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INTRODUCTION

The application of classroom learning to professional practice is a crucial element in the education of students who are preparing for careers in golf management. The PGA Golf Management University Program within the Harrah Hotel College at the University of Nevada, Las Vegas (UNLV) is committed to a process which will provide students with practical learning experiences under the direct supervision of well-qualified and experienced golf professionals and the ongoing tutorial supervision of a University faculty member.

PGA Internship

The PGA Golf Management internship is considered to be a full-time experience at an approved golf facility. Successful completion of 16 months of internship experience is required of each student seeking a Bachelor of Science in Hospitality Management with a concentration in PGA Golf Management. Students will complete a minimum of four (4) internships in order to complete the 16 months of requirements. Students will be limited to interning no more than twice (2) at any given facility. Additionally, it is recommended that PGA students complete internship work experiences at a minimum of three (3) different types of facilities; students are required to complete internships at a minimum of two (2) different types of facilities, such as private, daily fee, or resort.

The primary purpose of the internship is to enable each student to meet their educational objectives through participation in well-planned and organized practical experiences. The PGA Golf Management University Program Internship Coordinator, in cooperation with the site PGA Professional or supervisor and student, will plan a comprehensive practical experience that meets the educational needs of the student and the requirements of the PGA Golf Management curriculum. Internship sites will offer a variety of professional experiences including, but not limited to, outside operations, inside operations, turfgrass management, tournament and event management and food and beverage operations. The PGA Golf Management University Program must conduct an evaluation of each internship site prior to placement of students.

Internship students should be afforded the opportunity to participate in administrative meetings that are related to their assigned duties. When possible, students will attend the agency’s policy-advisory board meetings. In addition, students are required to attend relevant workshops and training sessions whenever possible. Importance is placed on application of knowledge and skills to actual job roles and responsibilities.

This manual has been prepared to assist students, faculty members, administrators and agency supervisors in understanding the aims, objectives, principles, policies and requirements for the professional internship in PGA Golf Management University Program in the William F. Harrah College of Hotel Administration at The University of Nevada, Las Vegas.

Internship Concentrations

Students will complete a minimum of four (4) internships during their PGA PGM degree program. At the completion of the first academic year of course work, students will complete
Internship 1; this level may involve all outside work. Internship 2 will be completed during their sophomore year, and work experience should be divided at eighty percent (80%) inside and twenty percent (20%) outside. Internship 3 should be completed during their junior year and will encompass three (3) areas of concentration: 1/3 of the student’s time is involved in turfgrass management, 1/3 of the student’s time involved in tournament and event management, and 1/3 divided up between inside and outside work. Internship 4 and 5 should be completed during their senior year and will be conducted concurrently with each other. During that time, PGA student assignments should involve at least eighty percent (80%) of inside work. At this juncture of their internships, students should be considered Assistant Professionals at their respective facility.

Educational Objectives of Internships

Due to the variation in settings, work assignments, course level and academic credit, no single set of objectives can serve all placements; therefore, the educational and course objectives will be personalized for each student once the specific duties and responsibilities have been established for the particular placement.

Internship Academic Credit – 12 credit hours (1.0 curriculum)

Students will be required to register for University Credit during each internship. The student will be required to register for two (2) credit hours for PGM 463A (Internship 1), PGM 463B (Internship 2), and PGM 463C (Internship 3) respectively. The student will register for three (3) credit hours for PGM 463D (Internship 4) and PGM 463E (Internship 5). Students enrolled in the 1.0 curriculum are required to complete 64 weeks of internship prior to graduation.

Internship Academic Credit – 5 credit hours (2.0 curriculum)

Students will be required to register for University Credit during each internship. The student will be required to register for one (1) credit hour for PGM 162 (Internship 1), PGM 262 (Internship 2), and PGM 362 (Internship 3) respectively. The student will register for two (2) credit hours for PGM 462 (Internship 4 & 5). Students enrolled in the 2.0 curriculum are required to complete 16 months of internship prior to graduation, which are calculated using a standard 30-day monthly cycle.

PGA Internship Description

Internship Placement Policies

All PGA Golf Management University Program internships prior to completion of all Level 1 requirements must take place at green grass type facilities and under the supervision of a PGA Member (must be A-1, A-4, or A-13). Following successful completion of Level 1, a PGA Golf Management University student may complete additional internships in any of the following (apprentice) classifications with or without PGA member supervision: a) B-9, B-10, B-12, B-14, B-15, B-16, B-17, B-18, B-19, B-20, B-21, B-22 or B-23. b) as a B-6 at a “PGA Recognized Indoor Facility” under the supervision of a PGA member Director of Instruction (A-14). An
internship at a green grass facility following completion of Level 1 will still need to be under the supervision of a PGA Member (must be A-1, A-4, or A-13).

**Internship Completion – 16 months**

To fulfill the 16 months of documented internship experience required by the PGA of America and the University of Nevada, Las Vegas PGA Golf Management University Program, the University will recognize full-time work experience, no less. Students must complete all assignments / requirements and receive a passing grade of C or better to earn required internship weeks towards graduation.

Students enrolled in PGA PGM 2.0 will notice on their PGA transcript a cumulative total of internship months counting toward the 16 month requirement. Once the 16 month total and all other degree, major, and PGM concentration requirements are met, the student will be eligible to graduate with the concentration at the end of the semester term. If the student’s completion of the 16 months occurs in between semester terms, the student’s completion of the PGM concentration requirements will not occur until the end of the following semester.

<table>
<thead>
<tr>
<th>Start Dates / End Dates</th>
<th>Summer 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formula Example 1</td>
<td></td>
</tr>
<tr>
<td>End Date: 8/19/2012</td>
<td></td>
</tr>
<tr>
<td>Start Date: 5/7/2012</td>
<td></td>
</tr>
<tr>
<td>3 / 12</td>
<td></td>
</tr>
<tr>
<td>8-5 = 3 and 19-7 = 12</td>
<td></td>
</tr>
<tr>
<td>12/50 days = 0.4</td>
<td></td>
</tr>
<tr>
<td>Total = 3.4 months</td>
<td></td>
</tr>
</tbody>
</table>

| Formula Example 2       |             |
| End Date: 8/17/2012     |             |
| Start Date: 5/11/2012   |             |
| 3 / 6                   |             |
| 8-5 = 3 and 17-11 = 6   |             |
| 6/30 days = 0.2         |             |
| Total = 3.2 months      |             |

| Formula Example 3       |             |
| End Date: 9/15/2012     |             |
| Start Date: 5/19/2012   |             |
| 2 / 26                  |             |
| 7-5 = 2 and 45-19 = 26  |             |
| 26/30 days = 0.8        |             |
| Total = 2.8 months      |             |
Internship Agencies

The Internship Coordinator approves agency selection after consultation with the student. Students are strongly encouraged to locate a placement that meets the criteria for internship sites as soon as possible. To qualify as an internship site, the agency should meet the following criteria:

1. The agency must be recognized and endorsed by the PGA of America.

2. The agency should have a sound professional philosophy that is applied in its programs and golf services.

3. The agency should express a willingness and commitment to provide the student with a high quality internship by
   a. Assigning the student to a supervisor with appropriate training experience who will supervise the intern for the duration of the internship experience.
   b. Providing the assigned supervisor with appropriate time for the express purpose of supervising the student.
   c. Approving specific goal and objectives for the individual intern prior to the start of the internship.
   d. Providing a training program to meet the learning objectives of the student, agency, and golf management curriculum.
   e. Supplying the student with agency materials appropriate to the internship including guidelines and a prearranged schedule of assignments.
   f. Agreeing to provide an evaluation of student involvement and performance at mid-term and at the completion of the internship.

4. If an agency uses a contract that has to be agreed upon by the University, the agency is expected to initiate that process at the earliest possible time. Students are unable to confirm or begin an internship until the contract has been completely negotiated.

Qualified agencies wishing to participate in the PGA Golf Management Internship program are encouraged to submit brochures, internship policies/procedures and other descriptive materials to the PGA Golf Management Internship Coordinator.

The PGA Golf Management University Program, using the Joint Agreement form in Appendix C, initiates cooperative agreements between UNLV and participating agencies. After a student selects an agency and the faculty approves it, a Joint Agreement form is sent to the agency (if none is on file) by the student. Once this form (or comparable contractual agreement) is signed
by both agency and University personnel, a cooperative agreement is established and the agency is eligible to accept Internship students.

Students generally are not allowed to complete an internship with an agency for which they have been employed. If the internship responsibilities differ significantly from the previous work opportunities, a student may submit a letter of exception to the faculty (with written support from the agency) with details defining the differences. The faculty will make the final decision regarding approval.

**Faculty Supervisor**

The University will designate the PGA Golf Management Internship Coordinator to monitor the experience of each Internship student. Generally, the Internship Coordinator will contact the student by telephone and written correspondence to provide feedback on written assignments and receive periodic updates on the Internship process. The agency supervisor is encouraged to contact the faculty supervisor as needs arise (and vice versa).

The PGA Golf Management Internship Coordinator will visit (or make arrangements for a PGA representative to visit) internship agencies located in Southern Nevada and other locations around the country.

**Agency Supervisor**

Each Internship agency will designate one supervisor to serve as the student's agency supervisor. This individual is responsible for working with the student to develop and implement a systematic program designed to help the student meet his/her Internship goals. In addition, the agency supervisor will review and sign all written reports/papers submitted by the student and complete a mid-term and final evaluation (see Appendix G) on the student's performance during the Internship.

The agency supervisor is, in effect, the student's "teacher" throughout the Internship process, and the quality of his/her supervision is critical to the success of the Internship experience. It is expected that weekly conferences will be scheduled between the student and agency supervisor to discuss written reports, evaluate the student's progress and plan future assignments and activities. These conferences should also provide an opportunity to answer the student's questions and to discuss issues and trends related to the golf industry.

**Internship Student**

The Internship is a course of study with both an experiential and academic component. The Internship student, therefore, has the responsibility to conduct himself/herself in a professional manner throughout the Internship process and to document his/her experience through submission of written reports and assignments to the faculty supervisor. It is expected that the experiential component will involve a full-time work experience under the leadership of a PGA Professional or approved supervisor. In general, preparation of written reports and papers
required by the University is not to be included as part of the workweek; however, agency visitations, evaluation conferences, etc., should be included within the full-time workweek.

**Length of the Internship**

According to the 4.5 year Plan of Study, the first three (3) internships are (3.0) month experiences. The extended internship is seven (7.0) months, and must be completed prior to graduation. If a student works less than full-time in a given report period, full-time employment totaling 16 months must be made up prior to graduation.

**Paid Employment During the Internship**

Interns must work full-time and receive at least Federal Minimum Wage during their internship.

**Holiday and Sickness Policy**

Students are given credit for official agency holidays (or closings due to inclement weather), providing this does not result in missing more than one workday in a given week. If more than one workday is missed in a week due to holidays, the student is expected to make up the additional days/hours prior to the completion of Internship.

In case of illness or need for personal leave, students are expected to notify their agency supervisors according to established agency procedures. Students are entitled to one sick day (or personal leave day) during their Internship without the necessity to make up the working time that is missed. Additional work days/hours missed due to illness, observance of religious holidays or other matters of personal necessity are expected to be made up prior to completion of Internship.

**Early Start or Late Completion Policy**

Except in unusual circumstances, Internship is to be completed during a given semester (or combined summer sessions, including intercession). Specifically, all work-related hours credited to the Internship experience are to be completed between the first and last day of classes (or last day of exams during summer only). If the student selects an Internship agency that requires an early start or late completion, all work-related hours that are not during the semester (or summer sessions) will not be part of the Internship experience. Early start and/or late completions are considered to be voluntary arrangements between the student and the agency.

**Insurance Policy**

UNLV does not provide insurance coverage for students on the Internship; however, students are encouraged to have medical and personal liability insurance during their Internship experiences.

If the Internship agency requires a student to have medical, liability or other insurance coverage, the agency is expected to communicate this requirement in writing to the student. The student is
expected to submit proof of the required coverage to the agency prior to the start of the Internship experience. The University considers all such arrangements to be between the student and the Internship agency.

**Preparation for Internship**

Students must successfully complete the first two (2) semesters of classes in their first year before they will be eligible to begin internship requirements (transfer students must successfully complete one (1) semester of classes). Students must also maintain a 2.0 GPA to be eligible for internships.

**Agency Search and Selection**

In order to aid students with identifying and selecting agencies that meet their educational goals, the PGA Golf Management University Program office maintains three methods of assistance: (1) file folders containing agency brochures and descriptive materials, (2) a website (www.unlv.edu/pga) containing updated lists of potential Internship agencies and (3) an online portal (WebCampus) devoted to notifying PGA students of facilities that are accepting applications for internships.

While students are responsible for notifying the Internship Coordinator of facilities that interest them as potential internship sites, the Internship Coordinator is responsible for making the first point of contact (on behalf of the student) with each facility to determine their internship needs, if any. If a site supervisor accepts applications or would consider interns, the Internship Coordinator will contact each respective student to carry out the following process:

1. Mail a cover letter, resume and list of internship goals to the contact person for each potential Internship agency after initial contact from the Internship Coordinator is made. The PGA Director and/or Internship Coordinator must have approved the cover letter, resume and goal statements prior to mailing.

2. Call to arrange for an interview with each potential Internship agency. Although the student is strongly encouraged to visit several agencies, only one interview is required. If an on-site interview is not possible due to financial or logistical considerations, a telephone or Skype interview may be conducted.

3. Select his/her Internship agencies, confirm selection by telephone and follow-up written correspondence with the agency supervisor, and notify the Internship Coordinator of this selection using the Internship Agency Designation Form (Appendix B).

4. Notify all other potential agency supervisors (those interviewed for the Internship) that he/she has accepted placement with another agency.
**Joint Agreement - Agency and University**

In order for a student to be placed with an agency for the Internship, the Joint Agreement Form (Appendix C) must be on file in the PGA Golf Management Office. This agreement details benefits and compensation, as well as the expectations of the supervisor, the student, and the University, and must be agreed upon and signed by all three parties.

Upon submission of the Internship Agency Designation Form by the student, the Internship Coordinator will:

a. Initiate action to approve the agency for placement by sending a Joint Agreement Form and supporting materials (i.e. Class syllabus) to the agency supervisor

b. Notify each respective student of the signed Joint agreement, and ask each student to carefully review and sign the document

c. Review and sign the Joint Agreement before placing each agreement

**International Students**

Being admitted in the PGA Golf Management University Program at UNLV presents special issues for students in F-1 status. The 16-month full-time internship is a requirement of the program. However, international students must be in F-1 status (two semesters - summer does not count) for one academic year before they are eligible to apply for internship.

Because the internship is paid, international students will need to register for the internship course, have the internship form completed by their advisor, bring the I-20 and internship form to the OISS and request an off-campus work permit. International students must have an employer before applying for the work permit.

Since international students will complete 16 months of full-time internship, they will not be eligible for the 12 months of full-time OPT (for students after they graduate).

Each international student is required to sign the following:

I, the undersigned, have read and understand the contents of the PGA Golf Management University Program Internship Handbook.

__________________________
Print Name

__________________________
Internship Coordinator

__________________________
Sign Name

__________________________
Date
INTERNSHIP ASSIGNMENTS

UNLV's PGA Golf Management University Program students are required to submit a number of written assignments and forms during the Internship experience. These include

1. **Initial Report**

Within the first week of the Internship, the student must complete and submit an Initial Report. This report (see Appendix D) provides the faculty supervisor with information for contacting the student and his/her agency supervisor.

2. **Assignment Checklist**

This form (see Appendix E) includes dates for all written assignments and forms. (Due 7 calendar days after start of the Internship)

3. **Internship Activity Report: Bi-Weekly**

Throughout the entire length of the internship, the student is required to submit bi-weekly reports to his/her faculty supervisor. These reports contain an internship activity report covering the two (2) week period (see Appendix F). A student doing the Internship in Southern Nevada should also include directions to his/her agency with the first weekly report. The 7th and final bi-weekly report of each internship experience will cover a one (1) week period. *(For reporting purposes, the student's week is Monday through Sunday. The activity report, therefore, must be submitted to the PGA Internship Coordinator following work on Sunday and a new report will start on Monday)*

*Note: Students must receive an orientation to the other programs, departments and disciplines within their Internship agency. This cross training must be documented in the bi-weekly reports.*

4. **Internship Reaction Paper**

At the completion of each internship experience, the student is required to submit a reaction paper. The paper should give students an opportunity to discuss, analyze and provide insight into their various internship experiences. At the minimum, the paper should include a cover page and be three (3) double spaced pages in length. *(Due along with the Final Evaluation and Internship Evaluation Form)*

5. **Mid-Internship and Final Evaluations**

The agency supervisor is expected to conduct formative evaluations of the student's performance at least twice during the Internship. The mid-Internship evaluation conference is especially important because (1) it provides structured feedback for the student on his/her performance to date, and (2) it offers an opportunity for the student and supervisor to reestablish goals before the second half of the Internship. The final evaluation allows the student to assess his/her progress
during the Internship and should assist the agency supervisor in determining his/her grade recommendation for the student (see below).

The agency supervisor may use the evaluation form supplied by the University (see Appendix G & H), or an agency personnel evaluation form may be substituted, if desired. Regardless of what form is selected, it is important that the mid-Internship and final evaluations be conducted using identical forms. (Mid-Internship Evaluation - Due 1 week following mid-point; Final Evaluation – Due 1 week after the competition of the Internship, but no later than the last day of classes)

6. Internship Evaluation Form, Reaction Paper & Resume / Post-Internship Conference

After completion of an internship, each student will complete and submit the Internship Evaluation Form, Reaction Paper, and an updated resume. After submitting these assignments, the Internship Coordinator will meet with each student and discuss the positives and negatives of the internship experience and review the required evaluations. (Internship Evaluation Form – Due 1 week after the completion of the Internship; Conference – must be scheduled for no more than two (2) weeks after completion of the Internship)

7. PGA Work Experiences

All PGA work experience activities that are listed on the syllabus are to be completed on internship. For 1.0 students, all PGA work experience activities must be typed, placed into the Level 1, 2, or 3 kits and submitted to the PGA Office no later than the first day of classes for the following semester. For 2.0 students, all PGA work experience activities must be completed and submitted on-line on the assigned due dates noted on the class syllabus.

8. Grade Recommendation

At the conclusion of the Internship, the agency supervisor is expected to submit a Grade Recommendation Form (see Appendix H) to the faculty supervisor. This form enables the agency supervisor to assign a letter grade that reflects the total progress and level of achievement attained by the student during the Internship. This form also requests that the agency supervisor assign a letter grade for the student's internship performance. (Due 1 week after the completion of the Internship, but no later than the last day of classes)

The final grade for the student's Internship is assigned by the Internship Coordinator. This overall grade is based on the recommendation of the agency supervisor and the quality (including promptness) of the student's written assignments.
9. **Playing Ability Test**

If students have not successfully completed their PAT, they are required to attempt at least one (1) Playing Ability Test during their internship. If a PAT is not attempted during internship, the student’s final internship grade will be lowered one (1) letter grade.

**Internship Assignment Points**

Each of the assignments that are submitted throughout the internship will be evaluated upon the following point scale:

<table>
<thead>
<tr>
<th>Assignments:</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial</td>
<td>10 pts</td>
</tr>
<tr>
<td>Assignment Checklist</td>
<td>10 pts</td>
</tr>
<tr>
<td>7 Bi-Weekly Reports</td>
<td>20 pts each</td>
</tr>
<tr>
<td>Reaction Paper</td>
<td>40 pts</td>
</tr>
<tr>
<td>Mid-term evaluation</td>
<td>100 pts</td>
</tr>
<tr>
<td>Final evaluation</td>
<td>100 pts</td>
</tr>
<tr>
<td>PGA Work Experience</td>
<td>100 pts</td>
</tr>
<tr>
<td><strong>Total Points Possible</strong></td>
<td><strong>500 pts</strong></td>
</tr>
</tbody>
</table>

**Grading Scale:**

- 450 – 500 A
- 400 – 449 B
- 350 – 399 C
- 300 – 349 D
- 299 & Below F
GRADE CRITERIA FOR INTERNSHIP ASSIGNMENTS

Internship Activity Report: Bi-Weekly

A  Report submitted on time. The internship activity report contains the student’s full name, the number of the report, the dates covered by the report, the complete name of the site, the number of internship hours covered by the report, total number of internship hours to date, signature spaces for the students and the site supervisor, a space for comments by the site supervisor and a signature space for the faculty supervisor.

The internship activity report of an “A” report reflects a detailed list of the daily activities for the period of time covered by the report. All days are accounted for; including days off and sick or personal days, and a signature space for the site supervisor is included in the activity time log.

B  Report submitted 1 day late. The cover page is missing 1-2 pieces of required information (identified in the intern manual).

The internship activity report of a “B” report provides a summary of activities but also contains gaps or blocks of unaccounted time. Descriptions of the activities of the students are not complete.

C  Report is submitted 2 days late. The cover page is missing a substantial amount of the required information.

The internship activity report of a “C” report provides an average summary of activities containing blocks of unaccounted time. Descriptions of the activities of the student are not clearly communicated.

D  Report submitted 3 days late.

The internship activity report of a “D” report provides only a sketch of the time period covered for which time blocks are unaccounted.

F  Report submitted 4 or more days late. The report does not include the required components, such as the internship activity report.
PGA Work Experience Activities

A  Activities are submitted on time. The activities include all required and relevant materials.

B  Activities are submitted 1 day late.

C  Activities are submitted 2 days late and activities are not in order.

D  Activities submitted 3 days late and activities are not in order.

F  Activities submitted 4 or more days late.

Reaction Paper

A  Report submitted on time. The report contains a cover page containing the student’s full name and address of the agency.

B  Report submitted 1 day late. The cover page is missing required information.

C  Report is 2 days late.

D  Report is 3 days late.

F  Report is 4 or more days late.

Note: The Reaction Paper will be graded on content: technical correctness, comprehensiveness, clarity, etc and format: grammatical correctness, spelling/typing errors, style and overall appearance, etc.
APPENDIX

<table>
<thead>
<tr>
<th>Appendix</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>PGA Internship Interest Form</td>
</tr>
<tr>
<td>B</td>
<td>Internship Agency Designation Form</td>
</tr>
<tr>
<td>C</td>
<td>Joint Agreement PGM 162</td>
</tr>
<tr>
<td>C1</td>
<td>Joint Agreement PGM 262</td>
</tr>
<tr>
<td>C2</td>
<td>Joint Agreement PGM 362</td>
</tr>
<tr>
<td>C3</td>
<td>Joint Agreement PGM 462</td>
</tr>
<tr>
<td>C4</td>
<td>Joint Agreement PGM 463</td>
</tr>
<tr>
<td>D</td>
<td>Initial Report</td>
</tr>
<tr>
<td>E</td>
<td>Assignment Checklist Internships #1- #3</td>
</tr>
<tr>
<td>E1</td>
<td>Assignment Checklist Extended Internship</td>
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<tr>
<td>F</td>
<td>Internship Activity Report Information</td>
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<tr>
<td>G</td>
<td>Internship Evaluation Form (Mid-Term &amp; Final)</td>
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<td>H</td>
<td>Grade Recommendation Form</td>
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<tr>
<td></td>
<td>Internship Activity Report, Internship Evaluation Form, and syllabi for PGM 162, 262, 362 &amp; PGM 463 D &amp; E</td>
</tr>
</tbody>
</table>
APPENDIX A

UNLV PGA GOLF MANAGEMENT
PGA INTERNSHIP INTEREST FORM

Submission of this form to the Internship Coordinator constitutes official notification of potential internship sites for the upcoming semester. The PGA Golf Management student must submit this form to the Internship Coordinator prior to any official contact being made for the purposes of an Internship.

PLEASE PRINT:

Name: ______________________ Email & Phone: __________________ / __________

Internship (#1 - #4): _______ Student PGA #: __________________________

INTERNSHIP INTEREST LIST:

Facility Name & Website: ____________________________ / __________________

Supervisors Name & Email: __________________________ / __________________
PGA Class A: Yes / No (Class A1, A4, or A13 is required for a green grass internship)
Facility Phone Number: ______________ Setting (private, resort, etc): ______________

____________________________________________________

Facility Name & Website: ____________________________ / __________________

Supervisors Name & Email: __________________________ / __________________
PGA Class A: Yes / No (Class A1, A4, or A13 is required for a green grass internship)
Facility Phone Number: ______________ Setting (private, resort, etc): ______________

____________________________________________________

Facility Name & Website: ____________________________ / __________________

Supervisors Name & Email: __________________________ / __________________
PGA Class A: Yes / No (Class A1, A4, or A13 is required for a green grass internship)
Facility Phone Number: ______________ Setting (private, resort, etc): ______________

____________________________________________________

Appendix A  Received _____  Joint Agreement  Sent _____  Received _____

Appendix B  Received _____  Syllabus  Sent _____
APPENDIX B

UNLV PGA GOLF MANAGEMENT
INTERNSHIP AGENCY DESIGNATION FORM

Submission of this form to the Internship Coordinator constitutes official notification of the student’s intention to do his/her Internship at the agency specified below. Any changes in the student’s Internship agency or semester of enrollment must be made in consultation with the Internship Coordinator and the Agency Supervisor.

PLEASE PRINT:

Name of Student:______________________________________________

Internship Agency:__________________________________________
Agency Main Phone Number: ( )________________________ Fax: ( )________________________
Department (pro shop, tournament operations, etc.):________________________
Agency Address:______________________________________________

City:________________________ State:________________________ Zip Code:________
Internship Setting (private, etc, other-please specify):________________________
Internship (#1 – #5): ______ Student PGA #: ________________________

Agency Supervisor:___________________________________________
Title (Head Professional, Director of Golf, etc):________________________
PGA Class A: Yes / No (An A1, A4, or A13 is required for a green grass internship)____
Agency Supervisor’s Phone Number or Extension: ( )________________________
Agency Supervisor’s Email Address:__________________________________
Agency’s Website:______________________________________________

Semester / Year for Internship: Fall______ Spring ______ Summer ______
Credits for Internship:______ Tentative Starting Date:______ Ending Date:______

This is to certify that I have completed an interview with the appropriate personnel from the above agency, and they have accepted me for placement during the semester specified above.

Signature of Student:________________________________________ Date:_______________

Signature of Academic Advisor:___________________________________ Date:_____________
APPENDIX C
Internship Joint Agreement – PGM 162

Facility Information
(Please Print Clearly)

Student: ____________________________________________

Facility Name: ______________________________________

Address: ___________________________________________

City: ___________________ State: ___________ Zip: __________

Phone: _______________________ Fax: _______________________

Internship Educational Agreement

PGA Class “A” Professional or Supervisor: _______________________

Start Date: ___________ End Date: ______________

Hours Per Week (Full-Time Required): ______ Pay Rate: __________

Other Benefits Provided:

☐ Breakfast ☐ Dinner ☐ Playing Privileges ☐ Lodging

☐ Lunch ☐ Merchandise Discounts ☐ Practice Privileges ☐ Other

Restrictions on the above? Yes / No Please Explain: ____________________________

Core Areas of Responsibility: __________________________________________

If lodging is not provided, describe availability, affordability and proximity of local lodging

Supervisor Expectations
- Mentor student through weekly discussions about performance
- Complete all required paperwork that stipulates student’s internship position, work responsibilities, start & end date, work hours and compensation
- Provide a variety of learning opportunities to help student gain knowledge and skills towards PGA Membership
- Complete and submit mid-internship and final-internship evaluation forms to the Internship Coordinator
- Call Internship Coordinator if the performance or behavior of the student is unsatisfactory to the facility or PGA Program
- Permit the student to participate in one Playing Ability Test (PAT) while on internship, if applicable to the student

Student Expectations
- Report to the golf facility on the dates specified by the facility
- Meet with the immediate supervisor upon arrival to discuss goals for the internship
- Meet with the facility supervisor regularly to gain feedback on performance, and to discuss improvement opportunities
- Submit all required paperwork on time with supervisor’s signature
- Complete and submit required PGA PGM Work Experience Activities and course assignments on due dates
- Attempt one (1) Playing Ability Test if not already passed
- Complete a post-internship interview on campus with the PGA Golf Management Director or Internship Coordinator

University Expectations
- Before placement, the Internship Coordinator will provide each site supervisor the appropriate documents (Joint Agreement, etc.) to allow the PGA student the opportunity to complete their internship at the facility
- The Internship Coordinator will phone/email the student periodically in order to monitor his/her internship progress and PGA PGM Level 2.0 Work Experience assignments
- The Internship Coordinator will provide each site supervisor a syllabus for the specific internship level and experience
- The Internship Coordinator will contact the facility supervisor periodically to make certain the student is meeting all expectations
**Student's Required PGA PGM Level 2.0/PAT Assignments During Internship**

**Tournament Operations**
- Activity 2: Plan and Prepare for a Tournament Event
- Activity 3: Run the Tournament
- Activity 4: Review and Evaluate the Tournament

**Golf Car Fleet Management**
- Activity 2: Analyze Fleet Policies and Procedures
- Activity 3: Explore Maintenance and Storage Practices
- Activity 4: Analyze Customer Satisfaction and Financial Performance
- Activity 5: Prepare the Final Report

**Introduction to Teaching and Golf Club Performance**
- Activity 1: Before the First Lesson
- Worksheets: After the First Lesson
- Worksheets: After the Second Lesson
- Worksheets: After the Third Lesson

**Playing Ability Test Requirement**
It is required to attempt at least one (1) playing ability test (PAT) during internship if the PAT has not been successfully completed. The internship final grade will be reduced if this requirement has not been met. Failure to meet the PAT requirement will result in a 10% point reduction from the final grade.

**Agency – Insurance**

UNLV does not provide insurance coverage for students on the internship; however, students are encouraged to have medical and personal liability insurance during their internship experiences. If the internship agency requires a student to have medical, liability or other insurance coverage, the agency is expected to communicate this requirement in writing to the student. The student is expected to submit proof of the required coverage to the agency prior to the start of the internship experience. The University considers all such arrangements to be between the student and the internship agency.

**Three Party Agreement**

**SIGNATURES**

**Student**
I have read the PGA Golf Management Internship Handbook, Joint Agreement, PGA Policy and Procedures and agree to fulfill the stipulated requirements.


Student Name - Print  
Student - Signature  
Date

**Agency**
The agency agrees to support the educational development of the student and their PGA Golf Management requirements. Your signature also acknowledges that the student will work no less than 35 hours per week under the supervision of a PGA Class “A” member.


PGA Professional - Print  
PGA Professional - Signature  
Date

**UNLV PGA Program**
Provide the agency with the current Internship Syllabus in PGA Golf Management as a guide for the planning and operation of internship programs. Assist in the internship process by periodic consultation with agency supervisor and PGA Student to monitor progress and performance.


Internship Coordinator – Print  
Internship Coordinator – Signature  
Date
APPENDIX C1
Internship Joint Agreement – PGM 262

Facility Information
(Please Print Clearly)

Student: ____________________________________________

Facility Name: _________________________________________

Address: _____________________________________________

City: __________ State: _______ Zip: _______

Phone: __________________ Fax: __________________

Internship Educational Agreement

PGA Class “A” Professional or Supervisor: ____________________________

Start Date: ___________ End Date: ___________

Hours Per Week (Full-Time Required): _________ Pay Rate: ___________

Other Benefits Provided:

☐ Breakfast  ☐ Dinner  ☐ Playing Privileges  ☐ Lodging

☐ Lunch  ☐ Merchandise Discounts  ☐ Practice Privileges  ☐ Other

Restrictions on the above? Yes / No  Please Explain: __________________________

Core Areas of Responsibility: __________________________________________

If lodging is not provided, describe availability, affordability and proximity of local lodging

Supervisor Expectations

• Mentor student through weekly discussions about performance
• Complete all required paperwork that stipulates student’s internship position, work responsibilities, start & end date, work hours and compensation
• Provide a variety of learning opportunities to help student gain knowledge and skills towards PGA Membership
• Complete and submit mid-internship and final-internship evaluation forms to the Internship Coordinator
• Call Internship Coordinator if the performance or behavior of the student is unsatisfactory to the facility or PGA Program
• Permit the student to participate in one Playing Ability Test (PAT) while on internship, if applicable to the student

Student Expectations

• Report to the golf facility on the dates specified by the facility
• Meet with the immediate supervisor upon arrival to discuss goals for the internship
• Meet with the facility supervisor regularly to gain feedback on performance, and to discuss improvement opportunities
• Submit all required paperwork on time with supervisor’s signature
• Complete and submit required PGA PGM Work Experience Activities and course assignments on due dates
• Attempt one (1) Playing Ability Test if not already passed
• Complete a post-internship interview on campus with the PGA Golf Management Director or Internship Coordinator

University Expectations

• Before placement, the Internship Coordinator will provide each site supervisor the appropriate documents (Joint Agreement, etc.) to allow the PGA student the opportunity to complete their internship at the facility
• The Internship Coordinator will phone/email the student periodically in order to monitor his/her internship progress and PGA PGM Level 2.0 Work Experience assignments
• The Internship Coordinator will provide each site supervisor a syllabus for the specific internship level and experience
• The Internship Coordinator will contact the facility supervisor periodically to make certain the student is meeting all expectations
Student’s Required PGA PGM Level 2.0/PAT Assignments During Internship

**Golf Operations**
- Activity 2: Defining & Aligning Golf Operations with the Business Plan
- Activity 3: Evaluating Operational Practices Linked to Pace-of-Play
- Activity 4: Assessing a Promotional Strategy at Your Facility
- Activity 5: Coordination and Collaboration at Your Facility
- Activity 6: Yield Management

**Playing Ability Test Requirement**
It is required to attempt at least one (1) playing ability test (PAT) during internship if the PAT has not been successfully completed. The internship final grade will be reduced if this requirement has not been met. Failure to meet the PAT requirement will result in a 10% point reduction from the final grade.

**Merchandising and Inventory Management**
- Activity 1: Develop a Comprehensive Merchandising Plan for Headwear at Your Facility

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**Agency – Insurance**

UNLV does not provide insurance coverage for students on the internship; however, students are encouraged to have medical and personal liability insurance during their internship experiences. If the internship agency requires a student to have medical, liability or other insurance coverage, the agency is expected to communicate this requirement in writing to the student. The student is expected to submit proof of the required coverage to the agency prior to the start of the internship experience. The University considers all such arrangements to be between the student and the internship agency.

---

**Three Party Agreement**

**SIGNATURES**

**Student**
I have read the PGA Golf Management Internship Handbook, Joint Agreement, PGA Policy and Procedures and agree to fulfill the stipulated requirements.

________________________  __________________________  ________________
Student Name - Print     Student - Signature      Date

**Agency**
The agency agrees to support the educational development of the student and their PGA Golf Management requirements. Your signature also acknowledges that the student will work no less than 35 hours per week under the supervision of a PGA Class “A” member.

________________________  __________________________  ________________
PGA Professional - Print  PGA Professional - Signature  Date

**UNLV PGA Program**
Provide the agency with the current Internship Syllabus in PGA Golf Management as a guide for the planning and operation of internship programs. Assist in the internship process by periodic consultation with agency supervisor and PGA Student to monitor progress and performance.

________________________  __________________________  ________________
Internship Coordinator – Print  Internship Coordinator – Signature  Date
APPENDIX C2
Internship Joint Agreement – PGM 362

Facility Information
(Please Print Clearly)

Student: ________________________________________________________________

Facility Name: __________________________________________________________

Address: ______________________________________________________________

City: __________________ State: _________ Zip: ______________

Phone: __________________ Fax: __________________________________________

Internship Educational Agreement

PGA Class “A” Professional or Supervisor: ________________________________

Start Date: _______________ End Date: ________________________________

Hours Per Week (Full-Time Required): __________ Pay Rate: ______________

Other Benefits Provided:

☐ Breakfast ☐ Dinner ☐ Playing Privileges ☐ Lodging
☐ Lunch ☐ Merchandise Discounts ☐ Practice Privileges ☐ Other

Restrictions on the above? Yes / No Please Explain: __________________________

Core Areas of Responsibility: ____________________________________________

If lodging is not provided, describe availability, affordability and proximity of local lodging

Supervisor Expectations

• Mentor student through weekly discussions about performance
• Complete all required paperwork that stipulates student’s internship position, work responsibilities, start & end date, work hours and compensation
• Provide a variety of learning opportunities to help student gain knowledge and skills towards PGA Membership
• Complete and submit mid-internship and final-internship evaluation forms to the Internship Coordinator
• Call Internship Coordinator if the performance or behavior of the student is unsatisfactory to the facility or PGA Program
• Permit the student to participate in one Playing Ability Test (PAT) while on internship, if applicable to the student

Student Expectations

• Report to the golf facility on the dates specified by the facility
• Meet with the immediate supervisor upon arrival to discuss goals for the internship
• Meet with the facility supervisor regularly to gain feedback on performance, and to discuss improvement opportunities
• Submit all required paperwork on time with supervisor’s signature
• Complete and submit required PGA PGM Work Experience Activities and course assignments on due dates
• Attempt one (1) Playing Ability Test if not already passed
• Complete a post-internship interview on campus with the PGA Golf Management Director or Internship Coordinator

University Expectations

• Before placement, the Internship Coordinator will provide each site supervisor the appropriate documents (Joint Agreement, etc.) to allow the PGA student the opportunity to complete their internship at the facility
• The Internship Coordinator will phone/email the student periodically in order to monitor his/her internship progress and PGA PGM Level 2.0 Work Experience assignments
• The Internship Coordinator will provide each site supervisor a syllabus for the specific internship level and experience
• The Internship Coordinator will contact the facility supervisor periodically to make certain the student is meeting all expectations
Student’s Required PGA PGM Level 2.0/PAT Assignments During Internship

**Human Resource Management and Supervising & Delegating**
- Activity 2: Hiring Staff at Your Facility
- Activity 3: Training to Create a Welcoming Environment
- Activity 4: Diagnosing a Performance Problem
- Activity 5: Conducting a Joint Problem Solving Discussion
- Activity 6: Designing a Motivating Assignment
- Activity 7: Delegating an Assignment
- Activity 8: Performance Standards and Evaluations

**Playing Ability Test Requirement**
It is required to attempt at least one (1) playing ability test (PAT) during internship if the PAT has not been successfully completed. The internship final grade will be reduced if this requirement has not been met. Failure to meet the PAT requirement will result in a 10% point reduction from the final grade.

**Career Enhancement**
- Activity 1: Identifying a Position for Career Enhancement
- Activity 2: Creating a Resume and Cover Letter
- Activity 3: Conducting an Informational Interview
- Activity 4: Identifying Next Steps for Professional Development

**Agency – Insurance**

UNLV does not provide insurance coverage for students on the internship; however, students are encouraged to have medical and personal liability insurance during their internship experiences. If the internship agency requires a student to have medical, liability or other insurance coverage, the agency is expected to communicate this requirement in writing to the student. The student is expected to submit proof of the required coverage to the agency prior to the start of the internship experience. The University considers all such arrangements to be between the student and the internship agency.

**Three Party Agreement**

**SIGNATURES**

**Student**
I have read the PGA Golf Management Internship Handbook, Joint Agreement, PGA Policy and Procedures and agree to fulfill the stipulated requirements.

<table>
<thead>
<tr>
<th>Student Name - Print</th>
<th>Student - Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**Agency**
The agency agrees to support the educational development of the student and their PGA Golf Management requirements. Your signature also acknowledges that the student will work no less than 35 hours per week under the supervision of a PGA Class “A” member.

<table>
<thead>
<tr>
<th>PGA Professional - Print</th>
<th>PGA Professional - Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**UNLV PGA Program**
Provide the agency with the current Internship Syllabus in PGA Golf Management as a guide for the planning and operation of internship programs. Assist in the internship process by periodic consultation with agency supervisor and PGA Student to monitor progress and performance.

<table>
<thead>
<tr>
<th>Internship Coordinator – Print</th>
<th>Internship Coordinator – Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
APPENDIX C3
Internship Joint Agreement – PGM 462

Facility Information
(Please Print Clearly)

Student: ____________________________________________________________

Facility Name: ______________________________________________________

Address: _______________________________________________________________________

City: ___________________ State: ___________ Zip: ___________

Phone: ___________________ Fax: ___________________

Internship Educational Agreement

PGA Class “A” Professional or Supervisor: ________________________________

Start Date: ___________ End Date: ___________

Hours Per Week (Full-Time Required): ___________ Pay Rate: ___________

Other Benefits Provided:
☐ Breakfast ☐ Dinner ☐ Playing Privileges ☐ Lodging
☐ Lunch ☐ Merchandise Discounts ☐ Practice Privileges ☐ Other

Restrictions on the above? Yes / No Please Explain: ________________________________

Core Areas of Responsibility: ________________________________________________

If lodging is not provided, describe availability, affordability and proximity of local lodging

______________________________________________________________

Supervisor Expectations

• Mentor student through weekly discussions about performance
• Complete all required paperwork that stipulates student’s internship position, work responsibilities, start & end date, work hours and compensation
• Provide a variety of learning opportunities to help student gain knowledge and skills towards PGA Membership
• Complete and submit mid-internship and final-internship evaluation forms to the Internship Coordinator
• Call Internship Coordinator if the performance or behavior of the student is unsatisfactory to the facility or PGA Program
• Permit the student to participate in one Playing Ability Test (PAT) while on internship, if applicable to the student

Student Expectations

• Report to the golf facility on the dates specified by the facility
• Meet with the immediate supervisor upon arrival to discuss goals for the internship
• Meet with the facility supervisor regularly to gain feedback on performance, and to discuss improvement opportunities
• Submit all required paperwork on time with supervisor’s signature
• Complete and submit required PGA PGM Work Experience Activities and course assignments on due dates
• Attempt one (1) Playing Ability Test if not already passed
• Complete a post-internship interview on campus with the PGA Golf Management Director or Internship Coordinator

University Expectations

• Before placement, the Internship Coordinator will provide each site supervisor the appropriate documents (Joint Agreement, etc.) to allow the PGA student the opportunity to complete their internship at the facility
• The Internship Coordinator will phone/email the student periodically in order to monitor his/her internship progress and PGA PGM Level 2.0 Work Experience assignments
• The Internship Coordinator will provide each site supervisor a syllabus for the specific internship level and experience
• The Internship Coordinator will contact the facility supervisor periodically to make certain the student is meeting all expectations
Student’s Required PGA PGM Level 2.0/PAT Assignments During Internship

Player Development and Teaching Business
- Activity 1: Design and Implement a Player Development Program

Advanced Teaching and Golf Club Fitting
- Activity 1: Plan and Conduct a Five Lesson Series with an Advanced Golfer
- Activity 2: Conduct a Fitness Evaluation and Recommend Fitness Training
- Activity 3: Conduct a Club Fitting

Playing Ability Test Requirement
It is required to attempt at least one (1) playing ability test (PAT) during internship if the PAT has not been successfully completed. The internship final grade will be reduced if this requirement has not been met. Failure to meet the PAT requirement will result in a 10% point reduction from the final grade.

Agency – Insurance
UNLV does not provide insurance coverage for students on the internship; however, students are encouraged to have medical and personal liability insurance during their internship experiences. If the internship agency requires a student to have medical, liability or other insurance coverage, the agency is expected to communicate this requirement in writing to the student. The student is expected to submit proof of the required coverage to the agency prior to the start of the internship experience. The University considers all such arrangements to be between the student and the internship agency.

Three Party Agreement

SIGNATURES

Student
I have read the PGA Golf Management Internship Handbook, Joint Agreement, PGA Policy and Procedures and agree to fulfill the stipulated requirements.

Student Name - Print

Student - Signature

Date

Agency
The agency agrees to support the educational development of the student and their PGA Golf Management requirements. Your signature also acknowledges that the student will work no less than 35 hours per week under the supervision of a PGA Class “A” member.

PGA Professional - Print

PGA Professional - Signature

Date

UNLV PGA Program
Provide the agency with the current Internship Syllabus in PGA Golf Management as a guide for the planning and operation of internship programs. Assist in the internship process by periodic consultation with agency supervisor and PGA Student to monitor progress and performance.

Internship Coordinator – Print

Internship Coordinator – Signature

Date
## Appendix C4
### Internship Joint Agreement – PGM 463

#### Facility Information
(Please Print Clearly)

<table>
<thead>
<tr>
<th>Student:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Name:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

#### Internship Educational Agreement

**PGA Class “A” Professional or Supervisor:**

<table>
<thead>
<tr>
<th>Start Date:</th>
<th>End Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours Per Week (Full-Time Required):</td>
<td>Pay Rate:</td>
</tr>
</tbody>
</table>

**Other Benefits Provided:**

- [ ] Breakfast
- [ ] Dinner
- [ ] Lunch
- [ ] Merchandise Discounts
- [ ] Playing Privileges
- [ ] Practice Privileges
- [ ] Lodging
- [ ] Other

**Restrictions on the above? Yes / No**

Please Explain:

**Core Areas of Responsibility:**

If lodging is not provided, describe availability, affordability and proximity of local lodging

#### Supervisor Expectations

- Mentor student through weekly discussions about performance
- Complete all required paperwork that stipulates student’s internship position, work responsibilities, start & end date, work hours and compensation
- Provide a variety of learning opportunities to help student gain knowledge and skills towards PGA Membership
- Complete and submit mid-internship and final-internship evaluation forms to the Internship Coordinator
- Call Internship Coordinator if the performance or behavior of the student is unsatisfactory to the facility or PGA Program
- Permit the student to participate in one Playing Ability Test (PAT) while on internship, if applicable to the student

#### Student Expectations

- Report to the golf facility on the dates specified by the facility
- Meet with the immediate supervisor upon arrival to discuss goals for the internship
- Meet with the facility supervisor regularly to gain feedback on performance, and to discuss improvement opportunities
- Submit all required paperwork on time with supervisor’s signature
- Complete and submit required PGA PGM Work Experience Activities and course assignments on due dates
- Attempt one (1) Playing Ability Test if not already passed
- Complete a post-internship interview on campus with the PGA Golf Management Director or Internship Coordinator

#### University Expectations

- Before placement, the internship Coordinator will provide each site supervisor the appropriate documents (Joint Agreement, etc.) to allow the PGA student the opportunity to complete their internship at the facility
- The Internship Coordinator will phone/email the student periodically in order to monitor his/her internship progress and PGA PGM Level 2.0 Work Experience assignments
- The Internship Coordinator will provide each site supervisor a syllabus for the specific internship level and experience
- The Internship Coordinator will contact the facility supervisor periodically to make certain the student is meeting all expectations
Student’s Required PGA PGM Level 1.0/PAT Assignments During Internship

All work experience has been completed!

Playing Ability Test Requirement
It is required to attempt at least one (1) playing ability test (PAT) during internship if the PAT has not been successfully completed. The internship final grade will be reduced if this requirement has not been met. Failure to meet the PAT requirement will result in a 10% point reduction from the final grade.

Agency – Insurance

UNLV does not provide insurance coverage for students on the internship; however, students are encouraged to have medical and personal liability insurance during their internship experiences. If the internship agency requires a student to have medical, liability or other insurance coverage, the agency is expected to communicate this requirement in writing to the student. The student is expected to submit proof of the required coverage to the agency prior to the start of the internship experience. The University considers all such arrangements to be between the student and the Internship agency.

Three Party Agreement

SIGNATURES

Student
I have read the PGA Golf Management Internship Handbook, Joint Agreement, PGA Policy and Procedures and agree to fulfill the stipulated requirements.

Student Name - Print ___________________________ Student - Signature ___________________________ Date ____________

Agency
The agency agrees to support the educational development of the student and their PGA Golf Management requirements. Your signature also acknowledges that the student will work no less than 35 hours per week under the supervision of a PGA Class “A” member.

PGA Professional - Print ___________________________ PGA Professional - Signature ___________________________ Date ____________

UNLV PGA Program
Provide the agency with the current Internship Syllabus in PGA Golf Management as a guide for the planning and operation of internship programs. Assist in the internship process by periodic consultation with agency supervisor and PGA Student to monitor progress and performance.

Internship Coordinator – Print ___________________________ Internship Coordinator – Signature ___________________________ Date ____________
APPENDIX D

UNLV PGA GOLF MANAGEMENT
INITIAL REPORT

Instructions: To be completed by the student, signed by the Agency Supervisor and returned to the Internship Coordinator during the first week of Internship.

Name of Student: _____________________________________________

Internship Agency: __________________________________________
Agency Main Phone Number: ( ) ___________________________ Fax: ( ) ___________________________
Department (pro shop, tournament operations, etc.): __________________________
Agency Address: ___________________________________________

City: ___________________________ State: ______________________ Zip Code: ______________________
Internship Setting (private, etc, other-please specify): __________________________
Internship (#1 – #5): _______ Student PGA #: __________________________

Agency Supervisor: ___________________________________________
Title (Head Professional, Director of Golf, etc): ______________________
P GA Class A: Yes / No (Class A is required for a green grass internship) ______________________
Agency Supervisor’s Phone Number or Extension: ( ) ______________________
Agency Supervisor’s Email Address: _________________________________________
Agency’s Website: _________________________________________________

START DATE OF INTERNSHIP: __________________________
TENTATIVE COMPLETION DATE: __________________________

Regular Work Days/Hours: _______________________________________
Major Duties Assigned: _________________________________________

Student’s Signature ___________________________ Date _____________

Agency Supervisor’s Signature ___________________________ Date _____________

Back of form may be used for comments by either Student or Agency Supervisor
APPENDIX E

UNLV PGA GOLF MANAGEMENT
INTERNSHIP ASSIGNMENT CHECKLIST
Internship I  Internship II  Internship III
(Circle One)

The due date for Internship written assignments is their deadline for arrival at The PGA Golf Management University Program office. If your assignments are being mailed, it is essential that they be sent in sufficient time to arrive by the due date. If an assignment is postmarked at least four days prior to its due date, it will not be reduced in grade for lateness. The reduction for late assignments is 10% per day, excluding holidays and weekends.

Internship Start Date

Date: ________________

Initial Report

Due Date: ___________ Date Turned In: ___________

Weekly Reports

#1 Due Date: ___________ Date Turned In: ___________
#2 Due Date: ___________ Date Turned In: ___________
#3 Due Date: ___________ Date Turned In: ___________
#4 Due Date: ___________ Date Turned In: ___________
#5 Due Date: ___________ Date Turned In: ___________
#6 Due Date: ___________ Date Turned In: ___________
#7 Due Date: ___________ Date Turned In: ___________

Mid-term Evaluation

Due Date ___________ Date Turned In: ___________

Reaction Paper

Due Date: ___________ Date Turned In: ___________

Final evaluation

Due Date: ___________ Date Turned In: ___________

Grade recommendation

Due Date: ___________ Date Turned In: ___________

Internship Evaluation Form & Resume

Due Date: ___________ Date Turned In: ___________

PGA Work Activities

Due Date: ___________ Date Turned In: ___________

PAT Test Date

____________________

Completed Internship Weeks To Date:

____________________

*Students doing Internships in Southern Nevada should submit directions to their agency with the first weekly report.
APPENDIX E1

Student Name:__________________________________________

UNLV PGA GOLF MANAGEMENT
INTERNSHIP ASSIGNMENT CHECKLIST

Extended Internship
The due date for Internship written assignments is their deadline for arrival at The PGA Golf Management Program office. If your assignments are being mailed, it is essential that they be sent in sufficient time to arrive by the due date. If an assignment is postmarked at least four days prior to its due date, it will not be reduced in grade for lateness. The reduction for late assignments is 10% per day, excluding holidays and weekends.

Internship Start Date

Date:________________

Initial Report

Due Date:_________ Date Turned In:_________

Weekly Reports

#1 Due Date:____ Date Turned In:____
#2 Due Date:____ Date Turned In:____
#3 Due Date:____ Date Turned In:____
#4 Due Date:____ Date Turned In:____
#5 Due Date:____ Date Turned In:____
#6 Due Date:____ Date Turned In:____
#7 Due Date:____ Date Turned In:____
#8 Due Date:____ Date Turned In:____
#9 Due Date:____ Date Turned In:____
#10 Due Date:____ Date Turned In:____
#11 Due Date:____ Date Turned In:____
#12 Due Date:____ Date Turned In:____
#13 Due Date:____ Date Turned In:____
#14 Due Date:____ Date Turned In:____
#15 Due Date:____ Date Turned In:____
#16 Due Date:____ Date Turned In:____

Mid-term Evaluation

Due Date:_________ Date Turned In:_________

Reaction Paper

Due Date:_________ Date Turned In:_________

Final Evaluation

Due Date:_________ Date Turned In:_________

Grade recommendation

Due Date:_________ Date Turned In:_________

Internship Evaluation Form & Resume

Due Date:_________ Date Turned In:_________

PGA Work Activities

Due Date:_________ Date Turned In:_________

Completed Internship Weeks To Date:

__________ PAT Test Date: ___________

*Students doing Internships in Southern Nevada should submit directions to their agency with the first weekly report.
APPENDIX F
INTERNSHIP ACTIVITY REPORT INFORMATION

The internship activity report is an important aspect of the Internship because it serves a number of vital functions for the student, the agency supervisor and the faculty supervisor. The bi-weekly report:

1. Provides early and consistent feedback to the faculty supervisor regarding important aspects of the student's field experience.
2. Ensures a systematic method of communication between the agency supervisor and the student.
3. Offers an opportunity for either the student or the agency supervisor to put comments in writing to the faculty supervisor.

Internship Activity Report

The internship activity report include the student's full name, the number of the report, the dates covered by the report, the complete name of the agency, the number of internship hours covered by the report, the total number of Internship hours to date (Full-time = 1 completed week), signature spaces for the student and agency supervisor, a space for comments by the agency supervisor, a signature space for the faculty supervisor.

The activity report requires the student to keep a detailed record of his/her daily experiences during the Internship. This written record should give the faculty supervisor an understanding of the student's many duties and responsibilities. The report may also provide the student with a framework for discussing the previous week's activities with his/her agency supervisor.

In general, the student should summarize activities in time blocks of 1 hour or greater. Entries in the report must include the specific activity and time spent to allow the faculty supervisor to understand the breadth and depth of each day's experiences. At the conclusion of each day's entry, the student should report the total number of Internship hours for that day (excluding routine meals and breaks).

Tips for doing a good daily log include
1. Making sure the experience described can be understood by someone unfamiliar with your situation
2. Accounting for all days of the week (indicate days off, sick or personal leave days, etc).
APPENDIX G

UNLV PGA GOLF MANAGEMENT
INTERSHIP EVALUATION FORM

THE UNIVERSITY OF NEVADA, LAS VEGAS
COLLEGE OF HOTEL ADMINISTRATION
PGA GOLF MANAGEMENT
SFB 312
4505 Maryland Parkway
Las Vegas, NV 89154

Name of Student ________________________________ . Evaluation Date ______________

Name of Rater ________________________________________________________________

Position or Title ______________________________________________________________

Agency _______________________________________________________________________

Period Covered by Rating:    Mid-Internship Evaluation
(Circle One)
                               Final Evaluation

This evaluation should be made with care and fairness for the interest of the student. Reflect
carefully upon the person's work and make an honest judgment of the qualities of the intern.
Base your judgment on the entire period covered and not upon isolated incidents alone. This
evaluation is to be made on a bi-term basis, and the evaluation should be shared with the student.
Your discussion of the evaluation with the student, especially at mid-term, is an opportunity to
set up personal growth goals based upon the feedback.
EVALUATION

Space is provided below for comments concerning this evaluation. If more space is needed, please attach sheet or use the back of this form.

1. Briefly describe the student’s professional performance to date? (Ex. has the student displayed the ability to organize people and resources, do they complete assignments on or before due dates, do they have the ability to communicate ideas, etc.)

2. Briefly describe the students’ professional knowledge? (Ex. has the student shown the ability to apply knowledge in a practical way, have they shown the ability to think independently, etc.)

3. Briefly describe the students’ professional personality? (Ex. are they courteous and tactful, do they exhibit pleasant, tasteful personal appearance, etc.)

4. Briefly describe the students’ professional attitude? (Ex. do they display initiative and imagination, a zeal for the profession, accepts assignments willingly, demonstrates a positive relationship with agency staff members, accepts suggestions, direction and critical evaluation, etc.)
5A. (midterm evaluation) As a supervisor, what would you like to see the student accomplish during the second half of their internship?

5B. (final evaluation) In your opinion, what was the student’s best accomplishment(s) during their internship?

COMMENTS
RATER’S COMMENTS (if needed):

STUDENT’S COMMENTS:

SUMMARY OF EVALUATION CONFERENCE:

______________________________  _________________________
Rater’s Signature                Date

______________________________  _________________________
Student’s Signature              Date

______________________________  _________________________
Advisor’s Signature              Date
APPENDIX H

UNLV PGA GOLF MANAGEMENT
GRADE RECOMMENDATION FORM

FROM: ________________________________

TO: INTERNSHIP SUPERVISORS

This form should be completed at the end of the internship term and returned to me along with the green final evaluation.

We realize that the internship is a learning experience for the student. Therefore, the green mid-term and final evaluation forms are used primarily for feedback to students regarding their progress. However, the grade recommendation is your assessment of the total progress and level of achievement for the student that you supervise.

Academic letter grade system

A = excellent Indicates exceptional achievement.
B = good Indicates above average achievement.
C = satisfactory Indicates average achievement
D = poor Indicates below average achievement.
F = failure Indicates inadequate achievement necessitating a repetition of the course in order to secure credit

You may use a "+" or "-" if desired. (i.e. b+ or b-)

Please select one of the above grade designations and write in your grade selection as follows:

I recommend the grade of ______ for the total internship experience.

Comments:

Student Name: ________________________________

Agency: ________________________________

Evaluator’s Name: ________________________________ Date: ________________________________
ATTACHMENTS

1. Internship Activity Report

Directions: In whole numbers (nearest hour) indicate the total number of hours you spent on various activities each week at the facility. Please have your supervisor confirm the weekly report by signing it. For reporting purposes, the student's week is Monday through Sunday. The activity report, therefore, must be submitted to the PGA Golf Management Internship Coordinator following work on Sunday and a new report will start on Monday.

Briefly describe significant learning opportunities you were involved in during the past two weeks. Also, list the PGA work experience activities that have been completed or are in progress at this time.

2. Internship Evaluation Form

Directions: At the completion of the internship experience, please take the time to complete the internship form and reaction paper. The evaluation form will help future PGA Golf Management students in their quest for an internship site to fit their needs. This form is to be turned in with the final internship paperwork. Please be professional with your responses. (Due no more than two (2) weeks after completing the Internship)

3. PGM 162, 262, 362, & PGM 463 C, & PGM 463 D & E Syllabi

Syllabi for UNLV PGA Internships: PGM 162, 262, 362, & PGM 463 C, & PGM 463 D & E
UNLV PGA GOLF MANAGEMENT
INTERNSHIP ACTIVITY REPORT

INTERNSHIP ACTIVITY REPORT: BI-WEEKLY
For reporting purposes, the student's week is Monday through Sunday. The activity report, therefore, must be submitted to the PGA Golf Management Internship Coordinator following work on Sunday and a new report will start on Monday.

Students Name: ___________________________ Bi-Weekly Report #: ______
Facility: ___________________________ Internship Level: ______
Supervisor: ___________________________ Internship hours to date: ______
Dates: ___________ Week # ___ Dates: ___________ Week # ___
Hours worked: ______ Hours worked: ______

Area(s) of responsibility: __________________________________________

Major tasks completed:
________________________________________________________

________________________________________________________

SUMMARY AND EVALUATION OF CURRENT WORK EXPERIENCE
Briefly describe significant learning opportunities you were involved in during the past two weeks. Also, list the PGA work experience activities that have been completed or are in progress at this time.

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

PGA Activities: ______________________________________________

Student's Signature: _________________________________________

Agency Supervisor's Signature: ________________________________

Comments by Supervisor:

________________________________________________________

Faculty Supervisor's Signature: ________________________________
Internship Evaluation

PGA Golf Management Students:

In an effort to communicate your Internship experiences with other interested PGA Golf Management students, we hope you will assist us by taking approximately 10 minutes to complete the enclosed questionnaire.

The survey will help future PGA Golf Management students in their quest for an internship site to fit their needs. Please check all areas that apply and describe your internship experiences thoroughly so we may communicate this information to those interested in working with the club on their next internship. The completed internship work experience surveys will be available to students in the PGA Golf Management office.

Thank You!
PAS Golf Management Staff

PLEASE BE PROFESSIONAL IN YOUR RESPONSES!

Name of Facility: ____________________________________________

City & State: ________________________________________________

Starting date of internship: ________________________________

Your Name: ________________________________________________

Your current phone: ___________________________ E-mail: ___________________________

Facility:  ____Private    ____Semi-Private  ____Public  ____Resort  ____Daily-Fee
          ____Municipal  ____Other

Internship Level:  ____1  ____2  ____3

In your opinion, what level did you work:    ____1  ____2  ____3

Percentage (%) of time you spent on each area:

  ____Golf Shop  ____Bag Room  ____Tournament Activities
  ____Teaching  ____Cart room  ____Other
  ____Club Repair  ____Driving Range  ____Other
  ____Starter  ____Course advisor

Other responsibilities included: __________________________________________

____________________________________________________________________

What type of work schedule did you have (average week)?

  ____ eight (8) hour days with regular days off
  ____ six (6) day work week with one (1) day off per week
___ Other:

What were your regular earnings?: $_______ per hour $_______ per week

Did you receive any other form of compensation from the club?: ___ Yes ___ No

If yes, did you receive extra compensation from:

___ Teaching
___ Tournament Activities
___ Club Repair
___ Tips from Cleaning and caring for clubs
___ Bag Room duties
___ Other:

What type of weekly or annual tournaments were held at your club?:

___ Women’s League/Day
___ Men’s League/Day
___ Junior League/Day
___ Weekend Member Tournaments
___ Local Professional or Amateur Events
___ Other:

Name of Head Golf Professional/Supervisor:

Describe your working relationship with the Head Golf Professional/Supervisor:


Were the Head Golf Professional, Assistant Golf Professional and other staff available to assist you with PGA Work Experience?: ___ Yes ___ No

Explain:


Description of Course Layout (if applicable): (eg. long, short, wide open, etc.)


General Condition of course and greens: (1=Poor, 10=Excellent)
Course ___
Greens ___

Was housing provided?: ___ Yes ___ No
If yes, please describe:

If no, did the facility help with housing arrangements: ___Yes ___No
If yes, how did they help?:
Describe the area where your club was located:

List and describe some of the other golf courses in the area:

Was your Head Golf Professional/Supervisor willing to call and allow you to play on area golf courses?: ___Yes ___No Comments:

When were you allowed to play and practice?:

Would you recommend this golf club for future PGA students?: ___Yes ___No ___Uncertain
Comments:

How would you rate your overall work experience?:
___Excellent ___Good ___Average ___Fair ___Poor

(To be completed by PGA Golf Management Staff)
Evaluation read by: __________________________ Date: ____________
Action taken if required:

______________________________

______________________________

Resume and Reaction Paper reviewed by: __________________________ Date: ______

Internship Post Interview completed by: __________________________ Date: ______
(completed during first day of PGA classes)
Action taken if required:

______________________________