

**GBA 111-D**  
**Professional Development Seminar**

**Goal:** To guide students through the completion of the Level 1 materials of the PGA of America's Educational Program and to provide information to help students become successful golf professionals.

**Topics to be covered:**

1. Tournament Operations
2. Introduction to Teaching
3. Constitution of PGA of America
4. Customer Relations, pre-seminar
5. Business Planning and Operations, pre-seminar

**Objectives:**

**Tournament Operations:**

1. Plan the format, size, and eligibility requirements, given the purpose of the tournament
2. Coordinate approval and support for a tournament plan
3. Organize a tournament staff
4. Successfully promote tournament events
5. Prepare facilities for tournament events
6. Prepare the course for tournament play
7. Plan for logistical needs of competitors, spectators and guests
8. Effectively administer a tournament
9. Evaluate successes and failures to improve future tournaments

**Introduction to Teaching**

1. Define laws, principles, and preferences and identify the relationships between them
2. Identify and understand the golf instruction terminology in the *PGA Teaching Manual: The Art and Science of Golf Instruction*
3. Identify and describe pre-swing fundamentals
4. Describe the characteristics of a good golf instructor
5. Identify the problem areas students have with their golf games
6. Demonstrate how to help students apply what they have learned during a lesson through practice and review

**Constitution of PGA of America**

1. Outline the basic structure of *The Constitution* and point out, for example, the difference between a Bylaw and a Regulation
2. Describe the PGA's organizational structure, including its Officers, Board of Directors, Board of Control, and Sections
3. Define several concepts central to the Association, including PGA recognized golf facility, head golf professional, and assistant golf professional
4. List the six violations of the PGA Code of Ethics and describe the procedures for dealing with the violations
5. Describe the rights, responsibilities, and classifications of membership; the requirements for maintaining membership; procedures for dealing with membership issues; and eligibility requirements for apprenticeship

### **Class Periods: For the semester**

January 18: **No Class, PGA Merchandise Show**

January 25: Orientation

February 1: Tournament Operations (PowerPoint)

February 8: Tournament Operations (PowerPoint)

February 15: Tournament Operations (PowerPoint)

February 22: Introduction to Teaching (Theory)

February 29: Introduction to Teaching (Theory)

March 7: Introduction to Teaching, Lesson Observations

March 14 **No class, Spring Break**

March 21: **No class, Good Friday**

March 28: Introduction to Teaching, Lesson Observations

April 4: **No Class, SHSU vs. MSU Matches**

April 11: Introduction to Teaching, Lesson Observations

April 18: Constitution of PGA of America

April 25: Customer Relations, pre seminar preparation (PowerPoint)

May 2: Business Planning and Operations, pre-seminar preparation (PowerPoint)

May 9: No class, Final Exam Study Day

### **Class Policies**

- Class meetings: Friday at 11:00 a.m. in Smith-Hutson #202
- Lesson observations will take place at Raven Nest Golf Club
- **Career Enhancement (Book #7) is due May 9, 2006 by noon in PGA/PGM Office.**

### **Grading**

Grades for this course will be determined by attendance, classroom participation, and the quality of the Work Experience Activities turned in at the end of the semester. For each class period missed past two, the grade will be dropped one letter grade.

### **Instructor**

Richard Ballinger, PGA

Director, PGA/PGM Program and Golf Course Operations

Smith-Hutson #209

[ballinger@shsu.edu](mailto:ballinger@shsu.edu)

(936)294-4810

### **ACADEMIC DISHONESTY:**

All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials. For a complete listing of the university policy, see:

## **STUDENT ABSENCES ON RELIGIOUS HOLY DAYS POLICY:**

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Section 51.911 (a) (2) defines a religious holy day as: “a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20...” A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed. For a complete listing of the university policy, see:

## **STUDENTS WITH DISABILITIES POLICY:**

It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance are expected to visit with the Office of Services for Students with Disabilities located in the Counseling Center . They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If you have a disability that may affect adversely your work in this class, then I encourage you to register with the SHSU Counseling Center and to talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. NOTE: No accommodation can be made until you register with the Counseling Center . For a complete listing of the university policy, see:

## **VISITORS IN THE CLASSROOM:**

Only registered students may attend class. Exceptions can be made on a case-by-case basis by the professor. In all cases, visitors must not present a disruption to the class by their attendance. Students wishing to audit a class must apply to do so through the Registrar's Office.