

PGA Golf Management Program At Clemson University



Policies and Procedures Manual PGA 3.0 Program 2019-2020



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Clemson University

PGA Golf Management Program

Policies and Procedures Manual

Mission and Introduction

The PGA Golf Management Program in the Parks, Recreation and Tourism Management Department (PRTM) at Clemson University provides a unique educational background for students who desire to become PGA professionals. Students obtain specialized knowledge and preparation to be leaders in the expanding golf industry. The PGA Golf Management curriculum provides an academic program that develops well-rounded service-oriented golf professionals who can meet and respond to the personal as well as business management requirements of golf facilities. The combination of skills and knowledge acquired in the program augment the golf professional's success as a manager and advocate for the game. The following are the admission, retention, and dismissal policies and PGA membership requirements that will be used to guide students through the PGA Golf Management Program at Clemson University.

Clemson 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 Clemson University. This form will be covered in detail during Freshman Orientation and signed at that time. Please see probationary standards and Grounds for Dismissal sections explaining disciplinary action within the PGA Golf Management Program. The Clemson University PGA Golf Management Program has a clearly identifiable unit charged with the management of the PGA Golf Management Program. The PGA Golf Management Program will be staffed with a minimum of three fulltime persons primarily responsible for the administration of the PGA Golf Management Program.

The Program Director serves as the primary liaison between the Professional Golfers' Association of America and the students, faculty and staff of the Parks, Recreation, and Tourism Management Department. The director is responsible for the overall operation of the program, including but not limited to instruction of the PGA Golf Management knowledge base, budget preparation and maintenance; implementation of policies and procedures; records management; curriculum development, management and evaluation; prospective student recruiting; and the personnel policies and procedures as related to the PGA.

The Internship Coordinator is responsible for all aspects of the PGA Golf Management internships, including but not limited to instruction of the PGA Golf Management knowledge base, maintaining a list of current contacts for all businesses that meet internship criteria and that are interested in hosting a PGA Golf Management intern; site evaluation for selection of student placements; evaluation of site professionals to insure assistance in the completion of specific work experience activities for program interns; monitoring site professionals' evaluations of PGA Golf Management interns; monitoring PGA Golf Management interns' evaluations of working conditions and activities of internship sites during placement; maintaining proper documentation of internship sites, placements, and evaluations; and recruiting prospective students. In addition, the Internship Coordinator will serve as program advisor to the PGA Golf Management Student Association.

The Administrative Assistant is 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.

Admission Requirements

Students are admitted into the Clemson University PGA Golf Management Program on a competitive basis. PGA guidelines limit the size of the program to 300 total students and a maximum incoming class size of 100. At Clemson, we feel that by accepting 20 – 25 students per year we can give each student more personal attention, and in turn generate better-qualified PGA Professionals. A verification of a USGA handicap of 8 or less will be required. This must be verified by handicap card or equivalent. Copies of verification records will be kept in the student's PGA Golf Management file.

Handicap Verification will include one of the following:

- a. A copy of a current USGA handicap index card indicating a handicap of 8 or less.
- b. The Handicap Verification Form filled out by a PGA Golf Professional or High School Golf Coach.
- c. Successful completion of the PGA's Playing Ability Test (PAT).

Transfer/Change of Major Students

The Clemson University PGA Golf Management Program is designed as a freshman entry program. Transfers are accepted on a case-by-case basis. Transfer students will be required to meet all the PGA Golf Management Program graduation requirements of the University and the PGA of America. Therefore, individuals desiring to transfer into the Clemson PGA Golf Management Program will be counseled regarding the time and cost effectiveness of entering into the program. This counseling is necessary due to the cohort standard of the PGA. Due to the length of time it may take to complete all requirements; it may be unadvisable for a student to consider transferring. In order to be considered for the Clemson PGA GM Program, transfer and change of major students must be a current Clemson student or admitted into the University and meet the following requirements:

- Completed no more than 60 hours of college course work;
- Meet Clemson University transfer admission standards;
- Must have demonstrated ability to pass the PAT.

Citizenship

The Clemson University PGA Golf Management Program may accept up to 10% of international students per cohort. However, 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 U.S. citizens or do not have a resident alien status may complete all requirements necessary for graduation from and accredited PGA Golf Management Program. They may not be elected to PGA membership unless necessary citizenship/resident alien status requirements are met prior to the 8-year acceptable progress deadline. PGA Golf Management schools are accredited to produce PGA members. All international students must sign a Citizenship Requirement Form. A copy of this form is attached as Appendix A.

Students with Disabilities and Non-discrimination policy

It is the policy of Clemson 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. Non-standard testing accommodations are available through the university and the PGA. Before PGA testing, medical documentation must be submitted at least 90 days prior to exams.

Nondiscrimination Statement

Clemson University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender, pregnancy, childbirth or related medical conditions, national origin, age, disability, veteran's status, genetic information or protected activity (e.g., opposition to prohibited discrimination or participation in any complaint process, etc.) in employment, educational programs and activities, admissions and financial aid. This includes a prohibition against sexual harassment and sexual violence as mandated by Title IX of the Education Amendments of 1972. <https://www.clemson.edu/campus-life/campus-services/access/non-discrimination-policy.html>

Retention Requirements

PGA Golf Management students will also be required to make satisfactory progress toward completing the PGA's membership requirements. To graduate from Clemson University's PGA Golf Management Program, students will be required to successfully accomplish the following: complete 16 months of internship; the University education requirements, successfully complete all four levels of the PGA PGM 3.0 curriculum; and successfully pass the PGA's Playing Ability Test. The PGA of America reserves the right to change the PGA Golf Management Program graduation requirements as necessary.

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 advisement and counseling sessions will be documented and placed in the student's academic folder.

To remain active in the PGA Golf Management program, students must meet the academic, PAT, and cohort requirements. For individuals to be eligible for graduation with the PGA Golf Management major, minor, specialty or concentration, they must be continuously enrolled at the institution.

A. Academic Requirements

To remain active in the PGA Golf Management Program, a student must maintain a 2.0 GPR. If a student fails to maintain a 2.0 GPR, they will be placed on academic probation for a maximum of two academic semesters. During these two semesters, they will be required to improve their GPR to the 2.0 standard. If this requirement is not achieved by the end of the two semesters, they will be removed from the program.

B. PAT Requirements

Students will be required to take the PGA of America's Playing Ability Test at least once each semester (fall/spring) until the student has passed. 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 that shoot a score over 200 on the PAT will meet with the director for advising and not be allowed to participate in the PAT. Before registering for another PAT, the student must complete a semester long player development program designed specifically for the student. The student must demonstrate the ability to pass the PAT before being allowed to register again for the PAT exam.

Students are also encouraged to attempt the PAT while on internship. For students who have not completed this requirement **before the start of their junior year**, it will be strongly recommended they change majors or concentrations. Students may appeal to the Director for extra time, but they can only appeal for extra time if they have successfully completed all player development courses and have met the tournament participation and PAT requirements. If the student fails to pass the PAT prior to graduation they will lose all internship credits towards PGA membership and will not receive the PGA golf management designation on their transcript.

C. Cohort Requirement

The PGA requires all students to remain in a cohort group. A Cohort Agreement Form must be signed by all first-year students before attending classes. Any student that does not remain in his/her cohort group (except for extenuating circumstances) will be dismissed from the Program. (See Appendix B)

PGA Golf Management Program/Graduation Requirements

To successfully graduate from the PGA Golf Management program with designation. Students must meet the following requirements:

- Graduate Clemson University with Bachelor's Degree in Parks, Recreation, and Tourism Management (PRTM).
- 16 months of full time cooperative/internship experience
- Must pass the PGA's Playing Ability Test (PAT).
- Complete all four Levels of the PGA GM 3.0 courses, seminars, exams and work activities.
- Students have 8 years from the Level 1 start date to complete the PGA requirements towards membership.
- **Before the start of their junior year, students who have failed to complete PGA PAT requirement will sign a statement of understanding strongly recommending they change their concentration area in PRTM or change majors.** The change of concentration form acknowledging this advisement meeting will be signed and placed in their student file. (See Appendix G)
- Students may appeal to the Director for extra time, but they can only appeal for extra time if they have successfully completed all player development courses and have met the tournament participation and PAT requirements.

PGA Membership Requirements (See Appendix D)

PGA Golf Management graduates must earn a total of 36 membership credits to be eligible for membership in the PGA. Students who graduate from PGA Golf Management Program after completing all three levels of the PGA PGM 3.0 curriculum, the Playing Ability Test (PAT) and 16 months of approved internship will qualify for immediate membership upon eligible employment. Membership credits will be awarded as follows:

- 12 membership credits for college degree
- 16 membership credits for completion of the PGA Golf Management Program
- 6 membership credits for completion of all membership requirements
- 2 membership credits for attending 2 national workshops hosted by the PGA Career Services Department
- Completion of the PGA background check

Program Completion Timeline

After passing the required Level 0 Qualifying exam, a Clemson University PGA student has eight years to obtain PGA membership from the first day of registration into the Level I 3.0 PGA Golf Management curriculum.

PGA PGM 3.0 Golf Management timeframe

Before graduation, the PGA requires successful completion of all four levels of the PGA PGM 3.0 Golf Management training program.

Clemson University PGA Golf Management students will begin Level 0 qualifying course work in the fall of their freshman year. Students must pass the Qualifying exam prior to spring semester of freshman year and Level 1 course work begins the spring of freshman year. Completion of Level 1 course work is scheduled for the fall of the sophomore year. Level 2-course work begins in the spring of the sophomore year and ends the spring of the junior year. Level 3-course work begins in the fall of the senior year and ends in the fall of the final semester. This schedule is indicated in the Flow of Schedule Cohort Form that must be signed by all incoming PGA Golf Management students. A copy of this form is attached as Appendix B.

PGA Golf Management exams will be offered on campus at Clemson University. Prior to graduation, all PGA Golf Management students are required to complete the Level 3 Final Experience.

PGA Exam Retake Policy

Any student failing an initial test on campus will be afforded one retake opportunity of the section(s) failed following appropriate mentoring by PGA Golf Management University Program Staff. If a second failure on the specific segment is recorded following a thirty-day waiting period, the individual must attend the PGA Education Center for an appropriate mentoring opportunity, which may include seminars germane to the test failure. Upon completion of Education Center attendance, 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. The university may appeal for program

reinstatement for the student following a second attendance at the PGA Education Center for appropriate mentoring.

For the PGA Qualifying Level test, an individual will have the opportunity to attempt every thirty days during a six-month period. Following expiration of the six-month timeframe, the student will be dropped from the rolls of the accredited PGA Golf Management University Program by The PGA of America. The university may appeal for program reinstatement for the student following the expiration of the six-month period with a repurchase of the Qualifying Level materials.

Work Experience Activities

Work experience activities are an essential part of the PGA Golf Management Program at Clemson University. Work Experience activities will be submitted in class and during internship to the Assistant Director and/or Director for approval through the PGA portal. Completed activities will be reviewed, graded, approved, or returned for additional work. Students will have access to all their completed activities to include in their e-portfolio.

PGA of America Background Check (See Appendix C)

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 individual who interact with the 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.

Educational Curriculum

Students graduating from the PRTM Department and the PGA Golf Management Program must complete all required courses in the PRTM curriculum and achieve a minimum of a 2.0 GPR for 120 academic credits. In addition, students must pass their Player's Ability Test (PAT), complete sixteen months of PGA/PGM internships, and also successfully complete all four levels of the PGA PGM 3.0 Golf Professional education program.

Students in the PGA Golf Management Program receive a Bachelor of Science Degree in PRTM with a concentration in PGA Golf Management and a minor in Business Administration. Students may also select a two-degree major track and complete their B.S. in Business Management or Marketing with the completion of one extra semester of school. Students will receive extensive training in human behavior and human relations with a strong background in all facets of effectively managing an organization.

Advising and Career Assistance

Clemson University PGA Golf Management faculty and staff will provide student advisory assistance prior to a student's entrance into the program and first day of classes. Throughout the

program, PGA GM faculty serve as Academic Advisors, advising students on class selection, scheduling, and monitoring progress for both academic and PGA requirements. Career assistance will be provided to Clemson PGA Golf Management students for job and internship placement throughout a student's lifetime at the University.

PGA of America Internship Standards

All internships must adhere to PGA of America Internship Standards.

- Internships must follow the eligible employment guidelines outlined in the PGA Constitution.
- PGA Golf Management University students may complete internships in any (apprentice) classifications deemed eligible employment with prior authorization from the PGA Golf Management Program in which enrolled.
- Students must complete at least 16 months of internships primarily employed on a fulltime basis to be eligible to graduate with the PGA Golf Management designation.
- Each student must complete a detailed evaluation of the Co-op/ Internship site and experience upon return to campus. This document must be kept in the student's permanent file.
- Each student must meet with a PGA director for a post-internship meeting to compare evaluations and take necessary remedial action to resolve any performance problems. The post-internship meeting must be documented separately from the student evaluation form of the host facility and included in the student file.
- Student records must contain (at a minimum) the following documents for each internship experience: signed three-party agreement, host professional's evaluation of student, student's evaluation of site and post-internship meeting documentation.

Internship Program (copies of internship forms are in Appendix E.)

Students must complete 16 months of fulltime internship work prior to completion of the program. The Assistant Director and/or Director will make the first contact and final decision concerning site selection. Students' internship sites must take place at facilities recognized as eligible for employment by the PGA of America. Students are encouraged to rotate internship sites; however, if the student returns to a facility that they have worked at previously, the job description should be different in nature and show a progression of duties and responsibilities. Only students that meet requirements established by the PGA Golf Management Program will be eligible to participate in the internship program.

Students have the opportunity to choose from numerous facilities including country clubs, resorts, public and municipal courses, military golf facilities, PGA/LPGA Headquarters, and PGA Section Offices. By completing co-op/internship assignments, students receive on-the-job training and academic credit as outlined in the Clemson University PGA Golf Management Curriculum. The Clemson University PGA Golf Management Internship Coordinator will conduct a thorough evaluation of each cooperative internship site prior to placement of any Clemson University PGA Golf Management student. This site will then be considered and listed as a designated internship site for Clemson University PGA Golf Management students.

Each student must be registered in an internship class (PRTM 2060, 2070, and 4050) and through the University Co-op Office to receive academic credit and must be in good standing with the Clemson University PGA Golf Management program to be placed in a cooperative internship position. 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.

A. Co-operative (Internship) Education Eligibility Requirements:

Students must remain in “good standing” to be eligible for co-operative education. To remain in good standing students must:

1. Meet Clemson University’s academic requirements listed under academic regulations in the undergraduate announcements. **Students must have a minimum cumulative GPR of 2.0 to be eligible for internship placement.**
2. Meet participation requirements as outlined under “PGA Golf Management Student Association.” Includes tournament program, meetings, and player development program requirements.
3. Remain in cohort group as stipulated before entering the PGA program.

B. Facility Responsibilities

1. Before placement, provide the PGA Golf Management Assistant Director with a copy of the letter that offers the student an internship position with the golf facility. The letter should include the starting date, end date, description of the student’s responsibilities and work experience anticipated, the name and title of the supervisor appointed to work with the student, and compensation.
2. Appoint a supervisor to work with the student.
3. Provide a variety of experiences appropriate to the facility, which should not include more than 50% of the student’s time working in outside operations such as bag room and cart staff activities.
4. Present the student to the facility and staff in such a manner as to ensure high professional status.
5. The supervisor should meet with the student once a week to discuss job performance and answer questions.
6. Immediately call the PGA Golf Management Assistant Director if the job performance or behavior of the student is unsatisfactory and/ or detrimental to the program.
7. Complete the Mid-Term Internship Evaluation Form provided and send it to the Assistant Director.
8. After the student completes his or her internship, promptly fill out Student Evaluation Form provided and send it to the Assistant Director.

C. Student Responsibilities

1. Before placement, the student will meet with the PGA Golf Management Assistant Director to review all PGA Golf Management work experience activities not completed on campus. A plan for completion of PGA Golf Management work experience activities and dates for turning in completed work will be provided to the student.
2. Report to the golf facility on the date agreed upon by the facility and student.
3. Become acquainted with the structure, operation, functions and policies of the facility as soon as possible.
4. Conduct all actions, both on and off the job in a professional manner.
5. Be properly groomed and appropriately dressed on all occasions, including adhering to the Clemson PGA Golf Management dress code. When in doubt ask the supervisor.

6. Meet with the supervisor at least once a week to discuss progress and job performance.
7. Promptly seek help from the supervisor if problems arise.
8. Submit weekly activity reports to the Assistant Director in a timely manner.
9. Complete a student mid-term and final evaluation of the site.
10. Complete a post-internship review form, exit interview, and updated resume immediately following the conclusion of the internship with the Assistant Director.
11. It is also the responsibility of the student to ensure that the Assistant Director receives all reports required of the internship supervisor.

D. PGA Golf Management Program Responsibilities

1. The Director and Assistant Director of the PGA Golf Management Program will conduct a thorough evaluation of each internship site before placement.
2. Before placement, initiate an agreement stipulating the specific intern experiences, start date, end date, and compensation anticipated for each student that must meet wage and hour guidelines. This contract or agreement must be validated in writing by the host professional, the PGA Golf Management Director and the student prior to placement.
3. Develop an agreement with the student and internship site for the facilitation and completion of the PGA Golf Management work experience activities.
4. Approve the student's placement based on his/her work experience needs.
5. Prepare the student for his/her work with the facility.
6. Mediate problems that cannot be resolved between the intern and site supervisor.
7. Investigate negative site evaluations by students prior to future placements at that facility.
8. Determine student's grade after receiving evaluations from facility supervisor, student's weekly activity reports, and reviewing PGA Golf Management work experience assignments.
9. Remove the student from a facility when either the facility or student is not suited to the program. A student will receive a failing grade if they are negligent in their duties or exhibit conduct that reflects badly on the University during employment.

E. Grading

The facility's evaluation of the student, timeliness of turning in required reports, and the quality and promptness of PGA Golf Management assignments will be considered in the final grade. A failure to submit ALL required reports will result in an incomplete grade for the course. An "I" can stand for 30 days from the beginning of the next semester. After this time, the student will receive an "F".

F. Timing of Internships

Clemson PGA Golf Management students will complete their 1st internship during the summer of their 1st year, their 2nd internship during the summer of their 2nd year and fall of their 3rd year, and their 3rd internship during the spring and summer of their 4th year. This schedule is indicated in the Flow of Schedule Cohort Form that must be signed by all incoming PGA Golf Management students. A copy of this form is attached as Appendix B.

Playing Ability Test

Passing the Playing Ability Test (PAT) is a condition of graduation from Clemson University's PGA Golf Management Program and a membership requirement for the PGA of America. Students will be required to take the PGA of America's Playing Ability Test at least once each semester (fall/spring) until the student has passed.

In order to pass the 36-hole PAT, one must achieve a 36-hole score within 15 strokes higher than twice the course rating. For example, if the course rating is 72, the target score for the 36 holes would be 159 ($72 \times 2 = 144 + 15 = 159$). This competition is normally conducted in one day. The PAT is conducted from the middle tees of the golf course with the hole locations set on a generally flat area of the green. Any student who shoots more than fifteen (15) strokes over the target score will be required to attend a personal meeting with the Clemson 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.

The Clemson University PGA Golf Management Program is dedicated to Player Development and those students who have not passed the PAT will be required to 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. The Clemson University PGA Golf Management faculty will work with the student each semester to assist him/her in passing the PAT. A student will be required to continue participation in the Player Development Program until such time as they pass the PAT.

Current PGA PAT guidelines, requirements and schedules can be found on the PGA's web site at *PGA.org*. Registrations for the PAT are taken in order of receipt at the PGA of America National Office and through *PGA.org*. There is a **14-day registration deadline** for every PAT and an individual may be registered for only two PAT's at any one time. The registration fee, paid at the time of registration is \$100 for each PAT, and the registrant is responsible for all additional on-site fees.

Note: *Any Clemson PGA Golf Management 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. The PGA of America shall determine all suspension periods.*

Player Development Program

Clemson University PGA Golf Management students who have not passed the PAT will be required to participate in the Player Development Program. The *Player Development Program* will be devoted to PAT preparation and is designed to prepare students to pass the PAT as early in the program as possible. Each student will meet with the PGA Golf Management faculty at the beginning of each semester to evaluate their golf game and develop a plan of action for improvement. Throughout the semester, the Director and Assistant Director will assist students in their quest to become better golfers.

The Player Development Program will be a semester long course, PRTM 3900, directed and supervised by the PGA Golf Management staff. Once a PGA Golf Management Program student has passed the PAT, they will no longer be required to register of the PRTM 3900 Player Development course.

- At the beginning of each semester, the student will be placed into a player development

section, based on class schedule. The section will serve as a dedicated day and time with a dedicated Professional to offer instruction. Attendance is mandatory for all sessions.

- The program will include a full-swing and short game evaluation, a tailored practice program, on-course and individual instruction to best serve each student.
- Students will be required to complete practice assignments as well as turn in scores to the instructor.
- The student must play in at least four PGA GM tournaments per semester.
- Students must participate in at least one PAT per semester.
- The student will continue to be enrolled each semester in PRTM 3900 Player Development course until the PAT is passed.

Walker Golf Course (Privileges, Access, Play, Cost)

We are privileged to have **The Walker Golf Course** as the official home courses for the Clemson University PGA Golf Management Program. Each PGA Golf Management student is expected to act and conduct themselves in a professional, polite manner at all times. The Walker Golf Course will be home to many of our PGA Golf Management Tournaments and will be used as learning laboratories for many of our PGA Golf Management work experience activities.

- Students must be enrolled as full-time PGA Golf Management students, and be in good standing.
- The Walker Golf Course and Practice Fees are contained in the all-inclusive program fee for the PGA Golf Management Program. (Golf car fees are an additional charge and are optional for students).
- Students must check in the golf shop at all times prior to play. Students should be prepared to present their PGA card at check in.
- Golf course and range privileges are for PGA Golf Management students ONLY (family, friends, spouses or significant others are not included); abuse of this privilege will result in the suspension and elimination of the privilege (without refund of fees).
- PGA Golf Management students are expected to act and dress as professionals when using the range and golf course. Students must also follow all course policies and procedures.
- Any disagreements or concerns over course usage should be brought to the immediate attention of the PGA Golf Management Director
- Students are permitted to use the practice facility all day when open. The Walker Golf Course is generally open Tuesday-Sunday during the school year. Students can play the course any time during the week (based on availability) and after 1:00 on Weekends.
- Tee times can be made up to seven days in advance by calling the Walker Course Golf Shop. Not showing up for a scheduled tee time is unacceptable and may result in a suspension of playing privileges.
- Students are encouraged to play Boscobel or other local courses on Monday's when the Walker Golf Course is closed. Students must have a member of the PGA GM staff call in advance for them.

Model Golf Shop

A Model Golf Shop is provided as a learning laboratory at The Walker Golf Course. The Clemson PGA Golf Management Program will utilize the Walker Golf Course for many of our Work Experience Activities and incorporate the budgeting, procurement, merchandising and operations

procedures. The Head Golf Professional at the Walker Golf Course will serve as a guest speaker to discuss this area with the students.

Program Fees

The Clemson University PGA Golf Management Program must collect fees from each student to pay for the cost of the PGA of America's education programs and provide access to the Walker Golf Course, Clemson's home course. The fees cover:

- Full costs associated with all four levels of the PGA's training program including materials, seminars, and testing.
- Membership at the Walker Golf Course, including all range balls and golf privileges.
- Fees are billed through the bursar's office.
- When a student is on an internship they do not pay fees.
- Playing privileges at the Walker Course begin on the first day of classes and end of the last day of classes during each semester.

This breakdown of PGA materials, seminars and testing is consistent with the timing of fees students will incur each semester. The total costs for materials, seminars and testing fees for the PGA golf management program is \$4,280.

In addition, there is an annual student affiliation fee of \$50 and a golf course access fee of \$380 per semester (golf course fee is not charged when student is on internship).

The below breakdown of fees represents the actual cost per semester for PGA materials, seminars and testing, including golf course access and student annual affiliation fee.

Fall, Freshman Year

Qualifying Level Portal Access \$200

Qualifying Test \$60

Affiliation fee \$50

Golf course access fee \$380

Level I portal access \$560

Spring Freshman Year

Level I Seminars \$220/each (3)

Level I Testing (3 tests/\$60 each)

Golf course access fee \$380

Fall Sophomore Year

Level I Testing (2 tests/\$60 each)

Affiliation fee \$50

Golf course access fee \$380

Level II Portal Access \$350

Spring Sophomore Year

Level II seminars \$220/each (3)
Level II Testing (1 test/\$60 each)
Golf course access fee \$380

Fall Junior Year

No PGA materials or testing fees
Affiliation fee \$50

Spring Junior Year

Level II Testing (3 tests/\$60 each)
Golf course access fee \$380
Level III Portal Access \$350

Fall Senior Year

Level III Seminars \$220/each (3)
Level III Testing (3 tests/\$60 each)
Affiliation fee \$50
Golf course access fee \$380

Spring Senior Year

No PGA material or testing fees

Final Semester

Level III testing (1 test/\$60 each)
Affiliation fee \$50
Golf course Access fee \$380

PGA Golf Management Student Association

The “PGA Golf Management Student Association” is an academic and social organization required of all PGA Golf Management students. Active participation in the organization is a key element to the overall success of each student. The PGA Golf Management Student Association will meet weekly to give students an opportunity to make decisions and to discuss important information and events. Some key functions of the association include;

- Monthly meetings with featured guest speakers discussing important topics in the golf industry and career development.
- Active Tournament Program consisting of up to 10-12 tournaments per semester
- Social activities designed to promote involvement in the association
- Service initiatives and teaching opportunities
- Opportunities to volunteer at local and regional events
- Opportunities to serve and gain experience in administration, tournament operations, rules of golf, budgeting, marketing, etc.

A. Participation Requirements

Each student must participate in a least 4 PGA Golf Management tournament series events each

semester. Approximately 10 – 12 PGA Golf Management tournament series events will be scheduled each semester. Attendance at PGA Golf Management Student Association meetings is mandatory. Participation in one service project is required per year. For PGA Golf Management students, who have not passed the PAT, please refer to the participation requirements under *Player Development Program*.

B. Failure to Meet Participation Requirements

Failure to meet the above participation requirements is detrimental to the student and the PGA Golf Management Program. If a student fails to meet participation requirements they shall be placed on PGA Golf Management probation and be required to meet with the PGA Golf Management Director. Students who meet these requirements while on PGA Golf Management probation will be placed in “good standing” the following semester.

C. Absences

Sometimes illness or family matters, etc. will make it difficult to attend a scheduled meeting. You must contact the Director or Assistant Director prior to the meeting to obtain an excused absence.

D. PGA Golf Management Student Association Board of Directors

Activities of the PGA Golf Management Student Association will be governed by the Board of Directors (comprised of PGA Golf Management students) and supervised by the PGA Golf Management Staff. The Board of Directors will consist of a President, Vice-President, Treasurer, Secretary, Social/Activity Director, and one representative from each class.

Board of Directors will serve for one semester and elections will take place at the second PGA Golf Management meeting of each semester. A Board Member may be elected in consecutive semesters.

E. Fees

PGA Golf Management Student Association fees must be paid at the beginning of each semester. No student will be allowed to participate in PGA Golf Management Student Association tournaments and events until these fees are paid.

Professional Conduct Requirements

The Clemson PGA Program strives to enhance the reputation of the program and students by developing service-oriented individuals that maintain the highest standards of professional conduct.

A. Playing Privileges

Before playing golf at a facility other than the Walker Course, students should ask the Assistant Director or Director to make the initial contact with that facility. If the student is out of town and unable to contact one of the Directors, the student may contact the Head Professional at the facility themselves at least 48 hours in advance. The student should identify himself or herself as

a PGA Golf Management Student at Clemson and ask for permission to play the course. Some courses may not extend playing privileges to PGA Golf Management students. It is entirely up to the management of each course - students may not question any decision.

B. Check In and Thank You Policy

Students must check in at the pro shop before playing golf at any facility including the Walker Course. Students should show the person responsible for checking in golfers their PGA card and other identification if required. Make sure to thank everyone in the pro shop before and after the completion of play. A follow up thank you card is a great way to develop a positive relationship with individuals in the golf industry. Thank you cards are provided to PGA Golf Management students at no cost.

C. Dress Code

Proper attire is required when playing golf at any facility. Showing up at a facility with your hat turned backwards, wearing jeans, not wearing a shirt with a collar, or wearing shorts is unacceptable. Shorts are acceptable at the Walker Course and Boscobel. In addition, visible tattoos, multiple facial piercing for women and any facial piercing for men are unacceptable. All PGA Golf Management students are expected to wear professional attire standard in the industry when representing the Clemson PGA Golf Management Program.

D. Professional Conduct at Tournaments

During tournaments, students must conduct themselves in a professional manner. Any student that displays conduct that is detrimental to the program may be placed on suspension and become ineligible from participating in the tournament program.

The following are examples of conduct that will result in suspension:

- Not following course rules
- Serious breach of tournament rules
- Throwing clubs and the use of vulgar language
- Failure to show up for an event or showing up late for an event
- Unless due to illness or an emergency, failure to complete a round or no carding.
- Cheating

Unacceptable Conduct and Disciplinary Action

A. Academic Integrity

"As members of the Clemson University community, we have inherited Thomas Green Clemson's vision of this institution as a 'high seminary of learning.' Fundamental to this vision is a mutual commitment to truthfulness, honor and responsibility, without which we cannot earn the trust and respect of others. Furthermore, we recognize that academic dishonesty detracts from the value of a Clemson degree. Therefore, we shall not tolerate lying, cheating, or stealing in any form."

A student charged with academic dishonesty in any PGA Golf Management course will be

referred to the Academic Review Board.

The first time a student's conduct requires disciplinary action they will receive a warning and an opportunity to correct the situation. A second breach of professional conduct will result in further disciplinary action such as a suspension of playing privileges, inability to sign up for an internship, or at the discretion of the Director, termination from the PGA Golf Management Program.

B. Conduct

The following are examples of serious incidents that will result in termination from the PGA Golf Management program:

- Destruction of property
- Stealing
- Drug or alcohol abuse during an internship
- Academic dishonesty
- Dismissal from an internship for cause

C. Pre-employment Drug Screening Policy

Many facilities are requiring pre-employment drug test as a requirement for employment. If a student fails a drug test, they will be suspended from participating in the internship program that three-month term. If a student fails a drug test a second time, this could be grounds for dismissal from the PGA Golf Management program. The Director of the PGA Golf Management program, in consultation with the PRTM Department Chair, will review each case to determine appropriate action.

D. Indoor Facility Access and Safety

Before using the indoor hitting area and club repair facility, students must notify a PGA golf management director and to obtain access to use the facility. Students are not permitted to use the facility alone.

Probationary Standards

Members of the Clemson University PGA Golf Management Program will be placed on PGA Golf Management Probation at the beginning of an academic semester due to any one of the following:

- A cumulative grade point average less than 2.0
- Failure to attend Player Development Program as required.
- Failure to satisfy tournament participation requirement (min. 4 tournaments per semester)
- Not attempting the PAT a minimum of one time per semester and a minimum of two times per year (until the PAT has been successfully passed).
- "No-Show" at a scheduled PAT.

- Missing two or more PGA Golf Management meetings.
- Outstanding fees for tournaments, dues, or equipment.
- Disruptive or disrespectful behavior either in the classroom or on the golf course. Disrespectful behavior includes poor conduct and appearance at any Clemson PGA Golf Management meeting/workshop or at any golf course. All incidents of disruptive or disrespectful behavior will be carefully investigated by the Clemson PGA Golf Management Director before probation status is invoked.
- Probationary status may be invoked for the violation of any one of these probationary standards.

During PGA Golf Management probation, the following restrictions apply:

- Students will lose their PGA Golf Management Program sponsored golfing privileges at alternate golf courses for the following semester. Privileges at the home course will be extended solely to continue Player Development activities.
- Students on PGA Golf Management probation will not be eligible for PGA Golf Management Scholarships.
- Students on probation will not be eligible to participate in program-sponsored events or team competitions.
- Students on probation will not be eligible to participate in the college buying programs offered by equipment and soft good manufactures.

Dismissal from the PGA Golf Management Program

The PGA Golf Management Program is a rigorous, demanding program intended for motivated students. Clemson University PGA Golf Management 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 2.0 while making steady progress toward completing their degree requirements. PGA Golf Management Program students will also be expected to make steady progress toward completing their PGA membership requirements as outlined in the Retention and Cohort Requirement sections.

The PGA requires all PGA Golf Management students to progress through the PGA Golf Management Program as a cohesive unit. Students are expected to meet Clemson University PGA Golf Management Program milestones with their cohort class. Any deviations from the cohort schedule must be approved by the PGA Golf Management Director, and then only under exceptional circumstances. Those students who are not able to meet the academic and playing requirements of the program will ultimately need to be dismissed. These students will be counseled and it will be suggested to them that they transition into another major.

Additionally, unsatisfactory performance during a PGA 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.

The following reasons are grounds for dismissal from the PGA Golf Management Program at Clemson:

1. Probation within the PGA Program for two consecutive semesters.
2. Not participating in a PAT a minimum of two times per year until it has been passed.
3. Committing a grievous act while on internship, which results in termination.
4. Any behavior which is considered unethical by the PGA of America or to be a violation of the Code of Ethics as found in the PGA Constitution.

Additionally, all Clemson students are subject to the Clemson academic policies and procedures, the University Code of Conduct, and student discipline. The Code is found in the Clemson Student Handbook and can be viewed at <http://www.clemson.edu>.

Awards

The PGA Golf Management Staff wants to recognize, and give the students a time to recognize, the great efforts that are made by the student body. The following awards will be given out at the end of each year:

- Most Outstanding PGA Golf Management Student
- Student Leader Award (selected by PGA Golf Management students)
- Most Outstanding First Year Student
- Player of the Year
- Fall Semester Player of the Year
- Spring Semester Player of the Year
- Fall Championship Winner
- Spring Championship Winner
- Fall Match Play Champion
- Spring Match Play Champion
- Academic Award
- Highest test score achievement for Levels 1, 2, 3
- Best work experience portfolio Levels 1, 2, 3
- Most Improved Player Award

Statement of Understanding

Clemson University's PGA Golf Management Program students will sign a Statement of Understanding when they enter the PGA Golf Management Program that addresses the program's requirements. The intent of this Statement of Understanding is to ensure that each Clemson PGA Golf Management Program student understands the extent of the PGA Golf Management Program and what is required to successfully complete all the degree and specialized graduation requirements to receive the PGA designation. (See Statement of Understanding page 42)

Appendix A. Citizenship Requirement Form



**CLEMSON UNIVERSITY PGA GOLF MANAGEMENT
INTERNATIONAL STUDENT CITIZENSHIP AWARENESS FORM**

As an international student that is not a US citizen, I acknowledge my successful completion of the Clemson University PGA Golf Management program will not automatically result in membership in the PGA of America.

Individuals who are not US citizens or do not have resident alien status may complete all requirements necessary for graduation from an accredited PGA Golf Management University Program. They may not be elected to PGA membership unless necessary citizenship/resident alien status requirements are met prior to the 8-year acceptable progress deadline.

Student Signature

Date

Appendix B. Flow of Schedule Cohort Form

Cohort Agreement Form

Clemson University PGA Golf Management

As a first-year Clemson University PGA Golf Management student, I understand that I must progress through the entire program with other first-year PGA Golf Management students as a cohort group and matriculation through all levels of PGA membership requirements as sequenced below. These include the PGA Golf Management courses, internships and sequence of the PGA 3.0 program.

Freshman Year		
Fall Semester <i>Classes at Clemson</i> <i>Successfully Complete</i> <i>Introductory Level – PGA 3.0</i> <i>Level 0</i>	Spring Semester <i>Classes at Clemson</i> <i>Begin Level 1 – PGA 3.0</i> <i>Curriculum</i>	Summer Semesters <i>First Internship (3 months)</i>
Sophomore Year		
Fall Semester <i>Classes at Clemson</i> <i>Satisfy all requirements of</i> <i>Level 1 – PGA 3.0</i>	Spring Semester <i>Classes at Clemson</i> <i>Begin Level 2 – PGA 3.0</i> <i>Curriculum</i>	Summer Semesters <i>Second Internship (6 – 7</i> <i>months)</i>
Junior Year		
Fall Semester <i>Continuation of 2nd Internship</i>	Spring Semester <i>Classes at Clemson</i> <i>Satisfy all requirements of</i> <i>Level 2 – PGA 3.0</i>	Summer Semesters
Senior Year		
Fall Semester <i>Classes at Clemson</i> <i>Begin Level 3 – PGA 3.0</i> <i>Curriculum</i>	Spring Semester/Summer <i>Third Internship (6 -7 months)</i>	
Senior Fifth Year		
Fall Semester <i>Classes at Clemson</i> <i>Satisfy all requirements of</i> <i>Level 3 – PGA 3.0</i> <i>PGA Final Experience</i>		

- Students that fail to remain in their cohort group (except for extenuating circumstances) will be dismissed from the Program.

PGA Golf Management Director (Signature/ Date)

PGA Golf Management Student (Signature/date)

Appendix C. PGA Background Check Form



PGA of America Background Check

* Effective Jan. 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.

**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

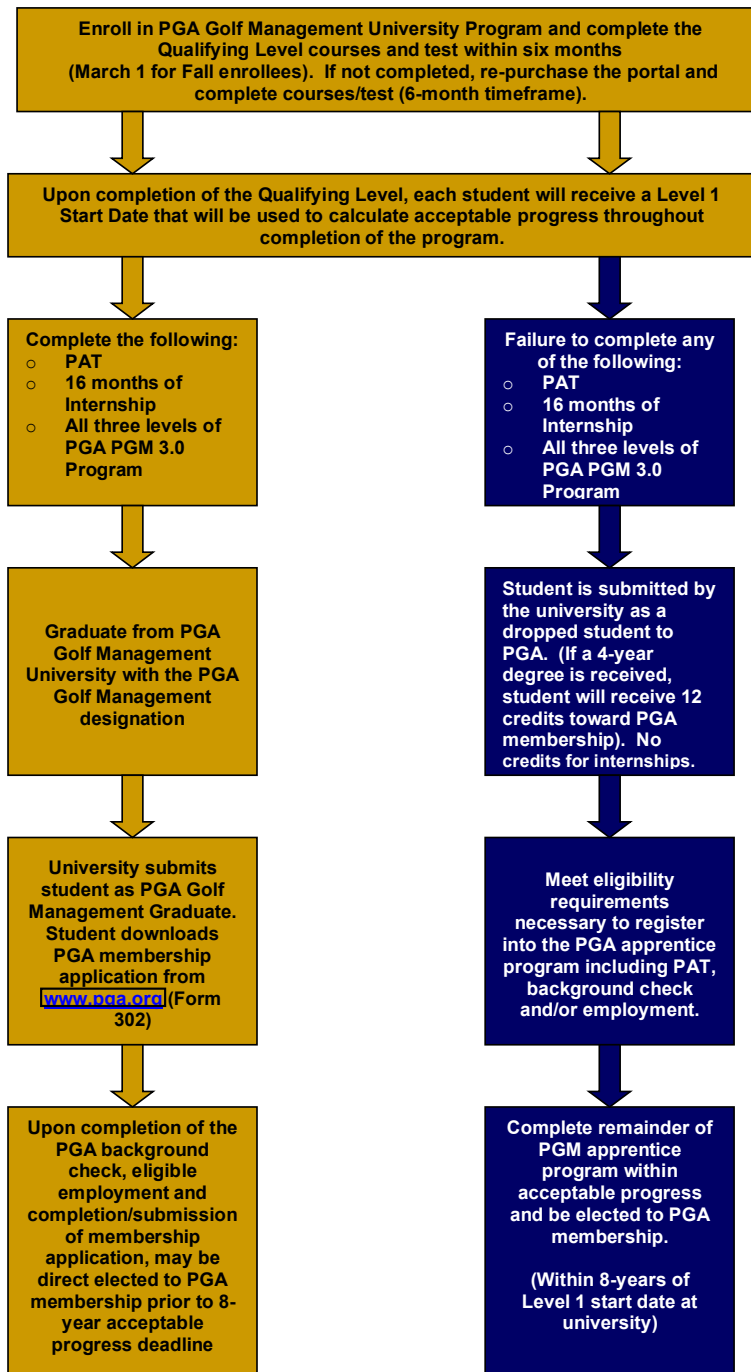
Date

APPENDIX D. PGA FLOW CHART



PGA

PGA Golf Management University Program PGA PGM 3.0 Curriculum



Signature: _____ Date: _____

Appendix E. Copies of Internship Forms

Sample of Third Party Agreement Form:

Mr. Karl Stefka
Greenville Country Club
239 Byrd Blvd.
Greenville, SC 29605

Dear Mr. Stefka,

As Assistant Director of the PGA Golf Management Program at Clemson University, I want to thank you for allowing Jonah Cox to be an intern at Greenville Country Club. We trust that he will be a valuable asset during his internship. The purpose of this letter is to confirm a few details to ensure that this experience goes as smoothly as possible for all parties involved. All parties should sign this letter prior to the actual internship start date.

We understand that throughout Jonah’s internship he will obtain learning experiences and spend the approximate percentage of time in each of the following areas: golf shop operations (50%), teaching/golf clinics (10%), outside services (30%), merchandise and inventory (5%), and tournament operations (5%). His pay will be \$8.00 per hour, while working approximately 35-40 hours per week. He may also receive additional compensation and benefits in the form of meals, uniforms, gratuities, clinic income, and playing privileges. Jonah’s internship will begin on approximately May 17, 2016 and end on approximately August 10, 2016.

This internship is intended to be a learning experience for the student. The PGA requires PGA Golf Management internship supervisors to provide specific PGA/PGM training and educational opportunities throughout the duration of the internship, as well as, complete a mid-term and final evaluation for each student. You may download these forms as well as thoroughly review internship policies and procedures, responsibilities, and considerations via our website at www.clemson.edu/pgm.

As a PGA Golf Management internship supervisor, we ask that you meet with Jonah during the first week of his internship to discuss a timeline and framework for completing Level 1 PGA assignments as well as work expectations, guidelines, and goals for the internship. We will provide an inventory checklist and syllabus of specific work experience activities to be completed on site. In addition, we ask that you or your professional staff meet with him on a regular basis to provide feedback and guidance. Please note that Jonah has not passed the PGA Playing Ability Test, we would appreciate any instructional or playing opportunities you can provide as well as encouraging the student to schedule and participate in the PAT while on internship. As a Clemson University student, he will be required to report to us weekly and submit required work experience activities online for review. Again, we thank you for this opportunity, and if at any time, you have any questions or concerns please give us a call at 864-656-0292.

Sincerely,



Adam Savedra, PGA, MBA
Assistant Director, PGA Golf Management
Clemson University

If you are in agreement with the previous information, please sign below and return via fax to 864-656-2226 or electronically sign through Adobe Document Services. If not, please contact me so we can clarify any discrepancies.

_____	_____
Supervising Professional	Date
_____	_____
Student	Date
_____	_____
PGM Director	Date

MID-TERM EVALUATION REPORT OF EMPLOYER

To be completed by the student and faxed to the PGA Golf Management Director immediately at the mid-point of your training. If you are on a 3 month internship, this should be done week 6. If you are on an extended internship (6 or 7 months), this evaluation should be done week 13. A copy should be made and discussed with your supervisor. Our fax # is 864-656-2226.

Facility: _____ Date: _____

Intern: _____

1. Are you meeting with your supervisor on a weekly basis?
2. Is this experience what you expected? Explain.
3. Is the supervision (both University and facility) you're getting adequate? Explain.
4. How can the internship experience be more meaningful?
 - a. What can you do to make it so?
 - b. What can the facility do to make it so?
5. What experience would you like to see given more emphasis during the remainder of your time with this facility?
6. Have you been able to complete assigned PGA Golf Management work activities? If so, how many?

REMEMBER: A candid discussion with the facility supervisor of your reactions expressed on this form is one step you can take to make your experience more meaningful.

FINAL EVALUATION REPORT OF EMPLOYER

To be completed by the student and faxed to the PGA Golf Management Director immediately at the end of your training. A copy should be made and discussed with your supervisor. Our fax # is 864-656-2226.

Facility: _____ Date: _____

Intern: _____

1. Are you meeting with your supervisor on a weekly basis?

2. Is this experience what you expected? Explain.

3. Is the supervision (both University and facility) you're getting adequate? Explain.

4. In what ways was the internship experience most meaningful?
 - a. What did you do to make it so?

 - b. What did the facility do to make it so?

5. What experiences would you have liked to have seen given more emphasis during the internship? In what ways could this facility improve their internship program?

6. Have you been able to complete assigned PGA Golf Management work activities? If so, how many?

REMEMBER: A candid discussion with the facility supervisor of your reactions expressed on this form is one step you can take to make your experience more meaningful.

Clemson University PGA Golf Management Program
Mid-Term Evaluation Report of Student

Name of the student

Name of facility

Date of evaluation completion

Phone number

Purpose of the evaluation report – The purpose of this report is to evaluate the student’s progress. The report should be completed and faxed to PGA Golf Management Assistant Director at the mid-point of the student’s internship training. If the internship is scheduled for 3 months, this should be done week 6. If the internship is scheduled for 6 months, this should be done week 13. A copy should be made and discussed with the student. Please be sure that you sign the form before submitting it to the University. Feel free to make any additional comments on the evaluation. Our fax # is 864-656-2226.

I. General Performance Items:

	Marginal	Poor	Average	Good	Outstanding
Quality of Work Produced	1	2	3	4	5
Productivity	1	2	3	4	5
Attendance	1	2	3	4	5
Dependability	1	2	3	4	5
Punctuality	1	2	3	4	5
Attitude	1	2	3	4	5
Initiative	1	2	3	4	5
Appearance	1	2	3	4	5
Communications	1	2	3	4	5
Ability to Work With Others	1	2	3	4	5
Interpersonal Skills	1	2	3	4	5
Follow Instructions/Procedures	1	2	3	4	5
Judgment	1	2	3	4	5
Ability to Learn New Information	1	2	3	4	5
Adaptability	1	2	3	4	5
Problem-Solving	1	2	3	4	5

Comments: (A rating of 2 or lower must have an accompanying comment)

Clemson University PGA Golf Management Program
Student Internship Final Evaluation Report

Name of the student

Name of facility

Date of evaluation completion

Phone number

Purpose of the evaluation report – The purpose of this evaluation is to take inventory of the student’s abilities, which will aid in the development of a professional improvement program. It will also be used to help assign a grade for the student’s internship experience.

Complete the evaluation form during the last week of the student’s employment. Please be sure that you sign the form before submitting it to the University. Feel free to make any additional comments on the evaluation.

	Marginal	Poor	Average	Good	Outstanding
Quality of Work Produced	1	2	3	4	5
Productivity	1	2	3	4	5
Attendance	1	2	3	4	5
Dependability	1	2	3	4	5
Punctuality	1	2	3	4	5
Attitude	1	2	3	4	5
Initiative	1	2	3	4	5
Appearance	1	2	3	4	5
Communications	1	2	3	4	5
Ability to Work With Others	1	2	3	4	5
Interpersonal Skills	1	2	3	4	5
Follow Instructions/Procedures	1	2	3	4	5
Judgment	1	2	3	4	5
Ability to Learn New Information	1	2	3	4	5
Adaptability	1	2	3	4	5
Problem-Solving	1	2	3	4	5

I. General Performance Items

Comments: (A rating of 2 or lower must have an accompanying comment)

OVERALL PERFORMANCE (CIRCLE ONE):	OUTSTANDING	GOOD
	AVERAGE	MARGINAL

Any additional comments:

Supervisor's signature _____ Date _____

Title _____

*Intern signature _____ Date _____

*Your signature indicates that you have had the opportunity to review and discuss your performance evaluation with your supervisor. It does not necessarily indicate that you agree with the evaluation.

Summary Report

Name: _____

Facility: _____

Internship start and end date: _____

Supervisor: _____

Below please provide a summary of suggestions or recommendations that would be useful to other students who might follow to the internship training site.

Summary of monthly income and expenses:

Income:

Net wages _____

Expenses:

Housing _____

Meals _____

Uniforms _____

Income (loss) wages – expenses _____

|

**Clemson University PGM Program
Post Internship Review**

Name: _____

Employer: _____

Name of Supervisor: _____

Current Work Period (circle one): Co-op 201 Co-op 202 Co-op 203 Co-op 204 Co-op 205

Semester of Employment: _____

What was the best part of the internship?

What were some of the most valuable learning experiences or best practices you observed or were a part of?

Did the internship meet your expectations? Please Explain.

Did the internship supervisor or professional staff provide adequate mentorship and training? Please explain.

Did the internship provide you learning experiences and opportunities in line with your experience and PGA education?

How could you have made your internship experience more meaningful?

What comments or suggestions would you have for other students who may be interested in this site?

Would you recommend this site for placement of future interns? Yes / No Please explain below.

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Appendix F: Statement of Understanding



Clemson PGA Golf Management
Policies and Procedures
Statement of Understanding

I have been admitted into the Clemson University Parks Recreation and Tourism Management (PRTM) degree with a PGA Golf Management concentration program (hereinafter referred to as “the Program”). I have been issued the Policies and Procedures Manual for the Program and understand I am responsible for reading and understanding that document.

By signing below, I indicate my understanding of the following requirements to complete the Clemson University Parks Recreation and Tourism Management (PRTM) degree with a PGA Golf Management concentration:

1. Meet all requirements included in the Clemson University Undergraduate Announcements for the PRTM degree/PGA Golf Management concentration and meet all of the requirements of the Clemson PGA Policies and Procedures Manual that can be found at www.clemson.edu/pgm.
2. Complete all PGA testing and seminars in the PGA Golf Management program.
3. Pass the PGA of America’s Playing Ability test (PAT). Clemson University will not issue a PRTM degree without completion of a concentration. A PRTM degree with the PGA Golf Management concentration will not be issued unless the student passes the PAT while continuously enrolled at Clemson University in the program. If a student has not passed the PAT before the start of their junior year, it is strongly recommended that the student change to another PRTM concentration or major. Students may appeal to the Director for extra time, but they can only appeal for extra time if they have successfully completed all player development courses and have met the tournament participation and PAT requirements. **I understand and agree that if I complete all requirements for the PRTM degree/PGA Golf Management concentration except I have not passed the PAT while continuously enrolled at Clemson University, I will not be awarded the degree.**
4. Meet all requirements of the Player Development Program.
5. Complete at least 16 months of approved internship experience.
6. Actively participate in the PGA Golf Management Student Association, including all meetings and tournament requirements as more specifically described in the Policies and Procedures Manual.
7. Complete the PGA Background Check.
8. Meet PGA membership probationary standards as required by the PGA.
9. Pay all PGA Golf Management program related costs.
10. Meet all cohort requirements. This means you must meet all deadlines for sequence of instruction requirements applicable to your original cohort. Failure to do so will result in removal from the program.

**Appendix G: Clemson PGA Golf Management Change in
Concentration Area Form**



Clemson PGA Golf Management Change in Concentration Area Form

Graduation Requirement for Completion of Concentration in PGA Golf Management

As a junior starting my spring semester in the Clemson University PGA Golf Management program who has failed to pass the PAT and not in a position to complete all PGA requirements, I acknowledge that I have been strongly recommended to change concentration areas or major. The PGA Golf Management staff has clearly explained all requirements to graduate in the PGA concentration area to include:

- Graduate from Clemson University with a Bachelor's Degree in Parks, Recreation, and Tourism Management (PRTM).
- Successfully complete all 4 levels of PGA testing, work activities and seminars in the PGA Golf Management Program concentration
- Pass the PGA of America's Playing Ability Test (PAT).
- Complete at least 16 months of approved internship experience

Failure to pass the PAT or complete any PGA requirements listed above will not allow me to graduate in the PGA concentration in the PRTM major.

PGA Golf Management Student (Print Name)

Date

Student Signature

Date

PGA Golf Management Director

Date