



Department of
**PARKS, RECREATION AND
TOURISM MANAGEMENT**
Clemson® University

Graduate Student Handbook
2021-2022

Jeffrey Hallo, Ph.D.
PRTM Department Chair

Marieke Van Puymbroeck, Ph.D., CTRS, FDRT
PRTM Graduate Coordinator

last modified Spring 2021

TABLE OF CONTENTS(click on page numbers to jump to that section of the manual)

<u>INTRODUCTION</u>	5
<u>ENROLLMENT EXPECTATIONS AND LEAVES OF ABSENCE</u>	7
<u>DEGREE EXPECTATIONS.....</u>	7
M.S. DEGREE IN PRTM, THESIS OPTION	9
M.S. DEGREE IN PRTM, NON-THESIS OPTION	10
MS ONLINE COURSE SEQUENCE:	11
COMMUNITY RECREATION.....	11
PARKS & CONSERVATION	11
TRAVEL & TOURISM.....	11
RECREATIONAL THERAPY	11
M.S. DEGREE IN YOUTH DEVELOPMENT LEADERSHIP, NON-THESIS OPTION (ONLINE)	12
YOUTH DEVELOPMENT LEADERSHIP GRADUATE CERTIFICATE (ONLINE)	12
<u>PH.D. DEGREE IN PRTM, IN PERSON AND ONLINE</u>	13
DOCTORAL COMPREHENSIVE EXAMS.....	13
LENGTH OF DOCTOR OF PHILOSOPHY DEGREE (GRADUATE SCHOOL POLICY)	15
CREDIT FOR WORK TAKEN ELSEWHERE	16
PRIOR KNOWLEDGE AND SKILLS RELATED TO COURSEWORK	16
FACULTY ADVISOR.....	16
<u>THESES AND DISSERTATIONS.....</u>	17
OVERVIEW	17
TOPIC SELECTION	17
ACADEMIC CREDIT FOR THESIS/DISSERTATION WORK	17
TIMING OF THESIS AND DISSERTATION WORK	18
DISSERTATION AND THESIS COMMITTEE CHAIRPERSONS AND COMMITTEE MEMBERS.....	18
CHOOSING A COMMITTEE MEMBER FROM OUTSIDE CLEMSON UNIVERSITY.....	19
CHANGES TO COMMITTEE CHAIR OR COMMITTEE MEMBERS	19
PREPARATION OF THE THESIS/DISSERTATION PROPOSAL	19
PROPOSAL AND DEFENSE MEETINGS	20
CONDUCT OF THE RESEARCH	20
THESIS AND DISSERTATION DEFENSE (FINAL EXAMINATION)	20
BOUND COPIES OF THESIS AND DISSERTATION	21
MANUSCRIPT REVIEW OFFICE	21

GRADUATE ASSISTANTSHIPS	22
DESK/OFFICE ASSIGNMENTS.....	23
COPYRIGHTS, PATENTS, SOFTWARE, & WORK PRODUCTS.....	23
AFFORDABLE HEALTH CARE ACT WORK HOURS MONITORING	23
ASSESSMENT OF GRADUATE STUDENT TEACHING EFFECTIVENESS.....	24
GRADUATE ASSISTANT EVALUATION FORM AND POLICY	24
GS-GA1 — GRADUATE ASSISTANT EVALUATION CHECKLIST	25
<u>ADDITIONAL IMPORTANT INFORMATION FOR STUDENTS.....</u>	27
COUNSELING AND PSYCHOLOGICAL SERVICES AVAILABLE TO GRADUATE STUDENTS.....	27
GRADUATE STUDENT CONFERENCE SUPPORT	27
EQUITABLE TREATMENT AND SEXUAL HARASSMENT	27
COUNSELING AND PSYCHOLOGICAL SERVICES AVAILABLE TO GRADUATE STUDENTS.....	28
GRADUATE STUDENT AWARDS	28
<u>DEPARTMENT POLICIES AND PROCEDURES.....</u>	29
ETHICAL PRINCIPLES OF PRTM GRADUATE STUDENTS	29
ACADEMIC INTEGRITY.....	29
PLAGIARISM	30
USE OF E-MAIL FOR STUDENT-FACULTY/DEPARTMENT/UNIVERSITY COMMUNICATION	30
PROGRAM PLANNING, COURSE SCHEDULING, INDEPENDENT STUDIES, AND REGISTRATION	30
STUDENT ENGAGEMENT	30
GRADING AND RETENTION	31
COPYING AND PRINTING POLICY.....	31
MAIL	32
USE OF COMPUTING RESOURCES	32
<u>SOUTH CAROLINA RESIDENCY REQUIREMENTS</u>	33
<u>IMPORTANT GRADUATE SCHOOL FORMS</u>	34
<u>APPENDIX A: THESIS & DISSERTATION APPROVAL PROCESS</u>	36
DOCUMENT REVIEW	36
FINAL DEFENSE DATE	36
DEFENSE FORM	36
PROCEDURE FOR COMMITTEE.....	36
PROCEDURE FOR STUDENT	36
<u>APPENDIX B: FORMAT GUIDELINES FOR BODY OF TEXT IN THESES AND DISSERTATIONS</u>	37

PROPOSAL.....	37
BODY OF TEXT.....	37
TRADITIONAL FORMAT.....	37
ARTICLE FORMAT	37
PUBLICATION TIMELINE STATUTE.....	38
 APPENDIX C: ELECTRONIC MANUSCRIPT SUBMISSION PROCESS	39
 APPENDIX D: TIPS FOR SUCCESS FROM PRIOR PRTM GRADUATE STUDENTS.....	40
 PREPARING FOR RESEARCH.....	40
COMMUNICATION AND COMPUTERS.....	40
LIFE IN CLEMSON	40
COMMITTEE.....	41
DISSERTATION/THESIS/PROJECT, ETC.:.....	41
TEACHING	41
GENERAL ADVICE	41

INTRODUCTION

This Graduate Student Handbook is intended to provide a convenient source of information on the Department of Parks, Recreation, and Tourism Management (PRTM) policies, rules, procedures, and services. Every graduate student in PRTM must become thoroughly familiar with these policies and procedures. The rules set forth in the most recent edition of the Graduate Student Handbook supersede those of earlier editions. Therefore, students should always consult the most recent edition of this handbook. Additional information about the PRTM can be found [here](#).

This handbook does **not** replace the general Graduate School Regulations as specified in the [Graduate School Policy Handbook](#). It is the graduate student's responsibility to become familiar with and comply with all policies, procedures, and regulations pertaining to graduate study. It is important to note that there may be cases where the rules given in our department handbook differ from those written in the Graduate School handbook. This is because the Graduate School handbook sets a minimum standard for the university that is exceeded by our department (examples include the deadline for the Application for Admission, the required number of course credits to earn a degree, and the required master's thesis). In such cases, the rules given in this departmental graduate student handbook apply to students seeking a degree from the PRTM Department. We also strongly encourage students to familiarize themselves with the various Graduate School [forms](#) and [deadlines](#) as these are especially important to maintaining timely progress through the program.

The PRTM graduate program has been designed to develop advanced competencies in parks, recreation, and youth development professionals aimed at meeting the needs of these industries, in practice and in education. The PRTM department offers various graduate degrees at the master's and doctoral levels via in person and online delivery, including:

Master of Science (M.S.) in PRTM, in person (thesis) and online (non-thesis)
Master of Science (M.S.) in Youth Development Leadership (YDL), online only (non-thesis)
Doctor of Philosophy (Ph.D.) in PRTM, in person and online

The graduate degrees are designed to increase the students' knowledge of their specific field, develop practical administrative and management skills, and, especially at the doctoral level, ensure strong research and educator training. Regardless of the delivery format (online or in person) the program optimizes opportunities for student-faculty interaction and mentoring.

Online graduate programs are an opportunity to prepare individuals to meet the same expectations as students on campus, while accommodating the needs of students who are unable to pursue a traditional, residential path to degree completion. For those who have chosen the online delivery of the MS degree in PRTM, we do this through having one faculty advisor who can provide individualized mentoring. For those who have chosen the online MS in YDL, we do this through a 2-day on-campus orientation, a 2-day on-campus second year visit, and access to a faculty advisor for individualized mentoring. For those who have chosen the online delivery for the Ph.D., we do this through innovative approaches including individualized mentoring, annual 5-day on-campus residencies (5 consecutive days per year for the first three years of the program), a fourth optional but recommended residency to help with dissertation progress, synchronous on-line instruction, and an educational plan designed specifically to meet the needs of each student. We are excited to work with you!

Enrollment Expectations and Leaves of Absence

Students admitted to the program are **generally expected to remain full-time students for the duration of their graduate career, unless otherwise discussed with their academic advisor**. An exception to this requirement is the M.S. degree in YDL which is a part-time program aimed at working professionals.

The completion of the M.S. degree in PRTM (online or in person) requires at least two years of full-time study. The completion of the M.S. degree in YDL (online only) requires at least two years of part-time study (6 credit hours per semester), including summer. The completion of the Ph.D. (online or in person) typically requires four years of full-time study, assuming students follow the recommended course plans.

Summer enrollment of at least one credit is required for an August graduation. **However, one exception to this policy is that students who have completed all of their degree requirements, including the thesis/dissertation defense prior to the first day of summer classes, need not take a credit during the summer in order to graduate in the summer.**

All graduate students are expected to maintain continuous enrollment during the Fall and Spring Semesters. A student who plans not to enroll, for a semester or more, must request a leave of absence from the department (form GS-LoA, available at <https://www.clemson.edu/graduate/files/pdfs/GS-LoA.pdf>). This request must be approved by the advisor, Graduate Coordinator, and the Department Chair. Such leaves may be granted to students in exceptional cases. Information on taking a medical leave, withdrawing from the university, and other types of leaves are available on the graduate school website.

The PRTM Department makes every effort to schedule required courses so students may complete their education in a timely fashion. Students who choose to extended timelines or take leaves of absence may run the risk of delaying their progress by missing required courses that were scheduled in their absence. **The PRTM Department reserves the right to refuse readmission to any student who does not enroll during any Fall or Spring semester.**

Degree Expectations

A general guideline which underlies each of our degree offerings is that they differentiate a career purpose and not student quality. Therefore, a student wishing to pursue an advanced degree at the master's level must choose between a degree with a research orientation and a degree designed to enhance their professional competencies. To focus attention on this distinction, student admission requirements to both master's degree options are similar.

The traditional, in person M.S. is a research degree with a thesis requirement. This degree is designed for people planning to undertake doctoral study or research related positions in their chosen profession. The goal of this degree is to produce a skilled professional capable of research with minimal supervision. A student completing a M.S. may be permitted to enter the PRTM Ph.D. program at Clemson, providing all requirements for admission to the Ph.D. are successfully satisfied and an application has been submitted.

Those students choosing the online M.S. (non-thesis) are typically already working in the field or plan to do so upon completion of the degree requirements. This degree does not require a thesis, and instead utilizes a capstone course with associated project to evaluate cumulative

knowledge and skill acquisition. The goal of this degree is to develop student competencies in the applications of advanced service delivery skills.

The Ph.D. degree (in person and online) is an advanced research program requiring a dissertation, producing a new piece of research as the culmination of the program. The goal of this degree is to produce a skilled professional capable of independent research. Ph.D. students will also be given a sequence of professional experiences designed to provide competencies in faculty skills such as teaching, advising, grading student work, preparing manuscripts, and presenting scholarly work at conferences or workshops. Since the Ph.D. is the terminal degree in our field, it is reasonable that standards of student performance be greater than standards at the master's level.

Admission to any degree program does not grant or imply admission to any other program. All graduate students must be enrolled in a specific program and/or affiliated with a specific concentration area to continue in graduate study. Each program and concentration has its own course requirements; the student is urged to become familiar with these prior to applying to the program. PRTM concentration areas include:

Community Recreation and Sport Management
Parks and Conservation Area Management
Recreational Therapy
Travel and Tourism
Youth Development Leadership

M.S. Degree in PRTM, thesis option

Time Limit: A master's student has six years from the date of first matriculation to complete a degree; therefore, all coursework to be credited toward any master's degree must have been enrolled in and completed within six (6) calendar years prior to the date on which the degree is to be awarded.

Thesis: A terminal master's thesis is required, including a final oral defense following the University's calendar for deadlines: <https://www.clemson.edu/graduate/students/deadlines.html>

Committee: A minimum of three faculty members must be selected by a student seeking a master's degree. All members of a thesis committee must be current members of the graduate faculty. The majority of the advisory committee, including the chair, must include full-time Clemson University Regular or Administrative faculty as defined in the Faculty Manual. Special faculty may serve as co-chairs or committee members as long as the chair is a permanent faculty member appointed to the graduate faculty and the Special faculty member(s) are members of the graduate faculty. The chair, co-chair, or at least half of the committee must have a primary appointment in the program offering the degree. Part-time and visiting faculty employed by Clemson may serve on this committee but not serve as Chair. Persons not employed by Clemson University may serve if they have been appointed to an adjunct faculty status.

Note: Since the program is designed to maintain flexibility, course requirements will vary based on student needs, and must be approved by a student's committee. However, it is anticipated that a program of study will approximate at least the following:

PRTM Core Courses (17 credits)

PRTM 8010 – Philosophical Foundations of Recreation and Park Administration (3 credits)

PRTM 8080 – Behavioral Aspects of PRTM (3 credits)

PRTM 8110 – Research Methods in PRTM (3 credits)

PRTM 8910 – Master's Thesis Research (6 credits)

PRTM 9100 – Research Seminar (2 credits)

Collateral Area (19 credits)

Statistics (3-4 credits)

Research methods in addition to PRTM 8110 (3 credits)

12-13 hours additional classes to be selected by student with advisor's approval

MS Curriculum Notes

All M.S. students must present at least one time in PRTM 9100 (thesis proposal or results) prior to graduation. Students must obtain Chair's permission to schedule presentation. PRTM 8010, 8080, and 8110 are required for all Master's level students. Equivalent graduate level courses may be substituted with approval from the departmental graduate committee. At least one half of the total graduate credit hours, exclusive of thesis research, will be from courses numbered 8000 or above.

Total credits required to graduate: 36 credit hours

M.S. Degree in PRTM, non-thesis option

Time Limit: A master's student has six years from the date of first matriculation to complete a degree; therefore, all coursework to be credited toward any master's degree must have been enrolled in and completed within six (6) calendar years prior to the date on which the degree is to be awarded.

Thesis: Not required.

Total credits required to graduate: 30 credit hours**Core Courses: 24 credits (15 credits for RT)**

- PRTM 8010¹ – Philosophical Foundations of Recreation and Park Administration
- PRTM 8080¹ – Behavioral Aspects of PRTM
- PRTM 8030² – Seminar in Recreation and Park Administration*
- PRTM 8110² – Research Methods in PRTM
- PRTM 8210³ – Innovative and Creative Funding Strategies in PRTM
- PRTM 8220³ – Strategic Planning in PRTM Organizations*
- PRTM 8230⁴ – Operating in Political Environments in the Public and Non-Profit Sectors*
- PRTM 9000^{5-full semester} – Capstone Course: Applying Learning Outcomes to Current PRTM Issues and Organizations (or PRTM 8060 – Master's Research Project with a faculty advisor's consent)

Specialization/Focus Area (choose one): 6 credits (15 credits for RT)Parks and Conservation Area Management

- PRTM 8070⁴ – Human Dimension of Outdoor Recreation and Public Land Visitation
- PRTM 8440⁵ – Outdoor Recreation Resource Management and Planning

Travel and Tourism Management

- PRTM 8420⁴ – Understanding the Discipline of Tourism
- PRTM 8400⁵ – Tourism Planning

Community Recreation Management

- PRTM 8240⁴ – Enterprise Development in the Public and Non-Profit Sectors
- PRTM 8250⁵ – Understanding Populations in PRTM

Recreational Therapy

- PRTM 8710¹ – Applied Research in Recreation Therapy Practice
- PRTM 8720⁴ – Advanced Facilitation Techniques in Recreational Therapy
- PRTM 8730² – Advanced Theory and Application in Recreational Therapy
- PRTM 8740⁵ – Management of Clinical Process in Recreational Therapy
- PRTM 8750⁴ – Program Planning and Consulting in Recreational Therapy

*Course not required for RT because of RT substitution. See RT focus area courses

¹⁻⁵Course sequence: ¹=1st Fall, ²=1st Spring, ³= Summer, ⁴=2nd Fall, ⁵=2nd Spring. This means for students who start in the Fall semester, they take courses in numerical order, 1 through 5. For students who start in the Spring semester, this means that courses would be in order 2, 3, 1, 5, 4.

MS online Course Sequence:

<i>Start Program in Fall</i>		<i>Start Program in Spring</i>	
Community Recreation			
1 st Semester/Fall	PRTM 8010 & 8080	1 st Semester/Spring	PRTM 8030 & 8110
2 nd Semester/Spring	PRTM 8030 & 8110	Summer Session 1	PRTM 8210
Summer Session 1	PRTM 8210	Summer Session 2	PRTM 8220
Summer Session 2	PRTM 8220	2 nd Semester/Fall	PRTM 8010 & 8080
3 rd Semester/Fall	PRTM 8230 & 8240	3 rd Semester/Spring	PRTM 8250 & 9000
4 th Semester/Spring	PRTM 8250 & 9000	4 th Semester/Fall	PRTM 8230 & 8240
Parks & Conservation			
1 st Semester/Fall	PRTM 8010 & 8080	1 st Semester/Spring	PRTM 8030 & 8110
2 nd Semester/Spring	PRTM 8030 & 8110	Summer Session 1	PRTM 8210
Summer Session 1	PRTM 8210	Summer Session 2	PRTM 8220
Summer Session 2	PRTM 8220	2 nd Semester/Fall	PRTM 8010 & 8080
3 rd Semester/Fall	PRTM 8230 & 8070	3 rd Semester/Spring	PRTM 8440 & 9000
4 th Semester/Spring	PRTM 8440 & 9000	4 th Semester/Fall	PRTM 8230 & 8070
Travel & Tourism			
1 st Semester/Fall	PRTM 8010 & 8080	1 st Semester/Spring	PRTM 8030 & 8110
2 nd Semester/Spring	PRTM 8030 & 8110	Summer Session 1	PRTM 8210
Summer Session 1	PRTM 8210	Summer Session 2	PRTM 8220
Summer Session 2	PRTM 8220	2 nd Semester/Fall	PRTM 8010 & 8080
3 rd Semester/Fall	PRTM 8230 & 8420	3 rd Semester/Spring	PRTM 8400 & 9000
4 th Semester/Spring	PRTM 8400 & 9000	4 th Semester/Fall	PRTM 8230 & 8420
Recreational Therapy			
1 st Semester/Fall	PRTM 8010, 8080, & 8710	1 st Semester/Spring	No spring start in RT
2 nd Semester/Spring	PRTM 8110 & 8730	Summer Session 1	
Summer Session 1	PRTM 8210	Summer Session 2	
Summer Session 2		2 nd Semester/Fall	
3 rd Semester/Fall	PRTM 8720 & 8750	3 rd Semester/Spring	
4 th Semester/Spring	PRTM 8740 & 9000	4 th Semester/Fall	

M.S. Degree in Youth Development Leadership, non-thesis option (online)

Time Limit: A master's student has six years from the date of first matriculation to complete a degree; therefore, all coursework to be credited toward any master's degree must have been enrolled in and completed within six (6) calendar years prior to the date on which the degree is to be awarded.

Thesis: Not required. Students interested in research have an option of developing a masters level research project in cooperation with their advisor.

Committee: YDL faculty will serve as committee members.

Note: A typical program of study includes the following courses:

YDL Core Courses

- YDP 8000 – Theories of Youth Development: An Applied Perspective (3 credits)
- YDP 8010 – Child and Adolescent Development (3 credits)
- YDP 8020 – Youth Development Programming in a Contemporary Society (3 credits)
- YDP 8030 – Creative and Ethical Leadership in a Changing Society (3 credits)
- YDP 8040 – Assessment and Evaluation of Youth Programs (3 credits)
- YDP 8050 – Youth Development in the Context of Family (3 credits)
- YDP 8060 – Youth Development in the Context of a Global and Diverse Society (3 credits)
- YDP 8080 – Grantsmanship (3 credits)
- YDP 8090 – Management of Staff and Volunteers (3 credits)
- YDP 8880 – Special Topics in Youth Development Leadership (3 credits)
- YDP 8900 – The Profession of Youth Development Leadership (3 credits)
- PADM 8410 – Public Data Analysis (3 credits)

Total credits required to graduate: 36 credit hours

Youth Development Leadership Graduate Certificate (online)

The certificate in youth development leadership is designed to equip professionals with competencies that augment their bachelor's degree in a related field. The certificate program requires a minimum of 15 graduate credit hours. Each student's coursework will be determined by their academic training and their professional goals. However, all students must take YDP 8000: Foundations of Youth Development as their first course in the program.

Students in cooperation with their faculty advisors can choose among the YDL core courses listed above to complete the 15 credit hours required for the certificate.

Ph.D. Degree in PRTM, in person and online

Time Limit

The time limit for this degree is determined by the dates by which essential ingredients of the degree are completed. The following must be passed in the five-year period prior to graduation: comprehensive examination; defense of dissertation; approval of dissertation by the graduate school.

Note: Since the program is designed to maintain flexibility, course requirements will vary based on student needs and with dissertation committee approval. However, it is anticipated that a program of study will approximate at least the following:

PRTM Core Courses (15 credits total required)

PRTM 8010 – Philosophical Foundations (3 credits)

PRTM 8080 – Behavioral Aspects of PRTM (3 credits)

PRTM 9100 – Research Seminar (2 credits) **and** PRTM 9110 Seminar (1 credit) **or**

PRTM 9300 – 9320, Doctoral Residency 1 – 3 (1 credit each)

PRTM 9330 – Higher Education in PRTM (3 credits)

YDP 8080 – Grantsmanship (3 credits)

*optional, discuss with advisor/dissertation chair

Stats/Methods Courses (15 credits total)

PRTM 8110 – Research Methods in PRTM (3 credits)

PRTM 8130 – Qualitative Research Methods (3 credits)

PADM 8410 – Public Data Analysis (3 credits)

PRTM 9000 – Applied Multivariate Analysis (3 credits)

PRTM 9360 – Research Practicum (3 credits) (summer only) **or** stats/method elective

Collateral, Industry Area, or Elective Courses (12 credits total)

Students will work with their advisor to determine an appropriate set of collateral or industry area courses, which may include teaching focused courses, additional advanced statistical or methodological courses, or other relevant electives.

Additional requirements (18 credits total)

Comprehensive Exams

PRTM 9910 – Doctoral Dissertation Research (18 credits)

Ph.D. Curriculum Notes

All Ph.D. students must present at least twice in PRTM 9100 (dissertation proposal or results) or in Residency 2 and 3 prior to graduation. Student must obtain Chair's permission to schedule presentations.

The online Ph.D. includes a Residency experience each summer (generally late May), where students are expected to come to campus for a 5-day intensive mini-mester. The program does not cover travel, lodging, or food expenses associated with Residency, although we do make arrangements for group rates at the hotel located on campus and provide daily transportation from that hotel to our building. In person students are permitted to attend Residency courses if they register for Residency credits. Note that summer course credits may not be covered by an assistantship.

Total credits required to graduate: 60 credit hours

Doctoral Comprehensive Exams

The comprehensive examination is a seminal event in a graduate student's career that marks the transition from being a doctoral student to being a doctoral candidate. The student's performance on this examination will determine whether they will be recommended for admission to candidacy for the degree. As such, the comprehensive exam requires students to provide evidence of their breadth and depth of content and methodological knowledge in their areas of specialization that are indicative of a professional capable of teaching, conducting research, and engaging in other forms of professional practice. Competency in these areas generally correspond to the coursework completed during the first three years of doctoral study in PRTM, including methods courses.

The student will not be admitted into candidacy for the degree until the committee is satisfied that the student has mastered the material. In the case of a failure, the student may be given a second opportunity if so recommended by the examining committee. Committees are encouraged to carefully consider a student's likelihood of successfully completing the exam after they fail the first attempt, and to recommend dismissal for any student whose performance is so poor that it is unlikely that a second attempt will be successful. For a student who is permitted a second attempt, a minimum of six months must pass before the student can undergo a second comprehensive examination. Students who fail a comprehensive examination twice are ineligible to receive the Doctor of Philosophy degree at Clemson University.

Timing and Eligibility for Taking the Comprehensive Exam: The comprehensive exam is typically completed by the end of the third year of graduate work, and after the majority of coursework has been completed. The comprehensive exam must occur at least six months prior to the completion of the Ph.D. Prior to scheduling the comprehensive exam, student's must have selected an advisory committee and have an approved graduate degree curriculum (GS2 Plan of Study) on file in the Office of Enrolled Student Services.

It is the expectation of the faculty that students must pass their comprehensive examinations (both written and oral) prior to defending their dissertation proposal. In the rare circumstance that there is a strong rationale for a doctoral student to propose and begin data collection prior to completing his or her comprehensive exams, the student must appeal the standard timeline to his or her graduate committee for written approval. Approval can only be granted upon unanimous agreement by the committee. The committee must inform the Graduate Coordinator of their decision, if the appeal is granted, via written documentation within two weeks of approval.

Format and Length of the Comprehensive Exam: The format and length of the PRTM comprehensive examination is determined by the students' dissertation committee but should be completed in a timely manner. Depending on the committee, the oral exam will occur soon after the completion of the written exams. The oral exam will primarily focus on questions for which the written answer was deficient, but follow-up questions can address any question. A decision as to whether the student passed or failed is made by the committee based on both the written and oral portions of the exam.

Conduct and Grading of the Written Exam: The student's chair will administer all written exam questions to the student and outline the format for completion of each question including time limitations, location, resource limitations, and submission format. The exam may be conducted either a closed-book or open-book format, or some combination of these. Students are not allowed to discuss exam content during the written or oral time periods with other students or individuals, unless otherwise negotiated with the dissertation committee chair. The

number of days and hours available to complete the exam (or portions of it) will be specified by the committee. While comprehensive exams typically range from 2-14 days, the length and format of the exam is at the discretion of the student's doctoral committee and what it deems appropriate for the student. To encourage succinct and focused writing, committee members are encouraged to specify a maximum page length for answers to each question.

Each subject area will be graded pass/fail by the examiners. A majority decision is required; dissenting members of the examining committee may forward a minority report to the Graduate School. All areas must be passed to record a successful completion of the written portion of the exams. Should a student fail the written exam, they will be given a plan of action by the committee to address areas of concern which may include additional coursework, additional readings, independent study, etc. The second exam shall be conducted in a manner determined by the student's examining committee. Failure of any portion of the second exam will constitute a failure of the entire examination. A second failure will result in the student being declared ineligible to receive the doctoral degree at Clemson University from PRTM.

Conduct and Grading of the Oral Exam: The oral exam often focuses primarily on the subject areas from the written exam, particularly any areas that were deficient. The underlying intent shall be to examine the student's ability to think, speak, and expound extemporaneously and in a scholarly manner. Therefore, questions need not be limited to the originally designated subject areas but may include knowledge essential to complete understanding of information in their field of study. Questions can be asked by any faculty member at the oral defense. The chairperson for the oral exam shall be the student's committee chair. The recommended length of the oral exam is two hours to a maximum of three hours. The chairperson has the responsibility for ensuring proper conduct of the examination.

When questioning is completed the student will be excused. An initial straw vote should be taken followed by discussion. The final vote will be oral. Each member of the committee votes either pass or fail. If a majority of the committee vote to pass, the student has successfully completed the exam. The student will be informed verbally of the result as soon as it is reached. If the student failed the first oral exam, the committee must inform the student of the reasons for failure and suggest source materials for improvement. The student in consultation with the committee shall determine the appropriate time for the next oral examination. In all cases, the second oral exam must be taken within three months of the first. Should the student fail a second attempt at the exam, he or she will be required to leave the PRTM graduate program.

Form GS5D and Expiration of the Comprehensive Exam: Upon satisfactory completion of the comprehensive exam the committee chair submits the GS5D form to the graduate school, with signatures of all committee members. Students should check to ensure that this form was submitted and accepted. The student has five calendar years after the date of the completion of the initial written portion of the comprehensive examination to complete all other degree requirements. Failure to complete all degree requirements within this five-year time frame will result in dismissal from the program.

Length of Doctor of Philosophy Degree (Graduate School Policy)

At Clemson University, a minimum of 30 credits past the masters and 60 credits past the bachelor's degree are required for the doctoral degree. A minimum of 18 hours of doctoral research (i.e., dissertation research credits) is required. Should the direction of study or research interest change, the student may request the appointment of a new advisor. Coursework leading to the Doctor of Philosophy degree is planned to give the student a comprehensive knowledge of their field of specialization and a mastery of research methods.

The degree is not awarded solely on the basis of coursework completed, residence, or other routine requirements. The final basis of granting the degree is the student's grasp of the subject matter of a broad field of study, competence in planning and conducting research, and effectiveness of adequately and professionally presenting this information orally and in writing.

Credit for Work Taken Elsewhere

The Graduate School and PRTM department policies do not allow automatic transfer of credit toward a graduate degree. Students with graduate credit earned at another institution or another department at Clemson prior to admission to PRTM, who desire to have this work evaluated for transfer credit, must present a written request for each course or credited activity to the PRTM Graduate Coordinator. Credits are not evaluated for transfer until after an applicant is formally accepted into the graduate program.

According to Clemson Graduate School Policy, all transfer credits must be verified by an official transcript from the institution at which the work was completed. All credits transferred to Clemson's graduate programs must have been completed at a regionally accredited institution. No more than 12 semester credit hours of academic work completed elsewhere may be accepted toward master's degree requirements or 24 credit hours toward the Ph.D. requirements. It is important to understand, however, that the Clemson Ph.D. is a 60-credit degree, while many Ph.D. programs are 90 credits. This difference in academic credit is essentially that we are providing the student 30 credits from the MS towards their Ph.D., so additional transfer credits will need to be agreed to by the faculty advisor and committee.

Prior Knowledge and Skills Related to Coursework

If a student has work experience that they would like to have considered instead of a specific course, the student will need to talk with the faculty advisor and detail why and how previous experiences may supersede the required Clemson course. If approved, the student will work with their advisor to determine an appropriate alternate class from the list of relevant electives offered at Clemson.

Faculty Advisor

Upon admission to the PRTM graduate program, students will receive a designated temporary academic advisor who will assist in class selection during the student's first year in the program. That person is typically assigned based on a mutual fit of research interests, as identified during the admissions process. That advisor can also serve as the chair of the student's thesis and/or dissertation committee. Any full-time faculty member of the PRTM department can serve as an advisor for a graduate student.

A student may change advisors if deemed necessary or appropriate by the student and/or faculty member. Prior to an official change, the student must discuss their intentions with their new and old faculty advisors to develop a mutually acceptable plan for the transition process (for example, to cover situations where a change to a new advisor would leave the old advisor with a critical shortage on a research team). Students are, when needed, encouraged to involve a third party in this process (e.g., the concentration coordinator, Graduate Coordinator, or department chair). For Ph.D. students, the chair of their dissertation committee remains their advisor until a formal change is complete. Changes in advisor will require a corresponding change in the GS-2 form.

The advisor/student relationship, particularly for Ph.D. students, is an extremely important one. Maintaining frequent contact with the advisor via weekly meetings, phone, Zoom, Facetime, and so forth will benefit the student and advisor greatly.

THESES AND DISSERTATIONS

Overview

The thesis and dissertation projects are intended to demonstrate the student's ability to plan, organize, conduct, and report a research/scholarly project. Each is intended to accomplish this goal in a different manner and at differing levels of complexity and student autonomy.

Regardless, each should represent a unique and original contribution to the field.

The master's thesis is viewed as primarily a research training experience where students learn about the research process. Further, the master's thesis provides the opportunity for evaluating the student's ability to work autonomously on a scholarly project. The Ph.D. dissertation should also accomplish these goals. In addition, it is expected that the dissertation will represent a potentially substantial contribution to knowledge in a specific area related to PRTM. This means that dissertations should typically be of sufficient quality and contribution to be publishable in a peer reviewed journal, although publication is not a requirement of the dissertation process. Although both theses and dissertations should be designed to produce findings that would be publishable if the study progresses as planned, the department recognizes that not all theses/dissertations may generate publishable results (e.g., if the idea proposed in the theses/dissertation does not work).

The student is responsible for the choice of topic of the thesis and dissertation. All phases of the research (including proposal of the problem, design of the research, collection and analysis of the data, and writing of the final report) are primarily the responsibility of the student. The chairperson serves primarily as a reviewer and advisor. In addition, it is the student's responsibility to ensure that the written product meets the [formatting specifications](#) detailed by the Graduate School. Please see Appendix A for the Thesis and Dissertation Approval Process.

Topic Selection

Students may choose any topic that is relevant to the student's area in PRTM or Youth Development and is acceptable to the committee. The student should discuss the proposed topic with the tentative committee chairperson and possible committee members before they commit to serve on the committee. Students must provide enough information to potential committee members about the nature of the project for them to make an informed decision about their willingness to be a committee member. This information would normally include the nature of the sample, the proposed research design, expected analytical strategy, and possible inclusion of previously gathered data (and the contribution of any other faculty or student researchers to any existing research).

Academic Credit for Thesis/Dissertation Work

The thesis and dissertation hours count a maximum of 6 credits of PRTM 8910 toward the M.S. degree and 18 credits of PRTM 9910 toward the Ph.D. Students should be enrolled in at least one credit hour during any term that they are completing any work on their thesis (including defending, formatting, etc.). This normally includes the term that the student is graduating, even if the student is only defending that term. The only time students do not need to be enrolled is if they are completely finished (including the defense) with the thesis/dissertation and have met all other graduation requirements before the first day of classes of the next semester (this includes summer graduation, where students do not have to take a summer credit if they have defended before the first day of the summer semester). Although the student may take more thesis or dissertation hours than the prescribed maximum (such as to maintain their

enrollment status in the program), no degree credit is given for additional hours of PRTM 8910 or PRTM 9910 beyond the required 6/18 credits.

Timing of Thesis and Dissertation Work

The master's thesis should be begun (e.g., the written proposal accepted and presented) before or during the Fall Semester of the student's second year in the program. The student is urged to begin planning the thesis during the first year of graduate training by selecting a thesis chairperson and forming a thesis committee.

Work on the doctoral dissertation typically begins shortly after the student has passed the Doctoral Comprehensive Examination. Note that a student must complete the dissertation and graduate within five calendar years of completing the comprehensive examination, or the examination will no longer be considered current and the student will be terminated from the program. In rare cases, the student may be allowed to retake the examination to be re-admitted into doctoral candidacy. Requests to retake the examination must be approved by the doctoral dissertation committee and the graduate program committee.

While thesis and dissertation work may be conducted during the summer, committee members and other faculty are often unavailable or maintain irregular schedules during this time of the year. Students should not expect or plan on having access to faculty for thesis reviews, work, etc. during the summer unless specific arrangements have been made well in advance.

Any student who fails to maintain adequate progress towards the completion of a thesis or dissertation may at any time be terminated from the program on the recommendation of the Graduate Advisory Committee, and the Department Chair (the Graduate Advisory Committee and Department chair will seek the advisor's input in this process). Master's students have six years to complete a degree. Therefore, all coursework to be credited toward a 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. The master's thesis must be completed by the time the student has finished 36 hours of graduate work.

Students are urged to remain aware of the various deadlines posted by the Graduate School. Information regarding these deadlines can be obtained from the [Graduate School's deadline page](#). This web page also contains a checklist on graduate school procedures. Additionally, students should remain aware of and submit all necessary forms within the time frame suggested on the Graduate School's deadline page.

Dissertation and Thesis Committee Chairpersons and Committee Members

Faculty advisors typically, but not always, serve as the committee chairperson for the thesis or dissertation. For thesis and dissertation advisory committees, the student selects a chairperson by formally asking a full-time tenure-track PRTM faculty member to serve in this capacity. Upon the agreement of the faculty member the student and the chair will jointly select the remainder of the committee. Once the committee has been selected (and the faculty members comprising the committee have agreed to serve), the Graduate Coordinator should be notified in writing that the student's committee has been formed and who is serving on the committee.

Master's thesis committees will have a minimum of 3 regular members including the chairperson. Doctoral dissertation committees will have a minimum of 4 regular members including the chairperson. For the master's thesis, at least 2 of the committee members must be full-time tenure-track faculty members in the PRTM Department. For the doctoral dissertation, at

least half of the committee members must be full-time tenure-track faculty members in the PRTM Department. All committee members must be approved as holding Graduate Faculty Status by the PRTM Department. If a student has trouble identifying a Clemson faculty member for their committee in iRoar, contact the graduate coordinator for assistance, and supply the full name and department of the faculty member.

Choosing a Committee Member from Outside Clemson University

Additional committee members may be chosen from outside the University. Such persons need not be faculty members but must hold a terminal degree (typically a Ph.D.). These members must be approved to have graduate faculty status by the PRTM Department. The process for having an external committee member appointed to the committee is:

1. The student completes the request that identifies the potential external committee member here: <https://www.clemson.edu/graduate/students/external-advisor.html> .
2. The chair of the committee simultaneously writes a letter (email is fine) to the Department Chair identifying that this is happening, and why this committee member is appropriate for the committee (research expertise, practice expertise, etc).
3. The first 2 requests are reviewed by Department Chair, and then sent to the Graduate Coordinator with the determination of what happens next (TPR and grad committee review or not, depending on the qualification of the individual).
4. The student/committee chair are informed of the decisions by the Graduate Coordinator.
5. Graduate Coordinator moves the individual into the grad faculty on iRoar.
6. Student adds the external committee member to GS2.

Once the member has been approved, they sign the various graduate student forms (e.g., GS2, GS5, and GS7) as would any other member. This member will be expected to attend the research proposal and defense meetings.

Changes to Committee Chair or Committee Members

A committee chairperson or committee members may be changed after they have been selected; such changes must be recommended by the committee chair and/or Graduate Coordinator and approved by the Department Chair. Note that a new GS2 form will need to be completed.

Preparation of the Thesis/Dissertation Proposal

The proposal is prepared by the student under the supervision of the committee chairperson and with the guidance of the other committee members. The proposal will include a detailed and specific account of the research or scholarly project to be conducted by the student. The proposal will contain a review of the appropriate literature, the hypothesis to be tested by the research, the design of the research with justifications for using that design, procedures for analyzing the data with justifications for using these procedures, and a description of the anticipated findings indicating how these or alternative findings are to be interpreted. Students are encouraged to consult with their committee early in this process for guidance about length expectations and other details about the content of the proposal document as these details may vary from advisor to advisor. Please see Appendix B Format Guidelines for Text in Theses and Dissertations for more details.

The proposal will be formally reviewed during a thesis/dissertation proposal meeting. During this meeting, the thesis/dissertation committee can vote to (a) accept the proposal as presented by the student, (b) accept the proposal contingent upon minor modifications stipulated by the

committee without holding another committee meeting, (c) require extensive revisions in the proposal and reschedule another meeting of the committee at which the revised proposal will be presented, or (d) reject the proposal and require the student to prepare a new proposal. In such cases, the student may choose a new chairperson, committee, and/or topic. All decisions of the committee must be unanimous. When a proposal is accepted, the committee chair should notify the Graduate Coordinator in writing (e.g., e-mail).

Proposal and Defense Meetings

Each thesis/dissertation involves at least two committee meetings, one when the thesis is proposed to the committee members and one when the final thesis/dissertation is defended. The proposal/defense document must be submitted in final written form to each member of the committee at least two weeks (10 business days) prior to the meeting at which the proposal is to be presented.

Thesis proposal and defense meetings are open to the public. Consequently, the department must be notified of all meetings at least ten days prior to the presentation. Students should e-mail the Graduate Coordinator and the Graduate Administrative Assistant the following information in a format that can be easily forwarded to all department members (e.g., in the body of an e-mail rather than in an attached document):

- The student's name
- The title of the Thesis/Dissertation
- Indication of whether the meeting is a proposal or a defense meeting.
- Thesis/Dissertation Advisor
- Thesis/Dissertation Committee Members
- Abstract
- Time, Date, and Location of the meeting (including zoom link if appropriate)

Students are responsible for scheduling the meeting time and location and for ensuring that all committee members are aware of and can attend the meeting. Students should schedule 120 minutes for each meeting. The meetings consist of (a) a formal presentation, lasting approximately 20-30 minutes, (b) a question and answer session from any other meeting attendees, (c) question and answer session from committee members, (d) an evaluation of the thesis/dissertation proposal/defense by the committee (conducted with no one else present). Students should consult with their advisor and committee (as required) about the details of the presentation content, including the appropriate balance of theory, hypotheses, methods, etc.

Conduct of the Research

Students are responsible for becoming thoroughly familiar and acting in accordance with professional and departmental policies, procedures, and ethical standards. Any new data collection included as part of a thesis/dissertation may not begin until: (a) The proposal has been approved by the committee, (b) The student has completed all necessary CITI training, and (c) The research protocol has been reviewed and approved by the Clemson University Committee for the Protection of Human Subjects (i.e., IRB approval).

Thesis and Dissertation Defense (Final Examination)

Thesis and dissertation candidates must be registered as full-time students or be registered in at least 1 credit of PRTM 8910 (Thesis) or PRTM 9910 (Dissertation) during the semester or summer session in which they graduate. The Graduate School requires that all M.S. and Ph.D. students complete a "Final Examination". This final examination is separate from the Ph.D.

Comprehensive Exam. In the PRTM Department, the final examination requirement is fulfilled by the oral defense of a thesis or dissertation. The thesis/dissertation defense must be completed (including all changes required by the committee) at least two weeks prior to the Graduate School deadline for submission of the GS7 form. In most years, this means that in order to be eligible for a December graduation, the defense must be complete before the beginning of Thanksgiving break. In order to be eligible for a May graduation, the defense must be completed shortly after Spring Break.

Following the defense of the work, the committee will vote to either:

- Accept the completed work without modification,
- Accept the work contingent upon minor revisions stipulated by the committee without holding another committee meeting, or
- Reject the work until specified major revisions are made and another formal committee meeting is held for re-examination of the same study. A student who fails the defense may be allowed a second opportunity only with the recommendation of the committee. Failure of the second examination will result in dismissal from the Graduate School.

All decisions of the committee must be unanimous. Dissenting members of the dissertation committee may forward a minority report to the Graduate School. After the thesis or dissertation has been successfully defended and the final written draft has been accepted by the committee the committee members sign form GS7 and it is to be sent to the Graduate School. A copy of the GS7 should be emailed to the Graduate Coordinator for the student's file.

Bound Copies of Thesis and Dissertation

The PRTM Department does not require graduate students to provide the department with a bound copy of their thesis/dissertation. Although advisors are entitled to receive a bound copy of the thesis/dissertation, some advisors may prefer electronic copies and students are encouraged to clarify their advisor's preferences prior to ordering their copies.

If the student does choose to provide a bound copy, the details of the binding should be consistent with prior departmental theses (black with gold lettering). One recommended bindery is [The HF Group](#). For this particular bindery (but not for some others) students can submit an electronic version of the final formatted version without incurring any additional formatting changes. The cover should have the word "Thesis" or "Dissertation," below that should be the title, and then below that should be the student's full name. On the spine should appear the student's last name, followed by the month and year of graduation.

Manuscript Review Office

To find guidelines for preparing your thesis or dissertation manuscript, visit the [thesis and dissertation section](#) of the graduate school website.

Contact information:

E-106 Martin Hall

(864) 656-5338

manuscriptreview-l@clemson.edu

Please see Appendix C for the Electronic Manuscript Submission Process.

GRADUATE ASSISTANTSHIPS

The PRTM Department 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 or administrative assistant duties while those supported by research contract funds are typically assigned research duties. Students also may have a mix of responsibilities and funding sources, such as when a student is partly funded through a teaching assistantship and partly funded through a research assistantship. All assistantships are subject to time limits (described below) and are contingent upon satisfactory performance and progress toward the degree, as well as the availability of sufficient department funds. Students on assistantship must be enrolled in 9 credit hours of coursework during the fall and spring semesters. Three hours must be taken each summer session to be eligible for summer assistantships.

Assistantships will begin on registration day in August (or January for those starting in January) and end on graduation day in May. Time off during this period must be pre-approved by your assistantship supervisor. Time missed during holidays will be made up, or biweekly work units will be adjusted appropriately. The same rules apply for those on assistantship during the summer.

Graduate assistantships are allocated by the Graduate Coordinator with the approval of the Department Chair. Continuation on assistantship support is dependent upon satisfactory academic and assistantship performance; no student is guaranteed continuation of assistantship support. Assistantships may be discontinued at any time due to unacceptable performance or failure to make acceptable progress towards the completion of the thesis or dissertation.

Assistantships and funding opportunities will not normally exceed two years in the Master's program or four years in the Ph.D. program. Extension beyond the normal time period may be recommended by the faculty advisor and the Graduate Coordinator and must be approved by the Department Head on a case-by-case basis after this recommendation is received. Please note that the department provides tuition waivers only as part of full-time (20 hours) GTA, GAA, GRA assistantships.

The requirements and conditions of assistantship appointments are specifically detailed in the letter offering the assistantship. Students holding assistantships are expected to meet with each of their supervising faculty members (and/or instructors of record) each semester prior to the beginning of classes and are required to remain available to work **through the last day of the university final exam period** unless released from duties by all supervising faculty members. Depending on the requirements of the assistantship and coursework, graduate students may not be allowed all breaks/holidays afforded to undergraduate students.

Graduate students must possess a master's degree to teach a self-contained course as their assistantship assignment (i.e., as an instructor of record). Graduate students should be aware that it is extremely difficult to change the course schedule or the teaching assignments once the enrollment period has begun. Thus, graduate students who commit to being an instructor of record are expected to honor that commitment even if this entails that they postpone a job offer or other opportunity.

A normal course load for a full-time graduate student holding an assistantship is 9 credit hours of coursework. Graduate Assistants, students employed in other areas of the University, and

students employed in professional agencies or organizations under departmental sponsorship maybe classified as full-time graduate students. **All such students who are employed for 10 or 20 hours/week as a graduate assistant must maintain a course load of at least 9 credit hours** during each spring and fall academic semester. Graduate students may not enroll in more than 12 credits per semester.

International students may not exceed 20 hours of work during the regular school year under any circumstances. Students whose outside employment is judged to interfere with their performance of assistantship duties may be required to discontinue their outside employment or have their assistantship removed. If a student with an assistantship has a course load that drops below 9 hours as a result of dropping a class, that student may have the assistantship or other departmental sponsorship revoked for that semester.

Desk/Office Assignments

Each Ph.D. student on assistantship will be assigned a workspace in one of the graduate offices, assuming space is available. Priority is first given to teaching assistants, followed by other funded graduate students, and then non-funded students. Space allowing, M.S. students will also be assigned desk space with those on assistantship (teaching or grant funded) getting priority. It is the responsibility of each student to maintain this area in an organized fashion. Requests for a specific office from faculty or students may be submitted by June 1st to the graduate coordinator. These will be accommodated if possible during the next academic year.

Copyrights, Patents, Software, & Work Products

Students should obtain and familiarize themselves with the University's policies on copyrights, patents, and software. Computer programs written, data generated, discoveries made, class materials developed, etc., in the course of your assistantship are the property of Clemson University.

Affordable Health Care Act Work Hours Monitoring

What are the basic components of this policy?

All students' regular work will be limited to no more than 28 hours per week of work in paid activities. Students must monitor their work hours, entering them in the university system each week. Non-compliance issues will be addressed, including both not entering data and entering more than 28 hours.

Who is the subject of this policy?

This policy covers all PRTM graduate students on university payroll including both departmental Graduate Teaching Assistants (GTA), Graduate Administrative Assistants (GAA), and Graduate Research Assistants (GRA) positions funded by external grants to Clemson (e.g., from the Department of Defense, NSF, or a private company). This policy does not apply to students during any term that they are not on the Clemson payroll (e.g., summers). For example, a student who took a leave of absence from Clemson during the fall term and came back to a GTA position in the spring term would only be obligated to report hours in the spring. Students with questions about whether they are subject to this policy should check with the Graduate Coordinator.

What position is the focus of the policy?

GTA, GAA, and GRA positions are normally expected to involve 20 hours of work per week with the specific responsibilities of the position defined by the distribution of hours across assignments (e.g., 20 hour GTA; 20 hour GRA; 10 hour GTA and 10 hour GRA). Students weekly reporting of workhours should generally be 20 hours per week. Students occasionally receive

overload assignments in which they might be expected to work more than 20 hours per week (and are paid extra for their extra work). Those overload assignments should not be more than 8 hours (so the student does not exceed the total of 28 hours of paid work). Students also may, on occasion, receive 10 hour GTA/GRA positions. Those positions will normally include ½ of a regular tuition stipend.

For the purpose of hours counting, GTA/GRA work does not include research hours students perform as part of an educational activity for academic credit, such as thesis or dissertation research. For example, a student could be working 10 hours per week in a GTA position, 10 hours per week in a GRA position, and taking 3 hours of PRTM 8740 credits (which would approximate 10 hours of work per week). For ACA reporting purposes, the total workload reported should be 20 hours (GTA + GRA hours). Students' hourly work in university paid positions should never exceed 28 hours; if it does, please contact your graduate coordinator. Similarly, if your hourly work each week is consistently substantially below 20 hours per week you may not be meeting departmental performance expectations. In such circumstances, you should find ways to "make up" the additional hours through work with your faculty supervisor. Finally, students should not be required to perform work for which they are neither paid nor receiving academic credit.

Assessment of Graduate Student Teaching Effectiveness

When graduate students teach courses as the "instructor of record" (GTR designation) they are responsible for ensuring that their classes contribute to the department's goal of offering high quality undergraduate education as well as to the University's expectations for undergraduate courses. Therefore, the PRTM Department conducts routine assessments of Graduate Student Instructor teaching. This process serves three goals: (1) to ensure that graduate student instructors comply with university requirements with regard to issues such as syllabus content, (2) to provide students with developmental feedback that will help them improve their teaching effectiveness, and (3) as a performance management system to identify and respond to potential problems with courses. We also expect that participation in the assessment process to provide professional development and feedback for graduate student instructors that will be valuable regardless of whether students aspire to academic or applied careers.

The Graduate Coordinator will work with each GTR to schedule a time to talk with the students in their class for an informal evaluation of teaching effectiveness and will conduct their own evaluation of the GTR's teaching. Graduate Coordinators will also debrief the end of semester teaching evaluations with each GTR.

Graduate Assistant Evaluation Form and Policy

As of Graduate School policy adopted for the Fall 2017 term, all departments hiring graduate assistants are required to perform annual evaluations of each returning appointment.

The Department of Parks, Recreation and Tourism Management will evaluate students who are receiving assistantships each semester. This evaluation is to be filled out by the assistantship supervisor. It is expected that the assistantship supervisor meet with the student to review the evaluation by the end of each semester. This evaluation will be considered when determining continued funding for the graduate assistant.

These completed evaluations are to be filed in the student's departmental employee record. Please do not send completed evaluation forms to the Graduate School. Please send the

completed assistantship evaluation to Sabrina (sabrina@clemson.edu) by December 10 for Fall and April 15 for Spring.

GS-GA1 — Graduate Assistant Evaluation Checklist

Graduate Assistant name: _____ Term: _____

Supervisor's name: _____ Hours per week: _____

Assistantship type: _____

Work performance: Please evaluate the graduate assistant on each of the following areas.

1. Accomplishment of assigned tasks

Exceeds expectations Meets expectations Below expectations

2. Quality of work products

Exceeds expectations Meets expectations Below expectations

3. Attendance and punctuality

Exceeds expectations Meets expectations Below expectations

4. Level of self-initiative

Exceeds expectations Meets expectations Below expectations

5. Professional attitude and demeanor

Exceeds expectations Meets expectations Below expectations

6. Quality of relationships and teamwork

Exceeds expectations Meets expectations Below expectations

7. Receptiveness and responsiveness to feedback

Exceeds expectations Meets expectations Below expectations

8. Overall performance

Exceeds expectations Meets expectations Below expectations

Recommend reappointment? Yes No Dependent on other factors (explain below)

Supervisor's comments (any areas marked "below expectations" require clarification in this section)

Graduate assistant's comments (optional)

Graduate assistant signature: _____ Date: _____

Supervisor signature: _____ Date: _____

Attach additional notes as needed. A copy of the completed form will be provided to the graduate assistant as well as maintained in the department's files (digital file or hard copy are acceptable). Supervisors are encouraged to discuss the evaluation with the graduate assistant.

In cases where performance indicators are below expectations, a meeting to discuss the evaluation is required. Thank you in advance for contributing to the professional development of Clemson University's GAs, and for providing information that will be valuable in making future GA assignments.

GS-GA2 — Graduate Assistant Evaluation Details

Graduate assistant's name: _____ XID#: _____

Employing department: _____

Graduate assistant's academic program: _____

Supervisor's name: _____

Please answer the questions below, then schedule a meeting with the graduate assistant (GA) to discuss your evaluation.

In what competencies/areas does the GA do well?

In what competencies/areas does the GA need to improve?

Specific recommendations regarding future GA assignments for this individual:

Overall, how would you rate this GA's performance?

Excellent Very good Acceptable Somewhat unsatisfactory Unsatisfactory

Recommend reappointment? Yes No Dependent on other factors (explain below)

Additional Comments

Graduate assistant's comments (optional)

Graduate assistant signature: _____ Date: _____

Supervisor signature: _____ Date: _____

Attach additional notes as needed. A copy of the completed form will be provided to the graduate assistant as well as maintained in the department's files (digital file or hard copy are acceptable). Supervisors are encouraged to discuss the evaluation with the graduate assistant. In cases where performance indicators are below expectations, a meeting to discuss the evaluation is required. Thank you in advance for contributing to the professional development of Clemson University's GAs, and for providing information that will be valuable in making future GA assignments.

ADDITIONAL IMPORTANT INFORMATION FOR STUDENTS

Counseling and Psychological Services Available to Graduate Students

The demands of graduate school can sometimes seem overwhelming. The [University's Counseling and Psychological Services \(CAPS\)](#) at [Redfern Health Center](#) can help graduate student navigate difficult situations, times of stress, or other issues. An easy way to initiate services is to visit the CU Now Clinic, which is open from 10 a.m. until 2:30 p.m. when school is in session (generally, the earlier in the day you arrive, the shorter your wait). These initial consultations take about 20 minutes and will allow the CU Now counselor to assess your needs and arrange for follow-up treatment. You can also make an appointment by phone (864-656-2451, between 8:00 a.m. and 4:30 p.m.) or in person at the Redfern Health Center. To learn more, visit the CAPS website. **If you are experiencing a mental health emergency, services are available 24 hours a day; during normal business hours call 864-656-2451; after hours and on weekends call CU Public Safety at 864-656-2222 and ask to speak to the CAPS on-call counselor.** The dispatcher will take down your first name and phone number and have the on-call counselor call you back within minutes.

Graduate Student Conference Support

Graduate student travel support from the PRTM department may be allocated, depending on the availability of funds, at \$200 per person on a first-come first-served basis (1 per person per academic year, with approximately half of available funds used for each semester). This support will help graduate students travel to academic conferences. Students will have to make a formal, accepted presentation (i.e., poster or oral presentation) to receive the funding. Students who just attend trainings or conferences will not be eligible to receive departmental funds. To request funding please send a copy of your presentation's acceptance to the graduate coordinator-Marieke Van Puymbroeck at mvp@clemson.edu. You will be notified by email if your request has been approved.

Equitable Treatment and Sexual Harassment

Graduate students will comply at all times with the university's anti-discrimination policies set forth at the [Office of Access and Equity](#). These policies pertain to racial, sexual, and other forms of discrimination. Title VII of the Civil Rights Act of 1964, as amended, provides that it shall be an unlawful discriminatory practice for any employer, because of the sex of the 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 an 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 any employee under Title VII.

Title IX of the Education Amendments of 1972, as amended, prohibits sexual discrimination in any educational program or activity receiving federal financial assistance. Clemson University receives such assistance. The Office for Civil Rights, which is responsible for enforcement of Title IX, has not issued guidelines as to what constitutes sexual harassment under the law.

The Board of Trustees hereby determines that the Title VII guidelines on sexual harassment against employees shall be equally applicable in the instance of sexual harassment of students by employees. Accordingly, the following university guidelines are issued:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (a) Submission to such conduct is made

explicitly or implicitly a term or condition of an individual's employment or academic standing; or (b) 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; or (c) Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic atmosphere. 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 utilize university grievance procedures which have been established for faculty, staff, and students, as appropriate.

The Board of Trustees has also determined that sexual harassment is an invidious evil which can occur not only in situations envisioned by existing federal laws and guidelines, but also in instances for which no law, per se, has been enacted. This federal law and guidelines as set forth above contemplate a one-direction transgression, namely, supervisor harassing employee, or faculty member harassing a student. The reverse can also occur. Therefore, this policy also prohibits an employee from sexually harassing a superior, and a student from sexually harassing a faculty member. When such actions occur, the offended individual should take corrective measures in accordance with usual practice and procedure.

All of these policies also apply to instances of sexual harassment between students.

Employees or students who feel they are a victim of any form of discrimination are encouraged to consult the [Ombudsman](#) for faculty and graduate students for advance and assistance in resolving complaints: 864-656-4353, ombudsman@clemson.edu.

Counseling and Psychological Services Available to Graduate Students

The demands of graduate school can sometimes seem overwhelming. The [University's Counseling and Psychological Services \(CAPS\)](#) at [Redfern Health Center](#) can help graduate student navigate difficult situations, times of stress, or other issues. An easy way to initiate services is to visit the CU Now Clinic, which is open from 10 a.m. until 2:30 p.m. when school is in session (generally, the earlier in the day you arrive, the shorter your wait). These initial consultations take about 20 minutes and will allow the CU Now counselor to assess your needs and arrange for follow-up treatment. You can also make an appointment by phone (864-656-2451, between 8:00 a.m. and 4:30 p.m.) or in person at the Redfern Health Center. To learn more, visit the CAPS website. **If you are experiencing a mental health emergency, services are available 24 hours a day; during normal business hours call 864-656-2451; after hours and on weekends call CU Public Safety at 864-656-2222 and ask to speak to the CAPS on-call counselor.** The dispatcher will take down your first name and phone number and have the on-call counselor call you back within minutes.

Graduate Student Awards

The PRTM Department offers 3 graduate student awards each year:

- The Fran McGuire Excellence in Teaching award (must be teacher of record for at least one class)
- The Brett A. Wright Award for Graduate Student Achievement (for online students only)
- The Outstanding PRTM Graduate Student

The award process has three stages:

The graduate coordinator and/or department award coordinator will issue a call for nominations to all faculty members. Any department faculty member may formally nominate a student for

consideration or offer examples of noteworthy performance that they feel merits consideration for an award. Faculty who decide to formally nominate a student should be prepared to offer supporting information for their nomination in the form of a narrative paragraph about why they feel the student deserves the award. Nominees will be asked to provide an updated vita. Each concentration will identify a potential list of candidates for each award. They may, at the area's discretion, either generate a recommended list of final candidates (i.e., recommending students to receive each award), or identify a list of possible candidates for a department vote. The slate of candidates will be presented to the awards committee for a vote. When multiple candidates are nominated for the same award, summaries of their merits will be provided to the faculty prior to voting on each award.

DEPARTMENT POLICIES AND PROCEDURES

The student is ultimately responsible for compliance with all policies, procedures, and regulations pertaining to graduate study. This includes submitting all required university forms regarding thesis work, dissertation work, and graduation in a timely manner. The graduate school has compiled a [useful list of forms](#) on its webpage.

Ethical Principles of PRTM Graduate Students

Graduate training is professional training and graduate students are expected to conduct themselves as professionals in their interactions with undergraduates, faculty, staff, and each other. Actions that are deemed unethical will constitute grounds for disciplinary action, including dismissal from the graduate program. Graduate students should review and comply with ethical guidelines that pertain to their specific area of research/practice. Examples include professional guidelines issued by the American Therapeutic Recreation Association (ATRA), National Recreation and Park Association (NRPA), or others. Ethical behavior also includes teaching information that the student has the competency to teach, appropriate compliance with research regulations, and honesty.

The awarding of an advanced degree does not attest merely to completion of academic requirements in courses, seminars, and research activities, but also to the demonstrated capacity for acceptable professional conduct. An example of deviation from acceptable professional standards would be academic dishonesty or plagiarism. **Violations of these professional standards will result in disciplinary action, including potential dismissal from the program.**

Academic Integrity

All members of Clemson University are expected to follow the academic integrity policy. "As members of the Clemson University community, we have inherited Thomas Green Clemson's vision of this institution as a 'high seminary of learning.' Fundamental to this vision is a mutual commitment to truthfulness, honor, and responsibility, without which we cannot earn the trust and respect of others. Furthermore, we recognize that academic dishonesty detracts from the value of a Clemson degree. Therefore, we shall not tolerate lying, cheating, or stealing in any form. In instances where academic standards may have been compromised, Clemson University has a responsibility to respond appropriately to charges of violations of academic integrity." Plagiarism, lying, cheating or stealing in any form will not be tolerated.

Please see the *Graduate School Policy Handbook* for more information regarding the graduate academic integrity policy: https://www.clemson.edu/graduate/files/pdfs/policyhandbook_2020-21.pdf

Plagiarism

Plagiarism is defined as “the intentional or unintentional copying of language, structure, or ideas of another and attributing the work to one’s own efforts” (CU Undergraduate Catalog, p.29).

Plagiarism may occur on any paper, report, or other work submitted to fulfill course requirements. This includes submitting work done by another, whether a commercial or non-commercial enterprise, including websites, as one’s own work. Works that include copied sentences or paragraphs without proper citations, as well as entire articles, sections of books, periodicals, web articles, work from other students, and work you have previously submitted for a grade, are all considered forms of plagiarism. “Plagiarism also includes using someone else’s ideas, art, figures, tables, maps, charts, diagrams and so forth, even if you recreate or reformat the material” (CU, 2019, para 3). Plagiarism is grounds for failing the course. Additional consequences may result. All CU students are responsible for knowing the rules governing academic conduct. It is your responsibility to understand what constitutes plagiarism. Resources on plagiarism:

<https://www.clemson.edu/graduate/students/theses-and-dissertations/plagiarism.html>

<https://www.clemson.edu/academics/integrity/faq.html>

<https://clemson.libguides.com/AvoidingPlagiarism>

<https://www.indiana.edu/~istd/examples.html>

Use of e-mail for Student-Faculty/Department/University Communication

E-mail is an expected mode of communication for routine departmental business, as well as for communications with department faculty, students, and staff. Graduate students are expected to check, read, and when appropriate, respond to department e-mails as they would with face-to-face or other more formal means of communication. Students may elect to receive e-mails at an address other than the official Clemson address, but are responsible for ensuring that the department has the correct address.

Program Planning, Course Scheduling, Independent Studies, and Registration

Graduate students should work closely with their faculty advisor to plan an academic program that meets the student’s needs and that corresponds with department policies and procedures, and to specified area, department, and University degree requirements. Students will register for each forthcoming semester during the designated times listed in the University calendar. Prior to enrolling in PRTM 8040 (Independent Study), PRTM 8060 (Special Problems), PRTM 9000 (Selected Topics), or PRTM 9080 (Advanced Topics), a contract between the student and the supervising faculty member must be developed. The agreement should specify, in detail, what work is to be accomplished and the grade on the project will reflect the extent to which the student fulfilled the expectations of this contract. This course registration form for these classes can be found on the PRTM website [here](#). The course registration form should also be used to register for thesis and dissertation credits (PRTM 8910 and 9910, respectively). All course registration forms should be submitted to the administrative assistant in the main office.

Students who have completed the minimum number of hours required for the MS degree or PhD and who lack only the thesis or dissertation for degree completion, must continue to enroll in at least 1 credit hour of PRTM 8910 (Thesis) or PRTM 9910 (Dissertation) during each Spring and Fall semester until they graduate (Full-time enrollment is not necessary). Students enrolled in PRTM 8910 (Thesis) or PRTM 9910 (Dissertation) may receive a failing grade if they do not maintain adequate and continuous progress towards the completion of the degree or if they fail to complete work of sufficient quality.

Student Engagement

All students are expected to attend guest speakers invited by the program, as well as other special departmental opportunities. Students are also strongly encouraged to attend M.S. and Ph.D. proposal and defense meetings, particularly in their area of study.

Grading and Retention

Students may be dropped from the Graduate School for failure to maintain an adequate academic status, failure to achieve satisfactory academic progress, or failure to enroll during any Fall or Spring semester. Completion of course work is not a sufficient demonstration of satisfactory academic progress; **In order to remain enrolled, students must also show adequate progress toward the completion of their thesis/dissertation.** Any student who fails to maintain adequate progress towards the completion of a thesis or dissertation may at any time be terminated from the program on the recommendation of the committee chair, Graduate Advisory Committee, and the Department Chair.

University Graduate School policy requires that a grade point average of 3.0 must be maintained in all graduate work. Students who accumulate a grade point average below 3.0 will need to complete a [Plan of Success](#) with their advisor, and this will need to be approved by the Dean of the Graduate School with prior approval from the Department Chair and the Graduate Coordinator.

A grade of Incomplete ('I') is given only if the student has not completed the course for some unavoidable reason that is acceptable to the instructor. Unless the student completes the requirements for removal of the 'I' grade within the time period stipulated by university policy the 'I' grade will be changed automatically to an 'F' grade by the Student Records Office. Extensions of grades of 'I' will be granted only in extreme circumstances (e.g., the instructor's absence from the campus makes it impossible for the student to remove the Incomplete). Students who have Incompletes cannot graduate, even if the courses are not part of the GS2 plan of study.

Copying and Printing Policy

The PRTM Department has two goals with respect to reasonable use of copying and printing. First, we seek to provide all department faculty and students with the resources they need to be maximally effective in their various research, teaching, and department service activities. Second, we seek to use university resources in a fiscally and environmentally sustainable manner. Professional judgment is essential to managing the balance between these two goals. Therefore, we offer the following policy standards for appropriate copying and printing use. These policies apply to all copying and printing charged to departmental accounts. Students charging printing or copying to grants or other contracts should ensure with the principal investigator that they are doing so in an appropriate manner.

Printing and copying of basic educational materials to support undergraduate teaching is completely acceptable. This includes making necessary copies of tests, syllabi, in class exercises, etc. Department members are encouraged to distribute such materials electronically, when possible and to refrain from making extra copies of such materials.

Printing and/or copying materials related to departmental research projects is completely acceptable. This includes making copies of questionnaire and any other research materials for which hard copies are desired. Another example would be copies of theses or dissertation drafts for faculty members and announcements of defense meetings. Students are strongly encouraged to use their discretion about printing out research-related materials that may not be essential. One example would include printing out articles that are generally related to a topic of

interest but which you are not sure you need to read. Another example would be printing out the results of statistical analyses that include a great deal of extraneous information – such as an analysis where you are interested in an overall effect size and significance test, but you request (and print) all possible options for the statistical output.

Printing and/or copying materials related to departmental service activities is completely acceptable. Examples would include printing announcements about events hosted by undergraduate or graduate student organizations. Printing/copying information about organizations/events that are not directly related to the mission of the PRTM department would not be acceptable.

Because of the delicate nature of the photocopying/printing machine, care must be taken when operating it. If any doubt exists as to its proper usage, please ask the administrative staff for assistance.

Printing and/or copying materials that are for personal use is not acceptable. Students who use the department printer/copier for personal use may be dismissed from the program. This includes copying of class materials, papers, projects, theses and dissertations. Many other machines are located on campus to accommodate your printing/copying needs.

Mail

The University mail service is to be used only for University related business. If you are mailing material for a special project, the Accounting Office will need the following information in order to charge mailing costs appropriately: date, number of pieces and approximate weight. Mail services is not to be used for projects, theses, or dissertations **unless part of a faculty project**.

All graduate students have mailboxes in 265B Lehotsky. All incoming mail will be delivered there. PRTM letterhead stationery is to be used for official business only. Approval from a faculty member is required for its use.

Use of Computing Resources

[Clemson Computing and Information Technology](#) (CCIT) is the primary provider of computing and information technology resources, services and support to Clemson University. Students wishing to use the university's computer resources must be enrolled for course work while they use the facilities. Students must comply with all policies set out by CCIT. Please refer to the CCIT website to find all of the software that is available for free for Clemson students.

SOUTH CAROLINA RESIDENCY REQUIREMENTS

South Carolina law provides that independent persons, who reside in and have been domiciled in South Carolina for a period of no less than 12 months with an intention of making a permanent home in South Carolina, and their dependents, may be considered eligible for in-state rates on tuition and fees while attending South Carolina state-supported colleges and universities. Please realize that merely residing in the state for a year does not satisfy the domicile requirements. The 12-month domicile period is not measured until after the independent person takes positive steps that establish a legal connection to South Carolina and reflect an intent to establish a permanent home in South Carolina. In other words, the action you take to affiliate yourself legally with the state of South Carolina will serve generally as the benchmark for beginning the counting of your 12-month period.

Examples of evidence may include, although any single indicator may not necessarily be conclusive, the indicia shown below. The absence of these indicia in other states is required during any period for which domicile in South Carolina is asserted. Indicia may include the following:

- Financial independence from parents residing in another state or country during the twelve months immediately preceding;
- The student has not lived in the home of nonresident parents for more than thirty days after the time at which a South Carolina domicile is claimed;
- The person can show documentation from his/her employer to support his/her claim, has filed income tax returns as an independent person in the year immediately preceding, and has been employed during the current year;
- Possession of a valid South Carolina voter registration card and voting in South Carolina elections;
- Designating South Carolina as the permanent address on all academic and employment records, including pertinent military records if one is in the military;
- Possession of a valid South Carolina driver's license, or if a non-driver, a South Carolina identification card;
- Possession of a valid South Carolina vehicle registration card;
- Continuous presence in South Carolina during periods when not as a student;
- Commitments indicating intent to stay in South Carolina permanently;
- Paying South Carolina income taxes as a resident during the past tax year, including income earned outside of South Carolina from the date South Carolina domicile was claimed;
- Owning a principal residence in South Carolina;
- Establishing an abode where one's permanent belongings are kept within South Carolina;
- Licensing for professional practice (if applicable) in South Carolina.

IMPORTANT GRADUATE SCHOOL FORMS

Unless otherwise stipulated, students are responsible for ensuring they have completed all necessary forms related to their graduate education. All forms designated "GS" are Graduate School forms. These forms may be obtained from the [Graduate School website](#). We also strongly encourage students to familiarize themselves with the various Graduate School [forms](#) and [deadlines](#) as these are especially important to maintaining timely progress through the program. All forms are completed electronically, and routed to faculty through the University workflow system. There will rarely be a time when a form is signed by hand. The forms listed here are the most common forms used by PRTM graduate students, but there are many more on the Graduate School website.

GS2 - Graduate Degree Curriculum and Advisory Committee Selection

The GS2 form is a two-step process: students must first identify select their advisory committee, and second, enter their graduate curriculum plan (can be obtained through advising meetings). Ph.D. candidates who completed a master's degree at Clemson do not list courses on their Ph.D. GS2 that they had previously listed on their MS GS2. For the MS degree, indicate "MS" as the Degree sought and PRTM as the Major. Leave the Minor blank. List the thesis/dissertation committee members. After completing the form, it will automatically route through the committee, starting with the chair, for signatures. For any degree, if the composition of your thesis/dissertation committee changes you must redo the GS2 with the new committee members. Once it is signed by all committee members the GS2 will automatically route to the Department Chair, and then to the Dean's office. The Dean signs it and forwards it to the Graduate school for final approval. After it is approved by the Graduate School they will return a final copy to the student via campus mail. **The deadline for the form is 3-5 months before the expected date of graduation (depending on the semester in which you expect to graduate)**. It is important to note that the deadline listed for submitting the GS2 is the deadline for getting it to the Graduate School, you should have it prepared well in advance of this deadline in order to have time to get all of the necessary signatures. If you do not graduate by the date indicated on the GS2 you do not need to complete the forms again, they will automatically carryover.

Diploma Application: Notifies the Graduate School that you are ready to graduate - they MUST have an approved GS2 already on file. Be sure to note all of the important information on each part of this form. **The deadline for this form is 2-4 months before the expected date of graduation (depending on the semester)**. If you plan to attend the graduation ceremony the cap and gown must be ordered from the university bookstore at about the same time as this form is due. It is important to note that the Diploma Application form is NOT automatically carried over to the next semester; should a student not graduate when indicated, it will have to be filled out again. Review the [graduation deadlines website](#) for more information on these processes.

GS5D - Results of the Doctoral Degree Comprehensive Examination

This form is completed by the examining committee chair (which may be different from the thesis or dissertation committee chair) and signed by the examining committee. Students typically do not see this form, but they should check with the appropriate faculty member to make sure that it was been completed. Note that this form may not be filed until the Graduate School has accepted the GS2.

GS-Research Approval Form

Signed electronically following approval of a thesis or dissertation proposal.

Submit Defense Form

To be sent to the Graduate School at least 10 days prior to a thesis or dissertation defense, giving name, time, place, department, level (MS or Ph.D.), and title of the defense.

GS7M for Master's or GS7D for Doctoral - Final Comprehensive Examination Form

Signed electronically by all committee members after the thesis or dissertation has been successfully defended and the final written draft has been accepted by the committee. The student is responsible for filling out the GS7 and sending it to the committee chair on the day of the thesis or dissertation defense. Note that the same faculty members must sign the GS7 and the GS2. If your committee has changed since you completed the GS2 you must fill out a new GS2. **The deadline for the GS7 is about three weeks before the expected date of graduation. Keep in mind that the oral thesis or dissertation defense must be completed at least two weeks prior to the graduate school deadline for the GS7.**

Request to Add External Advisor form

To be used if a student wants to add an external member to their thesis or dissertation committee who is not a Clemson faculty member.

APPENDIX A: Thesis & Dissertation Approval Process

DOCUMENT REVIEW

All students completing an M.S. thesis or Ph.D. dissertation must work with their committee chair to arrange for an appropriate amount of review time of the document for both the chair as well as the student's committee members throughout the development of the document. A student must have permission from his or her chair PRIOR to setting a defense date. Once the committee chair has given permission for the student to set a defense date for the thesis, the student must allow all committee members no less than 2 weeks to review the final document prior to defense of the thesis.

If the entire committee requests to review all revisions to the document after the thesis defense the student must give the chair and the committee at least 2 weeks to do so prior to turning the document in to the Graduate School upon final approval. If the committee has agreed that only the chair needs to review revisions, the student must allow the chair 2 weeks to review revisions unless alternative arrangements have been made.

Final Defense Date

Must be scheduled 3 weeks from the last date to submit the corrected version of the document to the graduate school.

Defense Form

Student must notify graduate school via the [defense form](#) 10 days in advance of defense with the following information: Name, Program of Study, Title, Committee/Chair, Date, Time and Location.

Procedure for committee

It should be understood that a vote to pass a student on his/her performance at the thesis/dissertation defense includes final approval by the committee of the thesis or dissertation. The committee should not sign the GS7-M or GS5-D until the student has made all revisions as instructed by the committee. If a student passes the defense but still has revisions to make, the committee should retain the GS7-M or GS5-D, unsigned, until all of the revisions are made to the committee's satisfaction.

Procedure for student

Students should present completed manuscripts to their advisory committees in accordance with the guidelines outlined in their graduate student handbooks and in concert with the timeline established by their major advisor and/or advisory committee. Students may seek the assistance of the Graduate School in instances where the committee fails to provide timely feedback by requesting to initiate the Thesis/Dissertation Review Form. This request should be sent in writing to the Dean of the Graduate School.

Students should be aware that tenure track faculty on nine-month appointments may not be available for document review during summer months. Students are advised to plan accordingly and communicate with committee members and chairs as necessary concerning document development and review during the summer.

APPENDIX B: Format Guidelines for Body of Text in Theses and Dissertations

Proposal

As outlined in the Departmental Guidelines in the Graduate Student Handbook, all students are expected to complete a proposal, present it to their committee and receive approval to proceed.

Body of Text

Students may opt to pursue one of two formats in which to prepare their Thesis or Dissertation; traditional format or article format. Students must consult with their Committee Chair and committee to confirm which format they will use.

Provided here are guidelines for the two formats that students and their Committee Chairs should refer to when compiling the body of text for their Thesis or Dissertation. The final product may vary from these guidelines as approved by the Committee Chair and committee in question.

Traditional Format

The traditional format normally consists of five chapters.

1. Introduction.
2. Literature Review.
3. Methods.
4. Results.
5. Discussion.

Article Format

The article format consists of a committee-approved number of free-standing articles that should be ready for submission to an identified journal. The articles should be preceded by an introductory chapter and conclude with a discussion chapter, both of which serve to give the total document cohesion.

1. Introduction. Introduces the topic of the thesis or dissertation. Should incorporate purpose statement, brief summary of the literature establishing the rationale, and research questions that guided the research and be linked to the original proposal in the archive. Should be presented with its own bibliography.
2. Articles. Upon defense of the final research project, the articles should be polished and ready for submission to the identified journals. The number of articles and the journals for which they will be written should be discussed with and approved by the committee before starting the project. A minimum of one article for Theses (if deemed appropriate at all) and three articles for Dissertations is recommended; however the method and research questions may require fewer or more as approved by the committee. Fewer than two articles is not recommended for a dissertation. Outlets for which the articles are prepared should be peer-reviewed, empirical research journals unless the committee deems an alternative outlet appropriate for the student in question. Each article need not include an abstract, but should be presented with its own bibliography.
3. Discussion. Ties the articles together and summarizes their purposes and conclusions

into a fluid research agenda. Should be presented with its own bibliography. This final summary piece may be omitted at the discretion of the committee if one of the articles fulfills this goal by tying all of the research questions for the dissertation together into one publishable piece.

All students, regardless of the format they have been approved to pursue, should refer to the formatting guidelines provided by the Graduate School for prefatory pages, margins, pagination, and all remaining components not part of the body of text.

Publication Timeline Statute

The article format is provided as an option as a means of affording opportunities for and easing the process of publication among graduate students and faculty. If, after one year from students' graduation, the student has not submitted the research for publication, be it in the traditional or article format, the Committee Chair and committee reserves the authority to publish the research material. Authorship will be determined at the discretion of the Committee Chair. If questions or uncertainties regarding the ethics of authorship arise, Committee Chairs should refer to the publication manual (e.g., APA) used for the thesis or dissertation in question.

For additional information on the ethics of authorship, refer to:

American Psychological Association Ethics Committee. (1983, February). *Authorship guidelines for dissertation supervision*. Washington, DC: Author.

Ethical principles of psychologists code of conduct. (1992). *American Psychologist*, 47, 1597-1611.

Fine, M. A., & Kurdek, L. A. (1993). Reflections on determining authorship credit an authorship order on faculty-student collaborations. *American Psychologist*, 48, 1141-1147.

APPENDIX C: Electronic Manuscript Submission Process

The following is information from: <https://www.clemson.edu/graduate/students/theses-and-dissertations/submit.html>

Below is an outline of the electronic manuscript submission process that you will go through prior to graduation. Click on the steps below for more information about each stage of the process. Before you submit your manuscript, reference the **final check list** to ensure that your format is as close to accurate as possible. See the **FAQs** page for more information. You can also view **relevant deadlines**.

Before you submit your manuscript, please **read this reminder** about plagiarism. Plagiarism includes the accidental or unintentional representation of another's words or ideas as your own (as well as intentional misrepresentation of the origin of work) so take this final chance to ensure that you have avoided representing another person's work as your own.

Very early in the semester of your planned graduation, make sure you understand how you will convert your document to PDF and that you're aware of all pertinent deadlines. If you have questions, email manuscriptreview-l@clemson.edu.

Electronic Manuscript Submission Process

FORMAT: Format your manuscript according to the Graduate School's requirements.

DEFEND: Defend your thesis/dissertation, make any revisions required by your committee, and submit your signed **GS7** form.

CONVERT: Convert your manuscript to a PDF.

UPLOAD FOR REVIEW: Follow the directions on uploading your manuscript for review. ***Please note: you must read through the information on the Upload page prior to uploading your manuscript. Important fee information and disclaimers are included on this page.***

WAIT FOR RESULTS: You will receive a results email within approximately one to two business days. If your manuscript is approved, you have finished; congrats! If revisions are required, you will make those revisions, convert, upload and wait for a response before converting, uploading and waiting again. This process will be repeated until your manuscript is accepted. Be aware that most manuscripts require *at least* one round of revisions.

Ph.D. candidates only: Complete the **Survey of Earned Doctorates**.

APPENDIX D: TIPS FOR SUCCESS FROM PRIOR PRTM GRADUATE STUDENTS

Preparing for Research

- Use PRTM 8110 (Research Methods) to your best advantage. Try to do any literature searches, article critiques, etc. on a topic that may be related to your thesis or project. If you don't know what your thesis or project will be, this is a good time to hone in on a topic. There is a great debate about whether to take the class your first or second year...talk it over with folks and decide what is right for you.
- Try to focus any papers for classes on the same general area as your thesis or project. After completing your first year of classes, you may find that your literature review (and possibly other chapters) of your thesis is basically finished.
- If you want to know what's going on in the department, go to 9100 (Research Seminar). You will probably be registered for it as a class, so you'll go anyway. It's an opportunity to find out what types of research are being done by your fellow students and to get ideas for a successful presentation.
- Ask other grad students about classes outside the department. These folks are excellent resources, especially for the kind of information that can't (or shouldn't) be written down.
- Put your name in any book you want to keep for long (especially PRTM 8010 books). Old address labels work well and make a quick solution.
- Much of what you will learn will not come directly from your classes. Start reading now! Every weekend grab a copy of JLR (*Journal of Leisure Research*) from the library (you can check out journals for 3 days as a grad student...but turn them in, as the fine is \$1/day!). Start a list of theories, methods, and ideas, which might feed into your research.
- Inter-library loan is a wonderful thing and, for our department, you will probably need it. Copies of articles received through them are free, but they can take a long time to arrive. Begin your literature search early so that you do not get hung up waiting for articles later.
- Make copies of all articles that you may use for your literature review and make sure that you have the complete citation.
- Participation in projects or efforts outside of your thesis or dissertation work is highly recommended.

Communication and Computers

- Check your Clemson e-mail, it is what is used for all official correspondence. Even if you don't give your address to anyone, financial aid, the PRTM Department, and other university organizations send out information regularly.
- Always scan your computer for viruses. REALLY! If you don't know how to do it, ask someone to show you. It is easy and will save you major headaches.
- Back everything up! To a cloud, external hard drive, whatever!

Life in Clemson

- If you do not have a washer and dryer, the cheapest (and possibly the least scary) place to do laundry is in Thornhill Village.
- Putting money into a Tiger Stripe account can be a good thing. You can use it to buy sodas from machines, make copies at the library (\$.05 instead of \$.10), do laundry at Thornhill, or buy food on campus when you don't have other cash with you. Go to the Tiger Stripe office on campus or to the machine in the library to add money (if you do it over the phone as you pay tuition, you don't have access to the money until the semester officially begins).

- Make some time for yourself. Go to football games or enjoy all of the natural recreation areas close to school. If you want to learn a new outdoor activity, chances are someone in the department knows how to do it and has the necessary gear. Ask around! The Brooks Center has great plays and musical events...usually free or less than \$5 for students!
- You can ask other grad students about anything (from Happy Hours with free food to churches). If they don't know the answer, they'll be able to direct you to someone who does. Feel free to pick people's brains.
- Always carry your office keys with you (don't leave them on your desk). Keep the office door closed and locked if you are not in the room as the security of other grad student's possessions and confidentiality of assignments and grades could be at risk.
- Earplugs are a good thing...if noise bothers you during tests, in your office, etc.

Committee

- Try to figure out what you want to study and how before you build your committee so that you can choose folks with relevant interests and expertise.
- You've already been assigned a committee chair (your academic advisor), so be aware of who they do and do not prefer to work with. The relational structure of your committee is critical.
- Whatever you do, keep your committee in the loop of what you're doing. Ignoring a committee member during the research and writing process is a sure way to guarantee some tricky questions at your defense. Not only that, but also these folks will have some excellent input for you as you're facing the challenge of research. Use them!
- Ask other grad students about potential committee members. Also, these folks are a good reference for PRTM-friendly professors outside the department.
- Try to have your committee members attend your presentations. This helps them understand what you're doing and may reduce the length of your defense, depending on the nature of questions that arise as a result of your presentation.

Dissertation/Thesis/Project, etc.:

- Get completely organized using whatever system works best.
- Choose your methodology based on your research question and then stand fast. If you are going to do research on human subjects, you will need to fill out an IRB (Internal Review Board) form. This is often not a big deal, but your advisor will need to submit it ahead of time for you (only faculty can make submissions) since the IRB committee does not meet very often. Call the IRB office or talk with your advisor if you have any questions. The necessary form(s) is available on the IRB website.
- All the deadlines for the various forms are listed on the Graduate School homepage.

Teaching

- Take advantage of faculty resources and request teaching evaluations for the courses in which you are teaching either as the instructor of record or as a guest lecturer on a regular basis.
- Take advantage of teaching workshops offered by the Office of Teaching Effectiveness and Innovation (OTEI) – these workshops are available to all graduate students.

General Advice

- Be prepared for lots of work and long hours, however, don't worry too much! Other people have done it before and others will do it in the future. Relax, work hard and keep

- your “eye on the ball” or better yet “be the ball”. Get things done!
- If you start to feel overwhelmed...we all do! Talk to someone and get help sorting out how to solve the situation. Don’t give up! Reading one article or one chapter a day is a whole lot easier than reading for a solid week to get caught up.
 - Teamwork is the way to go...help each other and begin to treat your peers as professional colleagues. We have so much to learn from each other!