

## UNLV PGA INTERNSHIP POLICY AND PROCEDURES

The UNLV PGA Internship program, in conjunction with the PGA of America, has set specific criteria, guidelines, policies and procedures that must be followed to successfully complete 16 months of internship experience. These policies and procedures were created so that each PGA student can maximize his or her internship experience while fulfilling the specific graduation requirements set forth by the PGA of America for membership in the PGA.

The PGA internship is a full-time work experience that requires 35 to 40 hours per week at an approved golf facility. Successful completion of 16 months (64 weeks) of internship experience is required of each student seeking a Bachelor of Science and a major in Recreation with a concentration in PGA Golf Management. Students will complete a minimum of four (4) internships in order to fulfill the 16 months (64 weeks) required. Students will be limited to interning no more than twice (2) at any given facility. Additionally, PGA students should complete internship work experiences at a minimum of three (3) different types of facilities such as private, daily fee, resort, governmental golf facilities, a PGA section office or PGA/LPGA headquarters.

Three out of the four required internships will fall within the summer semester months during the student's freshman, sophomore and junior academic years. Internships during the freshman and sophomore years are required to be green grass type facilities. The extended internship will act as a final internship experience taking place upon completion of all course work at UNLV.

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 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 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 program must conduct an evaluation of each internship site prior to placement of students.

Students are required to comply with the policies and procedures that have been established by the PGA Program and the PGA of America. These standards have been set in place so that each student may gain valuable work experience during their tenure at UNLV. The policies and procedures are divided into three different categories: General Information, Pre-Internship, Internship and Post-Internship.

## General Policies and Procedures

Students are required to complete 16 months (64 weeks) of supervised internship experience as part of their graduation requirement from the PGA program.

Students must intern at a minimum of three (3) different facilities outlined in the *PGA Internship Handbook* (e.g. public, private, resort); the PGA Internship Coordinator or Director must approve all settings.

Students must complete a minimum of four (4) internships in order to fulfill the 16 months (64 weeks) of internship requirements.

Each internship is required to be a minimum of thirteen (13) consecutive weeks.

Each student is required to work a minimum of thirty five (35) to forty (40) hours per week.

Students must register for academic credit for each internship.

Three (3) out of the four (4) required internships will fall within the summer semester months during the student's freshman, sophomore and junior academic years. Internships during the freshman and sophomore years are required to be green grass type facilities. The extended internship will act as a final internship experience and should take place upon completion of all course work at UNLV.

Students transferring or starting the PGA program in the spring semester will start PGA internship requirements the following summer semester.

Internships must follow all guidelines and requirements outlined in the *PGA Internship Handbook*.

Successful completion of each internship experience requires completion of all required assignments, as well as earning a passing grade of C or better.

Students may not take more than one 3-credit hour class and complete an internship during any semester.

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.

### Procedure:

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.

## Pre-Internship Policy and Procedures

It is required that the Internship Coordinator make the initial contact with a potential internship site prior to a student making official contact.

Procedure:

At the time the student's potential internship site(s) have been agreed upon, the student must complete the *PGA Interest List Form* and submit that to the Internship Coordinator.

Each student must have an internship meeting with the internship coordinator to decide on a potential internship site. That meeting will take place at the beginning of the semester before the student will intern.

Once the agency, student and coordinator have agreed upon an internship site, the *Agency Designation Form* must be completed and submitted to the PGA office by the student.

Before a student can be placed at a golf facility, a *Joint Agreement* must be completed. A *Joint Agreement* stipulates the specific internship work experiences anticipated for each student. The agreement must be signed by the host professional/supervisor and the UNLV PGA Internship Coordinator.

The Internship Coordinator will conduct group advising sessions with all PGA students prior to start of internship; each session will outline the assignments and requirements for the upcoming internship.

The Internship Coordinator will contact each site to determine its appropriateness prior to placement.

Specific due dates for internship paperwork and meetings will be set at the beginning of each semester.

In conjunction with the agency supervisor, the Internship Coordinator will communicate verbally, and in written form (*Joint Agreement*) the work responsibilities of the student for his/her internship.

Students who do not fully comply with, and successfully complete all pre-screening requirements for their potential internship facility, will not be allowed to complete another internship during that semester.

Students are allowed to make up one (1) missed / failed internship; however students are not allowed to intern more than ten (10) consecutive months at a given facility.

## Policy and Procedures During the Internship

Students who are terminated before the required end date will receive a failing grade. Students will not be allowed to complete another internship during that semester.

Students who leave an internship due to serious illness, death in the family, a University excused absence, or a condition out of the student's control can receive a grade for their internship. The internship grade will be determined based on completed internship assignments. The student will have to make up the remaining missed weeks of their internship before graduation.

Students who are terminated from internship are required to contact the Internship Coordinator or PGA Director within 48 hours. Students who do not comply will automatically receive a failing grade.

Students are required to complete a series of internship and PGA work assignments with specific due dates throughout their internship experience.

All required internship assignments must have two signatures on them, the host professional/supervisor's and the student's, before being submitted.

The Internship Coordinator will monitor the student through periodic phone calls and emails to the host professional/supervisor during the internship.

It is required that students attempt at least one (1) Playing Ability Test during their internship. If a PAT is not attempted during internship, students will be lowered one (1) letter grade.

UNLV requires that each host professional/supervisor completes a detailed mid-term evaluation of each student's performance during the internship.

## Post-Internship Policy and Procedures

UNLV requires that each host professional/supervisor complete a detailed final evaluation of each student's performance during the internship, as well as a grade recommendation form.

UNLV requires that each student complete the *Internship Evaluation Form* at the completion of the Internship.

All students must complete a post-internship interview on campus with the PGA Director or Internship Coordinator after their internship has been completed. Students are required to submit an updated resume at this meeting.

All assignments, evaluations and records will be stored in each student's internship files.

At the end of the internship, students must make certain that all the required assignments are finalized and submitted before a grade can be awarded.

International Students

Students are not allowed to work off campus until completion of one (1) academic year (fall & spring).

International student must complete internship paperwork with the UNLV Office of International Students and Scholars and be approved by this office before being eligible for PGA internship.

I, the undersigned, have read and understand the contents of the University of Nevada, Las Vegas PGA Golf Management Policy and Procedures Manual, as well as the PGA Internship Handbook.

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Print Name

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Internship Coordinator

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Sign Name

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Date