GRADUATE STUDENT HANDBOOK
2016-2017

MASTER OF ARTS IN COMMUNICATION, TECHNOLOGY, AND SOCIETY

College of Behavioral, Social, and Health Sciences

401 Strode Tower
Clemson University
Clemson, SC 29634
Phone: 864-656-1567

https://www.clemson.edu/cbshs/departments/communication/

http://www.grad.clemson.edu/current_students
E-108 Martin Hall, Box 345713  Clemson, SC 29634-5713
(864) 656.4172  FAX (864) 656.5344
graduate_school@clemson.edu
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Welcome
We are delighted to have you join us in the Department of Communication at Clemson University! We wish you success at every stage of your academic journey. Here you can explore the diversity of Communication, while focusing on the different approaches to the study communication technologies. You will gain skills to design and conduct your own research on communication technologies, and to critically evaluate others’ research into, reporting on, and popular representations of communication technologies. MACTS develops thought leaders who can bring critical thinking, global insights, and historical perspectives to technological debates and decision-making. Emphasizing the impacts and interconnections of technologies in society and culture, you will learn a full range of theoretical and methodological tools, including social science, critical/cultural, organizational, and other approaches. Overall, MACTS explores technologies as not simple machines or applications to be mastered, but as complex social phenomena shaping and shaped by users’ goals in various communication contexts. You will leave MACTS with advanced communication expertise and prepared for doctoral study, teaching, business, politics, social organizing, and civic life.

Handbook
This handbook is intended to familiarize you, as a graduate student in the Department of Communication, 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.

Please review the contents, then print out and sign the Acknowledgement of Handbook Contents. Return this form to the Director of Graduate Studies before the first day of classes.

These rules and requirements are in addition to and subordinate to those described in the Graduate School Guidebook, which you can find at http://www.clemson.edu/studentaffairs/books/grad-resource-guide/2016_graduate_student_guidebook.pdf or through the Graduate School office in E-108 Martin Hall. Any inconsistencies within this handbook or between this handbook and the Graduate School Guidebook should be brought to the attention of the Director of Graduate Studies.

Assistance
There are many resources to assist you with questions or problems during your time at Clemson. We in the Department of Communication are here to support you as students and colleagues. Do not ever feel that your concerns or insignificant or could put you at risk. If you have an issue, here is what we suggest:

1. First, if you are comfortable so doing, ask your fellow MACTS students, especially second-year students, for information and suggestions.
2. If a question is course-related, ask your instructor.
3. Next, talk your MA Advisor and committee members.
4. If you still have questions or concerns, contact the Department’s Director of Graduate Studies or Director of Basic Courses. The Director of Graduate Studies, along with members of the Graduate Committee, promote the program, orchestrate recruiting activities, and make recommendations regarding graduate admissions offers. They also oversee the regulations and procedures of the program, coordinate curriculum updates, and interact with the Graduate School on matters such as student status, assistantships, and fellowships.
5. If needed, you may request a meeting with the Department Chair.

Department: communicationstudies@clemson.edu

Director of Graduate Studies
(first-year advising, academic progress, program curriculum, MACTS issues): D. Travers Scott, PhD
dscott3@g.clemson.edu
409 Strode Tower

Director of Basic Courses
(teaching, assistantships, other issues): Darren Linvill, PhD
darrenl@clemson.edu
405 Strode Tower

Department Administrative Assistant
(payroll, keys, other issues): Ms. Mary Alice Cromer
mcromer@clemson.edu
401 Strode Tower
864.656.1567

Student Services Coordinator
(registration, scheduling, add/drop): Lori Pindar, PhD
lorip@clemson.edu
408 Strode Tower
864.656.5747

For a complete listing of faculty and staff, see Appendix B.

Outside the Department, there are numerous resources as well:

Clemson Office of Access & Equity: Get advice and assistance in resolving complaints regarding any form of discrimination.
Clemson Safe Alerts: Sign up through BlackBoard. Details available at http://www.clemson.edu/cusafety/warnings.html


Clemson Ombudsman: Independent and confidential conflict resolution http://www.clemson.edu/administration/ombudsman/
Glenda L. Dickson, 864-656-6353, glendad@clemson.edu

Clemson University Police:
911, Gate 10 of Memorial Stadium, 864-656-2222, police@clemson.edu

City of Clemson Police:
911, 1198 Tiger Blvd Clemson, (864) 624-2000

Counseling and Psychological Services (CAPS):
Counselors are available for consultation and crisis assistance 24/7. During normal office hours, contact the CAPS office at 864-656-2451 or use CUNow, a walk-in clinic where students are seen on a first-come, first-served basis at Redfern. It operates Monday through Friday from 10 a.m. to 2:30 p.m. It takes about 20 to 30 minutes to complete the initial paperwork. You will then see a counselor for a brief session. After hours and on weekends, a counselor can be reached by calling the Clemson University Police Department at 864-656-2222 and asking for the CAPS counselor on call. The dispatcher will take your name and number and have the counselor return your call. http://www.clemson.edu/campus-life/campus-services/redfern/mental-health/

Emergency Care and After-Hours Medical Attention
In an emergency, call 911. On-campus medical emergencies are transported by the University ambulance to the appropriate community medical resource. The University ambulance is staffed with certified emergency medical personnel 24 hours a day. Students are required to pay for off-campus ambulance transportation except when transported to those medical resources within the city of Clemson for after-hours urgent care. For more information about this service, visit the Clemson University Fire Department and EMS website.

- Medical Emergencies: 911
- Mental Health Emergencies:
  864-656-2451 (business hours) 864-656-2222 (after hours)
- Sexual Assault/Relationship Violence:
  864-656-1294 (business hours) 864-656-2222 (after hours)
• After-Hours Nurse Line: 864-656-2233 (Press Option 2) If you are a student and have questions about your health care needs after hours, a registered nurse is available to answer questions and give advice on health care needs.

Students requiring physician care after hours can choose from the following area emergency rooms and urgent care facilities at the student’s expense.

<table>
<thead>
<tr>
<th>Urgent Care Centers</th>
<th>Location</th>
<th>Phone</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clemson Health Center</td>
<td>Clemson</td>
<td>864-654-6800</td>
<td><a href="http://www.clemsonhealth.com">www.clemsonhealth.com</a></td>
</tr>
<tr>
<td>Medi Urgent Care</td>
<td>Seneca</td>
<td>864-882-1420</td>
<td></td>
</tr>
<tr>
<td>AnMed Health</td>
<td>Anderson</td>
<td>864-512-6614</td>
<td><a href="http://www.anmed.com">www.anmed.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Emergency Rooms</th>
<th>Location</th>
<th>Phone</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oconee Medical Center</td>
<td>Seneca</td>
<td>864-882-3351</td>
<td><a href="http://www.oconeemed.org">www.oconeemed.org</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>864-512-1000</td>
<td></td>
</tr>
<tr>
<td>Palmetto Health</td>
<td>Easley</td>
<td>864-442-7200</td>
<td><a href="http://www.palmettohealth.org">www.palmettohealth.org</a></td>
</tr>
<tr>
<td>Greenville Memorial Hospital</td>
<td>Greenville</td>
<td>864-455-7000</td>
<td><a href="http://www.ghs.org">www.ghs.org</a></td>
</tr>
<tr>
<td>Cannon Memorial Hospital</td>
<td>Pickens</td>
<td>864-878-4791</td>
<td><a href="http://www.cannonhospital.org">www.cannonhospital.org</a></td>
</tr>
</tbody>
</table>
ENTERING THE PROGRAM

Applying to MACTS

Prerequisites
Applicants must have a background in Communication or a relevant discipline and present evidence of such competence via transcripts and supporting materials.

English Language Proficiency
International students whose native language is not English are required to submit a high score on the Test of English as a Foreign Language (TOEFL) or Pearson Test of English (PTE). 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. TOEFL/PTE exams may be no more than two (2) years old.

Applicants requesting a TOEFL/PTE waiver must complete the Request for English Proficiency Waiver form: http://www.grad.clemson.edu/forms/ TOEFL/PTE scores may be waived with:

- Documentation of having received a previous undergraduate or graduate degree from a U.S. institution or an institution where the language of instruction was English
- Students from countries where English is the primary language or one of the official languages

A graduate student whose native language is not English is required by South Carolina state law to pass a Clemson English Speaking Proficiency (CESP) 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.

In some cases the department may assign non-native English speakers to teaching assistantships that involve only one-on-one tutoring until they are deemed ready for classroom teaching.

If you are a current student and non-native English speaker, and your graduate advisor feels you should improve your English skills, you must complete English 1110: English as a Second Language or an approved course from one of Clemson’s ESL affiliates.

Computer Proficiency
MACTS has no formal requirements for computer literacy or competency. However, each graduate student is expected to be proficient in the use of 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, and it is expected that you will acquire whatever skills are needed to use these resources as they are required. Many workshops provided by various Clemson groups regularly present opportunities for students to gain and advance their computer skills.

Campus Visits
MACTS applicants are strongly encouraged to visit Clemson if at all possible. We will be happy to organize department and campus tours, as well as meetings with current faculty and students. Contact the Director of Graduate Studies to arrange your visit.

Duplicate 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.

The legislation defining residency sets forth a fairly strict set of criteria for the administrative approval of residency requests. The Office of Residency Classification handles all the information regarding domicile requirements for residency status. Due to the frequency of changes implemented by the state legislature in past years, those criteria are not elaborated here. If you are interested in establishing South Carolina residency, review the up-to-date information at www.clemson.edu/SCResident/. Questions should be addressed to the Office of Residency Classification (G-01 Sikes Hall, (864) 656-2281).

Deadlines
Applicants seeking full-time enrollment, tuition waiver, and a stipend MUST apply by February 1 for the following fall semester.

Full-time spring admissions are allowed only in very rare cases. Applicants seeking spring admission must apply by September 15 for the following spring semester. Spring applications may be rejected, accepted for spring, accepted for the following fall, or rolled over into the applications to be reviewed for the following fall.

Applicants interested in part-time enrollment can apply for either deadline, but must indicate this in their personal statement. Part-time students are NOT eligible for tuition waiver or assistantship stipend. Part-time admissions will be made available for qualified students if there is room in the program. All applicants may apply past these deadlines, but their applications will not be given priority. We may continue to review applications after the deadlines to fill unexpected vacancies. However, there is no guarantee of this.
Components
All components of applications are taken into full consideration. THERE ARE NO MINIMUM GRE SCORES REQUIRED. Applications are considered holistically, with invited students typically falling within these parameters:

- Focused, specific reasons for wanting to attend Clemson and the MACTS program, such as faculty, research programs and centers, local resources and opportunities, etc.
- Unique personal experiences and backgrounds that would contribute to the diverse intellectual collective of a graduate cohort
- Very strong scholarly/academic research writing skills, as demonstrated through writing sample(s) and curriculum vitae
- Bachelor’s degree from an accredited college or university
- Grade Point Average of 3.0-4.0 (on a 4.0 scale)
- Three strong letters of recommendation from academic sources
- Competitive scores on the GRE verbal, quantitative, and writing tests. Official scores must be received directly from Educational Testing Service. Clemson’s Institution Code is 5111. GRE exams more than five (5) years will not be accepted.

International Applicants
Clemson’s Office of Global Engagement has an International Services department to assist with the unique concerns of international students. Forms for international applicants and students can be found here: http://www.clemson.edu/administration/ia/services/forms.html

U.S. universities are required by law to verify that students entering the United States on F-1 and J-1 visas have adequate financial resources to meet expenses. This information is provided to Clemson via the International Student Financial Certification Form (Form IS-50). A minimum of one (1) year's expenses must be available to the student upon arrival. The Certificate of Eligibility for F-1 visa (Form I-20) or Certificate of Eligibility for J-1 visa (Form DS-2019) will not be issued without the receipt by Clemson University of approved documents verifying availability of adequate funds. All documentation must be current, and signatures must be original. Photocopies or FAX copies of the documentation will not be accepted. A completed copy of the International Student Financial Certification Form should be provided to the Office of Global Engagement by mail, to the following address:

International Services
E-307 Martin Hall
Box 345714
Clemson, SC 29634-5714
(864) 656-3614
is@clemson.edu

The deadline for submitting this Financial Certification Form is May 1 for the fall semester and October 1 for the spring semester.

Please note that Clemson University requires all fees to be paid on the first day of late registration. Loans and deferred payments generally are not
available to international students. Tuition and fees may increase without prior notice.

Application Process
Admission to MACTS begins with your submission of an official application to the Graduate School via their website, beginning here:
http://www.clemson.edu/graduate/admissions/preparing-to-apply/index.html

Upon receipt of all admission materials, the Graduate School will forward your application to Communication for review. Applicants must meet all admission requirements of the Graduate School, the Department of Communication and the MACTS program before official acceptance will be considered.

Admission to MACTS is restricted to applicants whose academic record indicates a high potential to be successful in graduate studies. Your application will require:

- Official GRE scores from ETS
- Official TOEFL/PTE scores for International Students (see above)
- Official College or University Transcripts
- 3 Letters of Recommendation from teachers or supervisors addressing your preparation for graduate school (e.g., written/oral communication skills, analytic and critical thinking abilities, leadership, imagination, aptitude for and experience with technology, potential success as a teacher, scholar, or communications professional, ability to work in a collegial and collaborative environment, professionalism, etc.)
- Statement of purpose (500 word limit, double-spaced) describing your experience, goals, experience with working independently, reasons for pursuing this degree, and unique contributions you can make to the program
- Curriculum vitae including mailing address, email address, phone number, and URLs for any online projects
- A writing sample that illustrates excellence in academic writing (not professional or business). Examples demonstrating familiarity with academic research or similar scholarly activities are preferred. You may also submit one additional sample.

Minimum requirements to be considered for admission to graduate study in the Department of Communication generally follow the Graduate School. These 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 Graduate Record Exam (GRE). The GRE subject test is neither required nor recommended for admission. See Graduate School Announcements www.registrar.clemson.edu/html/catalogGrad.htm

Application Decisions
Upon your completion of the online application, your application status can be checked at http://www.grad.clemson.edu/ApplicationCheck.php. The Director of Graduate Studies and MACTS Graduate Committee examine your application packet and make recommendations as to whether you will be offered admission to the program. The
Department Chair will then consult on 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 Director of Graduate Studies will indicate this in the admissions database and the Graduate School will send you a letter of rejection. You may appeal the rejection to the Graduate School.

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 prescribed for the applied-for degree.

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 conditional 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.

If an applicant is conditionally accepted pending completing certain course deficiencies specified as a condition of admission, it is important that they take the necessary courses early in the program in order to provide them with background for graduate-level courses. Normally, they will 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.

Some courses in MACTS may have prerequisites or co-requisites. Pre-requisite courses must be completed before admission as a graduate student, whereas co-requisite courses must be completed before receipt of the advanced degree.

Notification of Decision

For fall: Once invited into MACTS, a student has until April 15 to notify the Director of Graduate Studies of their intent to accept admission into the program and the financial offer that accompanies the offer of admission (a teaching assistantship, research assistantship, grant, fellowship, or offer of employment). This is a fixed deadline for the financial offer, honored nationally by over 200 graduate schools, so no extensions will be allowed. Once this commitment is made by a student, it is binding, and the student should not be accepting a financial offer from any other institution. Clemson will not be offer funding and admissions to any students who have made commitments to other institutions. An invited student may defer admission for one year, but must notify MACTS of that decision by April 15. Students who do not notify MACTS of a decision by April 15 are assumed to have declined the offer, and their position in the program may be offered to a waitlisted student.

For spring: Once invited into MACTS, a student has until Nov. 1 to notify the Director of Graduate Studies of their intent to accept admission into the program. An invited student may defer admission for one year, but must notify MACTS of that
decision by Nov. 1. Students who do not notify MACTS of a decision by Nov. 1 are assumed to have declined the offer, and their position in the program may be offered to a waitlisted student.

**Combined Bachelor's/Master's**

A combined Bachelor's/Master's option may be offered to select students exhibiting exceptional potential. The process will take five years. If you want to apply for the Bachelor's/Master's track in the MACTS program, you should express your interest during the spring semester of your sophomore year.

During the following fall semester, juniors who qualify and are interested can explore potential Major Advisors and project availability. When you find an appropriate faculty sponsor, you must apply for admission to the Graduate School by completing Form GS6BSMS ([www.grad.clemson.edu/forms/GeneralForms.php](http://www.grad.clemson.edu/forms/GeneralForms.php)), including obtaining all required signatures. The GS6BSMS requires identifying up to 12 credit hours of graduate coursework that will replace bachelor’s degree requirements. GRE scores, two letters of recommendation and a financial aid form must also be submitted. Upon acceptance, you will receive conditional admission, dependent on your successful completion of your undergraduate degree.

During the summer following your junior year, you should complete a field season of research. You will receive no graduate research credits, but the data will be used for your master’s thesis. You should complete your bachelor’s degree in May of your senior year.

During the summer following graduation with a bachelor's degree, you must register for 3 credit hours of COMM 8910 Master's Thesis Research each summer session. You will be put on assistantship and must complete a second field season of research.

With your Major Advisor, you will select an Advisory Committee at the beginning of the following fall semester. Your Advisory Committee will approve your plan of study (Form GS2) and research prospectus in that same term. You should complete your final graduate courses and thesis defense during the spring semester of that same academic year.

**University Employees**

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.
International Students

Student Expenses
International students must certify access to a minimum of one year’s estimated expenses. See http://www.clemson.edu/administration/ia/services/forms.html for more details or contact the International Services Office.

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, contact International Services at http://www.clemson.edu/administration/ia/services/, (864) 656-3614, or is@clemson.edu.

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. You should then see Ms. Mary Alice Cromer, 401 Strode Tower, who 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
For current tuition and fees, see www.grad.clemson.edu/Financial.php. 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
Unless an applicant indicates otherwise on the application materials, all qualified students, domestic and international, are considered for assistantships when applications are processed. These are generally in the form of a 20-hour/week graduate teaching assistantship. When available, research assistantships may also be offered. To be considered for this financial assistance for the academic year, you should submit your application no later than February 1. Applications received after that date may be considered for financial assistance depending on the availability of funds. We generally do not accept applications for financial assistance for the spring.

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.

Any student who makes a C or lower on any grade point average, or receives Incompletes, automatically is placed on academic probation by the Graduate School, and immediately loses their assistantship. If the student successfully completes coursework and elevates all grade point averages to B or higher, their assistantships can be restored.

Employment Requirements
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).

While employed, you may work no more than 28 hours per week for Clemson. You MUST log your hours worked for each pay period into time capture at: http://workgroups.clemson.edu/TIME_CAPTURE/

These will be monitored by your supervisor. Failure to record your hours can lead to you losing your assistantship.

Clemson Onboarding

Clemson University Student ID
When you are accepted into the Graduate School, you will be issued a unique student identification number (“CUID”) as part of your admissions acceptance packet. Your student ID is a number you will use on forms and other official University business.
Username
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 Blackboard and iRoar. You may also need to use your student username to access department-specific networks and files.

Tiger 1 Card
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_what.php 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
Prior to registration for your first semester of study, you must report via email or in person to the Director of Graduate Studies. He/she will help you plan your initial program of study for your first semester. Registration is conducted entirely online via iRoar: http://www.iroar.clemson.edu. 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. See the Registration Services website at www.registrar.clemson.edu/portal/. If you have any further questions, please contact a representative of your program.

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

 Orientations
All MACTS students on teaching assistantships should attend the MACTS orientation and training the week before classes start in the fall. No spring orientation is offered. All graduate students are also required to attend the Graduate School orientation. There are also additional opportunities to learn about campus services and resources, which
we encourage you to take advantage of. The date, time and location of the orientations will be provided to you shortly after you receive your admissions acceptance packet.

**Housing**
Clemson University contracts with Off Campus Partners, LLC to create [Clemson Off Campus](http://clemsonoffcampus.com/). This website allows students to easily find a variety of housing options available off-campus. While this resource is provided as a service to Clemson students, the University makes no representations about the conditions of any property found through this site, has no role in any transactions involving these properties, and in no way endorses any of the properties found through use of this information.

**Transportation**
Clemson is easily accessible off of Interstate 85 (just a 15 minute drive). Other options include:

- The [Clemson Area Transit](http://www.catbus.com) (864) 654-2287. known as the CAT bus, is a free bus service provided by the City of Clemson. It offers fare-free shuttles around campus and around the Upstate, including service to Anderson, Central and Seneca. For route information, visit their website at www.catbus.com.
- Clemson offers free airport shuttles from Greenville and Charlotte: [http://www.clemson.edu/campus-life/parking/transit/airport.html](http://www.clemson.edu/campus-life/parking/transit/airport.html)
- Tiger Commute/TigerConnect busses run between Clemson, Easley, CU International Automotive Research Center, and Clemson One in downtown Greenville: [http://www.clemson.edu/campus-life/parking/transit/tigercommute.html](http://www.clemson.edu/campus-life/parking/transit/tigercommute.html)
- Greyhound Bus Line is in Anderson, SC and connects with CAT: (800) 231-2222
- Uber is available, as is car-sharing service Zipcar.
- Yellow Cab: (864) 224-3434
- [AMTRAK](http://www.amtrak.com) has regular stops at the Clemson Station (CSN). Clemson is on the Amtrak Crescent rail line that runs from New Orleans to New York City, with daily stops in Clemson once in each direction, connecting to nearby cities such as Greenville, Spartanburg, Gastonia, Charlotte, Tocoa, Gainesville, and Atlanta. (800) 872-7245
- [Greenville/Spartanburg International Airport](http://www.gspairport.com) (GSP) in Greenville, SC, is 45 miles from Clemson, and is serviced by Allegiant Airlines, American Eagle, Continental, Delta Airlines, Northwest Airlines, Southwest Airlines, United Express and US Airways. (864) 877-7426.
- [Hartsfield-Jackson Atlanta International Airport](http://www.fligertickets.com/flight-booking) (ALT) in Atlanta, GA is 2.5 hours from Clemson: (800) 897-1910.
- [Charlotte Douglas International Airport](http://www.charlottelinenews.com) (CLT) in Charlotte, NC is 2.5 hours from Clemson.
- Airport Shuttle: (864) 295-4098
- [Anderson/Clemson Shuttle Services](http://www.clemson.edu/campus-life/parking/transit/airport.html): (864) 654-1050
- Andrews Airport Services 24/7: (864) 653-5677, larry@mcgmyconcierge.com
Groceries, Services, Shopping
The Clemson area offers a variety of shopping opportunities. There are several grocery stores, banks, laundries, and drug stores within just a few miles of campus, many of which are accessible by foot, bicycle or CAT Bus. A range of restaurants are also available downtown and along Tiger Boulevard. The greater Upstate area provides even more products and services along CAT Bus routes or for those students with private transportation. Greenville offers Whole Foods, Trader Joe’s, and a variety of restaurants. Contact the local Chambers of Commerce for more information.
GETTING THROUGH THE PROGRAM

Student Responsibilities
The Communication Department expects you to approach your graduate study in a professional manner. We expect all graduate students to put in at least five eight-hour workdays per week on coursework, internships, research, and assistantships, although that should serve only as a guide to the minimum considered sufficient to achieve the level of proficiency desired in the program. Assistantships are typically for 20 hours a week.

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.

A summary of the Graduate School’s policy on academic integrity, current as of press time, 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, final, 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](http://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 Department of Communication 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.
The department requires you to complete the online training in human subjects research for Group 1 Social and Behavioral Science to learn the importance of maintaining the highest ethical standards in research and that you covenant with the other members of the department to conduct your research and professional life in a manner consistent with those ideals. Information on training starts here: http://www.clemson.edu/research/compliance/irb/training.html

Requirements for the Master’s Degree

| Minimum Degree Requirements for the Master of Arts in Communication, Technology and Society |
|---------------------------------|-------------------------------------------------|
| Total hours of course work      | 30 hours |
|                                 | Can include 6 hrs. of Thesis Research |
| Core courses                    | 5 courses / 15 hours |
|                                 | 6 /16 for Teaching Assistants |
| Elective courses required       | 5 courses / 15 hours |
|                                 | Can include 6 hrs. of Thesis Research |
| Thesis / Exams                  | Final Exam or Thesis Defense |

Candidates for the MA in Communication, Technology, and Society must complete a minimum of 30 credit hours, including five core courses (COMM 8010, COMM 8100, and COMM 8030, COMM 8020, and COMM 8110). At least one-half of the total graduate credit hours required, exclusive of thesis research, must be selected from courses numbered 8000 or above. Elective credits must be taken in Communication or an outside field, including internships and independent studies. Six credits of thesis work may apply toward the required 30-hour total for students who choose Thesis option. Students choosing Exam Option cannot take Thesis Research hours. These courses must be selected in consultation with the student’s advisor. Prerequisite and co-requisite courses do not count toward the 30 semester hours of graduate credit required for the degree. Prerequisite courses must be completed before admission as a graduate student, whereas co-requisite courses may be taken concurrently but must be completed before receipt of the master’s degree.

Minor
A minor outside the degree program, if chosen, shall consist of at least six semester hours in that area.

Core courses
All MACTS students are required to take all five core courses below (unless a similar course was previously taken and accepted by the Director of Graduate Studies or department chair), constituting a total of 15 credits.

- COMM 8010: Communication Theory I
- COMM 8100: Communication Research Methods I
- COMM 8030: Survey of Communication Technology Studies
• COMM 8020: Communication Theory II
• COMM 8030: Communication Research Methods II

In addition, teaching assistants must take COMM 4990: Communication Pedagogy.

See a complete listing of courses offered in MACTS program and their descriptions at https://www.clemson.edu/cbshs/departments/communication/academics/graduate/course-list.html

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 by your Advisory Committee and approved by the Director of Graduate Studies, the department chair and the dean of the 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 Major 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.

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).

Foreign Language Requirement
The MACTS Program does not have a foreign language requirement.

Elective Courses
A minimum of 15 credits must be taken in Communication and/or another field. These courses must be selected in consultation with the student’s advisor.

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 MACTS degree.
Theses
A thesis committee will be selected in consultation between the student and his/her advisor and be comprised of faculty from the Department of Communication, but may also include faculty representing associated disciplines on the Clemson campus. A minimum of two of the committee members must be from the Department of Communication. A student must secure approval from the thesis committee for his/her thesis proposal before undertaking the thesis project. In order for a student to successfully complete his/her thesis, the student must participate in a public oral defense of the project. The majority of committee members must approve the final written product. Exemplary performance in the Master’s thesis will be designated as “passing with distinction.” Such a designation will be through unanimous vote of the thesis committee. Students choosing the thesis option typically complete 6 credit hours of COMM 891 Thesis Hours.

NOTE: Graduate school deadlines for thesis completion are non-negotiable. Although your Advisor and Committee determine the progress on your thesis, candidates are expected to keep themselves aware of deadlines for thesis progress and other relevant forms and procedures.

Students may choose from two thesis options: Scholarly or Project

A scholarly thesis is a traditional original research project that results in a formal thesis document. Departmental expectations are as follows:

• Length: to be determined by committee
• Format / structure: to be determined by committee
• Contents: A successful scholarly thesis should demonstrate a discrete set of research questions, familiarity with communication-related and -relevant literature, familiarity with communication-related and -relevant method(s), a significant engagement with technological artifacts, practices, theories, or discourses; and final findings / argument.
• Style: American Psychological Association, incorporating Graduate School manuscript guidelines.
• Prospectus with timeline: Approved by advisor and committee and sent to the Director of Graduate Studies. Advisor may require additional documents, such as an informal proposal.
• Public presentation: At the end of each year, graduating students should present a 5-minute summary of their thesis to faculty for feedback (e.g., at Professionalism Day, Communication Day, or a similar event).

A project thesis is a creative project such as a documentary film, online application, performance, event, archive, or digital scholarship. However, this must be theoretically informed and also include a significant written component. The departmental expectations below may be distributed across the written component and other parts of the project, but should be apparent:

• Length: to be determined by committee
• Format / structure: to be determined by committee
• Contents: A successful project thesis should demonstrate a clear set of themes of investigation, familiarity with communication-related and -relevant literature, familiarity with communication-related and -relevant method(s), and a significant engagement with technological artifacts, practices, theories, or discourses.
• Style: For written component, follow American Psychological Association, incorporating Graduate School manuscript guidelines.
• Prospectus with timeline: Approved by advisor and committee and sent to the Director of Graduate Studies. Advisor may require additional documents, such as an informal proposal.
• Public presentation: At the end of each year, graduating students should present a 5-minute summary of their thesis to faculty for feedback (e.g., at Professionalism Day, Communication Day, or a similar event).

For either type of thesis:
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.

You must allot sufficient time for writing the thesis. 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
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 May of your first 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.

Graduate School Theses and Dissertations website with deadlines and other information: http://www.clemson.edu/graduate/students/theses-and-dissertations/?

Requirements
• A meeting of the full committee and student is required before formal data collection begins to approve prospectus.
• A prospectus and timeline are required and, once approved by advisor and committee, copies sent to Director of Graduate Studies.
• Final thesis is due to committee members two weeks before oral defense.
• Student must hold an oral defense with advisor and committee. This must be open to the public, but an audience beyond the committee is not required. The date of the defense must be entered into the Clemson calendar here: 
http://www.clemson.edu/graduate/calendar/defense-form.html
The defense should include a presentation by the defendant, a Q&A with the defendant, a private meeting of the committee only, and a meeting with the committee and defendant to reveal grade.
• At end of a successful defense, the Thesis Grade Form is signed by advisor and committee sent to Director of Graduate Studies. A committee member may refuse to sign until requested revisions are made, or signs conditionally contingent upon successful completion of revisions, by a specified deadline.
• Advisors are encouraged to announce successful completions to department faculty and graduate students.
• After all revisions, the thesis is sent to Manuscript Review. All theses must 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 thesis. You should consult this guide before beginning the writing phase of your graduate research. Pay particular attention to formatting requirements.

Comprehensive Exams
Some students may feel it is to their advantage to conclude their degree with final exams. The exams may assess students' knowledge of areas such as: the history and distinguishing characteristics of the communication discipline, relevant communication theory, the range of research methods used in communication research, communication ethics as they apply to communication mediated by technology, how communication mediated by technology may be used to pursue long-term goals in communication (e.g., interpersonal, small group, organizational), the impact of communication technology on social and cultural level variables, as well as material representative of the student’s identified area of emphasis.

The exam committee will be selected in consultation between the student and his/her advisor and be comprised of faculty from the Department of Communication, but may also include faculty representing associated disciplines on the Clemson campus. A minimum of two of the committee members must be from the Department of Communication.

In order for a student to pass his/her exams, the student must participate in a public oral defense of his/her exam answers. The majority of committee members must vote in approval. Exemplary performance on final exams will be designated as “passing with distinction.” Such a designation will be through unanimous vote of the examination committee.

For the sake of consistency necessary for program assessment, exams must follow these guidelines. Three areas to cover:
• Theory/theories used in or applicable to Communication
• Method(s) used in or applicable to Communication
• Student interest area
Reading lists will be developed for each area by student with committee input and approved by advisor.

Areas, reading lists, and timeline are required and, once approved by advisor and committee, copies sent to Director of Graduate Studies. Advisor and committee will determine details of questions such as: number of questions generated for each area, how many questions for each area student must answer, if they get to choose, etc.

Exams may be open or closed book:

- **Open**-book exams are take-home. Students will receive all three questions at 8:00 a.m. of the first day and have one week to answer all questions. Take-home exam answers should include works cited and be formatted in APA style. Answers are due to advisor by midnight of last day.

- **Closed**-book exams are on-site. Advisor and student must reserve a private location on campus for writing. Students will receive one question at a time, on separate days, and have three consecutive hours to answer each question. No phones, computers, notes, books, or other materials are allowed.

For either:
Exams and answers are due to committee members two weeks before oral defense. Student must hold an oral defense with advisor and committee. This must be open to the public, but an audience beyond the committee is not required. The defense should include a presentation by the defendant, a Q&A with the defendant, a private meeting of the committee only, and a meeting with the committee and defendant to reveal grade.

At end of a successful defense, the Exam Grade Form is signed by advisor and committee sent to Director of Graduate Studies. A committee member may refuse to sign until requested revisions are made, or signs conditionally contingent upon successful completion of revisions, by a specified deadline.

Advisors are encouraged to announce successful completions to department faculty and graduate students.

**Program Time Required/Limit**

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

The department considers three academic semesters plus one summer or four semesters sufficient time in which to obtain a master’s degree. The Graduate School requires that all course work that 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 have completed the thesis by the time you have accumulated 30 credit hours. If you do not meet these requirements, you will not be allowed to enroll for further credit except for COMM 8910 Master’s Thesis Research, and you should not expect any further financial support from the department or the University.
Waiver of Requirements
The requirements for achieving a graduate degree in MACTS, as outlined in this handbook, are designed to provide a consistent minimum level of performance for all graduate students. At the same time, flexibility is provided to allow for the diverse areas of study and individual strengths of each student. Most of this flexibility is built into the existing requirements.

A course taken at another institution that is equivalent to one of the core courses or other course requirement of your Advisory Committee may be exempted by your demonstration of competency and/or providing evidence of equivalency to your Advisory Committee and the course instructor. A special examination may be offered to meet these requirements. Substitution of a structured core curriculum course requires the concurrence of your Advisory Committee and the Program Coordinator.

Under extreme conditions, you may petition for a waiver of other requirements. Your petition must be made in writing to your Major Advisor, who will in turn write and submit a petition to the chair of the Graduate Policy Committee and must be submitted at least 6 months prior to your expected graduation date. The Graduate Policy Committee will not grant a waiver except in truly extraordinary circumstances.

Maintaining Standing in MACTS

Academic Standards
Graduate students who fail to meet the following minimum academic standards for graduate studies at Clemson University are placed on academic probation. These minimum standards include: a cumulative B average (3.0 grade point ratio) in all graduate-level courses (6000-level or above), a B average in all courses listed in the Plan of Study (Form GS2), and an overall cumulative B average in all courses (undergraduate and graduate) since admission to the Graduate School, excluding those taken on a pass/fail basis. The cumulative B average requirement applies independently to graduate degrees; that is, a new grade point average computation begins after the completion of the first degree. A minimum grade of C on any coursework must be made for the course to apply toward a degree. Students who fail to meet these requirements become ineligible for graduation and remain on academic probation until nine additional semester hours of graduate credit have been earned and the new cumulative average reflects the required 3.0 grade point ratio or they qualify for graduation by earning the requisite 3.0 grade point ratio.

Graduate students placed on academic probation should meet with their Advisor and/or Director of Graduate Studies to ensure that the expectations for removal of the probationary status are clearly defined and understood. Students who fail to remove the probationary status as prescribed are subject to academic dismissal and will not be permitted to continue in the Graduate School without the recommendation of the program coordinator and written approval of the Graduate School. Withdrawal from a course while on probation will not be allowed unless prior approval is obtained from the Graduate School. Any unauthorized withdrawal will be considered as unsatisfactory academic performance.
Graduate assistants on academic probation may be in jeopardy of having their teaching or research assistantship or fellowship terminated for failure to maintain satisfactory academic progress or to maintain the minimum 3.0 grade point ratio. Rules of the various academic or fellowship programs will govern when assistantships or fellowships are terminated for reasons associated with poor academic performance.

Ethics
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 and professional association ethical principles (see for example, those of the International Communication Association http://www.icahdq.org/about_ica/ethics.asp). 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>Maximum Credit Hours</th>
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<tbody>
<tr>
<td></td>
<td>Semester</td>
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<tr>
<td>Full-time Students</td>
<td>18</td>
</tr>
<tr>
<td>1/4-time Graduate Assistants</td>
<td>15</td>
</tr>
<tr>
<td>1/2-time Graduate Assistants</td>
<td>12</td>
</tr>
<tr>
<td>3/4-time Graduate Assistants</td>
<td>12</td>
</tr>
<tr>
<td>Persons employed full time</td>
<td>9</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.

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 Director of Graduate Studies in the department 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 Communication, you will be permitted to drop courses in which you are enrolled only in exceptional cases and with the prior approval of the Director of Graduate Studies, your 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**
With approval of Director of Graduate Studies, your Advisor, and the course instructor, 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). Thesis credit hours may be used to maintain continuous enrollment. All graduate students in the program are expected to maintain continuous enrollment during fall and spring semesters. The Department of Communication 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 Director of Graduate Studies and the department chair. Such leaves may be granted to students doing extended specialized training, field placements, or attending another university for specialized course work, but are not guaranteed. Otherwise, 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 Director of Graduate Studies, 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.

**Advisory Committee**
Each graduate student must have a faculty advisor who will also be the chair of the student’s advisory committee. The advisor must be a regular member of the Communication faculty and eligible to teach graduate classes.

**Your Major Advisor**
Initially, you will be assigned a temporary 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, you should identify a permanent Major Advisor from among the program faculty with whom you will work throughout the course of your studies. The selection of your Major Advisor is one of the most important decisions you will face as a graduate student. Your Major Advisor helps plan your curriculum and guides your research activities and the preparation of your thesis or final exams. 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.

During each semester, you should meet with your Major Advisor to discuss your progress on a regular basis. Students funded under a teaching assistantship will be contacted by the department chair or an instructor regarding their assignment. All matriculating students not receiving financial assistance are asked to elect either the thesis or final exam option.

**Advisory Committee**
You will form an advisory committee in consultation with your Major Advisor. Your Advisory Committee will approve your curriculum, supervise your graduate program,
administer your final and/or final examinations, and initiate the recommendation for awarding your degree. Your Advisor will serve as the chair of your Advisory Committee. A majority of your Advisory Committee must be regular members of the Communication faculty eligible to teach graduate courses. For the master’s degree, committee membership must total at least three, at least two of which must be from the Department of Communication. You are responsible for forming your Advisory Committee and keeping them apprised of your progress. Full-time students must choose your Major Advisor and committee before midterm in their second semester. This is indicated in iRoar.

Plan of Study (GS2)
You will indicate your plan of study twice during the program. The GS2 Plan of Study is located in iRoar. See instructions and tips here:
http://www.clemson.edu/graduate/students/gs2-hints.html
For full-time students, it is first due by mid-term of your second semester. Indicate all classes you have taken, are taking, and plan to take. This should be decided in consultation with your Temporary or Major Advisor. Once you input the courses and submit the form, it will be routed electronically for approval by Major Advisor, Committee, Director of Graduate Studies, major department chair, minor department chair (if applicable), and the Deans of the College and Graduate School. You will be notified if any changes are required.
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 need 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.

In your next-to-last semester, input a revised GS2 no later than the last day of classes of the term BEFORE the term in which you plan to graduate. This time indicate every class you have taken as part of your degree, and any changes in your Major Advisor or committee. LATE GS2 FORMS WILL RESULT IN FEES CHARGED TO YOUR ACCOUNT. 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
Most of our full-time graduate students are awarded assistantships. You will automatically be considered for an assistantship when you apply to the program unless you request otherwise. For example, you may not wish to be considered for an assistantship if you plan to pursue the degree part-time while continuing to work full-time in your current job.

Funding opportunities are available to approximately eight new graduate students per year in the form of teaching and research assistantships. Our assistantships provide a full tuition waiver and a stipend of approximately $12,000 per
Academic year. Assistantships are awarded competitively by the graduate committee. We offer a variety of opportunities for you to grow as a teacher, scholar, and emerging professional in the discipline. Graduate students typically assist with the delivery of our basic undergraduate courses and assist faculty members with research. Graduate assistantships include:

Assistantships focused on teaching generally involve assisting with the delivery of our basic communication courses. You will also develop your communication and leadership skills as you gain experience working with students in our Communication Lab assisting them with the speech-making process. All graduate teaching assistants participate in a mandatory one-week training program in August, before the start of classes in the fall semester.

Some graduate assistants may work one-on-one with faculty members on research projects. You will develop a working relationship with a faculty member and gain hands-on experience with the research process. In many cases, you will have a role in shaping the research project through data collection, analysis, and presenting the final research report. Collaborative projects with faculty typically result in co-authored conference presentations and publications in academic journals.

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 Director of Graduate Studies. 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 MACTS program 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 two years. The same time limit applies to fellowships awarded to master’s students by the department.
- Three hours of teaching is required to maintain funding in summer (including study abroad).
- 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.

- All graduate students holding a teaching, research or graduate assistantship appointment at Clemson University shall be compensated based on a standard full-time (100%) equivalent (FTE) rate (12-month basis) established by the department. A specific FTE rate is established for master's students. Generally, all such appointments shall be ½-time appointments (50% of the standard FTE rate).

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. You are allowed one semester below minimum enrollment. This does not include summer. 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 7990 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
Reporting hours: All graduate assistants MUST report their hours every week. Failure to do so can result in termination by the university. Report your hours here: http://workgroups.clemson.edu/TIME_CAPTURE

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 twice a month on the 15th and end of the month. 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 Clemson HR Self Service. To view your pay stub and other employment-related information, go to http://www.clemson.edu/employment/ and Click on HR Self Service. Enter your 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.
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.

Workload, additional employment, and opportunities: US students may work up to 28 hours after their first semester. This can be an additional 8 hours/week of employment in addition to a 20 hour/week assistantship. International students may not work more than 20 hours/week. This may include assistantships, the Communication Lab, the department office and there may be opportunities for additional ad hoc employment, such as small-scale research projects. The normal ½-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. Total workload for an average week should not exceed 30 hours. You should be aware of both your academic and work obligations, and are encouraged to discuss any problems with faculty.

In addition to assistantships, additional opportunities may be made available to graduate students, such as ad hoc employment, short-term projects, travel support, fellowships, study abroad, etc. Every effort will be made to communicate these opportunities to all applicable students and give equal chance to apply for them.

The Graduate Committee, in consensus with a student’s advisor and the department Chair, shall approve all responsibilities given to Department of Communication graduate students related to their assistantships, including responsibilities or opportunities beyond any standard assistantship. This consensus will be indicated on the Graduate Student Opportunity form, to be filled out by the person originating the opportunity. The committee will work to ensure that (A) distribution of responsibilities is not overly burdensome on the graduate students or overly disruptive of their academic experience and (B) responsibilities are distributed in a fair and equitable manner with opportunities made available to as many individuals as is possible and reasonable. This approval shall take place as needed by department administration but prior to notification of said responsibilities to graduate assistants.

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

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).
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 9-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.

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.

For assistance with credit and noncredit internships, see Director of Internships Eddie Smith: 411 Strode 656-5383 seddie@clemson.edu

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 Ms. Mary Alice Cromer, the department’s administrative assistant.
<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>Preliminary version due before spring break of first year, final version spring semester before graduation</td>
<td>Advisory Committee members, Major Advisor, Director of Graduate Studies, Dean of College, Dean of Graduate School</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 Exam and Thesis/Dissertation Approval Form</td>
<td>Graduate School</td>
<td>Two weeks prior to graduation</td>
<td>Major Advisor, Advisory Committee members</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).
Plans of Study
The following lays out typical progressions through the MACTS program.

Thesis Option

*Semester I:*
- COMM 8010: Communication Theory I (3 credits)
- COMM 8030: Survey of Communication Technology Studies (3 credits)
- COMM 8100: Communication Research Methods I (3 credits)

*Semester II:*
- COMM 8020: Communication Theory II (3 credits)
- COMM 8110: Communication Research Methods II (3 credits)
- COMM or other 6000+-level elective/internship or higher (3 credits)

*Semester III:*
- COMM or other 6000+-level elective/internship or higher (6 credits)
- COMM 8910 Thesis Hours (3 credits)

*Semester IV:*
- COMM 8910 Thesis Hours (6 credits)*

*NOTE: Only 6 credits of thesis hours can apply toward the minimum credit requirement of 30 credit hours to graduate. This means that a student taking a total of 9 credits of thesis hours should have a total of at least 33 credits at graduation.

Exam Option

*Semester I:*
- COMM 8010: Communication Theory I (3 credits)
- COMM 8030: Survey of Communication Technology Studies (3 credits)
- COMM 8100: Communication Research Methods I (3 credits)

*Semester II:*
- COMM 8020: Communication Theory II (3 credits)
- COMM 8110: Communication Research Methods II (3 credits)
- COMM or other 6000+-level elective (3 credits)

*Semester III:*
- COMM or other 6000+-level electives (9 credits)

*Semester IV:*
- COMM or other 6000+-level elective (3 credits)
- Final Exams
Requirements
Use the following **EXAMPLE** 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 your first semester</td>
<td>Notify Program Coordinator</td>
<td></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></td>
</tr>
<tr>
<td>Preparation of curriculum</td>
<td>Before the end of your first semester</td>
<td>In consultation with your Major Advisor and Advisory Committee</td>
<td></td>
</tr>
<tr>
<td>File plan of study</td>
<td>Beginning of your second semester*</td>
<td>Form GS2 in iRoar</td>
<td></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></td>
</tr>
<tr>
<td>Minimum of 30 credit hours completed</td>
<td>Within six calendar years prior to graduation</td>
<td>Form GS2 in iRoar</td>
<td></td>
</tr>
<tr>
<td>Apply for diploma</td>
<td>Beginning of final semester*</td>
<td>Form GS4 in iRoar</td>
<td></td>
</tr>
<tr>
<td>Order cap and gown</td>
<td>Beginning of final semester</td>
<td>You order through bookstore</td>
<td></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></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></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 dissertations.umi.com</td>
<td></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></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).
MACTS Road Map – Summary
The following is for a typical Fall admission. For Spring admission students, adjust accordingly. Specific dates vary each year. Approximate dates below are only examples. For your year’s deadlines, see http://www.grad.clemson.edu/Deadlines.php

The following is for a typical Fall, full-time admission.

Fall, Semester I:
- The week before classes: Training, orientations (MACTS and Graduate School)
- Return signed receipt of grad handbook form to Grad Director
- Coursework: Theory I, Methods I, Technology Studies
- Meet the faculty not teaching core classes through in-class visits and individual meetings
- Grad Director serves as temporary advisor for all first-year students
- Register for Spring II classes. Choose elective with consultation.
- Conference submissions due: ICA, SCMS, SSCA...
- Think about and meet with potential advisors and committee members
- Explore options of thesis (scholarly or project) or exams

Spring, Semester II
- Coursework: Theory II, Methods II, Elective/Internship
- Conference submissions due: NCA, AOIR...
- Meet with and solicit advisors and committee members (advisor and majority of committee must by PhD Comm faculty)
- With advisor, plan remaining course of study
- Before Spring Break: Electronic GS2 form signed by advisor and committee completed to then be approved by Grad Director. Course titles and numbers must match transcript. Future courses can be TBD (e.g., “Sociology elective.”)
- Register for Fall III classes
- Timelines and plans for exams or thesis arranged between grads and advisors
- Discuss summer plans. Internships should NOT register for course numbers. There is no tuition support in summer unless you teach.
- Comm Studies Day presentations and awards

Summer: Vacation, internships, study abroad, teaching, research, REST!

Fall, Semester III
- Sept. 15 Thesis prospectus including timeline approved by advisor and committee OR
- Sept. 15 Exams areas, lists, timeline, plan (open/closed) approved by advisor and committee
- Oct 15 Thesis prospectus copy sent to Grad Director
- Oct 15 Copies of exams materials sent to Grad Director
- Coursework: Electives/Internships, Thesis hours
- Thesis / exam work
- Present original research at MACTS events, conferences, etc.
- Register for Spring IV classes
- Conference submissions due: ICA, SCMS, SSCA
- Doctoral program applications

Spring, Semester IV
- Jan. 9 final GS2 Course of Study form due ($25 if late + $5 a day)
- Feb. 1 order diploma online (GS4 form in iRoar) ($25 if late + $5 a day)
- Coursework: Electives/Internships, Thesis Hours
- Complete thesis / take exams
- Thesis and exam answers due to committee members 2 weeks before defense
- Written notice of defense (thesis or exams) due to Enrollment Services 10 days prior, post defense date on Clemson calendar online
- Oral defense of thesis or exams
- Job market advising and prep
- Order cap and gown online
- Comm Studies Day presentations and awards
- April 20 GS7M Exam/Thesis approval form due
- April 20 Complete Thesis due for formatting review to Manuscript Review Office
- April 27 All revisions requested by Manuscript Review Office must be completed
- April 27 FINAL thesis or exams sent to Grad Director and Assessment Committee.
Order personal and department copies of bound thesis:
- May 11 Graduation

For exact dates for your year, see Grad School deadlines:
http://www.grad.clemson.edu/deadlines.php
Department of Communication Centers

Communication Lab
The Comm Lab is a support center for all undergraduate students. The primary function of the lab is to assist students with the speechwriting and rehearsal process. Graduate Teaching Assistants may work as a tutor in the Communication Lab. The Communication Lab now serves as a tutoring center for students enrolled in the basic oral communication courses—COMM 1500: Introduction to Human Communication and COMM 2500: Public Speaking. Graduate students and other tutors are available to assist students with skill development in interpersonal, group, and public contexts. 418 Daniel Hall, 656-2028 http://www.clemson.edu/caah/departments/communication-studies/centers/comm-lab.html

The Media Technology Lab is available for more advanced instruction and practice with communication technology such as Adobe Creative Suite and Final Cut Pro. The lab is equipped with powerful Mac computers and wide-screen monitors for student use. 420 Daniel Hall

Social Media Listening Center
The Social Media Listening Center at Clemson University is an interdisciplinary research lab and teaching facility that opened in early 2012. Envisioned by CIO Jim Bottum, the Listening Center brings together faculty, staff, students and external partners to support undergraduate creative inquiry, faculty research, pedagogy, and outreach through social media listening. The SMLC has six large display screens that faculty and students monitor, similar to a small network operations center. Salesforce Radian6 provides the platform to listen, discover, measure and engage in conversations across the Web by capturing more than 150 million sources of social media conversations, including Facebook, Twitter, YouTube, LinkedIn, blogs and other online communities. The Radian6 summary dashboard provides a graphic display of social media content to convey sentiment, share of voice, trend information, geo-location data and much more. http://www.clemson.edu/caah/departments/communication-studies/centers/smlc.html

Graduate students can explore the SMLC through in-class demonstrations, participating on research projects, taking an internship class, and other opportunities.

Faculty Guidelines
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.

Student Services Coordinators and Director of Graduate Studies
The Student Services Coordinators work with the Director of Graduate Studies 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
The Graduate Committee, chaired by the Director of Graduate Studies, oversees the guidelines for the graduate degree program. To amend the guidelines for the graduate degree program, they consult with the Department Chair and present proposals to all faculty eligible to teach in the graduate program. Changes can be approved by a simple majority of those voting.

Any concern by individual faculty members about your plan of study or conduct in the program should be presented to the Director of Graduate Studies as soon as possible. The Director of Graduate Studies 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 Director of Graduate Studies 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 coursework and research. These include in-class discussions and workshops, public events in the Department of Communication, guest speakers and networking events, university events and trainings, online resources, 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](http://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 professional organizations may be obtained from the program coordinator. Graduate students are encouraged to associate with scholarly and professional organizations in their areas of teaching and research interest.

The official Clemson student organization for MACTS is Graduate Association for Communication Students (GACS). Membership in GACS helps support students through fundraising, networking, and other activities.

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. MACTS provides two senators to the Graduate Student Government.

Administrative 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 & Smoking
The use, possession, distribution or dispensation of illegal drugs is strictly prohibited. Violation could result in your dismissal from the University. Clemson is now a smoke-free campus.

Computers
The department maintains a well-equipped computer laboratory for student use in Daniel 418/420. This allows access to the Clemson University mainframe system and a local area network that hosts many software packages. The door should be closed and locked when unoccupied. If students are provided any laptop or other computer by the Communication Department, they are expected to use it effectively and appropriately, and return to the department at the end of their program or when asked by the program, whichever comes first.

*Email*

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 Strode Tower or Daniel Hall. 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 mailboxes. 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 your office, if assigned one, as well as a building door key. Students leaving the University through graduation, or for any reason, *must* return all keys to Ms. Mary Alice Cromer, the department’s administrative assistant. A substantial 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*

Strode Tower 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, all outside doors to Strode Tower are normally unlocked.
On football weekends, the building will be locked as usual, from 5:30 p.m. Friday to 7:30 a.m. Monday. Persons entering or leaving Strode Tower on those days should ensure that all doors are locked behind them. Report building problems to the building’s security coordinator. If something major is found wrong outside of normal office hours, inform your Major Advisor and/or the department chair after you have called the University Security Office at (864) 656-2222.

Printing
Graduate students’ PawPrints quota includes 660 black-and-white printed pages or 33 square feet of plotting. A double-sided printout counts as one page, so this means you may print 1320 pages per semester at no additional cost to you. Please take advantage of this resource instead of sending print jobs to department printers. PawPrints printers are located in Cooper Library, Daniel Hall, and other locations. PawPrints details: http://www.clemson.edu/ccit/help_support/printing_plotting/index.html

Copy Machine
Graduate students may use the copy machine located in the office workroom for class or work-related purposes. Be judicious in copying: Print out double-sided and use PDFs for readings when possible instead of printouts. Students will be issued a copy code, as well as a copy limit per semester. Any student exceeding his/her copy limit will be charged 3 cents each for any additional copies during that academic year. Once all copies on the credit have been consumed, you will be unable to make copies until your account is replenished. Use of this copier is on a first come, first served basis. The copier located in the copy/work room is for faculty and staff use only.

Fax
You may use the department’s facsimile machine only for official department business purposes with authorization from the department’s administrative assistant. Personal transmissions may be sent at the Student Union or other locations in downtown Clemson.

Telephone
Your use of departmental office telephones must be restricted to business use and emergencies during business hours. You must inform your friends and family not to call you on the departmental office phone on routine matters.

Office supplies
The department does not furnish office supplies to graduate students for personal use. All research or course-related use of office supplies, including letterhead stationery, must be authorized by the department’s administrative assistant. Entrance to the supply closet is by key only, and you must be accompanied by the department’s administrative assistant to access it.

Equipment
You may use existing equipment in various laboratories only after obtaining the express permission of the faculty member in charge of the laboratory. 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 the department’s administrative assistant 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 Strode 408. Do not pick up any box that does not have your name on it.

Recycling
Faculty, staff and students, out of a spirit of environmental sensitivity, collect and recycle applicable materials. Recycle containers are located in offices and various areas of {the building/all facilities}. White paper waste is stored in marked containers. The recycling containers will be checked several times monthly to ensure that all is well and to determine whether the storage containers have filled faster than normal. If you encounter a full container, please contact Recycling Services at (864) 656-2040}.

Graduate Students Office
The Graduate Students Office is a shared space. It is provided for storage of personal materials and for meeting with undergraduates. Due to the limited available space, it is not intended for individual workspaces, reading areas, or other personal uses on a regular basis. 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.

Access to Departmental Files
All departmental files are off limits unless you have express permission to use them. Contact Ms. Mary Alice Cromer, the department’s administrative assistant, 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.

Dress Code
During normal office hours, students are expected to be neatly dressed and maintain acceptable standards of personal hygiene, whether they are teaching on that day or not.
Laboratory attire should be safe and functional as well as neat. 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 Communication 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, or the program coordinator for advice.

**Inclement Weather**
Cancellation of classes due to inclement weather is determined by University Administration and announced through various media. University Administration attempts to alert students of any disruption of scheduled classes by 7 a.m. Separate announcements are made for the main campus and the University Center in Greenville, so you should listen carefully to the specific announcement.

**Parking**

**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 department offices or lab facilities. Nor should University email lists/systems be used to transmit political or religious messages.
**Student Travel**
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/).

The Department of Communication may support graduate student travel, pending available funds. Travel will be supported only for travel to conferences at which the student is presenting original research. To request funding support, the student should submit to the Director of Graduate Studies a request detailing the event, their participation, and a budget of travel expenses including airfare, gas, and lodging. This will be reviewed by the Graduate Committee and, if approved, forwarded to the Department Chair for the final decision.

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 (CU Dept Info, Travel Guidelines). Direct any questions regarding travel to Ms. Mary Alice Cromer, the department’s administrative assistant.

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 the department chair.

**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 the department’s administrative assistant for reimbursement.

NOTE: Hardcopies of all travel forms are located in the Strode 408.

**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 (including international travel), 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>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 6:30 a.m.</td>
<td>11:00 a.m.</td>
<td>$ 6</td>
<td>$ 7</td>
</tr>
<tr>
<td>Lunch 11:00 a.m.</td>
<td>1:30 p.m.</td>
<td>7</td>
<td>9</td>
</tr>
<tr>
<td>Dinner 5:15 p.m.</td>
<td>8:30 p.m.</td>
<td>12</td>
<td>16</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$25</strong></td>
<td><strong>$32</strong></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 may 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, 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, the per diem is based on out-of-state travel rates OR one may submit comprehensive receipts for full expenses.

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.


Campus Facilities and Resources

Emergencies
Call the Clemson University Police Department ((864) 656-2222) for all major emergencies: fire, medical, police. They will ensure that the proper authorities are dispatched. In case of fire, exit the building immediately. Use stairwells; do not use the elevator. In case of tornado warning, take shelter in the basement of Strode or Daniel halls. Use stairwells; do not use the elevator.

Campus Shuttle
Clemson University’s Transportation Services operates a shuttle that travels between the main campus and the Anderson research park. The pickup order in the park for the :30 departure is ITC, Rich Lab, AMRL, Library Depot. The campus drop off point is between Edwards Hall and the Hendrix student center at approximately :50. It departs from that location at :00. The drop off at the Research Park is in reverse order so that the van is emptied before the pickup schedule begins again.

Graduate Student Government
The Graduate Student Government (GSG) is a University-wide organization of all graduate students for promoting graduate student interests. At the start of each fall semester, departmental GSG representatives are elected. Two students from MACTS serve on GSC. The biweekly senate meetings are open to all graduate students. See the Graduate School Announcements (www.registrar.clemson.edu/html/catalogGrad.htm) for more information, or contact the GSG office at (864) 656-2697. Your active participation in the Graduate Student Government is encouraged.

R.M. Cooper Library
Located on campus adjacent to the reflecting pool, the main library houses more than 1.5 million items, including books, periodicals and microforms. Periodicals can be checked out for a maximum of three days ($1/day late fee) while books can be checked out for six weeks ($0.25/day late fee). The catalog is online and can be accessed from any campus computer. Free online literature searches can be conducted at the main library. An appointment must be made to complete the online search. In addition, the library contains a number of computers and printers as well as copiers, two of which are located in the reference area, and several of which are located on the ground floor. Additionally, there is a coffee shop and convenience store located within the library. For more information about the library, call (864) 656-3024 or the Library Hours Hotline at (864) 656-3027.

The library also has two satellite branches. The Emery A. Gunnin Architectural Library, located in Lee Hall, provides materials on architecture, visual arts, city and regional planning, building science and constructions, and landscape architecture. Its extensive slide library can also be helpful to those interested in history, art, etc. The library's Special Collections Unit, housed in the Strom Thurmond Institute building, contains rare books, manuscripts of prominent South Carolinians, and materials relating
to the history of Clemson University and South Carolina. A smaller, specialized collection is also located in the Chemistry Library in Hunter Hall.

**Copy Services**
Copiers are available in the Cooper Library on various levels. They are coin operated and cost 10¢ per copy. (If you use your Tiger Stripe Card in the copiers, the copies cost only 5¢ per copy.) Student Services also provides copiers at the Manning Hall Lobby, Calhoun Courts Commons Building basement, and the Students Government Complex. The Union Copy Center, located on the first floor of the Hendrix Center, provides self-service and counter services to students. For more information and hours, call (864) 656-2725.

The Campus Copy Shop located at One Rubin Square, 384 College Avenue, between Hallmark and Domino's Pizza, offers self-service copiers. They also do full laser copies, engineering copies, blue-prints, binding, passport photos, lamination, reductions and enlargements, resumes, PMTs, typesetting, etc. They also may be a pickup location for course notes. For more information and hours, call (864) 654-3863.

**University Union, Hendrix Student Center, and Brooks Center**
The Edgar Brown University Union, the Hendrix Student Center, and the Brooks Center for Performing Arts provide social, educational, cultural, and recreational activities for members of the University and larger community. Hundreds of varied activities are offered to the campus community each year, including films, videos, concerts, bands, comedy and variety acts, short courses, speakers, game tournaments, cultural arts performances, outdoor recreational trips, group travel, and special events.

**University Bookstore**
The University Bookstore is located on the first floor of the Hendrix Student Center. [http://www.clemson.edu/campus-life/campus-services/book-store/](http://www.clemson.edu/campus-life/campus-services/book-store/) It stocks all required textbooks and supplies as specified by the various departments, as well as general trade books, greeting cards, computer software, personal care items, etc. The bookstore holds textbook buy-back year-round. The bookstore accepts VISA, MasterCard, and Tiger Stripe. Graduate assistants and teaching assistants may be eligible for discounts at the University Bookstore.

**University Health Services**
The Redfern Student Health Center on campus provides health services to University students. Redfern offers a variety of services including: outpatient ambulatory care for illnesses and injury, health education on women's health issues, nutritional counseling, dermatology, and orthopedic clinics. Students are seen at Redfern throughout the day by appointment. A walk-in clinic is available to students who do not have an appointment. ASK-A-NURSE telephone services are also available.

If you have questions about services provided, call Redfern Health Center at (864) 656-2233; if you would like to schedule an appointment to see a doctor at Redfern, call the appointment line at (864) 656-1541. For service hours or other information, see their website at [http://stuaff.clemson.edu/redfern/](http://stuaff.clemson.edu/redfern/).
Fike Recreation Center
Graduate students may use these facilities. Lockers are available at the recreation center. For specific information about the facilities and activities offered, visit stuaff.clemson.edu/campusrec/facilities.html.

Sporting Events
For football, full-time grad students (along with all other students) will receive an email with instructions on how to redeem free tickets for football online through the Clemson Athletics ticketing system. Students' tickets will be loaded onto their Tiger cards, which will be scanned on gameday. For men’s basketball, tickets are free of charge for all Clemson University students on a first-come, first-served basis, and may be acquired at the student gate of Littlejohn Coliseum. For all other sports, student admission is free upon presentation of a valid Clemson University student ID.

Campus Parking
Parking on campus is restricted and requires a permit that can be purchased at Parking Services located on the ground level of the Edgar Brown University Union ((864) 656-2270) or via their website at stuaff.clemson.edu/parking. Graduate Teaching Assistants are eligible for a special parking permit that allows them partial access to faculty parking.
Nearing Graduation

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>
</tr>
</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>
</tbody>
</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

Format
The document must be written in a format that is acceptable to the Graduate School for theses. You should follow the formatting rules provided by the Graduate School at 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 6 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 4 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 4-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 Advisory Committee in a formal setting. 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](http://www.grad.clemson.edu/manuscript).

In addition, the department requires the use of style manual of the American Psychological Association, which may be ordered online from the website of the APA ([http://www.apa.org](http://www.apa.org)). 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 Communication 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](http://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 Communication. 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.

Master’s Final Examination
Candidates for a master’s degree, non-thesis option, must pass a final examination at least three weeks prior to the date of the convocation at which the degree is to be conferred. The final date for this examination is established each semester by the Graduate School. The examination is conducted by your Advisory Committee, but all faculty members are invited to participate.

You are required to send an abstract title, abstract, date, time and place, along with a listing of your committee members, via email to the Program Coordinator two weeks prior to your defense. The Program Coordinator will notify the Graduate School, program faculty and other students in the program of the time and place of the examination at least ten days prior to the scheduled time.

Timing
You must complete your final examination(s) at least three weeks prior to graduation. We recommend that you set the schedule for the exam(s) with your Advisory Committee as early in your final semester as possible, to ensure their availability and your completion of the requirement.

Preparation
Your Advisor, instructors, and the Director of Graduate Studies are available to offer exam preparation advice.

Application for Diploma
You must submit a formal application for a diploma to the Graduate School. You must complete this form online in the first four weeks of the semester in which you intend to graduate. Early submission is not accepted (e.g., do not complete the form in January if you do not plan to graduate until August or December, only if you plan to graduate in May). If you miss the deadline, you must contact Enrolled Services to receive a hard-copy version of the application; late fees will accrue at $25 the first day after the deadline and an additional $5 each business day thereafter to a maximum of $125. If you submit the form and, for some reason, do not graduate in that semester, you must re-submit in each term in which you hope to graduate thereafter.

If your name in the student database is not as you want it to appear on your diploma (due to marriage, etc.), you must contact Enrolled Services prior to submitting the
Diploma Application form online. Any degree/major changes via form GS2 must also be processed before you submit the Diploma Application.
There is no fee to receive a diploma if you attend the graduation ceremony or agree to pick up your diploma in the Enrolled Services office in Sikes Hall. There is a $10 fee assessed if you request that your diploma be mailed to you.
For more information, contact Enrolled Services at (864) 656-5339, if your last name begins with A-L, or (864) 656-5341 if your last name begins with M-Z.
If you choose to participate in graduation ceremonies, you should make arrangements for cap and gown purchase (or rental, if preferred, for PhD gowns) at this same time.
See the Clemson University Bookstore’s website at www.clemson.edu/bookstore/gsupplies.htm for deadlines and more information.

Final Check-Out
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 department’s administrative assistant.
• Be sure that all equipment and supplies that you have drawn are returned to stock. This includes laptops or any other technology you have been provided.
• Be sure that any portion of the office that you occupied is clean and ready for another occupant. Please leave your office 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.
Handbook/Policy Administration

Process for Departmental Review of Program Requirements
Program requirements and policy changes will be determined within the department through the Graduate Committee, the Director of Graduate Studies, graduate faculty, and department chair.
Acknowledgement of Handbook Contents

I acknowledge receipt of this handbook. I have read and understand its contents, and the expectations and policies regarding my participation in the Master of Arts in Communication, Technology, and Society in the Department of Communication at Clemson University.

Print name: ________________________________________________

Signature: _______________________________________________________

Date: __________________________________________________________
Appendices
A. Communication Graduate Courses

The most current listing of courses can be found at
https://www.clemson.edu/cbshs/departments/communication/academics/graduate/courses-list.html
Remember that you are encouraged to explore coursework in other departments as well. Download the most recent Graduate Courses of Instruction PDF file from https://www.registrar.clemson.edu/html/catalogGrad.htm

To search course offerings by semester, or in other departments, go to the Clemson Schedule of Classes in iRoar.

Not all classes are offered every semester. Students interested in a particular course are encouraged to contact the Director of Graduate Studies, Associate Chair, and/or potential instructors about scheduling the class.

COMM 6510: Film Theory and Criticism 3(2,3): Advanced study into the theory of film/video emphasizing understanding a variety of critical methods to approach a film. Examines the history of film theory and defines the many schools of film criticism, including realism, formalism, feminism, semiotics, Marxism and expressionism. Preq: ENGL 3570 or consent of instructor. Coreq: COMM 6511.

COMM 6511: Film Theory and Criticism Laboratory: Non-credit laboratory to accompany COMM 6510. Coreq: COMM 6510.

COMM 6640: Advanced Organizational Communication 3(3,0): Application of communication theory and research to the analysis of particular organizational communication processes. Students study significant issues and/or methods of intervention and innovation in organizational communication.

COMM 6700: Communication and Health 3(3,0): Considers institutional and health care communication issues as well as the relationship between social issues, communication and health. Prereq: COMM 2010 with a C or better or consent of instructor.

COMM 6910: Classical Rhetoric 3(3,0): Traces the development of rhetoric from Protagoras through Isocrates, Plato, Aristotle, Cicero and Quintillian and considers questions essential to understanding persuasive theory and practices. Preq: ENGL 3100 or consent of instructor.

COMM 6920: Modern Rhetoric 3(3,0): Examines the “new rhetorics” of the 20th century, which are grounded in classical rhetoric but include findings from biology, psychology, linguistics and anthropology, among other disciplines. Preq: ENGL 3100 or consent of instructor.

COMM 8000: Communication Pedagogy 1(1,0): Development of teaching skills within the field of communication, focusing on the teaching of general education courses.
Explores the facilitation of a positive classroom environment, addressing student needs and evaluation of student work. Discussion of teaching philosophy and pedagogy.

COMM 8010: Communication Theory I 3(3,0): Explores the history, development and current state of scientific theories related to the study of human communication. Covering social scientific traditions of theory, students will gain an understanding of meta-theory and its relationship to historical and contemporary forms of theorizing about human communication.

COMM 8020: Communication Theory II 3(3,0): Surveys theories and analytic concepts used in the pluralistic field of communication. Draws on qualitative, rhetorical, critical, aesthetic and humanistic traditions. May include but is not limited to social theory, interpretive criticism, feminism, sound studies, aesthetics, queer theory, cultural studies and philosophy.

COMM 8030: Survey of Communication Technology Studies 3(3,0): Surveys the approaches to researching uses, meanings and effects of contemporary communication technologies in the pluralistic field of communication, drawing on social scientific and humanistic traditions. Examples may include interpersonal, small groups, law and policy, sustainability, organizations, history, cluster analysis, mobility, children and media, cultural studies, network analysis, sound studies, critical race theory.

COMM 8040: Fundamentals of Health Communication 3(3,0): Fundamentals of health communication and the Health Communication Certificate; two theoretical bases underlying this interdisciplinary program in health communication, one based on social science theory and one based on humanities, i.e. rhetorical theory; history of both theoretical bases.

COMM 8050: Communication and Social Movements 3(3,0): Examines arguments, tactics and structures of social movements from discursive, rhetorical and social perspectives in the field of communication. Using case studies, questions of history, external and internal rhetoric, control and adaptation are considered. Movements as diverse as feminism, environmentalism, alternative globalization and various rights-oriented movements may be considered.

COMM 8070: Health Communication Campaign Planning and Evaluation 3(3,0): Application of theories, practices and tools developed in ENGL 8040 and 8060 to planning, implementing and evaluating a public health campaign that targets a particular health practice.

COMM 8080: Representation and Popular Culture 3(3,0): Seminar explores how popular culture artifacts represent various groups of people based on such characteristics as race, class, gender, sexuality, nationality, etc. Ranges of theoretical perspectives are incorporated, including but not limited to race theory, feminist theory, queer theory, post colonialism and hegemonic masculinity theory.
COMM 8090: Communication, Culture and the Social Net 3(3,0): Seminar explores communication and cultural practices that are evolving around social media.

COMM 8100: Communication Research Methods I 3(3,0): Explores methods of social scientific research methodologies. Methods range from experimental designs to survey and cross sectional designs. Final projects will include the employment of one or more methodologies to create a communication-based research proposal.

COMM 8110: Communication Research Methods II 3(3,0): Exploration of select issues and methods for qualitative research. Students discuss and practice data gathering and analysis techniques associated with ethnographic, interview and textual approaches. Particular attention is given to research technologies.

COMM 8270: Sports Media 3(3,0): Explores the history, forms and trends in sports media from a communication perspective, and examines the impact and influence of sport in society, identifying current and future trends in digital media.

COMM 8400: Selected Topics 3(3,0): Independent/directed study; tutorial work in linguistics, professional communication, or American, British or European literature not offered in other courses. Preq: Consent of director of M.A. in English or M.A. in the professional communication program.

COMM 8500: Research and Studies in Scientific, Business and Technical Writing 3(3,0): Covers various research methods with emphasis on humanistic and empirical inquiry. Readings and research examine how professional communication creates new knowledge and affects the daily lives of others.

COMM 8560: Trends in Public Relations Theory and Research 3(3,0): Seminar surveys the major theoretical approaches to public relations, as well as major and recent trends in public relations research and theory development.

COMM 8640: Communication and Organizing 3(3,0): Explores theoretical and research literature on human communication and organizing processes from numerous methodological perspectives. Topics may include organizational culture, organizational socialization, power and politics, identification and communication networks and technology.

COMM 8690: Political Communication 3(3,0): Seminar examines various forms of political communication through the application of multiple critical methodologies. Participants become familiar with traditional public address scholarship and contemporary study of campaigns, policy, leadership, media and popular culture.

COMM 8710: Leadership Communication 3(3,0): Develops ability and knowledge of communicative aspects of leadership. Students integrate theories and practices of persuasion, motivation and media to actualize a leadership vision. Students explore
issues and research in ethical and intercultural applications, including implications of institutional structures and their impact on society.

COMM 8740: Special Topics in Communication Studies 3(3,0): Varying topics within the field of communication. May be repeated for a maximum of six credits, but only if different topics are covered.

COMM 8900: Communication Graduate Internship 3(3,0): Preplanned, preapproved, faculty-supervised internship provides communication graduate students with field experience in areas related to their curriculum. Provides applied component to advanced study of communication theory and professional development for industry and research careers. May be repeated for a maximum of six credits. Preq: Consent of faculty advisor.

COMM 8910: Master’s Thesis Research 1-9(0,3-27): Students complete research toward production of a master’s thesis. A maximum of six hours may be applied toward a degree, though additional hours may be taken for credit. May be repeated for a maximum of nine credits. Preq: Successful completion of core program requirements and all additional courses as approved by the department director of graduate studies.

COMM 8990: Independent Study 1-3(1-3,0): Tutorial work for graduate students with special interests or projects in communication outside the scope of existing courses.
B. Graduate Certificate Programs

Enhance your MACTS degree with a specialized certificate. With advisor approval, these are a great way to make your research and study more focused and relevant. Examples of certificates relevant to MACTS students are listed below. See all certificates and contact information for home departments here:
http://www.grad.clemson.edu/programs/contacts.php

- Clinical and Translational Research Certificate
- Health Communication Certificate
- International Family & Comm. Studies Leadership Certificate
- Public Administration Interdisciplinary Certificate
- Technology Entrepreneurship Certificate
- Youth Development Leadership Certificate
C. Faculty and Staff Listing
Departmental phone: 864-656-1567

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## Staff

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**Student Services Coordinator:** Lori Pindar, Ph.D.  
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D. Support Services

Grievance Policy
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 final 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 (CAPS), located in Redfern Health Center. To learn about their current programs, visit the CAPS website at http://www.clemson.edu/campus-life/student-health/caps/index.html or call them at (864) 656-2451.