Student Policy and Procedure Manual

Academic Year 2018 – 2019

(Spring 2019)
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Mission Statement
The mission of the PGA Golf Management University Program is to recruit diverse and talented students and develop them into committed professionals by providing a comprehensive and progressive educational program designed to prepare future PGA Members for a life-long career in golf. Students will gain valuable work experience and enhanced playing and teaching skills, while fostering a sense of community through enjoyment and involvement in the game of golf.

PGA Golf Management Program Requirements
Students need to complete the following program requirements in order to receive the PGA Golf Management designation on their diploma and official university transcript:

a. Campbell University academic requirements for a Bachelor of Business Administration (BBA) Degree with a major in PGA Golf Management;
b. Successful completion of the PGA Playing Ability Test (PAT);
c. Successful completion of the PGA Professional Golf Management 3.0 Program, including Work Experience portfolio, testing, and seminars;
d. Successful completion of at least 16 months of internship primarily employed on a fulltime basis in any (Associate) classification deemed eligible employment as outlined in the PGA Constitution.

PGA standards allow a student to continue on the PGA Golf Management roster for one additional semester after academic and internship classes have been successfully completed. The additional semester allows the student to complete any remaining PGA requirements (testing, seminars, or work experience portfolio) for graduation certification. Students that do not complete all of the requirements within the allotted timeframe will not graduate with the PGA Golf Management designation. Students not meeting all of the requirements in a timely fashion must transfer into another degree program in order to graduate from Campbell University. Students who leave the program retain completed level testing and approved work experience portfolio assignments, but receive no credit for completion of internships and will be required to register into the PGA apprentice program in order to pursue PGA membership. Students who leave the program are required to sign the PGA Golf Management Statement of Understanding, acknowledging their failure to complete program requirements, thus being ineligible for direct election to PGA membership. The Statement of Understanding can be found in the Appendix as Exhibit H. A copy of the signed statement will be placed in the student’s academic file.

All students are required to sign the Memorandum of Understanding, detailing the program requirements. The Memorandum of Understanding can also be found in the Appendix as Exhibit H. A copy of the signed memorandum will be kept in the student’s academic file.

Program Admission
Admission into the PGA Golf Management Program is a two-step process for the student.

a. The student prospect must initially be accepted through the university admission process as detailed in the Campbell University Bulletin.
b. Once meeting the requirements for admission into the university, an acceptance decision for the PGA Golf Management Program will be based on the student’s golf playing ability. Students entering the PGA Golf Management Program must have documented proof of their ability to play to a golf handicap of twelve (12) or better for men and women prior to being accepted into the PGA Golf Management Program.
   i. The PGA Golf Management Program will accept as documentation of student playing ability any of the following:
      1. Completed Handicap Verification Form signed by a PGA Professional or High School Golf Coach.
      a. A copy of the Handicap Verification Form is found as part of Exhibit E in the Appendix.
      2. A copy of current USGA handicap information validated by a PGA Member or club handicap chairman.
      3. Recommendation letter from PGA Members or High School Golf Coaches.
      4. Attempting and passing the PGA Playing Ability Test prior to enrollment.
   ii. A copy of the handicap documentation will be placed in the student’s official academic file kept at the School of Business.
c. The PGA Golf Management Program will alert the student of his/her Acceptance status in a timely manner through a letter to his/her home address.
d. The first fifty students that are accepted into the PGA Golf Management Program may secure a spot in the fall class by forwarding a refundable tuition deposit of $250 to the University Admissions Department.
Program or during a semester due to the following reasons:

The students in the PGA Golf Management program will be placed on Retention of current PGA Golf Management students is an area of concern for the faculty and staff. Retention in the PGA Golf Management Program is determined by satisfactory performance in the academic curriculum and satisfactory progress in completing the PGA Golf Management program requirements.

Campbell University PGA Golf Management students must maintain an overall 2.0 GPA throughout their academic curriculum, while also maintaining a 2.5 GPA in the PGA Golf Management major. Students are required to make satisfactory progress in completing the Professional Golf Management program requirements. Graduation requirements include the following: pass the Playing Ability Test (PAT), complete at least 16 months of internship, and complete all levels of the PGA Professional Golf Management (PGM) Program testing, seminars, and work experience.

The measures used to assist in the retention of students include, but aren’t limited to the following:

a. The PGA Golf Management Program will require students to sign the Memorandum of Understanding, detailing the requirements of the program. A signed copy of this form is placed in the student file and the student receives a copy too. The Memorandum is part of Exhibit H in the Appendix.

b. The PGA Golf Management staff and faculty will maintain an open-door policy when it comes to discussing issues of concern with students.

c. The PGA Golf Management staff and faculty will serve as counselor and mentor to the students during the pre-registration and advisement period. A formal advisement session for each student will occur once during the fall semester and once during the spring semester according to the university academic calendar. An advisor will utilize the Degree Audit form available through the University database in order to perform a thorough advisement process.

d. Campbell University may provide a tutorial program to students in need of additional help. Tutors are available free of charge to the student. Arrangements for a tutor should be made through the Director of Student Support Services.

e. The PGA Golf Management Program will offer optional study sessions to review Professional Golf Management materials prior to PGA testing.

f. Students will be required to compete in not less than four (4) golf events through the semester-long PGA Golf Management Student Association (PGMSA) Tournament Series in each on-campus semester of full-time enrollment.

g. Students will be enrolled in PGM 170 – Player Development for the first semester on campus. Students that have not passed the Playing Ability Test (PAT) by the start of the second semester on campus are required to register for additional semesters of PGM 170 while on campus until the PAT is passed.

The students in the PGA Golf Management program will be placed on Probation status at the beginning of an academic semester or during a semester due to the following reasons:

a. A cumulative GPA of less than 2.0.

b. A PGA Golf Management (PGM-prefix Major classes) GPA of less than 2.5 (reviewed after 2nd semester enrolled).

c. Failure to submit work experience portfolio activities on due dates.

d. Failure to matriculate with entering class cohort as they transition into an advanced level.

e. Failure to attempt a PGA Test retake within forty-five (45) days of failing the on-campus test attempt.

f. Failure to pass the PGA testing prior to the start of the next academic semester after the test was originally offered.

g. Failure to meet the PGA Golf Management playing requirement of competing in not less than four (4) golf events through the PGMSA Tournament Series during the previous semester.

h. Failure to meet the PGA PAT standards and the PAT requirements of PGM 170 – Player Development.

i. Unprofessional conduct while using any golf facility to practice and play, including the PGMSA Tournament Series events.

j. Failure to pay required semester dues for the PGMSA.

k. Failure to certify through the PGMSA recertification program in the previous semester.

l. Unprofessional appearance and/or dress at any golf facility, or any PGA Golf Management event.

m. Conduct unbecoming of a future PGA of America member and which is considered detrimental to the image of the PGA Golf Management Program.
PGA Golf Management Probation includes the following restrictions:

a. Students on Probation cannot utilize the available golf manufacturer's discount purchase programs.

b. Students on Probation are not eligible for endowed scholarship awards through the PGA Golf Management Program or through the School of Business.

c. Students on Probation are not eligible to work for the PGA Golf Management program in any capacity including work as a student worker, club repair technician, or employment at Keith Hills GC.

d. Students on Probation are not eligible to hold a board position in the PGMSA.

e. Students on Probation are not eligible to play in the PGMSA Tournament Series golf events beyond the required four events per semester. **Exception:** Students required to enroll in PGM 170 (as a result of not passing the PAT). These students may only play in the number of events required by the instructor of the course.

f. Students on Probation are not eligible to participate in the PGA Jones Cup Competition or any regional PGA Golf Management competition.

g. Students on Probation prior to completing an Internship must satisfy all conditions for removal from Probation in order to receive academic credit and time credits toward the 16-month requirements.

Students in the PGA Golf Management Program on Probation will receive written notification of their Probation Status. Students are required to sign and date the letter and return it to the PGA Golf Management offices. The original letter will be added to the student’s academic files and a copy will be provided to him/her for their records.

Students may be removed from the Probation list during the semester by satisfying the conditions that led to their probationary status. The following reasons for probation must be dealt with as follows:

a. Status changes concerning GPA will be evaluated at the end of the academic semester.

b. Disruptive behavior, poor conduct, and questionable appearance issues result in a minimum of one month of probation. The student must meet with the Director at the end of the probation month to discuss a change in his/her status. This meeting will be documented and placed in the student’s file.

**Dismissal** of students from the PGA Golf Management Program is an area of concern for the PGA Golf Management faculty and staff. Students must meet a number of requirements while matriculating in the PGA Golf Management Program and failure to meet these milestones will result in dismissal from the Program.

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

a. Remaining on probation for two (2) consecutive semesters for having an overall GPA under the 2.0 standard.

b. Remaining on probation for two (2) consecutive semesters for having a PGM-major GPA under the 2.5 standard.

c. Remaining on probation for two (2) consecutive semesters for reasons other than grade point average.

d. Failure to pass the PGA testing prior to the end of the next academic semester after the test was originally offered.

e. Failure to pass the PGA Playing Ability Test (PAT) prior to enrollment in PGM 300-level classes (PGM 330, 340, 350, 360) in the spring semester of Year 4.

f. Failure to successfully complete Level 2 testing and work experience portfolio requirements prior to enrollment in PGM 300-level classes (PGM 330, 340, 350, 360) in the spring semester of Year 4.

g. A semester GPA that is lower than 1.0 for a minimum of 12 credit hours attempted.

h. Termination from an internship position for negligence of duty, for cause, or for failing a drug screening.

i. Any behavior that violates the PGA of America Code of Ethics, and any behavior that is considered detrimental to the image and reputation of the PGA Golf Management Program, its faculty, staff, and alumni.

It sometimes becomes necessary to advise students to change majors in order to allow them to graduate. Students dismissed from the PGA Golf Management Program or those that do not show the inclination or ability to successfully complete PGA testing, work experience, or PAT requirements are counseled to pursue a different major at the University. The student will be assigned to an academic advisor outside of the PGA Golf Management department. The student will sign the PGA Golf Management Statement of Understanding, acknowledging their failure to complete program requirements, thus being ineligible for direct election to PGA membership. The Statement of Understanding can be found in the Appendix as Exhibit H.

The following example is for illustrative purposes only because each student must be advised on an individual basis. The typical student counseled out of the PGA Golf Management Program for failing to pass the PAT or advance into Level 3 at the start of the Year 4 spring semester should have completed 89 hours of credit toward the PGA Golf Management major according to the PGA Golf Management Degree Sequence. The typical student counseled into the Bachelor of Business Administration (BBA) major...
would have 45 credit hours to complete in order to graduate. The student and their new academic advisor will work together to determine a course of action allowing him/her to graduate from Campbell University.

Students may continue to pursue passing the PAT on their own time. If the student subsequently passes the PAT prior to graduating from their new major, then they may request to change majors back to the PGA Golf Management Program. The class sequence and delivery will not be altered to accommodate or accelerate an individual student getting back into the Program under these circumstances.

**Minority Recruitment Policy**
The PGA Golf Management Program is committed to supporting the PGA diversity initiatives. The University seeks to actively recruit qualified minorities into the PGA Golf Management Program. The PGA of America and the PGA Foundation have made scholarship money available to support this diversity initiative.

**Non-Discrimination Policy**
Campbell University is committed to equality of educational opportunity. Campbell University does not permit discrimination or harassment in our programs and activities on the basis of race, color, sex, sexual orientation, gender identity, age, ethnicity or national origin, religion, disability, genetic information, protected veteran status and any other characteristic protected by law, except where appropriate and authorized by law.

**PGA of America Background Checks**
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 PGA has selected a vendor to administer the background checks, which will cover four major areas to verify information provided by the student on the application. Students may start the background screening as early as the first semester enrolled in the program. 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.

**Citizenship**
The mission of the PGA Golf Management Program is to produce PGA members. In order to become a member of the Association, the PGA Constitution requires individuals to be either a U.S. citizen, resident alien or temporary resident alien. International students completing the requirements of the PGA Golf Management Program will not be eligible for membership in the PGA unless U.S. citizenship/resident alien/temporary resident alien status is achieved along with eligible employment. International students will still earn the BBA Degree and PGA Golf Management designation upon completing the requirements of the PGA Golf Management Program. The number of international students in the program shall not be greater than 10% of the overall program enrollment. Upon enrollment in the PGA Golf Management Program, the student will be required to sign a form that states he/she understands the citizenship/resident alien/temporary resident alien standards.

**Non-Standard Testing Accommodations**
Campbell University is committed to providing equal educational opportunity for persons with disabilities in accordance with the nondiscrimination policy of the University and in compliance with Section 504 of the Rehabilitation Act of 1973 and with Title II of the Americans with Disabilities Act of 1990.

Students who have self-identified, provided documentation of disability, and requested reasonable accommodations are entitled to receive approved modifications of programs, appropriate academic adjustments, or auxiliary aids that enable them to participate in and benefit from all educational programs and activities.

The University provides a complete manual, *Student Guide for Accessing Disability Services* that provides the detailed instruction on how to access to obtain the services. The complete manual can be found at the link: [https://www.campbell.edu/students/student-success/disability-services/student-dss-guide/](https://www.campbell.edu/students/student-success/disability-services/student-dss-guide/).

Equal educational opportunity means that a person with a disability who is qualified for admission must have access to the same university programs, services, and activities as all other students. If necessary to provide equal opportunity, Campbell will make reasonable modifications to its policies, practices and procedures, unless doing so would fundamentally alter the nature of the service,
program, or activity or pose an undue administrative or financial burden.

The PGA of America also provides testing accommodations for students provided there is documentation of the disability. Students must request PGA testing accommodations through their Program Director at least 90 days prior to the first testing situation. The Program Director will assist the student with compiling the proper documentation for the PGA.

**Transfer Policy**

The PGA Golf Management program is designed to be a freshman-entry program. Admittance of potential transfer students is managed on a case-by-case basis. Transfer students have to complete the same PGA Golf Management requirements as freshman-entry students. Each student prospect will be counseled on the commitment required and the cost involved in completing the program. Individual course delivery accommodations or fast tracking of the curriculum is not available due to course sequencing and delivery of the multi-level PGA Professional Golf Management course content. The assigned advisor is responsible for creating an individualized plan of study based on their transfer credits for the student. A copy of the plan of study can be found in the student academic file and a digital copy is emailed to the student.

**Cohort Requirement**

Each entering class shall be considered a cohort for matriculation through the program requirements. Each student of the cohort is expected to meet PGA Golf Management milestones along with his or her cohort class. The cohort requirement for students includes submitting work experience, kit completion deadlines, internship sequencing, seminar attendance, and Professional Golf Management 3.0 testing. Only under extreme circumstances will a student be allowed to deviate from his/her cohort group sequence. The Director will counsel and document the proper steps the student needs to take in order to get back into his/her assigned cohort. The Cohort Requirement is included in the Memorandum of Understanding found in the Appendix as Exhibit H.

**PGA Election Timeframe**

PGA standards allow PGA Golf Management students an 8-year timeframe within which to be elected to PGA membership. The 8-year timeframe starts upon enrollment as a Level 1 student (the day after passing the Q-Level Exam). Students are expected to matriculate according to the academic sequence with their cohort in approximately 4 years. Students that deviate from the cohort sequence or leave the Program for any reason are still subject to the 8-year timeframe for PGA election. Students counseled to get back into the cohort schedule should have no issues with the 8-year timeframe for PGA membership. Students that leave the Program and request to be re-admitted into the PGA Golf Management Program will be advised concerning how the 8-year timeframe will impact their election to PGA membership. Students must acknowledge the 8-year timeframe when they sign the Memorandum of Understanding included in the Student Policy and Procedure Manual. Students that leave the PGA Golf Management Program are required to acknowledge the 8-year timeframe when they sign the PGA Golf Management Statement of Understanding. Each form is included in the Appendix as Exhibit H.

**Curriculum**

The PGA Golf Management Program awards qualified candidates the degree of Bachelor of Business Administration (BBA) degree with a major in PGA Golf Management. Students in the PGA Golf Management Program also have an opportunity to earn a minor through the Business School such as Accounting, Management, Marketing, Financial Planning or Economics. Minors are available through other University Schools and may require the completion of significant additional hours. Students should consult their advisor to discuss adding a minor to their degree.

Qualified candidates have an opportunity to earn both the BBA and MBA degrees through the PGA Golf Management 4 + 1 option. Candidates must meet the requirements for Admission to Graduate Study as stated in the Campbell University MBA Program Bulletin. The Course Sequence and Degree Audit forms for the BBA degree are included in the Appendix as Exhibit B. Please refer to the current Graduate Degree bulletin for the composition of the MBA portion of the dual degree programs.

**Course Descriptions**

**PGM 100 – Introduction to Golf Management (2 s.h.)**

An introductory course that provides an overview of golf industry employment, examines the structure, function, and history of the PGA of America, and reviews the etiquette, definitions, and rules of golf.

**PGM 130 – Introduction to Teaching & Golf Club Performance (3 s.h.)**

An introduction to the fundamental knowledge required for effective golf instruction. Topics include the ball flight laws, pre-swing and in-swing principles, teacher preferences, biomechanics, and teaching technologies. The course provides guidance on how to measure and observe club performance variables in order to establish the effect on a player’s performance. (Prerequisites: PGM 100)
PGM 130L – Introduction to Teaching Lab (0 s.h.)
A thorough examination of golf club design and alteration; including club performance, club repair and the use of technology to measure golf club properties and characteristics.

PGM 140 – Tournament Operations (1 s.h.)
The course is designed to cover the skills and knowledge required to successfully administer golf tournaments at the facility level. Topics include scoreboards, calligraphy, fundraising, publicity, the use of technology to enhance tournament management, and marking the course for tournament play. (Prerequisites: PGM 100)

PGM 145 – Turfgrass Management (1 s.h.)
A course designed to increase awareness of the functions of the golf course maintenance department and the responsibilities of the golf course superintendent. Lecture and laboratory classes include an in-depth study of turfgrass varieties, fertilizers, weeds, insects, pests, chemical usage, and maintenance procedures necessary to sustain playable conditions. The focus is minimizing the impact of everyday maintenance practices through coordination with the superintendent and communication with the customer. (Prerequisites: PGM 100)

PGM 170 – Player Development (0.5 s.h.)
Required for all new students and those that have not passed the PGA Playing Ability Test (PAT). Emphasis on improving the playing skills of students by developing individualized plans in concert with video analysis, group short game instruction, supervised practice, and competition. Students must pass the PAT to be released from subsequent semesters.

PGM 175 – Golf Fitness (0.5 s.h.)
A thorough physical evaluation is used to develop an individualized fitness program focused on golf skill enhancement through improved balance, strength, coordination, and technique.

PGM 180 – Facility Management 1 (2 s.h.)
An introduction to the PGA Business Planning Model including how budgeting, forecasting, and planning contribute to a profitable operation. Students will learn the business value of golf shop design as well as customer relations. Students will learn the characteristics of a well-organized golf car fleet and how to utilize policies and procedures to add value to the customer, facility, and golf professional. (Prerequisites: PGM 100)

PGM 190 – Golf Internship 1 (1 s.h.)
A three-month internship designed to blend classroom education with practical application in the golf industry. Students are responsible for completing experiential coursework mutually agreed upon between the supervising professional and PGA Golf Management faculty. Written assignments are due periodically over the internship. At the end of the internship, the supervising professional and PGA Golf Management faculty will complete an evaluation of the student. (Prerequisites: PGM 100, 125, 130, 140)

PGM 225 – Customer Relations (1 s.h.)
An introduction to the PGA Customer Relations Model including customer greeting routines, seven interpersonal skills, four strategies for guiding effective interactions with customers, supervisors, employees, and others. (Prerequisites: PGM 100)

PGM 230 – Intermediate Teaching & Golf Club Alteration (3 s.h.)
This course introduces how learning variables, such as feedback and practice, affect performance. A variety of teaching methods will be covered as will how to work with different golfer populations. Improving player performance is explored through alterations to golf clubs in terms of grip, shaft, and angles to meet specific needs of individual golfers. (Prerequisites: PGM 130, 190)

PGM 230L – Intermediate Teaching Lab (0 s.h.)
A thorough examination of using technology in golf instruction; including TrackMan, SAM Putt Lab and KVest 3D motion to measure golf club and body performance.

PGM 265 – Golf Operations (2 s.h.)
The course emphasizes the golf operations as the core unit overseeing individual business units, such as the golf shop, play on the course, the golf car fleet, the practice range, caddie programs, and more. Topics include the value of organizational structure, job descriptions, policies and procedures, and implementation of operational tools and technologies. (Prerequisites: PGM 290)
PGM 280 – Facility Management 2 (1 s.h.)
This course focuses on developing a facility’s vision, core values, key characteristics, and mission and how to examine the business within those definitions. Students will apply those business plans to the merchandising operation and learn how to create and maintain a buying plan. (Prerequisites: PGM 290)

PGM 290 – Golf Internship 2 (3 s.h.)
A six-month internship designed to blend classroom education with practical application in the golf industry. Students are responsible for completing experiential coursework mutually agreed upon between the supervising professional and PGA Golf Management faculty. Written assignments are due periodically over the internship. At the end of the internship, the supervising professional and PGA Golf Management faculty will complete an evaluation of the student. (Prerequisites: PGM 125, 130, 140, 165)

PGM 330 – Advanced Teaching & Golf Club Fitting (3 s.h.)
The flow of teaching is addressed in order to maximize positive student behavior change and skill transfer to the course. Other topics include elements of the mental game, advanced shot-making skills, the importance of physical evaluations and corrective exercise programs, and strategies and tactics for meeting the needs of golfer populations through player development programs. A focus on the development of effective processes and procedures for club fitting will enable students to make recommendations to improve player performance. (Prerequisites: PGM 390, completion of Level 2 and PAT)

PGM 330L – Advanced Teaching Lab (0 s.h.)
An integrated classroom and experiential learning environment, blending concepts taught in lecture to practical implementation with student golf instruction on the lesson tee.

PGM 345 – Merchandising & Inventory Management (1 s.h.)
A study of the golf shop as it relates to the planning and management requirements for a successful golf-retailing business. The ability to attract customers and increase merchandise sales will be explored through open-to-buy plans, merchandise assortment plans, pricing, vendor relations, markdowns, display, and sales promotions. (Prerequisites: PGM 390)

PGM 365 – Golf Operations 2 (2 s.h.)
A course designed to cover a number of issues related to career planning and enhancement, offering strategies for dealing with many of the challenges of a career in the golf industry. Emphasizes the critical importance of player development, and prepares students to contribute to the creation of and implementation of successful programs at golf facilities. A team of students will develop and deliver a Player Development Program in the local community. The team of student will deliver a Final Experience Presentation based on the Player Development strategy. (Prerequisites: PGM 390, completion of Level 2 and PAT)

PGM 380 – Facility Management 3 (3 s.h.)
A comprehensive study of Business Planning, this course includes the assessment of the current state of the business as well as development of appropriate business goals and strategies to meet those goals. Students will analyze financial history to create financial forecasts and operating budgets and develop strategies for monitoring performance and making necessary adjustments. These concepts will be applied to various areas of the overall facility including the golf car fleet, food and beverage operations, and turfgrass management. Students will also learn the skills vital to a successful career in the golf industry. (Prerequisites: PGM 390, completion of Level 2 and PAT)

PGM 390 – Golf Internship 3 (3 s.h.)
A seven-month internship designed to blend classroom education with practical application in the golf industry. Students are responsible for completing experiential coursework mutually agreed upon between the supervising professional and PGA Golf Management faculty. Written assignments are due periodically over the internship. At the end of the internship, the supervising professional and PGA Golf Management faculty will complete an evaluation of the student. (Prerequisites: PGM 230, 240, 250, 265)

PGM 450 – Golf Facility Cases & Problems (2 s.h.)
This comprehensive course examines case studies and problems presenting a challenge to the effective and efficient management of golf facilities. Students will be asked to develop and present their solutions using all functional areas, and golf industry knowledge acquired through coursework and practical experience. (Prerequisites: PGM 330, 340, 350, 360)
Work Experience Activities
Students in the PGA Golf Management Program complete work experience activities while progressing through the levels of the PGA Professional Golf Management 3.0 education program. These work experience activities allow the student to apply what he/she learns in the class settings to on-the-job situations, tasks, responsibilities, and practical skills for the future. Students are responsible for completing work experience activities as a portion of the grade in most of the PGA Golf Management (PGM-prefix) classes in the curriculum. Students should consult the syllabi for the actual due dates for the assignments. Course instructors will review the assignments and will make suggestions for improvement. The Work Experience Portfolio assignments for Level 1 are in the Appendix as Exhibit C. Assignment for Level 2 and Level 3 will be released at a later date.

Testing, Retakes, and Seminars
PGA Golf Management administrators are required to submit test rosters to the PGA not less than 14 days in advance of the test date. Students must be in the correct level in order to be eligible to test with their class cohort. Students must successfully pass the two-part PGA Level Exam with a minimum score of 70 or above. If the student fails to score 70 or above on any section of the exam, then the student will be required to attempt a retake exam.

PGA Golf Management policies require students to wait at least thirty (30) days prior to retaking a failed exam portion. PGA Golf Management policies require students to attempt a retake exam within 15 days after the 30-day waiting period has been exhausted. Students will attempt retake exams at one of the hundreds of PSI Testing Centers around the country. The failed test must be completed prior to returning to campus to transition into the next Level of the PGA Professional Golf Management Program.

Within a few days of a failed test the PGA Golf Management staff will receive an email from PSI Testing for each student requiring a retake. The email contains a link that can be used to register for a retake test. The emails will be forwarded to the students and they must pay the appropriate fee in order to register for the exam retake. Once the registration fee has been paid, then the student should register for an exam date and time. The student is required to show up to the PSI Testing center in advance of their testing time with a current valid picture ID (drivers license) that matches their name in the PGA database. Failure to provide this documentation to the testing center personnel will cause the student to miss their assigned testing time.

If a student fails the retake exam, then they will be required to attend the PGA Education Center for further instruction with PGA of America faculty members. The student is solely responsible for all expenses associated with travel to and from the PGA Education Center in Port St. Lucie, FL.

During the semester when the Teaching classes (PGM 130, 230, 330) are scheduled for each level, students are required to complete an Industry Awareness Seminar and a multi-day Teaching Seminar led by PGA of America instructors. The list of students ready for the Industry Awareness and Teaching seminars is forwarded to the PGA Education Center no later than 45 days in advance of the scheduled seminar. Seminar attendees must be an active student in the appropriate Level prior to the 45-day deadline for forwarding rosters to the PGA. The initial PGA Testing and seminar fees are included in the Semester Fees expense for the PGA Golf Management student.

Internships
PGA Golf Management students are required to complete a minimum of sixteen (16) months of internships primarily employed on a fulltime basis. Internships must follow the eligible employment guidelines outlined in the PGA Constitution. Students must be in good standing with the school and must maintain a minimum GPA of 2.0 in order to be eligible to earn internship credit. Students may complete internships in any (Associate) classifications deemed eligible employment. The types of facilities are at the discretion of the student with the approval of the Director and/or Internship Coordinator. It is required that internship experiences prior to completing the PGA PGM 3.0 Level 1 work experience, testing, and seminars must take place at a traditional country club setting (green grass location).

Students may choose to select an internship site at any time during the year. Site selection should be completed at least one month prior to the start of the internship period. Site selection from the PGA Golf Management Internship Roster will be based on academic performance, previous internship evaluations, and professionalism in the program. If multiple students apply to intern at a particular facility, the faculty will advise site supervisors as to the most qualified individual. The final selection will be the sole responsibility of the supervising golf professional at the facility.
The intern, the supervising professional, and the PGA Golf Management Program representative must sign the PGA Golf Management Internship Agreement prior to the start of the internship period. This written agreement must stipulate the responsibilities of both the intern and the supervising professional during the internship period.

The student must attend an Internship Exit Interview meeting with the Internship Coordinator in order to discuss his or her internship experience. The student is required during the Exit Interview to submit an updated resume that includes the most recent internship experience. The student evaluation, the supervising professional evaluation, and the updated resume will be discussed. Remedial actions should be taken at this time to resolve any student performance problems.

After completing the Exit Interview the student will receive a letter grade for the internship. The grade will be computed as follows: Fifty percent of the grade will be based on the host professional / supervisor’s evaluation of the student; fifty percent of grade will be based on the Work Experience completed during the internship. PGA Golf Management faculty members will evaluate the Work Experience Assignments. Grading is based on the 10-point system. Students that choose to quit their position before fulfilling the time requirements will receive a grade of “F” for the internship. Students that have been terminated from their position for negligence of duty or for cause will receive a grade of “F” for the internship and may subsequently be dismissed from the program. A written report will be placed in the students’ file. The Internship Forms are part of Exhibit D in the Appendix.

Scholarships
Students enrolled in the PGA Golf Management program are eligible for merit-based endowed scholarships. Students earn scholarship awards based on their academic achievement while enrolled at Campbell University. Students become eligible after their first year in the PGA Golf Management program. The Director determines the recipients of the awards and the amounts during the summer session after spring semester grades have been posted. The awards are deposited to the student account by the Endowed Scholarship Department. The three scholarships that have been endowed for the PGA Golf Management are listed:

- B-002 Wesley Merritt & Effie Alice Pickett Burns Golf Management Scholarship (awarded to North Carolina residents only)
- B-011 Louis W. (Bobby) Powell Golf Management Scholarship
- B-027 Shelton A. Lewis Golf Scholarship

Students in the PGA Golf Management Program are also eligible to receive merit-based scholarship awards through the endowed scholarships for the School of Business. Students must complete an application through the Dean’s office in order to be considered for an award.

PGA Golf Management Student Association (PGMSA)
Membership in the PGA Golf Management Student Association (PGMSA) is required of all students. The mission of the PGMSA is to promote the interests of the PGA Golf Management Program by providing services and opportunities for its students to further strengthen their education, enjoyment, and involvement in the game of golf.

Members of the PGMSA need to familiarize themselves with the requirements of the semester-long PGMSA Recertification Program. The PGMSA Constitution can be found as Exhibit C in the Appendix. The PGMSA Tournament Schedule is an integral part of the playing opportunities for the students each semester. Guest speakers, field trips, and other special events comprise another component of the PGMSA-sponsored education for its members.

The PGMSA is an opportunity to take an active role in an aggressive organization. Student ideas and suggestions may shape the future of the PGA Golf Management Program at Campbell University. Active participation can also be used as an outstanding resume builder. The Tournament, Communication, and Special Events Committees are an excellent way to become active in the PGMSA. The committee chairman will be seeking interested individuals to comprise their committees at the first meeting of the PGMSA.

The first meeting of the semester for the PGMSA is scheduled for Tuesday, January 8 at 6:00 p.m. in Lynch Auditorium (Room 136) in the Lundy-Fetterman Building. The PGMSA membership dues of $40.00 will be collected at this meeting. Regular meetings will be held once per month during the semester on Tuesday evenings. Regular attendance is expected of all students in the program.

PGMSA meeting dates during the fall semester are listed as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, February 5</td>
<td>Guest Speaker: TBA</td>
</tr>
<tr>
<td>Tuesday, March 12</td>
<td>Guest Speaker: TBA</td>
</tr>
<tr>
<td>Tuesday, April 16</td>
<td>Board Nominations for Spring 2019 Semester</td>
</tr>
<tr>
<td>Tuesday, April 23</td>
<td>Elections &amp; Pizza after meeting!</td>
</tr>
</tbody>
</table>
PGMSA Officers – Spring 2019
The following individuals were elected as officers of the PGMSA for the spring semester of the 2018 – 2019 Academic Year at the Annual Spring Meeting held in November 2018:

**President:** Joe Steadman (Sr.)  
**Vice President:** Colin Frost (So.)  
**Treasurer:** Brian Jones (GR)  
**Secretary:** Luke Tamulevich (So.)  
**Tournament Chairman:** Tommy Reckhart (Sr.) / Morgan Johns (Sr.)  
**Special Events Chairman:** Graham Johnson (Fr.) & Parker Spear (Fr.)  
**Amen Corner Representative:** Oliver Cole (Fr.)  
**Communications:** Tim Bomberger (Jr.) & Luke Polland (Jr.)

PGMSA Tournament Series (Spring 2019)
Each semester the PGMSA will conduct up to 14 events for the students in the PGA Golf Management Program. Students may elect to pre-pay the entry fee for all tournaments at the beginning of the semester or pay as you play. The pre-pay amount this semester is $225.00 while entry into a 1-day event is $25.00. Students may pay at the tee for the 1-day event entry, otherwise pre-payment is given to the PGMSA Treasurer. Tournament sign-up and scoring is completed through the online Golf Genius system. Students will be registered for the Golf Genius website by the Tournament Director prior to the first event.

Students have the option of playing the tournament series events as a professional or an amateur player. Students that have not passed the Playing Ability Test (PAT) are required to play in the Tournament Series as an amateur player. Others seeking to play as an Amateur in order to retain their Amateur Status must alert the Tournament Chairman prior to playing an event. One-third of the competitors for each tournament will earn money through the event purse. Professional players will receive a check through the University accounting system within the week following the event. The University will issue a 1099 tax form if winnings total over $600 for the year. Amateur players will receive their winnings in gift certificates that are good in the Keith Hills GC pro shop.

Handicaps
Each student will be required to establish and maintain a golf handicap while enrolled in the program. Handicaps will be used for pairing purposes in selected PGMSA tournaments and in tracking student playing ability progress. It is imperative that you post each of your 9-hole and 18-hole scores, even scores from courses other than Keith Hills. If you are unfamiliar with how to operate the handicap computer in the Keith Hills golf shop, then please see one of the professionals for assistance. You can also post your scores at the following web site: [http://www.carolinasgolf.org/post-a-score](http://www.carolinasgolf.org/post-a-score). Use the Score Posting Widget found on the page with your GHIN Number and the first 8 characters of your last name. You can also post scores with the Carolinas Golf Association (CGA) APP. Search GHIN in order to download the FREE CGA APP. You’ll need your GHIN Number to use the APP and post scores.

Golf Facility Access Charge
An access charge of $750.00 will be billed to your student account at the beginning of each semester that you are on campus. The access fee includes the following benefits:

- Unlimited use of the practice facility and range balls;
- Unlimited golf play on the Keith Hills GC courses;
- Unlimited 12-minute lessons including video analysis.

Range keys are available at the shop counter at Keith Hills GC. Range keys and range balls are not to be given out to any other person outside of the program. Failure to comply with this rule will result in suspension of range privileges for a period of time determined by the PGA Golf Management Director.

Range Key Use
1. Place the key onto the reader on the ball machine. The number of buckets remaining will appear on the display.
2. Place a bucket under the dispenser area.
3. Press the dispense button.
4. Your key will be programmed initially with 25 buckets of balls. After you have used all of the buckets, you may have your key programmed an unlimited number of times. Stop by the shop to have more buckets added to your key.

Swing Instruction
Swing instruction is available to all PGA Golf Management students on an unlimited basis. An instructor will be available at the Practice Facility for a minimum of one hour per day. Please sign-up for a 12-minute lesson on the form hanging outside the PGA Golf Management offices in the School of Business building. The lesson should consist of only one pre-swing change and one in-swing...
change in the session. The student has to practice the changes on the range for at least one week until they can sign-up for another 12-minute lesson.

At a mutually beneficial time, students may also schedule an individual lesson or video session with either PGA Golf Management faculty. Students requesting individual lessons outside of normal work hours for the staff will be charged the going rate for the instructor.

**Guest Privileges**

Students are allowed to have guests use the Keith Hills GC facility while they are on campus. The student guest fee is only $28.00 including green fee and cart fee. The student must be playing with the guests in order to receive the special rate. The rate is valid anytime Monday – Thursday and after 10:00 am Friday – Sunday. Students are not allowed to have their guests practice and/or warm-up at the PGA Golf Management practice facility. If you wish to hit balls with your guests, then please use the public range facility.

**Tee Times**

PGA Golf Management students have access to Keith Hills Golf Club anytime there are available tee times. Students may also reserve tee times 48 hours in advance Monday through Sunday. For example: If you want to play on Friday, then you can reserve a time on Wednesday. **Each individual student must register at the pro shop counter prior to play.** Failure to sign-in prior for a round may result in having your playing privileges suspended for a period of time to be determined by the Director of Golf. Students may reserve tee times online through the Keithhills.com website Member Only portal. You’ll be prompted for the password: keithhillsmember and then you must Create a Profile in order to make tee times. There are no additional fees associated with making tee times through the Member Only portal.

**Model Golf Shop**

The Keith Hills GC golf operation is operated as a “model operation” capable of serving as a learning laboratory for PGA Golf Management students. The PGA Golf Management office maintains a current golf operation budget available for review showing pertinent revenue and expense items. The Keith Hills GC Professional Staff has implemented a comprehensive buying plan for the golf shop in accordance with PGA Golf Management guidelines. The buying plan is used as an example in the PGA Golf Management curriculum. A current procedure manual has been developed and implemented for the operation of the golf shop and training of the shop personnel. The operations manual is used frequently as an example in the PGA Golf Management curriculum. The Keith Hills golf operation procedural manual is available to students in the PGA Golf Management office. Students will have priority status on employment opportunities at the facility.

**Club Repair Center**

The Club Repair Center is adjacent to the practice facility. Students may have a variety of repairs performed in this fully-stocked facility. Fees for gripping, re-shafting, and other miscellaneous are posted on the walls of the repair center and are invoiced by the attendant. The center will be open approximately three days per week for at least two hours each day. The schedule will be released after the start of each semester.

The following policies and procedures are in place concerning the Club Repair Center:

1. The Club Repair Center will be managed as a profit center for Keith Hills GC. The Club Repair Center accepts work from the students, the Campbell University golf teams, and the general public through Keith Hills GC golf shop.
2. The Club Repair Center is under the supervision of the Director and the Internship Coordinator. The PGA Golf Management Program will employ qualified students to complete club repair services in the Club Repair Lab at Keith Hills GC. Student workers, staff, and faculty will be required to work in pairs at all times in order to assure a save work environment. The workers will be paid the prevailing national minimum wage for hours worked. Qualified students with a Work Study Grant will be given preference over regular institutional workers.
3. Repair work will be completed at the Keith Hills GC pro shop. The work to be completed must be properly recorded on the Repair Tag. The information to be recorded includes, but is not limited to the following:
   a. Date of service request
   b. Name and phone number of the customer
   c. Make, model, and which clubs to be worked on
   d. Detailed list of the repair work to be completed (i.e. re-shafting – type of shaft, stiffness required, model of grip)
4. The Club Repair Center works on a first-come first-served basis. The workers will make all attempts to return the repaired equipment in a timely manner. Students requesting repair service should expect to have these minimum turn around times:
   a. Basic in stock re-grip or re-shafts; loft and lie changes – 3 days
   b. Special order re-grip or re-shaft – 7 days
5. After the repairs have been completed, an invoice will be prepared detailing the materials used and the total cost including tax. All completed repair work will be delivered to the Keith Hills GC pro shop at the end of the business day. The Club Repair Invoice must then be paid in full at the pro shop prior to having clubs returned to their owners. Under no circumstances will clubs be returned to their owners without full payment for services.

6. The Club Repair Center is open on a limited basis for students to complete their own club repair. All work to be completed will be supervised by a member of the Club Repair staff. Students that purchase supplies and complete their own work will be invoiced according to the same fee structure as those that choose to have their repair completed by a staff member. The Club Repair staff member will prepare an invoice which is payable immediately in the pro shop. Students that fail to immediately pay for the supplies they use will be subject to each of these sanctions as determined by the Director:
   a. Golf and range privileges will revoked for a period of time;
   b. The invoiced amount will be charged to their student account.

7. Students and staff members working in the club repair center must follow these safety precautions:
   a. Work is to be done by pairs of workers. It is never acceptable to enter the Club Repair Lab alone and attempt to complete repair services of any type.
   b. It is recommended that a smock be worn to protect clothing.
   c. Protective eyewear (glasses, goggles) must be worn at all times.
   d. Smoking is prohibited in the building.
   e. Always cut away from the body and never in the direction of another person.
   f. Don’t remove loose screws with your fingers.
   g. Never stand in front of a club head when applying heat to the hosel. It may sometimes be propelled violently from the shaft.
   h. Turn the exhaust fan on while using the shaft cutter.

8. Students and staff members are responsible for cleaning the Club Repair Center after use each day. It is expected that all tools and supplies shall be returned to their storage area at the end of the day. All used shafts and grips are to be properly disposed of in the trash container. The equipment, counter tops, and floors should be free of dust and debris at the close of each day.

Practice Facility Regulations
1. Proper attire is required at all times on the practice facility. Collared shirts are required for the course and the practice facility. All shirts must remain fully tucked into trousers and shorts. Jeans, cut-off shorts, and gym shorts are not appropriate anywhere.

2. Only Keith Hills GC range balls are to be hit on the range from the tee area. Students should use the ProV1 Practice balls that are available on the Putting and Pitching Greens. After your practice sessions please clear the area of balls and return the balls to the basket for the next student.

3. Small pitch shots and chips are allowed on the putting green. Students must repair any ball marks made on the green as a result of the practice session. Please don’t stand in the same area or line for an extended period while practice putting. Practicing with a chalk lines is not allowed on the green.

4. Please hit from the designated tee areas only as designated by a single rope. Balls hit to the pitching green must be hit from the end of the tee closest to the pitching green or from the closely-mown area around the pitching green and bunker complex. Please aim full shots from the range tee at the target greens and not the edges of the fairway.

5. In order to preserve the surface of the range tee, please produce a linear divot pattern that uses the least amount of grass as possible. Random hitting takes up much more turf than hitting balls right next to the last divot taken.

6. Range hours should be 7:00 am until approximately one (1) hour prior to sunset. The range will be closed early on Wednesday nights for a clean pick in anticipation of range mowing on Thursday mornings. Balls will not be available after the range building doors are closed; however, practice on or around the putting green will be permissible until dark.

7. During the final range picking, employees operating the range picker may ask you to aim at certain areas of the range while they pick balls in others. Please comply with their requests.

8. Failure to comply with these rules will result in suspension of practice facility privileges for a period of time determined by the Director of Golf and the PGA Golf Management Director.

Swing Room Regulations
1. Proper attire is required at all times on the practice facility. Collared shirts are required for the course and the practice facility. All shirts must remain fully tucked into trousers and shorts. Jeans, cut-off shorts, and gym shorts are not appropriate anywhere.

2. Students must use their Student ID to access the swing room through the main door between the hours of 7:00am-10:00pm.

3. PGA Golf Management Staff who are giving lessons have priority when using the swing room. No one else may practice in the swing room while staff members are providing instruction.
4. When no instruction is occurring, only two students may practice at the same time. Students are responsible for making sure nothing will be struck by their club or ball during practice including people, equipment, televisions, technology, windows, or ceilings.

5. Shots must be aimed straight ahead at the middle of the net. Students are responsible for any damage caused by errant shots.

6. When finished, students will pick up any loose balls and return them to the provided ball storage bin and any pick up any trash present. Any technology used will be returned to the pro shop.

7. Reserving the swing room is encouraged, but not mandatory. Contact the Keith Hills professional staff to make reservations.

**Playing Ability Test**

Completion of the PGA Playing Ability Test (PAT) is a graduation requirement for students. In order to pass the 36-hole PAT, the student must score at or beat the target score determined by adding 15 shots to double the course rating from the tee being played. Multiple PAT events will be held at Keith Hills GC. Each event is administered and set-up by an impartial PGA official for the Carolinas PGA Section. The Keith Hills GC (Orange – Black Course) will be played at 6,393 yards for males (Target Score – 156) and 5,530 yards for females (Target Score – 157) with the pin locations on a generally flat portion of the green. PAT events at Keith Hills GC are scheduled to be played as 36-holes in one day.

PGA Golf Management students are required to attempt the PAT at least one (1) time a semester and not less than a total of two (2) times per year according to PGA standards. Students that have not passed the PAT after their initial semester on campus will be required to continue registering for the PGM 170 – Player Development class in each subsequent on-campus semester until the requirement has been met. It remains the student’s responsibility to register and pay the appropriate fees for the PAT.

We communicate with PGA Golf Management students as freshmen with the Memorandum of Understanding to set the expectations of the students’ playing ability and PAT standards. Students that attempt a PAT and shoot a score in excess of 200 for 36 holes will receive a letter from the PGA of America. The letter details the suspension of student playing privilege until they can demonstrate a level of playing ability capable of shooting a passing score in a PAT.

For students receiving a letter of probation, a mandatory meeting with their respective advisor will occur no less than seven days from the date of their last PAT attempt. In accordance with standards, students must continue to register for PGM 170 – Player Development class, sign-up and attend a minimum of one mandatory full swing and putting 12-minute lesson per week, demonstrate their level of playing ability by shooting a score of 79 or better in a PGMSA sanctioned tournament, and demonstrate a score of 79 or better while playing with a PGA faculty member in order to have their advisor write a letter to the PGA of America respectively asking for the probation to be lifted.

Students failing to meet the probation requirements after one semester will then be placed on academic probation with the program. Two semesters of academic probation with the program will result in dismissal from the PGA Golf Management Program. Those students neither showing the ability nor inclination to pass the PGA Playing Ability test will be advised to complete a change of major form for the university into an alternate degree program at Campbell University. According to the PGA Golf Management Degree Sequence, students at this academic stage would still have approximately 45 credit hours to complete prior to graduation in another degree program at the University.

PGA Golf Management students that have not passed the PAT prior to enrolling in PGM-300 Level classes for the Spring Semester of Year 4 will be required to pursue other academic programs at Campbell University. According to the PGA Golf Management Degree Sequence, students at this academic stage would still have approximately 45 credit hours to complete prior to graduation in another degree program at the University.

The PAT schedule is available online at [www.pga.org](http://www.pga.org). Search for the Playing Ability Test schedule and follow the instructions. There is a 14-day registration deadline for every PAT and a person may be registered for only two PATs at any one time. Register well in advance of the deadline date because each PAT is limited to approximately 60 players. The registration fee is $100 for each PAT and the registrant is responsible for any additional on-site fees. To register with a credit card, contact the PGA Member Information Service Center at (800) 474-2776 or you can register online after logging into your account through [pga.org](http://pga.org). Please have your PGA Card and your credit card ready during the registration process.
Upcoming Schedule – PGA Playing Ability Test (PAT)

<table>
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<tr>
<th>Date</th>
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<th>City</th>
<th>State</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>4/23/19</td>
<td>Keith Hills GC (Orange / Black)</td>
<td>Buies Creek</td>
<td>NC</td>
<td>4/8/19</td>
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<td>6/27/19</td>
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<td>Buies Creek</td>
<td>NC</td>
<td>9/30/19</td>
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Student Fees
Students enrolled in the PGA Golf Management Program shall be responsible for program-related financial obligations in addition to Campbell University’s tuition, room and board, and student fees. These fees will include, but are not limited to: the golf facility access charge, PGA materials, PGA seminars, PGA testing, retake testing fees, PGA Playing Ability Test, PGMSA Tournament Series, and golf merchandise. Unless stated otherwise, all fees are charged to the student account. The PGA Golf Management Fee Schedule and the semester-by-semester fee schedule for PGM 3.0 are found in the appendix as Exhibit F.

PGA Golf Management Staff
The PGA Golf Management program will have a clearly identifiable unit charged with managing the program. The program will be staffed by a minimum of three full-time persons whose primary responsibility is administering the program. The duties and responsibilities of each staff member are detailed below.

The Director shall perform his/her responsibilities in the following operational areas of the program:

a. Ensure that the purpose and mission of the University and the mission of the PGA Golf Management Programs is upheld to the high standards of each organization.
   i. Plan and coordinate all PGA visits, seminars, and Checkpoint events.

b. Serve as the primary liaison between the PGA, school administration, faculty, and students.
   i. Plan and coordinate all PGA visits, seminars, and Checkpoint events.

c. Forecast and administer the annual Program budget in accordance with the School of Business guidelines.

d. Develop and implement all policies and procedures as related to the PGA Golf Management Program.

e. Supervise and manage all PGA Golf Management personnel and adjunct faculty.

f. Coordinate the Internship Program in accordance with the requirements set forth in the PGA Golf Management Standards and Criteria Reference Guide.

g. Assist in the placement of upcoming graduates into full-time employment in the golf industry.

h. Develop, maintain, and evaluate the PGA Golf Management curriculum in order to afford the students the ability to succeed in the golf industry.
   i. Schedule appropriate courses with qualified instructors.
   ii. Serve as Instructor/Professor of at least one PGA Golf Management class each semester.
   iii. Read and evaluate Work Experience Assignments, and suggest improvements prior to submittal to the PGA.

i. Maintain accurate student records in regards to academics, internships, playing ability, and progress toward completion of Level 3 of the PGA Golf Management Program.
   i. Deliver required reports to the PGA in a timely manner.

j. Manage the recruitment of student prospects through the use of an effective marketing campaign, timely and accurate communication, and informative campus visits.

k. Advise students concerning their academic progress, PGA Golf Management Program progress, playing ability, and other areas as needed.

l. Supervise the development and implementation of the Player Development Program in order to focus students on passing the PAT requirement.

m. Serve as the faculty advisor for the PGA Golf Management Student Association (PGMSA).

n. Provide extra-curricular opportunities related to the golf industry.

o. Engage in fundraising efforts from external sources to support and enhance the PGA Golf Management Program’s discretionary funds and scholarship endowment.
The Assistant Director / Internship Coordinator who has responsibilities in the following areas:

- a. Initiate contact with host golf professionals to ascertain the availability of job opportunities for student interns.
- b. Internship site evaluation and selection of appropriate sites for placement of students.
- c. Monitor site professionals for compliance with internship agreement.
- d. Coordinate site professionals’ evaluation of students and submit a grade at the completion of the internship.
- e. Obtain and analyze the information gathered from the student site evaluations of the internship facility and experience.
- f. Conduct a thorough interview and follow-up session with each student after each internship experience.
- g. Maintain appropriate documentation regarding internship opportunities, site placements, and evaluations.
- h. Develop additional internship opportunities throughout the country while maintaining and upgrading the current facility roster.
- i. Assist the implementation of the Player Development Program in order to prepare students to pass the PAT requirement.
- j. Supervise the PGA Golf Management Club Repair operation to include sales, personnel management and inventory control.
  - i. At the end of the academic year, allocate the net proceeds from the Club Repair operation into one of the established PGA Golf Management Endowed Scholarships Funds, or program capital improvement projects.
- k. Assist the PGMSA Tournament Coordinator with the development and administration of a tournament schedule throughout the year.
- l. Serve as Instructor/Professor of at least one PGA Golf Management class each semester.
  - i. Read and evaluate Work Experience Assignments, and suggest improvements prior to student submittal to the PGA.
- m. Assist the Director with student advisement, graduate placement, recruitment, program marketing, record keeping, and fundraising.

The Director of Instruction has responsibilities to assist in all aspects of the program to include the following:

- a. Develop, supervise, conduct, and communicate Player Development programs and classes to students, faculty, and staff;
- b. Develop, supervise, and conduct all Instructor Development programs and classes;
- c. Utilize state-of-the-art teaching and learning theories, and be able to integrate the use of teaching aids, video analysis, and current technologies when appropriate in all programs;
- d. Present educational seminars to further the knowledge of fellow golf professionals;
- e. Assist in creating marketing programs utilizing the instructional staff and available golf facilities;
- f. Serve as Instructor/Professor of assigned PGA Golf Management classes each semester.
- g. Assist the Director with student advisement, graduate placement, recruitment, program marketing, record keeping, and fundraising.

The Director of Golf has responsibilities to assist in all aspects of the program to include the following:

- a. Supervise PGA Golf Management student employees, PGA Golf Management interns, PGM 490 student workers, and other hourly employees;
- b. Monitor employee compliance with operational standards set in the Policy and Procedure Manual;
- c. Ensure that appropriate levels of customer service are provided at each functional area;
- d. Create daily, weekly, or monthly accounting reports to ensure the proper flow of revenues, the accurate reporting of hourly, work-study, or institutional wages, and the invoicing of member accounts on a regular basis;
- e. Coordinate all aspects of the tournament program and associated events for internal tournaments and for external groups and outings;
- f. Direct merchandise operations to incorporate customer buying trends while staying current with contemporary fashions, styles, and brands;
- g. Assist with implementation of creative marketing strategies to enhance use of the facility and increase revenues;
- h. Assist with player development opportunities and programs to enhance player enjoyment of the facility;
- i. Assist with collection of customer information and feedback;
- j. Serve as lead instructor for Campbell University golf classes – GOLF: FOR BUSINESS or GOLF FOR WOMEN.
The **Head Golf Professional** has responsibilities to assist in all aspects of the program to include the following:

a. Supervise PGA Golf Management student and intern work experiences
b. Establish employee performance expectations with effective training through a Best Practices Operational Philosophy
d. Supervise the registration of players and communicate appropriate information to players
e. Create weekly work schedules in order to effectively cover operations
f. Administer tournaments and associated events for internal tournaments and for external groups and outings
g. Assist with delivery of player development opportunities and programs to enhance player enjoyment of the facility
h. Assist with marketing strategies designed to enhance use of the facility and increase revenues;
i. Assist with collection of customer information and feedback;
j. Assist with instruction of PE classes for the University;
k. Assist with PGA Golf Management student recruitment as needed.

The **Program Assistant** has responsibilities to assist in all aspects of the program to include the following:

a. Assist in communication with student prospects through mail, email, phone, text, and social media
b. Represent the University and disseminate appropriate information about the PGA Golf Management Program
c. Manage the academic files, internship records, and PGA Golf Management Program reports
d. Create, maintain, and enter information into databases using computers and various applications
e. Serve as academic advisor for assigned students and provide mentoring for all students as required
f. Coordinate purchase programs with golf manufacturer and monitor activities for student benefit
g. Assist with delivery of Player Development classes and Growth of the Game initiatives at Keith Hills GC
h. Coordinate timing and delivery of PGA Golf Management campus visits with program staff
i. Assist with delivery of the PGA Professional Golf Management learning outcomes
j. Review assigned Work Experience and provide feedback to students
k. Facilitate off-campus special events and PGA-related shows and seminars
l. Coach the University Club Golf Team and coordinate all team activities and events
m. Assist with internship site visits and maximize contact with student prospects at the golf facility
n. Communicate results analysis to senior leadership to facilitate decisions that affect operational issues
Area Golf Courses & Playing Privileges

Many of the area golf courses and country clubs have been gracious enough to allow PGA Golf Management students to use their facilities during slow periods. Some of the courses will charge a reduced fee for PGA Golf Management Students. You should ask what the fee is the PGA Golf Management Students prior to booking the tee time. Tee times must be made the day of play. No advance tee times will be taken. When inquiring about the availability of tee times, please state you are a Campbell University PGA Golf Management student. Do not make a tee time without first identifying your group. Many courses will restrict this type of play to only one foursome per day. Don’t expect to get out larger groups. If you have made a tee time and have a change of plans, please have the courtesy to call the course to cancel your tee time. Proper attire is required (collared shirts, no jeans, cut-off shorts, or gym shorts). Two forms of identification (Campbell U. ID & PGA ID Card) must be shown at the course. Please note: You represent Campbell University, the PGA Golf Management Program, and the staff wherever you play, so please act accordingly. Your actions are governed by the Campbell University Student Code of Conduct as detailed in the Student Planner / Handbook.

<table>
<thead>
<tr>
<th>Course</th>
<th>Town</th>
<th>Phone</th>
<th>Course</th>
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<td>(919) 776-5710</td>
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<td>(910) 483-4330</td>
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<td>(910) 467-9601</td>
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Phone numbers for Area Golf Courses & Playing Privileges.
Appendix

Exhibit A  Citizenship / Resident Alien Acknowledgement Form
Exhibit B  Academic Forms
Exhibit C  Work Experience Portfolio
Exhibit D  Internship Forms
Exhibit E  Student Forms
Exhibit F  Fee Schedule
Exhibit G  PGMSA Constitution
Exhibit H  Signature Forms
Exhibit A

Citizenship / Resident Alien Acknowledgement Form
I have been informed that I may not meet the citizenship or resident alien requirements for PGA membership as detailed in Article IV of the Bylaws and Regulations section of the PGA Constitution. Part (c) of Section 1. Election Requirements states, “In order to be eligible for election to membership in the Association, an individual must satisfy the following requirements: Except for Approved Tournament Players, be a citizen of the United States of America or be a resident or temporary resident alien.”

I, ____________________________, am aware of and understand the citizenship requirements for membership in the PGA of America. I understand that I will not become a member of the PGA of America upon completion of the degree requirements of the PGA Golf Management Program at Campbell University as long as the requirements in Article IV have not been met.

____________________________________  ____________________________
Student Signature                       Date

____________________________________  ____________________________
Director Signature                      Date
Exhibit B

Academic Forms
### PGA Golf Management @ Campbell University

**Curriculum Outline**

**Name:**

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Summer Semester</th>
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<tr>
<td>ENGL 101 - Academic Writing I</td>
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<td>HIST 111 or 112 - Western Civilization</td>
<td>3</td>
<td>MATH 160 - Statistics</td>
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<td>MATH 111 - College Algebra</td>
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<td>RELG 225 - Intro to Christianity</td>
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<td>PE 185 - Lifetime Wellness</td>
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<td>Fine Arts 151 (Art, Music, Theatre)</td>
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<td>*BADM 100 - New Student Forum</td>
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<td>PGM 140 - Tournament Operations</td>
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<td>PGM 100 - Intro to Golf Management</td>
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<td>PGM 175 - Golf Fitness</td>
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<tr>
<td>PSIM 170 - Player Development</td>
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<td>PGM 180 - Facility Management I</td>
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Meet Foreign Language Requirement

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<th>Fall Semester</th>
<th>Spring Semester</th>
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<td>CUC 100 - CU Connections</td>
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Total Semester Hours: 14.5

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<td>ACCT 215 - Financial Accounting</td>
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<td>ACCT 216 - Managerial Accounting</td>
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<td>BADM 221 - Business Law</td>
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Total Semester Hours: 16.5

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<td>PGM 290 - Golf Internship II</td>
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<td>PGM 265 - Golf Operations</td>
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<td>PGM 380 - Facility Management 3</td>
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<td>BADM 441 - Retail Management</td>
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Total Semester Hours: 14

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This is a sample curriculum. Students need to check their WebAccess audit & meet with adviser each semester to stay on track.

Students must meet all of the program requirements and have at least 124 hours to graduate.

*A first-year seminar course is required for all Campbell students, with the exception of transfer students.

BADM 100, CULT 100, PHRM 100, or NURS 100 will meet this requirement.

Last update: May 2018
### Degree Audit

**Program:** PGA Golf Mgmt. (BBA) (BBA.GOLF)
**Catalog:** 2016
**Completion Date:** 06/01/20
**E-Mail Address:**

---

**Advisor:** Mr. Kenneth E. Jones
**UG Major GPA:** 0.000
**FLAGS and HOLDS:**
**Program Status:** In Progress

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**INSTITUTIONAL**

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**COMBINED**

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(*= Anticipates completion of in-progress and registered and planned courses)

Statuses: W=Waived, C=Complete, I=In progress, N=Not started

---

**P: Pending completion of unfinished activity**

---

1. **I: Main Campus BBA Core Requirements**

   **Credits:** 12.5

   **Complete all 12 subrequirements:**

   **I: ENGLISH**
   - TAKE ENGL-100, 101, AND 102
   - Credits: 3
   - **Group 1**
     - ENGL-100 ENGLISH FUNDAMENTALS 1 course needed
   - **Group 2**
     - ENGL-101 ACADEMIC WRITING I 1 course needed

   **N: LITERATURE**
   - Take ONE 200 level Literature course.
     - 1 course needed

   **C: FOREIGN LANGUAGE**
   - Students are required to complete two consecutive foreign language courses which may be met by
     - Presentation of two or more high school units in
     - The same language.
   - SPAN-102 ELEMENTARY SPANISH 1 course needed

   **N: FINE ARTS**
   - TAKE ART-131, THEA-131, or MUSC-131
     - 1 course needed

   **P: EXERCISE SCIENCE**
   - TAKE PE-185
     - PE-185 LIFETIME WELLNESS 1 course needed

   **F: HISTORY**
   - TAKE HIST-111 OR 112
     - HIST-111 WESTERN CIVILIZATION 1 course needed

   **I: MATHEMATICS**
   - Take the following groups:
     - Credits: 3
     - N: Take MATH 160
     - **All Finance majors take MATH 341**
     - 1 course needed

   **P: 1 Mathematics, 111 or higher**
   - MATH-111 COLLEGE ALGEBRA 1 course needed

   **N: B: CHRISTIAN STUDIES**
   - TAKE CHRS-125
     - CHRS-125 INTRO TO CHRISTIANITY 1 course needed

   **N: I: HUM/FA/SOC/BEHAV SCI**
   - Take 9 credits in Humanities/Fine Art and Social/
     - Behavioral Science Electives:
     - One course must be from Social/Behavioral Sciences,
     - One course must be from Humanities/Fine Art,
     - An additional course from either Humanities/
     - Fine Art or Social/Behavioral Sciences electives.
     - Credits: 0

   **N: SOCIAL/BEHAVIORAL SCIENCE**
     - 1 course needed

   **N: HUMANITIES/FINE ART**
     - 1 course needed

   **N: HUMANITIES/FINE ART or SOCIAL/BEHAVIORAL SCIENCE**
     - 1 course needed

   **N: J: SCIENCE**
   - TAKE 1 LABORATORY SCIENCE COURSE.
     - 1 course needed

   **I: K: CUC**
     - Credits: 0.5
     - ENTERING FRESHMEN TAKE 4 SEMESTERS.
     - CUC-100 CONNECTIONS............. 16FAI (0.50) 3 courses

   **N: ENTERING FRESHMEN TAKE 3 SEMESTERS.**
     - 3 courses

   **N: ENTERING JUNIORS TAKE 3 SEMESTERS.**
     - 2 courses

   **N: ENTERING SENIORS TAKE 1 SEMESTER.**
     - 1 course

   **P: L: 1ST YEAR EXPERIENCE**
   - First-year students must complete the First-Year Experience course that correlates to his/her major during
     - the first term of study.
   - BADM-100 NEW STUDENT FORUM 1 course needed

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**1. ACCOUNTING**
- Take the following Accounting Core:
  - ACCT-215 FINANCIAL ACCOUNTING 1 course needed
  - ACCT-216 MANAGEMENT ACCOUNTING 1 course needed

**2. BUSINESS**
- Take the following Business Core:
  - BADM-200 THE PHILOSOPHY OF BUSINESS 1 course needed
  - BADM-221 BUSINESS LAW I 1 course needed
  - BADM-222 BUSINESS LAW II 1 course needed
  - BADM-313 PRINCIPLES OF MA 1 course needed
  - BADM-314 CORPORATE FINANCIAL MANAGEMENT 1 course needed
  - BADM-325 MANAGEMENT INFORMATION SYSTEMS 1 course needed
  - BADM-331 PRINCIPLES OF MA 1 course needed
  - BADM-332 HUMAN RESOURCES MANAGEMENT 1 course needed
  - BADM-345 QUANTITATIVE METHODS 1 course needed
  - BADM-441 RETAIL MANAGEMENT 1 course needed

**3. ECONOMICS**
- Take the following Economics Core:
  - ECON-201 MICRO ECONOMICS 1 course needed
  - ECON-202 MACRO ECONOMICS 1 course needed

**4. GOLF COURSE**
- Take the following GFM courses:
  - PGM-100 INTRO TO GOLF MA 16FA1 (2) *FR
  - PGM-125 CUSTOMER RELATIONSHIP 1 course needed
  - PGM-135 FINANCIAL MANAGEMENT 1 course needed
  - PGM-140 TOURNAMENT OPERATIONS 1 course needed
  - PGM-165 FACILITY OPERATIONS 1 course needed
  - PGM-230 INTERMEDIATE TEACHING 1 course needed
  - PGM-240 MERCHANDISING AND MARKETING 1 course needed
  - PGM-250 TURFGRASS MANAGEMENT 1 course needed
  - PGM-265 GOLF OPERATIONS 1 course needed
  - PGM-330 ADVANCED TEACHING & GOLF 1 course needed
  - PGM-340 GOLF FACILITY MANAGEMENT 1 course needed
  - PGM-350 FOOD & BEVERAGE MANAGEMENT 1 course needed
  - PGM-360 GFM SPECIAL TOPICS 1 course needed
  - PGM-450 GOLF FACILITY SAFETY 1 course needed
  - PGM-490 OPERATIONS PRACTICUM 1 course needed

**5. INTERNSHIPS**
- Take the following Internship courses:
  - PGM-190 GOLF INTERNSHIP I 1 course needed
  - PGM-290 GOLF INTERNSHIP II 1 course needed
  - PGM-390 GOLF INTERNSHIP III 1 course needed

**6. PLAYER DEVELOPMENT**
- Take the following Player Development courses:
  - PGM-170 PLAYER DEVELOPMENT 16FAI (0.50) *FR

**7. N. MATH**
- Take the following Math course:
  - MATH-160 ELEMENTARY STATISTICS 1 course needed

**8. N. PSYCH**
- Take PSYCH-222 1 course needed

**9. N. PLAYER CHECKPOINTS**
- Take the following Player Checkpoints courses:
  - PGM-CR1 GOLF LEVEL 1 1 course needed
  - PGM-CR2 GOLF LEVEL 2 1 course needed
  - PGM-CR3 GOLF LEVEL 3 1 course needed

**10. OTHER COURSES**
- PGM-200 GOLF LEISURE 1 course needed
- PGM-210 GOLF LEISURE 1 course needed
- PGM-220 PROFESSIONAL GOLF 1 course needed
- PGM-230 GOLF HISTORY 1 course needed
- PGM-240 GOLF BUSINESS 1 course needed
- PGM-250 GOLF BUSINESS LEADERSHIP 1 course needed
- PGM-260 GOLF BUSINESS MANAGEMENT 1 course needed
- PGM-270 GOLF BUSINESS STRATEGY 1 course needed
- PGM-280 GOLF BUSINESS FINANCE 1 course needed
- PGM-290 GOLF BUSINESS MARKETING 1 course needed
- PGM-300 GFD SPECIAL TOPICS 1 course needed
- PGM-310 GFD SPECIAL TOPICS 1 course needed
- PGM-320 GFD SPECIAL TOPICS 1 course needed
- PGM-330 GFD SPECIAL TOPICS 1 course needed
- PGM-340 GFD SPECIAL TOPICS 1 course needed
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- PGM-420 GFD SPECIAL TOPICS 1 course needed
- PGM-430 GFD SPECIAL TOPICS 1 course needed
- PGM-440 GFD SPECIAL TOPICS 1 course needed
- PGM-450 GFD SPECIAL TOPICS 1 course needed
- PGM-460 GFD SPECIAL TOPICS 1 course needed
- PGM-470 GFD SPECIAL TOPICS 1 course needed
- PGM-480 GFD SPECIAL TOPICS 1 course needed
- PGM-490 GFD SPECIAL TOPICS 1 course needed

**N. C. GENERAL DEGREE REQUIREMENTS**
- Take 12 credits from:
  - ECON-201 MICRO ECONOMICS 1 course needed
  - ECON-202 MACRO ECONOMICS 1 course needed
  - BADM-200 THE PHILOSOPHY OF BUSINESS 1 course needed
  - BADM-221 BUSINESS LAW I 1 course needed
  - BADM-222 BUSINESS LAW II 1 course needed
  - BADM-313 PRINCIPLES OF MA 1 course needed
  - BADM-314 CORPORATE FINANCIAL MANAGEMENT 1 course needed
  - BADM-325 MANAGEMENT INFORMATION SYSTEMS 1 course needed

**NOTES**
- *FR Preregistered - The course has not yet started
- *TR Transfer Equivalency
Exhibit C

Work Experience Portfolio
LEVEL 1
INTRODUCTION

The work experience activities included in this level are designed to help you apply the skills and knowledge presented in the course modules to the work environment. On-the-job experience will vary depending on the PGA Golf Management University internship or other facilities approved for the activities. The information below describes the general organization of the Level 1 Work Experience Portfolio, provides an overview of the activities, and the requirements for completion.

PORTFOLIO ORGANIZATION

The Level 1 Work Experience Portfolio incorporates the content presented in the Level 1 courses and modules. In Level 1, the two content areas below and related skill sets create the framework for the PGA PGM Program.

- Facility Management 1
- Teaching & Coaching 1

The first content area, Facility Management, includes concepts that relate to how business is conducted in a golf operation. It also includes how to plan, develop, and progress in a golf-related career. The second content area, Teaching & Coaching, explores the fundamentals of effective teaching and lesson delivery, as well as the rationale for player development programs and growth of the game initiatives. The activities in this Level 1 Work Experience Portfolio are presented in sections consistent with the Facility Management 1 and Teaching and Coaching 1 course modules.

FACILITY MANAGEMENT 1

The work experience activities are linked to the content of the Facility Management 1 modules and are presented in alphabetical order. The activities can be completed in any order depending on the PGA Golf Management University or internship context. Students are required to complete activities and report how effective operations enhance customer satisfaction, increase revenues and make operations more efficient in order to manage or reduce expenses. The activities are listed below by module.

BUSINESS PLANNING A

No Business Planning portfolio activities are required in Level 1.

CAREER ENHANCEMENT B

1. Interview a Supervising Professional
2. Refine a Personal Development Summary and Goal Plan
3. Submit an Updated Resume
CUSTOMER RELATIONS A
1. The Business Value of Effective Customer Relations
2. Moments of Truth at a Facility

GOLF CAR FLEET MANAGEMENT A
1. Evaluate Customer Satisfaction
2. Analyze Fleet Policies and Procedures

MERCHANDISING AND INVENTORY MANAGEMENT A
1. Inventory Display Analysis

TOURNEMENT OPERATIONS A & RULES B
1. Plan and Prepare for a Tournament Event
2. Run the Tournament
3. Document Conditions of Play and Rules Decisions
4. Review and Evaluate the Tournament

TURFGRASS MANAGEMENT A
1. Interview the Golf Course Superintendent

TEACHING AND COACHING 1

Teaching and Coaching 1 introduces three fundamental areas of golf instruction: knowledge of learning (Learning A), knowledge of teaching (Teaching A), and knowledge of the game of golf (Game A). Player Development A is also introduced in Teaching and Coaching 1. The work experience activities are linked to the content of the Teaching and Coaching 1 modules. The activities are listed below.

LEARNING A, TEACHING A, AND GAME A: LESSON SERIES ACTIVITIES
1. Assess Your Own Equipment
2. Observe Full Swing Lessons
3. Take a Full Swing Lesson
4. Give a Full Swing Lesson

PLAYER DEVELOPMENT A
1. Observe a Program Supported by the PGA of America
Exhibit D

Internship Forms
PGA Golf Management Employment Availability

Filled out by PGA professionals that would like to host an intern

Facility Name:

Today's Date

Address
Street Address
Address Line 2
City
State / Province / Region
Postal / Zip Code
Country

Phone Number

Fax

Email

Website

PGA Professional Name(s)

Internship Information
Please check phase and then click on number of interns needed:

Internship Phase
- [ ] Phase I (3 months) May-August
- [ ] Phase II (6 months) May-October
- [ ] Phase III (7 months) May-November

Number needed

Indicate duties performed by percentage of time spent in each duty (To-Equal 100%)

% Teaching

% Tournament Operations

% Registration

Job Benefits

Hourly wage

Anticipated hours worked per week

Meals

Housing Availability

Check additional benefits

☐ Practice / Playing Privilege  ☐ Employee Discount  ☐ Merchandise Commission

☐ Tournament Fees  ☐ Club Repair  ☐ Tip Income

☐ Lesson Income  ☐ Other

Other / Comments

Type of Facility

Check all that apply

☐ Daily Fee  ☐ Resort

☐ Private  ☐ Other (List in notes)

Notes

Number of Holes

Rounds / Year

Number of Golf Carts
PGA Golf Management Intern Contract PGM-190

Filled out by host professional before a student goes on a 3-month internship.

Intern Name: *

Dates of Internship (include exact start and end dates): *
5/15 - 8/15

Facility Name: *

PGA Supervisor: *

Email: *

Address *

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

List of Duties Expected of Intern: *

* *

*
Total Compensation Package

Please indicate what the intern can expect below.

Projected number of hours worked per week: *

Hourly/Weekly Wage: *

Estimated tips: *

Estimated Housing cost: *
Meals: *

Other income/expenses not listed above: *

Internship Agreement
This section goes into detail the PGA Work Experience Activities the intern is expected to complete.

As the supervising professional, I recognize and agree that an Internship is an extension of the learning environment for the intern. I will contribute to the success of the intern in the PGA Golf Management Program by not only offering a challenging job opportunity, but also by providing guidance, feedback, and encouragement as the intern completes the required course work and work experience assignment at my facility.

I agree to supervise and assist the intern in completing work experience assignments in the following manner: *

<table>
<thead>
<tr>
<th>Agree</th>
<th>Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet with the intern to discuss PGA Golf Management Program requirements of the internship soon after he/she arrives on the job.</td>
<td></td>
</tr>
<tr>
<td>Assist the intern in locating and meeting other professionals and specialists he or she needs to work with to complete the required work experience activities.</td>
<td></td>
</tr>
<tr>
<td>Periodically meet with the intern to discuss his or her progress is completing the specific Work Experience Activities below.</td>
<td></td>
</tr>
<tr>
<td>Provide an opportunity for the student to take the Playing Ability Test (PAT)</td>
<td></td>
</tr>
</tbody>
</table>

https://cuweb.wufoo.com/forms/pga-golf-management-intern-contract-pgm190/
while on internship.

Level 1 Intern
To be completed while on a PGM-190 (3-month) internship. Students will upload assignments to the PGA Golf Management portal. Assignments are dated and the student is responsible for showing the host professional his or her assignments.

Tournament Operations-Due 5pm on July 31st

<table>
<thead>
<tr>
<th>Plan and Prepare for a Tournament Event</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run The Tournament</td>
<td></td>
</tr>
<tr>
<td>Document Conditions of Play and Rules Decisions</td>
<td></td>
</tr>
<tr>
<td>Review and Evaluate the Tournament</td>
<td></td>
</tr>
</tbody>
</table>

Golf Car Fleet Management-Due 5pm on July 31st

<table>
<thead>
<tr>
<th>Analyze Customer Satisfaction - Part 1: Fulfilling Customer and Facility Needs</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analyze Customer Satisfaction - Part 2: Pricing and Financial Information</td>
<td></td>
</tr>
<tr>
<td>Analyze Fleet Policies and Procedures</td>
<td></td>
</tr>
<tr>
<td>Analyze Fleet Policies and Procedures: Upload a daily checklist</td>
<td></td>
</tr>
<tr>
<td>Analyze Fleet Policies and Procedures: Upload a weekly checklist</td>
<td></td>
</tr>
</tbody>
</table>

Career Enhancement-Due 5pm on July 31st

https://cuweb.wufoo.com/forms/pga-golf-management-intern-contract-pgm190/
Interview a Supervising Professional

Refine a Personal Development Summary and Goal Plan

Submit an Updated Resume

Customer Relations-Due 5pm on July 31st

The Business Value of Effective Customer Relations

Moments of Truth at a Facility

Merchandising and Inventory Management-Due 5pm on July 31st

Inventory Display Analysis

The above information will be emailed to you as a checklist once you submit this form. You DO NOT need to check completed to finish this form.

Paperwork required for internship.

As the host professional we ask that you complete the following:
1-Fill out this form and submit it BEFORE a student goes on internship
2-Within 2 weeks of a student completing an internship we ask that you fill out an evaluation of this student.
Your evaluation will count for 50% of the students final grade. You will be emailed the form to fill out.

If you agree to the information above in this form, please add your name to the Host Professional Name field below:

Host Professional Name: *

https://cuweb.wufio.com/forms/pga-golf-management-intern-contract-pgm190/
Student Intern Signature

As the student intern, I recognize and agree an internship is an extension of my learning environment. I will enhance my classroom knowledge by completing the tasks assigned by my supervising professional. I understand my internship grade will be based on the evaluation of the supervising professional, as well as my completion of the assigned work experience activities.

Student Intern Name and Date:

Internship Coordinator and Date:

The Student Intern signature and Internship Coordinator signature will be completed once the form is received from the Host Professional. A paper copy is then printed out and kept on file in the PGA Golf Management Offices at Campbell University.
The PGM 290 Intern Contract is for the PGM 2.0 Program. A new contract will be created when the PGM 3.0 Level 2 Work Experience has been released.
Total Compensation Package
Please indicate what the intern can expect below.

Projected number of hours worked per week: *

Hourly/Weekly Wage: *

Estimated tips: *

Estimated Housing cost: *

Meals: *

Other income/expenses not listed above: *

Internship Agreement
This section goes into detail the PGA Work Experience Activities the intern is expected to complete.

As the supervising professional, I recognize and agree that an Internship is an extension of the learning environment for the intern. I will contribute to the success of the intern in the PGA Golf Management Program by not only offering a challenging job opportunity, but also by providing guidance, feedback, and encouragement as the intern completes the required course work and work experience assignment at my facility.

I agree to supervise and assist the intern in completing work experience assignments in the following manner: *

<table>
<thead>
<tr>
<th>Agree</th>
<th>Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet with the intern to discuss PGA Golf Management Program requirements of the internship soon after he/she arrives on the job.</td>
<td>☐</td>
</tr>
<tr>
<td>Assist the intern in locating and meeting other professionals and specialists he or she needs to work with to complete the required work experience activities.</td>
<td>☐</td>
</tr>
</tbody>
</table>
Periodically meet with the intern to discuss his or her progress in completing the specific Work Experience Activities below.

Provide an opportunity for the student to take the Playing Ability Test (PAT) while on internship.

<table>
<thead>
<tr>
<th>Level 2 Intern</th>
</tr>
</thead>
<tbody>
<tr>
<td>To be completed while on a PGM-290 (6-month) internship. Students will upload assignments to the PGA Golf Management portal. Assignments are dated and the student is responsible for showing the host professional his or her assignments.</td>
</tr>
</tbody>
</table>

Intermediate Teaching and Golf Club Alteration-Due 5pm on July 31st

<table>
<thead>
<tr>
<th>Developed and Conduct a Group Instructional Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Fitness Evaluation and Summary</td>
</tr>
<tr>
<td>Measure and Alter a Set of Golf Clubs</td>
</tr>
</tbody>
</table>

Merchandising and Inventory Management-Due 5pm on September 30th

| Define the purpose and connection of the merchandise operation to the facility mission |
| Analyze historical performance data and information on current trends |
| Develop a comprehensive buying plan, including an OTB plan, a MAP, and vendor selection |
| Describe how inventory will be purchased and received |
| Describe how the inventory will be displayed and managed on the floor |
| Develop a promotional plan for a single event. Describe the selling process |

The above information will be emailed to you as a checklist once you submit this form. You DO NOT need to check completed to finish this form.

Paperwork required for internship.

As the host professional we ask that you complete the following:
1-Fill out this form and submit it BEFORE a student goes on internship
2-Within 2 weeks of a student completing an internship we ask that you fill out an evaluation of this student. Your evaluation will count for 50% of the students final grade. You will be emailed the form to fill out.
If you agree to the information above in this form, please add your name to the Host Professional Name field below:

Host Professional Name: *

---

**Student Intern Signature**

As the student intern, I recognize and agree an internship is an extension of my learning environment. I will enhance my classroom knowledge by completing the tasks assigned by my supervising professional. I understand my internship grade will be based on the evaluation of the supervising professional, as well as my completion of the assigned work experience activities.

Student Intern Name and Date:

---

Internship Coordinator and Date:

---

The Student Intern signature and Internship Coordinator signature will be completed once the form is received from the Host Professional. A paper copy is then printed out and kept on file in the PGA Golf Management Offices at Campbell University.
The PGM 390 Intern Contract is for the PGM 2.0 Program. A new contract will be created when the PGM 3.0 Level 2 Work Experience has been released.
Total Compensation Package
Please indicate what the intern can expect below.

Projected number of hours worked per week: *

Hourly/Weekly Wage: *

Estimated tips: *

Estimated Housing cost: *

Meals: *

Other income/expenses not listed above: *

Internship Agreement
This section goes into detail the PGA Work Experience Activities the intern is expected to complete.

As the supervising professional, I recognize and agree than an Internship is an extension of the learning environment for the intern. I will contribute to the success of the intern in the PGA Golf Management Program by not only offering a challenging job opportunity, but also by providing guidance, feedback, and encouragement as the intern completes the required course work and work experience assignment at my facility.

I agree to supervise and assist the Intern in completing work experience assignments in the following manner: *

<table>
<thead>
<tr>
<th></th>
<th>Agree</th>
<th>Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet with the Intern to discuss PGA Golf Management Program requirements of the Internship soon after he/she arrives on the job.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assist the Intern in locating and meeting other professionals and specialists he or she needs to work with to complete the required work experience activities.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Periodically meet with the Intern to discuss his or her progress in completing the specific Work Experience Activities below.

Provide an opportunity for the student to take the Playing Ability Test (PAT) while on internship.

---

**Level 3 Intern**

To be completed while on a PGM-390 (7-month) internship. Students will upload assignments to the PGA Golf Management portal. Assignments are dated and the student is responsible for showing the host professional his or her assignments.

**Golf Operations-Due 5pm on July 31st**

<table>
<thead>
<tr>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creating a Promotional Strategy Using Your Case Study</td>
</tr>
<tr>
<td>Defining and Aligning the Golf Operation with the Business Plan</td>
</tr>
<tr>
<td>Assessing a Promotional Strategy at Your Facility</td>
</tr>
<tr>
<td>Coordination and Collaboration at Your Facility</td>
</tr>
<tr>
<td>Evaluating Operational Practices Linked to Pace-of-Play</td>
</tr>
<tr>
<td>Yield Management</td>
</tr>
</tbody>
</table>

**Turfgrass Management-Due 5pm on September 30th**

<table>
<thead>
<tr>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Turfgrass at a Case Study Facility</td>
</tr>
<tr>
<td>Interview the Course Superintendent</td>
</tr>
<tr>
<td>Communications and Course Conditions</td>
</tr>
<tr>
<td>Scheduled Maintenance at Your Facility</td>
</tr>
<tr>
<td>Sustainable Practices at Your Facility</td>
</tr>
<tr>
<td>Functional Course Design</td>
</tr>
</tbody>
</table>

---

The above information will be emailed to you as a checklist once you submit this form. You DO NOT need to check completed to finish this form.

**Paperwork required for internship.**

As the host professional we ask that you complete the following:

1. Fill out this form and submit it BEFORE a student goes on internship
2. Within 2 weeks of a student completing an internship we ask that you fill out an evaluation of this student. Your evaluation will count for 50% of the student's final grade. You will be emailed

**https://ouweb.wufoo.com/forms/pgm-390/contract-form/**
the form to fill out.

If you agree to the information above in this form, please add your name to the Host Professional Name field below:

Host Professional Name: *

Student Intern Signature
As the student intern, I recognize and agree an internship is an extension of my learning environment. I will enhance my classroom knowledge by completing the tasks assigned by my supervising professional. I understand my internship grade will be based on the evaluation of the supervising professional, as well as my completion of the assigned work experience activities.

Student Intern Name and Date:

Internship Coordinator and Date:

The Student Intern signature and Internship Coordinator signature will be completed once the form is received from the Host Professional. A paper copy is then printed out and kept on file in the PGA Golf Management Offices at Campbell University.
Intern Evaluation Form-Campbell University

Intern Evaluation Form (filled out by golf professional)

Intern Name: *

Facility Name: *

Supervisor: *

Supervisor email: *

Evaluation period: *

EVALUATION
Please fill the appropriate rating for each of the following areas: *

<table>
<thead>
<tr>
<th></th>
<th>Unacceptable</th>
<th>Below Average</th>
<th>Average</th>
<th>Above Average</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Knowledge:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Attitude:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Communication:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Quality of Work:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cooperation:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Initiative:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Reliability:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Attention to Detail:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Work Ethic:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

https://ouweb.wufoo.com/forms/intern-evaluation-form-campbell-university/
Attendance:

What noticeable improvements has the intern made during the time he/she has worked for you? *

Please list the major weaknesses and needed areas of improvement of the intern for future employment. *

If a position were available within your organization, would you extend an offer to this particular intern?
Please justify your response. *

By submitting this form, you agree that we may contact you by telephone, email, or other means, and that any information you provide may be used by Campbell University in grading our students and helping these students make career choices. Information you provide in this form will be used in accordance with our privacy policy. *

☐ I agree

☐ I DO NOT agree
Evaluation of Internship Facility by Student

This is your opportunity to evaluate the facility and professional this past season.

Dates of internship

Your Email: *

Your Name: *

Golf Facility: *

Name of Supervisor: *

Internship phase: *

- PGM-190 (3-months)
- PGM-290 (5-months)
- PGM-390 (7-months)

Semester of Employment: *

- Summer
- Summer/Fall
- Other

Disclaimer:
The information reported on this evaluation will be used solely by the PGA Golf Management Program at Campbell University and will not be shared with any other party without the student’s permission.

Did the employer meet the following obligations? *

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appoint a supervisor to work with you</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide fair hours and wages</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Present you in such a manner as to insure high</td>
<td></td>
<td></td>
</tr>
<tr>
<td>professional status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide a variety of experiences appropriate to</td>
<td></td>
<td></td>
</tr>
<tr>
<td>the type of facility</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Help with PGA Golf Management work experience</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meet with you at least once a week to discuss</td>
<td></td>
<td></td>
</tr>
<tr>
<td>performance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If needed, allow you to take the PAT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please mark the following to rate the Internship experience: *

<table>
<thead>
<tr>
<th></th>
<th>Very Unsatisfied</th>
<th>Unsatisfied</th>
<th>Neutral</th>
<th>Satisfied</th>
<th>Very Satisfied</th>
</tr>
</thead>
<tbody>
<tr>
<td>Variety of work experiences provided</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Degree of responsibility</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Learning experiences gained</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relationship with supervisor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housing (if provided) and fair wages</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mentorship form professional staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work Environment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work schedule and hours worked</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall experience</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

What were the best features of this internship? *

Discuss what you learned and what other students can expect to learn from this internship. *

What specifically do you feel could be done to improve this internship? *

Is this experience what you expected? *

Was the supervision received from the University and host facility adequate? *

If your best friend was considering this facility for his next internship, what would you share with him? Be honest as this will help in recommending this facility in the future or not recommending it. *
Income

Wages *

Expenses-Housing *

Expenses-Meals *
- Free
- Discounted
- Full Price

Expenses-Uniforms *
- Free
- Discounted
- Full Price

How did you fair financially on this internship? *
- Lost money
- Broke even
- Made money

Playing/Practicing Privileges *
- Practice and Play at any time
- Practice limited
- Play limited
- Practice and Play limited
- Can play or practice except on the weekends and weekday mornings
- No practice or play allowed at all

Sign in PGA Golf Management Office

Leave the below area blank as you will sign this during your Exit Interview with Mr. Nagy.

Signature: 

Date: 


Post Internship Documentation

Student Name
First
Last

Facility

Supervisor Name
First
Last

Internship Phase
PGM-190

Start Date

End Date

Average Work Week (Hours)

Hourly Pay ($/hr)

Weekly Pay ($/week)

Supervisor Evaluation

Internship Grade
A

Do any concerns or issues need to be documented?

Yes

No

If so, add here:

Is follow up with the facility necessary?

https://ouweb.wufoo.com/forms/post-internship-documentation/
Post Internship Documentation

☐ Yes
☐ No

Provide documentation of communication below:

Remove facility from future consideration?
☐ Yes
☐ No

Provide reason below:

Internship Coordinator Signature and Date

Student Signature and Date
Exhibit E

Student Forms
PGA Golf Management Admissions Application

Thank you for your interest in the PGA Golf Management Program at Campbell University. Please take a moment to complete and review the application below.

Name: ___________________________ Preferred Name: ___________________________

First Last

Date of Birth: ____________________ Gender: _____________________________

Address: _______________________________________________________________

Street Address

City, State / Province / Region Postal / Zip Code / Country

Email: __________________________

Home Phone: ____________________ Mobile Number: ________________________

Can we text you? Yes / No

Are you a US Citizen? Yes / No If No, what is your country of citizenship? __________________________

Parent/Guardian Name(s): __________________________

Parent/Guardian Phone(s): __________________________

Parent/Guardian Email: __________________________

Anticipated Start Date: ___________ Type of Admission: Fresh. / Soph. / Transfer

MM / YYYY

If you are transferring, approximately how many hours are you transferring with? __________________________

High School Name: ___________________________ Graduation Year __________________________

MM / DD / YYYY
PGA Golf Management Admissions Application (cont.)

High School SAT / ACT Score:
Please provide each score separately for the Math, Verbal, and Written sections of the SAT.
Example: Math – 500 Verbal – 600 Written – 500

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

High School GPA: ___________________________ USGA Handicap: _______________________

Competitive Scoring Average: __________________________________________________________________

Please list any honors or awards you would like us to know about:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Have you ever visited Campbell University’s campus? Yes / No
If not, please call (910) 814-4746 to speak with a PGA Golf Management staff member and to schedule a campus visit.

Have you applied for admission to Campbell University? Yes / No
You must be admitted to Campbell University prior to being admitted to the PGA Golf Management Program.

Please list any other PGA Golf Management programs you are considering.

________________________________________________________________________
PGA Golf Management Handicap Verification Form
(Note) A maximum handicap of 12 is allowable for enrollment into the PGA Golf Management Program.

GHIN Card

Image Field

I hereby apply for admission to Campbell University PGA Golf Management beginning 20_________.
☐ FALL   ☐ SPRING

Student Name: ____________________________

First Last MI

Mailing Address: ____________________________

Street Address

City: __________________ State: __________________ Zip: __________

Telephone: __________________ Email: __________________

Home Course Handicap: _______ GHIN #: ____________________ Handicap Index: _______

Golf Course Name: ____________________________

Course Address: ____________________________

Street Address

City: __________________ State: __________________ Zip: __________

PGA Professional: ____________________________

First Last MI

PGA Professional or Golf Coach: ____________________________

*I hereby verify the stated handicap reflects this individual’s current playing ability.

**Please attach a copy of your most recent handicap information to this verification form.
Return to: Campbell University – PGA Golf Management Program – PO Box 218 – Buies Creek, NC 27506
### Fee Schedule – AY 2018 – 2019

#### I. FALL 2018 SEMESTER FEES

A. Golf Course Access Fee
   - PGA Education Portal Access – Qualifying Level
   - PGA Student Affiliate Fee
   - Qualifying Level Test (PGM 100) .................................................. $1,350.00

B. PGA Playing Ability Test (PAT)\(^1\)
   1. Registration (Fee Payable to the PGA) .................................. $100.00
   2. Course Fees (Payable to Keith Hills on day of play) ............... $32.00

C. PGMSA Dues (Mandatory Fee payable to PGMSA) ............... $40.00
   - PGMSA Tournament Fee\(^2\) .................................................. $225.00

#### II. SPRING 2019 SEMESTER FEES

A. Golf Course Access Fee
   - PGA Education Portal Access – Level 1
   - PGA Education – Level 1 Seminars (3)
   - PGA Education Tests (PGM 125, 130, 140) .................................. $1,350.00

B. PGA Playing Ability Test (PAT)\(^1\)
   1. Registration (Fee Payable to the PGA) .................................. $100.00
   2. Course Fees (Payable to facility on day of play) ............... $32.00

C. PGMSA Dues (Mandatory Fee payable to PGMSA) ............... $40.00
   - PGMSA Tournament Fee\(^2\) .................................................. $225.00

#### III. PGA GOLF MANAGEMENT PROGRAM

A. PSI PGA Exam Retake Fee\(^3\) .................................................. $32 – 40.00

#### IV. OTHER CAMPBELL UNIVERSITY FEES

A. Tuition Fees (2018-2019 AY) ............................................... $31,150.00
B. Room/Board (2018-2019 AY) ............................................... $11,540.00
C. General Student Fee (2018-2019 AY) ....................................... $1,290.00
D. Internship Fee per Credit Hour (Summer 2019) .................. $620.00

---

\(^1\)PGA Golf Management students must pass the PAT one time prior to graduation. Students are required to attempt the PAT every semester they are enrolled until they pass.

\(^2\)Optional Fee......PGA Golf Management students may prepay for entry into all PGMSA sponsored golf tournaments during the semester. Students not paying in advance are charged between $25-50 per tournament round as an entry fee for each event.

\(^3\)Students not successfully passing PGA tests on their initial attempt are required to retake the exam at a PSI Testing Site. Fees are paid at the time of registration and are on a per test basis.
## PGA Golf Management 3.0 Fee Schedule

### YEAR ONE

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Golf Course Access Fee</td>
<td>A. Golf Course Access Fee</td>
<td>A. PGA 190 Internship (1 credit hour) at University rate</td>
</tr>
<tr>
<td>PGA Education Portal Access - Qualifying Level</td>
<td>PGA Education Portal Access - Level 1</td>
<td></td>
</tr>
<tr>
<td>PGA Student Affiliation Fee</td>
<td>PGA Education - Level 1 Seminars</td>
<td></td>
</tr>
<tr>
<td>Qualifying Level Test (PGM 100)</td>
<td>PGA Education Tests (Level 1 Fee)</td>
<td>$1,350.00</td>
</tr>
<tr>
<td>B. Playing Ability Test (PAT)*</td>
<td>B. Playing Ability Test (PAT)*</td>
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</tr>
<tr>
<td>1. Registration (Fee payable to the PGA)</td>
<td>1. Registration (Fee payable to the PGA)</td>
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</tr>
<tr>
<td>2. Course Fees (Payable to Keith Hills on day of play)</td>
<td>2. Course Fees (Payable to Keith Hills on day of play)</td>
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</tr>
<tr>
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<tr>
<td>PGMSA Tournament Fee**</td>
<td>PGMSA Tournament Fee**</td>
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<tr>
<td>Total</td>
<td>Total</td>
<td>$1,751.00</td>
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</table>

### YEAR TWO

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Golf Course Access Fee</td>
<td>A. Golf Course Access Fee</td>
<td></td>
</tr>
<tr>
<td>PGA Education Portal Access - Level 1</td>
<td>PGA Education Portal Access - Level 2</td>
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<tr>
<td>PGA Education - Level 2 Seminars</td>
<td>PGA Education - Level 2 Seminars</td>
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</tr>
<tr>
<td>PGA Education Tests (Level 1 - 2 Parts)</td>
<td>PGA Education Tests (Level 2 Fee)</td>
<td>$1,350.00</td>
</tr>
<tr>
<td>B. Playing Ability Test (PAT)*</td>
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</table>

### YEAR THREE

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. PGM 290 (3 credit hours) at university rate</td>
<td>A. Golf Course Access Fee</td>
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</tr>
<tr>
<td>B. Online Course (3 credit hours)** at university rate</td>
<td>PGA Education Portal Access - Level 2</td>
<td></td>
</tr>
<tr>
<td>PGA Education - Level 2 Seminars</td>
<td>PGA Education - Level 2 Seminars</td>
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<tr>
<td>PGA Education Tests (Level 2 - 2 Parts)</td>
<td>PGA Education Tests (Level 2 Fee)</td>
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<td>Total</td>
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### YEAR FOUR

<table>
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<th>Fall Semester</th>
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<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. PGM 390 (3 credit hours) at university rate</td>
<td>A. Golf Course Access Fee</td>
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</tr>
<tr>
<td>B. Online Course (3 credit hours)** at university rate</td>
<td>PGA Education Portal Access - Level 3</td>
<td></td>
</tr>
<tr>
<td>PGA Education - Level 3 Seminars</td>
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<td></td>
</tr>
<tr>
<td>PGA Education Tests (Level 3 Fee)</td>
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<td>$225.00</td>
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<tr>
<td>Total</td>
<td>Total</td>
<td>$1,615.00</td>
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</table>

### YEAR FIVE

<table>
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<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Golf Course Access Fee</td>
<td>A. PGA Education Test (Level 3 Fee)</td>
<td></td>
</tr>
<tr>
<td>PGA Education Portal Access - Level 3</td>
<td>PGA Education Portal Access - Level 3</td>
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<tr>
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</tr>
</tbody>
</table>

*Students must pass the PAT one time prior to the start of PGA Level 3 education, and are required to attempt the PAT every semester they are enrolled full-time until they pass.

**Optional. Students may prepay for entry into all PGMSA sponsored golf tournaments during the semester at a discount. Students not prepaying are charged the prevailing rate per tournament round as an entry fee for each tournament.

***Optional fee. Students are not required, but strongly encouraged to take at least 1 online class to remain a part-time student and retain merit scholarship.
Exhibit G

PGMSA Constitution
Campbell University
PGA Golf Management Student Association (PGMSA)

CONSTITUTION

ARTICLE I
NAME AND PURPOSE

Section 1. Name
This association shall be called “The PGA Golf Management Student Association,” a campus organization of Campbell University, and shall be referred to as “PGMSA.”

Section 2. Purpose
The mission of the PGMSA is to promote the interests of the PGA Golf Management (PGM) Program by providing services and opportunities for its students to further strengthen their education, enjoyment, and involvement in the game of golf.

The PGMSA will accomplish this mission by enhancing the skills of its student members through an organized tournament program and the periodic scheduling of credible guest speakers. The PGMSA will frequently meet, discuss, evaluate, and contribute ideas to the PGM Program. The PGMSA will promote the PGM Program and the game of golf to the youth in the community through clinics and activities. The PGMSA will serve as the communication link for all its members.

ARTICLE II
MEMBERSHIP

Section 1. Members
Members of the PGMSA shall include students majoring in PGM and others who qualify for membership as Associate Members.

(a) Active Member
Active Membership in the PGMSA is required of all PGM majors.

(b) Associate Member
Associate Membership in the PGMSA is open to all non-PGM student majors, faculty, and staff. Associate members will not have any privileges reserved for PGM majors who have paid a PGM Lab Fee.

Section 2. Rights of Membership
Members of the PGMSA shall have all of the following rights of membership provided prescribed requirements are met (stated later):

(a) Active Members
(1) voting;
(2) holding office;
(3) using the PGMSA name, initials, and emblem;
(4) attending meetings and other activities;
(5) participating in PGMSA sponsored golf tournaments.

(b) Associate Members
(1) attending meetings and other activities as an observer;
(2) participating in PGMSA sponsored golf tournaments.
Section 3. Obligations
Members of the PGMSA shall pay dues at the beginning of each semester to the PGMSA as follows:

1. Active Member $40.00
2. Associate Member $50.00

a) Members/associate members may not participate in PGMSA Sponsored golf tournaments until dues are paid in full to the PGMSA Board.

Section 4. PGMSA Recertification Program
Members of the PGMSA shall fulfill the requirements of the PGMSA Recertification Program as follows:

(a) On campus, full-time PGM students must accumulate ten (10) points each semester in order to maintain their rights as PGMSA members. Points may be accumulated as follows:

1. Attendance at a PGMSA meeting will be worth one point. A maximum of 5 points may be accumulated during the semester in this category.
2. Participation in and successful completion of a PGMSA golf tournament will be worth one point. A maximum of three points may be accumulated in this category.
3. Attendance at the PGA Merchandise Show in Orlando, FL or the Carolinas PGA Merchandise Show in Myrtle Beach, SC is worth one point. Students that volunteer to work in the Campbell University PGM booth for at least one hour will receive one additional point.
4. Volunteers for tournaments held by Campbell University, the School of Business, or local civic organizations will receive three points. The student must volunteer for a minimum of three hours.
5. PGMSA Tournament Committee volunteers will receive one point for each tournament they assist with. A maximum of three points may be accumulated in this category.
6. Participation in PGM-sponsored golf trips to area golf courses will be worth one point each.
7. Attendance at a guest speaker event sponsored by the PGM Program or the PGMSA will be worth two points.
8. Volunteer work associated with a PGMSA fundraiser will be worth one point.
9. Students that pass the PAT during the semester will receive one point.
10. Participation in any service activity and/or miscellaneous activity approved by the PGM Director and the PGMSA Board of Directors will be worth one point.

(b) Students that fail to meet the 10-point requirement shall be put on probation for the next on-campus semester. Failure to meet the 10-point requirement during the probation semester will result in the following action in subsequent semesters:

1. Student must earn 12 recertification points in the following on-campus semester to “recertify”;
2. A meeting with the Program Director to determine the student’s status in the program;
3. Loss of tournament privileges;
4. Ineligibility for PGM scholarships;
5. Loss of PGMSA voting rights;

ARTICLE III
ORGANIZATION

Section 1. Officers
The elected officers of the PGMSA shall be the President, Vice President, Secretary, Tournament Chairman, Communication Chairman, and Special Events Chairman.

(a) Election of Officers
The Officers shall be elected at the final meeting each semester by a majority of those voting.

The term of office shall be one (1) semester.

The Officers shall not be eligible to be elected to the same office for more than two (2) semesters.

The Active Members of the PGMSA shall nominate candidates for the Officers at least seven (7) days prior to the final meeting of the semester.

The PGMSA shall make the names of all Officer candidates available to all Active Members at least seven (7) days prior to the final meeting of the semester.

If there are fewer than two (2) nominees for any office at the time of the election, oral nominations for such office may be made from the floor of the final meeting of the semester.

Each nominee may speak for up to five (5) minutes at the Election Meeting prior to the election for that office.

(b) The President
The President of the PGMSA shall serve as the Chairperson of the Board of Directors and shall have the following powers and duties:

1. To preside at all meetings of the PGMSA and of the Board of Directors;
2. To serve as the spokesman for the PGMSA on all issues. He shall keep the Board of Directors advised of such statement;
3. To represent the PGMSA among PGMSA Members, the golfing public, and other campus organizations;
4. To consult and advise the PGM Director of all matters pertaining to the PGMSA’s policies, progress, and finances;
5. Such other powers and duties as may be prescribed by the Board of Directors or the Constitution.

(c) The Vice President
The Vice President is primarily responsible for the coordinating the public relations efforts and strategies of the PGMSA. He shall have the following powers and duties:

1. To cause to coordinate and direct all activities and efforts of the Public Relations Committee within the confines of the overall strategy and direction of the PGM Program and the PGMSA;
2. To cause to maintain the association website and subsequently expand the content published on the association website in accordance with the current direction of the PGM Program and the PGMSA and is to be directed by the PGM Director, PGMSA Board of Directors, and in consultation with the Public Relations Committee;
3. To cause to create, design, publicize, and execute all fundraising activities pursuant to capital improvements, community growth and outreach, and student (member) services;
4. To cause to and direct the coordination of community service projects;
5. Such other powers and duties as may be prescribed by the Board of Directors or the Constitution.

D. The Tournament Chairman
The Tournament Chairman is primarily responsible for the tournament program for the PGMSA. He shall have the following powers and duties:

1. To cause the tournament program to be a vehicle for maintaining and promoting the highest standards of competition, sportsmanship, and goodwill;
2. To cause the formation of a Tournament Committee responsible for proposing rules, regulations, and governing all tournament competitions;
3. To be responsible for the formation of an annual tournament schedule of events which will permit full participation by eligible members;
4. To cause the professional management of each tournament event;
5. Such other powers and duties as may be prescribed by the Board of Directors or the Constitution.
(d) The Secretary
The Secretary is primarily responsible for the membership matters of the PGMSA. He shall have the following powers and duties:

1. To cause the minutes of all meetings of the PGMSA to be kept;
2. To cause a roll of Members to be maintained;
3. To be responsible for the maintenance of all correspondence and documents belonging to the PGMSA;
4. Such other powers and duties as may be prescribed by the Board of Directors or the Constitution.

(e) The Treasurer
The Treasurer is primarily responsible for the financial matters of the PGMSA. He shall have the following powers and duties:

1. To cause a complete financial disclosure report to be submitted to the Board of Directors at least thirty (30) days prior to the Annual Spring Meeting;
2. To cause a monthly statement of cash flow and a monthly balance sheet to be submitted to the Board of Directors immediately prior to each monthly association meeting;
3. To cause to be kept the accounts of the PGMSA and direct the collection of all moneys belonging to or due to the PGMSA, including membership dues and tournament fees. He shall have authority to withdraw funds of the PGMSA, but may delegate this authority to other members of the Board of Directors;
4. To direct that all persons authorized to withdraw funds of the PGMSA be bonded in an amount specified by the Board of Directors;
5. Such other powers and duties as may be prescribed by the Board of Directors or the Constitution.

(f) The Communication Chairman
The Communication Chairman is primarily responsible for communication matters of the PGMSA. He shall have the following powers and duties:

1. To maintain the web site of the PGMSA linked through the Campbell University PGM Program homepage. The web site will contain items deemed to be of value to the current students and future prospects of the program.
2. To cause the formation of a Communication Committee responsible for contacting and transmitting pertinent information to PGMSA members;
3. To cause to coordinate and help the Vice President direct all activities and efforts of the Public Relations Committee within the confines of the overall strategy and direction of the PGM Program and the PGMSA;
4. Such other powers and duties as may be prescribed by the Board of Directors or the Constitution.

(g) The Special Events Chairman
The Special Events Chairman is primarily responsible for the management of special events for the PGMSA. He shall have the following powers and duties:

1. To cause the formation of a Special Events Committee responsible for devising, planning, and coordinating events which will permit full participation by members of the PGMSA;
2. Such other powers and duties as may be prescribed by the Board of Directors or the Constitution.

(h) Eligibility Requirements
1. Students must maintain a grade point average of 2.0 in order to hold an office in the PGMSA;
2. Students may not be on disciplinary probation

(i) Vacancies
(1) In the event of the absence or temporary disability of the President, the Vice President shall perform the duties of the President. If the President resigns, he shall be succeeded by the Vice President;

(2) In the event of the absence or temporary disability of the Vice President, the Secretary shall perform the duties of the Vice President. If the Vice President resigns, he shall be succeeded by the Secretary, who shall become Vice President/Secretary;

(3) In the event of the absence or temporary disability of the Secretary, the Treasurer shall perform the duties of the Secretary. If the Secretary resigns, he shall be succeeded by the Treasurer, who shall become Treasurer/Secretary;

(4) In the event of the absence or temporary disability of the Treasurer, the Vice President shall perform the duties of the Treasurer. If the Treasurer resigns, he shall be succeeded by the Vice President, who shall become Vice President/Treasurer;

(5) In the event of the absence or temporary disability of the Tournament Chairman, the Assistant Tournament Chairman shall perform the duties of the Tournament Chairman. If the Tournament Chairman resigns, he shall be succeeded by the Assistant Tournament Chairman, who shall become Tournament Chairman, the President shall appoint a committee member to succeed the Assistant Tournament Chairman.

(6) In the event of the absence or temporary disability of the Communication Chairman, or Special Events Chairman, the President shall appoint a committee member to succeed the Chairman.

Section 2. Board of Directors
(a) Composition
The Board of Directors shall be composed of the President, Vice President, Secretary, Tournament Chairman, Treasurer, Communication Chairman, Special Events Chairman, Amen Corner Representative, PGM Director, and Assistant PGM Director.

(b) Authority
The Board of Directors shall conduct its business and shall be responsible for the management of the PGMSA in accordance with the Articles of the Constitution.

Section 3. Tournament Committee
(a) Tournament Committee
The Tournament Committee is primarily responsible for assisting the Tournament Chairman and coordinating the PGMSA Tournament Series events.

(b) Composition
The Tournament Committee shall be chosen by the Tournament Chairman immediately following the Annual Spring Meeting. The Tournament Chairman may select as many students as needed to complete tournament duties.

(c) Duties and Authority
(1) The Tournament Committee shall uphold all the duties that the Tournament Chairman is responsible.
(2) The Committee will serve and assist the Tournament Chairman in each of the following ways, but not limited to:
   a. Creating tournament documents
   b. Registering participants
   c. Accounting for tournament purses
   d. Collecting scorecards and posting scores

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Section 4. Amendments
(c) Procedure
The Members at the semester-ending meeting may amend the Constitution in the following manner:
(1) Proposed amendments must be submitted to the Board of Directors thirty (3) days prior to the Annual Spring Meeting.
(2) The Board of Directors shall coordinate all such proposed amendments and shall submit them to all PGMSA members at least fourteen (7) days prior to the Annual Spring Meeting.
(3) Proposed amendments may be adopted by a two-thirds majority of those voting at the Annual Spring Meeting.
(4) Amendments to the Constitution shall be effective as specified in the Amendment.

ARTICLE IV
MEETINGS

Section 1. Annual Spring Meeting
The PGMSA shall meet annually each spring at a time and place to be designated by the Board of Directors. This meeting shall not occur within ten (10) days of the onset of Final Exams. The members of the PGMSA will elect Officers for the following year and vote on proposed amendments to the Constitution. A majority of the members shall constitute a quorum.

Order of Business
The following order of business shall be observed at the Annual Spring Meeting of the PGMSA:
(1) Call to order;
(2) Reading of the minutes of the previous Annual Spring Meeting;
(3) Report of the President;
(4) Report of the Vice President;
(5) Report of the Secretary;
(6) Reports of Committees;
(7) Consideration and action of proposed Amendments;
(8) New Business;
(9) Open Forum;
(10) Candidate Speeches, Election, and installation of Officers;
(11) Adjournment.

Section 2. General Meetings
The PGMSA shall conduct general meetings at a time and place to be designated by the Board of Directors. The first meeting of each semester shall occur within ten (10) days of the start of the semester.

Order of Business
The following order of business shall be observed at the General Meetings of the PGMSA:
(1) Call to order;
(2) Reading of the minutes of the previous meeting;
ARTICLE V
AMENDMENTS

I. PGMSA TOURNAMENT SERIES POINTS LIST
Upon election in the spring semester the Tournament Director (TD) is responsible for devising a points list for the next academic year. The TD elected in the following fall semester shall not change the devised points list. The points list shall be maintained for consistency in selecting the North/South, Carolinas Cup and Jones Cup teams.

II. DUES PAID ON SEMESTER BASIS
Effective the Fall of 2010 the dues for membership will be increased and be paid each semester. The payment for membership shall be as follows:

(a) Active members- $40
(b) Associate members- $50

III. AMEN CORNER REPRESENTATIVE
The Amen Corner shall have a representative on the Board of Directors. The Amen Corner representative shall be appointed by congregation of the Amen Corner. At no time shall the Amen Corner position be an elected position.

IV. FORMATION OF THE HONORARY PRESIDENT POSITION
Any president not returning to office shall become the honorary president on the Board of Directors. If the current president returns to office the current honorary president shall retain his/her position. The honorary president is an advisory position and shall not have final vote on board decisions.

V. TOURNAMENT CHEATING POLICY
Any individual caught cheating in a PGMSA tournament or outing shall receive the following punishments:

First Offense: Three Tournament Suspension
Second Offense: Up for Expulsion from PGMSA

VI. COX AMENDMENT
The election process shall consist of separate elections. Those individuals not being elected for one position shall be allowed to run in the following office election until they are elected. The order of the elections shall be as follows:

President
Vice President
Tournament Director
Secretary
Treasurer
Communications Chairman
Special Events Coordinator
VII. PUBLIC RELATIONS COMMITTEE
This committee will serve as a vehicle for increasing and improving the Association’s public image through various mediums including website enhancements, fundraising campaigns, PGM Visitation Day’s, community service projects, activities, golf trips, and any other ideas that the committee members collectively determine. The committee will serve to have a profound impact on the Association by improving our position and relationships with our fellow students, the entire Campbell University family, the PGA of America, and fellow PGM Universities. The committee will serve in an advisory role to the PGMSA Board of Directors and utilize the PGMSA Vice President and Communications Chairman as a liaison between the two bodies.

VIII. CREATION OF SEPARATE TOURNAMENT FIELD/PAYOUT FOR WOMEN
Effective Spring 2010, any PGMSA tournament event having 2 or more female participants (4 or more for a 2-player team event; 6 or more for a 3-player team event, etc.) will bring cause for the creation of a separate field and payout for those female participants. The payout will follow the same format as that of the current tournament payout system; however, the female participants will only be eligible to compete for the prize money associated with their individual field (will not play for any prize money associated with men’s field). Any woman has the choice to participate in the men’s field if so desired. If there is only one female playing in the tournament (2 females in a 2-player team event; 3 females in a 3-player team event; etc.), by default, she is to be placed in the men’s field.

IX. RECERTIFICATION POINTS FOR STUDENTS ON PROBATION
Effective the fall of 2010, Students being placed on probation based on a failure to earn the required number of recertification points (10) in a given semester are required to recertify their following on-campus semester with 12 recertification points opposed to the traditional 10. This Amendment does not apply to students placed on probation for failure to pass checkpoint testing.

X. ELECTION PROCEDURES
Effective the fall of 2010, Article “1” (Officers)-Section “a” (Election of Officers)- Points 4 and 5 will be altered as follows:
(Point 4)- Officers will be nominated 7 days prior to the final meeting of the semester.
(Point 5)- Nominated officers will be made known to the Active Members 7 days prior to the final meeting of the Semester.

XI. TOURNAMENT FEE INCREASE
Effective the fall of 2010, PGMSA tournament fees will be increased as follows:
- “Prepay” fees will be $15 per round
- “Day of” payment will be $25 per round

XII. TOURNAMENT PAYOUT SYSTEM
Effective the fall of 2010, the PGMSA tournament series will payout 33% of each field up to the point where players are receiving prize winnings less than the “per-round”, “prepay” tournament entry fee ($15).
Exhibit H

Signature Forms
PGA Golf Management University Statement of Understanding

I, ____________________________, understand I have not completed all requirements necessary to graduate with the PGA Golf Management designation (major/minor/concentration/specialty) on my official university transcript. As such, I am not eligible for direct election to PGA membership.

Based on program requirements, I also understand, with respect to my obligations to gain PGA Member status, failure to complete all requirements and graduate with the designation results in the loss of internship credits earned during my time as an enrolled student in the PGA Golf Management Program.

To continue my progress toward PGA membership, I will need to complete all outstanding PGA requirements as well as earn 36 employment credits. If I have completed a 4-year degree, I am eligible to receive 12 of the required 36 credits. The remainder must be earned by working full-time as a registered Associate in a position described as eligible by the PGA Constitution.

I am responsible for contacting the PGA of America to determine my remaining requirements and registering as an Associate in the PGA Professional Golf Management Program.

During the time I am working as a registered Associate to earn the required credits, I must complete all outstanding PGA requirements, e.g., PGA Playing Ability Test. All requirements, including the earning of credits must be completed and I must be elected to PGA membership within 8 years from my Level 1 start date.

______________________________  ______________________________
Student Name (Print)             Student Signature

______________________________
Date

______________________________  ______________________________
Director Name                   Director Signature

______________________________
Date
MEMORANDUM OF UNDERSTANDING

I was issued the Campbell University PGA Golf Management Student Handbook on _____/_____/_______. We reviewed and discussed the policies and procedures contained in the PGA Golf Management Student Handbook in the PGM 100 – Introduction to Golf Management class.

I understand the Handbook and the commitment it will take to meet the requirements set forth by the PGA of America, the PGA Golf Management Program and Campbell University. The instructor of the PGM 100 course has clearly explained the following requirements:

1. Students enrolled in the PGA Golf Management Program must attend Campbell University’s main campus (Buies Creek) on a full-time basis;
2. The fees associated with completion of the PGA Golf Management Program;
3. Campbell University academic requirements to earn a Bachelor of Business Administration (BBA) degree with a major in PGA Golf Management;
4. Successful completion of the PGA’s Playing Ability Test (PAT) prior to enrollment in PGM 300-level classes (PGM 330, 340, 350, 360) in the spring semester of Year 4; participation in PGM 170 - Player Development classes is required for students that have not passed the PAT;
5. Retention, Probation, and Dismissal Standards for the PGA Golf Management Program;
6. Cohort requirements for students as they matriculate;
7. Successful completion of the PGA Professional Golf Management 3.0 Program, including Work Experience Assignments, Seminars, and associated testing;
8. A minimum of 16 months of internships primarily employed on a full-time basis in any (Associate) classification deemed eligible employment as outlined in the PGA Constitution;
9. 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;
10. A PGA Golf Management student has 8 years to obtain PGA membership from the first day of registration into Level 1 of the PGA Golf Management Program;
11. A student may only remain on the PGA Golf Management roster for one additional academic semester after classes have been completed in order to complete their remaining PGA requirements; PGA testing, seminars, and work experience portfolio;
12. The proper steps on becoming a PGA Member.

________________________
Print Name

________________________
Student Signature

________________________
Date
PGA Golf Management University Program
PGA PGM 3.0 Curriculum

Enroll in PGA Golf Management University Program and complete the Qualifying Level courses and test within six months (March 1 for Fall enrollees). If not completed, re-purchase the portal and complete courses/test (6 month timeframe). Retake available every 30 days.

Upon completion of the Qualifying Level, each student will receive a Level 1 Start Date used to calculate acceptable progress throughout completion of the program.

Complete the following:
- PAT
- 16 months of Internship
- All three levels of PGA PGM 3.0 Program

Graduate from PGA Golf Management University with the PGA Golf Management designation

University submits student as PGA Golf Management Graduate. Student downloads PGA membership application from www.PGA.org (Form 302)

Upon completion of the PGA background check, eligible employment and completion/submission of membership application, may be direct elected to PGA membership prior to 8-year acceptable progress deadline.

Failure to complete any of the following:
- PAT
- 16 months of Internship
- All three levels of PGA PGM 3.0 Program

Student is submitted by university as a dropped student to PGA. (If a 4-year degree is received, student will receive 12 credits toward PGA membership). No credits for internships.

Meet eligibility requirements necessary to register into the PGA Associate program including PAT, background check and/or employment.

Any individual registering into PGA Associate program after dropping from a university will start at beginning of Level 1.

All requirements and election must be completed within 8 years of Level 1 start date.