



**Florida Gulf Coast University  
PGA Golf Management Program  
Internship Agreement**

**Facility Information**

Facility Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Internship Supervisor: \_\_\_\_\_

Title: \_\_\_\_\_ Class "A": Yes No

Work Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Type of Facility: Public Semi-Private Private Resort

Facility Amenities: Driving Range Golf Shop Lesson Tee Bar Bag Storage Club Repair  
Club-Fitting Restaurant Locker Room Tennis Banquet Facilities

Other: \_\_\_\_\_

**Rounds Profile:**

Rounds Played / Year: \_\_\_\_\_ Estimated Revenue / Year: \_\_\_\_\_

**For Private Facilities**

Initiation Fee: \_\_\_\_\_ Monthly Dues: \_\_\_\_\_

**For Daily Fee Facilities**

High Season Fee: \_\_\_\_\_ Low Season Fee: \_\_\_\_\_

**Compensation and Benefits**

Brief Position Description:

Employment Start Date: \_\_\_\_\_ Employment End Date: \_\_\_\_\_

Rate of Pay: \$\_\_\_\_\_/Hour Pay Period: Weekly Bi-Weekly Other Specify: \_\_\_\_\_

**Additional Compensation Information:** If “Yes” please complete the corresponding questions in boxes below.

<p><b>Uniforms:</b></p>	<p>Yes No</p>	<p>Items Provided: (check applicable boxes)            Shirts    Shorts    Slacks    Hat    Shoes            Outerwear    Other            Approximate Value: \$_____</p> <p>If part or all of the uniform must be purchased by the intern, please indicate the total expense to the intern \$_____</p>
<p><b>Meals:</b></p>	<p>Yes No</p>	<p>(check one)            Complimentary    Discounted Rate: \$_____            Other: _____</p>
<p><b>Housing:</b></p>	<p>Yes No</p>	<p>Location of Housing: (check one)            On-site    Off-site</p> <p>If housing is off-site, approximately how many miles is the housing from the golf facility? _____ miles.</p> <p>Housing Cost: (check one)            Free    Reduced Rate: \$_____</p> <p>Housing Payment Method: (check one)            Payroll Deduction    Direct Payment from Intern</p>
<p><b>Additional Benefits:</b></p>	<p>Yes No</p>	<p>(check applicable items)            In-Stock Merchandise Discounts,            Personal Use Discount Orders,            Practice and Playing Privileges,            Use of other facility amenities: (specify)            _____</p> <p>Other: _____</p>
<p><b>Additional Income Opportunities:</b></p>	<p>Yes No</p>	<p>(check applicable items)            Gratuities    Club Repair    Golf Instruction            Junior Camps    Merchandise Sales Commission            Club Sales Commission            Other: _____</p> <p>Additional Comments:</p>
<p><b>Total Compensation:</b></p>	<p>\$_____ Estimated total compensation package including value of housing, uniforms, etc.</p>	

## **Intern Employment Plan**

Intern Name: \_\_\_\_\_

During employment as an intern with \_\_\_\_\_ (company). The intern can expect to have the following learning experience:

Description of the duties & responsibilities: Hrs. or % of time

### **PGA Playing Ability Test (PAT)**

If your intern has not passed the PGA Playing Ability Test, a work schedule accommodation will need to be made to facilitate him/her taking the PAT while on internship.

### **PGA Portfolio Activities**

The host PGA Professional and golf course agree that the FGCU intern employed at their facility will complete activities related to the following PGA curriculum while on internship. The PGA professional and staff will mentor the FGCU intern and provide leadership and guidance in the proper completion of the activities. The intern must complete the activities and submit them to the FGCU Program Director and Internship Coordinator by the assigned due dates on the student's internship course syllabus. Proper grammar and punctuation are important components to the PGA and FGCU. Please review the intern's work experience activities with that goal in mind.

#### **Advanced Teaching and Club Fitting**

Intern teaches a series of five hour-long golf lessons – full swing, short game, on course-full swing, on-course-short game, and learning. Each lesson is documented with a video camera. The intern also conducts a fitness evaluation and a club-fitting.

This letter of agreement is between Florida Gulf Coast University Board of Trustees (hereinafter referred to as “the University”) and \_\_\_\_\_, the site at which the internship will take place (hereafter referred to as the Affiliate). The internship will be supervised by \_\_\_\_\_, who will be responsible for the evaluations of the student intern and the overall supervision of the internship on the golf facility site.

The intern shall be considered a member of the golf operations staff and have the accompanying responsibilities and privileges. It is required that the intern work a period of 3.5 months, with the exception of the final internship, which will be an 8 month internship experience. It is required that the intern works full time to complete the internship within one semester. The exact hours worked may vary according to the needs of the supervising entity and the opportunities for the intern.

### **Purpose**

The parties specified in this Agreement have determined that they have a mutual interest in providing for student learning experiences with the Affiliate. The University has determined that student placements with Affiliate are consistent with the goals and objectives of the curriculum and will enhance the program of study. Both University and Affiliate desire to develop productive and proven professionals by assisting with the intern’s professional growth and development.

### **Term and Termination**

Effective date for the Agreement shall be the date indicated above. The term of this Agreement shall be perpetual and shall not be affected by changes in ownership, personnel, positions or titles.

This agreement may be terminated by either party with 90 days prior written notice provided the 90 day period does not interfere with a student intern experience. If the 90 day notice extends past the beginning of the term, then the 90 day notice will be waived so long as some notice was given. In no case will the Agreement be terminated during a practical experience, thereby allowing students currently enrolled and participating to have the opportunity to complete the internship with Affiliate. Notwithstanding the foregoing, this Agreement may be unilaterally cancelled by the University for refusal by the Affiliate to allow public access to all documents, papers, letter or other materials subject to the provisions of Chapter 119, Florida Statutes, and made or received by Affiliate in Conjunction with this Agreement.

### **Priority of Policies**

Students interning with the Affiliate will be subject to University Student Code of Conduct and Affiliate’s Employee Disciplinary Code. The student participant must be mutually acceptable to both parties and either party may temporarily withdraw any student from the learning experience if student’s behavior is determined to have violated Affiliate’s Employee Disciplinary Code or necessitates a referral to University for an alleged violation of the Student Code of Conduct. If for any other reason either party reasonably believes that it is not in the best interest of the Affiliate or University for the student to continue, appropriate Affiliate and University officials will discuss the matter. Further action regarding student status will follow University policy.

The Affiliate will require students participating in Affiliate’s activities to comply with its own operational policies and procedures; however, in the case of inconsistencies, University policies will supersede unless Faculty Supervisor and Affiliate agree on alternative provisions. Affiliate will provide copies of such policies and procedures to Faculty supervisor and to students assigned to work for Affiliate.

### **General Responsibilities of the Parties**

University will have the following general responsibilities:

1. Notify students of appropriate placement opportunities for the experiential learning activity.
2. Approve placement site and learning objectives to be completed.
3. Award University credit to students, where appropriate, at end of placement.
4. Identify for the Affiliate the personnel serving as the primary contact for specified learning activities.
5. Provide Affiliate with evaluation forms and deadlines.
6. Inform Affiliate of the University calendar and initiate discussions of the students’ obligations to report to Affiliate whenever classes are not in session.
7. The University will maintain educational records and information relative to students in accordance with the Family Educational Rights and Privacy Act of 1974 and Section 1002.22, Florida Statutes.

Affiliate shall have the following general responsibilities:

1. Provide opportunities for student observation and/or participation on Affiliate premises.
2. Provide a safe environment in compliance with all federal and state law and inform University and student of hazardous conditions and unusual circumstances that may create unsafe conditions.
3. Provide to Faculty supervisor and students written policies and operational procedures to which students are expected to adhere while they are within Affiliate's settings.
4. Provide to Faculty Supervisor a list of duties or job descriptions for student placements with notation of any specific skills or abilities needed.
5. Provide students with an Internship Employment Plan to include shadowing management, participation in staff meetings, and placement in several functional areas of organization.
6. Participate in planning and evaluation with students and, where appropriate, with University faculty.
7. Identify for Faculty Supervisor the Affiliate's personnel primarily responsible for supervising learning activity for the intern.
8. Provide on-site supervision and guidance to learning activity.
9. Provide timely final evaluation of student performance in the manner specified by the University.
10. Conduct exit interviews with students that will include discussion of Affiliate's final evaluation.
11. The Affiliate will permit a university representative or faculty member to make at least one on-site visit per academic semester during normal working hours, and such additional on-site visits as may be reasonably requested by the University.
12. Notify Faculty Supervisor of unsatisfactory performance or misconduct of a student and provide documentation of any charge to Faculty Supervisor for handling under University policies regulating student behavior and/or academic conduct. If the notice of an incident involving a student reasonably suggests that the student may be an imminent danger to the safety or property of others, the Affiliate may dismiss the student with immediate notice to Faculty Supervisor.

**Number of Placements**

The Affiliate and University will mutually determine the number of interns to be placed with Affiliate for a given term. Affiliate and University may decide to have no active placements for a period of time without affecting the continuation of this Agreement.

**Nondiscrimination**

Both parties give mutual assurance that in performing their duties under this Agreement, they will not discriminate on the basis of age, sex (including sexual harassment), religious belief, race, color, national origin, disability, marital status, veteran status, gender identity/expression or sexual orientation. Reasonable accommodations for participation by disabled persons will be made in compliance with Section 504 of the Rehabilitation Act of 1973.

**Monetary Compensation to Student Requiring Second Agreement**

Students placed in learning activities under this Agreement receive University credit toward an academic degree, including, where appropriate, hourly units. Monetary compensation to students is not provided under the terms set out herein, and any agreement between Affiliate and a student for monetary compensation to the student must be separate from this Agreement. Affiliate hereby stipulates that any such separate agreement between itself and a student will comply with all state and federal laws, including the Fair Labor Standards Act, if such Act is applicable to Affiliate. The Affiliate acknowledges that it will withhold federal and state taxes and pay the Affiliate's share of social security, unemployment insurance and worker's compensation.

The contracting representative of each party warrants that he or she has full power and authority to bind his/her organization to the provisions of this agreement.

In witness whereof, the parties have caused this agreement to be signed by their respective administrative officers:

\_\_\_\_\_  
(Affiliate Representative – Internship Supervisor)

\_\_\_\_\_  
(Date)

Florida Gulf Coast University Board of Trustees:

\_\_\_\_\_  
(Dean, Lutgert College of Business)

\_\_\_\_\_  
(Date)

I have reviewed the facility information, compensation, benefits, intern employment plan, and letter of agreement.

\_\_\_\_\_

(Student Signature)

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Director/Internship Coordinator – PGM Program)

\_\_\_\_\_

(Date)