

University of Maryland Eastern Shore

PGA Golf Management Program Policies and Procedures Manual 3.0/3.1

-2024-2025-



PGA
Golf Management

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INTRODUCTION

The goal of the PGA Golf Management Program at the University of Maryland Eastern Shore is to attract and educate bright, highly-motivated men and women to service all aspects of this developing industry and to produce PGA Members. It is a comprehensive degree program that integrates all the curriculum requirements of a Hospitality & Tourism Management major with the knowledge base of the PGA Golf Management Program including sixteen months of structured internship experience and a Playing Ability Test (PAT). The following are the admission, retention, and dismissal policies and PGA membership requirements that will be used to guide students through the PGA Golf Management Program at the University of Maryland Eastern Shore.

University of Maryland Eastern Shore students will sign a Student Policies & Procedures signature page. This form will address the requirements of the program and a signature on this form will state understanding of the PGA Golf Management Program requirements at the University of Maryland Eastern Shore. This form will be covered in detail in the PGMT 122: Orientation to PGM course and signed at that time. Please see probationary standards and Grounds for Dismissal sections explaining disciplinary action within the PGA Golf Management Program.

ORGANIZATION OF PGA GOLF MANAGEMENT STAFF

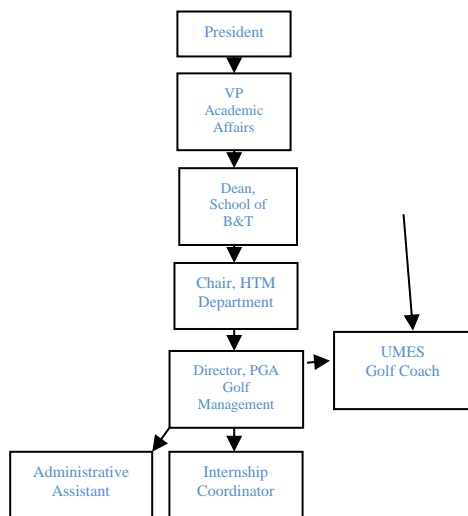


Figure 1: UMES PGA Golf Management Organization Chart

The University of Maryland Eastern Shore PGA Golf Management Program has a clearly identifiable unit charged with the management of the PGA Golf Management Program. The PGA Golf Management

Program will be staffed with a minimum of three fulltime persons primarily responsible for the administration of the PGA Golf Management Program.

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

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

The **Administrative Assistant** is responsible for assisting in all aspects of the program, including but not limited to the management of records and files; data collection and processing; communication among all involved parties; and the PGA Golf Management activities calendar.

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 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.

ADMISSION

Students are admitted into the University of Maryland Eastern Shore PGA Golf Management Program on a competitive basis. Each year's incoming class size is determined by the number of students currently enrolled, the number scheduled to graduate, and the program's projected retention rate. Prospective students must first apply for entrance into the University of Maryland Eastern Shore. Once admitted to the University, they then petition for admittance into the PGA Golf Management Program. A verification of a USGA handicap of 12 or less will be required. This must be verified by handicap card or equivalent. Copies of verification records will be kept in the student's PGA Golf Management file.

Handicap Verification will include:

- a. A copy of a current USGA handicap index card indicating a handicap of 12 or less.
- b. The Confirmation of Playing Ability Form filled out by a PGA Golf Professional or High School Golf Coach.
- c. Successful completion of the PGA's Playing Ability Test (PAT).

MINORITY RECRUITMENT POLICY

It is the goal of the University of Maryland Eastern Shore to enroll a talented student body from a variety of ethnic, economic, and geographic backgrounds. Within the context of this framework, the PGA Golf Management Program is dedicated to supporting the Professional Golfers' Association of America (PGA) objective of recruiting qualified minorities into the PGA Golf Management Program. UMES will recruit nationally for participants in its PGA Golf Management Program.

STUDENTS WITH DISABILITIES

Students capable of success, regardless of their disabilities are admitted to the university. The faculty and staff of the University of Maryland Eastern Shore work cooperatively to assist their students in achieving their educational goals. Moreover, students with disabilities are accommodated in accordance with both federal and state laws. To receive special accommodations for a disability, the student must register with Student Disability Services before any accommodations can be granted. At the time of registering for disability services, please bring documentation to support your claimed disability. The documentation must be within three years and provided by a licensed professional with expertise in the special disability area. The PGA of America offers non-standard testing accommodations for PGA testing

for those who qualify. Proper documentation is due to the PGA of America 90 days prior to testing. If you have questions concerning this policy, see the PGA Golf Management Director or the Student Services Coordinator.

NONDISCRIMINATION POLICY AND INTEGRATION STATEMENT

The University of Maryland Eastern Shore is committed to providing equal opportunity through its employment practices, educational programs, admissions and the many services it offers to the community. It is the policy of the University that no person shall be discriminated against on the basis of race, sex, color, religion, national origin or ancestry, age, marital status or handicap.

TRANSFER POLICY

The University of Maryland Eastern Shore PGA Golf Management Program is designed as a freshman entry program. Transfers are accepted on a case-by-case basis. Transfer students will be required to meet all the PGA Golf Management Program graduation requirements of the University and the PGA of America. Therefore, individuals desiring to transfer into the UMES PGA Golf Management Program will be counseled regarding the time and cost effectiveness of entering into the program. This counseling is necessary due to the cohort standard of the PGA as noted below in the *Cohort Requirements* section. Due to the length of time, it may take to complete all requirements, it may be unadvisable for a student to consider transferring.

RETENTION

Retention in the PGA Golf Management Program is determined by a combination of satisfactory academic performance along with continuous progress in the PGA Golf Management Program requirements. University of Maryland Eastern Shore students in the PGA Golf Management Program enter the school as PGA Golf Management majors in the Department of Hospitality and Tourism Management. They must maintain a 2.0 GPA through their four-and one-half years of study to graduate with a PGA Golf Management Degree.

PGA Golf Management students will also be required to make satisfactory progress toward completing PGA's membership requirements. To graduate from the University of Maryland Eastern Shore's PGA Golf Management Program, students will be required to successfully accomplish the following: complete 16 months of internship; complete the appropriate PGA

Golf Management Program curriculum, the required PGA GM coursework, the University general education requirements, and successfully complete all four PGA program levels; and successfully pass the PGA's Playing Ability Test. The PGA of America reserves the right to change the PGA Golf Management Program graduation requirements as necessary.

Student progress in both the university requirements and the PGA membership requirements will be continuously monitored. Each student will meet with the PGA Golf Management staff once a semester to be advised and counseled in his or her progress toward these milestones. These advisement and counseling sessions will be documented and placed in the student's academic folder.

COHORT REQUIREMENTS

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

A PGA Golf Management Program student has eight years to obtain PGA membership from the first day following completion of the Qualifying Level. A semester-by-semester breakdown of UMES PGA Golf Management requirements is found in the UMES PGA Golf Management Combined Curriculum/Work Experience Roadmap provided in Table 8. It is UMES PGA Golf Management policy to offer appropriate PGA Golf Management Program tests at the completion of each level. The dates for the testing will coincide with UMES PGA Golf Management curriculum.

PGA GOLF MANAGEMENT PROGRAM REQUIREMENTS

University of Maryland Eastern Shore students in the PGA Golf Management Program must complete the following PGA of America requirements prior to

graduation to receive the PGA Golf Management major:

- 16 months of internships primarily employed on a full-time basis
- Must pass the PGA's Playing Ability Test (PAT). Students are expected to participate in at least one PAT during summer internship and agreed upon by the host professional. (This requirement must be met in order to attempt Level 3 PGA testing)
- Complete the four levels of the PGA Golf Management educational program.
- A PGA Golf Management student has 9 years to obtain PGA membership from the day following Q Level completion into the PGA Golf Management Program (*subject to these policies and procedures, including the Cohort Requirements*). The 9 year "clock" for students withdrawing from the PGA Golf Management program prior to graduation does not expire.

STUDENT PROGRESSION GUIDE

In addition to the university curriculum, each PGA Golf Management student at the University of Maryland Eastern Shore must complete the activities outlined in Tables 1-5.

First Year	
Fall	Spring
<ul style="list-style-type: none"> • Students receive Qualifying Level materials on portal • Students participate in the golf skills evaluation (for students that have not passed the PAT) • Participate in the Player Development Program until PAT passed • Attempt a PAT (Option for this semester only) • Attempt Q Level Test 	<ul style="list-style-type: none"> • Students receive Level 1 materials on portal (if Q Level has been passed) • Participate in the Player Development Program until PAT passed • Attempt a PAT (PGA requires students to attempt 1 during year one) • Student's first internship site determined • Complete Year 1 curriculum with a 2.0 minimum GPA
	Summer
	<ul style="list-style-type: none"> • PGMT 170 – Students complete three months of internship • Students can attempt PAT (if not yet passed)

Table 1: UMES PGA Golf Management Progression Guide: First Year Requirements

Second Year	
Fall	Spring
<ul style="list-style-type: none"> • Participate in the Player Development Program until PAT passed • Attempt a PAT (PGA requires students to attempt 2 per year until passed) • Attempt Level 1 Tests • PGA Seminar (Teaching & Coaching 1) 	<ul style="list-style-type: none"> • Students receive Level 2 materials on portal • Participate in Player Development Program until PAT passed • Attempt a PAT (PGA requires students to attempt 2 per year until passed) • Student's second internship site determined • Complete Year 2 curriculum with a 2.0 minimum GPA
	Summer
	<ul style="list-style-type: none"> • Students attempt PAT (if not yet passed)

Table 2: UMES PGA Golf Management Progression Guide: Second Year Requirements

Third Year	
Fall	Spring
<ul style="list-style-type: none"> • Participate in the Player Development Program until PAT passed • Attempt a PAT (PGA requires students to attempt 2 per year until passed): If unsuccessful student must meet with the Director to discuss player development and future in the program. • Attempt Level 2 Tests • PGA Seminar (Teaching & Coaching 2) • Student's second/third internship site determined 	<ul style="list-style-type: none"> • Students receive Level 3 materials on portal if PAT has been passed • Attempt a PAT (PGA requires students to attempt 2 per year until passed) • Complete Year 3 curriculum with a 2.0 minimum GPA • PGMT 270-Students complete four months of internship
	Summer
	<ul style="list-style-type: none"> • PGMT 370 – Students complete three months of internship • Students attempt PAT (if not yet passed)

Table 3: UMES PGA Golf Management Progression Guide: Third Year Requirements

Fourth Year	
Fall	Spring
<ul style="list-style-type: none"> • Participate in Player Development Program until PAT passed • Attempt a PAT (PGA requires students to attempt 2 per year until passed) • PGA Seminar (Business Simulation) 	<ul style="list-style-type: none"> • Participate in Player Development Program until PAT passed • Attempt a PAT (PGA requires students to attempt 2 per year until passed) (<i>last opportunity</i>) • Student's final internship site determined • Complete Year 4 curriculum with a 2.0 minimum GPA • Attempt Level 3 Tests • PGA Seminar (Teaching & Coaching 3)
	Summer
	<ul style="list-style-type: none"> • PGMT 470 – Students initiate final seven-month internship

Table 4: UMES PGA Golf Management Progression Guide: Fourth Year Requirements

Fifth Year	
Fall	
<ul style="list-style-type: none"> • PGMT 470 – Students complete final seven-month internship • Complete Background Check • Complete Year 5 curriculum with a 2.0 minimum GPA • Graduation from the University of Maryland Eastern Shore with BS in PGA Golf Management • Apply for PGA Membership upon eligible employment <p>(Note: Students will have met all PGA membership requirements)</p>	

Table 5: UMES PGA Golf Management Progression Guide: Fifth Year Requirements

PGA MEMBERSHIP UPON GRADUATION

PGA Golf Management University Program graduates completing all requirements, including academics, PGA PGM education, required internships and passing the PGA Playing Ability Test are eligible for direct election to PGA membership upon graduation, completion of the PGA required background check, securing of eligible employment and submission of the PGA membership application with required fees.

Students will have one additional semester (at the discretion of UMES) beyond anticipated date of graduation (completion of academics) based on the university submitted curriculum sequence for individuals to complete all necessary PGA requirements and be eligible for direct election to PGA membership as noted above. For individuals to be eligible for graduation with the PGA Golf Management major designation on the transcript, they must be continuously enrolled at the institution. Any individual not continuously enrolled (per UMES policy) will not be eligible for the PGA Golf Management major, should they return to the institution at a later date and complete any outstanding PGA requirements.

Any individual not completing all requirements within the one additional semester will be submitted to the PGA of America as a dropped student. If the individual has earned a college degree, not PGA Golf Management designation, they will receive 12 of the 30 credits necessary for election to PGA membership. These individuals retain all PGA education requirements completed, but will not receive credit for any internships completed while enrolled at an accredited program. These individuals must contact

PGA membership to register as an associate and determine remaining requirements.

EDUCATIONAL CURRICULUM

The PGA Golf Management Program at the University of Maryland Eastern Shore is part of the University's School of Business and Technology. All PGA Golf Management Program students major in PGA Golf Management in the Department of Hospitality & Tourism Management. When they have successfully completed their academic and PGA Golf Management Program requirements, they are awarded a Bachelor's Degree in PGA Golf Management. To receive the degree in PGA Golf Management, all the PGA's PGA Golf Management Program requirements must be successfully completed prior to the student graduating from the University of Maryland Eastern Shore.

Students must complete the following criteria at the University of Maryland Eastern Shore prior to graduation to fulfill the PGA Golf Management Program requirements:

1. Pass the PGA's Playing Ability Test
2. Complete 16 months of internship
3. Complete Levels Q, 1, 2, & 3 of the PGA Golf Management Program
4. Take the required PGA Golf Management core courses and General Education courses
5. Maintain a 2.00 grade point average in their major

The course of study that PGA Golf Management will follow is outlined in Table 6. The University of Maryland Eastern Shore has also incorporated courses

into the curriculum that cover the PGA Golf Management knowledge base and learning objectives described in **Error! Reference source not found.**

TESTING PROCEDURES

At the completion of each PGA class within the Education Level (Qualifying, Level 1, Level 2, Level 3) students must attempt the respective exam. Exams will be scheduled with the PGA of America by the Director near the end of the semester for each class. Levels 1, 2, and 3 consist of two separate exams; Facility Management and Teaching and Coaching. Study sessions will be offered by program faculty to review and prepare for the exams. See Retake Testing section below for consequences of unsuccessful exams.

PGA GOLF MANAGEMENT SEMINARS

PGA Golf Management Teaching & Coaching Seminars are scheduled during the fall semester of the sophomore and junior years to coincide with PGMT 230 for Level 1 and PGMT 330 for Level 2. Also, an Industry Awareness Seminar is offered in conjunction with the Level 1 and 2 Seminar. The third and final Teaching & Coaching seminar is scheduled during the spring semester of the senior year and coincides with PGMT 430 for Level 3. Additionally, during the fall semester of the senior year the Business Simulation seminar will be scheduled and coincides with PGMT 350 and PGMT 422. Seminars will be scheduled by the PGA Golf Management Director as indicated by the PGA Golf Management curriculum. Student demand will dictate whether seminars will be scheduled on campus or at another PGA Golf Management University.

RETAKE TESTING

Students failing any initial PGA test may re-take under the following guidelines:

Any student failing an initial test on campus will be afforded one retake opportunity of the failed exam following appropriate mentoring by PGA Golf Management University Program Staff. If a second failure on the specific segment is recorded following a thirty-day waiting period, the individual must attend the PGA Education Center Mentor Session (online) for an appropriate mentoring opportunity at the expense of the student, which may include seminars germane to the test failure. Upon completion of PGA Education Center Mentoring attendance, the student will be allowed two additional membership.

retake opportunities. Two subsequent retake failures (four in total) will result in the individual being dropped from program roster by the PGA of America. The university may appeal for program reinstatement for the student following a second attendance at the PGA Education Center for appropriate mentoring.

WORK EXPERIENCE ACTIVITIES

Work experience activities are an essential part of the PGA Golf Management Program at the University of Maryland Eastern Shore. Work Experience activities and will be submitted to the PGA Golf Management staff for annotation as they are completed. Completed portfolios will be reviewed, graded and approved by PGA of America Education faculty.

GOLF INDUSTRY GROWTH INITIATIVES

The University of Maryland Eastern Shore will participate in the golf industries growth initiative. The premise of this program is to introduce golf to UMES students as a fun and welcoming game so they can develop their golfing skills and use them as a business tool upon graduation. This will be met with Play Golf America events run by the PGMSA Play Golf America Committee. The events will be posted on the PGA Admin Tool.

PGA OF AMERICA BACKGROUND CHECK

Effective January 1, 2010, all aspiring PGA members will undergo a background check as part of the PGA Golf Management University Program and will be responsible for paying the one-time cost associated with that check.

The overall objective of the program will help protect not only the individual who interacts with the PGA professionals on a day-to-day basis via lessons, training, and teaching, but also the prestigious brand of The PGA of America. The project ensures The PGA of America has a background check program that consistently and thoroughly screens all prospective members.

The PGA will select a vendor (Employment Screening Associates) to administer the background checks, which will cover four major areas to verify information provided by the student on the application. The website can be found at <https://www.empscreen.com/pga.asp>.

This background check is a standard of membership for all PGA Golf Management University Program students and must be completed prior to election to

PGA Golf Management Program at the University of Maryland			Fall 2024		
Eastern Shore Curriculum Overview PGA PGM 3.0 / 3.1					
Fall Semester		Year 1		Summer	
		Spring Semester			
ENGL 101-Basic Composition I	3	ENGL 102-Basic Composition II	3	PGMT 170-PGM Internship I	1
PGMT 122-Orientation to PGM (Q Level)	3	MATH 102-College Math	3		
FMGT 101-Food Service Sanitation	2	FMGT 110-Table Service	2		
Area I Elective	3	PGMT 222-PGM I (Facilities Management I)	3		
PLSC 184-Plant Science	3	Area III Elective and Lab	4		
PLSC 185-Plant Science Lab	1	Area I Elective	3		
<i>Total Semester Hours</i>	15	<i>Total Semester Hours</i>	18	<i>Total Semester Hours</i>	1
Fall Semester		Year 2		Summer	
		Spring Semester			
ENGL 203-Speech	3	Area II Elective	3	PGMT 270-PGM Internship II	1
PGMT 230-Intro to Teaching (Teaching & Coaching I / Player Development I)	3	FMGT 212-Food Production II	3		
FMGT 211- Food Production I	3	PGMT 322-PGM II (Facilities Management II)	3		
ECON 201/202-Area II Elective	3	Playing Ability Test (PAT)	3		
HMG 220-Hospitality Technology	3	Major Elective	3		
		Supportive Course (Online)	3		
PGA Seminar Level 1 (2 days Virtual)		PGA Seminar Level 2 (2 days Virtual)			
<i>Total Semester Hours</i>	15	<i>Total Semester Hours</i>	18	<i>Total Semester Hours</i>	1
Fall Semester		Year 3		Summer	
		Spring Semester			
TMGT 330-Travel & Tourism	3	HMG 401-Hospitality Law (online)	3	PGMT 370-PGM Internship III	1
HMG 301-Front Office Management	3	PGMT 430-Advanced Teaching (Teaching & Coaching III / Player Development III)	3		
HMG 305-Entrepreneurship	3	HMG 303-Facility Operations & Maintenance	3		
PGMT 330-Intermediate Teaching (Teaching & Coaching II / Player Development II)	3	FMGT 301-Food & Beverage Cost Accounting	3		
HMG 350-Hospitality Marketing	3	TMGT 306-Eco & Cultural Tourism	3		
ENGL 305-Technical Writing	3				
Business Simulation (2 days Virtual)		Business Simulation (2 days Virtual)			
<i>Total Semester Hours</i>	18	<i>Total Semester Hours</i>	15	<i>Total Semester Hours</i>	1
Fall Semester		Year 4		Summer	
		Spring Semester			
HMG 405-Resort & Club Mgmt.	3	PGMT 470-PGM Co-op 7-months	3	PGMT 470-PGM Co-op 7 months	0
PGMT 422-PGM III (Facilities Management III)	3				
HMG 340-Hospitality Accounting	3				
PGMT 350-Golf Shop Operations (Facilities Management III)	3				
HMG 402-Human Resources (online)	3				
PGA Seminar Level 3 (2 days Virtual)					
<i>Total Semester Hours</i>	15	<i>Total Semester Hours</i>	3	<i>Total Semester Hours</i>	0
				Total Program Hours	120

Table 6: UMES PGA Golf Management Curriculum Overview

COOPERATIVE INTERNSHIP PROGRAM

The PGA of America requires that all PGA Golf Management Program students complete at least 16 months of internship prior to graduation. This cooperative internship work experience must take place at facilities recognized as eligible for employment by the PGA Constitution (page 23). Students are recommended to complete their Level 1 internship at a green grass facility.

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

Prior to the student going to work at a particular site, students must have the designated site supervisor fill out the internship forms (Forms A and B) in the Internship Manual prior to registering for the PGA Golf Management Internship experience. This form must also be signed by a representative of the host facility. It will also be highly recommended that host professionals read the PGA of America Mentor Guide.

Each student must be registered in an internship class (PGMT 170, 270, 370, 470) to receive academic credit and must be in good standing with the UMES PGA Golf Management program to be placed in a cooperative internship position. All internships are completed under the direction and guidance of the

PGA Golf Management Staff along with a qualified PGA Professional or mentor at the approved facility.

Prior to the student going to work at the site, the objectives of that cooperative internship experience will be discussed and documented. These objectives will model the learning objectives of Level 1, 2, or 3 of the PGA Golf Management work experience activities and seminars. After each cooperative internship experience, the host professional or student supervisor is required to complete a detailed evaluation (Form G) of the student's performance. During the internship, the student is expected to complete all listed work experience activities, and submit them to the PGA Golf Management Director or Internship Coordinator for grading.

A member of the UMES PGA Golf Management Program staff will review each student's evaluation, work experience activities and portfolio, and give the student a grade for the internship. An advisement and counseling session will then occur. This advisement and counseling session will be used to resolve any student performance problems or identify a facility that receives an unfavorable rating. Any facility receiving an unfavorable rating will be investigated prior to any future placements.

This advisement session will also be used to ensure that all internship documents have been completed and filed in the student's record as well as to collect an updated resume that includes the recent internship.

Additionally, if a student is on academic probation from the program, they must complete the intended internship (if already hired) with no earned academic credit.

PGA Golf Management students will be afforded the opportunity to participate in a Playing Ability Test during the internship.

The UMES PGA Golf Management Internship Roadmap and Requirements are outlined in **Table 8**.

UMES PGA Golf Management Internship Roadmap and Requirements

1. Students must complete at least 16 months of full-time internship work experience prior to completion of the program. At the University of Maryland Eastern Shore, the first internship occurs during the summer months following the freshman year (PGMT 170-3 months). The second internship can be completed during the summer months following the sophomore year at the option of the student. If the student does not choose to complete their second internship after the sophomore year, they will complete (PGMT 270-3 month) during the spring semester of the junior year followed by their third internship during the summer following the junior year (PGMT 370-3 month) as a continuation of their second internship for a total of 6 months of internship. The fourth internship is completed following the senior year (PGMT 470- 7 months).
2. Students who are not in good standing or on probation with the University or the PGA Golf Management Program may not be placed as an intern. (Refer to page 18 of this manual).
3. Any student that commits a grievous act while on internship which resulted in termination is subject to dismissal from the UMES PGA Golf Management Program.
4. Level 1 students are recommended to complete their internships at a green grass facility.
5. Students must be enrolled in an internship class (PGMT 170, 270, 370, or 470) to receive credit.
6. A 2.0 cumulative GPA is required to receive co-op credit. A grade for the co-op class will be issued once a student has completed each of the required co-op experiences.
7. PGA Golf Management University students may complete internships in any (associate) classification deemed eligible employment with prior authorization from the UMES PGA Golf Management Program.
8. Students discuss internship site availability, feasibility, and validity with the Internship Coordinator. The Internship Coordinator should make first contact with the site and approve the site prior to a UMES PGA Golf Management student being placed in an internship setting.
9. The University of Maryland Eastern Shore PGA Golf Management Program will conduct a thorough evaluation of each internship site prior to placement of students, and this evaluation will be documented and filed (Form A and B).
10. All paperwork involved with the internship must be completed in proper sequence and approved by the PGA Golf Management Internship Coordinator or PGA Golf Management Director.
11. Before placement, the University of Maryland Eastern Shore PGA Golf Management Internship Coordinator will initiate an agreement stipulating the specific internship work experiences anticipated for each student. This agreement must be validated in writing by the host professional, the school, and the student prior to placement (Form B).
12. The University of Maryland Eastern Shore PGA Golf Management Program will require each host professional to complete a detailed evaluation of each student's performance during the internship. These evaluations will be placed in the student's academic file (Form G).
13. The University of Maryland Eastern Shore PGA Golf Management Program will require each student to complete a detailed evaluation of the internship site and experience upon completion of the internship (Form H).
14. The University of Maryland Eastern Shore PGA Golf Management Internship Coordinator will conduct a meeting with each student to compare evaluations and to take any necessary remedial action to resolve any performance problems (Form I). Updated resumes must be submitted to the Internship Coordinator at the time of this meeting.
15. Negative site evaluations by students must be reviewed and addressed prior to future placements at that site.
16. Each student's permanent folder will contain both the host professional's evaluation of the student and the student's evaluation of the site.
17. UMES will provide The PGA with a list of interns and their places of employment for each semester (Admin Tool).
18. The UMES Internship Coordinator will request each host professional read the PGA of America Mentor Guide.

Table 8: UMES PGA Golf Management Internship Roadmap and Requirements

The Internship Manual contains the forms used to document each student's progress through the cooperative internship process. The completed forms are placed and maintained in each PGA Golf Management Program student's permanent folder.

PLAYING ABILITY TEST

Passing the Playing Ability Test (PAT) is a condition of graduation from the University of Maryland Eastern Shore's PGA Golf Management Program and a membership requirement for the PGA of America. UMES PGA Golf Management students should pass the PAT by the end of their junior year. Each UMES PGA Golf Management student who has not passed the PAT is expected to attempt the PAT at least once each semester (fall/spring) until the PAT is passed. Passing the playing ability test is a demonstration of the individual's mastery of an established skill level pertaining to the game of golf. Students who are unwilling to participate in the PAT on a regular basis until successfully passing it will be removed from the PGA Golf Management Program. Students that do not pass the PAT within their first three years may be opted out of the program. Students will be evaluated on an individual basis.

In order to pass the 36-hole PAT, one must achieve a 36-hole score within 15 strokes higher than twice the course rating. For example, if the course rating is 72, the target score for the 36 holes would be 159 ($72 \times 2 = 144 + 15 = 159$). This testing is normally conducted in one day. The PAT is conducted from the middle tees of the golf course with the hole locations set on a generally flat area of the green. Any student who shoots more than fifteen (15) strokes over the target score will be required to attend a personal meeting with the UMES PGA Golf Management Director to discuss playing ability and his/her future in the PGA Golf Management Program. This is subject to adjustment, based on weather conditions.

The University of Maryland Eastern Shore PGA Golf Management Program is dedicated to Player Development and those students who have not passed the PAT will be required to participate in the Player Development Program. The Player Development Program will evaluate each student's golf ability, and instruct him or her on how to improve. The University of Maryland Eastern Shore will work with the student each semester to assist him/her in passing the PAT. A student will be required to continue participation in the Player Development Program until such time as they pass the PAT. If a student does not participate in the Player Development Program, they will be placed on program probation. Any student shooting over 200 in a PGA Playing Ability Test (PAT) will be placed on

notice by the PGA of America. A second score of 200 during the time of program enrollment will result in the student's removal from the PGA Golf Management Program by the PGA of America. A student would not be eligible to reapply for the program until the PAT is fully passed.

If improvements are not made, the UMES PGA Golf Management Director will discuss alternatives. For example, a student may change majors to HTM or complete a degree in General Studies with a concentration in HTM. Additionally, the PAT must be passed in order to receive any Level 3 materials.

Current PGA PAT guidelines, requirements and schedules can be found on the PGA's web site at www.pga.org. Registrations for the PAT are taken in order of receipt at the PGA of America National Office and through www.pga.org. There is a **14-day registration deadline** for every PAT and an individual may be registered for only two PATs at any one time. The registration fee, paid at the time of registration is \$120 (MAPGA fee) for each PAT, and the registrant is responsible for all additional on-site fees.

Note: Any UMES PGA Golf Management student registered for a PAT event but does not attend (is a no show) will be put on probation and subject to suspension from future PAT participation. The PGA of America shall determine all suspension periods.

Students not attempting a PAT for one full academic year will be placed on program probation. Additionally, students not attempting a PAT for two academic years will be dropped from the roster by the PGA of America.

PROGRAM FEES

Along with normal University tuition and fees, each UMES PGA Golf Management student will be

required to pay PGA Golf Management program fees by the first day of classes in each semester of the five years. The fees are listed below in **Table 9**.

**PGA Professional Golf Management Program 3.1
Associated Costs**

**QUALIFYING LEVEL**

PORTAL ACCESS TO ONLINE COURSES	\$ 200
Valid for 9 months - If the Qualifying Test is not passed within 9 months of the purchase date, a renewal fee of \$200 will be required.	

ASSOCIATE FEES

PLAYING ABILITY TEST ENTRY FEE	\$ 100/attempt
Plus, additional fees required by the Section/Facility	
ASSOCIATION DUES AND FEES	Refer to Fees Calculator on PGA.org
BACKGROUND CHECK FEE	\$ 60

LEVEL 1

PROGRAM REGISTRATION FEE	\$ 200
PORTAL ACCESS TO ONLINE LEVEL 1 COURSES	\$ 560
SEMINAR SESSION	\$ 750

LEVEL 2

PORTAL ACCESS TO ONLINE LEVEL 2 COURSES	\$ 350
SEMINAR SESSION.....	\$ 750

LEVEL 3

PORTAL ACCESS TO ONLINE LEVEL 3 COURSES	\$ 350
SEMINAR SESSION	\$ 750
LEVEL 3 ASSOCIATE Final Exam	\$ 21*

OTHER FEES

SEMINAR TRANSFER OR CANCELLATION FEE	\$ 300
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TOTAL EXPECTED COSTS

ASSOCIATE 3.1 PROGRAM	\$ 4091
(Average time to Membership is approximately 4 years.)	

Note: Retakes for PAT and Associate Exams are additional. PGA Dues, travel fees and lodging not included. Associate responsible for all travel costs.

Table 9: Estimated program fees by item (subject to change annually by the PGA and UMES)

GREAT HOPE GOLF COURSE AND NUTTERS CROSSING GOLF CLUB AND RANGES (COURSE ACCESS AND PLAY)

Students must be registered full-time in the PGA Golf Management major and approved by the PGA Golf Management Director by written list supplied to the golf course each semester for playing privileges.

Students must maintain academic requirements to participate in the range and golf course privileges.

Golf course and range privileges are for PGA Golf Management students ONLY (family, friends, spouses or significant others are not included); abuse of this privilege will result in the suspension and elimination of the privilege (without refund of fees).

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

Personal Conduct: As a member of the PGA Golf Management Program at the University of Maryland Eastern Shore you are expected to look and act like a golf professional at all times.

Dress Code: **Female** participants must wear slacks, culottes, walking shorts, or golf skirts that constitute acceptable clothing worn by women in connection with participation in professional golf tournaments. (No Jeans or Short Shorts). **Male** participants may wear shorts and must always wear collared shirts or, if allowed by the golf course, mock neck shirts. Jeans are not permitted to be worn at any golf facility.

Any disagreements or concerns over course usage should be brought to the immediate attention of the PGA Golf Management Director and not dealt with on an individual basis. The PGA Golf Management Director will contact the Head Golf Professional and resolve any issues in a timely manner.

Fees: Great Hope and Nutters Crossing Golf Club and Practice Fees are contained in the all-inclusive program fee for the PGA Golf Management Program. (Golf car fees are an additional charge and optional for students).

Access: Students are required to check in with the Professional Golf Staff at Great Hope Golf Course or Nutters Crossing Golf Club each time they are playing

or practicing. Each student should be prepared to show their PGA Affiliate Card or UMES Hawk Card. Not complying with this requirement may result in the suspension of privileges which will place the student on probation.

Practice Facility: Students are permitted to use the practice facility all day Monday-Sunday. (***Note:** the driving range at Nutters Crossing Golf Club is not included in the fees)

Tee Times: Tee Times may be made up to seven days in advance at Nutters Crossing and eight days in advance at Great Hope. Students may show up and play on a space available basis, but must check in prior to play. (This is very important to ensure the golf shop accounts for all rounds played and tracking of student participation in Player Development.) If you are only able to play nine holes it is important to inform the golf staff. Nutters Crossing Golf Club is available after one o'clock on weekends (Sat-Sun).

Policies & Procedures: Students must follow the posted Policies and Procedures of the course. These are subject to amendment by Great Hope or by Nutters Crossing Golf Club.

PROGRAM ADVISORY AND CAREER ASSISTANCE

University of Maryland Eastern Shore PGA Golf Management staff will provide student advisory assistance prior to a student's entrance into the program. This advisory assistance will continue as a student proceeds through the program. Career assistance will be provided to UMES PGA Golf Management students for job and internship placement throughout a student's lifetime at the University.

PGA GOLF MANAGEMENT PROGRAM SUPPORT ACTIVITIES

The University of Maryland Eastern Shore currently has two supplemental support activities to assist students while they are enrolled in the PGA Golf Management Program. The first is the Player Development Program that assists students in passing the PAT. The second is the PGA Golf Management Student Association. Both activities are described in more detail in the sections that follow.

PLAYER DEVELOPMENT PROGRAM (PDP)

University of Maryland Eastern Shore PGA Golf Management students who have not passed the PAT will be required to participate in the Player Development Program. It also develops and includes

students that have passed the PAT through instruction and PGMSA tournaments. The *Player Development Program* will be devoted to PAT preparation and strategies, and is designed to prepare students to pass the PAT as early in the program as possible. The program will be offered with both classroom instruction and coordinated practice and playing as outlined below (refer to Table 12). This program will be conducted by a PGA member of the PGA Golf Management staff, and it will be required of all PGA Golf Management Program students who have not passed the PAT. As the UMES PGA Golf Management program continues to grow, the University will consider using golf professionals in the area to support this function. Once a PGA Golf Management Program student has passed the PAT, they will no longer be required to participate in the Player Development Program.

Each student's golf swing will be analyzed a minimum of twice each semester with recommendations given by a PGA Professional. A practice routine will be developed to address the student's specific weaknesses. Students enrolled in the PDP will also be required to participate in at least two PGMSA

tournaments per semester. Students who have begun the fourth year of the program and have not passed the PAT will be counseled and advised by the PGA Golf Management Director.

It is a condition of graduation to pass the Playing Ability Test (PAT). UMES PGA Golf Management students must participate in a PAT a minimum of one time in year one, two times per year thereafter, with encouragement to participate in a third PAT until the PAT test is passed. Students who do not complete the required amount of PAT's or participate in the Player Development Program (**two individual lessons per semester and participation in at least two PGMSA tournaments**) will be removed from the roster by the PGA of America.

Note: Students not completing PDP requirements for one semester will be placed on program probation.

Students not completing PDP requirements for one full academic year will be dropped from the roster by the PGA of America.

PLAYER DEVELOPMENT PROCEDURE

1. During the fall semester of Year 1, students receive a swing analysis and recommendations from the PGA Golf Management staff. Equipment will also be evaluated along with a fitting session. Going forward, each student's golf swing will be analyzed a minimum of two times each semester with recommendations given by a PGA Professional. A practice routine will be developed to address the student's specific weaknesses.
2. The Player Development Plan will be recommended during the fall semester of Year 1 for the Player. The Player will work on one, two, or three areas of their game:
 - a. Full Swing
 - b. Short Game
 - c. Game Management Strategy
3. The Player will take the plan with them and, while on the driving range or golf course, work on noted recommendations. Reading materials geared to the specific areas of weakness will also be recommended.
4. The Player will attempt the Playing Ability Test at least one time per semester until it has been passed. Any student missing the PAT cut score by 15 or more strokes is required to meet with the PGA Golf Management Director to discuss future PAT's.
5. The Player will continue to be enrolled each semester in the Player Development Program until the Playing Ability Test is passed.

TOURNAMENT PARTICIPATION

1. All students, **regardless of PAT status, must participate in at least two of the PGMSA tournaments** every semester.

Table 11: UMES PGA Golf Management Player Development Procedure

PGA GOLF MANAGEMENT STUDENT ASSOCIATION (PGMSA)

All UMES PGA Golf Management students are required to join the PGMSA and the fee for joining the PGMSA is charged every semester. The PGMSA is run and organized by PGA Golf Management students. The PGMSA will elect a slate of officers for each academic year. A Board of Directors will be selected with representatives included from each year's cohort. All elected officers and members of the Board of Directors must be in good standing with both the University and the PGA Golf Management Program.

The PGMSA will provide both social and leadership opportunities for students within the PGA Golf Management Program. The members will primarily be responsible for scheduling and conducting golfing events for PGA Golf Management Program students. The PGMSA is responsible for creating its own tournament program, as well as keeping students involved in various PGA initiatives such as Play Golf

America, and community service projects. The PGMSA will be responsible for conducting a minimum of six tournaments per semester, where each student must compete in at least two, and will determine its tournament policies with the help and support of the PGA Golf Management staff. The PGMSA is encouraged to participate in at least one community service activity each semester which may take place either on or off campus. The community service activity does not have to be golf-related.

The PGA Golf Management Student Association leadership will also serve in an advisory role to the PGA Golf Management Program. The PGA Golf Management Program Director will meet with the officers and Board of Directors at least once each semester. The Internship Coordinator will act as the Faculty Advisor for the PGMSA and attend meetings. The meetings will be used to solicit input from the students, with the goal of improving the overall PGA Golf Management Program experience for students.

Participation in the PGMSA is mandatory. Students

that miss more than one meeting per semester will be placed on probation (refer to Probationary Standards).

ACADEMIC HONESTY

All students are subject to the University Student Code of Conduct. The Code is found in the University of Maryland Eastern Shore Student Handbook. Student conduct is also subject to the Code of Ethics as found in The PGA of America's Constitution.

PGA University Students who engage in academic misconduct will be subject to a penalty of up to two (2) years. The penalty may vary based on a review of the severity of the misconduct determined by both PGA Education and the represented PGA Golf Management University Program. This policy applies to misconduct on PGA testing, work experience portfolio activities, and the Playing Ability Test (PAT).

Students deemed to have violated this policy will receive a letter from the PGA of America outlining the penalty and the official date in which the penalty will be lifted. A copy of the letter will be kept on file at the PGA of America and shared with the PGA Golf Management University Director.

BEHAVIOR AND SPORTSMANSHIP

All UMES PGA Golf Management students are expected to be excellent ambassadors of the program and of the University. Any unprofessional behavior or unsportsmanlike conduct can result in loss of playing privileges, expulsion from the UMES PGA Golf Management Program, and expulsion from the University.

PROGRAM COMPLETION TIMELINE

A University of Maryland Eastern Shore PGA student has eight years to obtain PGA membership from the first day of registration into the PGA Golf Management Program. The first day of registration is defined as the day after the Qualifying Level Test has been successfully completed.

PROVISIONS

All UMES PGA Golf Management Program students are subject to the provisions of the University of Maryland Eastern Shore PGA Golf Management Policies & Procedures Manual, the University of Maryland Eastern Shore Handbook, and the University of Maryland Eastern Shore Student Code of Conduct.

PROBATIONARY STANDARDS

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

- A cumulative grade point average less than 2.0.
- Failure to hand in the appropriate work experience activities on due dates.
- Failure to attend Player Development Program as required including the required two PGMSA tournaments and two lessons per semester.
- Not attempting the PAT, a minimum of once in year one and twice per year thereafter, until the PAT has been successfully passed.
- “No-Show” at a scheduled PAT.
- As a PAT passer, not participating in the required two PGMSA tournaments per semester.
- Missing two or more PGMSA meetings.
- **Outstanding fees** payable at the Great Hope Golf Course, Nutters Crossing Golf Club, any other participating golf courses, or at the PGA Golf Management Office, including checks returned for insufficient funds.
- **Disruptive or disrespectful behavior** either in the classroom or on the golf course. Disrespectful behavior includes **poor conduct and appearance** at any UMES PGA Golf Management meeting/workshop or at any golf course. All incidents of disruptive or disrespectful behavior will be carefully investigated by the UMES PGA Golf Management Director before probation status is invoked.
- Probationary status may be invoked for the violation of any one of these probationary standards.
- Students on probation will not be allowed to participate in the Jones Cup, Carolinas Cup, PGA Works Collegiate Championship, PGA Leadership Series, attend any MAPGA meetings or functions, order equipment/merchandise from vendors, or receive program paraphernalia.

During PGA Golf Management probation, the following restrictions apply:

- To begin an internship assignment, a PGA Golf Management student who is on probation

during that spring semester must satisfy all conditions for removal from probation by May 25th in order to receive credit for the co-op assignment. Once an internship has been arranged, the student is obligated to attend the internship and will be required to make up the effort for credit at a later date. This restriction applies to both academic credit and time credits toward the 16-month co-op requirement to satisfy PGA Golf Management degree requirements.

- Students whose GPA falls below 2.00 will lose their PGA Golf Management Program sponsored golfing privileges at alternate golf courses for the following semester. Privileges at the home course will be extended solely to continue Player Development activities. These privileges will not be reinstated until the student's overall GPA returns to 2.00 or above.
- Students on PGA Golf Management probation cannot graduate until the probation status has been resolved.
- Students on PGA Golf Management probation will not be eligible for PGA Golf Management Scholarships.

DISMISSAL FROM THE PGA GOLF MANAGEMENT PROGRAM

The PGA Golf Management Program is a rigorous, demanding program intended for motivated students. UMES PGA Golf Management students will be expected to make steady, satisfactory progress throughout their stay at the University. Satisfactory progress is defined as maintaining a minimum GPA of 2.00 while making steady progress toward completing their degree requirements. If a student has two consecutive semesters with a cumulative GPA below 2.00, they will be considered for removal from the program. PGA Golf Management Program students will also be expected to make steady progress toward completing their PGA membership requirements as outlined in the Retention and Cohort Requirement sections.

The PGA requires all PGA Golf Management students to progress through the PGA Golf Management Program as a cohesive unit. Students are expected to meet UMES PGA Golf Management Program milestones with their cohort class. Any deviations from the cohort schedule must be approved by the PGA Golf Management Director, and then only under exceptional circumstances. Those students who are not able to meet the academic and playing requirements of the program will ultimately need to be

dismissed. These students will be counseled and it will be suggested they transition into a pure Hospitality and Tourism Management major.

Additionally, unsatisfactory performance during a PGA Golf Management Program sponsored internship may be grounds for removal from the program. Unless a student performs a grievous act, they will be formally counseled and given the opportunity to correct any academic or PGA training shortcomings. These counseling sessions will be documented in the student's permanent folder.

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

1. Less than a 2.0 cumulative GPA for two consecutive semesters
2. Probation within the PGA Golf Management Program for two consecutive semesters
3. Not participating in a PAT, a minimum of two times per year until it has been passed. First year students must participate in at least one PAT during their first year of enrollment in the program
4. Failure to pass the PGA Playing Ability Test by Level 3
5. Committing a grievous act while on internship which results in termination
6. Any behavior which is considered unethical by The PGA of America or to be a violation of the Code of Ethics as found in the PGA Constitution
7. Failure to attempt retake exams within the six-month allotment period will result in the student being dropped from the roster by the PGA of America
8. Failing the same exam four times will result in removal from the roster by the PGA of America
9. Not passing the Q-Level exam within the six-month allotment period will result in the student being dropped from the roster by the PGA of America
10. Not participating in the PDP or playing in the required number of tournaments for a full academic year will result in the student being dropped from the roster by the PGA of America

Additionally, all UMES students are subject to the UMES academic policies and procedures, the University Code of Conduct and student discipline. The Code is found in the UMES Student Handbook and

can be viewed at <https://www.wcp.umes.edu/conductaffairs/code-of-student-values/>

DROPS AND WITHDRAWS

Students that drop or withdraw from the PGA Golf Management Program prior to graduation:

- 1) Lose all internship credits
- 2) Nine-year clock does not expire. If the student chooses to enroll in the PGA Associate Program there will be a \$200.00 registration fee and dues charge. Passed exams and completed Work Experience Activities will transfer as well.
- 3) Must complete the Understanding of Progress Form.

ADVISING POLICY FOR STUDENTS NOT ABLE TO COMPLETE THE PGA CURRICULUM OR PAT

Students that are unable to complete the PGA curriculum and decide to continue their education at UMES will be advised to change their major to Hospitality and Tourism Management. These individuals will work with the Academic Services Coordinator to achieve as smooth a transition as possible.

Students that are unable to successfully complete the PGA's Playing Ability Test (PAT), at the option of the student, will be transitioned out of the program and advised to change their major to Hospitality and Tourism Management. Those students that decide to complete all UMES and PGA of America requirements except for the PAT, can graduate with a degree in General Studies with a concentration in Hospitality and Tourism Management.

STATEMENT OF UNDERSTANDING

University of Maryland Eastern Shore's PGA Golf Management Program students will sign a *Statement of Understanding* upon entering the Program which addresses the program's requirements. The intent of this *Statement of Understanding* is to ensure each UMES PGA Golf Management Program student understands the extent of the PGA Golf Management Program and what is required to successfully complete all the degree and specialized graduation requirements. The *Statement of Understanding* is found on the last page of this Policies and Procedures Manual.

UMES POLICY FOR CLASS ATTENDANCE

The University expects all students to take full responsibility for their academic work and progress. All

students must meet the qualitative and quantitative requirements of each course in their curricula to progress satisfactorily. They are expected to attend classes regularly, as consistent attendance offers the most effective opportunity open to all students to gain command of the concepts and materials of their courses of study. Absences (whether excused or unexcused) do not alter what is expected of students qualitatively and quantitatively.

In many courses, in-class participation is an essential part of the work of the course, such as courses requiring group discussion, laboratories, clinics, public speaking or language conversation, or performance of particular skills. In other courses, occasional in-class assessments may occur, without prior notice.

The University will excuse the absences of students that result from instances such as: illness (where the student is too ill to attend class), death in the immediate family (defined as being one or more of the following persons: spouse, father, stepfather, grandfather, or legal guardian, mother, stepmother, grandmother, sister, brother, stepsister, stepbrother, any person living as an integral member of a student's home), religious observance (where the nature of the observance prevents the student from being present during the class period), participation in University activities at the request of University authorities, and compelling circumstances beyond the student's control. Students requesting excused absences must furnish acceptable documentation to their course instructors to support their assertion that absences were the result of one of these causes. However, the nature of some courses will preclude makeup of assignments missed. In these cases, students will not be penalized for excused absences; grades will be computed on actual assignments as explained in the course's syllabus. Otherwise, students with excused absences will be given an opportunity to make up missed assignments. The responsibility for granting excused absences and determining which assignments can be made up lies with the instructor of each individual course. Absences (whether excused or unexcused) do not relieve the students of their responsibility to complete the course assignments. Instructors are especially understanding in cases related to health and/or death, provided the student provides proper documentation.

Students must notify their instructors of the reason for any absence as soon as possible. Where the reason for an absence from a scheduled assignment is known in advance (for example, in cases of religious observance or participation in university activities at the request of university authorities), students must inform their instructors two weeks prior to the absence, if known

that far in advance or immediately upon discovering the impending absence. Prior notification is particularly important in connection with examinations and other major assignments since failure to reschedule them before conclusion of the final examination period may result in loss of credits during the semester. Where the reason is not known in advance (for example, in cases of health-related emergencies or compelling circumstances beyond control), students must inform their instructors as soon as possible after its development.

Each department and school may develop a general policy for class attendance as long as it conforms to this UMES Policy for Class Attendance.

Instructors are responsible for distributing a written statement as part of the course syllabus at the beginning of the semester to all students in order to inform students of the nature of in-class participation and assessments expected, and what effect absences will have on the evaluation of the student's work in the course. This statement must include any department and school policies which are applicable to the course. Absences shall be handled by the instructor in accordance with this statement, the general policy of his or her department and school, and the UMES Policy for Class Attendance.

In cases of dispute, students may appeal to the Chair of the department offering the course within one week from the date of the refusal of the right to a make-up assignment. In instances where the instructor is the Chair, the appeal may be made to the Dean. The Dean's decision will be final in all cases. When permitted, a makeup assignment must be given on campus unless the published schedule or course description requires other arrangements. The makeup assignment must be held at a time and place mutually agreeable to both instructors and students, and must not interfere with the students' regularly scheduled classes. In the event a group of students requires the same make-up assignment, one make-up assignment time may be scheduled at the convenience of the instructor and the largest possible number of students involved, and a second make up for the remaining group.

Students are expected to attend all classes. Excessive unexcused absences for any reason may result in either a lower grade or course failure. Students will be considered excessively absent from a class if the time missed during the semester is more hours during the semester or term than the class meets each week. For example, students should not miss (unexcused absence) a class that meets three hours per week more

than three hours during the semester or term, nor be absent from a class that meets one hour per week more than once during the semester or term. At the beginning of each semester or term, the class instructor will distribute this written policy and other relevant information as part of the course syllabus, regarding his/her expectations on absenteeism, attendance, warnings, requests for withdrawal, and make-up privileges.

All instructors are to document students' class attendance through the process of taking and maintaining daily attendance during each semester.

APPLYING FOR PGA MEMBERSHIP

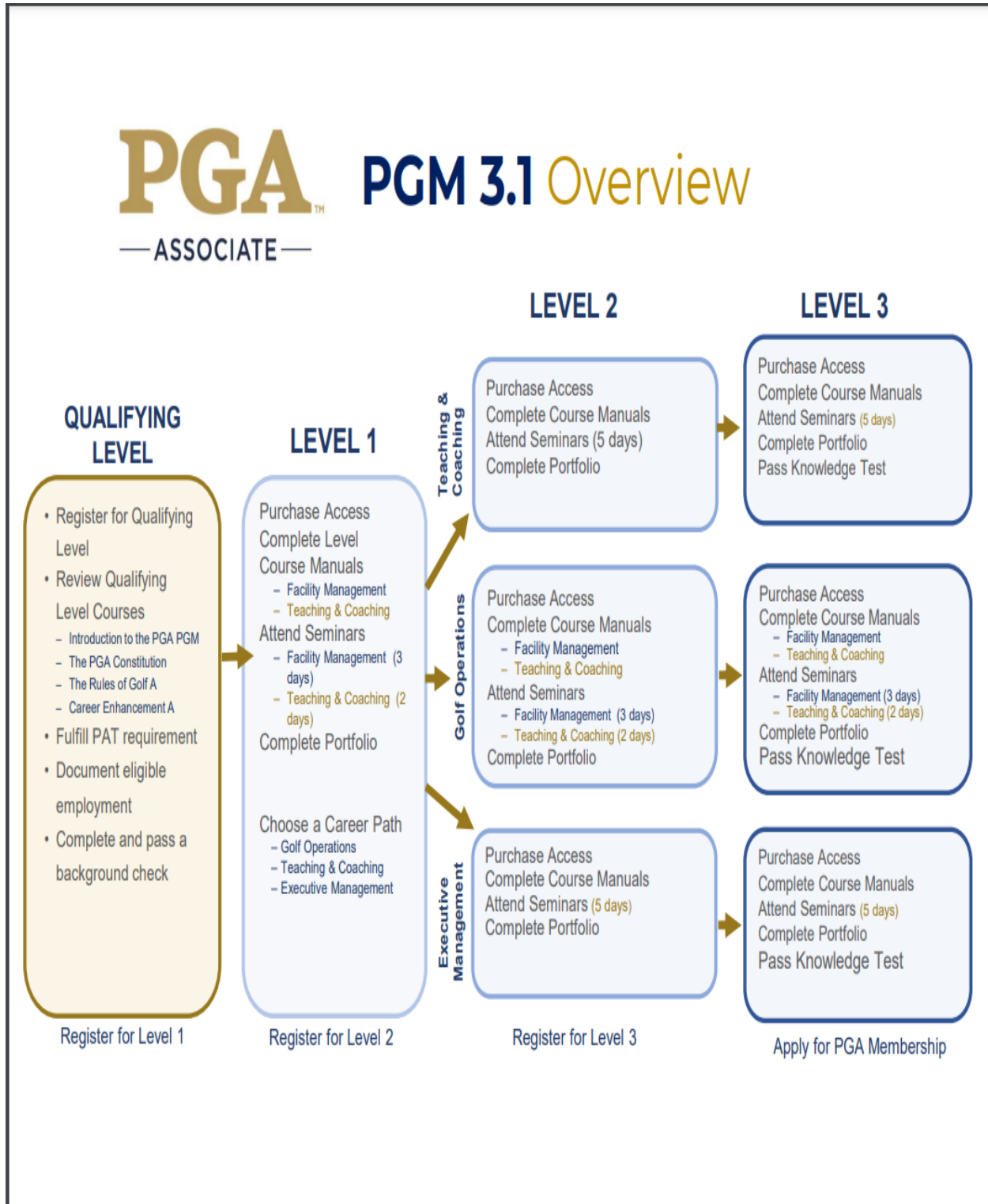
Students will be eligible to apply for membership in The PGA of America once all degree requirements for the PGA Golf Management major have been completed. In addition, citizenship and eligible employment requirements, and completion of the PGA required background check are to be satisfied prior to application for membership. Access to the PGA background check can be viewed at: <https://www.empscreen.com/pga.asp>

To apply for membership into the PGA of America students are required to complete Form 302-Membership Application and submit three days after the semester's commencement date. Election to membership must be within the PGA acceptable progress guidelines. The Membership Application form can be viewed at: <https://www.pga.org/Document-Library/form-302-membership-application.pdf>

Once the student's degree is conferred, the UMES PGA Golf Management Program Director will communicate to the PGA of America that all requirements of the degree are met. At this time the alum will be elected into membership to The PGA of America at the next election cycle (typically one per month) assuming eligible employment requirements are met.

Once eligible employment requirements are met and the background check has been completed, graduates are able to apply for membership. Once membership has been approved, the graduate will receive a dues invoice from the PGA of America. Once this invoice is paid in full, membership will be officially granted.

The policies and procedures in this manual are subject to change by UMES and The PGA of America.





**University of Maryland Eastern Shore
PGA Golf Management Program
Student Policies and Procedures Signature Page**

Statement of Understanding

I was issued the UMES PGA Golf Management Student Policies & Procedures Manual on _____. As part of the PGMT 122: Orientation to Professional Golf Management course, we reviewed and discussed the entire Student Policies & Procedures Manual.

I understand the entire Manual and the commitment it will take to meet the requirements set forth by The PGA of America, the PGA Golf Management Program and UMES. The PGA Golf Management staff has clearly explained all requirements to include those relating to:

- Completing the PGA of America's Playing Ability Test before graduation
- The Player Development Program
- Requirement for participation
- Co-op/Internship Assignments (including 16 months of internships)
- The PGA Golf Management Work Experience Schedule
- The UMES PGA Golf Management Curriculum (*including completing all four (4) PGA Levels, the 120-credit hour B.S. Degree in PGA Golf Management, all PGMT courses and Work Experience Activities*)
- Complete Background Check and Payment
- Probationary Standards
- Dismissal Standards
- The UMES PGA Golf Management Schedule
- Program-related Costs
- The Cohort Requirement
- The nine-year time frame to complete PGA Membership
- The proper steps to become a PGA member.
- Citizenship requirements to become a PGA of America member
- The class attendance policy including immediate dismissal/probation
- PGMSA requirements for all students: participation in no less than 4 tournaments per semester, one Play Golf America project, a community service project and PGMSA meeting attendance

Student Name (Print): _____ **Date:** _____

Student Signature: _____ **Director Signature:** _____

Academic Year: _____