

LPGA Level III Syllabus

Fall Semester 2024

Course Administrator

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HQ Office Hours

Monday – Friday

8:30 PM – 5:00 PM (EDT)

Dates: September 16, 2024

Course Overview

LPGA Level III online course will discuss the topics of Neuroscience, Conditions of Effective Practice, Junior Golf, and the Business of Golf. The PTE Prep-course Live calls will allow students to practice the twelve (12) components of an LPGA Lesson and receive feedback from their peers and instructors. Students will:

- Demonstrate the ability to perform all essential components of giving an LPGA golf lesson.
- Describe effective ways for golf students to practice.
- Analyze the components of Neuroscience and Psychology and how it affects the golfer.
- Demonstrate Golf Business strategies.

Upon Completion of LPGA Level III, the student will:

Understand how the Integrated Performance System works to identify the many components that create efficient, effective, and compatible motion for each student and demonstrate their ability to apply these components within a golf lesson.

Required Text

All reading materials are downloadable PDFs within the online course.

Required technology access:

Internet: Participants will need internet access to login to the [KeiserUniversity.blackboard.com](https://www.keiseruniversity.blackboard.com) online course.

Web browsers for computers: Students should use google chrome when accessing the course for best system results.

App: Access grades, course content, and more from the Blackboard app on your mobile device. Available on iOS and Android.



Video recording device: Students will need to have access to a video recording device (smart phone or camcorder to record videos of themselves and/or golf swings. The device must also capture sound. Depending on the device students may need microphones or wireless earbuds that have a microphone.

VIDEO FILMING REQUIREMENTS: All videos created for the TEP courses should meet the filming requirements at this link: [Filming Requirements](#).

All reading materials are downloadable PDFs within the online course.

Login:

You will be sent your Keiseruniversity.blackboard.com password the week before class starts. **SAVE THIS PASSWORD.** It is different than your LPGA Account password and **cannot** be reset if you lose it. If you misplace your password or have trouble logging in, please contact LPGA Headquarters during regular office hours at professionals.edu@lpga.com.

Student Resource Folder

The Student Resource folder provides a large library of tutorial videos on using blackboard, the LPGA Manual and more.

Course Schedule

The last date any assignment can be submitted for the course is **Sunday, November 24, 2024**. Please see late assignment guidelines below.

Units	Subject	Assignment/ Evaluation	Date	Points	
<i>All calls are approx. 1 hour</i>	Live Calls	8:00 – 9:00 pm (EST)	LPGA Level III Orientation	9/19/2024	50
		8:00 – 9:00 pm (EST)	Unit 1 Live Call	10/3/2024	50
		8:00 – 9:00 pm (EST)	Unit 2 Live Call	10/10/2024	50
		8:00 – 9:00 pm (EST)	Unit 3 Live Call	10/17/2024	50
		8:00 – 9:00 pm (EST)	Unit 4 Live Call	10/24/2024	50
		8:00 – 9:00 pm (EST)	Unit 5 Live Call	11/7/2024	50
		8:00 – 9:30 pm (EST)	Unit 6 Live Call & PTE Overview	11/21/2024	50
		All day (2 days)	In-person PTE Workshop and PTE	12/4-5/2024	
Getting Started		Quiz - Syllabus Practice (5 questions)		10	
		Fill in a Fillable PDF	9/29/2024	10	
		Assignment – “Introduce Yourself” Video		10	
Unit 1	Level I Review	1.3 Assignment		100	
		1.4 Quiz	9/29/2024	100	

Units	Subject	Assignment/ Evaluation	Date	Points
		Live Call Assignment Unit 1	10/13/2024	50
Unit 2	Level II Review	2.3 Assignment	10/6/2024	200
		Live Call Assignment Unit 2	10/20/2024	50
Unit 3	Conditions of Effective Practice	3.3 Assignment	10/13/2024	200
		3.4 Quiz (22 questions)		220
		Live Call Assignment Unit 3	10/27/2024	50
Unit 4	Business of Golf	4.3 Quiz (12 questions)	10/20/2024	120
		Live Call Assignment Unit 4	11/3/2024	50
Unit 5	Junior Golf	Assignment	11/3/2024	200
		Live Call Assignment	11/17/2024	
Unit 6	PTE Prep	6.3 Assignment Part 1	11/10/2024	300
		6.3 Assignment Part 2	11/17/2024	
PTE	PTE Prep-course and PTE	Students will take the PTE in-person at Wigwam Resort, Litchfield Park, AZ	12/4/2024 - 12/5/2024	

Grading and Evaluation

Assignments are due at Midnight (EST) on Sundays. See Student Syllabus for the semester for dates. Grades will be posted to the grade book by the following Sunday (one week after the assignment is due). If a student submits an assignment early, grades will still not be posted in the grade book prior to one (1) week after the assignment due date.

Students must receive 80% or higher overall in the online course to pass. If a grade of 80% or higher is not achieved prior to the in-person Practical Teaching Evaluation (PTE), they are still allowed to attend the PTE but will not pass the online course and must retake it as outlined below.

Students who do not pass the online course will be allowed to do a make-up test. A student must have completed at least 50% of the assignments and achieved 60% or higher in the course. Students not achieving a minimum of 60% in the course will be required to retake the whole course.

Anyone who fails with a grade of 60% or less and/or has completed less than 50% of the assignments must retake the whole online course.

The cost for the make-up test will be US\$150.00 per attempt (applicants) or US\$200.00 per attempt (foreign language retakes/associates/non-members) and up to four attempts will be allowed. Students must achieve a minimum of 80% to pass the retake test. Students must register and pay for each attempt. If a student doesn't pass after four attempts, they must retake the whole online course.

The retake test must be completed and passed within one year of the date of the end of the course they did not pass. After one year, students will be required to retake the whole online course.

Students must attempt all assignments to pass the Level III online course. If an assignment is not completed, that student will receive a 0 for that assignment and it will count as a missed assignment. Assignments submitted more than 4-weeks after the deadline date will receive a 0 for those assignments and they will not count as attempted.

Students are not allowed to register for their next course until they have successfully completed the course they are currently enrolled in and received their official results.

Academic Integrity

Students are expected to complete their own work. Video submissions that appear to be scripted or edited to meet the time requirements will not be accepted and the student will receive an incomplete for the assignment.

Quizzes

Students are allowed up to 2 attempts on each quiz.

Live Calls

Attendance is mandatory for all live calls, including the Student Orientation and Unit calls. The following are acceptable extenuating circumstances to miss a live call: severe illness, family emergency, or other emergency events. In the event of an extenuating circumstance, students are expected to notify their instructor promptly, preferably before the scheduled call or as soon as possible afterward.

All students, including those with extenuating circumstances, must attend 50% of the Live Calls to complete the course. If 50% of the calls are not attended, LPGA Headquarters will determine the make-up requirement.

Students will not be given attendance credit for simply logging into the call. Attendance credit will only be given to students who actively participate, by being present on video and engaging in the breakout rooms.

Furthermore, students must ensure that their name is displayed correctly on the screen; failure to do so may result in the student being marked absent and not receiving credit for that call (click on the three dots on your screen and select the rename option).

The Live Call assignments must be completed by the due date whether you attend the Live Call or not.

REMEMBER: Much of our learning happens while working with peers, discussion, and participation in a community. These are learning experiences that are almost impossible to make up individually.

Live Calls Late Attendance Policy

Late arrival is defined as arriving more than five (5) minutes after the start of the live call.

Attendance will be recorded six (6) minutes into the start of each scheduled live call using system attendance reports. Anyone arriving six (6) minutes or more into the course will not receive credit for that call.

The following are acceptable extenuating circumstances to arrive late to a live call: severe illness, family emergency, or other emergency events. In the event of an extenuating circumstance, students are expected to notify their instructor promptly, preferably before the scheduled call or as soon as possible afterward.

In-Person Practical Teaching Evaluation (PTE)

The in-person PTE takes place over two days. The first day is PTE prep and students will be there all day starting first thing in the morning. The start time depends on the location and time of year but is normally between 8:00am and 9:00am. Students will be put into groups of three and will take turns being a student, a teacher, and an evaluator to give everyone the opportunity to practice for testing the following day. Each group will be assigned a member of our Global Education Team (GET) who will observe and give feedback to the group to help students be better prepared for the PTE test.

The second day of the in-person PTE is the test day and students will be at the test site for approximately 2-2.5 hours for their test. The test day comprises of two 30-minute lessons, one full swing and one short game, with time in between to complete the self-assessment forms and set-up for the next lesson. Students are expected to arrive 30-45 minutes prior to their scheduled test time. Students are not allowed to stay and watch their friends/fellow students give their lessons – they must leave once their testing is complete. We don't recommend booking flights less than 3-4 hours after a test time in case there are any delays in testing (for example, a frost delay).

LPGA Headquarters will provide the students, rental clubs and alignment sticks for the lessons. Students should bring any of their own equipment they want to use to give the lessons.

Students will receive their results two weeks after the end of the in-person PTE testing.

Late Assignments

All Assignments are due by Midnight (11:59 pm EST) the day they are due. Grades will be available in the grade book by the end of the following week. Students will be allowed to submit late assignments and receive credit. But receive 5% reduction in the grade for each week late with max of 20% grade reduction. A zero will be given for assignments submitted later than 4 weeks. This will be calculated by 4 weeks from the Deadline date of (Friday at Midnight, Eastern Time).

Resubmission of Assignments

Students are allowed two (2) attempts on each quiz and one (1) attempt on assignments and Discussion Boards. Assignments are all set to allow one (1) attempt. If a student submits an assignment by accident without all their answers or required attachments, an instructor can allow a second attempt. The student should email the instructor to request a second attempt. The student must resubmit the entire assignment, not just the part missed.

If a student accidentally submits a Discussion Board, the student should first email the instructor to notify them of the error. The student may add the missing part(s) of their response to the question(s) by clicking the “reply” button to their own thread they already created. An instructor does not need to reset the Discussion Board to allow another attempt. A student may not reply to a discussion board that has already been graded without notifying the instructor first and requesting permission.

Students may not request additional attempts on assignments that have already been graded because they received a low grade. If a student has a question about what the assignment or discussion board is asking, students should email the instructor before submitting the assignment to request clarification. Students can see how the assignment or Discussion Board will be graded by going to the MY GRADES folder and viewing the rubric prior to submitting the assignment/Discussion Board.

Instructors will respond to a students' email within 48 hours.

Civility/ Professionalism

Students are expected to represent the LPGA in a manner becoming a Professional. All LPGA members are held to the Professional Code of Conduct. This class is a community of learners, which means we will depend upon each other for support and information. In order to learn, we must be open to the views of people different than ourselves. Please honor the uniqueness of your classmates and appreciate the opportunity we have to learn from one another. Please respect each other's' opinions and refrain from personal attacks or demeaning comments of any kind.

It is of the utmost importance to communicate with courtesy and professionalism. Professional courtesy includes respecting other's opinions, being courteous and respectful, and working together in the spirit of cooperation.

Disability Accommodations

LPGA will make accommodations for any student under the Americans with Disabilities Act (ADA). If requesting an accommodation, please contact LPGA Headquarters at professionals.edu@lpga.com with the request.

Cancellations

All cancellations must be received in writing via email by LPGA Headquarters prior to the semester start date. Cancellations received 3 weeks or less from the start date will be refunded the registration fee minus a \$150 cancellation fee. No-shows will incur a 100% forfeiture of the total registration fee.

If a student starts the class and cancels during the semester, they will be refunded the registration fee minus a \$250 cancellation fee. The student must notify LPGA Headquarters in writing via email that they which to cancel. The student must re-register at the full price of the course but will be exempt from any assignments already completed if the next course is within 2 calendar years of the canceled course.

IN-PERSON Program: If a student completes the online portion of the class but cancels the in-person portion of the program they will be refunded 50% of the registration fee. If the student cancels 3 weeks or less from the in-person portion of the program, they will be refunded 25% of the registration fee. No-shows will incur a 100% forfeiture of the total registration fee.

If a student has extenuating circumstances (medical or bereavement) that do not allow them to complete the course or attend the in-person portion of the course, the student MUST notify LPGA Headquarters in writing stating the reason and any doctors' notes or accompanying documents. Those with approved extenuating circumstances will be moved to the next semester. A \$250 cancellation fee will apply.