



PGA™

Sam Houston State University
PGA Golf Management

Student
Policies & Procedures Manual

Table of Contents

Table of Contents	p. 2
Introduction	p. 4
Admission Guidelines	p. 4
International Student Policy.....	p. 4
Transfer Student Policy.....	p. 4
Retention	p. 4
Cohort Requirement.....	p. 5
PGA Golf Management Program Requirements	p. 5
Program Fee	p. 5
PGA Golf Management Staff.....	p. 6
PGA Membership Requirements	p. 6
Internship Program.....	p. 6
Work Experience Activities and Schedule	p. 7
PGA Golf Management Student Activities by Semester	p. 8
PGA Golf Management Curriculum.....	p. 11
PGA Golf Management Checkpoints	p. 11
PGA Playing Ability Test	p. 11
Player Development Program	p. 12
Model Golf Shop.....	p. 12
PGA Golf Management Student Association	p. 13
Raven Nest Golf Club Practice and Playing Privileges	p. 13

Students with Disabilitiesp .14

Minority Recruitment.....p. 14

PGA Golf Management Scholarshipsp. 14

PGA of America Background Check.....p. 15

Probationary Standardsp. 16

Grounds for Dismissal from PGA Golf Management Program.....p. 17

Student Policies and Procedures Signature Pagep .18

PGA Golf Management Curriculum Outlinep. 19

PGA Golf Management Program Fee Schedulep. 20

Introduction

The PGA Golf Management program, accredited by The Professional Golfers Association of America (PGA), is a college degree program designed to attract and educate bright, highly motivated men and women to service all aspects of this developing industry. These comprehensive degree programs blend college/ university requirements for a golf industry compatible major with a minor in PGA Golf Management. The purpose of the PGA Golf Management program at Sam Houston State University is to create PGA Members. The following are the admission, retention, and dismissal policies that will be used to guide students through the PGA Golf Management program at Sam Houston State University.

Admission Guidelines

Each year's incoming class size is determined by the number of students currently enrolled, the number scheduled to graduate and the program's projected retention rate. PGA guidelines limit the size of the program to 400 total students provided that additional faculty is hired once there is an excess of 300 students. Students must first apply for entrance to Sam Houston State University. Once admitted to the University, they can then apply for admission to the PGA Golf Management program. A verified handicap of 12 or less is required. Each accepted student will then be required to pay a \$500.00 non-refundable deposit to secure his or her spot in the program which will be deducted off the first year program fee.

Handicap Verification can include one of the following:

- a. A copy of a current USGA handicap index card.
- b. The Confirmation of Playing Ability Form filled out by a PGA Golf Professional or High School Golf Coach.
- c. Successful completion of the PGA's Playing Ability Test (PAT).

International Student Policy

Sam Houston State University is an accredited PGA Golf Management University, with a primary goal to produce PGA members. To become a member of the PGA of America, an individual must either be a US citizen or a resident alien. Individuals who are not US citizens or who do not have resident alien status will not be admitted into the PGA Golf Management program at Sam Houston State University.

Transfer Student Policy

The PGA Golf Management program at Sam Houston State University is designed as a freshman entry program. Transfer students will be handled on a case-by-case basis. Transfer students will be required to complete all requirements of the PGA Golf Management program at Sam Houston State University. Transfer students will be counseled on the cost and time involved in the completion of the PGA Golf Management program.

Retention

Retention in the PGA Golf Management program is determined by a combination of satisfactory academic performance along with continuous progress in the PGA's Professional Golf Management program requirements. Sam Houston State University students must maintain a 2.0 GPA throughout their course of study.

PGA Golf Management students will also be required to make satisfactory progress toward completing PGA membership requirements. To graduate from Sam Houston State University's PGA Golf Management program, students will be required to successfully accomplish the

following; complete 16 months of internship, successfully pass the PGA's Playing Ability Test, and complete the three levels of the PGA's Professional Golf Management Program.

Student progress in both the university requirements and the PGA membership requirements will be continuously monitored. Each student will meet with the PGA Golf Management staff once a semester to be advised and counseled in his or her progress toward these milestones. These sessions will be documented and placed in the student's file.

Cohort Requirement

For PGA Golf Management requirements, each entering class will be considered a *cohort*. Each student will be expected to meet PGA Golf Management milestones with his or her cohort class (For example, they will be expected to complete the Level 1, 2, and 3 Checkpoints at the same time). Only under exceptional circumstances will a student be allowed to deviate from his or her cohort and only with the Director's approval. A plan will then be put in place requiring the student to get back on track with his or her cohort class. Students will be counseled in these situations and proper documentation will be put in their permanent file.

Sam Houston State University students will sign a Student Policies & Procedures signature page. This form will address the requirements of the program and a signature on this form will state understanding of the PGA Golf Management program requirements at Sam Houston State University. This form will be covered in detail in the BUAD 1111A (Freshman Orientation) course and signed at that time. This form will again be covered each subsequent year in the seminar class and again signed by each student. Please see Probationary Standards and Grounds for Dismissal sections explaining disciplinary action within the PGA Golf Management program.

PGA Golf Management Program Requirements

Sam Houston State University students must reach the following goals in order to receive the designation in PGA Golf Management on their Diploma. Successful students must pass the PGA Playing Ability Test, complete 16 months of internship work at qualifying facilities, and complete the three levels of the PGA Professional Golf Management Program.

A PGA Golf Management student has 8 years to obtain PGA membership from the first day of registration into the PGA Golf Management program. Students who leave the program retain work experience levels but receive no credit for completion of internships and will be required to register into the apprentice program following registration procedures.

Program Fee

Along with normal university tuition and fees, each student will be required to pay a non-refundable program fee of \$2,150.00 per year by the first day of classes (Fall Semester) each of the first four years. This fee includes; PGA Golf Management materials, PGA Golf Management Checkpoint and seminar fees, unlimited golf course and practice range access at Raven Nest Golf Club, Player Development Program, and PGA Golf Management Student Association Fees.

- Additional fees will be charged in the event of failure at a PGA Golf Management Checkpoint.

PGA Golf Management Staff

The PGA Golf Management program at Sam Houston State University will have a clearly identifiable unit charged with the management of the PGA Golf Management program. The PGA Golf Management program will be staffed with a minimum of three fulltime persons primarily responsible for the administration of the PGA Golf Management program.

The **Director** for the Sam Houston State University PGA Golf Management program serves as the primary liaison between the Professional Golfer's Association of America and the students, faculty, and staff of the College of Business Administration. The Director is responsible for the overall operation of the program, including but not limited to: budget preparation and maintenance; policy and procedures implementation; records management; curriculum development, management, and evaluation; student recruiting; and the personnel policies and procedures as related to the PGA. The Director instructs the one credit hour Professional Development seminars which cover the learning objectives of the PGA Golf Management program and will oversee the Player Development program.

The **Internship Coordinator** for the Sam Houston State University PGA Golf Management program is responsible for all aspects of internships, including but not limited to: maintaining a list of current contacts for all businesses that meet internship criteria and are interested in hosting a PGA Golf Management intern; site evaluation for selection of student placements; evaluation of site professionals to ensure assistance in the completion of specific work experience activities for program interns; the monitoring of evaluations of interns by site professionals and of evaluations of working conditions and activities of site by interns during placement; and proper documentation of internship sites, placements, and evaluations. The Internship Coordinator assists the Director in the instruction of the one credit hour Professional Development seminars and with the Player Development program. In addition, the Internship Coordinator serves as program advisor to the PGA Golf Management Student Association and assists in all recruiting efforts in the program.

The **Administrative Assistant** will be responsible for assisting in all aspects of the program, including but not limited to the management of records and files, data collection and processing, communication among all involved parties, and the PGA Golf Management activities calendar.

PGA Membership Requirements

PGA Golf Management graduates must earn a total of 36 credits to be eligible for membership in the PGA. Students who graduate from the PGA Golf Management program after completing Level 3 of the program, the Playing Ability Test (PAT) and 16 months of approved internship will qualify for immediate membership upon eligible employment.

Credits will be awarded as follows:

- 12 credits for college degree
- 16 credits for completion of the PGA Professional Golf Management Program
- 6 credits for completion of all membership requirements
- 2 credits for attending 2 national workshops hosted by the PGA Employment Services

Internship Program

All PGA Golf Management students must complete 16-months of full time (40 hours per week) internship assignment at facilities recognized as eligible employment by the PGA of America. The sixteen months of internship must take place in at least 3 different settings with a maximum of two internships allowed at the same facility with different job responsibilities. The first two internships, prior to the completion of Level 1, must take place at a green grass facility under the

supervision of a PGA Professional. Expanded career paths can be pursued after the completion of the Level 1 checkpoint. Each student must be registered in an internship class (BUAD 2189,3189, or 4289) to receive academic credit.

All internships are completed under the direction and guidance of the PGA Golf Management staff along with a qualified PGA Professional or mentor at the approved facility. Before a student is placed as an intern, the site must be reviewed and approved by the Internship Coordinator.

Students have the opportunity to choose from numerous facilities including country clubs, resorts, public and municipal courses, military golf facilities, PGA/LPGA Headquarters, and PGA Section Offices. Students must complete all 16 months of the co-operative assignment prior to graduation. By completing co-op/internship assignments, students receive on-the-job training and academic credit as outlined in the PGA Golf Management Curriculum.

- A 2.0 cumulative GPA is required to receive co-op credit. A grade for each of the co-op classes will be issued once a student has completed each of the required co-op experiences.
- Students must be enrolled in an internship class to receive credit.
- Internship Coordinator is required to make first contact with all potential internship sites.
- All paperwork involved with the internship must be completed and approved by the PGA Golf Management Internship Coordinator or PGA Golf Management Director
- SHSU will require each student to complete a detailed evaluation of the Internship Site and Experience upon returning to campus at which time students will meet with the Internship Coordinator to compare evaluations. At that time any necessary remedial action will be taken to resolve any performance problems. Details of the meeting will be placed in the student's records.
- Negative site evaluations by students will be investigated prior to placement of future students.
- Host Professionals evaluation of Student and Students evaluation will placed in student records.
- Students who are not in good standing or on probation will not be placed as an Intern.
- SHSU will submit to the PGA a list of interns and place of employment for each semester.
- (16) Months of internship are required for completion of the PGA Golf Management program.

Work Experience Activities

Work experience activities are an essential part of the PGA Golf Management program at Sam Houston State University. The schedule listed below has been developed for all incoming freshman. Each of these activities will be covered in detail during BUAD 1111A, B, C, D and BUAD 3169 A, B, C, D. These eight mandatory PGA Golf Management classes are held fall and spring semesters and meet once a week for one hour, with the exception of BUAD 3169A and 3169C fall semester courses which will be 8 week courses meeting twice weekly. Lesson objectives will mirror those offered by the PGA of America. They will be taught in a systematic structure to assist in your timely completion of work experience activities.

Work experience activities will be completed as determined by this schedule. Completed activities will be reviewed, graded and approved. Completed activities will then be returned to you to be put in your Work Experience Kit. Completed kits will be reviewed by the PGA Golf Management staff and the PGA of America for approval prior to attending Level 1, 2, or 3 checkpoints. Required pre-seminar activities must also be completed as listed below.

PGA GOLF MANAGEMENT WORK EXPERIENCE SCHEDULE

Year (1)

Fall Semester

<u>Work Experience Activity Level (1)</u>	<u>Date of Completion</u>
---	---------------------------

Spring Semester

<u>Work Experience Activity Level (1)</u>	<u>Date of Completion</u>
---	---------------------------

Golf Club Design and Repair	May 5
-----------------------------	-------

Year (2)

Fall Semester

<u>Work Experience Activity Level (1)</u>	<u>Date of Completion</u>
---	---------------------------

Rules of Golf	September 5
---------------	-------------

Golf Car Fleet Management	December 5
---------------------------	------------

Spring Semester

<u>Work Experience Activity Level (1)</u>	<u>Date of Completion</u>
---	---------------------------

Player Development Programs	January 25
-----------------------------	------------

Career Enhancement	May 5
--------------------	-------

Year (3)

Fall Semester

<u>Work Experience Activity Level (1)</u>	<u>Date of Completion</u>
---	---------------------------

Tournament Operations	August 15
-----------------------	-----------

Introduction to Teaching	August 15
--------------------------	-----------

Analysis of Swing Pre-Seminar	August 15
-------------------------------	-----------

Business Planning and Operations Pre-Seminar	August 15
--	-----------

Customer Relations Pre-Seminar	August 15
--------------------------------	-----------

<u>Level 1 Checkpoint Level 2 Seminars</u>	November
---	----------

Year (3)

Spring Semester

<u>Level (2) Work Experience Activities</u>	<u>Date of Completion</u>
---	---------------------------

Business Communications	May 5
-------------------------	-------

Business Planning and Operations	May 5
----------------------------------	-------

Turfgrass Management	May 5
----------------------	-------

Customer Relations	May 5
--------------------	-------

Year (4)

Fall Semester

<u>Level (2) Work Experience Activities</u>	<u>Date of Completion</u>
---	---------------------------

Analysis of Swing	August 15
-------------------	-----------

Philosophy & Swing Concepts of Teaching, Pre-Seminar	August 15
--	-----------

Merchandising and Inventory Management Pre-Seminar	August 15
--	-----------

Supervising and Delegating Pre-Seminar	August 15
--	-----------

<u>Pick 1 of PGA Electives</u>	August 15
--------------------------------	-----------

Caddie Program Management	
---------------------------	--

Golf Course Design	
--------------------	--

Golf Facility Design	
----------------------	--

Golf Range Management	
-----------------------	--

<u>Level 2 Checkpoint/ Level 3 Seminars</u>	November
--	----------

Year (4)

Spring Semester

<u>Level (3) Work Experience Activities</u>	<u>Date of Completion</u>
Merchandising and Inventory Management	May 5
Supervising & Delegating	May 5
Philosophy and Swing Concepts of Teaching	May 5

Year (5)

Fall Semester

<u>Level (3) Work Experience Activities</u>	<u>Date of Completion</u>
Food and Beverage Control	November 1

Level 3 Checkpoint February

PGA Golf Management Student Activities by Semester

Along with the University curriculum each PGA Golf Management student at Sam Houston State University must complete the following activities each semester:

First Year

Fall

BUAD 1111A PGA Golf Management Orientation Seminar
Participate in Player Development Program until PAT passed
Attempt a PAT (PGA requires students to attempt 1 per semester or 2 per year).
Students receive Level 1 materials

Spring

BUAD 1111B Professional Development Seminar- Covering Level 1 Topics
Participate in Player Development Program until PAT passed
Attempt a PAT (PGA requires students to attempt 1 per semester or 2 per year).
Student's first internship site determined

Summer Semester

BUAD 2189 – Students complete three month full time internship
Students complete work experience activities assigned by PGA Golf Management staff

Second Year

Fall

BUAD 1111C - Professional Development Seminar – Covering Level 1 Topics
Participate in Player Development Program until PAT passed
Attempt a PAT (PGA requires students to attempt 1 per semester or 2 per year).

Spring

BUAD 1111D Professional Development Seminar – Covering Level 1 Topics
Participate in Player Development Program until PAT passed
Attempt a PAT (PGA requires students to attempt 1 per semester or 2 per year).
Student's second internship site determined

Summer Semester

BUAD 2189 – Students complete three month full time internship
Students complete work experience activities

Third Year

Fall

BUAD 3169A – Professional Development Seminar - Finish Covering Level 1 Topics and Review for Level 1 Checkpoint

Students turn in completed Level 1 Work Experience Kit

Participate in Player Development Program until PAT passed

Attempt a PAT (PGA requires students to attempt 1 per semester or 2 per year).

Complete Level 1 Checkpoint, Receive Level 2 materials.

Spring

BUAD 3169B – Professional Development Seminar- Covering Level 2 Topics

Participate in Player Development Program until PAT passed

Attempt a PAT (PGA requires students to attempt 1 per semester or 2 per year).

Student's third internship site determined

Summer

BUAD 3189 – Students complete three month full time internship

Students complete work experience activities

Fourth Year

Fall

BUAD 3169C– Professional Development Seminar – Finish covering Level 2 Topics and review for Level 2 Checkpoint

Students turn in completed Level 2 Work Experience Kit

Participate in Player Development Program until PAT passed

Attempt a PAT (PGA requires students to attempt 1 per semester or 2 per year).

Complete Level 2 Checkpoint, Receive Level 3 materials

Spring

BUAD 3169D – Professional Development Seminar – Covering Level 3 topics

Participate in Player Development Program until PAT passed

Attempt a PAT (PGA requires students to attempt 1 per semester or 2 per year).

Students 7 month internship site determined

Summer

BUAD 4289 – Students complete 7- month internship

Students complete work experience activities

Fifth Year

Fall

BUAD 4289 – Students complete 7- month internship

Students turn in completed Level 3 work experience kit

Spring

Students complete Level 3 Checkpoint

Finish University course work

Graduate with BBA in General Business Administration and a Minor in PGA Golf Management

Student will have met all PGA membership requirements upon eligible employment

PGA Golf Management Curriculum

Appropriate courses in Food and Beverage Management and Turfgrass Management will be offered to PGA Golf Management students, as required by the PGA of America. These courses will include a lab experience. Sam Houston State University will also incorporate PGA Golf Management courses into the curriculum, including; Business Communications, Business Planning and Operations, Bio Mechanics for Golf, and Merchandising and Inventory Management. In addition, each PGA Golf Management student will be enrolled in a one hour Professional Development Seminar each semester for the first four years of the PGA Golf Management program. This course will aid in the completion of the PGA's Educational Program by teaching the objectives of the PGA Golf Management program. Sam Houston State University will also participate in PGA Growth of the Game Initiatives. The premise of these programs will be to promote and grow the game of golf.

Each semester every PGA Golf Management student will meet with a member of the PGA Golf Management staff for an advising session. This advising session will include counseling on SHSU academic requirements along with PGA of America requirements.

PGA Golf Management Checkpoints

PGA Golf Management Checkpoints are scheduled as indicated in the PGA Golf Management Work Experience Schedule. Prior to graduation, all PGA Golf Management students are required to complete the Level 3 Checkpoint, which includes a completed portfolio and a final presentation prior to graduation to receive the PGA Golf Management designation.

PGA Golf Management Checkpoints will be offered on campus at SHSU and at the PGA Education Center in Port St. Lucie, Florida. Checkpoints will be scheduled by the PGA Golf Management Director as indicated by the PGA Golf Management curriculum. Student demand will dictate whether checkpoints will be scheduled on campus or at the PGA Education Center. Any student failing a checkpoint at Sam Houston State University will be allowed to retake the tests on campus a maximum of two times under the supervision of the PGA Golf Management Director. Additional fees will apply for any student retaking the checkpoint tests.

All of the learning objectives needed to successfully pass level 1, 2, and 3 will be taught in BUAD 1111A, B, C, D and BUAD3169A, B,C, D. Please review the PGA Golf Management curriculum for a complete schedule of dates for Work Experience activities. Work Experience material and pre-seminar work will be submitted to the PGA Golf Management Director for approval as they are completed. Completed kits can be forwarded to the PGA of America at least 45 days prior to the scheduled checkpoint.

PGA Playing Ability Test

In order to pass the 36-hole PAT, you must achieve a 36-hole score within 15 shots of the course rating. For example, if the course rating is 72, the target score for the 36-holes would be 159 ($72 \times 2 = 144 + 15 = 159$). This competition is normally conducted in one day. The PAT is conducted from the middle tees of the golf course with the hole locations set on a generally flat area of the green.

PGA Golf Management students are required to pass the PAT before attending the Level 3 Checkpoint. Students who have not passed the PAT are required to take the PAT a minimum of (1) time per semester and a total of (2) times per year. The PGA Golf Management Director coordinates directly with the Southern Texas PGA to ensure an adequate number of playing ability tests are held at local courses to include our home course. Students who have not passed

the PAT will participate in the Player Development Program. The Player Development Program will evaluate each student's golf ability, and instruct him or her on how to improve. If improvements are not made, the PGA Golf Management Director will discuss alternative majors inside the College of Business. Because the PGA Golf Management curriculum contains all course work needed for a General Business Administration degree, additional course work will not be required. However, students may choose to change their major, which will require additional courses.

- Any student registered for a PAT event but does not attend (is a no show) will be put on probation and subject to suspension from future PAT participation. PGA of America shall determine all suspension periods.
- Students are required to attempt a PAT a minimum of (1) time each semester and minimum of (2) times per year, until it is successfully completed.
- Any student who shoots more than fifteen (15) strokes over the target score will be required to attend a personal meeting with the PGA Golf Management Director to discuss playing ability and his/her future in the PGA Golf Management program. This is subject to adjustment, based on weather conditions.
- Registrations are taken in order of receipt at the PGA of America National Office and through PGALinks.com. There is a **30 day registration deadline** for every PAT and an individual may be registered for only two PAT's at any one time. The registration fee, paid at the time of registration, is \$100 for each PAT and the registrant is responsible for all additional on-site fees.

Player Development Program

Sam Houston State University PGA Golf Management students who have not passed the PAT will be required to take part in the Player Development Program. Each student's golf swing will be analyzed a minimum of twice each semester with recommendations given by a PGA professional. A practice routine will be developed to address the student's specific weaknesses. A PGA Golf Management student will not be allowed to attend the Level 3 Checkpoint until the PAT is passed. Students who have begun the fourth year of the program and have not passed the PAT will be counseled and advised by the PGA Golf Management Director.

It is a condition of graduation to pass the Playing Ability Test (PAT). Each PGA Golf Management student must attempt the PAT once per semester or twice per year until it is passed. PGA Golf Management students are strongly encouraged to attempt a third PAT during the year.

Students who do not complete the required amount of PAT's or participate in the Player Development Program will be considered for removal from the PGA Golf Management program.

Model Golf Shop

A Model Golf Shop is provided as a learning laboratory at Raven Nest Golf Club. The PGA Golf Management program will utilize the Raven Nest Golf Club for many of our Work Experience Activities and incorporate the budgeting, procurement, merchandising and operations procedures. The Head Golf Professional at Raven Nest Golf Club will be in good standing with the PGA of America and will serve as a guest speaker to discuss this area with the students.

PGA Golf Management Student Association

All PGA Golf Management students are required to join the PGA Golf Management Student Association (PGMSA). The fee for joining the Student Association is included in the yearly program fee. The PGA Golf Management program is a very specialized degreed program, with many extra requirements placed on the students. The PGMSA serves as an organization that keeps students updated on the requirements and any changes occurring within the PGA Golf Management program. This Association is run and organized by PGA Golf Management students. Elections will be held to determine Officers (President, Vice President, Secretary, and Tournament Director).

Officers of the PGMSA will meet on a regular basis with the Student Council at Sam Houston State University to provide an update on the PGA Golf Management program. The Student Association is responsible for creating its own tournament program, as well as keeping students involved in various PGA initiatives, such as, Play Golf America, Free Lesson Month, Fund Raising Tournaments, and Junior Golf Camps. The PGMSA will determine its tournament policies with the help and support of the PGA Golf Management staff. The student organization will also be encouraged to become involved in charitable activities.

The PGMSA will recognize winners of their club tournaments such as the PGMSA Club Championship. Winners will receive awards and a permanent plaque will be displayed in the PGA Golf Management office. Other club tournaments will include appropriate gifts and/or trophies for the students. PGMSA officers will be responsible for determining budgets for these events and coordinating with the necessary personnel. The PGMSA will conduct regularly scheduled meetings. During these meetings, PGA Golf Management and PGA requirements will be discussed. These meetings will include lectures from golf industry leaders.

The PGA Golf Management Student Association will structure a point system to award top performers. Top point winners will be awarded prizes and receive official recognition. Yearly PGA Golf Management awards will be presented in several categories as determined by the PGMSA.

Practice and Playing Privileges

We are privileged to have **Raven Nest Golf Club** as the official home course for the PGA Golf Management program at SHSU. Each PGA Golf Management student is expected to act and conduct themselves in a professional, polite manner at all times. Raven Nest is home to many of our PGA Golf Management Tournaments and will be used as a learning laboratory for many of our PGA Golf Management work experience activities.

Personal Conduct: As a member of the PGA Golf Management program at Sam Houston State University you are expected to look and act like a golf professional at all times.

Dress Code: **Female** participants must wear slacks, culottes, walking shorts, or golf skirts that constitute acceptable clothing worn by women in connection with participation in professional golf tournaments. (No Jeans or Short Shorts). **Male** participants may wear shorts and must always wear collared shirts or mock neck shirts. Jeans are not permitted to be worn at the golf facility.

Any disagreements or concerns over course usage should be brought to the immediate attention of the PGA Golf Management Director and not dealt with on an individual basis. The PGA Golf Management Director will contact the Head Golf Professional and resolve any issues in a timely manner.

Fees: Raven Nest Course and Practice Fees are contained in the all inclusive program fee for the PGA Golf Management program. (Golf car fees are an additional charge and are optional for students)

Access: Students are required to check in with the Professional Golf Staff at Raven Nest each time they are playing or practicing. Each student should be prepared to show their SHSU PGA Golf Management identification. Not complying with this requirement may result in the suspension of privileges which will place the student on probation.

A monthly schedule of tournament activity at Raven Nest will be posted at Raven Nest to indicate specifically when the golf course will be available to our students to play and practice. All students are expected to cooperate in a professional manner with the staff at Raven Nest in these special circumstances. In general, the facility will be available for unlimited use as indicated below.

Practice Facility: Students are permitted to use the practice facility during the following times:

- Monday-Sunday All Day

Starting Times: Tee Times may be made up to (8) Days in advance for weekday times (Monday – Thursday) and the Tuesday prior for weekend or holiday times. Students may show up and play on a space available basis, but must check in prior to play. (This is very important to ensure the golf shop accounts for all rounds played.) If you are only able to play (9) holes it is important to inform the golf staff.

Students with disabilities

It is the policy of Sam Houston State University that no otherwise qualified disabled individuals shall, solely by reason of their disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic program or activity. Additionally, the PGA of America offers non-standard testing accommodations for checkpoint testing to those who qualify.

Students with disabilities can visit <http://www.shsu.edu/~counsel/sswd.html> to find out more information on their rights and responsibilities at Sam Houston State University.

Minority Recruitment Policy

The PGA Golf Management program at Sam Houston State University is dedicated to supporting the PGA objective of recruiting qualified minorities into the PGA Golf Management program. To help the University with minority recruitment, the PGA of America provides scholarship monies each year. PGA minority scholarship assistance is available through the PGA Diversity Scholarship.

PGA Golf Management Scholarships

PGA Paul Runyan Scholarship: Each year a student from the Sam Houston State University PGA Golf Management program will be selected to receive the PGA Paul Runyan Scholarship. Qualifications include: a minimum 3.0 grade point average, must have passed the PAT, must have completed Level 2, have had no re-takes for either Level 1 or 2 Checkpoint, and must have demonstrated community involvement as it relates to growing participation in the game of golf. Scholarship funding is contingent upon available funding in any given year. Scholarship amounts are at the discretion of the PGA Scholarship Committee based on available funding.

PGA Diversity Scholarship: The PGA of America provides financial assistance to help with the rising cost of education for minorities and females. Eligible ethnicities include: African-Americans, Asian-Indian Americans, Asian-Pacific Americans, Hispanic-Americans, Native Americans, and White Female Americans.

Each year the PGA Foundation will offer a \$3,000 grant to assist with the cost of education for minorities and females within the SHSU PGA Golf Management program.

To be eligible:

- Students must be from an ethnic minority sector of the population or be a female
- Students must have completed his or her second year in the SHSU PGA Golf Management program
- Have at least a 3.0 cumulative grade point average
- Have passed the PAT
- Have completed at least 2 internships

All of those that fulfill the criteria will have the scholarship disbursed equally amongst them.

PGA of America Background Check

Effective January 1, 2010, all aspiring PGA members will undergo a background check as part of the PGA Golf Management University Program and will be responsible for paying the one-time cost associated with that check.

The overall objective of the program will help protect not only the individuals who interact with PGA professionals on a day to day basis via lessons, training, and teaching; but also the prestigious brand of The PGA of America. The project ensures The PGA of America has a background check program that consistently and thoroughly screens all prospective members.

PGA will select a vendor to administer the background checks, which will cover four major areas to verify information provided by the student on the application.

This background check is a standard of membership for all PGA Golf Management University Program students and must be completed prior to election to membership.

Probationary Standards

Members of the PGA Golf Management program at Sam Houston State University will be placed on Probation the beginning of an academic semester due to any one of the following:

- A cumulative grade point average less than 2.0.
- Failure to hand in the appropriate work experience activities on due dates.
- Failure to attend two Player Development sessions per semester.
- Not attempting the PAT a minimum of (1) time per semester and a minimum of (2) times per year.
- **Outstanding fees** payable at the Raven Nest Golf Club, any participating golf courses, or at the PGA Golf Management Office, including checks returned for insufficient funds.
- **Disruptive or disrespectful behavior** either in the classroom or on the golf course. Disrespectful behavior includes **poor conduct and appearance** at any PGA Golf Management meeting/workshop or at any golf course. All incidents of disruptive or disrespectful behavior will be carefully investigated by the Director before probation status is invoked.
- Failed Checkpoint:
 - 1st time – Probation until checkpoint has been passed
 - 2nd time (1st retake) – Probation until checkpoint has been passed
 - 3rd time (2nd retake) – PGA Golf Management student will be required to re-attend the checkpoint at the PGA Education Center in Port St. Lucie, Florida.
- Probationary status may be invoked for the violation of any one of these probationary standards.

During PGA Golf Management probation, the following restrictions apply:

- To begin an internship assignment, a PGA Golf Management student who is on probation during that spring semester must satisfy all conditions for removal from probation by May 15, in order to receive credit for the co-op assignment. This restriction applies to both academic credit and time credits toward the 16-month co-op requirement to satisfy PGA Golf Management degree requirements.
- Students on probation will not be granted a PGA Golf Management Minor upon graduation.
- Students on PGA Golf Management probation will not be eligible for PGA Golf Management Scholarships.
- Students on PGA Golf Management probation will not be eligible to participate in the Jones Cup, Heritage Cup, Leadership Seminar, or be one of the students selected to attend the PGA Merchandise Show with the PGA Golf Management staff.
- Students on probation will not be allowed to hold office within the PGA Golf Management Student Association (PGMSA).

GROUNDS FOR DISMISSAL FROM THE PGA GOLF MANAGEMENT PROGRAM

The PGA Golf Management program is a rigorous, demanding program intended for motivated students. The PGA requires all PGA Golf Management students to matriculate through the PGA Golf Management Program as a cohesive unit. Those students who are not able to meet the academic and playing requirements of the program will ultimately need to be dismissed. The following reasons are grounds for dismissal from the PGA Golf Management program at Sam Houston State University.

1. Less than a 2.0 cumulative GPA for (2) consecutive semesters.
2. Probation within the PGA Golf Management Program for (2) consecutive semesters.
3. Not participating in a PAT a minimum of (2) times per year.
4. Failure to pass the PGA Playing Ability Test by the Level 3 Checkpoint.
5. Committing a grievous act while on internship, resulting in termination.
6. Students who fail checkpoint retakes a total of (3) times.
7. Any behavior which is considered unethical by the PGA of America or to be a violation of the PGA Constitution or the Code of Ethics. Sam Houston State University students will also be bound by the University Code of Conduct and Student discipline. This can be viewed at:
<http://www.shsu.edu/students/guide/dean/codeofconduct.html>

The policies and procedures in this manual are subject to change by Sam Houston State University and the PGA of America.

STUDENT POLICIES & PROCEDURES

SIGNATURE PAGE

STUDENT ACKNOWLEDGEMENT

I was issued the Sam Houston State University PGA Golf Management Student Policies & Procedures Manual on _____. As part of the BUAD _____, PGA Golf Management Professional Development course, we reviewed and discussed the entire Student Policies & Procedures Manual.

I understand the entire Manual and the commitment it will take to meet the requirements set forth by PGA of America, the PGA Golf Management Program, and SHSU. The PGA Golf Management staff has clearly explained all requirements to include:

1. The PGA's Playing Ability Test
2. Player Development Program
3. Co-op/Internship Assignments
4. The PGA's Professional Golf Management Work Experience Schedule
5. PGA Golf Management Checkpoint Schedule
6. The PGA Golf Management/General Business Curriculum
7. Probationary Standards
8. Grounds for dismissal from the SHSU PGA Golf Management program
9. Associated costs
10. The cohort requirement
11. The eight year time frame to complete PGA Membership
12. The proper steps to becoming a PGA member
13. I understand a background check through the PGA of America is a standard of membership in the association and must be completed prior to election to membership

STUDENT SIGNATURE _____

DATE _____

**COLLEGE OF BUSINESS ADMINISTRATION
PGA GOLF MANAGEMENT CURRICULUM**

YEAR 1			
Fall		Spring	
ENGL 1301 English Composition	3	ENGL 1302 English Composition	3
HIST 1301 US History to 1876	3	HIST 1302 US History since 1876	3
MATH 1324 Math for Managerial Decision Making	3	Lab Science (1)	4
BUAD 1305 Electronics Communications Techniques	3	Visual and Performing Arts Elective (2)	3
KINE 2115 Fitness for Living	1	BUAD 1111-B Professional Development	<u>1</u>
BUAD 1111-A PGM Orientation	<u>1</u>		14
	14		
Summer			
BUAD 2189 Internship 1			
YEAR 2			
Fall		Spring	
English Elective (3)	3	Speech Elective (5)	3
ECON 2302 Microeconomics	3	ECON 2301 Macroeconomics	3
POLS 2301 Political Science/ Principles of American Govt.	3	BANA 2372 Business Analysis	3
ACCT 2301 Principles of Financial Accounting	3	ACCT 2302 Principles of Managerial Accounting	3
Cultural Studies Elective (4)	3	BUAD 1111-D Professional Development	<u>1</u>
BUAD 1111-C Professional Development	<u>1</u>		13
	16		
Summer			
BUAD 2189 Internship 1			
YEAR 3			
Fall		Spring	
Political Science Elective (6)	3	AGRI 2375 Turfgrass Management, PGM	3
BUAD 2301 Business Legal Environment	3	MKTG 3310 Principles of Marketing	3
MGMT 3310 Principles of Management	3	BUAD 3335 Business Communications, PGM	3
Lab Science (1)	4	BUAD 3345 Business Planning and Operations, PGM	3
BUAD 3169-A Professional Development	<u>1</u>	BUAD 3169-B Professional Development	<u>1</u>
	14		13
Summer			
Level 1 checkpoint in November (Year 3) BUAD 3189 Internship 1			
YEAR 4			
Fall		Spring	
MGIS 3310 Management Information Systems	3	MGMT 4370 Operations Management	3
FINC 3320 Business Finance	3	FACS 2441 Food and Beverage Mngmt., PGM	4
BANA 3363 Intermediate Business Analysis	3	MKTG 3335 Merch. And Inventory Mngmt., PGM	3
BUAD 3335 Business Law	3	KINE 3362 Bio Mechanics for Golf, PGM	3
BUAD 3169-C Professional Development	<u>1</u>	BUAD 3169-D Professional Development	<u>1</u>
	13		14
Summer/ Fall			
Level 2 checkpoint in November (Year 4) BUAD 4289 Internship 2			
YEAR 5			
Fall		Spring	
BUAD 4289 7-Month Internship (Continued)		MGMT 4390 Strategic Management & Policy	3
		Economics Elective (7)	3
		FINC 3310 Financial Institutions and Markets	3
		Free Elective	<u>3</u>
			12
Level 3 Checkpoint in February (Year 5)(8)		128 hours required for Graduation	

- (1) Lab Science- Must take 2 different departments. Choose from Biology, Chemistry, Geography/Geology (the only geography course that satisfies a laboratory requirement is GEOG 1301/1101), or Physics.
- (2) Visual and Performing Arts Elective- Select from AGRI 2399, ARTS 1301, 1311, 1316, 1303, DANC 1372, 1301, MUSI 1301, 236 1306, THEA 1330, 1364, 1366, 2330, or 2336.
- (3) English Elective- Choose from ENGL 2331, 2342; PHIL 2361, 2306.
- (4) Cultural Studies Elective- Select from BESL 2301, Foreign Languages 2311, 2312, GEOG 2355, 2356, HIST 2311, 2312, or SOCI 2319.
- (5) Speech Elective- Choose from COMS 2382 or BUAD 2321.
- (6) Political Science Elective- Choose any 2000 Level Political Science.
- (7) Economics Elective- Choose any 3000 or 4000 Level Economics course.
- (8) The PGA's Playing Ability Test must be passed prior to attending a Level 3 Checkpoint.



**Sam Houston State University
PGA Golf Management**

Program Fee

PGA Education Expenses:	Level 1, 2, and 3 Books Level 1, 2, and 3 Checkpoints	\$4,000.00
Golf Course Access:	Practice Balls (Raven Nest) Golf Course Use (Raven Nest) \$400.00 per semester	\$3,200.00
PGM Student Association:	Dues \$25.00/ Semester	\$200.00
Program Fee:	Player Development PGA Student Affiliate Fee Other Student Activities \$150.00 per semester	<u>\$1,200.00</u>
		<u>\$8,600.00</u>
	\$8,600.00 divided by 4 years	<u>\$2,150.00</u>

- **Each student will pay \$2,150.00 per year for the first four years of the program.**
- **This is a non-refundable fee due by the first day of classes, fall semester, each year.**
- **The \$500.00 deposit, payable upon acceptance to the PGA Golf Management Program, will be deducted off the first year program fee, resulting in a \$1,650.00 payment due.**
- **This fee is subject to yearly change by Sam Houston State University**

SHSU PGA Golf Management
Richard Ballinger, Director
Box 2056
Huntsville, TX 77341-2056
(936)294-4810
ballinger@shsu.edu