



# Sam Houston State University PGA Golf Management

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Student  
Policies & Procedures Manual

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## 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 Concentration 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 Playing Ability Test (PAT).

## International Student Policy

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## Retention

Retention in the PGA Golf Management program is determined by a combination of satisfactory academic performance along with continuous progress in the 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

Program

## 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 PGA/PGM program, the Playing Ability Test (PAT) and 16 months of approved internship will qualify for immediate membership upon eligible employment and completion of the PGA of America's background check.

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

## Internship Program

All PGA Golf Management students must complete 16 months of fulltime internship assignment at facilities recognized as eligible employment by the PGA of America. PGA Golf Management University students may complete internships in any (associated) classifications deemed eligible employment with prior authorization from the PGA Golf Management Program staff. Each student must be registered in an internship class (2189, 3189, or 4289) to receive academic credit.

All internships are completed under the direction and guidance of the PGA (c)4 (l ( m)-2 (nnTc -0 (ent)-.2j

- SHSU will require each student to complete a detailed evaluation of the Internship Site and Experience upon returning to campus 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 record.
- 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
- Any student that commits a grievous act while on internship which resulted in termination is subject to dismissal from the SHSU PGA Golf Management Program.
- 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.

### PGA/PGM Game Seminars

PGA of America faculty will come to Sam Houston State University 4 times ~~30 days~~ seminars to assist in the teaching of the objectives associated with the following courses:

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## Work Experience Activities

Work experience activities are an essential part of the Golf Management program at Sam Houston State University. A work experience schedule has been developed for all incoming freshman. Each of these activities will be covered in detail during BUAD 1211A, B, C, D and BUAD 3269A, B, C Professional Development Seminars. These seven mandatory PGA Golf Management classes are held in the fall and spring semesters and meet once a week for two hours. 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 a schedule. Completed activities will be reviewed, graded and approved. Completed work experience activities will be reviewed by the PGA Golf Management staff and the PGA of America for approval.

## PGA Golf Management Student Activities by Semester

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

### First Year

#### Fall

BUAD 1211A 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 complete Qualifying Level Testing

#### Spring

BUAD 1211B 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 1211C- Professional Development Seminar –



## PGA Golf Management Curriculum

Sam Houston State University PGA Golf Management students will be enrolled in a two hour Professional Development Seminar each semester for the first three and a half years of the PGA Golf Management program. These courses 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 Initiative. The premise of these programs will be to promote and grow the game of golf.

## PGA Golf Management Student Advising

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 Playing Ability Test

In order to pass the 36 hole PAT, you must achieve a hole score within 15 shots of the course rating. For example, if the course rating is 72, the target score for the 36 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 in the middle of the green in a generally flat area.

PGA Golf Management students are encouraged to pass the PAT before the completion of the fourth year of the program. 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 Raven Nest Golf Club. Students who have not passed the PAT will participate in the Player Development ( r)1 (s) (r)

- Registrations are taken in order of receipt at the PGA of America National Office and through [PGALinks.com](http://PGALinks.com). There is a 30 day registration deadline for every PAT and an individual may be registered for only two PATs at any one time. The registration fee, paid at the time of registration, is \$100.00 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 swing will be analyzed a minimum of two times each semester with recommendations given by a PGA professional. At the beginning of every semester, students will be given a schedule of when their two Player Development lessons will take place. At the conclusion of each lesson, a practice routine will be developed to address the student's specific weaknesses. Each lesson will be documented and kept on file in the PGA Golf Management office. Additionally, students will be required to turn in four (4) round analysis cards each semester to the Player Development Instructor. A PGA Golf Management student will not be allowed to graduate with the PGA Golf Management Concentration 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 Player Ability Test (PAT). Each PGA Golf Management student must attempt the PAT once per semester or twice a 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, participate in the Player Development Program (including turning in the four (4) round analysis cards), will be placed on probation and can be considered for removal from the PGA Golf Management program.

### Club Repair and McIver Golf Training Center Safety Guidelines

Students will be required to contact the appointed student assistants to gain access to the Club Repair room in the College of Business Administration and the McIver Golf Training Center located at Raven Nest Golf Club. The appointed student assistants will be trained on safety procedures and will require students to follow the applicable rules, including working in pairs.

### Tournament Requirement

PGA Golf Management students will be required to compete in four (4) tournament rounds over the course of each semester. If a student does not compete in and finish four (4) rounds per semester then they will be placed on probation.

### Model Golf Shop

A Model Golf Shop is provided as a learning laboratory at Raven Nest Golf C

## 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 degree 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 in 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, 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, Golf 2.0 by PGA America, Free Lesson Month, Fund Raising Tournaments, and Junior Golf Camps. The PGMSA will determine 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 tournaments such as the PGMSA Play Championship. Winners will receive awards and a permanent plaque will be displayed in the PGA Golf Management office. Other tournaments will include appropriate gifts/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 determined by the PGMSA.

## Raven Nest Golf Club 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 our PGA Golf Management tournaments and will be used as a learning laboratory for many of our PGA Golf Management work experience activities.

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

- Students must be respectful of other golfers on the course by not hitting into them or jumping in front of groups
- Rude and disrespectful behavior toward

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- Walking across Veterans Memorial Highway is prohibited
- The maximum number of players allowed per group is four; no fivesomes are permitted unless given permission by golf shop personnel

## 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 testing to those who qualify. The appropriate forms must be submitted to the PGA of America 90 days prior to testing.

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



## 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 fully participate in all requirements of the Player Development Program.
- Failure to adhere to Raven Nest Golf Club Rules and Regulations
- 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



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, I 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

SAM HOUSTON STATE UNIVERSITY 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	Creative Arts Elective (2)	3
KINE 2115, ECON 1100, NGLI 1101, or MCOM 11301	2	BUAD 1211-B Professional Development	<u>2</u>
BUAD 1211-A PGA Orientation <i>(Qualifying Level)</i>	<u>15</u>	<i>(Facility Management I)</i>	<u>15</u>
Summer			
BUAD 2189 Internship 1			
YEAR 2			

Fall

BUAD 2301 Business Legal Environment 3

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Sam Houston State University  
PGA Golf Management

Education Expenses:      Program Fee  
   Level 1, 2, and 3 Materials