Major Area*** - Four questions; student answers three:

1. Sports Coaching
2. Sports Health and Fitness
3. Sports Management
4. Sports Studies

**II. Sports Administration** - Two questions; the student must answer one

**III. Contemporary Issues in Sports** - Two questions; the student must answer one

**IV. Sports Marketing** - Two questions; the student must answer one

**V. General Area** - The student must answer four (4) questions out of 10 in the general area section of the comprehensive examination. The general area questions are based upon the courses a given student has actually taken as well as additional choices of topics from within the student’s academic major.

*Please note - dual major students will answer three of four questions covering both major areas. For example, a coaching-management dual major would receive two major areas questions for coaching and two for management. Three of the four questions would then be answered.
I. MAJOR AREA QUESTIONS

SPORTS COACHING

Answer any three (3) of the four (4) questions. The four comprehensive examination questions in the sports coaching major area may come from any of the following required courses:

- Sports Psychology
- Sports Coaching Methodology
- Sports Strength and Conditioning
- Seminar in Sports Medicine

Sample Topics for questions that may be asked include:
- The Roles and Special Relationships of the Coach
- Setting Goals and Motivating Athletes
- Introducing, Explaining, and Demonstrating Sport Skills
- Developing a Year Round Physical Training Program
- Observing and Analyzing Sport Skills
- Ethical Dilemmas in Coaching
- A Personal Philosophy of Coaching
- Desirable Qualities of a Coach
- Off-Season Planning
- Using Feedback and Positive Feedback in Skill Development
- Negligence
- Coaching Decisions
- Behavioral and Discipline Problems
- Athletes, Parents, and Fans
- Communication
- Evaluation

Note: These areas may overlap with materials covered in several courses within your degree program.

Sample Questions for the Sports Coaching Major Area:

1. Why would a person go into coaching? Describe the pros and cons of making such a decision. Describe the pressures and conflicts a coach may face, along with the potential benefits and rewards.

2. If one is to develop a comprehensive program of strength and endurance development, one must understand the physiological principals involved. Explain these in terms of the training concepts of overload, specificity, progression, reversibility and periodization.

3. There is often pressure on a coach to be more than just a coach. What are the other essential roles that a coach must assume?
SPORTS HEALTH & FITNESS

Answer any three of four questions. The four comprehensive exam questions in the fitness management major area are likely to come from any of the following courses:

- Exercise Physiology
- Sports Strength and Conditioning
- Exercise Testing and Prescription
- Issues in Nutrition and Health

Sample topics for questions that may be asked are:

- Preliminary health and fitness screening
- Assessment of cardio-respiratory fitness
- Exercise prescriptions
- Assessment of body composition
- Nutritional factors in performance
- Obesity and weight control
- Stress management
- Strength & conditioning
- Assessing of strength & flexibility fitness
- Designing & implementing a conditioning program

Sample Question for the Health and Fitness Management Major Area:

Scenario #1:

After a series of testing, as the exercise specialist, you have determined that your client, who is a 35-year old, 150 lb., fairly active female with two significant risk factors (35% body fat and family history of heart disease), has asked you to prescribe a cardiovascular conditioning and general weight loss program for her. Discuss the factors that you would incorporate into this person’s cardiovascular and nutritional program to facilitate improved functional capacity and weight loss. (Hint: Remember to address aspects such as type of exercises, intensity, frequency and nutritional aspects such as resting metabolic rate, overall energy expenditure, daily caloric requirements, etc.)
SPORTS MANAGEMENT

Answer any three (3) of the four (4) questions. The four comprehensive examination questions in the sports management major area may come from any of the following required courses:

- Sports Administration
- Sports Finance
- Sports Business and Personnel Management
- Sports Facilities
- Sports Marketing
- Public Relations in Sports
- Sports Law and Risk Management

The questions for the sports management major Area may require you to incorporate information from two or more of these courses into your answer for a particular question. These questions may ask you to consider issues, concepts, theories, or methods involved in sports management. Human, financial, physical or sport information resources of an athletic program, sport, or educational organization may be assessed.

Sample Questions for the Sports Management Major Area:

1. Discuss critical administrative issues that would be involved with the organization of a school athletic department. Apply significant material from three of the seven reference areas listed above to address this task.

2. In marketing it is important to have the right “mix” to achieve success in the sale of your product. Explain what is meant by the marketing mix and tell how each component influences the others.

3. In labor-intensive industries like sport, the personnel function is very important. Tell why it is important and describe the basic steps you would have in the staffing process, from job analysis through evaluation, to have the best system to predict success of a new hire.
SPORTS STUDIES

Sport studies majors will be asked to answer any three (3) of the four (4) questions in the major area. The four comprehensive examination questions in the major area for sports studies will be chosen from the specific courses that the student completed (exclusive of the core courses which are covered in another part of the comprehensive examination). For example, if a sports studies student took the following courses, the student’s major area questions would be derived from the learning objectives, the content or the major themes of these courses:

- Sports Psychology
- Exercise Physiology
- Sports Strength and Conditioning
- Exercise Testing and Prescription
- Sports Law and Risk Management

For example, if another sports studies student took the following courses, the student’s major area questions would be derived from the learning objectives, the content or major themes of these courses:

- Sports Business and Personnel Management
- Sports Facilities
- Issues in Nutrition
- Sports Coaching Methodology
- Olympism

Sample topics for questions for a sports studies major student are unique and dependent upon the specific courses taken on individual transcripts. Please check the sample topics and questions listed in the major area section for each of the other academic majors.
II. SPORTS ADMINISTRATION

The student will answer any (1) of the two (2) questions provided on the exam. The two (2) comprehensive examination questions are likely to come from the following areas:

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<td>Hiring Procedures, Affirmative Action/Equal Opportunity</td>
<td>Managerial Ethics</td>
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<tr>
<td>Sexual Harassment</td>
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Sample Questions for the Sports Administration Area:

1. Distinguish between an authoritarian and democratic manager. Using a $100,000 budget with 18 budget lines, show how an authoritarian manager’s approach to planning and controlling a budget would differ from a democratic manager. Provide examples to illustrate your analysis.

2. You are the manager of a sports medicine clinic with a budget of 1.3 million dollars and four organizational units which report to you. You are a consultative, democratic manager. Develop a process for the preparation of the budget based upon your management style.

3. You are the athletic director at a new high school. Show how the different types of managerial skills can be utilized to implement an interscholastic athletic program.
III. CONTEMPORARY ISSUES IN SPORT

The student will answer any one (1) of the two (2) questions provided on the exam. The two (2) comprehensive examination questions are likely to come from the following areas:

- Gender roles in sport
- Sociological theories and how they apply to sport
- History and development of sport in various cultures
- Similarities and differences of sports in different historical periods
- Gender logic: definition, purpose, history, trends
- Race and ethnicity issues in sport
- Politics and sport: historical lessons, future trends
- Economic impact of sport: Pros and cons
- Coaches’ roles: traditional versus modern trends
- Sport as a cure and contributing factor to deviant or aggressive behavior
- Pros and cons of organized youth sports
- Sport as a socializing agent
- Social stratification and sport

**Sample Questions for Contemporary Issues in Sport:**

1. Describe the conditions that would be necessary for spectators to experience frustration and have this frustration converted into aggressive behavior.

2. What is sport sociology? Why is it important to study sport from a sociological perspective? What are some of the future problems facing school and professional administrators of sport?

3. You have just been hired as the head basketball coach at a large suburban high school. You have heard this high school has student drug problems. What specific rules, policies or procedures would you implement with your basketball team?
IV. SPORTS MARKETING

The student will answer any one (1) of the two (2) questions provided on the exam. The two (2) comprehensive examination questions are likely to come from the following areas:

- In-depth definitions of marketing, sport and sport marketing
- The Marketing Mix: Product, price, place, promotion, and public relations as they relate to sport
- Marketing management process
- Sport consumer behavior, life-styling, demographics and psychographics
- Positioning, perceptual maps and image
- Pricing strategies, elasticity of demand
- The steps in the marketing plan
- Marketing segmentation, target markets and the role of research in sport marketing

Sample Questions for the Sports Marketing Area:

1. Identify the most critical issues that would need to be resolved if the women’s professional soccer league is to return next year. How would these issues impact the job of a sport marketer?

2. Price is the most manipulated of the P’s of marketing. Consumers usually link price and value. Briefly describe a product/service and then describe the management decision process that determines at least two alternative prices for the product/service.

3. In the 1970s and early 1980s, tennis was a popular sport. In the late 1990s, interest in tennis as a recreational sport has waned considerably. Explain this phenomenon in terms of product life cycle and lifestyle aging cycle.
V. GENERAL AREA QUESTIONS

Each student will answer four of the 10 questions in this section.

SPORTS BIOMECHANICS

Sample topics for the examination question in this area include:
- Force, Movement, Torque, and Rotation
- Body Balance and Stability Control
- Biomechanics of the Musculoskeletal System
- Biomechanical Relationships in the Upper, Lower, and Trunk Extremities
- Application of Biomechanics to Fitness Activities
- Observing and Analyzing Skill Performance

Sample Question:
1. Explain and illustrate a biomechanical analysis of running.

EXERCISE PHYSIOLOGY

Sample topics for the examination question in this area include:
- Skeletal Muscle: Structure and Function
- Bioenergetics: Energy for Physical Activity
- Endocrine System and Exercise
- Cardiopulmonary Anatomy/Physiology: Responses to Exercise
- Fundamental Principles of EKG interpretation

Sample Question:
1. Discuss the excitation-concentration process in muscle contraction from the nerve impulse in the motor nerve to the relaxation of the muscle fiber.

SPORTS CONDITIONING AND NUTRITION

Sample topics for the examination question in this area include:
- Acute Physiologic Responses to Resistance Exercise
- Chronic Adaptations to Resistance Training
- Individual Differences and Implications for Resistance Training
- Evaluation and Testing the Athlete
- Strength Training Methods, Modes and Exercises
- Exercise Selection and Order
- Exercise Loads volume and Rest Periods
- Periodization: Concepts and Application
- Fundamental Principles of Strength Training
Sample Question:
1. When developing a resistance training program, discuss in detail the variables of exercise types, exercise load, volume and rest periods as they relate to periodization/cycling.

SPORTS MEDICINE

Sample topics for the examination question in this area include:
- Prevention of Athletic Injuries
- Emergency Procedures for Athletic Injuries
- Assessment of Athletic Injuries
- Referral of Athletic Injuries
- The Use of Therapeutic Modalities in the Treatment of Athletic Injuries
- The Use of Rehabilitation Techniques in the Treatment of Athletic Injuries

Sample Question:
1. Explain how an athletic trainer employed at the high school level would establish an emergency plan for the proper emergency care of athletic injuries.

SPORTS PSYCHOLOGY

Sample topics for the examination question in this area include:
- The Role of Personality Characteristics in Athletic Performance
- The Ability to Focus Based upon Intentional Skills
- Adjusting and Controlling Arousal
- Goal Setting
- Motivational Techniques
- Drive-Reduction Theory
- Causal Attribution
- Aggression and Violence
- Team Cohesion
- Psychological Training Plan
- Intervention Techniques

Sample Question:
1. Explain how arousal interacts with task difficulty, skill level, age and previous experience. In terms of the inverted U relationship, show how an elite athlete can handle a higher level of arousal than a beginning athlete.

SPORTS COACHING METHODOLOGY

Sample topics for the examination question in this area include:
- Steps in Presenting New Skills
- Establishing Instructional Goals
- Stages of Skill Learning
- Reinforcement and Feedback
Variables Influencing Practice and Learning
Transfer of Learning
Ethical Considerations in Coaching
The Roles and Desirable Qualities of a Coach
The Recruiting Process
Off-Season Planning
Final Preparation for the Season
Issues and Concerns in Coaching
Motivation and Goal-Setting

Sample Question:
1. Athletes often claim that they don’t receive enough feedback. What is feedback and what are the various types? What is its function and what is its relation to positive and negative reinforcement?

SPORTS BUSINESS AND PERSONNEL MANAGEMENT

Sample topics for the examination question in this area include:
Organizational Effectiveness
Equal Employment Opportunity and Affirmative Action Issues
Recruitment, Selection, Training, Performance Appraisals, Labor Relations
Human Resource Planning and Recruitment
Employee Selection, Interviewing and Testing
Training and Orientation Programs and Employees
Improving Performance and Employee Motivation
Compensation Programs and Job Evaluation

Sample Question:
1. Discuss the importance of human resource planning and assess the impact of current trends, i.e. growth of the labor force; immigration; average age of the work force; occupational shifts; and illiteracy.
SPORTS LAW AND RISK MANAGEMENT

Sample topics for the examination question in this area include:

| Standard of Care Owed to Invitees, Licensees and Trespassers |
| Contract Formation |
| Legal System in the U.S. |
| Drug Testing Issues |
| Title VII, Title IX, ADA |
| Hiring Procedures, Affirmative Action/Equal Opportunity |
| Sexual Harassment |
| Negligence - Types and Elements |
| Defenses Against Negligence Claims |
| Risk Management Strategies |
| Levels of Management |
| Defamation of Character |
| False Light Intrusion |
| Product Liability |
| Antitrust Legislation |

Sample Question:
1. What is Title IX of the Education Amendments of 1972? Trace the effects of this legislation to intercollegiate athletics from inception to present day. Describe in depth the case law that has influenced the interpretation of Title IX.

INTRODUCTION TO THE BUSINESS OF SPORTS AGENTS

Sample topics for the examination question in this area include:

- Fiduciary Relationships
- Conflicts of Interest
- Duties and Services Provided
- Compensation for Athletes and Agents

Sample Question:
1. What are the major provisions or clauses contained in a “uniform player contract” for a professional team sport athlete? Which clauses benefit the club? Which clauses benefit the player? Why?

SPORTS FINANCE

Sample topics for the examination question in this area include:

- Financial challenges in intercollegiate and professional sports
- Types of business structures
- Short and long-term financial planning
- Red flags indicating financial difficulties

Sample Question:
1. What are the major financial challenges facing athletic administrators in intercollegiate and professional sports?
PUBLIC RELATIONS IN SPORTS

Sample topics for the examination question in this area include:

- Internal and External Publics
- The Qualifications and Role of the Public Relations Specialist
- The Role of the Media in Sport
- The Nature and Characteristics of News
- Communication between the Public Relations Specialist and Sport Personnel
- Preparation of Press Releases for the Print and Electronic Media
- The Nature of Publicity
- The Management of Crises and Emergencies
- Principles of Community Relations
- The Relationship between Public Relations and Promotions
- Promotions and Fund Raising
- Ethical and Legal Aspects of Public Relations

Sample Question:

1. Discuss the interrelationship between public relations and fund raising. Illustrate with examples.

SPORTS FACILITIES

Sample topics for the examination question in this area include:

- Architectural considerations for sport facilities
- Facilities maintenance and management
- Renovation of an existing facility vs. building a new facility
- Stadium and indoor arena designs
- Compliance with ADA legislation
- Financing of sport facilities

Sample Question:

1. You have just been hired as a sport facilities consultant. Under what circumstances would you recommend renovating an existing facility rather than building a new one?

PROFESSIONAL WRITING AND APPLIED RESEARCH

Sample topics for the examination question in this area include:

- Nature and characteristics of research
- Ethical issues in research
- Normal bell curve theory
- Basic and applied research
- Objectivity, reliability and validity
- Identifying the specific variables of a study
- Alpha and beta errors in hypothesis testing (the truth table)
The steps in developing a research plan (the methodology process)
Literature searching and review in context of developing and delimiting a problem
Comparison of the major types of research designs (historical, descriptive, experimental)
Research and null hypotheses and how they are tested
Types of statistical tests that are available and the appropriate use of them

Sample Questions:
1. What are nominal, ordinal, interval and ratio data? What are some types of survey research designs? What kinds of data tend to be yielded by these types of survey research designs?
2. Discuss the concepts of objectivity, reliability and validity? How are these determined for a survey or a piece of instrumentation? What are alpha and beta errors? What does an alpha level of p<.05; p<.01 and p<.001 mean?
3. What are the five characteristics of research? Which one is the most important? What are the two extremes of the research continuum? What are the steps involved for the Scientific Method of Problem Solving?

GRADING OF COMPREHENSIVE EXAMINATIONS

It generally takes 2 weeks for the exams to be graded. The scores are reported to the Registrar and recorded on transcripts. You will be notified by mail of your results. If you did not pass, the letter will include notice on the sections you will be required to retake.

Students have only two attempts to pass the exam. If you were not successful in your first attempt in obtaining an AVERAGE TOTAL SCORE OF 70% or higher, you must retake any section in which you did not score 70%. Any sections in which you scored 70% or above you will not have to retake.

Any student needing to retake the exam will need to complete the application processes again. You must request approval 30 days in advance of the comprehensive exam date on which you want to sit for your retake, which must be done in one calendar year. Requests to retake the Comprehensive Examinations must be accompanied by payment of the $225 fee. Comprehensive Exam dates are published in the Academic Calendar available in Student Services or on the web site (www.ussa.edu).

When you have passed the Comprehensive Exam and are ready to graduate, you must submit the Graduation Application (available in Student Services). Your file will not be audited for graduation until this form is received and the graduation fee is paid. Once the audit is completed and cleared, your degree will be conferred. You will then automatically receive by mail a free transcript confirming that your degree has been conferred. Your graduation plaque will follow in about 12-18 weeks.
CONFERMENT OF DEGREES

Results from the comprehensive exams will be mailed directly to the student address listed on the application. Student will also be able to view their grades in Student Portal. **Grades will not be given out over the phone!**

Upon successful completion of the Comprehensive exam, students will receive a congratulatory letter, diploma order form, alumni application, transcript request form and a self-addressed envelope. All documents can either be mailed or faxed to the Office of the Registrar. Per the Department of Education, any student receiving financial aid at any time during their degree program, must complete the Loan Exit Counseling.

**EXIT SURVEY**

Students who take the Comprehensive Exam will also complete the Academy Exit Survey at the end of the Comp Exam.

**FINAL NOTE:**

Once all requirements are fulfilled, the student’s degree will be conferred. Each student will receive a diploma within six to eight weeks of the degree being conferred. All graduates also receive one free transcript when the request for transcript form is received. Students interested in purchasing gold signet rings need to contact the Academy Bookstore at 251-626-3303.