

# LPGA Level 3 PTE Retake Syllabus

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Spring Semester 2024

## Instructors

## Course Administrator

## HQ Office Hours

Gwen Checho, LPGA Headquarters

Monday – Friday

Phone 386-274-6225

8:30 PM – 5:00 PM (EDT)

Email [Professionals.edu@lpga.com](mailto:Professionals.edu@lpga.com)

**Dates: February 12 – May 24, 2024**

## Course Overview

LPGA Level 3 Video course will review the 12 components of the LPGA Lesson Model. Example lessons, technical tips, and feedback on meeting the grading expectations will be covered.,

Upon Completion of LPGA Level 3 video course, the student will:

Identify the 12 components of the LPGA Lesson Model and demonstrate these requirements in both a short game and full swing lesson, meeting the minimum standards of 10/12 in the Communication section and 10/12 in the Application section.

## Required Text

All reading materials are downloadable PDFs within the online course. LPGA provides readings in digital format only. Students may download and print readings for their personal use only. All materials are copyright of the LPGA.

## Required technology access:

Internet: Participants will need internet access to login to the Google Classroom online course.

Dual Microphone set: specs and details about where to purchase are in the course (approx. cost \$100)

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 Google 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.

All reading materials are downloadable PDFs within the online course

### **Login:**

You will be sent your Google Classroom log-in information the week before class starts. **SAVE THIS INFORMATION.** 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](mailto:professionals.edu@lpga.com).

### **Resources**

The discussion board has an open forum to ask questions to LPGA Headquarters and the instructors.

### **Assignments**

This course has five (5) required assignments – 1 quiz, 2 practice assignments, 1 full swing video submission with forms and 1 short game video submission with forms. All assignments must be submitted on time to receive credit for the course.

### **Submission guidelines**

All videos must adhere to the filming and submission guidelines to be accepted. All videos submitted for both the practice assignment and the final video submission must be original and not ones submitted for previous assignments. All videos that do not meet the guidelines will be returned to students and a \$50 charge, per video, to resubmit will be assessed. Resubmitted videos must be uploaded to the assignment within 7 days. If a video is not resubmitted within 7 day the student will be removed from the class and must register for another semester. If removed from the class, the student is not responsible for the \$50 resubmission fee, per video, but will lose 50% of the course registration fee and will be responsible for the full registration fee of the next semester they register for. See cancellation policy below for extenuating circumstances policy.

## Course Schedule

Folders	Time	Assignment/ Evaluation	Due Date <i>(Midnight Eastern Time Zone)</i>	Points
Live Calls	8:00pm EST	Orientation	2/12/2024	50
		Check for Understanding	3/26/2024	50
Getting Started		Course Purpose		
		<b>Quiz</b> – Syllabus and submitting videos	2/22/2024	50
		<b>Assignment</b> – Introduce yourself video	<i>(Thursday)</i>	50
Syllabus		Link to download course Syllabus		
Student Resources		Course Calendar		
		Google Classroom Help for Students		
		How to Submit and Assignment		
		How to access my grades		
		Covid19 Guide		
		LPGA New Member Committee		
Discussion		Questions		
Level 3		Practical Teaching Overview		
		Lesson Model Components		
		Reading		
		Lesson Model Presentation		
		Lesson Examples		
		Lesson requirements		
		Filming best practices		
		FAQ's		
		How to Submit videos		
		<b>Required:</b> Practice Lesson Video	3/7/2024	0
	<b>Assignment</b> – Lesson Videos Submission – Full Swing and short game	4/24/2024	24	

Receive results	5/24/2024	Complete or incomplete
Course Feedback questionnaire	5/24/2024	

**Academic Integrity** – Students are expected to complete their own work. Video submissions that appear to be scripted or edited to meet the requirements will not be accepted and the student will receive an incomplete for the course. Anyone who receives an incomplete must register to take the course again. Students are allowed 3 attempts to complete the Level 3 PTE retake course. If they are incomplete in meeting the requirements after the first (1<sup>st</sup>) in person attempt plus 3 video attempts the student is required to retake the Level 3 online course and in-person course and PTE testing.

### **Late Assignments**

Lesson video assignments are due by 11:59 PM EDT on the assigned due date. Late submission will not be accepted. Any student who does not submit the Lesson video requirements will receive an incomplete for the course and must register to take the course another semester.

### **Grades**

Feedback will be in the grade book within 2 weeks of the assignment deadline date. Your videos will be graded by 2 evaluators. Final Grade will be posted in the Grade book as either Complete or Incomplete. Points for each component will not be given under any circumstances.

You must receive an average score of 10/12 or higher in both categories (Application and Communication) of the grading form to pass this course.

If you do not meet the minimum scoring requirement for this course, you must register to retake the course. You will be allowed up to 2 more attempts (a total of 4 attempts of the PTE including the in-person attempt) before students are required to retake the Level III online course and in-person program and PTE test.

### **Live Calls**

All students are required to attend the Live calls. Notify LPGA Headquarters ahead of time if you are unable to attend. Acceptable reasons for makeup exams include severe illness, family emergency or other unavoidable events. All Live calls will be recorded and posted to the LIVE Call Folder. All students are required to complete the LIVE Call Knowledge Check Assignment.

### **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. 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](mailto:professionals.edu@lpga.com) with the request.

### **Cancellations**

All cancellations must be received in writing via email or facsimile by LPGA Headquarters prior to the semester program start date. Cancellations received 3 weeks or less from the program start date will incur a \$50 cancellation fee. No-shows will incur a 100% forfeiture of the total registration fee (\$400).

If a student starts the class and cancels during the semester, they will incur a \$150 cancellation fee and must notify LPGA Headquarters in writing via email. The student must retake the course but will be exempt from any assignments already completed if the next course is within 2 calendar years of the canceled course. Retakes after the 2 calendar years must pay the full price of the program and complete all assignments.

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 \$50 transfer fee applies.