



**GOLF
MANAGEMENT**

Sam Houston State University
PGA Golf Management

3.1

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 mission of the Sam Houston State University PGA Golf Management University program is to recruit diverse and talented students and develop them into committed professionals by providing a comprehensive and progressive educational program designed to prepare future PGA Members for a life-long career in golf. Students will gain valuable work experience and enhanced playing and teaching skills, while fostering a sense of community through enjoyment and involvement in the game of golf.

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 student admission to not more than 100 per year with a maximum of 300 total students in the program at any given time.

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. If using a high school golf coach, the most recent 20 verified scores must be included in the application.
- c. Successful completion of the PGA's Playing Ability Test (PAT).

International Student Policy

International students are eligible to complete all PGA PGM requirements and apply for PGA of America membership upon successfully graduating from an accredited PGA Golf Management University program. To be eligible for membership, an individual must meet all application and Bylaw requirements for election. A maximum of 10% of the PGA Golf Management student body may be international students.

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. If admitted with more than 30 credit hours, an individualized plan of study must be provided to the PGA of America.

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 four 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 Levels Q, 1, 2, and 3 of the PGA/PGM program 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 1211A (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 to receive the concentration 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 four levels of the PGA Professional Golf Management program.

A PGA Golf Management student has 9 years to obtain PGA membership from the day following completion of the Qualifying Level test. Students dropping the PGA Golf Management program will receive credit for any PGA education requirements previously completed and credit for completion of internships. Students will be required to register into the PGA associates 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 \$2400.00 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 seminar fees, unlimited golf course and practice range access at The Bearkat Course, Player Development Program, and PGA Golf Management Student Association Fees.

- Additional fees will be charged in the form of retake tests and potential mentor sessions in the event of failure of any PGA Golf Management testing.

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 full-time 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 Golfers' 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 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 Professional Development seminars and with the Player Development program. In addition, the Internship Coordinator serves as a 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 28 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.

Internship Program

All PGA Golf Management students must complete 16-months of full-time internship assignment at facilities recognized as eligible employment by the PGA of America. PGA Golf Management University students may complete internships in any (associates) classifications deemed eligible employment with prior authorization from the PGA Golf Management Program staff. 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. Once the site is approved an Internship Agreement Form, signed by the student and SHSU staff member, will be sent to the internship host for their signature. This form must be returned and on file in the PGA Golf Management office prior to the beginning of the internship.

Students can 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 internship assignments prior to graduation. By completing 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 internship credit. A grade for each of the internship classes will be issued once a student has completed each of the required internship experiences along with the corresponding work experience activities.
- Students must be enrolled in an internship class (BUAD 2189, 3189, or 4289) to receive credit.
- Students and host professionals will be informed of work experience activities assigned while on internship.
- Internship Coordinator is required to make first contact with all potential internship sites.
- All paperwork involved with the internship (Internship Agreement Form, Internship Evaluation, Facility/Internship Evaluation, and Post-Internship Meeting) will be completed in proper sequence and must be approved by the PGA Golf Management Internship Coordinator or PGA Golf Management Director. All paperwork will be placed in the student's permanent record.
- 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 record.

- Negative site evaluations by students will be investigated prior to placement of future students.
- Host Professionals evaluation of Student and Students evaluation will be 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, via the online PGA Admin Tool, 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 in person or virtually four (4) times for 2–3-day seminars to assist in the teaching of the objectives associated with the following courses:

Teaching & Coaching – Level 1
Teaching & Coaching, Industry Awareness – Level 2
Teaching & Coaching – Level 3
Facility Management, Business Simulation – Level 3

The schedule for these seminars will be developed by the Director and coordinated with the PGA of America. Attendance at these seminars, with your cohort class, will be mandatory.

All other PGA/PGM course learning objectives will be taught in the PGA Golf Management Professional Development Seminars.

PGA Golf Management Level Q, 1, 2, and 3 Quizzes and Comprehensive Exam

All PGA Golf Management students will be required to pass each of the quizzes associated within Levels Q, 1, 2, and 3 of the PGA/PGM program. A score of 100% must be achieved to pass each quiz. Students can retake the quizzes as many times as needed to achieve the 100% score. At the conclusion of Level 3, students will be required to take a comprehensive exam covering all three levels of the PGA/PGM program. Sam Houston State University students will take the courses and the accompanying quizzes according to the following schedule:

First Year

Fall

Qualifying Level

- Introduction to the PGA/PGM
- PGA Constitution
- Introduction to the Rules of Golf
- Career Enhancement

Spring

Facility Management – Level 1

Second Year

Fall

Introduction to Teaching and Player Development
- PGA of America Seminar

Spring

Facility Management - Level 2

Third Year

Fall

Intermediate Teaching and Player Development
- PGA of America Seminar

Spring

Facility Management - Level 3
Business Simulation
- PGA of America Seminar

Fourth Year

Fall

Advanced Teaching and Player Development
- PGA of America Seminar

Spring

Comprehensive Exam- Levels 1-3

Testing Retake Policy – Comprehensive Exam

Students who do not achieve a passing score of 70% on the Comprehensive Exam will have the opportunity to retake the exam 30 days later. Any student failing the initial test will be afforded one retake opportunity following appropriate mentoring by PGA Golf Management University Program Staff. In the required mentoring session, the Director will look at the test results and advise the student in which areas to focus study efforts to be able to pass the exam. If a second failure on the test is recorded the individual must attend an appropriate mentoring session with the PGA of America. Failure of the retake opportunity will also result in the student being placed on probation within the program. Upon completion of the mentoring session, the student will be allowed two additional retake opportunities. Two subsequent retake failures (four in total) will result in the individual being dropped from program rolls by The PGA of America.

Work Experience Activities

Work experience activities are an essential part of the PGA Golf Management program at Sam Houston State University. A work experience schedule has been developed for all incoming freshmen. Each of these activities will be covered in detail during BUAD 1211A, B, C, D and BUAD 3269 A, B, C Professional Development Seminars. These seven mandatory PGA Golf Management classes are held in the fall and spring semesters and meet weekly 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 the timely completion of work experience activities. Work experience activities are assigned and completed not only in class, but also while on internship (BUAD 2189, BUAD 3189, or BUAD 4289).

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 ultimately the PGA of America for approval. Listed below is the schedule for the Level 1, 2, and 3 work experience activities and which class or internship they will be assigned and completed:

Level 1 Work Experience Portfolio 3.1

Business Planning

Activity 1..... Business Planning Phase 1: Define the Business..... BUAD 1211B

Activity 2.....Business Planning Phase 2 – Assess the Current State of The Business (SWOT)..... BUAD 1211B

Activity 3..... Business Planning Phase 3 – Develop Annual Objectives and Related Strategies.....BUAD 1211B

Activity 4: Business Planning Phase 4 – Develop a Financial Forecast and 12-Month Budget.....BUAD 1211B

Activity 5: Business Planning Phase 5 – Monitor Performance.....BUAD 1211B

Customer Relations

Activity 1..... Moments of Truth at a Facility.....BUAD 2189

Activity 2.....Strategies and Skills at my Own Facility.....BUAD 2189

Golf Car Fleet Management

Activity 1.....Analyze Fleet Policies, Procedures and Financial Performance.....BUAD 2189

Rules

Activity 1.....USGA Rules of Golf Tutorial Video.....BUAD 2189

Tournament Operations

Activity 1: Part 1.....Plan and Prepare for a Tournament Event.....BUAD 2189

Activity 1: Part 2.....Run the Tournament.....BUAD 2189

Activity 1: Part 3.....Conditions of Play and Rules Decisions.....BUAD 2189

Activity 2.....Review and Evaluate the Tournament.....BUAD 2189

Career Enhancement

Activity 1: Part 1.....Interview a Supervising Professional.....	BUAD 1211A
Activity 1: Part 2.....Refine a Personal Development Summary and Plan.....	BUAD 1211A
Activity 1; Part 3.....Update and Submit a Current Resume.....	BUAD 1211A

Learning, Teaching, and Game Lesson Series

Activity 1.....Assess your Own Equipment.....	BUAD 1211C
Activity 2.....Observe Two Swing Lessons.....	BUAD 2189
Activity 3.....Take a Lesson.....	BUAD 2189
Activity 4.....Conduct a Lesson.....	BUAD 1211C

Player Engagement

Activity 1.....Observe a Player Engagement Program at a Facility.....	BUAD 2189
Activity 2.....Design a Player Engagement Program at Your Own Facility.....	BUAD 2189

Level 2 Work Experience Portfolio 3.1

Facility Management 2

Activity 1: Facility Organizational Chart and Staffing Analysis.....	BUAD 1211D
Activity 2: Develop a Staffing Payroll Model.....	BUAD 1211D
Activity 3: Action Plan.....	BUAD 1211D
Activity 4: Create a Policy and a Procedure.....	BUAD 1211D
Activity 5: Coordination and Collaboration.....	BUAD 2189
Activity 6: Yield Management and Strategic Solutions.....	BUAD 2189
Activity 7: Build Pace-Of-Play Solutions.....	BUAD 2189
Activity 8: Interviewing the Golf Course Superintendent.....	BUAD 1211D
Activity 9: Merchandise Buying Plan and Merchandise Assortment Plan.....	BUAD 1211D
Activity 10: Enhance the Retail Environment.....	BUAD 2189
Activity 11: Monitor Golf Operations Performance.....	BUAD 2189

Teaching & Coaching 2

Activity 1: Lesson Series with an Intermediate Player.....	BUAD 2189
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Level 3 Work Experience Portfolio 3.1

Facility Management 3

Activity 1: Diagnose a Performance Problem.....	BUAD 3289
Activity 2: Conduct a Joint Problem-Solving Discussion.....	BUAD 3289
Activity 3: Identify Principles of Motivating Work.....	BUAD 3289
Activity 4: Applying Appropriate Delegation Strategies.....	BUAD 3289
Activity 5: Benefits of the Food and Beverage Operation at Your Facility.....	BUAD 4289
Activity 6: Coordination of Food and Beverage Operations with the Golf Operation at Your Own Facility.....	BUAD 4289
Activity 7: Customer Service and the Food and Beverage Operation at Your Own Facility.....	BUAD 4289
Activity 8: Estimating Food Costs at Your Own Facility.....	BUAD 4289
Activity 9: TBD.....	BUAD 4289

Teaching & Coaching 3

Activity 1: Observe or Take Lessons.....	BUAD 4289
Activity 2: Advanced Player Lesson Series.....	BUAD 4289
Activity 3: Two-Session Group Lesson.....	BUAD 4289

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

Spring

BUAD 1211B Professional Development Course - Covering Level 1 Facility Management
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
Complete Level 1 Facility Management

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 – Covering Level 1 Introduction to Teaching
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 Introduction to Teaching

Spring

BUAD 1211D Professional Development Seminar – Covering Level 2 Facility Management
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
Complete Level 2 Facility Management

Summer Semester

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

Third Year

Fall

BUAD 3269A – Professional Development Seminar – Covering Level 2 Intermediate Teaching

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 Intermediate Teaching

Spring

BUAD 3269B – Professional Development Seminar- Covering Level 3 Facility Management
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
Complete Level 3 Facility Management

Summer

BUAD 3189 – Students complete three-month full-time internship
Students complete work experience activities

Fourth Year

Fall

BUAD 3269C– Professional Development Seminar – Covering Level 3 Advanced Teaching
Participate in Player Development Program until PAT passed
Attempt a PAT (PGA requires students to attempt 1 per semester or 2 per year)
Complete PGA Business Simulation
Complete Level 3 Advanced Teaching

Spring

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
Complete PGA Comprehensive Exam

Summer

BUAD 4289 – Students complete 7- month internship
Students complete work experience activities

Fifth Year

Fall

BUAD 4289 – Students complete 7- month internship
Students complete work experience activities

Graduate with BBA in General Business Administration and a Concentration in PGA Golf Management. Student will have met all PGA membership requirements upon eligible employment and completion of the PGA of America’s background check.

PGA Golf Management Curriculum

Sam Houston State University PGA Golf Management students will be enrolled in a two-credit hour Professional Development Seminar each semester for the first three and a half years of the PGA Golf Management program. These 7 courses will aid in the completion of the PGA’s Educational Program by teaching the learning outcomes 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.

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. Students not able to complete all four levels of the PGA's PGM program, complete 16 months of internship, and complete the PGA Playing Ability Test cannot graduate with the PGA Golf Management Concentration. Students unable to complete any of these requirements can be allowed to graduate with the BBA in General Business Administration only. Extra course work may be required if changing majors.

PGA Playing Ability Test

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 generally 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 The Bearkat 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 Administration. 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 can require additional courses.

- Passing the PGA's Playing Ability Test is a condition of graduation with the PGA Golf Management Concentration.
- 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.
- Any student shooting over 200 in a PGA Playing Ability Test will be placed on notice by the PGA of America that a second score of over 200 in a PGA Playing Ability Test during the duration of program enrollment will result in dismissal from the program rolls by the PGA of America.

- Students who do not demonstrate the ability or inclination to pass the PAT will be counseled by the Director of the PGA Golf Management program into another degree program at Sam Houston State University.
- Registrations are taken in order of receipt at the PGA of America National Office and through PGA.org. 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 \$100.00 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 golf 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 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. 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 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, participate in the Player Development Program, will be placed on probation and can be considered for removal from the PGA Golf Management program.

PGA Golf Management Lab and McIver Golf Training Center Safety Guidelines

Students will be required to contact the appointed student assistants to gain access to the PGA Golf Management Lab in the College of Business Administration and the McIver Golf Training Center located at The Bearkat Course. The appointed student assistants will be trained on safety procedures and will require students to follow the applicable rules, including working in pairs. The appointed students will be selected by the Director at the beginning of the academic year.

Tournament Requirement

As playing is a component of the culture of a PGA member, a formalized tournament program is in place. PGA Golf Management students will be required to compete in four (4), 18-hole 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.

Learning Laboratory

The Bearkat Course will serve as a learning laboratory for the Sam Houston State University PGA Golf Management program. The program will utilize the Bearkat Course for many of the Work Experience Activities and incorporate the budgeting, procurement, merchandising and operations procedures. The Director of the program serves as the Director of Golf Operations at

the Bearkat Course and will use examples and information from the Bearkat Course in classroom instruction as well as for the work experience activities.

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 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, 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 tournaments such as the PGMSA Stroke 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 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.

The Bearkat Course Practice and Playing Privileges

We are privileged to have **The Bearkat Course** 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. The Bearkat Course 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 students are expected to always look and act like a golf professional.

- 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 anyone will not be tolerated
- Destructive behavior, damaging the golf course or facilities will not be tolerated
- No golf cars allowed at the back practice area under any circumstances
- Students must pay for golf car use in the golf shop prior to play
- Only two persons and two sets of golf clubs are permitted per golf car

- Players must observe posted golf car usage rules
- Alcoholic beverages are always prohibited while at the golf course
- 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

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 at any time.

Fees: Bearkat Course access 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 golf shop staff at the Bearkat Course each time they are playing or practicing. Each student should be prepared to show their SHSU PGA Golf Management identification. Players must start play from either the first or tenth tee as directed by golf shop personnel.

All students are expected to cooperate in a professional manner with the staff at the Bearkat Course. 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.

Progressive Disciplinary Policy: Violation of any of the listed Rules and Regulations will result in a progressive disciplinary policy, which will include:

- Violation #1 – Loss of playing privileges for two weeks and probation for the semester
- Violation #2 – Loss of playing privileges for one month and probation for the year
- Violation #3 – Loss of playing privileges for the remainder of the academic year and suspension from the PGA Golf Management program

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 Golf Professional and resolve any issues in a timely manner.

Non-Discrimination Policy

Sam Houston State University is committed to an educational and work environment that provides equal opportunity and access to all qualified persons. SHSU pursuant to and in accordance with applicable federal and state law (including Title VII and Title IX) and institutional values, prohibits discrimination or harassment on the basis of race, creed, ancestry, marital status, citizenship, color, national origin, sex, religion, age, disability, veteran's status, hair texture/protected hairstyle, pregnancy, sexual orientation, gender identity, or gender expression in employment, educational programs, activities, and admissions. Each supervisor, faculty member, employee, and student are responsible for maintaining an environment that is free of discrimination and for addressing behaviors that violate this obligation in accordance with this policy.

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. The form can be received from the PGA Golf Management program Director.

Students with disabilities can visit <http://www.shsu.edu/dept/disability/> 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 students from diverse backgrounds into the PGA Golf Management program. To help the University with minority recruitment, the PGA of America may provide scholarship monies each year. PGA minority scholarship assistance may be available through the PGA WORKS Golf Management University Scholarship.

PGA Golf Management Scholarships and Financial Aid Opportunities

PGA Golf Management students will have the opportunity to apply for many university scholarships via the Scholar X application process. Please visit <http://www.shsu.edu/dept/financial-aid/scholarships/> for further SHSU scholarship information.

Additionally, the SHSU PGA Golf Management program has two endowed scholarships (Hunter Watkins Endowed Memorial Scholarship and the N. Reed Clark Memorial Scholarship) available for PGA Golf Management students only. The qualifications for these scholarships are that a student must be in good standing with the program and have passed the PAT. From there, students will be selected via grade point average with a minimum 3.0 GPA required. The Director and other members of the Scholarship Committee select students for these scholarships annually.

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 fully participate in all requirements of the Player Development Program.
- Failure to play in four (4) tournament rounds per semester.
- Failure to adhere to The Bearkat Course 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 Bearkat Course, 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 PGA Quizzes and Comprehensive Test:
 - Students will remain on probation until they have passed the appropriate quizzes and test and have re-joined their cohort class.
- 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, to receive credit for the internship assignment. This restriction applies to both academic credit and time credits toward the 16-month internship requirement to satisfy PGA Golf Management degree requirements.
- Students on probation will not be granted a PGA Golf Management Concentration 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 PGA Student Championship, Heritage Cup, Leadership Seminar, or be one of the students selected to attend the PGA 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).
- Students will not be allowed to order any merchandise through the program or PGMSA.

GROUNDNS 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 conclusion of the fourth year of the program.
5. Committing a grievous act while on internship, resulting in termination.
6. A third violation of the Bearkat Course Rules and Regulations
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: [CODE OF STUDENT CONDUCT AND DISCIPLINE \(shsu.edu\)](#)

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. Internship Program
4. The Bearkat Course Rules and Regulations
5. The PGA's Professional Golf Management Work Experience Activities
6. PGA Golf Management Level Q, 1, 2, and 3 Quizzes and Comprehensive Testing
7. PGA Golf Management Retake Policy
8. The PGA Golf Management/General Business Curriculum
9. Probationary Standards
10. Grounds for dismissal from the SHSU PGA Golf Management program
11. Associated costs
12. The cohort requirement
13. The nine-year time frame to complete PGA Membership
14. The proper steps to becoming a PGA member
15. 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 _____

**SAM HOUSTON STATE UNIVERSITY COLLEGE OF BUSINESS ADMINISTRATION
PGA GOLF MANAGEMENT CURRICULUM**

YEAR 1																															
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(7) 121 hours required for Graduation																															

- (1) Lab Science - Choose from Biology, Chemistry, Geography, Geology, or Physics. (Two 1436 courses are not allowed to satisfy requirement.)
- (2) Creative Arts Elective- Select from PLSC 2399, ARTS 1301, 1302, 1303, FAMC 2301, MUSI 1306, 1310, or 2348, DANC 1372, MCOM 2366, 2351
- (3) Language/Philosophy/Culture Elective - Choose from ENGL 2332, 2333, PHIL 1301, 2306, Foreign Languages 2311, 2312, GEOG 2355, 2356, HIST 2311, 2312, SGNL 2311, 2312, MCOM 1330, MUSI 1379 or SOCI 2319.
- (4) Speech Elective- Choose from COMS 2382 or BUAD 2321.
- (5) Accounting Elective- Choose any 3000 or 4000 Level Accounting course.
- (6) Economics Elective- Choose any 3000 or 4000 Level Economics course.
- (7) The PGA's Playing Ability Test must be passed prior to graduation with the Concentration.



**Sam Houston State University
PGA Golf Management**

Program Fee

Education Expenses:	Level 1, 2, and 3 Materials	
	Level 1, 2, and 3 Testing	\$4,600.00
Golf Course Access:	Practice Balls (Bearkat Course)	
	Golf Course Use (Bearkat Course)	
	\$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	
	\$200.00 per semester	<u>\$1,600.00</u>
		<u>\$9,600.00</u>
	\$9,600.00 divided by 4 years	\$2,400.00

- **Each student will pay \$2,400.00 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 \$1,900.00 payment due.**
- **This fee is subject to yearly change by Sam Houston State University**

SHSU PGA Golf Management
Dr. Rich Ballinger, Director
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(936)294-4810
ballinger@shsu.edu