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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 medicine, sports studies, and sports health & fitness.

To achieve this end, the Academy must maintain the deliverance of quality education in the sport sciences. The evaluation of student learning is critical in determining how the Academy is achieving and maintaining the quality of its degree programs. To improve 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 at the master’s level.

The purpose of the Comprehensive Examination is to confirm that students have met the goals of the master’s degree program. Goals are outlined in the “Master of Sport Science Catalog,” as well as specific competencies formulated to meet those goals. When students are able to demonstrate knowledge of sport science and a specific knowledge in their fields of expertise, students, faculty and administration can be assured that the goals have been met.
Eligibility

Students who enrolled in the Master’s Degree Program before 1 September 2010 are required to sit for the Master’s Comprehensive Examination.

Students enrolling in the Master’s Degree Program after 1 January 2014 must select one of three academic track options before completing their Core Courses. The three-track options are: Thesis, Non-Thesis, and Mentorship.

Students who elect the Thesis Option will be enrolled in the Master’s Portfolio. Students selecting the Non-Thesis Option or the Mentorship Option will take a Comprehensive Examination at the end of their program of study.

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 (GPA) of 3.0 or higher. Students must apply to register for the Comprehensive Examination through the Registrar’s Office at least 30 days prior to the testing date desired. The specific testing dates for the current academic calendar year are listed on the exam application.

Exam Fee

The fee for master’s level students taking the Comprehensive Examination is $225. Students who fail the Comprehensive Exam on the first attempt will be required to pay the full $225 registration fee for all successive attempts. If a student fails to appear for the exam on the selected test date, the registration fee will be forfeited in full.
Application to take the Master’s Off-Campus Comprehensive Examination

Students must print, fill out, and submit the Master’s Off-Campus Comprehensive Exam Application 30 days prior to the requested test date. This application is located on the Student Services page of the Academy website: http://www.ussa.edu/admissions/forms-applications/. If all required exam application information is not provided, students will NOT be eligible to sit for the Comprehensive Exam.

The application form can be returned to the Registrar’s Office via email, fax, or mail:
- Email: registrar@ussa.edu
- Fax: 251-625-1035
- Mail: United States Sports Academy
  One Academy Drive
  Daphne, AL 36526

All Comprehensive Examination application forms must be received by the close of business 30 days prior to the test date. Please keep this in mind when choosing the method to submit your application. Each examination date will be limited to fifteen (15) students—first come, first served.

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 ext. 7146. Applications received after the deadline will not be processed and students will be required to submit a new application for the next available exam date.

Upon receipt of the application and payment of the examination registration fee, 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.

The examination is offered on the third Thursday or Friday of each month, with the exception of December and January. The examination is not offered in December or January. The examination can be accessed beginning at 12:01 AM on the Thursday testing date until 11:59 PM CST on the Friday testing date.

It is recommended that the examination be taken between the hours of 8AM – 5PM CST to ensure proper electronic monitoring is maintained to protect the integrity of the exam. This will also ensure that any problems during the administration of the exam can be addressed prudently.

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 examination will forfeit the application fee.
Proctor/Testing Site Information

Students are responsible for locating their own Proctor/Testing Site prior to submitting their examination application. The Proctor/Testing Site must be willing to continuously proctor a four hour (4 hour) electronic-based exam. It is each student’s responsibility to secure the appropriate test date and time with the Proctor/Testing Site. Students are responsible for any additional fees associated with the selected testing center.

It is also the student’s responsibility to make sure the testing site’s security accepts Cookies and Java Script. The testing site must have access to one of the following Internet browsers: Google Chrome, Safari, or Mozilla Firefox. **Do NOT use Internet Explorer to take the exam.**

An instructional e-mail will be sent to the proctor approximately one week prior to the test date. Proctors will be sent a password during the week of the examination that will be used to access the examination. Proctors should be available to observe and monitor the student at all times and must have a direct view of the student’s computer screen for the duration of the exam.

The specific individual listed and confirmed as the proctor on the examination application must be the same proctor who oversees the test. **All proctor/testing site information will be verified.** The Academy reserves the right to deny any proctor/testing site to ensure the integrity of the exam.

The Comprehensive Examination 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.
**ProctorU Testing Information**

Students must visit the ProctorU site at [http://www.proctoru.com](http://www.proctoru.com) to set up an account with ProctorU prior to the examination date. Students are responsible for scheduling their Comprehensive Examination through ProctorU at least **three (3) business days** ahead of the selected test date.

**IMPORTANT:** Failure to schedule the exam more than 72 hours in advance will result in a ProctorU “convenience fee” incurred at the student’s expense and/or the unavailability of securing a proctor for the exam.

To be successfully proctored by ProctorU, the student will need the following:

a. Webcam
b. Functioning computer microphone
c. Compatible web browser: Google Chrome, Mozilla Firefox, or Safari
   
   **Do NOT** use Internet Explorer to take the examination.

The student will need to provide ProctorU with at least one picture ID on the testing day.
Preparing for the Comprehensive Exam

1. Comprehensive examination questions are generally phrased to measure the student’s ability to analyze, synthesize and apply knowledge pertinent to a discipline; therefore, the student should emphasize those abilities in his/her study.

2. Review the major themes course textbooks, quizzes, class notes, assignments, discussions and papers prepared for each course. Concentrate on the learning objectives of each course taken rather than minute details. Course syllabi and unit overviews (Core/Major courses only) are available upon request for students who no longer have access to their courses in the Learning Management System (LMS). Contact the Registrar for syllabi.

3. Students can practice by preparing comprehensive examination questions for themselves. Answer them electronically. Check to ensure the responses answer the questions and that they are well written. Remember, the Comprehensive Examination is a reflection of writing ability. Be sure to edit responses for misspellings, poor grammar, and faulty sentence structure or paragraph construction.

4. When possible, study in a group. Ask comp-like questions of one another. Help each person in the group with their writing skills.

5. Start studying at least two months in advance.

6. Prepare thoroughly—this 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. If you are using ProctorU, log on to the site at least 20 minutes before the scheduled appointment. If you are using a third-party testing site, arrive at the test site at least 15 minutes prior to the start of the examination. Be organized. Don’t rush.

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. DON’T PANIC over questions to which an answer does not come readily to mind.

3. Read Each Question Carefully. Identify ALL the elements of the question. Before typing, outline your response and ensure that ALL elements of the outline answered ALL elements of the question.
4. **Supporting Answers.** When pertinent, include studies and data to support your response. Your answer to each question should be comprehensive and thorough, however, don’t ramble.

5. **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).

The examination questions will be from the following six areas:

- **Major Area**- Student answers three (3) total questions out of four (4) for their designated major of study
- **Contemporary Issues in Sports** - Student answers one (1) question out of two (2).
- **Sports Administration** - Student answers one (1) question out of two (2).
- **Sports Marketing** - Student answers one (1) question out of two (2).
- **General Area** - The student must answer four (4) questions out of ten (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.

6. **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

7. **Relax.** Take a brief rest between questions. Take deep breaths and relax.

8. **Rough Spots.** If you do not feel comfortable with an answer, don’t 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 any rough spots.

9. **Answer Order.** The questions may be answered in any order that you wish, as long as you end up answering 10 essay questions as discussed above. Make sure the questions you really know are answered well.
10. **RECHECK & FINISH.** Finally, and most importantly, 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. Your exam module will automatically store entered text/information as you type your answers.

If you have any issues with the computer freezing/malfunctioning, please have the proctor/ProctorU contact us immediately: 251-626-3303, Ext. 7125 (Instructional Design)
Comprehensive Examination Format

The examination questions will be from the following six areas:

1. **Major Area** - Student answers three (3) total questions out of four (4) for their designated major of study:
   - Sports Coaching
   - Sports Health & Fitness
   - Sports Management
   - Sports Medicine
   - Sports Studies

2. **Contemporary Issues in Sports** - Student answers one (1) question out of two (2).

3. **Sports Administration** - Student answers one (1) question out of two (2).

4. **Sports Marketing** - Student answers one (1) question out of two (2).

5. **General Area** - The student must answer four (4) questions out of ten (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 out 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.*

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 Conditioning and Nutrition
- 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 (3) of the four (4) 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 Conditioning and Nutrition
- Exercise Testing and Prescription
- Issues in Nutrition
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 MEDICINE

Answer any three (3) of the four (4) questions. The four comprehensive examination questions in the sports medicine major area are likely to come from any of the four major required courses:

- Seminar in Sports Medicine
- Advanced Assessment in Sports Medicine
- Treatment Procedures in Sports Medicine
- Sports Conditioning and Nutrition

One or more major area questions could come from the following courses only if a particular student has taken these courses:

- Sports Biomechanics
- Sports Performance Enhancement
- Exercise Physiology
- Sport Conditioning & Nutrition
- Exercise Testing & Prescription
- Issues in Nutrition & Health

Sample topics for questions that may be asked include:

- Preliminary health/fitness screening: guidelines
- Assessment of cardiorespiratory fitness: max and submax techniques
- Exercise prescription for athletic, healthy, and clinical populations
- Nutritional factors in performance and conditioning
- Exercise performance and environmental stress
- Designing cardiorespiratory fitness programs
- Assessment of body composition
- Assessment of muscular strength and endurance
- Special aids to performance and conditioning
- Adaptations and benefits of exercise training
- Obesity and weight control
- Assessing and designing flexibility programs
• Training for anaerobic and aerobic power

**Sample Questions in the Sports Medicine Major Area:**

1. Explain, step-by-step, the procedures you would follow in evaluating an unconscious athlete on the field.

2. Diabetes Mellitus is prevalent in our society. Describe the signs and symptoms and the special considerations in dealing with a diabetic athlete.

3. Discuss in depth the indications of the use of heat versus cold therapy in the rehabilitation of an athlete.

**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 Conditioning and Nutrition
- 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.
Sports Administration & Finance Area Questions

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:

<table>
<thead>
<tr>
<th>Styles of Management/Leadership</th>
<th>Functions of Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategic/Tactical Planning</td>
<td>Organizational Control</td>
</tr>
<tr>
<td>Sources of Power</td>
<td>Decision-Making</td>
</tr>
<tr>
<td>Conflict Resolution</td>
<td>Levels of Management</td>
</tr>
<tr>
<td>Type of Organizations</td>
<td>Types of Budgets &amp; the Budget Process</td>
</tr>
<tr>
<td>Planning and Funding Programs</td>
<td>MBOs/Personnel/Evaluation</td>
</tr>
<tr>
<td>Hiring Procedures, Affirmative Action/Equal Opportunity</td>
<td>Managerial Ethics</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>Communication</td>
</tr>
</tbody>
</table>

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.
Contemporary Issues In Sport Area Questions

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?
Sports Marketing Area Questions

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 decisional process that determines at least two alternative prices for the product/service.

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

Depending upon the specific degree requirements and academic program chosen, each student will be directed to answer four (4) questions out of 10 specific areas. Lengthy answers will be written in blue books from the actual courses the student has completed and related topical areas:

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 up to five (5) days for the examinations to be graded. The scores are reported to the Registrar and recorded on student transcripts. Students will be able to view their Comprehensive Examination grade (P/F) on their unofficial transcript located in the Student Portal. **Grades will not be given out over the phone.**

Upon successful completion of the Comprehensive Examination, students will receive notification by electronic mail to their USSA student email account. This email will also contain important information regarding graduation.

If the student does not pass, he/she will be sent a certified letter, which will include information on the sections that must be retaken. Students have only two attempts to pass the examination and any further attempts must be petitioned and approved through the Academic Committee.

If the student is not successful in his/her first attempt in obtaining an AVERAGE TOTAL SCORE OF 70% or higher, the must retake any section in which the student did not meet the minimum score. Any sections in which the student earned a passing score will not have to be retaken. The student will have one year from the date of the original examination to retake the necessary sections.

Any student needing to retake the exam will need to complete the application processes again. The request must be approved 30 days in advance of the Comprehensive Examination date on which the student wants to sit for the retake. Requests to retake the Comprehensive Examinations must be accompanied by payment of the $225 fee. Examination dates are published in the Academic Calendar available on the web site (www.ussa.edu).

When the student has passed the Comprehensive Examination and is ready to graduate, the student must submit the Graduation Application (available in the Student Portal). The student file will not be audited for graduation until this form is received and the graduation fee is paid. Once the audit is complete and cleared, the degree will be conferred and the student will automatically receive, by mail, a transcript confirming that the degree has been conferred. A graduation plaque will follow in about 8-12 weeks.

Per the Department of Education, any student receiving financial aid at any time during their degree program must complete the Student Loan Exit Counseling.

A Review of Important Facts

The Master’s Comprehensive Examinations requires the use of a Proctor/Testing Site or ProctorU. Students are responsible for all arrangements made to take the exam and all fees associated with the selected testing center/proctor. Students must create an account and schedule
their exam through ProctorU no later than 72 hours in advance of the exam to avoid additional fees and to ensure there is a proctor available.

The exam is required to be scheduled on the third Thursday or Friday of each month with the exception of December and January. The exam is highly recommended to be taken between the hours of 8AM – 5PM CST in order to properly monitor and assist any student if administrative problems occur. Each exam date will be limited to 15 students—first come, first served. Please plan accordingly as there will be NO EXCEPTIONS.

Listed below are some examples of locations that offer proctoring and testing procedures:

- Colleges and Universities
- Sylvan Learning Centers
- Military Base Education Office
- Public Libraries
- Educational Testing Centers

Follow the steps below to complete the application process:

2. Provide the appropriate information and pay the appropriate fees ($225).
3. The student will be emailed a confirmation from Registrar’ office stating the student is registered for that examination date.
4. The proctors will be emailed the access password along with instructions on how to administer the examination.
5. The student must bring a form of picture identification (driver’s license, student I.D., passport, etc.) on the day of the examination.
6. Log onto the Learning Management System, follow instructions and take the Comprehensive Examination.
Helpful Tips

For your Master’s Off-Campus Comprehensive Examination you will utilize a Proctor/Testing Site or ProctorU. It is a closed-book exam—NO STUDY MATERIALS ALLOWED.

The Comprehensive Examination is an essay-formatted exam. Students will answer ten (10) total questions worth 10 points each -- totaling 100 points. Students need to PASS with an overall total of 70% or better. If a student does not pass the examination, they must re-take the examination and repeat all areas in which they did not achieve the minimum score.

There are five (5) sections to the exam:

• **Major Area** --- Must answer 3 out of 4 Questions.
• **Sports Administration** --- Must answer 1 out of 2 Questions.
• **Contemporary Issues in Sports** --- Must answer 1 out of 2 Questions.
• **Sports Marketing** --- Must answer 1 out of 2 Questions.
• **General Area** --- Must answer 4 out of 10 Questions.

Study the Unit Overviews & Chapter Summaries. Think general and wide-scoped – the Comprehensive Examination IS comprehensive. The questions on the exam will be similar to the discussion questions from courses.

Each examination takes into consideration the courses the student has taken. The “Major Area” comes directly from the Program of Study, e.g., Sports Health & Fitness --- the Major Area will come from Sport Health & Fitness Required Courses.

If the student is a Dual Major there will be two questions from each area of study included in the four overall questions. If the student is a Sports Studies Major the four questions will be generic enough to cover any of the courses taken in the degree program. Sports Administration & Finance, Contemporary Issues in Sports, and Sports Marketing questions come directly from material covered in the Core Courses.

The General Area consists of a compilation of general sport questions based upon master’s level electives. There will be enough questions in this area for ALL students to be able to answer them successfully.

**RE-READ ANSWERS/FINAL SUBMISSION:** Finally, and most importantly, check that each answer thoroughly answers each question and has covered ALL of the elements of the question. For example, if the question has two parts, then make sure the answer has two parts, etc.