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INTRODUCTION

Welcome/Purpose of this Handbook

Welcome to the Department of Planning & Landscape Architecture at Clemson University. We wish you success at every stage of your academic journey.

This handbook is intended to familiarize you, as a graduate student in the Graduate Program in Historic Preservation with the requirements, policies and procedures involved throughout your graduate experience. The rules and regulations provided in this handbook govern our academic programs and describe the duties and responsibilities of graduate students in the department. These rules and regulations, developed through the years and in conjunction with the Graduate School, have proven to be beneficial for both students and faculty in the department. In addition, this handbook provides useful information and resources to ease and enhance your experience in the program. Each student is expected to be familiar with the contents of this handbook.

These rules and requirements are in addition to and subordinate to those described in the Graduate School Announcements, which you can find at www.registrar.clemson.edu/html/catalogGrad.htm or through the Graduate School office in E-108 Martin Hall. Any inconsistencies within this handbook or between this handbook and the Graduate School Announcements should be brought to the attention of the Program Coordinator.

Contact Information

Program Coordinator: Dr. Carter L. Hudgins
chudgin@clemson.edu
292 Meeting Street, Charleston, SC 29401
(843) 937-9567

The Program Coordinator promotes the program, orchestrates recruiting activities and makes recommendations regarding graduate admissions offers. The Program Coordinator also oversees the regulations and procedures of the program, coordinates curriculum updates and interacts with the Graduate School on matters such as student status, assistantships and fellowships. The Program Coordinator is your first contact should any issue arise regarding your academic progress or the program curriculum.

Department Admin Assistant: Allisyn Miller, Administrative Coordinator
allisym@clemson.edu
292 Meeting Street
Charleston, SC 29401
(843) 937-9596
Program Overview, Department Mission, etc.

A. Mission

The primary mission of the collaborative Clemson University/College of Charleston Graduate Program in Historic Preservation is to protect and restore the cultural and material landscape. The program is dedicated to educating future leaders in the evaluation and interpretation of historic structures, sites and landscapes for the development of the appropriate preservation strategies and treatments. Utilizing the Charleston-based laboratory, graduate students acquire diverse professional skills for rewarding preservation careers. Areas of emphasis include:

- Sustainability and the Economics of Rehabilitation
- Historic American Building Materials and Techniques
- Conservation Science and Material Analysis
- Architectural History and Cultural Significance
- Documentation of Structures, Sites, and Landscapes
- Building Treatment, Contextual Design and Historic Site Planning
- Preservation Policy and Cultural Resource Management

ENTERING THE PROGRAM

Admission Requirements

Minimum requirements to be considered for admission to graduate study in Historic Preservation generally follow those of the Graduate School (see the Graduate School Announcements at www.registrar.clemson.edu/html/catalogGrad.htm). Minimum requirements include at least a four-year bachelor’s degree from an institution whose scholastic rating is satisfactory to the University, high quality of previous academic record, and satisfactory scores on the general portion of the Graduate Record Exam (GRE) or other applicable test. Admission to the Graduate Program in Historic Preservation is restricted to applicants whose academic record indicates a high potential to be successful in graduate studies. This determination is made by the faculty of the program and is affirmed by the Graduate School. The various indicators used to arrive at this determination may include, but are not limited to: previous academic performance, letters of recommendation, standardized test scores, personal interviews and statements of interest. In reviewing transcripts, both the difficulty of the courses taken and the grade point ratio are considered.

Admission to graduate studies in Historic Preservation begins with your submission of an official application to the Clemson University Graduate School via its website at www.grad.clemson.edu/Admission.php.

Upon receipt of all admission materials, the Graduate School will forward your application to the Graduate Program in Historic Preservation and the Program
Coordinator for review. Applicants must meet all admission requirements of the Graduate School, the Dept of Planning & Landscape Architecture, and the Graduate Program in Historic Preservation before official acceptance will be granted.

Acceptance categories

Students are accepted into the program as either full or conditional status. Each indicates a different level of performance on the admission criteria.

**Full Status:** Your credentials equal or exceed every minimum admission criterion.

**Conditional Status:** At least one piece of required application materials has not been received by the Graduate School. Notice of conditional acceptance may be given prior to receipt of a missing item, but any and all missing materials must be received prior to or during your first semester of enrollment. Upon receipt, you may be admitted to either full or provisional status. Conditional status may also be granted to highly qualified applicants prior to receipt of the degree they are currently pursuing; however, all requirements for that degree must be completed prior to enrolling in the proposed graduate program at Clemson.

Prerequisites

Students may have a background in preservation equivalent to that required for the bachelor’s degree in Historic Preservation, but undergraduate coursework of this nature is not required. Many historic preservation graduate courses presume a working knowledge of corresponding undergraduate material.

If course deficiencies are specified as a condition of your admission, it is important that you take the necessary courses early in your program in order to provide you with background for graduate-level courses. Normally, you remove these deficiencies by taking and passing the required courses during a regularly scheduled course offering. These courses do not count toward the total number of semester hours of graduate credit required for graduation.

**English language proficiency**

International students whose native language is not English are required to submit a satisfactory score on the Test of English as a Foreign Language (TOEFL) or to have completed approved English as a Second Language (ESL) course work from one of Clemson’s ESL affiliates. International students who are applying for a graduate assistantship are encouraged to submit scores from the Test of Written English (TWE), which is administered simultaneously with the TOEFL at most locations.

If you are a non-native English speaker and your graduate advisor feels you should improve your English skills, you must complete English 111: English as a Second Language or an approved course from one of Clemson’s ESL affiliates.
A graduate student whose native language is not English is required by South Carolina state law to pass an English speaking exam (the SPEAK test) before you can be certified to teach as a laboratory teaching assistant. The Clemson English department administers the exam, which is similar in form to the Test of Spoken English administered by ETS. The exam is offered at the start of each semester and once in the summer, and students may take the exam anytime that it is offered. It is expected that you will pass this exam sometime during your first year of study. If you do not pass the exam by the end of the first year of study, you may be asked to leave the program.

When you do pass the English speaking exam, you will be eligible to serve as a teaching assistant. You would then receive the same stipend as all other students who are teaching assistants.

Computer proficiency

The Graduate Program in Historic Preservation has no formal requirements for computer literacy or competency. However, each graduate student is expected to be proficient in the use of digital computers. Use of computers and competency in various software programs will be necessary in many graduate courses and, in most cases, in both your teaching and research. It is expected that you will acquire whatever skills are needed to use these resources as they are required. Workshops provided by Clemson Computing and Information Technology (CCIT) {and on occasion by the department} are periodically made available to help students who need help to gain this competency.

Entering students receive intensive instruction in AutoCAD during the orientation week that precedes the beginning of the fall semester.

At a minimum, students entering the graduate program in historic preservation should be comfortable using the basic functions of the following software programs:

- Microsoft Word
- Excel
- PowerPoint

Foreign language requirement

The Graduate Program in Historic Preservation does not have a foreign language requirement.

Transfer credits

University policy does not allow automatic transfer of graduate credit. Students with graduate credit earned at another institution, in another department at Clemson University, or earned before admission to this program must have prior work evaluated for transfer credit. Requests for transfer credit to the program must be recommended and approved by the Program Coordinator, the department chair and the dean of the program.
Graduate School. You must make your request in writing for each course or credited activity to be transferred. Each request must be accompanied by an official transcript, catalog description and syllabus or other supporting documentation. Grades earned for courses taken at institutions other than Clemson University will not be included in the student’s academic average. All transfer credits must be verified by an official transcript from the institution at which the work was completed. It is your responsibility, not your Advisor’s or the department’s, to request a transcript of transfer credits be sent directly to the Graduate School.

In any case, the number of credit hours that may be transferred from an accredited institution will not be greater than one-third of the graded course work required for a master’s degree. For the doctoral degree, as many as 48 semester credit hours of work may be transferred. No more than 12 semester credit hours earned in a non-degree status at Clemson University can be applied to a degree program.

Transfer credit will not be awarded for research, internships, courses graded pass/fail, or course work in which you received a grade lower than a B or its equivalent. No credit will be given for continuing education units, correspondence, extension or in-service courses or for concentrated courses and workshops that award credits at a rate exceeding one credit per week. Course work completed outside the six-year time limit may not be transferred to Clemson University or validated for graduate credit. See the Graduate School Announcements for more information regarding transfer credits (www.registrar.clemson.edu/html/catalogGrad.htm).

Duplication of degrees

The holder of a master’s degree in a given field, received at another institution, may not become a candidate for another master’s degree in the same field at Clemson.

South Carolina residency

Many students are interested in establishing residency in South Carolina for the purpose of paying in-state tuition. The South Carolina residency laws call for you to establish legal ties with the state; you must generally wait one year before establishing legal ties. Thus, you should take steps near the beginning of your program to initiate the process of becoming a South Carolina resident.

***This benefit does not apply to the Graduate Program in Historic Preservation, Clemson/CofC due to the differential tuition established regardless of the state of residence.

University employee enrollment

With the approval of the appropriate dean or director, a qualified employee of Clemson University may pursue graduate work for credit. However, no member of the faculty or staff who has a rank higher than instructor or its equivalent may be considered as a
candidate for an advanced degree in the academic department where you are employed. Payment of the application fee is required.

Limitations on the number of hours taken per semester are explained under “Maximum Enrollment”. You must make up any time spent in class during normal working hours under a schedule acceptable to your employment supervisor. Flexibility will be given to accommodate class schedules, but you must work out conflicts with your supervisor. You must complete a master’s degree within six years of commencing the program; the PhD must be completed within five years of satisfactory completion of your preliminary examinations.

Admission Procedures

Upon your completion of the online application, your application is reviewed by the Program Coordinator. Your application status can be checked at http://www.grad.clemson.edu/ApplicationCheck.php.

The Program Coordinator examines your application packet and notifies faculty members in the specialization area that you indicated as your area of interest on the application. If a faculty member agrees to be your Major Advisor and you meet the admission criteria, the Program Coordinator and department chair may approve your application. The Graduate School will then notify you of your acceptance as well as any existing provisions.

If you are not considered acceptable for admission, the Program Coordinator will indicate this in the admissions database and the Graduate School will then send you a letter of rejection. You may appeal the rejection to the Graduate School.

International Students

TOEFL and GRE scores are required for international students.

Student expenses

International students must certify access to a minimum of one year’s estimated expenses. See www.clemson.edu/IA/forms/student_financial_certification.pdf for more details or contact the International Affairs Office (E-303 Martin Hall, (864) 656-3614).

Student visa

You are responsible for maintaining legal status with the US Department of Homeland Security during your studies. Form DS-2019 (J-1 exchange visitor visa certificate) is usually issued to students who are funded by their home government or by an international organization. If no organizational sponsor is involved, an I-20 (F-1 student visa certificate) will be issued.
When your application to the Graduate School has been accepted and your language and financial abilities are certified, Campus Immigration Services will issue you an I-20 or DS-2019. Take this document to the nearest US Consulate to apply for a nonimmigrant student visa.

For more information and details about applying for your visa, see the Campus Immigration Services website at www.clemson.edu/IA/isss/new.html or contact them at (864) 656-3614.

Social Security number

If you are an international student receiving an assistantship, you must have your offer letter with you upon arrival. You should then go to the Social Security Administration in Anderson, S.C., for a Social Security Number or meet with the Social Security Administration representative in Martin Hall on the dates indicated by the Graduate School. Student Records will provide you with the paperwork that you must take with your signed Social Security card to the Foreign National Payments Coordinator in E-303 Martin who will complete the necessary paperwork to assist you with getting on the payroll. Be sure to bring the following:

- U.S. Visa
- Unexpired foreign passport
- I94
- IAP-66/I-20

You must call for an appointment before going to the Foreign National Payments Coordinator’s office. The telephone number is (864) 656-5589.

Costs

Financial Aid and Tuition

Because the program is jointly administered with the College of Charleston, students pay a tuition rate separate from other programs at Clemson University. Tuition for the 2010-11 academic year for all students regardless of state of residence is $28,000.

N.B.: Tuition does not include the expenses of books and materials for coursework and fieldwork.

Merit awards, which include fellowships and assistantships, are granted only to full-time students whose application materials demonstrate outstanding academic merit. Prospective students may indicate when applying for admission their interest in merit-based aid.
For current tuition and fees, see http://www.clemson.edu/caah/pla/historic-preservation/programs/fin-aid.html

Graduate assistants may choose to defer tuition and fees. This is accomplished easily on the day of registration. Persons in the fee assessment area will have a list of all graduate assistants. Anyone listed may sign a note to defer these costs and these costs will be deducted from the first six full paychecks of the semester.

For more information about academic costs, financial aid and making payments, contact the Office of Student Financial Aid (G-01 Sikes Hall, (864) 656-2280) or the Bursar’s Office (G-08 Sikes Hall, (864) 656-2321).

Financial Assistance

Upon applying to the program, you are automatically considered for financial aid/grants from the graduate program in preservation.

Assistantships are awarded on a competitive basis to qualified students, both domestic and international. All qualified students are considered for assistantships when applications are processed. Award decisions are based on academic record, test scores, statement of purpose, and letters of recommendation.

Financial support is awarded based on availability of funds in the area of desired study and academic merit. If you change your subject area after support has been extended, support eligibility is reviewed and funding may or may not be provided.

Graduate students are eligible for financial support if they are (1) enrolled in full-time graduate studies, (2) in good academic standing (i.e., not on probation), and (3) making satisfactory progress toward their degree. Tuition and fees for students receiving support are a reduced flat fee. To receive the reduced tuition and fees for a particular semester, a qualified student must be on the department payroll by end of the second week of that semester.

Employment Paperwork

If you have been awarded an assistantship, you must report to the departmental staff at the beginning of your assistantship and complete the following forms: information sheet, tax forms (federal and state), and I-9 Form. You will need to provide proof of nationality, Social Security number, age, etc. (usually by way of a passport, driver’s license, birth certificate or Social Security card).
CU Student ID, Username and Tiger 1 Card

**CUID**

When you are accepted into the Graduate School, you will be issued a unique student identification number as part of your admissions acceptance packet. Your student ID is a 9-digit number you will use on forms and other official University business. It is often referred to as your “CUID”.

**Username**

Also upon acceptance, you will be assigned a Clemson University computer user identification. This is a permanent, unique-to-you identifier that you will use every time you access the Clemson computer network. You may see or hear it referred to as your “username” or “USERID”. Your username is a 4-8 character identification that generally consists of some part of your first and/or last name and designates your official Clemson University email address (for example, Jones2@clemson.edu, where “Jones2” is the username). Your username gives you access to University systems such as Webmail, MyCLE/Blackboard, the Student Information System (SISWeb) and the online Web Registration. You may also need to use your student username to access department-specific networks and files.

**STUDENT IDENTIFICATION CARDS**

**CougarCard-Charleston**

As soon as you arrive in Charleston, you must obtain your Cougar Card and Cougar Card Services which offers the options in Charleston similar to these Clemson services:

**Tiger 1 Card---Clemson**

(For those who travel to Clemson).

Soon after you arrive, you will want to obtain your Tiger 1 Card. This is your official Clemson University photo ID card and gives you access to a variety of services throughout campus and around town, including:

- Library card
- Fike Recreation Center access card
- Athletic ticket privilege access
- Purchase discounted software through CCIT
• Personal debit card to access pre-deposited funds in a TigerStripe account (see tiger1.clemson.edu/content/tigerstripe_wha... for more information).

You must be registered for at least one class during the current semester to qualify for a Tiger 1 Card. Bring a photo ID (driver’s license, state-issued ID card or passport) to the Tiger 1 Card office located in the lobby of Fike Recreation Center. There is no charge for your first ID card. Always remember to carry your Tiger 1 Card with you at all times.

Registration

Students must register for course through both Clemson University and College of Charleston. www.registrar.clemson.edu/portal and my.cofc.edu

Prior to registration for your first semester of study, you must report to your assigned advisor or the Program Coordinator. He/she will help you plan your initial program of study and identify a suitable Major Advisor.

Registration is conducted entirely online via TigerWeb. The Office of Registration Services provides a wealth of information that you may refer to regarding the steps to be taken in the registration process, including a demo of the online system at tigerwebdemo.clemson.edu/. See the Registration Services website at www.registrar.clemson.edu/portal/. If you have any further questions, please contact the Program Coordinator or Patty McNulty, Director of Student Services.

Any student pursuing any phase of a graduate program must be registered. See “Maximum/minimum credit loads” under Assistantships/Financial Support for enrollment limits.

Housing, Area Information

Charleston students have the option to live at 43 Radcliffe Street, or other locations in peninsular Charleston, West Ashley, Mt. Pleasant, or James Island. If one choose to live off of the peninsula, community/parking issues must be considered. The CARTA bus system is free for anyone who presents a valid CofC student ID.

Orientation

There is a 2-day program orientation the weekend before classes begin in August. This usually takes place at 43 Radcliffe St. The first week of the program is “Prequel” which is Monday-Friday from 9-5 and is a crash course into the program and the history of Charleston.
GETTING THROUGH THE PROGRAM

Student Responsibilities

The Graduate Program in Historic Preservation expects you to approach your graduate study in a professional manner. All graduate students should expect to put in at least five eight-hour workdays per week. MSHP graduate students may not be allowed all breaks/holidays afforded to undergraduate students.

The department requires each student to sign a “Departmental Expectations for Graduate Work” form. The purpose of this “release form” is to help avoid misunderstandings between you and your Major Advisor concerning expectations for completing your degree. Part I of the form should be completed, signed by you and your Major Advisor, and filed with your GS2. Your advisor must sign Part II before you can receive your graduate degree. Copies of the form are available from Allisyn Miller, Administrative Coordinator or online at http://www.grad.clemson.edu/forms/pdf/gs2_fillable.pdf.

Academic Integrity

A university is a community of scholars dedicated to the inquiry into knowledge. It follows as a basic tenet that students will conduct themselves with integrity in academic pursuits. In instances where the academic standards may have been compromised, Clemson University has a responsibility to protect this process and to respond appropriately and expeditiously to charges of academic misconduct.

Academic integrity

A summary of the Graduate School’s policy on academic integrity, current as of presstime, follows. For a complete text of the policy, including rules and procedures, and specifics related to former students, academic research and revocation of academic degrees, see the “Appeals and Grievances” section of the Graduate School website at www.grad.clemson.edu/policies/Appeals.php#misconduct and the Graduate School Announcements at www.registrar.clemson.edu/html/catalogGrad.htm.

I. Definitions, explanations and examples of violations of academic integrity

A. Cheating. Cheating involves giving, receiving or using unauthorized aid on any academic work submitted for grading including coursework, laboratory assignments, research projects, comprehensive and qualifying examinations, theses and dissertations or using computer center account numbers that belong to another person without the permission of the account owner. Unauthorized aid includes collaborating with classmates or others when explicitly prohibited, using online paper mills or paying individuals to prepare research papers, reports or projects, submitting identical work to satisfy the requirements of more than one class without the approval of the faculty, or using textbooks, notes, the web and other sources when instructed to work alone.
B. Fabricating/falsifying information. Fabricating or falsifying information involves actions such as making up data that were not collected, stating that studies were conducted that were not, indicating that original source material was read when information was obtained from secondary or tertiary sources, making up references not used or identifying sources that were not consulted.

C. Facilitating violations of academic integrity. Facilitating violations of academic integrity involves students intentionally assisting others to violate the principles of academic integrity (for example, allowing friends access to their work, or instructing students on ways to solicit aid on papers, projects, take home exams, tests for state and national licenses, etc).

D. Failing to cite contributors. Failing to cite an author or multiple authors involves not giving credit to individuals who have contributed significantly to a work (paper, research project, poster, etc.) and claiming the final product as one’s own.

E. Plagiarizing. Plagiarizing is theft of the work accomplished by someone else. It includes copying words, phrases, sentence structure, computer code or files, images, or ideas from any source and attributing the work to one’s own efforts. Blatant examples of plagiarism include failure to use quotation marks, to indent text of more than three lines and failure to cite consulted sources either in footnotes, endnotes or within the body of the text of a document. More subtle examples of plagiarism include paraphrasing or using others’ conceptual frameworks for developing creative works without acknowledgement or permission or citing a source within the text but then directly quoting the materials without the use of quotations marks or text indentation. For more information about and examples of plagiarism visit www.plagiarism.org/learning_center/what_is_plagiarism.html.

F. Thwarting others’ progress. Thwarting others’ progress involves editing, deleting or otherwise destroying computer files that belong to another person or intentionally stealing or destroying property which prevents others from using it to gain needed information to complete assignments, for example, library materials on reserve, materials on loan by a faculty member or reports and documents made available for student use by external companies, state and federal agencies, etc.

II. Levels of seriousness of violation
At the graduate level, it is expected that students exhibit sophistication in understanding the tenets of academic integrity. Even so, it is clear that some types of violations are more serious in nature than others and that some types of violations require deliberate, calculated actions on the part of the student. The Graduate School’s policy categorizes academic integrity violations into four levels, ranging from an unawareness or minor misunderstanding, to an intention to defraud or otherwise engage in criminal-type activity. Each level of violation carries one or more sanctions, from verbal reprimand to permanent dismissal from the University; repeated violations, irrespective of the level, may result in more severe sanctions as well.
III. Graduate Academic Integrity Committee
The authority to resolve cases of violations of academic integrity by enrolled graduate students is vested in the Graduate Academic Integrity Committee (GAIC). The GAIC consists of four tenured faculty members from each of the five colleges, one graduate student from each college. An associate dean of the Graduate School serves as the non-voting administrative coordinator for the GAIC.

IV. Procedures
It is the responsibility of every member of the Clemson University community to enforce the academic integrity policy. Students and staff members should report violations of this policy to the faculty member for the affected course (including the research advisor or internship/practicum/co-op supervisor). When, in the opinion of anyone outside the University, there is evidence that a student has committed a violation of academic integrity, that person should bring the allegation to the attention of the associate dean of the Graduate School. The associate dean will contact the appropriate faculty representative of the student’s program (consistent with the alleged violation).

When, in the opinion of the faculty member, a student has committed a violation of academic integrity, the faculty member will fully document the charge in writing in a statement delivered in a sealed envelope to the associate dean of the Graduate School. At the same time, at his or her discretion, the alleging faculty member is encouraged, but is not required, to privately inform the student charged of the nature of the allegation. Within three working days from the date the associate dean has received a formal charge of an alleged violation, he or she will provide the student with a copy of the charge and the procedures of the GAIC. Those procedures vary depending on the level of the violation and whether the student chooses to pursue a hearing. For more information about the procedures, refer to the Graduate School Announcements at www.registrar.clemson.edu/html/catalogGrad.htm.

Academic research
The effectiveness of the research infrastructure throughout the world is based on the personal and professional integrity of the people involved. The central assumption to all research endeavors is that researchers have done what they say they have done. The Graduate Program in Historic Preservation is part of that infrastructure and the research conducted here must withstand the highest scrutiny. Consequently, we must all ensure that our scholarly work is conducted and reported with the highest ethical standards. We must be careful in our recordkeeping and diligent in our efforts to always attribute credit where it belongs. In particular, we must guard against any activity that would bring the integrity of the department or the individuals within it into question. Among the activities to be avoided are:

- Falsification of data – ranging from fabrication to deceptively selective reporting of results or methods, including the purposeful omission of conflicting data with intent to falsify results.
- Plagiarism – representation of another's work as one's own.
• Misappropriation of others’ ideas – the unauthorized use of privileged information, however obtained.

Requirements for the Master’s Degree

*Minimum degree requirements for the master’s degree*

<table>
<thead>
<tr>
<th>Minimum Degree Requirements for the Master’s in Historic Preservation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total hours of course work</td>
</tr>
<tr>
<td>Core courses required</td>
</tr>
<tr>
<td>Elective courses required</td>
</tr>
<tr>
<td>Thesis Research 891 or</td>
</tr>
<tr>
<td>Exams</td>
</tr>
</tbody>
</table>

*Number of credit hours needed*

A master’s degree program in Historic Preservation shall consist of a minimum of 54 semester hours of graduate credit approved by the student’s Advisory Committee. For the Master of Science M.S. degree, at least one half of the total graduate credit hours required by the Advisory Committee, exclusive of thesis research, must be selected from courses numbered 800 or above.

Prerequisite and co-requisite courses do not count toward the 54 semester hours of graduate credit required for the degree.

*Core courses*

All master’s students are required to take all core courses listed below constituting a total of 30 credits.
HP 800 Orientation Week (0)

HP 605 American Architectural Styles

HP 610 History and Theory of Historic Preservation

HP 611 Historic Preservation Research Methods

HP 612 Materials and Methods of Historic Construction

HP 801 Legal and Economic Issues in Historic Preservation

HP 803 Advanced Materials and Methods of Conservation

HP 805 Preservation Studio

HP 810 Conservation Lab

All resident master’s students must register for HP 802 (seminar) each semester.

See a complete listing of courses offered in program and their descriptions at Appendix A.

Courses outside discipline

It is expected that a student may not choose non-program courses as part of your plan of study. These decisions are normally made with your Major Advisor and are designed to enhance your understanding of your emphasis area. Credit received for graduate-level courses taught by other departments may also be counted toward your degree, provided those courses involve subject matter that is relevant to your degree program. You should consult with and receive approval from your Major Advisor before taking such classes with the intention of having them count toward a graduate preservation degree. If you are supported on either a research or teaching assistantship, you must obtain approval from your Major Advisor prior to taking any such class while working toward the master’s degree in historic preservation.

Thesis for the master’s degree

To finish the Master of Science in Historic Preservation degree, you will complete a thesis. The thesis is a scholarly document investigating a topic relevant to the professional practice of historic preservation. You will choose a research question in consultation with your Major Advisor. To complete the thesis, you must take 9 hours of designated research hours (HP 802-Fall and 891-Spring) and successfully defend your thesis.
See also “Nearing Graduation”.

**Time required/limit**

Failure to meet program and Graduate School deadlines given (see Deadlines section) is grounds for suspension of your stipend. Earlier completion is encouraged.

The department considers four academic semesters and the summer between the first and second year of study to be sufficient time in which to complete the master's degree in historic preservation. The Graduate School requires that all course work which is to be credited toward any master's degree must have been enrolled in and completed within six calendar years prior to the date on which the degree is to be awarded. (See the Graduate School Announcements at www.registrar.clemson.edu/html/catalogGrad.htm.)

A graduate student in the master's program should complete the thesis during the spring semester of the second year of study. If you do not meet this requirements, you will not be allowed to enroll for further credit except for HP 802, and you should not expect any further financial support from the department or the University.

**Special program requirements**

**First Monday Seminars:** During the fall and spring semesters, the program sponsors a seminar on the first Monday of every month at which students, faculty, and alumni of the program give presentations about their research or other topics of interest to the program. Invited speakers from industry, government, and other academic departments are sometimes included. All students and faculty are expected to attend. If you cannot attend a particular seminar, you should inform your Major Advisor ahead of time.

**Internships**

All students in MSHP program are required to secure and complete an internship in an applied setting. No academic credit is granted for the internship which is completed during the summer between the first and second years of study. Professional internships are offered through a variety of organizations and foundations including HABS, HALS, HAES, The National Trust, ICOMOS, and local museum and foundations as well as preservation practitioners in America and Europe. The availability of internship opportunities depends on factors beyond the control of the department, and you are expected to pursue and arrange your own internship. It is advised that you begin to actively search for an internship as soon as you arrive at Clemson. The Program Coordinator, who also serves as coordinator for the field placement program, will, when possible, aid you in locating a field placement opportunity.

in the past.
Before you lock in your internship, you must consult with your Major Advisor and the Program Coordinator. You must work with the Program Coordinator to avoid duplication of contacts with potential internship sites. The Program Coordinator will determine if a potential field placement site is appropriate for the program.

While participating in an internship, you are representing both Clemson University and the graduate program in historic preservation and should conduct yourself accordingly. Unethical actions, as determined by the faculty of the historic preservation program, are grounds for disciplinary action, including dismissal from the program. If ethical issues or other problems arise during your field placement, you should contact the Program Coordinator immediately.

**Academic Requirements**

*Maintaining academic standing*

A graduate student must maintain a minimum overall average of B (3.0) for all courses taken. If at any time you fail to satisfy this requirement, you will be automatically placed on probation for one semester during which time you will not be eligible for financial aid/assistantship. You are permitted only one probationary semester during the entire course of your graduate program. In addition, a failing grade (D or F) in a course in your major area may be cause for dismissal regardless of your overall average.

The awarding of an advanced degree does not merely attest to completion of academic requirements in courses, seminars and research activities, but also to the acquisition of acceptable professional standards, including standards of ethics (see the University’s [Academic Integrity Policy](#)). Violations of professional standards may result in disciplinary action, including dismissal from the program.

*Maximum enrollment*

The upper limits on graduate student enrollment per semester, as outlined in the table below, refer to graduate and undergraduate credits combined and should be attempted only by the most qualified students. Should the six-week and three-week sessions run concurrently, the total credits are not permitted to exceed the upper limit for the six-week session. Graduate students paid solely on an hourly basis are not classified as graduate assistants but are subject to the same limitation in credit loads.
<table>
<thead>
<tr>
<th>Student Category</th>
<th>Semester</th>
<th>6-Week Session</th>
<th>3-Week Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time Students</td>
<td>18</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>1/4-time Graduate Assistants</td>
<td>15</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>1/2-time Graduate Assistants</td>
<td>12</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>3/4-time Graduate Assistants</td>
<td>12</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Persons employed full time</td>
<td>9</td>
<td>3</td>
<td>1</td>
</tr>
</tbody>
</table>

Quarter-time, half-time and three-quarter-time graduate assistants are defined as those who contribute an average of 10, 20 and 30 clock hours per week, respectively, of service to the University for the entire semester. A person employed full time is defined as anyone employed five full working days per week regardless of the employer(s). A graduate student who becomes employed full time while the assistantship is in force must notify the Graduate School and the department providing the assistantship.

**Honors and awards**

1.) Best Thesis Award

2.) Best Graduate Student Award

**Incomplete coursework**

A grade of Incomplete will be given only if you have not completed the course for some unavoidable reason that is acceptable to the instructor. Unless you complete the requirements for removal of the I grade within the time period stipulated by University policy, the Student Records Office will automatically change the I to an F. Extensions of the deadline for completing the course work are granted only in extreme circumstances. Students who have Incompletes cannot graduate, even if the incomplete courses are not part of your GS2 plan of study. Special courses that constitute multi-semester projects are exempt from this rule. Incomplete grades for those courses may be given until the project is complete.

**Enrollment on a Pass/Fail basis**

The only graduate courses that may be taken on a pass/fail basis are thesis and dissertation research and a small number of unstructured courses in which the pass/fail grading system appears in the course description.

**Auditing courses**

Permission for a student to audit a particular graduate course is at the discretion of the chair of the department, the coordinator of the program offering the course and/or the instructor. The principal factors involved in granting permission are that the auditor must possess the necessary academic background and space must be available.
Audited courses do not carry credit and the fact that a course has been audited is not noted on your official record. Graduate auditors are not required to stand tests or exams. However, the instructor, at his/her own discretion, may demand the auditor's participation in class to whatever extent deemed desirable.

You may not satisfy by audit a stated prerequisite for a graduate course. Additionally, you may not establish credit through examination in any course for which you were previously registered as an auditor.

**Withdrawing from courses**

As a graduate student in the Department of Planning & Landscape Architecture, Historic Preservation, you will be permitted to drop courses in which you are enrolled only in exceptional cases and with the prior approval of the Program Coordinator, your Major Advisor and the course instructor. If you drop a course when you have an assistantship, and your course load drops below nine credit hours, your assistantship may be revoked for that semester.

**Repeating a course**

Under some circumstances, graduate students may repeat courses in which they received a D or F. It is recommended that you repeat a course if you receive a C or less in any course required as a part of the degree program. If you repeat a course for which you received a grade of D or F, you do not receive additional credit. The grades from the two courses are averaged; the D or F is not dropped.

**Continuous enrollment, leave of absence**

Graduate students who do not maintain continuous enrollment are subject to the requirements in effect at the time you return. Only students who are enrolled are eligible to use University facilities and human resources. Note that you must meet minimum enrollment requirements to be eligible for financial aid (see Assistantships/Financial Support below)

All graduate students in the program are expected to maintain continuous enrollment during fall and spring semester and during the summer between their first and second years in the program. The graduate program in historic preservation makes every effort to schedule relevant courses such that students can easily maintain enrollment.

To prevent the possibility of termination of financial support, you must request and be granted a leave of absence from the department. Your request must be approved by both the Program Coordinator. A leave of absence will be granted only in exceptional cases. If you have an assistantship or fellowship and take a leave of absence, you are not guaranteed financial support upon your return, even if you did not use up all your support before your leave.
Students failing to maintain continuous enrollment (excluding summer terms) must apply to the Graduate School for re-entry and obtain approval from their department.

**Withdrawing from the program/University**

If for any reason you decide to withdraw from the program, inform your Major Advisor, then the Program Coordinator, who will inform you of the procedures to be followed to officially withdraw from the University. Failure to follow the procedures may result in your owing tuition and other fees to the University. This applies to both domestic and international students.

**Major Advisor/Thesis Committee**

**Your Major Advisor**

Each graduate student must have a faculty advisor who must be a regular member of the faculty of the graduate program in historic preservation.

Initially, you will be assigned an advisor. This advisor will help you begin to plan your degree program and will be available to answer any questions you may have. As early in your program as possible and no later than the first week of the fall semester of the second year of study, you should identify, in consultation with the program coordinator, the faculty member who will serve as chairperson of your thesis committee.

The selection of your thesis advisor is one of the most important decisions you will face as a graduate student. Your thesis advisor helps plan and guide your research activities and the preparation of your thesis. Choose carefully: to facilitate your progress through the program as well as the quality of the program itself, a change of Major Advisor will be permitted only under the most unusual circumstances. Your thesis advisor will also assist in gathering your thesis committee, ordinarily a group that consists of the thesis advisor and two additional readers. Additional members may, on approval of the program coordinator, be added to the thesis committee.

A majority of your thesis committee must be regular members of the Historic Preservation faculty. You are responsible for forming your thesis committee and keeping them apprised of your progress.

**Plan of study (GS2)**

Your graduate degree curriculum should be planned very early in your program, and the graduate degree curriculum form (form GS2) should be filed by the time you have completed about nine credit hours. Filing the form early in your program limits the possibility of confusion between you and your advisor on graduation requirements and timelines. In any case, you must file a form GS2 with the Graduate School no later than the last day of classes of the term before the term in which you plan to graduate. The GS2 represents the formulation of an individual student's curriculum as approved by
your Advisory Committee. It must adhere to Graduate School as well as departmental policies. Courses in excess of those required for the degree should not be listed on the GS2. Any questions concerning undergraduate deficiencies, transfer of graduate credit from other institutions, special program requirements, etc., should be resolved before the GS2 is submitted.

Advisory Committee approval of your plan of study is indicated by their signatures on the GS2. The form must also be approved by the major department chair, the minor department chair (if applicable), and the deans of the college and Graduate School. The form is available on the Graduate School’s website at www.grad.clemson.edu/forms/GeneralForms.php.

You must complete any class listed on your GS2 before graduation; if you fail to do so, you must file a revised GS2. Prior to graduation, you may revise your degree curriculum as needed subject to the necessary Advisory Committee and dean approvals. In extremely rare situations, it may be necessary to change committee membership. In either case, you must submit a revised GS2.

**Assistantships/Financial Support**

*Description of assistance available*

Graduate assistantships are available in teaching and research. Graduate teaching assistantships include graders, laboratory assistants/instructors and teachers of record. These may be in the form of $\frac{1}{4}$-time (10 hours per week) $\frac{1}{2}$-time (20 hours per week) or $\frac{3}{4}$-time (30 hours per week) appointments. Graduate research assistantships are generally made by individual faculty members to conduct research on specific projects. These may also be either $\frac{1}{4}$-time, $\frac{1}{2}$-time, or $\frac{3}{4}$-time appointments.

Fellowships are available from organizations outside Clemson University. Information on these opportunities is available from the department and from the Graduate School website (www.grad.clemson.edu/fellowships.php).

Your responsibilities and details of your financial support are included in your official offer letter from the department chair or Program Coordinator. This letter requires your signature indicating your acceptance of the terms. (Teaching assistants will receive a separate communication with more detail as to their specific assignments, such as course sections, etc.) To maintain your assistantship, you must complete the duties in a satisfactory manner and make satisfactory progress toward your degree.

**Assistantship funding**

The graduate program in historic preservation uses two different sources for funding graduate students: State of South Carolina monies, and funds from contracts, grants and donations. Students supported by state funds normally are assigned teaching assistant duties while those supported by research contract funds are assigned
research duties. All assistantships may be subject to time limits as described below (depending upon the degree being pursued) and are contingent upon your satisfactory performance and progress toward the degree.

- Assistantships for master’s students will normally extend for a maximum of 2 years.
- Continuation of assistantships and fellowships is contingent upon satisfactory academic performance, as well as satisfactory performance of assigned duties associated with the assistantship.
- All research contract- and grant-supported graduate assistantships are subject to continued funding by the contracting agency. If a research contract or grant is terminated before you have completed your degree program, the department will endeavor (on an individual basis) to provide financial support to allow continuation of your program. This might involve teaching assistant responsibilities, where appropriate. The foregoing statement should not be construed as an assurance of funding. You are expected to complete your degree program in a timely fashion.

Minimum enrollment

A minimum enrollment is required for appointment as a graduate assistant. During the academic year, the minimum enrollment is nine semester hours for all graduate assistants. Minimum enrollment in the summer sessions is three semester hours per session. Undergraduate credits may be included in the minimum provided they are relevant to your degree program and required by your Advisory Committee. Credits in GS 799 may be included in the minimum in unusual cases cleared in advance with the Graduate School.

An assistantship may be withdrawn at any time for failure to maintain satisfactory enrollment status.

Employment-related information

Income taxes
The State of South Carolina, as well as the U.S. government, levies an income tax. Therefore, as a general rule, state and federal taxes will be withheld from your pay and you will need to file income tax returns with both the state and federal taxing agencies.

Paydays
Paydays are alternate Fridays. When you go on the payroll for the first time, you will have a two-week lag before you will be paid. This “lag pay” is paid out after your termination from your position.

Paperless pay
Stipend checks must be direct-deposited through the University system. You must fill out an “Authorization for Deposit of Net Pay” Form upon starting your assistantship.
This action is mandatory; no exceptions. Pay stubs will not be given/mailed to you, but are available electronically through MyCLE.

To view your pay stub and other employment-related information on MyCLE, go to \texttt{bb.clemson.edu}. Enter your \textit{employee} ID and password in the username and password fields and click “Login”. (If you do not know your employee user ID, you can obtain it by presenting a photo ID at the CCIT Help Desk in Martin M-1.) Then select “View Paycheck” from the CU Faculty & Staff Resources list. Re-enter your employee ID and password to sign in to PeopleSoft. Your most recent pay stub will appear.

\textbf{Work injury protocol}
Should you be injured during the course of your employment responsibilities, you must immediately report the injury to your supervisor. Your supervisor should then immediately call the workers’ compensation insurance company. Their medical manager will gather information about the accident and direct you to a healthcare facility or physician for treatment. No coverage will be provided for work-related claims unless reported by your supervisor before you receive medical treatment at the authorized provider.

In the event of severe injury/emergency, call 911 first, and then execute the above procedures.

\textbf{Workload}
The normal $\frac{1}{2}$-time graduate assistantship workload is 20 hours per week (average). Students are sometimes hired for 12.5\% (5 hours), 25\% (10 hours), 37.5\% (15 hours) and 75\% (30 hours) of full-time work, under appropriate circumstances. You should be aware of both your academic and work obligations, and are encouraged to discuss any problems with faculty.

\textbf{Work product}
Computer programs written, data generated, discoveries made, derivations developed, etc., in the course of your assistantship are the property of Clemson University.

\textbf{Reduction of pay}
Normally, your agreed-upon workload will be submitted as hours worked for each payroll period. However, if the amount of work you perform consistently deviates below the required workload, your pay will be reduced accordingly. Due to the procedure in which time sheets are currently used, it may be necessary to implement any pay reductions in the pay period following the one in which the work deficiency actually occurred. Pay also may be withheld from students who violate the vacation policy (see below).

\textbf{Vacation policy}
As a rule, graduate assistants do not accrue paid vacation time. Your work timeframe should not be perceived to be the same as the semester class schedule. Generally, graduate assistants work on the same calendar as faculty with 12-month appointments unless different work expectations are distinctly articulated in your offer letter. In the
event of a death in your immediate family, illness of a close family member or personal illness or hardship, you may request up to four weeks leave without pay per semester and one week of leave without pay per summer session from your immediate supervisor.

**Military leave policy**
The Graduate School has ruled that a graduate student on military leave, for example summer camp, will not receive a stipend for the period of that leave. Students planning to take military leave should notify the departmental secretary of the inclusive dates. Short periods of about one week can be taken as regular vacation with no interruption in pay. Students leaving the campus for six weeks to attend summer camp must obtain written permission from the dean of the Graduate School to be excused from the continuous enrollment provision.

**Holidays**
Graduate students are entitled to take as holidays the days on which the University is officially closed. See the official University holiday schedule at [www.clemson.edu/humanres/Payroll_Benefits/holidays.htm](http://www.clemson.edu/humanres/Payroll_Benefits/holidays.htm).

**Termination of pay**
Pay for any session will end when you leave Clemson or are no longer available for work assignments. Normal termination dates for the spring and fall semesters for students not continuing into the next session is graduation day. Any deviations from these dates must be approved by your Major Advisor or the department chair.

**Outside employment**

One of the purposes of a graduate assistantship (research, teaching or administrative) is to support your subsistence during your graduate studies. Therefore it is the policy of the department to disallow you from outside employment if you hold more than a ½-time assistantship. Exceptions to this policy include temporary consulting and/or tutoring jobs, which you may do if you receive approval from your Major Advisor.

**Process and Procedures**

**Schedule of courses**

The following table shows the rotation schedule for graduate courses in historic preservation. You should schedule any courses you take outside of the discipline around this schedule in order to ensure that you do not miss an opportunity to take a course that is required by the program or your Advisory Committee.
<table>
<thead>
<tr>
<th>Course Offering Rotation in Historic Preservation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation Week</td>
</tr>
<tr>
<td>History and Theory of Historic Preservation</td>
</tr>
<tr>
<td>American Architectural Styles</td>
</tr>
<tr>
<td>Research and Documentation in HP</td>
</tr>
<tr>
<td>Materials and Methods of Historic Construction</td>
</tr>
<tr>
<td>Investigation, Documentation &amp; Conservation</td>
</tr>
<tr>
<td>Preservation Studio</td>
</tr>
<tr>
<td>Legal and Economic Issues in HP</td>
</tr>
<tr>
<td>Cultural and Historic Landscape Preservation</td>
</tr>
<tr>
<td>Advanced Materials and Methods in Conservation</td>
</tr>
<tr>
<td>HP Research Seminar</td>
</tr>
<tr>
<td>Conservation Lab in HP</td>
</tr>
<tr>
<td>Elective (not required*): Historic Interiors</td>
</tr>
<tr>
<td>Urban Planning</td>
</tr>
<tr>
<td>Thesis Research</td>
</tr>
<tr>
<td>Thesis Research</td>
</tr>
<tr>
<td>Management and Administration of Historic Preservation</td>
</tr>
<tr>
<td>Advanced Conservation/Readings in HP</td>
</tr>
<tr>
<td>Electives</td>
</tr>
</tbody>
</table>

See [Appendix A](#) for a complete list of courses and their official descriptions. Note that instructors have some leeway in modifying the course and content.

*Department and Graduate School forms*

You will be required to complete the following forms through the course of your studies. Up-to-date versions of the Graduate School forms are available at
www.grad.clemson.edu/forms/GeneralForms.php. Departmental forms are available from administration and Student Services at Clemson.

<table>
<thead>
<tr>
<th>Form ID</th>
<th>Required By</th>
<th>Approximate Deadline*</th>
<th>To be Signed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS2 – Plan of Study</td>
<td>Graduate School</td>
<td>Semester prior to graduation</td>
<td>Advisory Committee members, dean of college, dean of Graduate School</td>
</tr>
<tr>
<td>GS5 – Admission to Doctoral Candidacy (for PhD students only)</td>
<td>Graduate School</td>
<td>At least six months prior to graduation</td>
<td>Advisory Committee members</td>
</tr>
<tr>
<td>Diploma Application</td>
<td>Graduate School</td>
<td>Within first four weeks of semester in which you will graduate</td>
<td>Online submission — user ID required</td>
</tr>
<tr>
<td>GS7 – Final Comprehensive Exam and Thesis/Dissertation Approval Form</td>
<td>Graduate School</td>
<td>Two weeks prior to graduation</td>
<td>Advisory Committee members</td>
</tr>
</tbody>
</table>

* See specific deadline dates for Graduate School forms at www.grad.clemson.edu/Deadlines.php.

Sample timetable(s) of student progress

The following table lays out a typical progression through the graduate program in historic preservation:

<table>
<thead>
<tr>
<th>A Sample Master’s Program of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1 – 1st Semester</td>
</tr>
<tr>
<td>Year 1 – 2nd Semester</td>
</tr>
<tr>
<td>Year 1 - Summer</td>
</tr>
<tr>
<td>Year 2 – 1st Semester</td>
</tr>
<tr>
<td>-----------------------</td>
</tr>
<tr>
<td>Year 2 – 2nd Semester</td>
</tr>
</tbody>
</table>

**Checklist/worksheet of requirements**

Use the following checklist to track your completion of program requirements.

<table>
<thead>
<tr>
<th>What</th>
<th>When to Complete</th>
<th>How/Who</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection of a Major Advisor</td>
<td>Before the end of the last week of the second semester</td>
<td>Notify Program Coordinator</td>
<td>Second year first week</td>
</tr>
<tr>
<td>Appointment of Advisory Committee</td>
<td>Before the end of your first semester</td>
<td>In consultation with your Major Advisor</td>
<td>Second year first week</td>
</tr>
<tr>
<td>File plan of study</td>
<td>Beginning of your second semester*</td>
<td>Form GS2</td>
<td>Second year first semester</td>
</tr>
<tr>
<td>Approval of thesis proposal</td>
<td>Beginning of your second semester</td>
<td>Advisory Committee signs proposal; you file proposal with Program Coordinator</td>
<td>Second year first week</td>
</tr>
<tr>
<td>Minimum of 54 credit hours completed</td>
<td>Within six calendar years prior to graduation</td>
<td>Form GS2</td>
<td>Second year second semester</td>
</tr>
<tr>
<td>Apply for diploma (Clemson)</td>
<td>Beginning of final semester*</td>
<td>You fill out online via SISWeb</td>
<td>Second Year January</td>
</tr>
<tr>
<td>Order cap and gown (CofC)</td>
<td>Beginning of final semester</td>
<td>You order through bookstore</td>
<td>Second Year March</td>
</tr>
<tr>
<td>Submit your thesis</td>
<td>1st draft at least 12 weeks before date of final exam; final (approved) copies at least 2 weeks prior to exam</td>
<td>You supply to your Advisory Committee</td>
<td>Second Year Mid-march</td>
</tr>
<tr>
<td>Final Examination</td>
<td>At least 3 weeks prior to graduation*</td>
<td>Major Advisor files GS7 with Graduate School</td>
<td>THESIS DEFENSE: MID APRIL</td>
</tr>
<tr>
<td>Event</td>
<td>Deadline</td>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
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<td>----------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Submit your manuscript to Graduate School for formatting review</td>
<td>At least 2 weeks prior to graduation* (earlier is better)</td>
<td>You submit online at <a href="http://dissertations.umi.com">dissertations.umi.com</a></td>
<td>Second Year Late April</td>
</tr>
<tr>
<td>All formatting revisions completed, approval of manuscript by Graduate School</td>
<td>At least one week prior to graduation*</td>
<td>Via email and website; the manuscript review office will notify you of any revisions required and how to submit them</td>
<td>Second Year Late April</td>
</tr>
</tbody>
</table>

* See specific deadline dates for Graduate School forms at [www.grad.clemson.edu/Deadlines.php](http://www.grad.clemson.edu/Deadlines.php).

**Guidelines for faculty**

**Major Advisor**
You, the student, have primary responsibility for ensuring that you meet all requirements; your Major Advisor is responsible for ensuring that you have met that responsibility. Your Major Advisor will present any requests for a waiver of a requirement to the faculty for approval.

**Program Coordinator**
The Program Coordinator serves an oversight role to 1) maintain departmental graduate student files; 2) ensure that students and committees meet all stated deadlines and requirements; 3) notify the faculty when GS2 forms and research study plans are placed on file for each student; and 4) to moderate disagreements over guidelines. The Program Coordinator also ensures that requests for waivers from the guidelines are presented to the faculty in a timely manner; judges matters of course equivalence; and serves as intermediary during challenges by the faculty of a graduate student's program or performance. Furthermore, the Program Coordinator determines whether requests for changes in your plan of study (GS2), research study or Advisory Committee composition constitute "minor" changes, and may approve such minor changes on behalf of the faculty or consult with faculty to determine whether requested changes warrant full faculty approval.

**Principal Investigator**
The Principal Investigator (PI) in a research project must identify any circumstances under which a particular laboratory, field operation, procedure or activity requires prior approval, and must submit a research protocol if needed. The PI is also responsible for ensuring that all University and department safety regulations and protocol standards are met. This responsibility includes sufficient supervision of students and technicians to ensure adherence to these standards.

**General faculty**
The faculty of the program determine the guidelines for all graduate degree programs. The faculty may amend the guidelines for the graduate degree programs by a simple majority of those voting; all faculty will be polled. Historic Preservation faculty have the
authority to approve or reject candidates for graduate degrees. Any concern by individual faculty members about your plan of study or conduct in the program should be presented to the Program Coordinator as soon as possible. The Program Coordinator will communicate any concerns to your Major Advisor for possible action. If the faculty member who raised the concern still wishes for the matter to be considered by the full faculty, the Program Coordinator will bring the matter before the faculty at a regular meeting.

Professional Development

There are a number of opportunities for you to develop professionally in addition to your course work and research. These include presenting talks and/or posters at regional and national conferences, becoming a student member of professional organizations, and preparing for your eventual job search. In addition, the Graduate School provides a professional development framework at www.grad.clemson.edu/PDframework.

Career planning

The Michelin Career Center provides information about market conditions and gives assistance in acquiring knowledge about your career opportunities and job requirements. The Center hosts career fairs each fall and spring, and offers workshops in a variety of career-related topics. The Center also provides information about internships and part-time and summer work. For more information, see their website at career.clemson.edu or call (864) 656-6000.

Professional and student organizations

Application forms for membership in various historic preservation professional organizations may be obtained from Allisyn Miller, Historic Preservation Program Administrative Coordinator at 292 Meeting Street, Charleston, SC 29401. Graduate students are encouraged to associate with the National Trust for Historic Preservation and with those professional and accrediting organizations that as appropriate for students to maintain their licensure and active engagement in the broad patterns of their professional area of interest.

Student government

The Graduate Student Government represents the interests of all graduate students at Clemson. Generally the GSG promotes student participation in University affairs and learning experiences. It also elects representatives to various University boards and committees. Participation in the GSG can provide valuable leadership experience.

Research & Laboratory Work

IRB information
All primary research with human subjects, conducted either on or off campus and including research involving questionnaires, interviews or other interaction with human subjects, must be reviewed and approved by the Clemson University Institutional Review Board (IRB). You must consult with your Major Advisor about the requirements for meeting IRB approval. You can also obtain more information about conducting research with human subjects from IRB’s website (www.clemson.edu/research/orcSite/orcIRB.htm).

If you will conduct research involving human subjects, you must complete an online course for conducting such research. No data collection may begin until IRB has approved your research project, including the research instruments. If you plan to engage in primary data collection for your thesis/dissertation, you should plan your project with the consideration that IRB approval can be time consuming and may involve proposal revisions to meet expected standards.

**IBC information**

Any research or testing activity that involves the use of potentially hazardous agents (biological, chemical or rDNA) or the construction or use of genetically engineered organisms requires review by the Institutional Biosafety Committee (IBC) before beginning the project. Compliance with IBC’s protocols is required to minimize to the extent practicable all recognizable hazards and to comply with all federal and State laws and regulations, thus providing a safe and healthful work environment for students, employees and visitors. You must consult with your Major Advisor about the requirements for meeting IBC approval. You can also obtain more information about conducting research with hazardous agents from IBC’s website (www.clemson.edu/research/orcSite/orcIBC.htm).

**Safety/hazmats**

*Frances Ford, Conservation Lecturer is also the Conservation Lab specialist and handles safety protocol and the use of lab materials.*

Safety is everyone’s business. Graduate students are expected to adhere strictly to all safety regulations.

**Experimental work**

Before starting experimental work, you are *required* to complete the appropriate safety training as designated by the Clemson Hazard Communication Plan and the professor in charge of the lab.

**Fire extinguishers**

Only students with proper training may use the fire extinguishers. For details, contact Frances Ford
Flammable chemicals
Only the absolute minimum quantity of any flammable chemical is to be stored in any laboratory. Bulk quantities of such chemicals must be kept in the outside storage room.

Disposal of solvents
Under no circumstances will organic solvents be dumped down a drain. If you are using solvents, secure a container which can be tightly sealed and store waste in that container until the entire contents can be disposed of by Environmental Health and Safety. University policies concerning hazardous waste storage and disposal must be followed.

CofC Student Health Center
In the event of serious injury, immediately notify your Major Advisor and/or department chair, and seek assistance from the Student Health Center, (843) 953-5520, or the University Ambulance, (864) 656-2244.

Laboratory operating procedures
The following laboratory operating policies are designed to ensure a safe and secure working environment, and to provide a research environment that nurtures the acquisition of experimental results of the highest quality.

- No food or drink is to be brought into or consumed in any laboratory.
- To facilitate cleaning, do not store anything on laboratory floors.
- Hang only scientific charts and similar educational or reference materials from laboratory ceilings or walls.
- Affix nothing to the glass of the laboratory doors.
- Do not prop open any laboratory doors including the exterior doors.
- Nothing, including carts, is to be stored or left in the hallways.
- The instrument room is to be used exclusively for sample analysis. Prepare samples, standards, etc., in your assigned laboratory and transport them to the instrument room for analysis using a laboratory cart. In addition, do not leave samples in the instrument room for any reason. Use carts to transport samples back to the laboratory of origin.
- Clean all laboratory benches at least weekly; more frequently if needed.
- Leave all laboratories clean and orderly prior to departing for the day.
- When conducting wet research in the laboratories, use plastic containment trays, insofar as possible, to capture spills.
- Date all samples, bottles, standards, etc., and identify contents and person responsible. Properly dispose of the contents and clean the bottles when no longer needed.
- Maintain a record of all hazardous chemicals used.
- Clean all analytical balances after each use.
- Turn off lights whenever vacating a room.
• Post all memos, notices, etc., on the official bulletin board opposite the student carrels.
• Affix suitably sized and inoffensive posters or photos to your carrel walls using non-damaging tape or hangers.
• Keep your carrel clean and free of refuse.
• Place all refuse that you cannot easily place in a trash receptacle in the dumpster located by the parking lot opposite the loading dock.
• Park University vehicles in their assigned spaces near the loading dock. Load and unload field and other equipment at the loading dock.
• Place recycle paper and cans in the appropriate containers in the shipping/receiving room in the basement or in containers in the loading dock area.

Eye and face protection
Eye and face protection devices that meet OSHA requirements and American National Standards for industrial eye protection should be the minimum eye protection used for activities where there may be flying or falling particles or chemical splashes. **Either safety or prescription glasses with side shields must be worn in any laboratory at all times**, unless an exception has been made by the departmental representative. Visitors to any laboratory must wear safety or prescription glasses, preferably with side shields. The wearing of contact lenses is strongly discouraged. Soft contact lenses are susceptible to absorption of vapors and may aggravate some chemical exposures, particularly if they are worn for extended periods. Manufacturers of soft lenses generally recommend they not be used in certain atmospheres.

Body protection
Protection of the body from contact with solid and liquid contaminants will require some protective clothing. Such protective clothing may include boots, gloves, pants, coats and head covers. Complete protection of the skin from contact with gases and vapors requires full-body protection such as an encapsulating suit. Whenever in a laboratory, all students, faculty and staff must ensure that arms, legs and torso are covered at all times. For example, you can wear either (a) long pants and a long-sleeved shirt, (b) a knee-length, long-sleeved laboratory coat, or (c) long pants and a waist-length laboratory coat. In addition, you must use rubber and plastic aprons whenever corrosive or irritating chemicals are handled. Because plastic aprons can accumulate static electricity, avoid their use in areas where flammable solvents could be ignited. Discard and replace protective clothing if it cannot be effectively decontaminated. Select clothing materials for resistance to the chemicals to which they will be exposed, and for appropriate resistance to permeations.

Footwear
Wear closed-toed shoes at all times in lab and on site. (i.e., sandals, flip flops, and bare feet are not permitted). Shoes made of impermeable material such as leather are strongly recommended. Sneakers offer little protection against falling objects or
chemical spills. High-heeled shoes pose a hazard and are not to be worn when working in laboratories.

Hazardous waste management
Legal and regulatory requirements, reinforced by public opinion, spur the handling of hazardous wastes in a responsible way. Even laboratory personnel who work with relatively small amounts of chemicals recognize that the chemical wastes generated during their experiments are their responsibility and that waste management systems are necessary.

The Resource Conservation and Recovery Act of 1976 mandated a system for managing hazardous waste. Regulations adopted by the Environmental Protection Agency (EPA) now extend through South Carolina state law to those who generate, store, transport, treat and dispose of hazardous waste. The South Carolina agency responsible for enforcing EPA regulations is the Department of Health and Environmental Control (DHEC).

Radiological materials procedures
The DHEC, through a Radioactive Materials License, regulates the use of radioactive materials in the department. The provisions of the license are implemented through the Clemson University Radiation Safety and Waste Management Manual.

Policies & Procedures

Harassment

It is the policy of Clemson University to conduct and provide programs, activities and services to students, faculty and staff in an atmosphere free from harassment. Harassment is unwelcome verbal or physical conduct, based upon race, color, religion, sex, sexual orientation, gender, national origin, age, disability, status as a military veteran or protected activity (e.g., opposition to prohibited discrimination or participation in the statutory complaint process), that unreasonably interferes with the person's work or educational performance or creates an intimidating or hostile work or educational environment. Examples may include, but are not limited to, epithets, slurs, jokes or other verbal, graphic or physical conduct.

Harassment of University faculty, staff, students or visitors is prohibited and shall subject the offender to appropriate disciplinary action, including dismissal from the program.

Employees or students who feel they are victims of any form of discrimination are encouraged to consult the Office Access & Equity (E-103 Martin Hall, (864) 656-3181) for advice and assistance in resolving complaints.

In the event a graduate student wishes to appeal the resolution of the Office of Access & Equity, the student must submit a written request for an appeal to the dean of the Graduate School, who in turn will convene an ad hoc committee that will review the
process and/or sanction. The committee membership will come from faculty and students already appointed to the Graduate Council.

**Sexual harassment**

Title VII of the Civil Rights Act of 1964, as amended, provides that it shall be unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without just cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment. Harassment of any employee on the basis of sex violates this federal law. The Equal Employment Opportunity Commission has issued guidelines as to what constitutes sexual harassment of an employee under Title VII.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when any of the following occurs:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or for arriving at academic decisions affecting an individual;
3. Such conduct unreasonably interferes with an individual's work or academic performance, or creates an intimidating, hostile or offensive working or academic environment.

Sexual harassment of University faculty, staff or students is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. In the event a claim of sexual harassment arises, the claimant may use University grievance procedures that have been established for faculty, staff and students as appropriate. This policy also prohibits an employee from sexually harassing a superior and a student from sexually harassing a faculty member.

**Amorous relationships**

Amorous relationships that might be appropriate in other circumstances can be inappropriate when they occur between a faculty member, officer or supervisor of the University, and any student or subordinate employee for whom he/she has a professional responsibility.

Those in positions of authority inherently carry the element of power in their relationships with students or subordinates. It is imperative that those with authority neither abuse, nor appear to abuse, this power entrusted to them.

Officers, supervisors and members of the teaching staff should be aware that any romantic involvement with a student or subordinate employee could make them liable for formal action if a complaint is initiated. Even when both parties have consented to such a relationship, it is the officer, supervisor or faculty member who may be held accountable for unprofessional behavior. Difficulties can also arise from third parties
who may feel that they have been disadvantaged by such relationships. Graduate assistants, research assistants, tutors and teaching assistants who are professionally responsible for students would be wise to exercise special care in their relationships with students they instruct or evaluate.

Any questions concerning these statements or Clemson University's Policy on Sexual Harassment should be directed to the Office Access & Equity (E-103 Martin Hall, (864) 656-3181).

**Drugs, alcohol, smoking**

**Drugs**

The use, possession, distribution or dispensation of illegal drugs is strictly prohibited. Violation could result in your dismissal from the University.

**Smoking**

In the interest of the safety and health of all the occupants of our buildings, the following smoking policy will be enforced: 1) No smoking is allowed in any classroom, hallway, laboratory, office or other public spaces; and 2) smoking is permitted at least 20 feet from the entrance at 292 Meeting St. These rules are necessary not only for health reasons but also for general building safety.

**Computer access and use**

Graduate students will have access to a computer typically through their individual work station. Personal computers and laptops are also available for use in 292 Meeting St. CCIT computer labs.

- Computers used in research labs are paid for through research funding by research professors.
- The departmental technician will give computer support as needed for computers in 292 Meeting St, and will notify University computer support personnel if necessary. This includes software and hardware problems. Clemson computer support personnel will not work on a computer unless the primary visible language is English.
- Do not connect a computer to the University network without permission from the departmental technician. All computers connected to the University network must have the latest anti-virus software running continuously.
- Some software is available on the Clemson network. See the departmental technician for details. Computers in 292 Meeting St will only run software for which a legal license is obtained. Pirated software is not permitted.
- All Clemson University and CCIT rules concerning computers will be followed.
- Graduate students have access to the printer in the 292 Meeting St. The departmental technician can connect your computer to a printer.
CCIT offers numerous instructional short courses. Visit their website at ccit.clemson.edu/services/training for details.

Email access, use

Email is the most common medium used by the department and the University to communicate with you. Many events and information of importance to your success in the program are announced via email. It is very important that you check your email regularly, at least once a day. If you are requested to respond, you should do so in a timely manner. Note that if you have an assistantship, you will have both a student and an employee email account and will be responsible for checking both on a regular basis.

Mailboxes and personal mail

Each graduate student is assigned a mailbox, which you should check regularly.

All personal mail is to be directed to your home address. The department is not to be used as your mailing address. The department assumes no responsibility for personal deliveries to 292 Meeting St.

Outgoing mail, both U.S. and campus mail, can be placed in the appropriate receptacles in the reception area. You must provide adequate postage for any U.S. mail. International mail must be taken to the U.S. Post Office.

Intra-department communications

Notices of interest to graduate students will be posted in the department or, on occasion, mailed directly to you. Notices will be posted near the end of the mailboxes, in the Graduate copier room, and on the bulletin boards through 292. To ensure receipt of any departmental mailings, you should have a current address and telephone number on file with the department.

Keys

You will be issued a key to 292 Meeting St. Students leaving the University through graduation, or for any reason, must return all keys to the Administrative Coordinator. A $50 fee will be charged for any unreturned key.

The key(s) issued to you are for your use exclusively. You must never loan keys to anyone else, not even another graduate student. Failure to observe this rule may result in revocation of your key privilege. Unauthorized possession of a key to a University building is prohibited by South Carolina law.

You are responsible for locking all rooms to which you have gained access with a key.
Building security, maintenance

292 Meeting St is normally locked at night on weekdays, and throughout weekends. As you enter and leave the building, if it is locked, be sure that all doors are locked behind you. During the work week, the front door is normally unlocked.

Report building problems to the coordinator. If something major is found wrong outside of normal office hours, inform the Admin Coordinator or Richard Marks.

Copy machine use

Upon paying our departmental copier fee, graduate students may use the departmental copier for necessary research work.

Fax machine use

You may use the department's facsimile machine only for official department business purposes with authorization from your Major Advisor.

Office supplies

The department does not furnish office supplies to graduate students for personal use. All research contract-related use of office supplies, including letterhead stationery, must be authorized by your Major Advisor. Entrance to the supply room is by key only and you must be accompanied by a staff or faculty member to access it.

Equipment use/modification

You may use existing equipment in various laboratories only after obtaining the express permission of the faculty member in charge of the laboratory, or the department chair for equipment in the Graduate Program in Historic Preservation. It is a firm rule of the department that no instrument/piece of equipment is to be modified in any way without the express permission of the faculty member in charge of the particular equipment.

You will be personally responsible for any equipment signed out to you. Borrowing/lending of equipment between graduate students is prohibited.

Ordering supplies and equipment

If you order equipment or supplies without the permission of your Major Advisor or the department chair, you will be responsible for paying the bill. In addition, students placing orders are responsible for being cognizant of state purchasing regulations, and may be liable for paying the bill in the event of violations. When placing orders over $2,500 (total of the entire purchase — not per item — including tax, shipping and handling), whether over the phone or purchased in town, you must obtain an order number from the administrative assistant prior to making the order or purchase.
Supplies will normally be delivered to 292 Meeting St. Prior to being checked in they will be placed in a locked cage. When they are checked in, a copy of the packing list will be placed in the package and your name will be placed on the outside. If the contents do not match the packing list, notify Alisyn Miller ASAP. Do not pick up any box that has not been checked in.

Recycling

Paper recycling bins are located outside of the copier room, the glass/aluminum recycling bin is located in the 292 kitchen. Recycling is picked up curbside every other Thursday.

Faculty, staff and students, out of a spirit of environmental sensitivity, collect and recycle white paper, cardboard. Aluminum and plastic Recycle containers are located in various areas of {the building/all facilities}. White paper waste is stored in marked containers.

Student offices/desks

It is the goal of the department to provide a desk for each graduate student. New students should see Allisyn Miller concerning a desk assignment.

Room use

Study facilities for graduate students are intended solely for studying and interacting with students. They are not to be used for socializing or temporary housing. Students abusing these privileges will forfeit them.

Administrative services

You must request secretarial services through your Major Advisor. Only faculty-approved requests for the use of departmental administrative staff will be honored. Word processing services are provided for research projects only, never for thesis/dissertation preparation.

Access to departmental files

All departmental files are off limits unless you have express permission to use them. Contact the Student Services Coordinator, Patty McNulty should you need information from a departmental file.

Faculty offices

Faculty members carry out numerous duties, of which teaching and research are but two. Please observe faculty office hours when posted and arrange appointments in
advance whenever possible. Do not enter a faculty member's office unless invited to do so.

**Departmental library**

The departmental library at 292 is available for use by all students, staff and faculty of the Graduate Program in Historic Preservation. Please see instructions posted in the library for using the materials.

**Dress code**

On December 3, 1969, the Board of Trustees of Clemson University delegated the power to the student body of Clemson University to recommend rules that regulate student conduct on campus. Clemson University does not have a dress code beyond that defined by local, state and federal laws. Consequently, beyond enforcing dress appropriate to the occasion for safety purposes, the Department of Planning & Landscape Architecture does not regulate dress codes. However, the faculty strongly urges graduate students to dress appropriately for meetings and special occasions. Being poorly or improperly dressed for an occasion may impair your future success in obtaining employment. You are representing yourself, your Major Advisor, the department and the University when you attend professional meetings, seminars, guest lectures, etc. Accordingly, you should consider how you will present yourself at all professional occasions. Graduate students are expected to abide by all guidelines pertaining to appropriate safety regulations including dress for laboratories and outdoor environments. If you are unsure of the guidelines, please ask your Major Advisor, laboratory technicians, or the department chair for advice.

**Student photos**

At the beginning of each semester, photos of matriculating students are taken not only for the department directory, but also, more importantly, for the recommendations you'll want later in life. This is the means by which we remember you (as if we could forget).

**Student travel**

Department-specific travel information and guidelines from the Clemson University Travel Guidelines Index have been incorporated into this section. The complete Guidelines Index, including authority references and guidelines specific to University administration, is available at [www.clemson.edu/procurement](http://www.clemson.edu/procurement) (CU Dept Info, Travel Guidelines). Direct any questions regarding travel to Allisyn Miller at 292 Meeting St. Summarized departmental procedures are as follows:

Step 1. Complete “Request to Travel” form, obtain appropriate signatures (PI or faculty member responsible for the account number to which it will be charged) and submit to Allisyn Miller.

Step 2. Enter travel status according to guidelines outlined herein.
Step 3. Upon completion of travel, complete “Travel Worksheet”, obtain appropriate signatures, and submit to Allisyn Miller for reimbursement.

NOTE: Hardcopies of all travel forms are located in the Administrative Coordinator’s office and Fiscal Analyst/Accountant in Lee Hall. Most forms are also available in Microsoft Word format at http://www.clemson.edu/cfo/procurement/travel/forms.html If you have trouble using the electronic forms, please see one of the staff for assistance.

**Traveler’s responsibilities**

When you file for reimbursement of travel expenses you are stating that:

- You have followed the University's travel policies;
- You have not nor will not receive reimbursement for these expenses from any other entity outside the University;
- None of the expenses are of a personal nature;
- All supporting documentation is on file with your department or business officer.

NOTE: Under the Progressive Discipline Policy of the University, any employee who falsifies records or documents or willfully violates written rules, regulations or policies can be suspended or terminated from their job.

You must file travel reimbursements within 60 calendar days of the completion of the trip and within the same fiscal year in which the trip occurred. Multiple trip reimbursement requests for trips of a repetitive nature should be claimed on a travel log form. These requests should be submitted at least quarterly. Reimbursement will be made only upon completion of the travel. Any reimbursement request that is not submitted when due will require you to submit and receive approval of a written request stating the reason for the delay with approval by the dean/department chair or the business officer and the Director of Procurement Services.

All travel vouchers submitted for reimbursement are required to have the signature of the traveler and one other person authorized to spend funds from the account numbers that appear on the travel voucher. All signatures must be original. No stamped signatures will be accepted.

Travelers are expected to exercise the same judgment when making travel arrangements and expenditures that a prudent person would exercise if traveling on personal business and expending personal funds.

- Excess costs, circuitous routes, delays or luxury accommodations unnecessary or unjustified in the performance of an assignment are not considered exercising prudence.
- Travel by commercial airlines will be in coach or tourist class, except where exigencies require otherwise.
- Transportation to or from points of arrival and departure will be by the most economical method.
Expenses for spouses
Reimbursements to an individual may cover only those expenses pertaining to that individual. It may not include expenses pertaining to other individuals, regardless of who paid the expense. Travel expenses for spouses, friends or other individuals not traveling on official University business are not reimbursable.

Unauthorized costs
You will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience. No reimbursement for reduced fare advance purchase tickets will be made directly to employees prior to the completion of travel if charged on a personal credit card, since direct payment by the University is available using the Departmental Purchase Card.

Meals
You must be in travel status (more than 10 miles from your residence or official headquarters) to be eligible for reimbursement of meals. While on official travel within South Carolina, actual expenses incurred in obtaining meals up to a maximum of $25 per day will be reimbursed. While on official travel outside South Carolina, actual expenses incurred in obtaining meals up to a maximum of $32 per day will be reimbursed. Actual reimbursement amounts depend on your departure and return times, as follows:

<table>
<thead>
<tr>
<th></th>
<th>If You Depart Before</th>
<th>If You Return After</th>
<th>In State</th>
<th>Out of State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>6:30 a.m.</td>
<td>11:00 a.m.</td>
<td>$6</td>
<td>$7</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:00 a.m.</td>
<td>1:30 p.m.</td>
<td>7</td>
<td>9</td>
</tr>
<tr>
<td>Dinner</td>
<td>5:15 p.m.</td>
<td>8:30 p.m.</td>
<td>12</td>
<td>16</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>$25</td>
<td>$32</td>
</tr>
</tbody>
</table>

If you receive reimbursements for meals on non-overnight travel, this amount could be considered income and be reported on your W-2 tax form. For instance, meals on day trips are subject to tax withholding except when a business purpose for the meal can be documented. If you are claiming reimbursement for such business meals, documentation must include the name and affiliation of the person sharing the meal and the nature of the business discussed.

Lodging
Lodging expenses will be allowed subject to the following limitations, provided an original, itemized receipt is furnished. Lodging arrangements and any required deposits are your responsibility and will be reimbursed as part of the lodging expenses upon completion of the trip.

- Actual lodging expenses will be reimbursed; however, more moderately priced accommodations must be made when a choice is available. Employees should request a state or government rate when available.
- No reimbursement will be made for overnight lodging within 50 miles of your residence or official headquarters.
• The expense for shared lodging may be reimbursed to one employee if only one original itemized receipt is obtained. If the room is shared with other than a University employee, the single room rate will apply.
• All necessary and reasonable tips for baggage handling will be reimbursed.

Miscellaneous expenses
Movies, bar bills, laundry, room service, safes and security insurance, health or spa fees, etc., will not be subject to reimbursement on the travel expense report. These are considered personal in nature and are your responsibility.

Employees are allowed one personal call, of short duration, per day. Charges for long distance telephone calls, telegrams, fax charges or Internet access made on official business will be allowed. A fixed charge by a hotel for telephone service may be reimbursed as part of lodging. It is the responsibility of the traveler and the department to substantiate whether calls are of a business or personal nature and whether they will be reimbursed.

Foreign travel
Travel outside the continental United States, Alaska, Hawaii, Canada, Puerto Rico or the Virgin Islands require approval prior to departure. Foreign travel funded from sponsored program activities must be approved in advance by Sponsored Programs Accounting.

While on foreign travel, actual lodging expenses will be reimbursed. Fees for the purchase of traveler's checks, passports and visas will be reimbursed provided a receipt is furnished. All expenses claimed must be converted to U.S. dollars and the conversion rate and computation should be shown on each receipt.

When an employee is on foreign travel, meal expenses not exceeding federal rates will be reimbursed. These rates are listed at the following website: www.state.gov/m/a/als/prdm.

The Provost Advisory Council approved a risk management recommendation to require all Clemson students to obtain international travel insurance when traveling abroad. This applies to both faculty-led and semester abroad programs. The cost is $31 per month and includes $100,000 basic medical (no deductible), medical evacuation/repatriation and up to $2,000 to transport a family member to a patient hospitalized for more than six days. Faculty and staff traveling with student groups may also be covered under the student policy at this cost. Contact the Office of Risk Management at (864) 656-3354 for additional information.

Travel by automobile
Automobile transportation may be used when common carrier transportation cannot be arranged satisfactorily, or to reduce expenses when two or more University employees are traveling together.
University employees may use their own automobile for official travel provided the University would incur no added expenses above that of other forms of transportation available. Reimbursement for personal automobiles is as follows:

- $0.445 per mile, if no University-owned vehicle is available. (In order to be reimbursed at this rate, a statement from Transportation Services confirming the non-availability must be attached to the Travel Reimbursement Voucher.)
- $0.445 per mile for travel to and from nearby airports or train depots when official travel is by airplane or train.
- $0.405 per mile when you wish to use your own automobile although a Motor Pool vehicle is available.

Taxi fares and reasonable tolls will be reimbursed to the individual. Receipts must be furnished if claiming airport, hotel or parking garage parking of more than $5.00.

No reimbursement will be made to operators of state-owned vehicles who must pay fines for moving or non-moving violations.

Rental cars
Travelers should check with several car rental agencies for the most competitive rates. Address insurance requirements with the rental agency. If you do not take the insurance from the vendor, your personal insurance will be required to provide the coverage. Clemson University will only cover you if the rental is in Clemson University's name. Most national car rental companies require a personal credit card which obligates the person renting the vehicle.

Registration fees
Registration fees in the amount necessary to qualify you to attend conventions, meetings, conferences, etc., are allowed. These fees can be paid using the Departmental Purchase Card or by completing a Direct Purchase Voucher (DPV) and sending it to Accounts Payable at least ten days to two weeks before the deadline of the meeting. If this is not prepaid, and is paid at the time of registration of the meeting, reimbursement will be made after the trip is completed. You must have a detailed receipt that indicates the means of payment.

Receipts
Student travelers must submit a receipt for each expense of $5.00 or more, except for meals, taxi fare, tolls and portage. All receipts and paid bills should be originals. If originals are not available, a memorandum, approved at the next level in the approval process, must accompany the travel voucher when it is submitted.

Travel awards
The Graduate Student Government (GSG) awards amounts of up to $500 to full-time graduate students toward their attendance at conferences and other professional development events. See the GSG website for application information (people.clemson.edu/~gsg/).
Inclement weather

Cancellation of classes due to inclement weather is determined by University Administration and announced through local radio and television stations. University Administration attempts to alert students of any disruption of scheduled classes by 7 a.m. Separate announcements are made for the main campus at the College of Charleston. Check for Cougar Alerts.

Parking

The five Clemson guest spaces are not to be used by students during the work week. The parking lot at 292 Meeting Street is managed by Spoleto USA. Spaces may be rented from Spoleto USA for $500/semester. Anyone parking in the lot without a pass is subject to towing.

Student Advisory Council

Students in the program may annually select student representatives, one from each year’s class, who will serve as the formal liaisons between the graduate students and the departmental faculty. These student representatives may attend faculty meetings, except when the faculty determine that their attendance would be inappropriate (e.g., when other students or faculty personnel issues are discussed).

Political, religious activities

The University cannot engage in political and religious activities. Therefore, it is departmental policy that no political or religious signs will be displayed in 292 Meeting St. Nor should University email lists/systems be used to transmit political or religious messages.

Campus Facilities and Resources

Emergencies

Call the College of Charleston Public Safety ((843-953-5611) for all major emergencies: fire, medical, police. They will ensure that the proper authorities are dispatched. In case of fire, exit the building immediately.

- In case of tornado warning, take shelter in 292 Meeting St. bathrooms
Graduate School Deadlines

The Graduate School sets deadlines for the following items. The specific dates are determined according to the academic calendar for the semester in which you plan to graduate.

<table>
<thead>
<tr>
<th>Form/process</th>
<th>Approximate deadline*</th>
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</thead>
<tbody>
<tr>
<td>Submit your final GS2 to Enrolled Services</td>
<td>End of the term prior to the term in which you plan to graduate</td>
</tr>
<tr>
<td>Submit GS5 to Enrolled Services</td>
<td>Six months prior to defense</td>
</tr>
<tr>
<td>Complete online application for diploma (formerly Form GS4)</td>
<td>Within the first four weeks of the term in which you will graduate</td>
</tr>
<tr>
<td>Written notification of defense submitted to Enrolled Services</td>
<td>At least 10 days prior to your defense.</td>
</tr>
<tr>
<td>Submit completed thesis/dissertation electronically for formatting review</td>
<td>Two weeks prior to graduation</td>
</tr>
<tr>
<td>File GS7 with Enrolled Services</td>
<td>Two weeks prior to graduation</td>
</tr>
<tr>
<td>All revisions requested by the Manuscript Review Office must be completed and approved by the Manuscript Review Office</td>
<td>One week prior to graduation</td>
</tr>
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</table>

*Refer to the Graduate School’s website for actual deadline dates (www.grad.clemson.edu/Deadlines.php). All Graduate School forms are available online at www.grad.clemson.edu/forms/GeneralForms.php.

Thesis/Project/Dissertation

The purpose of a thesis or dissertation is to demonstrate your capability to:

- Formulate a research problem;
- Demonstrate knowledge relevant to a meaningful resolution of a specific problem;
- Effectively plan the work leading to the completion of the problem;
- Report the results of your research in concise, precise professional style.

General guidelines

All special problem reports, theses and dissertations shall be prepared in accordance with guidelines established by the Graduate School (see www.grad.clemson.edu/Manuscript.php). This guide provides advice on preparing an acceptable and effective report, thesis or dissertation. You should consult this guide before beginning the writing phase of your graduate research. Pay particular attention to formatting requirements.
For further guidance on writing theses {or dissertations}, see copies of manuals available in the departmental library. The following books are recommended by the department: Thesis – A Writing Manual of Style. Pick 1.

- The Chicago Manual of Style (15th ed.)
- The Oxford Guide to Style 2002
- How to Write a Master's Thesis
  By Yvonne N. (Nguyen) Bui
  Publisher: Sage Publications, Inc

Planning

Task planning is a very important part of any research program. The deadlines for the tasks depend on the date of anticipated graduation and are presented in the Graduate School Announcements. A list of the deadlines is also available from the Graduate School website, www.grad.clemson.edu/Deadlines.php. Failure to meet any of these deadlines will result in postponement of your graduation.

The curriculum of the graduate program in historic preservation set a schedule that allows for successful completion of the thesis, and thus completion of the MS in Historic Preservation degree by the end of the second year of study. Deviation from the recommended course of study will almost certainly result in the need to register for additional semesters. In any event, it is highly recommended that you fully complete your thesis before leaving the University. Many former students who left without completing their thesis still have not completed their degree requirements. Experience shows it is very difficult to complete a thesis after leaving the University.

Library/listing/archives of previous manuscripts

Prior students’ manuscripts are available for your review. You can review them at http://www.clemson.edu/caah/pla/historic-preservation/students/. Many faculty members also maintain copies of manuscripts of students for whom they served as Major Advisor. Your committee members may be able to direct you toward pertinent examples for your review.

Proposal preparation, format, contents

The proposal is a persuasive document intended to present a brief, concise argument about the worthiness of your research. You should complete a final draft of the proposal by early August of your second year as a master’s student. The written document should reflect your effort and not that of your Major Advisor. Your Major Advisor may work with you on points of clarification to improve the structure of the document.

Your Major Advisor will review your initial draft and offer suggestions for changes. Upon his/her approval, you or your Major Advisor will distribute copies to the other Advisory Committee members for their comments.
Writing the special project report, thesis or dissertation

The writing process usually begins toward the end of the research period. The document must be written in a format that is acceptable to the Graduate School for theses and dissertations. You should follow the formatting rules provided by the Graduate School at [www.grad.clemson.edu/Manuscript.php](http://www.grad.clemson.edu/Manuscript.php). The Graduate School’s manuscript website provides examples of properly formatted pages, tables and figures. You can format the document yourself, or hire someone to do this for you. It typically takes anywhere from 10-30 hours to format a manuscript at a cost of $10 to $20 an hour. Formatting can be difficult and it is often more efficient to leave this activity to a professional. The Graduate School's website offers a list of typists available in the Clemson area.

Review and approval

You should normally complete a final draft of your manuscript for your Major Advisor's approval at least 4 weeks before your oral examination/defense. Final copies of a version approved by your Major Advisor must be submitted to your Advisory Committee at least 2 weeks before your defense. It is within the rights of any committee member to refuse to meet for your defense if they have not been given the two-week review period. Your final examination must be administered at least three weeks prior to the date on which your degree is to be conferred.

As you near completion of your thesis, you must defend your work to your Thesis Committee in a formal setting. Your committee will typically ask you to explain and defend your research methods, why you posed the analytical questions your thesis explores and how you reached the conclusions your thesis presents. The actual structure and content of your defense is determined by your Major Advisor.

As a result of their review of the written document and your oral examination/defense, your Advisory Committee may require that you do more work. After completion of that work and a successful final oral examination, your Advisory Committee will provide any comments or corrections that you must make to your manuscript. After you make the corrections, you must submit your manuscript electronically to the Graduate School for formatting review (see below).

Formatting guidelines and electronic submission

Once you have defended your thesis/dissertation, you must submit it electronically to the Manuscript Review Office of the Graduate School for formatting review. The Graduate School enforces specific formatting guidelines to ensure that your manuscript is considered credible and professional. Templates, examples and specific guidelines are provided on the Graduate School website ([www.grad.clemson.edu/manuscript](http://www.grad.clemson.edu/manuscript)) to assist you in formatting. You will not be allowed to graduate until the Manuscript Review Office has approved your final manuscript.
The Manuscript Review Office uses an electronic thesis/dissertation submission process (ETD). Hard-copy (i.e., paper) manuscripts will not be accepted. Not only does this process make your manuscript more accessible, but it also costs you much less due to the minimization of printing costs.

For more information about ETD and the formatting process, see www.grad.clemson.edu/manuscript.

In addition, the department recommends the use of the Chicago manual of Style. Your Major Advisor will be cognizant of departmental practices regarding the quality of the manuscript at the various review stages and of the wishes of the department chair, as an ex-officio committee member, to exercise the option of approving the manuscript in its final form.

Patent, copyright/publishing information

Clemson University and the Department of Planning and Landscape Architecture retain full ownership rights to any inventions, discoveries, developments and/or improvements, whether or not patentable (inventions), which are conceived, developed or reduced to practice, or caused to be conceived, developed or reduced to practice by graduate students during the course of their research activities conducted as part of any Graduate School curriculum. Any such invention will be handled by the University in the same manner as set forth in The Faculty Manual of Clemson University (www.lib.clemson.edu/fs/FacultyManual/facman1.htm).

You will retain copyright ownership of your thesis/dissertation. However, the right to publish research will be maintained by the Department of Planning and Landscape Architecture. Copyright ownership of any research publications will be determined by University policy and by the policies of organizations responsible for publishing or distributing copyrighted materials.

All graduate students should keep a formal notebook for recording research procedures and results. Students are urged to study the recommendations for maintaining proper research records that are listed at the University’s Patent Policy page (www.clemson.edu/extension/Policy/misc/patents.htm).

All data, research notebooks and related materials (slides, pictures, graphs, publication reprints, etc.) generated by any graduate student within the department are the property of the department and will remain in the department after your graduation/departure. You must collect these materials and submit them to your Major Advisor before you graduate/ depart. The major advisor will have final authority on the disposition of any or all of these materials.
Final Check-Out/Exit Interview

When you leave the University due to graduation or any other reason, you must do the following pertaining to the department:

- Turn in all keys to the Administrator at 292 Meeting.
- Be sure that all equipment and supplies which you have drawn are returned to stock.
- Be sure that any portion of the studio that you occupied is clean and ready for another occupant. Please leave your desk in the condition you would have liked to have found it originally.
- Return all borrowed materials (books, journals, etc.) to their appropriate location.
- Inform the Program Coordinator that you are leaving and have complied with all regulations, and schedule an exit interview.
- Complete the departmental Graduate Student Final Check-Out Form.

HANDBOOK/POLICY ADMINISTRATION

Process for Departmental Review of Program Requirements

At the end of each spring semester, you will be asked to complete a Program Assessment form, which you will submit anonymously to the program’s Assessment Committee. In addition to the annual student assessment of the program, the Program Coordinator will conduct a full program review at least every five years. The review will consider the department’s admission policies and criteria, advising policies, curriculum and website. The committee will assess the program, its policies and written documentation with respect to consistency, accuracy, rigor and pertinence.
APPENDICES

Course of Study: Graduate Program in Historic Preservation

Semester 1 (core semester)

Orientation Week: A one-week preparatory session immediately the first week of the semester that introduces students to the use of AutoCAD and Photoshop, and the preservation, social, and cultural history of Charleston and the low country.
- Orientation Week (HP 800-400, HSPV 880)

Documentation and Analysis: A semester of “core” curriculum in Historic Preservation that revolves around developing a deeper understanding of the historic fabric through a connected series of NCPE mandated courses.
15 credits.
- History and Theory of Historic Preservation (HP410/610, HSPV 610) 3
- American Architectural Styles (ARCH 605, HSPV 605) 3
- Research and Documentation in HP (HP411/611, HSPV 611) 3
- Materials and Methods of Historic Construction (HP 412/612, HSPV 612) 3
- Investigation, Documentation & Conservation (HP 819, HSPV 819) 3

Semester 2 (advanced semester)

Designing a Preservation Project: An “advanced” semester that focuses on putting together an historic preservation project against the backdrop of the legal and economic aspects of the historic fabric. Students must also take an elective seminar. 15 credits.
- Preservation Studio (HP805, HSPV 805) 6
- Legal and Economic Issues in HP (HP801, HSPV 620) 3
- Charleston Preservation & History (approved elective) (HP806-400, HSPV 880-003) 3
- Cultural and Historic Landscape Preservation (HP833, HSPV 833) 3

Internship in Historic Preservation: A professional internship offered through a variety of organizations and foundations including HABS, HALS, HAES, The National Trust, ICOMOS, and local museum and foundations as well as preservation practitioners in America and Europe. (No credit)

Semester 3 (conservation semester)

Implementation/Intervention: A semester of more lab-based “conservation” studies focusing on the
implementation and intervention of the preservation plan of semester 2. At this point in the curriculum students begin to do research on their thesis focus. 12-15 credits.

- Advanced Materials and Methods in Conservation (HP803, HSPV 803) 3
- HP Research Seminar (HP 802, HSPV 802) 3
- Conservation Lab in HP (HP810, HSPV 810) 6
- Elective (not required*): Historic Interiors (HP 823-400, HSPV 880-001)
- Authenticity Seminar (HP 890-400; HSPV 680-001)
- Urban Planning (HP 890-401; URST 310-001)

**Semester 4 (thesis semester)**

**Administration, Management, and Research:** A final semester focusing on the production of a thesis on the management and administration of the preservation project in its entirety with special attention to the particular research focus of the student. 12 credits.

- Thesis Research (HP891, HSPV 891 or HSPV 859) 6
- Management and Administration of Historic Preservation (HP804, HSPV 880-004) 3
- Elective (choose one): Advanced Conservation/Readings in HP (HP 811-400; HSPV 880-004) 3; Urban Planning/Readings in HP (HP 890-401)

**54 credit hours required or 57 credit hours with optional elective**

*Elective is optional and not mandatory for graduation

**Course Descriptions**

**MSHP Courses**

The following curriculum of NCPE recommended courses have been approved by Clemson and added to the university catalog. The College of Charleston has approved course numbers for the same curriculum.
**HP 800 Orientation Week**

An introductory week in Charleston to learn AutoCad, Photoshop and basic documentation. A daily tour of the Holy City is included in this introduction.

**HP 605 American Architectural Styles**

A survey of the origins and evolution of American architecture from the Colonies to the 20th century including academic and vernacular examples.

**HP 610 History and Theory of Historic Preservation**

Survey history of preservation that explores a variety of theoretical issues that impact the discipline and provide a basis for the critical evaluation of historic preservation projects.

**HP 611 Historic Preservation Research Methods**

Introduction to researching historic buildings and landscapes. Charleston repositories are explored for archival research. Writing and research skills are developed for professional historic research.

**HP 612 Materials and Methods of Historic Construction**

Survey of traditional materials and methods of construction in America from the 18th century through the early 20th century. Scientific examination of historic construction in Charleston and environs provide case studies for examination.

**Summer in Historic Preservation**

Professional internships are available through a number of initiatives in Charleston as well as nationally.

**HP 801 Legal and Economic Issues in Historic Preservation**

Examines historic preservation against the backdrop of contemporary legal and economic issues using a case study method.

**HP 802 Historic Preservation Thesis Seminar**

Advanced documentation and analysis of historic resources in preparation for thesis project.

**HP 803 Advanced Materials and Methods of Conservation**

Advanced study of historic building materials, their origins, use and failures as well as conservation techniques.

**HP 804 Management and Administration of Historic Preservation**

Praxis on the management of historic properties with particular stress on administering a preservation project in the field. Project is based on current city work.

**HP 805 Preservation Studio**

Examines Charleston and its environs through the development of a comprehensive preservation project for a specific site. Façade designs, cultural landscape interventions, measured drawings and documentation will be addressed.

**HP 810 Conservation Lab**
Focuses on conserving historic materials, on-site and in the lab.

**HP 811 Advanced Conservation/Readings in HP**

Approved electives only. Advanced Conservation /Readings in HP; Urban Planning/Readings in HP are the options for this academic year.

**HP 819 Investigation, Documentation, and Conservation**

A first semester synopsis course designed to integrate skills learned simultaneously in other courses by creating a professionally presented documentation project. The course is designed to show students how to approach, conclude and present a preservation project with limited time and budget. Nature of project changes each year.

**HP 890 Advanced Historic Interiors/Directed Studies (Elective)**

Focuses on American interior spaces and decorative arts from European settlement through the early twentieth century. Through a documentary approach, periodization and documentation of original interior plans and finishes are examined, along with authentic decoration and material culture of these spaces (with a special emphasis on Charleston).

**HP 890 Authenticity Seminar/Directed Studies (Elective)**

The search for reality in the realm of presenting and preserving the past is analyzed and debated in this seminar course.

**HP 890 Historical Memory & Historic Preservation/Directed Studies (Elective)**

This seminar will explore the role historical memory plays in historic preservation and, more broadly, in American life and culture. Historic preservationists know, and act on the understanding, that historical memory connects our national past to our present and future. We know too that historical memory is shaped by, and depends upon, purposeful tending, and that’s why this course will chase how what is sometimes called public memory is created, edited, shaped and shared through processes that include commemoration, historic sites, monuments and the larger endeavor we call historic preservation. HP 890 Urban Planning/Directed Studies (Elective)

Urban Planning, the design of our shared community space and the role of preservation are discussed in this course that studies the history of planning and the role of the preservation planner in municipal government and private practice.

**HP 891 Thesis Research or Project**

Application of independent research to the historic environment through a multi-media degree project focusing on Charleston and its environs, or other suitable historic sites. Thesis is presented to committee for preliminary review during the summer, mid-semester of the third semester, and presented to a jury at the end of the fourth semester for final review.
Faculty and Staff Listing

Carter L. Hudgins, Program Director
PhD College of William and Mary; M.A. Wake Forest University; B.A. University of Richmond

chudgin@clemson.edu 843-937-9567

Carter L. Hudgins is director of the joint Graduate Program in Historic Preservation. A native of the small Tidewater Virginia town of Franklin, Hudgins completed a BA at the University of Richmond and an MA at Wake Forest University prior to receiving the PhD in early American history at the College of William and Mary. Trained as an historian and archaeologist, Hudgins has interspersed work in both the public and private sector through his academic career. A field archaeologist with the Virginia Department of Historic Resources early in his career, he later served for seven years as director of Historic Charleston Foundation. Prior to his appointment to the faculties of Clemson University and the College of Charleston, Hudgins was a member of the history faculties at the University of Alabama/Birmingham where he implemented the graduate curriculum in public history and the University of Mary Washington where he was chairperson of both the Department of History and American Studies (2002-2008) and the Department of Historic Preservation (1984-1993), a program in which he held appointment as the Hofer Distinguished Professor of Early American Culture and Historic Preservation.

Hudgins research interests include vernacular architecture in early America and early modern material culture of the Atlantic rim. Hudgins has directed archaeological projects in Virginia, Georgia, North Carolina, and Ireland and completed architectural surveys in Alabama and Virginia. He is currently completing an archaeological investigation of an abandoned seventeenth-century town on the Caribbean island of Nevis where he is also participating in the analysis of the sites of two large, eighteenth-century slave villages. Hudgins has also participated in an NEH-funded project that has begun the first systematic identification, documentation, and analysis of slave housing in the Chesapeake with colleagues at the University of Mary Washington and Mount Vernon.

Ralph Muldrow
M.Arch and M.S. Historic Preservation, University of Pennsylvania

muldrowr@cofc.edu

Ralph Muldrow is the Simons Professor of Historic Preservation and Associate Professor of Art History and Historic Preservation and Community Planning at the College of Charleston.

He has numerous years of experience as an architect (NJ license) and preservationist, including new and renovated library projects in New York City, Historic Tax Credit
renovation projects, non-profit board experience towards the rehabilitation of the Roebling factories in Trenton, NJ; contextual additions to to historic structures, new residential design, restorations of house museums (including the Old Dutch Parsonage in New Jersey and Tudor Hall in Petersburg, Virginia), the design of centers for the arts on historical campuses; project architect for the restoration of the Anne Arundel County Courthouse in Annapolis, Maryland; past director of the National Heritage Area Development Institute; professional work with historic Main Street studies and design guidelines; and numerous other professional work including traditional design for new towns and houses, renderings and historic studies. His teaching areas include American Architecture, Architectural and Urban Design, Building Materials Conservation and Planning.

Barry Stiefel
Ph.D. in Historic Preservation, Tulane University

stiefelb@cofc.edu
Barry Stiefel earned his Ph.D. in Historic Preservation at Tulane University and has professional, volunteer, and academic experiences in 14 states as well as abroad. These experiences have included preservation planning projects, historic building surveys, historic building nominations, historic building reports, creating archival inventories, designing historic house museums, and genealogy research. Presently, Dr. Stiefel is a Visiting Assistant Professor of Historic Preservation and Community Planning at the College of Charleston in Charleston, South Carolina. He is the author of a forthcoming volume with the University of South Carolina Press, Jewish Sanctuary in the Atlantic World: A Social and Architectural History, which was the 2009 recipient of the Carolina Lowcountry and Atlantic World Program Hines Prize, for best first book manuscript. Stiefel’s research interest are in how the sum of how local preservation efforts affects regional, national, and multi-national policies within the field of cultural resource management and heritage conservation.

James L. Ward

BA (English), BLA and MLA (Landscape Architecture)
University of Georgia
wardj@cofc.edu

James Liphus Ward is a Landscape Architect of near thirty years experience in private and governmental practice in the Southeastern U.S. and Bermuda. He is now also an Assistant Professor in Preservation and Planning in Charleston, SC working on urban and regional landscape models for preservation, cultural landscapes, and documenting historic buildings and sites.

Frances H. Ford

MS Historic Preservation, University of Pennsylvania
BA Historic Preservation, College of Charleston
Conservation Lecturer, Conservation Lab Specialist
Frances Henderson Ford has both undergraduate and graduate degrees in Historic Preservation (College of Charleston, 2003; University of Pennsylvania, 2006). She has had a long-standing interest in materials conservation, and in graduate school concentrated in that area, particularly the field of paint and ornamental plaster conservation. She currently works as an independent conservator as well as heading conservation initiatives for Richard Marks Restoration, a nationally known restoration contracting company based in Charleston. In addition to her work focusing on historic interiors, she is much in demand for her skills in cemetery restoration and stone conservation, and has been entrusted with the repair of some of the oldest graves in Charleston.

Frances is an active scholar as well as a practitioner, and has participated in conferences up and down the east coast, as well as internationally, most recently presenting at the 2nd Historic Mortars Conference in Prague, Czech Republic. She has a long-standing interest in the important 19th-century Philadelphia marble mason, John Struthers, and has presented a paper on the Struthers tomb of George Washington at Mount Vernon. She continues to research and document the work of Struthers and his company. She serves as conservation lecturer and laboratory manager for the Clemson/College of Graduate Program in Historic Preservation teaching HP 810 Conservation Lab, HP 811 Advanced Architectural Conservation and HP 819 Investigation, Documentation and Conservation.

Kristopher King

*M.S. Historic Preservation, University of Pennsylvania; B.A. Art History with Integrated Tract in Architecture, Trinity College (CT.)*

kristopherbking@gmail.com

Kristopher King works in private practice, consulting on historic preservation and providing project management services. He is also focused on historic real estate investment and development, as well as property management. He has managed restorations, renovations, and new construction, as well as developed and built LEED certified infill projects. He has a background in the nonprofit sector, managing one of the largest preservation easement programs in the country, as well as directing the technical outreach and zoning advocacy programs for Historic Charleston Foundation. He also serves as a Director for Storm Solutions Inc., focusing on the development and promotion of hurricane protections for historic structures. He is certified as a Building Analyst and an Envelope Professional through the Building Performance Institute, and is actively working on sustainable preservation initiatives.

He currently serves as a board member for the Preservation Society of Charleston, the Charleston Civic Design Center, and the Charleston Green Committee. He is an active member of the Urban Land Institute, serving on the Coastal Steering Committee, and is an executive committee member for ULI South Carolina’s Visioning Charleston 2030. He is also an Adjunct Professor in Historic Preservation at the College of Charleston.
Amalia Leifeste
M.Arch., University of Texas, Austin (2012); B.Arch., University of Oregon (2007)
aleifes@clemson.edu

Amalia Leifeste received her Bachelor of Architecture from University of Oregon in 2007. The school’s focus on sustainable, contextual design, and the social dimensions of architecture characterize her work there and professionally. Her exposure to a wide range of projects while in practice, including remodels and large-scale adaptive use projects, led to her interest in sensitive design interventions within existing buildings.

Amalia received her post-professional Master of Architecture from University of Texas, Austin in 2012 earning certificates in both Sustainable Design and Historic Preservation. Both her coursework and Master Design Study [thesis equivalent] deepened her investigation of architecture, preservation and material conservation. Her final project, entitled Reverse Depreciation: Evoking the Age Value of Baker School, a process and product of design incorporating the situated perspective, was honored with the Outstanding Thesis Award in Sustainable Design, and the Outstanding Thesis Award for the School of Architecture.

Richard Marks
Historic Preservation Certificate, University of Pennsylvania; B.S. Construction Management, Clemson University

richardmarks@comcast.net

Richard Marks started Richard Marks Restorations Inc. in 1985 to provide a qualified resource for persons seeking advice or services concerning the stabilization, preservation, restoration or conservation of historic buildings and sites. Today, RMR has several preservation and documentation consultants as well as over thirty full-time carpenters, masons, plasterers and decorative crafts people. RMR facilities include workshops for cabinetry, millwork, stone, plaster casting, and a lab for analytical conservation examination and research.

Richard Marks completed the South Carolina general contractors exam in 1984. In 1985 he graduated with a BS in construction management from the College of Architecture at Clemson University. At Clemson he completed one semester of studies in Italy, with a focus on European conservation and restoration. He worked two years towards Masters Degree in Historic Preservation at the University of Pennsylvania and received a certificate in 1995. At the University of Pennsylvania he focused on architectural conservation and researching historic building techniques. He currently serves on an alumni advisory board for historic structures at Clemson University and is working in Charleston to start a graduate center in Historic Preservation for Clemson. He is a trustee for The Historic Charleston Foundation and an advisor for many other nonprofit, preservation and community organizations.

Elizabeth G. Ryan
Ms. Ryan was previously employed as Director of Museums for the Historic Beaufort Foundation in Beaufort, S.C., where she conducted research on collections, planned and developed exhibits, and coordinated acquisitions. She has served on the Beaufort County Historic Preservation Review Board and the Tourism Management Advisory Commission for the City of Beaufort. Her additional research has included in-depth study of the decorative arts and historic interiors in collaboration with the Winterthur Museum in Delaware and the Museum of Early Southern Decorative Arts in North Carolina.

In addition to teaching the Historic Interiors classes in the Clemson/College of Charleston Graduate Program in Historic Preservation, Ms. Ryan also currently works as a Decorative Arts Appraiser with Alice L. Patrick, Inc., AAA in Charleston, S.C.

Katherine Saunders  
*BA Historic Preservation, Mary Washington*  
ksaunders@historiccharleston.org

Katherine Saunders is the Associate Director of Preservation at Historic Charleston Foundation where she has worked since 1996. Her primary job responsibilities include preservation advocacy, planning, and historical research. A native of Virginia, Ms. Saunders earned her undergraduate degree in Historic Preservation at Mary Washington College in Fredericksburg, Va. She worked as an archaeologist at Thomas Jefferson’s Poplar Forest before moving to Charleston in 1992. Prior to her employment by HCF she worked for SC State Parks and The Charleston Museum. She attended the Attingham Summer School for the study of the English Country House in 1999 and more recently has taken graduate courses in History at the College of Charleston and the Citadel. Her principle research interest for the last several years has been the fortifications of colonial Charles Town, the results of which were published in 2002 as a chapter within the archaeology volume Another’s Country, edited by JW Joseph and Martha Zierden. In 2005, she was appointed by Charleston mayor Joseph Riley as co-chair of the Mayor’s Walled City Task Force. Since 2005, Ms. Saunders has taught HP611 Research Methods in the graduate program. The course focuses on property research.

Allisyn Miller, Administrative Coordinator  
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Allisyn Miller provides administrative support to the program director, faculty and students and works closely with Clemson University and the College of Charleston to
foster a collaborative environment. She is the primary on-site administrative support contact for the Graduate Program in Historic Preservation, and is a graduate of the Historic Preservation & Community Planning Program at the College of Charleston.

**Mark McConnell**  
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The Graduate School, College of Charleston  
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Ms. McNulty provides support for the Graduate Program in Historic Preservation in the Planning and Landscape Architecture Department on Clemson's main campus in upstate South Carolina.  

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**Support Services**

_Grievance policy and ombudsman information_

It is the policy of the Graduate School to address all grievances of an academic nature filed by enrolled graduate students. Graduate student grievances are heard by the Graduate Academic Grievance Committee (GAGC). The GAGC typically consists of three faculty representatives from each of the five colleges and one graduate student representative from each college. A six-member Initial Grievance Review Board (IGRB) is formed from among GAGC members and is responsible for determining which grievances will go forward to the GAGC.

**Procedure**  
Grievances must be filed with the Graduate School within 60 days of the alleged act and may involve the following: violations of program, department, college or Graduate School policies related to final grades in courses or research (891 or 991); violations of program, department, college or Graduate School policies related to the completion of any academic requirement including theses and dissertations, and oral or written comprehensive examinations; and graduate student assistantship employment including offers of assistantship appointments made during recruiting not honored after enrollment.

At any time prior to filing a grievance, the student may consult with the University ombudsman charged with mediation in cases involving graduate students.

Any student wishing to file a complaint must first make every attempt to resolve it within the college. The student must first take the complaint to the faculty or staff member(s) involved. If no resolution can be reached, the student should request assistance from the department chair and the dean of the college.
If the grievance remains unresolved, the student may file the complaint with the Graduate School. The student must first meet with the associate dean of the Graduate School charged with oversight of the GAGC. The associate dean will describe the grievance process to the student. If the student wishes to proceed with the grievance, the associate dean will provide the student with Graduate School Form GSg-A, “Request to File a Grievance,” which will enable the student to provide a written statement detailing the issue and his or her attempts to resolve it at the college level by documenting a) the dates of consultations at the college level, b) the names of those persons consulted, and c) the signature of the collegiate dean attesting that no resolution could be reached. The student must return the fully executed Form GSg-A to the Graduate School within 30 days of receipt from the associate dean. Students who fail to file the grievance within this timeframe forfeit their opportunity to proceed.

The student may seek external counsel (an advisor, an attorney, etc.) to assist with preparation of materials to submit to the GAGC. The student may request such individual accompany him or her to the hearing and may wish to proceed to prepare for this event. Questions concerning possible impacts on the student’s graduate status should he or she not be successful in the grievance may be discussed at this time with the associate dean of the Graduate School.

The IGRB will determine if the complaint, as submitted on Form GSg-A constitutes a grievance under the Graduate School’s policies. Grievable complaints will be addressed by a subcommittee of the GAGC appointed for the purpose of addressing the complaint in question. The subcommittee will convene an informal, closed hearing to recommend a resolution to the grievance. For more information about the procedures, refer to the Graduate School Announcements at www.registrar.clemson.edu/html/catalogGrad.htm.

University ombudsman

The ombudsman is an independent, confidential resource that provides assistance to faculty, graduate students and post-doctoral students in resolving problems, complaints and conflicts when normal processes and procedures have not worked satisfactorily. The Ombudsman’s Office serves as a central information source on policies, procedures and regulations affecting faculty, graduate students and post-docs. The office refers individuals to persons able to resolve problems or handle appeals at the lowest possible level. Where appropriate, the ombudsman can facilitate and/or mediate communication between parties who find themselves in a dispute.

The ombudsman strives to ensure that faculty, graduate students and post-docs receive fair and equitable treatment within the University system. He provides an independent point of view in an informal and confidential environment. The ombudsman will not identify you or discuss your personal concerns with anyone without your permission. Private confidential meetings can be arranged at your convenience. All communications will be treated with strict confidentiality. The ombudsman works toward resolutions based on principles of fairness. He is neither an advocate for faculty, administration or students, nor an agent of the University, but is an advocate of fair processes.
The Office of the Ombudsman provides fair and impartial counseling to faculty members, graduate students and post-docs by: 1) addressing problems and concerns, and identifying and evaluating options to reach resolutions; 2) providing available resources within the University, particularly as to policies and procedures; 3) serving as a neutral party in conflict resolution; 4) opening lines of communication through mediation; and 5) recommending changes in University policies and procedures when necessary. The ombudsman assists in issues of harassment, academics, unfair or inequitable treatment, or any other University policy that you feel has been applied unfairly or erroneously.

The ombudsman, as a designated neutral, has the responsibility of maintaining strict confidentiality concerning matters that are brought to his attention unless given permission to do otherwise. The only exceptions, at the sole discretion of the ombudsman, are where there appears to be imminent threat of serious harm. The ombudsman must take all reasonable steps to protect any records and files pertaining to confidential discussions from inspection by all other persons, including management.

The ombudsman will not testify in any formal judicial or administrative hearing about concerns brought to his attention. When making recommendations, the ombudsman has the responsibility to suggest actions or policies that will be equitable to all parties.

Concerns can be directed to the University ombudsman by letter, walk-in, appointment or telephone: R. Gordon Halfacre, University Ombudsman for Faculty and Graduate Students and member of the Ombudsman Association, 101 Clemson House; telephone (864) 656-4353 or (864) 656-4957; email ombudsman@clemson.edu.

Counseling services

The demands of graduate school can sometimes seem overwhelming. If you feel you could benefit from talking to a counselor — about grad school stress or any other issue — you may be eligible to receive services from the Counseling and Psychological Services program at CofC Counseling Services 843-853-5640.
Area Information

We are currently located in a building at 292 Meeting Street which is at the intersection of George and Meeting. If you are coming in from I-26, take the Meeting Street Exit and follow Meeting Street south past Marion Square, one block north of Calhoun to George St. Turn left onto George to get to our parking lot which is behind the brick 1-story corner building. Drive straight through the parking lot and park in the 5 spaces on the left behind the wood single house at the north end of the lot. (Due to construction, this may not be possible). Walk to Meeting Street and enter our building from the front door (marked 292). Call Allisyn at 843-937-9596 if you need any assistance.