

# Professional Golf Management Program

## Policies & Procedures

The following policies and procedures are required of all students enrolled in the Professional Golf Management (PGM) program, at NC State University. In addition to policies and procedures listed in this document, PGM students must fulfill all requirements for graduation from NC State University as outlined in the NC state University Undergraduate Catalogue. Details on NC State University requirements for all undergraduates can also be reviewed at the following website: [http://www.ncsu.edu/reg/records/ug\\_catalog/index.html](http://www.ncsu.edu/reg/records/ug_catalog/index.html).

### PGM PROGRAM FEES

Tuition and fees are issued to all students enrolled part-time or full-time at NC State University. Tuition rates are dependent on the student's residence status (in-state vs. out-of-state) and the number of credit hours enrolled. A current listing of NC State tuition and fee rates can be viewed on the NC State University website: <http://www.fis.ncsu.edu/cashier/tuition/>.

In addition to tuition and fees charged by the University, PGM students are required to pay several additional fees outlined below.

#### **Golf Course Access Fee**

The PGM program has secured long term use agreements with several golf courses in the Raleigh area. PGM students are required to pay a golf course access fee of \$200 per semester. *PGM students are not required to pay the golf course access fee during their coop semesters.*

#### **PGA/PGM Program Materials & PGA Checkpoint Testing Fees**

The following fees are approximate costs for PGA/PGM materials and checkpoint testing.

➤ Playing Ability Test (per attempt) ( <i>rates can vary by location</i> )	\$100+
➤ Level 1 Books and Materials	\$575
➤ Level 1 Checkpoint	\$475
➤ Level 2 Seminars, Books and Materials	\$835
➤ Level 2 Checkpoint	\$475
➤ Level 3 Seminars, Books and Materials	\$735
➤ Level 3 Checkpoint	\$975
Total (assuming 1 PAT attempt)	\$4,170

## **GRADUATION REQUIREMENTS**

In addition to graduate requirements outlined in NC State University's Undergraduate Catalogue, PGM students are required to complete all curriculum requirements as outlined on the semester-by-semester curriculum display presented in Table 1. Additional PGM requirements for graduation include successful completion of 16 months of approved cooperative education experiences, passing all three checkpoints of the PGA's Professional Golf Management program, and passing the PGA's Playing Ability Test.

## **ACADEMIC ADVISING**

Each PGM student is assigned to either the Director or Internship Coordinator of the PGM program for academic and program advising upon admission into the PGM program. Each semester each PGM student must meet with their assigned advisor to obtain the *PIN* number to access the course registration on-line system and to obtain approval for their proposed class schedule. During this time the advisor reviews with the student their performance in the classroom, progress on PGM work experience requirements, PAT attempts and participation in the player development program, plans for future cooperative education experiences, and career planning. Each student is also required to meet with the PGM Internship Coordinator to discuss and obtain approval for future co-op placements. Although students are only required to meet with their assigned advisor once each semester, each PGM student is encouraged to make additional appointments to facilitate timely and successful completion of all graduation requirements.

### **Responsibilities of the Student**

Students have a responsibility for planning their individual programs and meeting graduation requirements. This involves keeping up-to-date with university, college, and department curricular requirements through materials available from the advisors or program coordinator; keeping informed of academic deadlines and changes in academic policies; and consulting with the advisee or program coordinator during each registration period, following notification of academic warning status, and at other times as needed and required by academic policy; and diligence in attending class and meeting class objectives and assignments.

### **Responsibilities of the Advisor**

Advisors are expected to: be available for conferences at appropriate times and places about which their advisees have been informed; provide accurate information about academic regulations and procedures, course prerequisites, and graduation requirements; discuss with their advisees appropriate course choices in fulfilling curriculum requirements as well as possible consequences of various alternative course choices; inform their advisees when the advisee's proposed course selections conflict with University academic or curricular regulations; assist advisees with following proper procedures for such things as exceptions to the course drop deadlines, registering for 19 or more credit hours, or repeating a course previously passed; refer their advisees for special testing or counseling as needed; assist their

advises in considering the appropriateness of academic adjustments where these become necessary in cases of serious injury or illness. Advisors are also responsible for monitoring PGM student progress through the PGA's Professional Golf Management apprentice program which includes monitoring and tracking completion of required work experiences, playing ability test attempts and enrollment in the required player development program until successful completion of the PGA, and preparation for Level checkpoints and seminars.

## **PROGRESS TOWARD DEGREE**

Upon acceptance into the PGM major, each student will be required to remain with their same class as a separate "cohort" for matriculating through the PGA/PGM requirements including checkpoints.

## **ADDITIONAL REQUIREMENTS FOR PGM STUDENTS**

### **PGA Membership Citizenship Requirement**

Completion of all requirements for graduation from the PGM program at NC State University does not completely satisfy all requirements for membership in the PGA of America. The PGA of America stipulates that in addition to the curricular, work experience, and playing ability requirements included in NC State University's PGM program, PGA membership is restricted to either citizens or permanent resident aliens of the United States. Foreign students that meet all PGM requirements for graduation at NC State University will graduate with a PGM degree; however, they will not be admitted to membership in the PGA of America.

### **PGM Club**

All PGM students are encouraged to join and actively participate in PGM Club meetings and activities, especially the PGM Career Fair and the Professional Growth and Development meetings with guest speakers from the golf industry.

### **Player Development Program and Playing Ability Test**

Students must participate in a PAT one time during their first year in the PGA/PGM™ program. For years two and beyond, students must participate in a PAT a minimum of two times per year with encouragement to participate in a third PAT until the PAT test is passed. PGM students are required to enroll in the PGM program's player development program (PRT 414) each semester until they successfully complete the PAT. Player development program requirements include bi-monthly lessons with PGM faculty, supervised practice sessions, and bi-monthly PAT playing sessions (documented scores to be submitted to PGM office). Specific PAT supervised practice sessions will be scheduled on a semester-by-semester basis depending on PGM cohort class schedules.

## **PGM Golf Play and Practice Privileges**

Procedures for student access to PGM partner facilities are as follows:

- Students must be registered full-time in the PGM major and have paid all semester tuition & fees.
- PGM students have full golf membership privileges and can make their own arrangements for golf play and practice at Wildwood Green Golf Club, the NC State University Club, Raleigh Golf Association, Preserve at Jordan Lake, and Chapel Ridge Golf Club.
- All requests for play and practice access at any other PGM partner golf facility (e.g., Prestonwood Country Club, MacGregor Downs Country Club, Raleigh Country Club, and Crooked Creek Golf Club) must be made with the PGM Program Assistant a minimum of 24 hours in advance of the requested time for play or practice.
- PGM students must have their PGA card with them while using PGM partner golf courses.
- PGM students are expected to act and dress as professional when using the range and golf course at PGM partner facilities. This dress code includes long pants and appropriate golf shirt (for males) and golf skorts or long pants and appropriate golf shirt (for females).
- Students must have taken, passed or be registered to take the PAT.
- Students that have not yet passed the PAT must also be registered in PRT 414 and participate in the PGM student player development program.
- Students must maintain academic requirements to participate in the golf course privileges.

These privileges are for **PGM students ONLY** (family, friends, spouses or significant others are not included); abuse of this privilege will result in the suspension and elimination of the privilege.

## **Co-operative Education Requirements**

- PGM students must have a **minimum cumulative GPA of 2.25** to be eligible to register for a co-op experience.
- Each PGM student is required to complete three separate cooperative education experiences that total a minimum of 16 months of fulltime (40 hours per week) experiences prior to graduation.
- Each of the three cooperative education experiences should occur at different locations and at least one experience must take place at a green grass location.
- Co-op / Internships must follow the eligible employment guidelines outlined in the PGA Constitution.
- Before placement, an agreement stipulating the specific intern work experiences anticipated must be signed and on file in the PGM office. This contract or agreement must be validated in writing by the host professional, the school and the student prior to placement. Students will not be permitted to start their cooperative education experience until this agreement is signed by all three parties and on file in the PGM office.
- The Co-op site must be approved by the NC State PGM program prior to placement of students.

- Each Co-op host professional must complete a detailed evaluation of each student's performance during the placement.
- Each PGM student is required to complete a detailed evaluation of the Co-op site and experience upon return to campus.
- A NC State PGM faculty member will conduct a meeting with the PGM student to compare evaluations and take necessary remedial action to resolve any performance problems.
- Student records must contain both host professional's evaluation of student and student's evaluation of site.

### **Timeline for PGA Membership**

Students must complete all requirements for PGA membership (successful completion of Level 3 and Playing Ability Test) within eight years of their date of entry into the PGM program at NC State University.

### **Participation in PGM Program Activities**

PGM students are expected to participate in the following PGM program activities:

- PGM Club
- PGM General Meetings
- PGM Professional Growth & Development Meetings
- Field Trips (i.e. trade shows)
- Regular play and practice to improve golf skills

### **Turfgrass and Food & Beverage Management Work Experiences/Internships**

PGM students are required to complete turfgrass field/internship experiences that expose them to work on the golf course. Portions or all of the required experience can be achieved through the completion of PRT 311 Golf Course Turfgrass Management. However, additional experiences may be required in one of the three required cooperative education experiences if experiences completed in PRT 311 are deemed insufficient by the PGM Director or Internship Coordinator.

PGM students are also required to complete a minimum of four weeks of internship or lab experience in Food and Beverage Management. Again, all or a portion of this requirement will be fulfilled through completion of PRT 410 Food & Beverage Management. However, additional experiences may be required in one of the three required cooperative education experiences if experiences completed in PRT 410 are deemed insufficient by the PGM Director or Internship Coordinator.

North Carolina State University

**Professional Golf Management Major**

**POLICIES & PROCEDURES**

**Signature Page**

In summary, students enrolled in the Professional Golf Management program at NC State University are required to complete the following prior to graduation:

- Pass the Playing Ability Test (PAT) and enroll in the Player Development program each semester until successfully passing the PAT
- Complete 16 months of approved Co-operative Education Experiences
- Successfully complete all three levels and pass checkpoints for the PGA's Professional Golf Management apprentice program

In addition, foreign students that meet all PGM requirements for graduation at NC State University will graduate with a Bachelor of Science degree in Professional Golf Management. However, they will not be admitted to membership in the PGA of American unless they attain permanent resident status in the United States.

I, \_\_\_\_\_ (print name) have carefully read and agree to abide by the Policies and Procedures as stated on the previous pages. It is understood that all stated requirements of the program must be met in order to graduate with a Bachelor of Science degree in Professional Golf Management designation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date