

## **SAMPLE SYLLABUS**

### **Course Name**

PGM 462 (PGM Internship IV)

2 credits

### **Instructor**

Instructor:

Office:

Phone:

Office hours: By Appointment

Email:

### **Course Description**

The internship is a full-time academic work experience at an approved golf facility. Internship will provide professional experiences in human resource management and supervising and delegating, career enhancement, food and beverage control, player development programs and teaching business, and advanced teaching and golf club fitting.

The primary purpose of the internship is to enable each student to meet their educational objectives through participation in a well-planned and organized practical experience. Due to the variation in settings, work assignments, internship level and academic credit, no single set of objectives can serve all placements; therefore, the PGA Golf Management 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 PGM curriculum. Internship sites will offer a variety of professional experiences. Importance is placed on application of knowledge and skills to actual job roles and responsibilities. The PGA Golf Management program must conduct an evaluation of each internship site prior to placement of students.

### **Learning Outcomes**

By the end of the internship student will be able to:

1. Describe, explain, and discuss the requirements and process of the internship
2. Develop job skills that are in conjunction with outside service professionals
3. Develop the written and verbal communication skills needed to be successful in the golf industry
4. Describe, explain, and discuss the role and function of a specific golf facility
5. Acquire knowledge and skills needed to successfully complete segments of the Level 3 PGA PGM work portfolio activities
6. Identify the major ethical dilemmas of professional practice
7. Recongnize the impact and future trends of the golf industry

**Required Text:**

PGA PGM manuals:

1. Player development programs and teaching business
2. Advanced teaching and golf club fitting

Other required text:

1. PGA teaching manual
2. Golf club design, fitting, alteration, and club repair

**Grading Scale:**

A	100 - 92.50
A-	92.49 - 89.50
B+	89.49 – 86.50
B	86.49 – 82.50
B-	82.49 – 79.50
C+	79.49 – 76.50
C	76.49 – 72.50
C-	72.49 – 69.50
D	69.49 – 66.50
D	66.49 – 62.50
D-	62.49 – 59.50
F	59.49 & below

### **Grading Rubric:**

- Monthly Reports **30%**
- Work experience activities **30%**
- Mid-term evaluation **5%**
- Final evaluation **10%**
- Agency site supervisor grade recommendation **10%**
- Reaction paper **10%**
- Internship evaluation form and post internship conference **5%**
- Total **100%**

\*Playing ability test, if required and not completed, 10% points is reduced from final grade.

### **WebCampus:**

All internship forms can be found and downloaded on WebCampus in the PGM 462 folder. If you have any questions regarding the forms, please contact the Internship Coordinator.

### **Monthly Reports:**

Throughout the entire length of the internship, the student is required to submit monthly reports to the Internship Coordinator. Each student is responsible for submitting monthly reports on time and with the designated supervisor's signature. In total, four monthly reports will be submitted. For reporting purposes, internships will be based on a Monday - Sunday reporting period.

### **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.

### **Agency Site Supervisor 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.

The final grade for the student's internship is assigned by the Internship Coordinator. The agency site supervisor's grade recommendation will count toward 10% of the overall internship grade.

### **Reaction Paper:**

At the completion of each internship experience, the student is required to submit a reaction paper. The paper should provide a brief history of the club/facility, goals that were set during the initial goal-setting meeting, an analysis/discussion of how the various internship experiences helped the student to achieve the established goals, and finally, what the student learned the most by

completing an internship at the facility. At a minimum, the paper should include a cover page and be two (2) double spaced pages in length.

Internship Evaluation Form / Post-Internship Conference:

After completion of the internship, each student will complete and submit the Internship Evaluation Form along with their Reaction Paper. After submitting the form and paper, the Internship Coordinator will meet with each student and discuss the internship experience and review the required evaluations.

Playing Ability Test:

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.

Work Experience Activities:

Work experience activities are required for level 1, 2, and 3 of the PGA PGM Curriculum. Before a student is able to progress to the next level of PGA PGM curriculum, PGA exams, seminars, and work experience activities are to be completed. The workexperience activities required for this class pertain to Player Development, Advanced Teaching and Golf Club Fitting.

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

**Course Outline: (subject to change by instructor approval only)**

<b><u>Month</u></b>	<b><u>Assignment</u></b>
January	Goal-Setting Meeting with Internship Supervisor
February	January Monthly Report Due
March	February Monthly Report Due
April	March Monthly Report Due <i>Suggested start for Player Development &amp; Teaching</i>
May	April Monthly Report Due Midterm Evaluation Due Advanced Teaching & Golf Club Fitting Act. 1 & 2 Due
June	May Monthly Report Due Advanced Teaching & Golf Fitting Act. 3 Due
July	June Monthly Report Due Player Development & Teaching Business Act. 1 Due
August	July Monthly Report Due
September	August Monthly Report Due Reaction Paper Due Final Evaluation Due Agency Site Supervisor Grade Recommendation Due <i>Note: There is no final exam scheduled for this course.</i>

# University Policies

## **Public Health Directives**

Face coverings are currently mandatory for all faculty and students in the classroom. Students must follow all active UNLV public health directives while enrolled in this class. UNLV public health directives are found at [Health Requirements for Returning to Campus](https://www.unlv.edu/coronavirus/health-requirements), <https://www.unlv.edu/coronavirus/health-requirements>. Students who do not comply with these directives may be asked to leave the classroom. Refusal to follow the guidelines may result in further disciplinary action according to the [UNLV Student Conduct Code](https://www.unlv.edu/sites/default/files/page_files/27/StudentConduct-Code.pdf), [https://www.unlv.edu/sites/default/files/page\\_files/27/StudentConduct-Code.pdf](https://www.unlv.edu/sites/default/files/page_files/27/StudentConduct-Code.pdf), including being administratively withdrawn from the course.

## **Academic Misconduct**

Academic integrity is a legitimate concern for every member of the University community. We all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility, and professionalism. By choosing to join the UNLV community, students accept the expectations of the Student Academic Misconduct Policy, and are encouraged to always take the ethical path whenever faced with choices. Students enrolling at UNLV assume the obligation to conduct themselves in a manner compatible with UNLV's educational mission. An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another person, from the Internet or any other source without proper citation of the source(s). See the [Student Conduct Code](https://www.unlv.edu/studentconduct/student-conduct), <https://www.unlv.edu/studentconduct/student-conduct>.

## **Auditing a Course**

Auditing a course allows a student to continue attending the lectures and/or laboratories and discussion sessions associated with the course, but the student will not earn a grade for any component of the course. Students who audit a course receive the same educational experience as students taking the course for a grade, but will be excused from exams, assessments, and other evaluative measures that serve the primary purpose of assigning a grade.

## **Classroom Conduct**

Students have a responsibility to conduct themselves in class and in the libraries in ways that do not interfere with the rights of other students to learn, or of instructors to teach. Use of devices such as cellular phones and pagers, or other potentially disruptive activities are only permitted with the prior explicit consent of the instructor. Students are specifically prohibited to record classes without instructor authorization, including online/remote classes (either audio only, or video and audio). The instructor may rescind permission at any time during the class. If a student does not comply with established requirements or obstructs the functioning of the class, the instructor may initiate an administrative withdrawal of the student from the course.

Since the COVID-19 pandemic forced some instruction to be delivered remotely starting in Spring 2020, numerous students have asked instructors to record their synchronous classes, so that they can access them at their convenience. Instructors who agree to record their classes (audio only, or video and audio) should inform students in advance. Recorded lectures may not be broadly released to anyone, but made available exclusively to those students enrolled in the class during the particular academic term. Recorded lectures must be stored securely, and are subject to the Nevada System of Higher Education's Records Retention Policy, meaning that the recordings can only be deleted 120 days after the end of class (i.e., after grades are posted).

Once this requirement is met, the recordings should be deleted. Class recordings are protected from disclosure, as they are deemed part of an educational record under the Family Educational Rights and Privacy Act (FERPA).

### **Copyright**

The University requires all members of the University Community to familiarize themselves with, and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The University will neither protect nor defend you, nor assume any responsibility for student or employee violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional [copyright policy information](https://www.unlv.edu/provost/copyright) is available at <https://www.unlv.edu/provost/copyright>.

### **Disability Resource Center (DRC)**

The [UNLV Disability Resource Center](https://www.unlv.edu/drc) (Student Services Complex, SSC-A, Room 143, <https://www.unlv.edu/drc>, telephone 702-895-0866) provides resources for students with disabilities. Students who believe that they may need academic accommodations due to a permanent disability, temporary or permanent medical need, or academic support due to pregnancy are encouraged to contact the DRC as early as possible in the academic term. A Disabilities Specialist will discuss what options may be available to you. Students who are already registered with the DRC should request their accommodations online each semester, and make an appointment to discuss their accommodations with their instructors.

### **Final Examinations**

The University requires that final exams given at the end of a course occur on the date and at the time specified in the Final Exam schedule. The Final Exam schedule is typically available at the start of the semester, and the classroom locations are available approximately one month before the end of the semester. See the [Final Exam Schedule](https://www.unlv.edu/registrar/calendars), <https://www.unlv.edu/registrar/calendars>.

### **Identity Verification in Online Courses**

All UNLV students must use their Campus-issued ACE ID and password to log in to WebCampus-Canvas.

UNLV students enrolled in online or hybrid courses are expected to read and adhere to the [Student Academic Misconduct Policy](https://www.unlv.edu/studentconduct/misconduct/policy), <https://www.unlv.edu/studentconduct/misconduct/policy>, which states that “acting or attempting to act as a substitute for another, or using or attempting to use a substitute, in any academic evaluation or assignment” is a form of academic misconduct. Intentionally sharing ACE login credentials with another person may be considered an attempt to use a substitute, and could result in investigation and sanctions, as outlined in the Student Academic Misconduct Policy.

UNLV students enrolled in online courses are also expected to read and adhere to the [Acceptable Use of Computing and Information Technology Resources Policy](https://www.it.unlv.edu/policies/acceptable-use-computing-and-information-technology-resources-policy), <https://www.it.unlv.edu/policies/acceptable-use-computing-and-information-technology-resources-policy>, which prohibits sharing university accounts with other persons without authorization.

To the greatest extent possible, all graded assignments and assessments in UNLV online courses should be hosted in WebCampus-Canvas or another UNLV-managed platform that

requires ACE login credentials for access.

### **Incomplete Grades**

The grade of “I” (Incomplete) may be granted when a student has satisfactorily completed three-fourths of course work for that semester/session, but cannot complete the last part of the course for reason(s) beyond the student’s control and acceptable to the instructor, and the instructor believes that the student can finish the course without repeating it. For undergraduate courses, the incomplete work must be made up before the end of the following regular semester. Graduate students receiving “I” grades in 500-, 600-, or 700-level courses have up to one calendar year to complete the work, at the discretion of the instructor. If course requirements are not completed within the period indicated, a grade of “F” will be recorded, and the student’s GPA will be adjusted accordingly. Students who are fulfilling an Incomplete grade do not register for the course, but make individual arrangements with the instructor who assigned the “I” grade.

### **Library Resources**

Librarians are available to consult with students on research needs, including developing research topics, finding information, and evaluating sources. To make an appointment with a subject expert for this class, please visit the [Libraries’ Research Consultation](https://guides.library.unlv.edu/appointments/librarian) website, <https://guides.library.unlv.edu/appointments/librarian>. You can also [ask the library staff](https://ask.library.unlv.edu/) questions via chat and text message at <https://ask.library.unlv.edu/>.

### **Missed Classwork**

Any student missing class, quizzes, examinations, or any other class or laboratory work because of observance of religious holidays will be given an opportunity during that semester to make up the missed work. The make-up opportunity will apply to the religious holiday absence only. It is the responsibility of the student to notify the instructor within the first 14 calendar days of the course for Fall and Spring courses (except for modular courses), or within the first 7 calendar days of the course for Summer and modular courses, of their intention to participate in religious holidays which do not fall on state holidays or periods of class recess. For additional information, please visit the Missed Classwork policy, under Registration Policies, on the [Academic Policies](https://catalog.unlv.edu/content.php?catoid=32&navoid=8271&hl=) webpage, <https://catalog.unlv.edu/content.php?catoid=32&navoid=8271&hl=>.

In accordance with the policy approved by the Faculty Senate regarding missed class time and assignments, students who represent UNLV in any official extracurricular activity will also have the opportunity to make up assignments, provided that the student submits official written notification to the instructor no less than one week prior to the missed class(es).

The spirit and intent of the policy for missed classwork is to offer fair and equitable assessment opportunities to all students, including those representing the University in extracurricular activities. Instructors should consider, for example, that in courses which offer a “Drop one” option for the lowest assignment, quiz, or exam, assigning the student a grade of zero for an excused absence for extracurricular activity is both contrary to the intent of the Faculty Senate’s policy, and an infringement on the student’s right to complete all work for the course.

This policy will not apply in the event that completing the assignment or administering the examination at an alternate time would impose an undue hardship on the instructor or the University that could be reasonably avoided. There should be a good faith effort by both the instructor and the student to agree to a reasonable resolution. When disagreements regarding



this policy arise, decisions can be appealed to the Department Chair/School Director, College/School Dean, and/or the Faculty Senate Academic Standards Committee.

For purposes of definition, extracurricular activities may include, but are not limited to academic recruitment activities, competitive intercollegiate athletics, fine arts activities, liberal arts competitions, science and engineering competitions, and any other event or activity sanctioned by a College/School Dean, and/or by the Executive Vice President and Provost.

### **Rebelmail**

Rebelmail is UNLV's official email system for students and by University policy, instructors and staff should only send emails to students' Rebelmail accounts. Rebelmail is one of the primary ways in which students receive official University communications, information about deadlines, major Campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the University. Sending emails within WebCampus-Canvas is also acceptable.

### **Tutoring and Coaching**

The Academic Success Center (ASC), at the Claude I. Howard Building, provides tutoring, academic success coaching, and other academic assistance for all UNLV undergraduate students. For information regarding tutoring subjects, tutoring times, and other ASC programs and services, please visit the [ASC website](https://www.unlv.edu/asc), <https://www.unlv.edu/asc>, or call 702-895-3177. The ASC is located across from the Student Services Complex (SSC). Academic success coaching is located on the second floor of SSC A, Room 254. Drop-in tutoring is located on the second floor of the Lied Library, and on the second floor of the College of Engineering building (TBE A 207).

### **UNLV Writing Center**

One-on-one or small group assistance with writing is available free of charge to UNLV students at the [Writing Center](https://writingcenter.unlv.edu/), <https://writingcenter.unlv.edu/>, located in the Central Desert Complex, Building 3, Room 301 (CDC 3-301). Walk-in consultations are sometimes available, but students with appointments receive priority assistance. Students may make appointments in person or by calling the Center, telephone 702-895-3908. Students are requested to bring to their appointments their Rebel ID Card, a copy of the instructions for their assignment, and two copies of any writing they have completed on their assignment.

### **Diversity Statement**

As an institution of higher learning, UNLV represents a rich diversity of human beings among its faculty, staff, and students, and is committed to aspiring to maintain a Campus environment that values that diversity. Accordingly, the University supports understanding and appreciation of all members of its community, regardless of race, sex, age, color, national origin, ethnicity, creed, religion, disability, sexual orientation, gender, gender identity, marital status, pregnancy, genetic information, veteran status, or political affiliation. Please see [University Statements and Compliance](https://www.unlv.edu/about/statements-compliance), <https://www.unlv.edu/about/statements-compliance>.

A successful learning experience requires mutual respect and trust between the students and the instructor. Accordingly, the instructor asks that students be willing to listen to one another's points of view, acknowledging that there may be disagreements, keep discussion and comments on topic, and use first person, positive language when expressing their perspectives.

### **UNLV Land Acknowledgement**

UNLV is situated on the traditional homelands of Indigenous groups, including the Nuwu or Nuwuvi, Southern Paiute People, descendants of the Tudu, or Desert People. We honor and offer gratitude for those who have stewarded the land; for the land itself; and for the opportunity to cultivate a thriving, diverse, inclusive, and just scholarly community here today that works for a better tomorrow for all.