

FGCU PGA / PGM



POLICIES AND PROCEDURES MANUAL

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INTRODUCTION

The goal of the Professional Golf Management Program at Florida Gulf Coast University is to recruit, retain, educate, and train outstanding young people so they can successfully complete their degree requirements, and following graduation become outstanding members of the Professional Golfers' Association of America (PGA). Following are the admission, retention, and dismissal policies and PGA membership requirements that will be used to guide students through the entire Professional Golf Management Program.

ADMISSION

Students are admitted into the Florida Gulf Coast University Professional Golf Management Program (PGM) on a competitive basis. 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 300 total students, and a maximum incoming class size of 100. Prospective students must first apply for entrance into Florida Gulf Coast University. Once admitted to the University, they then petition for admittance into the Professional Golf Management Program. A verification of a USGA handicap of 12 will be required before admittance. This will be required by handicap card or equivalent. Copies of verification records will be kept in the student's PGA/PGM file.

CITIZENSHIP

It is the policy of the PGA that an individual must be either a United States citizen or a resident alien to become a member of the PGA of America. Individuals who are not US citizens or do not have a resident alien card are discouraged from enrolling into the Florida Gulf Coast University PGM program.

Resort & Hospitality Management majors and International students in the Resort & Hospitality Management Program will be allowed to register and take Golf Management courses as part of their curriculum as upper division RHM electives. These students will not receive a professional golf management concentration, nor will they receive any indication on their transcripts of a golf concentration. Professional Golf Management students will have first priority in taking these courses, to insure that any golf management student wishing to do so will have access to such courses.

RETENTION

Retention in the Professional Golf Management Program is determined by a combination of satisfactory academic performance coupled with continuous progress in the PGA's Professional Golf Management Program required training activities. Students in the

Professional Golf Management Program enter the school as PGM Resort & Hospitality Management majors. They must maintain a 2.0 GPA through their four years of study to graduate with a Resort & Hospitality Management Degree with a Professional Golf Management concentration. Throughout their course of study at Florida Gulf Coast University, Professional Golf Management Program students will be required to maintain a minimum GPA of 2.00. Professional Golf Management Program students will also be expected to make satisfactory progress toward completing the PGA's requirements. To graduate from Florida Gulf Coast University's Professional Golf Management Program, students will be required to successfully accomplish the following: complete 16 months of internship, complete the appropriate PGA/Professional Golf Management Program curriculum and the required RHM coursework and University general education requirements, and successfully pass the PGA's Playing Ability Test and all three PGA program checkpoints. The PGA of America reserves the right to change the PGA/Professional Golf Management Program graduation requirements as necessary.

DISMISSAL

Florida Gulf Coast University PGA/Professional Golf Management Program students will be expected to make steady, satisfactory progress throughout their stay at the University. Satisfactory progress is defined as maintaining a minimum GPA of 2.00 while making steady progress toward completing their degree requirements. If a student has two consecutive semesters with a GPA below 2.00 they will be considered for removal from the program. Professional Golf Management Program students will also be expected to make steady progress toward completing their PGA membership requirements as outlined in the Retention section. For PGA/Professional Golf Management Program requirements, each entering class will be considered as a cohort. They will be expected to meet Florida Gulf Coast University PGA/Professional Golf Management Program criteria with their cohort class. Any deviations from the cohort schedule must be approved by the PGM Director. If a student does not make satisfactory progress in their PGA/Professional Golf Management Program requirements; then dismissal actions from the Professional Golf Management Program may be taken. These students will be counseled and it will be suggested to them that they transition into a pure Resort and Hospitality Management major. This counseling will occur at the end of the sophomore year. Additionally, unsatisfactory performance during a Professional Golf Management Program sponsored internship may be grounds for removal from the program. Unless a student performs a grievous act, they will be formally counseled and given the opportunity to correct any academic or PGA training shortcomings. These counseling sessions will be documented in the student's permanent folder.

Students whose GPA falls below 2.00 will lose their Professional Golf Management Program sponsored golfing privileges for the following semester. These privileges will not be reinstated until the student's overall GPA returns to 2.00 or above.

Additionally, all students are subject to the FGCU academic policies and procedures and the code of conduct. The Code is found in the FGCU Student Guidebook. Professional Golf Management Program student conduct is also subject to the Code of Ethics as found

in the PGA Constitution.

STATEMENT OF UNDERSTANDING

Florida Gulf Coast University's PGA/Professional Golf Management Program students will sign a *Statement of Understanding* when they enter the PGM program that addresses the program's requirements (see last page of this document). The intent of this *Statement of Understanding* is to ensure that each FGCU PGA/Professional Golf Management Program student understands the extent of the PGA/Professional Golf Management Program and what is required to successfully complete all the degree and specialized graduation requirements. The Statement of Understanding is found on the last page of this Policies and Procedures Manual.

PGA/PROFESSIONAL GOLF MANAGEMENT PROGRAM REQUIREMENTS

Florida Gulf Coast University students in the PGA/Professional Golf Management Program must complete the following PGA of America membership requirements prior to graduation to receive the Professional Golf Management specialty. First, they must complete 16 months of full time Cooperative/internship work, at three different types of settings, one of which must be green grass. Second, they must pass the PGA's Playing Ability Test (PAT). And third, they must complete the required PGA/Professional Golf Management Program educational courses and checkpoints. The following document charts a student's progression through the Florida Gulf Coast University Professional Golf Management Program:

STUDENT PROGRESSION GUIDE

Year 1

Complete year 1 Curriculum with a 2.0 minimum GPA
Attend at least 80% of weekly golf seminars/semester
Participate in minimum of 4 tournaments/semester with maximum average of 82
Take Player Development Course
Enroll in Level 1 of PGA/PGM

Year 2

Complete year 2 curriculum with a 2.0 minimum GPA
Attend at least 80% of weekly golf seminars/semester
Participate in minimum of 4 tournaments/semester with maximum average of 82
Pass playing ability test, take Player Development Course for those not passing
Students to complete first internship (4 months in spring semester)

Year 3

Complete year 3 curriculum with a 2.0 minimum GPA
Attend at least 80% of weekly golf seminars/semester
Pass Level 1 PGM checkpoint and enroll in Level 2
Students to complete second internship (4 months in spring semester)

Year 4

Complete year 4 curriculum with a 2.0 minimum GPA
Pass Level 2 PGM checkpoint and enroll in Level 3
Take Golf for Business and Life
Final internship (8 months in fall and spring semester)

Year 5

Pass Level 3 checkpoint and Final Experience
Complete fall year 5 curriculum with a 2.0 minimum GPA
Graduation from Florida Gulf Coast University
Apply for PGA Membership

COOPERATIVE INTERNSHIP PROGRAM

The PGA of America requires that all PGA/Professional Golf Management Program students complete at least 16 months of full-time (40 hours per week) cooperative internship work prior to graduation. This cooperative internship work must take place at facilities recognized as eligible for employment by the PGA of America. It is required that at least one of these experiences occur at a green grass facility. Additionally, this work must occur in at least three different types of settings.

The University's Professional Golf Management Program internship coordinator will conduct a thorough evaluation of each cooperative internship site prior to placement of any Professional Golf Management Program student. This site will then be considered and listed as a designated internship site for FGCU PGM students. This site will be listed on the FGCU PGM website. This designation and evaluation this will be kept on file. The Internship Coordinator will make first contact with a site on behalf of a student. Prior to the student going to work at a particular site, students must have the designated site supervisor fill out the internship forms in the Internship Manual prior to registering for the PGM Internship experience. This form must also be signed by a representative of the host facility. The objectives of that cooperative internship experience will be discussed and documented in this agreement. These objectives will model the learning objectives of Level 1, 2, or 3 of the PGA/PGM work experience activities and seminars. After each cooperative internship experience, the host professional or student supervisor is required to complete a detailed evaluation of the student's performance. During the internship, the student is expected to complete all listed work experience activities, and send those back to the PGM Director or Internship Coordinator on a weekly basis. Additionally, each student is required to turn in their completed journal of activities upon return from the internship, which will include an evaluation of each cooperative internship site and experience. That is turned in for a grade.

A member of the University's Professional Golf Management Program staff will review the students' evaluation and work experience activities and portfolio and give the student a grade for the internship. An advisement and counseling session will then occur. This advisement and counseling session will be used to resolve any student performance problems or identify a facility that receives an unfavorable rating. Any facility receiving an unfavorable rating will be investigated prior to any future placements. Students must be in good standing with the University's Professional Golf Management Program to be placed in a cooperative internship position.

In order to satisfy the required needs of seasonal employment of interns during the busy months of January-April at area golf facilities, and to also allow students to maximize their playing opportunities with golf provided maximally out of season, the internship will occur during the winter months of the sophomore and junior years, and the fall and winter months of the senior year. This will consist of three internships of 4, 4 and 8 months.

All PGM students at Florida Gulf Coast University will complete **three internships**. The first two are scheduled to last for four months and occur during the sophomore and junior years. The final internship will last a minimum of eight months of the senior academic year.

PLAYING ABILITY TEST

Passing the Playing Ability Test (PAT) is a condition of graduation from Florida Gulf Coast University's PGA/Professional Golf Management Program, and a membership requirement for the PGA of America. Each student enrolled in the University's Professional Golf Management Program is expected to attempt the PAT at least once during their first year in the PGA/PGM program. For years two and beyond, students must participate in a PAT a minimum of two times per year with encouragement to participate in a third PAT until the PAT is passed. Passing the playing test is a demonstration of the individual's mastery of an established skill level pertaining to the game of golf. Students who are unwilling to participate in the PAT on a regular basis will be removed from the Professional Golf Management Program. The Florida Gulf Coast University PGA/Professional Golf Management Program is dedicated to Player Development and those students who have not passed the PAT will be required to take the Player Development Program. Florida Gulf Coast University will work with the student each semester to assist PGM students in passing the P.A.T. A student will be required to continue taking the Player Development course in the curriculum until such time as they pass the P.A.T. Current PGA PAT guidelines, requirements and schedules can be found on the PGA's web site www.pgalinks.com.

EDUCATIONAL CURRICULUM

The PGA/Professional Golf Management Program at Florida Gulf Coast University is part of the University's College of Professional Studies. All PGA/Professional Golf Management Program students major in Resort & Hospitality Management. When they have successfully completed their academic and Professional Golf Management Program requirements they are awarded a Bachelor's Degree in Resort & Hospitality Management with a concentration in Professional Golf Management. To receive the concentration in Professional Golf Management all the PGA's Professional Golf Management Program requirements must be successfully completed prior to the student graduating from Florida Gulf Coast University.

Students must complete the following criteria at Florida Gulf Coast University prior to graduation to fulfill the PGA/Professional Golf Management Program requirements:

1. Pass the PGA's Playing Ability Test.
2. Complete 16 months of internship
3. Complete Levels 1, 2, & 3 of the PGA/Professional Golf Management Program courses and checkpoints.
4. Take the required RHM core courses and PGM concentration courses.
5. Maintain a 2.00 grade point average in their major.
6. Complete an exit interview with the Program Director and/or Division Director or his/her designee. (this may be in person, by telephone or email)

COHORT REQUIREMENTS

It is the policy of the PGA of America that each entering class be considered a separate cohort for purposes of progress through the PGM checkpoints. The intent is for these cohorted students to complete the PGA's educational courses and checkpoints as a group (i.e., each class will be expected to complete their Level 1, 2, and 3 checkpoints at the same time). Any exceptions to this policy shall be emergency in nature and will have to be approved in writing by the PGM Director with a plan for rejoining the cohort schedule. The PGA shall be notified of any such exceptions.

Due to Florida Gulf Coast University's close proximity to the PGA Headquarters in Port St. Lucie, FGCU's PGM students will take their education level checkpoints at the PGA Education Center. The dates for the checkpoint will coincide with Florida Gulf Coast University PGM Program developed milestones. A semester-by-semester breakdown of Florida Gulf Coast University's PGM Program requirements is stated in the "student progression guide" listed as part of this manual.

The Florida Gulf Coast University PGM Director or Administrative Assistant will work in conjunction with the PGA to coordinate and schedule the checkpoints for the FGCU students. The checkpoints will be at the PGA Education Center, only three hours away. Students will benefit professionally from exposure to the PGA and its' history. This is a departure from current PGM school practices; however this new approach will be a very efficient practice for the University to make use of PGA's fabulous teaching facilities and at the same time expose future PGA members to the PGA Education Center.

A PGA/Professional Golf Management Program student has eight (8) years to obtain PGA membership from the first day of registration into the PGA/Professional Golf Management Program.

PROGRAM ADVISORY AND CAREER ASSISTANCE

FGCU PGM staff will provide student advisory assistance prior to a student's entrance into the program. This advisory assistance will continue as a student proceeds through the program. Career assistance will be provided to PGA/PGM students for job and internship placement throughout a student's lifetime at the University.

PGA/PROFESSIONAL GOLF MANAGEMENT PROGRAM SUPPORT ACTIVITIES

Florida Gulf Coast University encourages students to participate in four supplemental support activities to assist students while they are enrolled in the PGA/Professional Golf Management Program. The first is the Player Development Program that assists students in passing the P A T .The second is the Professional Golf Management Club. Third is the Professional Golf Management Program Mentor Program and the fourth is the volunteering and involvement in FGCU PGA and local industry participation in Sponsorship of golf related charity and educational events, to bring people from all walks of life into the game of golf. As reflected in the curriculum, students are also required to take the "Golf for Business and Life" course.

PLAYER DEVELOPMENT PROGRAM

Florida Gulf Coast University PGA/Professional Golf Management Program students who have not passed the P A T will participate in the Player Development Program. This program is designed to prepare students to pass the PAT as early in the program as possible. This will be offered with both classroom instruction and coordinated practice and playing as outlined below. Students must participate in a PAT one time during their first year in the PGA/PGM program. For years two and beyond, students must participate in a PAT a minimum of two times per year with encouragement to participate in a third PAT until the PAT test is passed.

PLAYER DEVELOPMENT PROCEDURE

1. During fall semester of year 1, Player's keeps diary chart of fairways hit, greens in regulation, putts per round, and "up and down" ratio, during all rounds played that semester.
2. Players provide diary to instructors and instructors set meeting to analyze results with student.
3. After results are analyzed with Player, Player takes 3-hole game evaluation test with instructors present. This test will be given at either Miromar and Raptor Bay, or Edison Community Colleges three-hole lab. This test will analyze a student's

full swing, short game and game management strategy. The player will also have their full swing and short game videotaped and analyzed at this time.

4. Depending on results of evaluation test, and instructor analysis, a "development plan" will be recommended for the player. The player will work on one, two, or three areas of their game:
 - A) Full Swing
 - B) Short Game
 - C) Game Management Strategy
5. The Player will take the plan with them, and while on the driving range or golf course, work on Recommendations noted. Reading materials geared to the specific areas of weakness will also be recommended. Once again, the player will chart their results as noted in the beginning of this program. Every week during the 15 weeks of the semester, the player will bring the diary and results of their practice sessions the previous week. Instructors will continue to analyze results and make adjustments as necessary, which may include modifications to the previous plan.
6. The Player will participate in as many PGM tournaments as possible during the year, and tournament results will once again be analyzed with the player.
7. The Player will take the Player Ability Test as many times as required by the PGA "Criteria and Standards," if not more often, and PAT results will be analyzed with the player.
8. The Player will continue to be enrolled each year in the Player Development Program until the Player Ability Test is passed.

The *Player Development Course* will be devoted to PAT preparation and strategies. This class will be conducted by a PGA member of the PGM staff, and it will be required of all Professional Golf Management Program students who have not passed the PAT. Once a Professional Golf Management Program student has passed the PAT, they will no longer be required to participate in the Player Development Program.

PROFESSIONAL GOLF MANAGEMENT CLUB

The intent of the new PGM program at Florida Gulf Coast University is to have an active Professional Golf Management Program Club. The Professional Golf Management Program Club will be chartered by the University and the Student Government Association, and has all the rights and privileges of other campus-approved clubs. The Professional Golf Management Program Club will elect a slate of officers for each academic year. A Board of Directors will be selected with representatives included from each year's class. All elected officers and members of the Board of Directors must be in good standing with both the University and the PGA/Professional Golf Management Program.

The Professional Golf Management Program Club will provide both social and leadership opportunities for students within the Professional Golf Management Program. The members will primarily be responsible for scheduling and conducting golfing events for Professional Golf Management Program students.

The Professional Golf Management Program Club is encouraged to participate in community service activities. This activity may take place either on, or off, campus. Representatives of this club will be picked to travel to the PGA Education Center for the PGA/PGM University Leadership session.

The Professional Golf Management Program Club leadership will also serve in an advisory role to the Professional Golf Management Program Department. The Professional Golf Management Program Director will meet with the officers and Board of Directors at least once each year. The internship coordinator will act as the Student Club Faculty Advisor and attend meetings. The meeting will be used to solicit input from the students, with the goal of improving the overall PGA/Professional Golf Management Program experience for students.

ACADEMIC HONESTY

All students are subject to the University Code of Student Conduct and Academic Responsibility. The Code is found in the Florida Gulf Coast University Student Handbook. Student conduct is also subject to the Code of Ethics as found in the PGA of America's Constitution.

BEHAVIOR AND SPORTSMANSHIP

All Professional Golf Management Program students are expected to be excellent ambassadors of the program and of the University. Any bad behavior or unsportsmanlike conduct can result in loss of playing privileges, expulsion from the Florida Gulf Coast University Professional Golf Management Program, and expulsion from the University.

TRANSFER POLICY

The PGA/Professional Golf Management Program is designed as a freshman entry program. Transfers are accepted on a case-by-case basis. Transfers must meet all the PGA/Professional Golf Management Program graduation requirements of the University and the PGA of America. Therefore, individuals desiring to transfer into the Florida Gulf Coast University PGA/Professional Golf Management Program will be counseled regarding the time and cost efficiency of entering into the program. This counseling is

necessary due to the cohort standard of the PGA/PGM as noted above. Due to the length of time it may take to complete all requirements, it may be unadvisable for a student to consider transferring unless they proceed faster than the intended cohort sequence with their original admitting class.

MINORITY RECRUITMENT POLICY

It is the goal of Florida Gulf Coast University to enroll a talented student body from a variety of ethnic, economic, and geographic backgrounds. Within the context of this framework, the Professional Golf Management Program is dedicated to supporting the Professional Golfers of America (PGA) objective of recruiting qualified minorities into the Professional 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 for African-Americans, Native Americans, Hispanics, and females on a competitive basis.

The Florida Gulf Coast University PGA/Professional Golf Management Program attempts to identify qualifying minorities from two primary sources. The first is from those who have expressed an interest in the Florida Gulf Coast University PGA/Professional Golf Management Program. The second is from local and statewide high school golf teams. The coaches of the local and statewide high schools are contacted at least once each year to inform them of the PGA/Professional Golf Management Program, and to solicit names of minorities and women who might be interested in Florida Gulf Coast University. Additionally, the Program Director will look to the “First Tee” program for additional applicants. It is an objective of the Florida Gulf Coast University PGA/Professional Golf Management Program to have the make up of its’ PGM class reflect the demographics and socio-economic distribution of the southwest Florida and regional area. The golf advisory board subcommittee has already begun discussion of funds for scholarship memos to award qualified minorities to attend FGCU’s PGM program.

PROGRAM COMPLETION TIMELINE

A PGA/PGM student has 8 years to obtain PGA membership from the first day of registration into the PGA/PGM program.

PROVISIONS

All Professional Golf Management Program students are subject to the provisions of the Florida Gulf Coast University Catalog, the Policies and Procedures of the Florida Gulf Coast University Student Handbook.