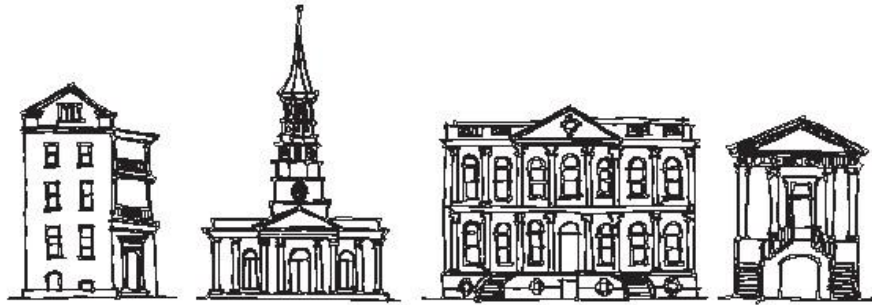


CLEMSON UNIVERSITY



HISTORIC PRESERVATION
IN CHARLESTON

Student Handbook 2022-2023

Clemson Design Center
701 East Bay Street
Suite 202
Charleston, SC 29403
(843) 937-9596

MSHP Faculty and Staff Contacts 2022-23

Name	Office	Phone	E-mail
Laurel Bartlett	<i>Lecturer</i>		bartletb@clemson.edu
Craig Bennett	<i>Lecturer</i> Bennett Preservation Engineering	843-577-8850 o.	cbennett@bennettpe.com
Will Cook	<i>Lecturer</i>		williamjcooksc@gmail.com
Stephanie Crette	<i>Lecturer</i> Warren Lasch Conservation Lab		scrette@clemson.edu
Frances H. Ford	<i>Lecturer</i> <i>Conservation Lab Specialist</i>	843-937-9569 o. 843-224-0149 c.	fordf@cofc.edu
Grant Gilmore	<i>CofC/MSHP Professor</i> 12 Bull St., Charleston		gilmoreg@cofc.edu
Carter L. Hudgins	<i>Lecturer</i>	540.604.0180 c.	chudgin@clemson.edu
Amalia Leifeste	<i>Associate Professor</i> Cigar Factory	843-937-9598 o.	aleifes@clemson.edu
Jon Marcoux	<i>MSHP Program Director</i> Cigar Factory	843-937-9567 o.	jbmarco@clemson.edu
Richard 'Moby' Marks	<i>Lecturer</i> 12-D Vanderhorst St., Charleston	843-345-3800 c. 843-853-0024 o.	richardmarks@comcast.net
Katherine Pemberton	<i>Lecturer</i>		katpemberg@gmail.com
Johanna Rivera-Diaz	<i>Lecturer/Conservation</i> <i>Warren Lasch Conservation Lab</i>		jrd123@clemson.edu
Mimi Rose	Administrative Manager of the CDC.C	843-723-1774 o.	miriamr@clemson.edu
Elizabeth Ryan	<i>Lecturer</i> <i>Charleston Appraisals</i>		elizabeth@charlestonappraisals.net
Barry Stiefel	<i>CofC/MSHP Professor</i> 12 Bull St., Charleston	843-953-7335 o.	stiefelb@cofc.edu
Amanda Tucker	Student Services-Program Coordinator	843-937-9596 o.	astucke@clemson.edu



HYBRID ACADEMIC CALENDAR for MSHP Students Fall Semester 2022

Wednesday, August 24	Fall 2021 Classes begin	Clemson University
Tuesday, August 30	Last day to add a class	Clemson University
Monday, August 29	Last day to add/drop a class	CofC
Tuesday, September 6	Last day to drop a class	Clemson University
Monday-Tuesday, November 7-8	FALL BREAK	CofC/Clemson
Wednesday, November 23	Thanksgiving Holiday-no classes	CofC/Clemson
Thursday, November 24	Thanksgiving Holiday-campus closed	CofC/Clemson
Friday, November 25	Thanksgiving Holiday-campus closed	CofC/Clemson
Wednesday, December 14	Final grades available online	CofC
Wednesday, December 21	Final grades available online	Clemson



HYBRID ACADEMIC CALENDAR for MSHP Students

Spring Semester 2023

Wednesday, January 11	Spring Classes Begin	Clemson University
Monday, January 16	MLK Day Observed (offices closed)	CofC/Clemson
Tuesday, January 24	Last day to add/drop class	CofC
Wednesday, January 18	Last day to add a class	Clemson University
Wednesday, January 25	Last day to drop a class without a W	Clemson University
Monday, March 20	Spring Break Begins	Clemson University
Monday, March 27	Classes Resume	Clemson University
Tuesday, May 9	Grades available online	CofC
Wednesday, May 10	Final grades available online	Clemson University
Friday, May 11	Commencement Ceremony	CofC/Clemson



Tillman Hall, Clemson, SC

Clemson University Useful Numbers

Bursar's Office

864-656-2321

Making tuition payments

Computer Help Desk

864-656-3494

Problems logging in with UserID and password, etc.

Enrolled Student Services

*Last Name **A-L**: Eartha White*

864-656-5339

Forms (GS2, GS4, etc.) are sent to this office. They are also responsible for clearing students for graduation.

*Last Name **M-Z**: Shannon Coker*

864-656-5341

Financial Aid

864-656-2280

Financial Aid questions, Loans, FAFSA, etc.

Graduate Admissions

*Last Name **A-K**: Jan McCracken*

864-656-4185

*Last Name **L-Z**: Jennifer Gooch*

864-656-6824

Graduate School

864-656-4172

www.grad.clemson.edu

Graduation Deadlines, Registration information, CU policies and procedures.

Manuscript Review Office

864-656-5338

manuscriptreview-l@clemson.edu

Guidelines for Preparing Thesis

Red Fern Health Center

864-656-2233

864-656-3561

*Immunization Records
Student Health Insurance*

Registration Services

864-656-2305

Problems registering



Sottile House

College of Charleston Useful Numbers

Addlestone Library Resource Desk	843-953-8000	www.cofc.edu/library
Avery Research Center	843-953-7612	125 Bull St. smallso@cofc.edu
Computer Help Desk [MyCharleston HELP]	843-953-3375	Addlestone Library, 205 Calhoun St. helpdesk@cofc.edu
Cougar Card Office	843-953-1100	162 Calhoun St. cougarcard@cofc.edu
Graduate School	843-953-5614	Randolph Hall, 66 George St. gradsch@cofc.edu
Historic Pres. & Community Planning Undergraduate Program	843-953-3888	12 Bull St. merceral@cofc.edu
Registrar's Office	843-953-5668	160 Calhoun St., Suite 281 registrar@cofc.edu
Special Collections	843-953-8016	
Stern Student Center	843-953-8113	71 George St.
Student Health Services	843-953-5520	181 Calhoun St.



Addlestone Library

Common Research & Printing Destinations:

A&E Digital Printing	843-853-5066	517 King Street
CCPL SC Room	843-805-6956	69 Calhoun St
Charleston Library Society	843-723-9912	164 King Street
Duncan Parnell Printing	843-722-2898	8 Beaufain St.
HCF Archives	843-724-8490	40 East Bay St
Kinko's	843 723-5130	73 Saint Philip St.
RMC	843-958-4800	101 Meeting Street
Sas-E Ink Printing	843-577-2774	219 Calhoun St.
SC Historical Society	843-723-3225	100 Meeting Street

CofC Student Resources

As a joint student you have access to the resources at CofC.

- **Counseling Center:**
843-953-5640
Location: Robert Scott Small Building Suite 300 third floor
See website for FREE events for managing stress <http://counseling.cofc.edu/>
- **CofC Title IX Coordinator:**
843-953-5754
Kimberly Gertner
gertnerka@cofc.edu
- **Student Health Services:**
843-953-5520
Location: 181 Calhoun Street
Website: <http://studenthealth.cofc.edu/>
- **Fitness Centers**
George Street
Johnson/Silcox
Website: <http://campusrec.cofc.edu/facility-hours/index.php>
- **Career Center:**
843-953-5692
Location: 160 Calhoun Street, Lightsey Center Room 216
Website: <http://careercenter.cofc.edu/>
- **For more on campus resources, refer to The Office of the Dean of Students website:**
<http://deanofstudents.cofc.edu/index.php>
- **Graduate Student Association Grant**
The GSA awards grants of up to \$500 per student per academic year to be used towards conducting or disseminating research done as part of a student's thesis or capstone project.
- **The Graduate School Grants**
The Graduate School awards mini-grants to graduate students conducting research and presenting at or attending conferences related to their programs of study. <http://gradschool.cofc.edu/funding-opportunities/grants.php>

There are three types of awards:

1. Research Grants: \$250 - \$500 per student per semester.
2. Presentation Grants: \$250 - \$500 per student per semester.
3. Professional Development Grants: Up to \$250 per student per semester.

These grants are only for students who are enrolled in CofC classes for the semester before and after the requested event.

CofC Student Privileges

COUGAR CARD SERVICES: Connect to campus life at the College of Charleston by using your Cougar Card for events, facilities, and services. The Cougar Card is the official [College of Charleston](#) identification card. It is issued to all members of the campus community.

Online Photo Submission for New Students:

- See here for Guidelines <http://cougarcard.cofc.edu/online-photo-submission-for-new-students/index.php>
- Log in using your MyCharleston username and password
- Click on the profile tab
- Click on submit a new photo
- Before you are able to submit your photo, you must accept the [Student Cougar Card Terms and Conditions](#)
- After accepting the terms and conditions, follow the instructions to upload and submit your photo online
- You will be notified via email if your photo was accepted or rejected
- **Your first Cougar Card is free!** To obtain it, please be prepared to present a photo ID at Cougar Card Services Office located at 162A Calhoun Street near the corner of St. Philip and Calhoun Streets.

Please carry your Cougar Card with you whenever you are on campus to identify yourself as a member of the campus community. Use your card at the Addlestone Library, on the CARTA, at the Stern Student Center.



RIDING WITH CARTA

CARTA (Charleston Area Regional Transportation Authority) service, on all routes, continues to be free for College of Charleston employees and students! Simply show your Cougar Card to the driver as you board the bus. A separate pass is not required. You must be a student enrolled in the current term or an active employee to take advantage of this free service. Information about bus and shuttle schedules may be obtained online at www.ridecarta.com. Sit back, relax and enjoy the ride!

PRESENT YOUR COUGAR CARD FOR FREE STUDENT ACCESS to CofC SPORTING EVENTS, and the STERN STUDENT CENTER'S FITNESS CENTERS!

COUGAR ALERT:

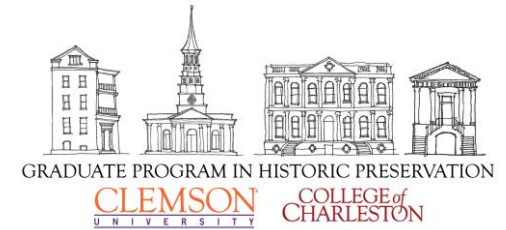
Be sure to provide all accurate contact information in MyCharleston for COUGAR ALERT purposes. These alerts come in the form of e-mails, phone calls, and text messages. Cougar Alerts include campus drills, weather delays/closings, and construction updates.

Clemson Student Resources

- **Student health insurance:**
<https://www.clemson.edu/campus-life/student-health/insurance-and-billing.html>
- **Clemson Title IX Coordinator:** Alesia Smith 864-656-3181
- **Counseling and Psychological Services (CAPS)**
On Monday, Tuesday, Thursday, Friday from 8am-5pm and Wednesday 9am-5pm call **864-656-2451**
After hours for emergencies call CUPD and request to speak with a CAPS counselor on-call **864-656-2222**
Website: <https://www.clemson.edu/studentaffairs/advocacy-success/index.html>
- **Graduate Travel Grants:** You can apply for travel grants, but must apply within the timeline on the Website <https://gsg.people.clemson.edu/GTGS.php>
- **Tiger Cards**
You will be required to have a Clemson ID in order to print to the plotter or the Xerox in the technology lab
 - Select the mobile device type you would like to use here first <https://t1online.app.clemson.edu/credentials/mobile>.
 - After that, you should be able to add it through the My. Clemson app for Apple devices or through the GET app for Android devices.
 - For more information visit <https://www.clemson.edu/campus-life/tigerone/>.
 - Helpful link [TigerOne Mobile ID for Apple \(clemson.edu\)](#)

HP/HSPV CLASS SCHEDULE

Fall 2022



First-Year Students (15 hours)

NAME	COURSE	Clemson CRN	HRS	R/E	INSTRUCTOR(S)	DAY	TIME	LOCATION
<i>PREQUEL</i>			0.0	R	Pemberton, Leifeste	<i>Aug 21-26, 2021</i>	9:00-5:00	
American Architecture	HP 8070 Sect 400	84138	3.0	R	Bartlett	M/W	11:00-12:30	Seminar 4
History & Theory of Historic Preservation	HP 8080 Sect 400	84139	3.0	R	Marcoux	M/W	9:00-10:30	Seminar 4
Historical Research Methods	HP 8090 Sect 400	84140	3.0	R	Pemberton	Thursday	1:30-4:30	Seminar 4
Investigation, Documentation, Conservation	HP 8190 Sect 001	83223	6.0	R	Leifeste, Hudgins Ford	T/R Friday	10:30-12:00 9:00-5:00	Seminar 4

Second-Year Students (15 hours, choose two electives)

NAME	COURSE	Clemson CRN	HRS	R/E	INSTRUCTOR(S)	DAY	TIME	LOCATION
Preservation Law and Economics	HP 8010 Sect 001 HSPV 620	84428	3.0	R	Cook	Tuesday	1:00-4:00	Online
HP Research Seminar*	HP 8020 Sect 001 HSPV 802	83224	3.0	R	Marcoux	Wednesday	1:00-4:00	Seminar 4
Building Technology and Pathology	HP 8030 Sect 001 HSPV 803	83243	3.0	R	Leifeste	T/R	9:00-10:30	Seminar 4
<i>Special Topics Building Investigation & Broader Contexts</i>	HP 8920 Sect 002 HSPV 892	84789	3.0	E	Leifeste	Wednesday	9:00-12:00	Seminar 3
<i>Advanced Conservation</i>	HP 8110 Sect 001 HSPV 811	84704	3.0	E	Ford	Monday	9:30-12:30	Lab
<i>History of American Interiors</i>	HP 8230 Sect 400 HSPV 823	84104	3.0	E	Ryan	Thursday	1:00-4:00	Seminar 2

*This class will meet in 1 hour groups and may not be held every week.

For registration purposes: HP = Clemson, HSPV = CofC

Cigar Factory Guidelines & Expectations

CIGAR FACTORY FOB INSTRUCTIONS & DEPOSITS

Each student gets a fob to the Cigar Factory. This fob grants you access to the building, our suite, and library 24/7.

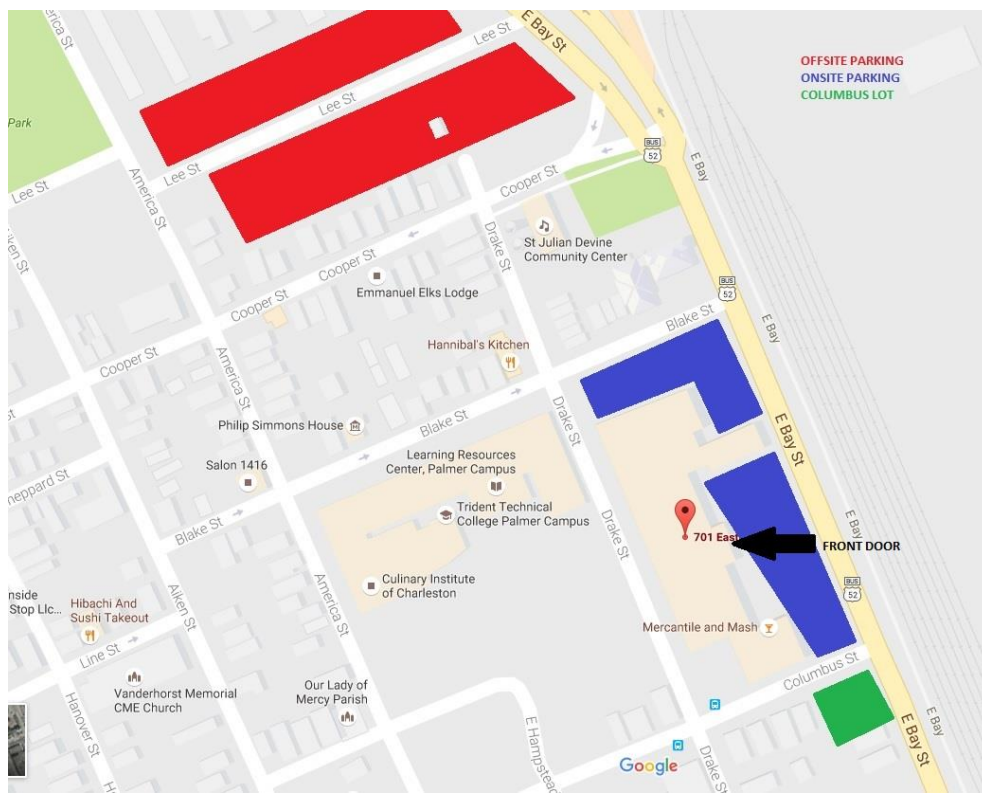
- **Building:** The front doors to the Cigar Factory are open from 8:00am – 5:00pm. At any other time you will need your fob to enter the building.
- **Suite 202:** The doors to our suite will remain locked at all times and you will need your fob to enter. Be sure to carry your fob with you when leaving the suite for any reason, bathrooms, etc.
- **Library:** Our part-time reference librarian, Ina Bootle, will be in the library from 12:00pm – 4:00 pm, Monday – Friday. At all other times, you will need your fob to access the library.
- **Conservation Lab:** Second year students will have 24 hour access to the conservation lab with their fobs. First Year students will be granted access in the second semester when they are enrolled in Conservation Science in the spring.

To pick up your parking pass, you must complete the permit parking form and return to Amanda or Mimi. Fobs will be issued the first day of prequel. **You will be charged if you lose your parking pass and fob and will not be reissued a new one until payment is received.**

PARKING

Each student will be issued an “offsite” parking pass. Please be sure to have this visible in your car as the parking lots are monitored.

After 5:00pm students will be able to park in “onsite” parking spaces closer to the building’s entrance. The Columbus street parking lot is considered onsite parking and will be reserved specifically for our students for after-hour use starting at 5:00pm during the week.



OTHER TRANSPORTATION

Bikes are to be locked up on the bike rack located in front of Mercantile and Mash on the south side of the building. Bikes are not allowed in the building. **Get a U-Lock and register your bike with the Charleston Police Department ASAP, as bike theft is common.**

To register your bike, print and fill out the Bicycle Registration form and bring it to the Records Office at the Police Department headquarters at 180 Lockwood Boulevard. The cost of the registration is \$1. The form can be found here: <http://www.charleston-sc.gov/DocumentCenter/View/11580>

Bike Sharing Service

Check out these websites to get more information on cost and locations.

<https://charlestonbikeshare.com/>

LIBRARY

- All CDC students and faculty can access the library 24/7 with a fob. When the librarian is in, the doors will be open.
- All materials - books, journals, DVDs - must be checked out if they are taken out of the library, even if it's for just a few minutes.
- When the librarian is not available, there will be a check out sheet on her desk for everyone to use. You will need to record your name, the title of the book, and the barcode
- Pretty much ALL materials can be checked out, even the Reference books. Reference books CAN NOT leave the building.
- Frances is in charge of the books in her lab, but they do belong to the library. They don't need to be checked out since they should not be leaving the Conservation Lab.
- Clemson Libraries will be installing a security camera in the library that will record everyone who goes in and out the door. This is part of a new security system that all Clemson libraries will be using, not just at the CDC.

FOOD

As a tenant of the Cigar Factory, you get 10% off at the deli *Mercantile* located on the ground floor of the building.

We have vending machines that take both cash and credit card available for your use near the kitchen. If there are issues with any of the machines, please let Amanda know.

Places that Deliver to the Cigar Factory

- East Bay Deli
- Dominos
- Pizza Hut
- Caviar & Bananas
- Verde
- Brown Dog Deli
- Jimmy Johns
- Quick Foxes

Places To Eat Near By

- Butcher and Bee
- Edmund's Oast
- Hannibal's Kitchen
- Thrive Organic Eatery
- Barsa
- Lewis BBQ
- HomeTeam
- Little Jack's Tavern
- Leon's
- Bay Street Biergarten
- Taco Boy
- Kicken Chicken
- Crust
- Harris Teeter

KITCHEN

The kitchen is there for your convenience. Remember that you are sharing that space with all other students, faculty, and staff in our suite so please use the kitchen accordingly. Take care to clean up after yourself, load and unload the dishwasher, and store all food in proper containers. Please be sure to throw out any old and expired food in refrigerator.

There are dishes and utensils in the cabinets that you are encouraged to use verses paper products. After you are done using dishes please put them in the dishwasher. If the dishwasher is full please use a detergent pod to run the load; if the clean dishes are clean please empty.

The Keurig machine is for your use, but you are responsible for supplying your own K-Cups.

TRASH & RECYCLING

Recycling bins in the studios are FOR PAPER ONLY. The recycling bin in the kitchen IS FOR RINSED BOTTLES AND CANS. ALL FOOD-RELATED, PERISHABLE TRASH must go in the kitchen trash can.

STUDIO ETIQUETTE

- Be respectful of those working and studying around you.
- Only pin up drawings on the available pin up boards.
- There is a nightly cleaning crew, so please keep your desk clean and orderly to help the cleaning crew do their job.
- There are supplies located in the print stations for your use. If the supplies are running low, let Amanda know.
- If you have printer troubles, the computers are down, internet issues, etc., let Mimi know. She can't fix it if she doesn't know something is wrong.
- If you move a TV from a seminar room please return it by 8AM the next morning

SECURITY & NOISE

- **DO NOT OPEN THE WINDOWS.**
- Ensure all doors entering and exiting the suite close behind you.
- Remember you have neighbors in every direction. Please be respectful of your noise level and let Amanda or Mimi know if any neighbors are distracting you!
-

Pet Policy

Except for service dogs and tropical fish in ten gallon tanks, pets are not permitted in the interior of University buildings.

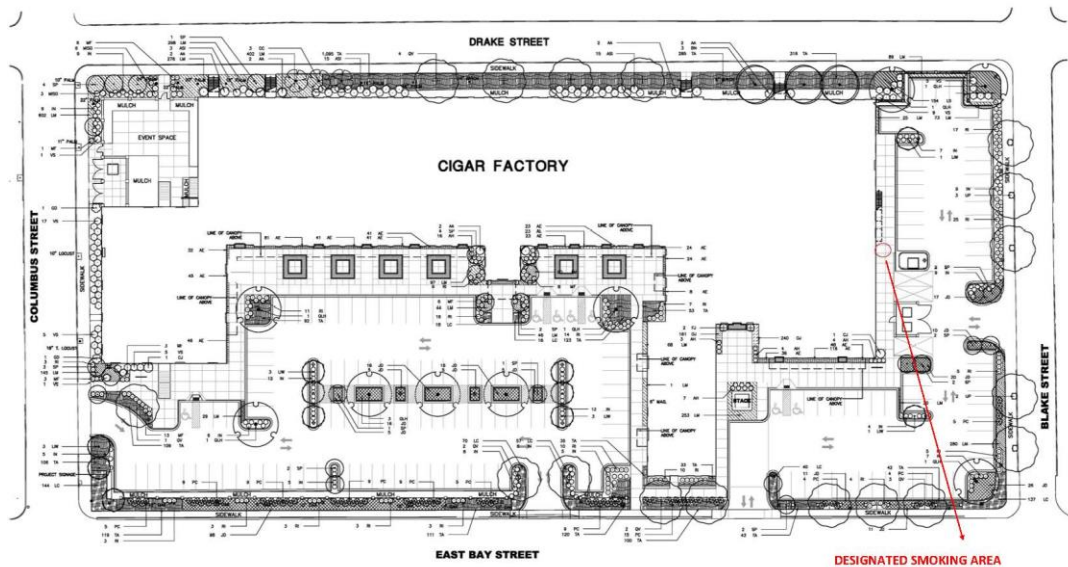
INCLEMENT WEATHER

In the event of inclement weather, we will notify you of closures or delay procedures. In the event of a closure, we will communicate with you by text and by email. It will be important to check both your email and text alerts from Jon Marcoux and Amanda Tucker frequently so you know our status. Flooding, ice and hurricane are the cause of closures in the past. Hurricanes demand additional closure preparation.

Hurricanes are a fact of life along the south Atlantic coast. In the event of a future storm, we will monitor safety notices issued from Clemson University and follow instructions about closure and evacuation. In preparation for a mandatory evacuation notice, you must identify (1) the address and the person(s) with whom you will seek temporary shelter while away from Charleston, and (2) know how and with whom you will travel away from the storm. In the event of a mandatory evacuation notice, you must depart the Charleston area as instructed and communicate with Amanda Tucker via text (843.499.2291) that you have arrived in your shelter location safely. Return to Charleston only after you have received notification from the program. Once you have returned to Charleston, notify Amanda immediately.

SMOKING

The Cigar Factory is a smoke-free facility. There is a designated smoking area located off the service entrance. See map below.



STUDENT DOCUMENTATION

At the end of each semester, you will upload all of your course assignments to a specially designated Clemson Box account. This requirement is meant to help you create a portfolio showcasing your preservation project experience for job interviews. It also serves as a repository of student work for the program, which we use for assessment and accreditation reviews. You must upload all work for every course you are enrolled in by the second week of the following end of the semester. Jon and Mimi will reach out with additional details.

SITE VISIT PRECAUTIONS:

Preservation work can be physically demanding and can expose you to hazards, particularly when we are "on-site". All of the precautions here are common sense, but are worth sharing so that you can stay as safe as possible when we work out of the classroom.

First, if you have any medical conditions that could impact you when you are exhorting yourself in the field please let Amanda know (who will let the site-visit-guiding instructor know). Examples of conditions it is useful for instructors to know about are asthma, diabetes, and strong allergies. If you have a condition which can be triggered by environmental conditions please be sure to bring

necessary treatment supplies with you on site (Epi-pen, inhaler, etc) AND please make sure that the instructor for the site visit knows where your emergency medical supplies are in the event you are not able to retrieve the supplies yourself.

Whether you have a medical condition or not it is very important to listen to your body while on site. Though we hope that you will be able to wring every educational moment out of an on-site lecture or any fieldwork, it is significantly more important that you excuse yourself if you need to sit down, lay down, seek to a cooler place, drink water or eat something to bring your blood sugar back up. Let someone know if you are feeling unwell and are going to step away. Heat exhaustion is a risk as we work in the hot and humid climate of Charleston and the Lowcountry, pay attention to any feelings of weakness, confusion, or the sensation of a light headedness.

For all site work please bring appropriate (large) amounts of water to consume. Drink water consistently, not only when you feel thirsty or weak/faint.

If indicated or not also consider the exterior temperatures for the site visit and bring sunscreen, hats for shading your face, etc.

Best practices during site work:

- Wear gloves when coming into contact with plants and inside unoccupied buildings
- Wear clothing that covers your extremities (full arms and legs) when working outside or in unoccupied buildings
- Wear closed-toe shoes for all site visits
- (Hard hats, protective eye wear etc. will be furnished if appropriate for a given site visit.)
- Only go in designates/approved areas while on site visits.
- Look before your step- we work on old buildings which may have unstable or non-level floor surfaces. Look for changes in color etc. of the floor surface in any building that isn't regularly occupied. Apply weight slowly to any floor areas that are not known to be sound.
- Look before you reach- don't stick your fingers (especially un-gloved fingers!) into anywhere you cannot see into.

CLEMSON DESIGN CENTER, CDC.C

The CDC.C brings together several allied programs in a single facility, Master of Science in Historic Preservation, Clemson Architecture Center, Master of Resilient Urban Design, Architecture + Health studio, Architecture + CommunityBUILD, and Landscape Architecture to work in interconnect and collegial engagement.

Master of Resilient Urban Design is a 36-credit post-professional degree for graduates and professionals with prior design skills in architecture, landscape architecture, city and regional planning, and other related disciplines. The MRUD prepares individuals to engage complex cultural, market, and government policy forces through sustainable and resilient urban form, as it seeks to envision not only humane and ennobling places now, but to ask "what if" questions about the city and urban system as a whole. Director, B.D. Wortham-Dalvin

Integrated Path to Architecture Licensure provides an opportunity to fulfill the requirements for architectural licensure while completing the architectural degree. Clemson University's School of Architecture has been selected by NCARB as one of the accredited programs to participate in this initiative, and has developed a rigorous four and a half year curriculum track that integrates the academic components of architectural study with the internship and examination components requisite to architecture licensure. Director, Ray Huff

Architecture + CommunityBUILD studios; and an Architecture + Health studio, provide one or two semester options for Clemson's degree-seeking undergraduate and graduate students in Architecture and Landscape Architecture. The programs have a long history of community service, bridging academia and practice by teaching in a hybrid environment. Students are able to participate in an internship/mentorship program with local architects and other organizations. Faculty, David Pastre, David Allison

GETTING TO KNOW CHARLESTON

Prequel Week walking tours with Katherine Pemberton offer a first opportunity to get acquainted with Charleston's history, its historic neighborhoods, and its historic buildings. There is more! The short discussion below lists other museums, sites and places that you will want to explore as you get to know Charleston.

MUSEUMS

The Charleston Museum is the nation's oldest municipal museum and traces its collections back to specimens and objects first displayed on the third floor of the State House at the intersection of Broad and Meeting Streets. Its natural history collections are particularly important as are its holdings in Charleston decorative arts. The Gibbes Museum of Art on Meeting Street also holds a significant decorative arts collection within its larger holdings. The Old Slave Mart Museum, operated by the City of Charleston, on Chalmers Street occupies a surviving portion of Ryan's Mart, one of the late antebellum markets established to move the auction of slaves to private venues. The Old Exchange at the intersection of Broad Street and East Bay was the city's customs house and the site of important civic gatherings, among them the official welcome of President George Washington during his tour of southern states in 1792.

HISTORIC HOUSES

Aiken-Rhett House on Elizabeth Street and the Nathaniel Russell House in Meeting Street were Prequel week stops, and both make cameo appearances in MSHP classes. Charleston has other historic houses to explore: The Charleston Museum manages the Manigault House on upper Meeting Street and the Heyward-Washington House on Church Street. For a sense of post-bellum extravagance, the Calhoun Mansion just down Meeting Street from the Nathaniel Russell House may interest you.

OUTSIDE TOWN

Caw Caw Nature Preserve operated by Charleston County Parks and Recreation offers access to former rice fields. Rice and enslaved laborers created the wealth on which Charleston rose. An important row of brick slave dwellings survives at Boone Hall Plantation in contrast to the row of frame houses at McLeod Plantation (a new site operated by Charleston County Parks and Rec). While Magnolia Plantation on Ashley River Road (SC 61) is an exercise in nostalgia, a line of small dwellings interprets domestic life from the antebellum to early twentieth century. The gardens at Middleton are one of the nation's most important early garden landscapes.

JOINT COURSE NUMBERING:

<u>COURSE NUMBERS</u>	<u>TITLE</u>	<u>CREDITS</u>
<u>FALL I</u>		
HP 8000/HSPV 800	Prequel	0
HP 8070/HPSV 807	American Architecture	3
HP 8080/HSPV 808	History and Theory of Historic Preservation	3
HP 8090/HSPV 809	Historical Research Methods	3
HP 8190/HSPV 819	Investigation, Documentation, Conservation	<u>6</u>
		15
<u>SPRING I</u>		
HP 8050/HSPV 805	Preservation Studio	6
HP 8100/HSPV 810	Conservation Science Laboratory	6
HP 8330/HSPV 833	Cultural & Historic Landscape Preservation	<u>3</u>
		15
<u>SUMMER</u>		
HP 8450/HSPV 845	Historic Preservation Internship	3
<u>FALL II</u>		
HP 8010/HSPV 620	Preservation Law and Economics	3
HP 8020/HSPV 802	Historic Preservation Research Seminar	3
HP 8030/HSPV 803	Building Technology and Pathology	3
HP Elective*		3
HP Elective*		<u>3</u>
		15
<u>SPRING II</u>		
HP 8910/HSPV 891	Thesis in Historic Preservation	6
HP Elective*		3
HP Elective*		<u>3</u>
		12
<u>*Possible Electives:</u>		
*HP 8040/HSPV 804	Management and Administration of Historic Preservation	3
*HP 8110/HSPV 811	Advanced Conservation Science Laboratory	3
*HP 8210/HSPV 821	Historic Preservation and Public Memory	3
*HP 8220/HSPV 822	Vernacular Places and Spaces	3
*HP 8230/HSPV 823	History of American Interiors	3
*HP 8250/HSPV 825	Sustainability and Historic Preservation	3
*HP 8260/HSPV 826	Historic Structures Report	3
*HP 8270/HSPV 827	Adaptive Use	3
*HP 8280/HSPV 828	Case Studies in Preservation Engineering	3
*HP 8920/HSPV 892	Special Topics in Historic Preservation	3
*HP 8930/HSPV 893	Independent Study in Historic Preservation	3

Master of Science in Historic Preservation Curriculum (60 credit hours required)

Semester I (Core Semester)

Documentation and Analysis: A semester of "core" curriculum in historic preservation that revolves around developing a deeper understanding of historic architectural fabric through a connected series of NCPE-mandated courses. **15 credits.**

History and Theory of Historic Preservation (3)
American Architecture (3)
Historical Research Methods (3)
Investigation, Documentation and Conservation (6)

Semester II (Implementation Semester)

An "advanced" semester that focuses on acquiring advanced skills in digital recording, pursuing a preservation project through a studio, investigating and analyzing cultural landscapes and broader assemblages of historic resources as well as a conservation laboratory science class. **15 credits.**

Preservation Studio (6)
Cultural & Historical Landscape Preservation (3)
Conservation Laboratory Science (6)

Historic Preservation Internship (Summer)

Historic Preservation Internship in Historic Preservation: A required non-credit internship offered through a variety of organizations and foundations, including the Historic American Building Survey (HABS), Historic American Landscape Survey (HALS) and the Historic American Engineering Survey (HAES), the International Committee on Monuments and Sites (ICOMOS), the National Trust, and local museums and foundations as well as preservation practitioners in America and Europe. **3 credits.**

Semester III (Advanced Semester)

Implementation/Intervention: A semester focusing on implementation and intervention. At this point in the curriculum, students begin their theses. **15 credits.**

Building Technology and Pathology (3)
HP Research Seminar (3)
Preservation Law and Economics (3)
Approved Elective (3)
Approved Elective (3)

Semester IV (Thesis Semester)

Thesis: A final semester during which the focus is on completion of the thesis with additional opportunities to pursue elective courses related to career goals. **12 credits.**

Thesis in Historic Preservation (6)
Approved Elective (3)
Approved Elective (3)

ALL COURSE DESCRIPTIONS (in numerical order)

HP 8010/HSPV 620. Preservation Law and Economics (3)

Advanced discussion of the legal framework of historic preservation with particular attention to cultural resources statutes and local laws and policy mechanisms and review of pertinent economic policies. *Preq: Enrollment in MSHP/HSPV program and HP 8080/HSPV 808*

HP 8020/HSPV 802. Historic Preservation Research Seminar (3)

Advanced research in preparation for thesis project with particular attention to role of proposals and methodology in independent research. *Preq: Enrollment in MSHP/HSPV program and HSPV 8090/HSPV 809*

HP 8030/HSPV 803. Building Technology and Pathology (3)

An advanced lecture course that focuses on the physical properties of modern building materials, mechanisms of failure, and alternatives for conservation interventions. *Preq: Enrollment in MSHP/HSPV program and HP 8190/HSPV 819, HP 8070, HSPV 807*

HP 8040/HSPV 804: Management & Administration in Historic Preservation

Principles of management of non-profit cultural resources organizations with particular stress on non-profit theory, fundraising and development, strategic planning, lobbying, human resources, and communications. Professional projects in this course are created from current preservation and planning issues. *Preq: Enrollment in MSHP/HSPV program and HP 8080/HSPV 808*

HP 8050/HSPV 805. Preservation Studio (6)

A studio course developing preservation projects. Course content stresses documentation, critical evaluation and application of design and preservation strategies to cases in Charleston and its environs. Main street designs, cultural landscape interventions, design theory and skills, and measured drawings are implemented and addressed. Preq: Enrollment in MSHP/HSPV program and HP 8190/HSPV 819

HP 8070/HSPV 807. American Architecture (3)

A survey of American buildings from the sixteenth century to the modern era with particular attention to the social, intellectual, technological, and economic forces that shaped America's cityscapes, small towns and countryside. *Preq: Enrollment in MSHP/HSPV program*

HP 8080/HSPV 808. History and Theory of Historic Preservation (3)

Survey history of preservation that explores a variety of theoretical issues that impact the discipline. Provides a basis for critical evaluation of historic preservation. Discusses architectural and planning theories that drive preservation policy and application. *Preq: Enrollment in MSHP/HSPV program*

HP 8090/HSPV 809. Historical Research Methods (3)

Advanced instruction in historical research methods in private archival manuscript sources and public records with application to recovering and writing the history of buildings and landscapes. Students acquire research, writing and presentations skills. *Preq: Enrollment in MSHP/HSPV program*

HP 8100/HSPV 810. Conservation Science Laboratory (6)

Conservation of historic materials on site and in the lab.; detailed analysis of architectural building materials using hands-on experiences, lectures, readings and laboratory exercises necessary to understand the performance and physical properties of historic building materials and abilities to identify mechanisms of deterioration and formulate appropriate conservation interventions.

Preq: 819: Enrollment in MSHP/HSPV program and HP 8190/HSPV 819

HP 8110/HSPV 811. Advanced Conservation Science Laboratory (3)

Advanced practicum in conservation through a specific site or conservation issue.

Preq: Enrollment in MSHP/HSPV program and HP 8100/HSPV 810

HP 8190/HSPV 819. Investigation, Documentation, Conservation (6)

The integration of multiple preservation skills by creating a professionally presented documentation and analysis project. It course prepares students to read and record the material fabric of historic buildings and landscapes and provides a platform for field experience in architectural descriptions, photography, measured drawings, and landscapes. *Preq: Enrollment in MSHP/HSPV program*

HP 8210/HSPV 821. Historic Preservation and Public Memory (3)

A seminar that explores the creation of American public memory through commemorations, festivals, museum exhibits, historic sites, monuments, and other historic preservation activities.

Preq: Enrollment in MSHP/HSPV program and HP 8080/HSPV 8080

HP 8220/HSPV 822. Vernacular Places and Spaces (3)

An intensive survey of the study of commonplace buildings and landscapes in North America.

Preq: Enrollment in MSHP/HSPV program and HP 8070/HSPV 807

HP 8230/HSPV 823. Historic American Interiors. (3)

Survey of the American domestic interior from the seventeenth to the twentieth century with emphasis on the social, cultural, economic, and technological currents that influenced the furnishing of American dwelling places. In addition to investigating period forms and materials, it explores the interpretation of primary sources and historical finishes.

Preq: Enrollment in MSHP/HSPV program and HP 8080/HSPV 808

HP 8250/HSPV 825. Sustainability and Historic Preservation (3)

A seminar course analyzing the sustainability movement as intricately tied to historic preservation. History is examined through the evolution of policy and building science. Course work investigates foundational theories from the sustainability field and emphasizes the multi-faceted movements existing and potential for interface with the discipline of preservation.

Preq: Enrollment in MSHP/HSPV program and HP 8080/HSPV 808

HP 8260/HSPV 826. Historic Structures Report (3)

This project-based course will take students through the process of generating a historic structures report. The course builds on skill sets introduced through course work earlier in the curriculum. Students will undertake research, documentation and architectural investigation to comprehensively document and analyze a case-study building in Charleston or its environs.

Preq: Enrollment in MSHP/HSPV program and HP 8190/HSPV 819

HP 8270/HSPV 827. Adaptive Use (3)

This project-based course revolves around the production of an adaptive use space-planning scheme. Students will develop creative, logical processes to propose a reuse scheme consistent with real-world constraints. *Preq: Enrollment in MSHP/HSPV program, and HP 8190/HSPV 819*

HP 8280/HSPV 828. Case Studies in Preservation Engineering (3)

Introduction to structural engineering, loads on structures, and structural elements in buildings. Examines behavior and deterioration of primary structural materials in historic structures. Students visit real world examples of major engineering issues in existing structures to determine how conclusions are reached and how recommendations are made concerning the structure.

Preq: Enrollment in MSHP/HSPV program and HP 8190/HSPV 819

HP 8330/HSPV 833. Cultural and Historical Landscape Preservation (3)

Overview of cultural historic landscape preservation principles and practices. Includes inventory and analysis of historic resources from a cultural landscape perspective. Qualities of integrity are studied in correspondence to location, design, setting, materials, workmanship, and feeling and association. *Preq: Enrollment in MSHP/HSPV program and HP8190/HSPV 819*

HP 8450/HSPV 845. Internship in Historic Preservation (3)

Internship typically completed during the summer through which students explore a historic preservation project in a professional work environment. *Preq: Enrollment in MSHP/HSPV program*

HP 8910/HSPV 891. Thesis in Historic Preservation (1 or 6)

Completion of thesis proposed in the third semester under guidance of thesis director and committee. May be repeated.

Preq: Enrollment in MSHP/HSPV program and HP 8020/HSPV 802 and approval of thesis committee.

HP 8920/HSPV 892: Special Topics in Historic Preservation (3)

Seminar dedicated to intensive exploration of timely topics in historic preservation.

Preq: Enrollment in MSHP/HSPV program and HP 8080/HSPV 808

HP 8930/HSPV 893: Independent Study in Historic Preservation (1-3)

Pursuit of an independent research project under the direction of graduate faculty. *Credit is variable: 1 to 3 hrs. Preq: HP 8090/HSPV 809 and HP 8190/HSPV 819*

POLICIES

GENERAL

Students will find general guidelines on academic policies in the handbooks distributed by the program's sponsoring institutions: <http://www.clemson.edu/graduate/students/policies-procedures/index.html> and <http://gradschool.cofc.edu/policy/> Please take the time to review these materials.

HONOR CODE

CLEMSON UNIVERSITY ACADEMIC INTEGRITY: As members of the Clemson University Community, we have inherited Thomas Green Clemson's vision of this institution as a high seminary of learning. Fundamental to this vision is a mutual commitment to truthfulness, honor, and responsibility, without which we cannot earn the trust and respect of others. Furthermore, we recognize that academic dishonesty detracts from the value of a Clemson degree. Therefore, we shall not tolerate lying, cheating or stealing in any form. http://www.clemson.edu/studentaffairs/student-handbook/code-of-conduct/student_code_of_conduct.pdf

The Honor System of the COLLEGE OF CHARLESTON is intended to promote and protect an atmosphere of trust and fairness in the classroom and in the conduct of daily life. As members of the college community, students are expected to evidence a high standard of personal conduct and to respect the rights of other students, faculty, staff members, community neighbors, and visitors on campus. Students are also expected to adhere to all federal, state, and local laws. <http://studentaffairs.cofc.edu/honor-system/studenthandbook/2016-2017-student-handbook.pdf>.

DISABILITY

CLEMSON UNIVERSITY DISABILITY ACCESS: It is University policy to provide on a flexible and individual basis reasonable accommodations for students with disabilities. Students are encouraged to contact Student Disability Services to discuss their individual needs for accommodation.

GRADES

- 4.00/ A -*Excellent*. Indicates work of a very high quality, the highest grade given.
- 3.00/ B -*Good*. Indicates work that is above average though not of the highest quality.
- 2.00/ C -*Fair*. Indicates work of average to weak quality, the lowest passing grade.
- 0.00/ F -*Failed*

ACADEMIC STANDING

Satisfactory Progress: Student must maintain a GPA of 3.0 or higher to remain in good academic standing. Students whose GPA falls under 3.0 will be put on academic probation and required to follow processes implemented by Clemson and the College of Charleston to reestablish good standing.

Dismissal: Any student who receives a F for any class will have demonstrated failure to maintain satisfactory progress through the MSHP curriculum and will be dismissed from the program

TECHNOLOGY

COMPUTER CRASHES: Hard drive crashes and other computer woes will not be accepted as excuses for late submission. Students should, given the complexity of the research task they will pursue, be sure that they maintain adequate backup copies of all aspects of their work.

BIBLIOGRAPHY

BIBLIOGRAPHIC FORMAT: All written work must conform to the Chicago Manual of Style, the authoritative source for the form of bibliographic citation the MSHP program has adopted. No other format (e.g. MLA or APA) is acceptable. Students may consult Kate L. Turabian, *A Manual for Writers*, or an equivalent abridgement of the Chicago Manual of Style. [Note the most recent versions of the Chicago Manual of Style (15th) and Turabian (7th) include updated information for electronic citations. Be sure to use the newest editions.]

GRIEVANCES

In addition to the formal grievance mechanisms provided by Clemson University policies [<http://www.clemson.edu/administration/student-affairs/student-handbook/universitypolicies/academic-grievance.html>] and the College of Charleston policies [<http://policy.cofc.edu/documents/12.6.1.pdf>], the MSHP program encourages active exchange of opinions and observations between students and faculty. The MSHP program is relatively small and has since its inception encouraged open dialogue between its students and its faculty. Academic complaints, if they are expressed, are addressed through a three-step process. Should a student present a complaint, the student (1) submits a written complaint to the program's director. The director, after considering the complaint, will (2) request that the complaint be resolved through dialogue between student and faculty member against whom the complaint is lodged. Should this second step not resolve the complaint, the program director will (3) independently interview both the student and faculty member and then render a decision, in writing, to both the student and the faculty member. Both the student and the faculty member agree to the program director's decision prior to undertaking the third and final step in this process.

The MSHP program institutes two formal opportunities for the expression of student observations, recommendations and complaints. First-Year Students complete an anonymous questionnaire at the end of their second semester just before they depart for summer internships and summer research. This questionnaire measure First Year Student satisfaction and sense of accomplishment but has also emerged as a vehicle for airing disappointments and complaints, among the speed of internet connection. Second-Year Students participate in focus group exit interviews during the week prior to graduation. These sessions with the program's director accompany small group meetings and individual meetings, also with the program's director. These exit interviews have, for example, identified what departing students consider weaknesses in the MSHP curriculum, several of which have led to both changes in course content and faculty.

Course Registration Procedures-iRoar

1. Advising - graduate students do not need to be cleared for registration.

2. Accessing the System Once your time ticket opens, register on iROAR. You will need the following:

Username--Your username is a unique combination of your first and last name, e.g., jdoe. Not sure? You can look yourself up in the [University Directory](#).

Password-- call 864.656.3494. New freshmen and transfer students' passwords are created after deposits are paid. Please read information regarding [strong passwords](#).

3. Registering A video is available for help on registering in iROAR--[registration training videos](#). iROAR will notify you immediately whether you have been added to the class.

4. Errors iROAR will generate an error if you fail to register for corequisite courses at the same time--an example of corequisite courses are lecture-lab combinations. You must enter the CRN (course registration number) for both the lecture and the lab at the same time in the worksheet.

You are not permitted to enroll in courses with overlapping class times.

5. Messages and Blocks When you login, you may receive a message requiring action on your part. Contact the office initiating the message promptly for resolution. Unresolved messages may block further access to the registration system.

Registration Instructions- MyCharleston

Be forewarned that when [MyCharleston](#) prompts you to set your password, it will reset it for ALL of your College network logins (email, classroom and library computers, and PDA devices)! No more having to remember a different password for each of your log-ins!

First Time Logging in: Use your COUGARS username and use the one time password of your CofCID plus your birthdate. (MM/DD/YY.)

Current Students: use your COUGARS username and password, the same combination you use to log into campus computers, like the ones in the Library.

MyCharleston requires **SECURE PASSWORDS** and the system is very sensitive. Tips for establishing an acceptable password:

-integrate the required symbol in the middle of the password

-replace expired passwords with completely different passwords

-enter passwords carefully; multiple incorrect passwords freezes your account and your password will need to be reset.

*****STUDENTS MUST REGISTER AT BOTH CLEMSON AND THE COLLEGE OF CHARLESTON.**



PEARCE & PEARCE INC
STUDENT INSURANCE SPECIALISTS SINCE 1948...



STUDENT HEALTH INFORMATION



CHECK OUT THIS WEBSITE:

<http://www.studentinsurance.com/Apps/Schools/Default.aspx?Id=40>

www.pearceandpearce.com/

>Select SC

>Select Clemson

IF YOUR CLEMSON BILL...

...INCLUDES **A REDFERN HEALTH CENTER FEE,**

NOTIFY MM SO SHE CAN REQUEST IT BE REMOVED FROM YOUR BILL. THIS FEE DOES **NOT** APPLY TO MSHP

For CU Student Health Insurance Plan members:

For details and plan premiums, check the Clemson Student Health website:

<https://www.clemson.edu/campus-life/student-health/insurance-and-billing.html>

Off-campus graduate students, part-time graduate students, and domestic undergraduate students who wish to purchase the SHP must enroll during the open enrollment prior to fall semester and may enroll for the full policy year or by semester. ***Open enrollment will end in early Sept.***

MSHP STUDENTS Sign up under VOLUNTARY ENROLLMENT

E-mail RedfernInsBilling@clemson.edu if you experience any problems or have questions regarding Enrollment.

Or call 864-656-3561



Employment/ Internship Opportunities

American College of the Building Arts

20 Franklin Street
Charleston, SC 29401
577-5245
<http://www.buildingartscollege.us/>

Avery Research Center for African American History & Culture

125 Bull Street
Charleston, SC 29401
contact: Sherman Pyatt 953-7608
www.cofc.edu/avery/

Charleston County Public Library

South Carolina Room
68 Calhoun Street
Charleston, SC 29403
805-6968
www.ccpl.org

Charleston Library Society

164 King Street
Charleston, SC 29401
723-9912
http://www.sciway.net/lib/cls_home.html

The Charleston Museum

360 Meeting Street
Charleston, SC 29403722-2996
www.charlestonmuseum.org
**Charleston Museum house museums include Heyward
Washington House and Joseph Manigault House*

Charles Towne Landing State Park

1500 Old Towne Rd.
Charleston, SC 29407
852-4200
<http://www.charlestowne.org/visitus.shtml>

Drayton Hall

3880 Ashley River Rd.
Charleston, SC 29414
Contact: 766-0188 Carter Hudgins
www.draytonhall.org

Fort Moultrie & Fort Sumter, NPS

1214 Middle Street
Sullivan's Island, SC 29482
(843) 883-3123

Gibbes Museum of Art

135 Meeting Street
Charleston, SC 29401
722-2706
www.gibbesmuseum.org

Historic Charleston Foundation

40 East Bay Street
Charleston, SC 29401
contact: Katherine Saunders 723-3646
www.historiccharleston.org
*HCF house museums include Aiken-Rhett House and Nathaniel
Russell House*

Middleton Place Foundation

4300 Ashley River Road, Charleston, SC 29414
(843) 556-6020 (800) 782-3608
Contact: Mr. Tracy Todd
www.middletonplace.org
**house museum include the Edmonston Alston House*

National Trust for Historic Preservation

Southern Regional Office
440 King Street
Charleston, SC 29403722-8552 Joe McGill

Planning and Urban Development (Board of Architectural Review)

75 Calhoun Street
Charleston, SC 29401
contact: Debbie Hopkins 724-3779
or Linda Bennett 724-3793

Preservation Society of Charleston

147 King Street
Charleston, SC 29401
www.preservationsociety.org
contact: Robert Gurley 722-4630

Slave Mart Museum

Chalmers Street
Charleston, SC 29401
Contact: Nicole Green [GREENN@ci.charleston.sc.us]

South Carolina Historical Society

100 Meeting Street
Charleston, SC 29401
723-3225
www.schistory.org