Preface

This handbook has been developed to provide information for graduate students entering the Department of Parks, Recreation and Tourism Management at Clemson University. We welcome you to our program and look forward to working with you.

This handbook addresses the questions most frequently asked by our graduate students and has been prepared to acquaint you with the basic policies and operating procedures of the department. However, it probably does not answer all of your questions. It is important that you get a copy of the most recent Graduate School Announcements and the Student Handbook. Both documents are vital to the information process. (The Student Handbook is available on the Clemson University homepage under “S” for Student Handbook.) In addition, all graduate school policies and procedures can be found at: http://gradspace.editme.com/academicRegulationsIndex.

The materials in this document are not intended to supersede any Graduate School policies. Any discrepancies are to be resolved in favor of the Graduate School policies.
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INTRODUCTION

The Department of Parks, Recreation and Tourism Management (PRTM) offers three graduate degree programs: the Master of Science (M.S.) (non-thesis – on-line), the Master of Science (M.S.) (thesis), and the Doctor of Philosophy (Ph.D.). The M.S. (non-thesis) is designed to increase the student's knowledge of the field and develop practical administrative and management skills. The M.S. emphasizes research design and methodology skills. The M.S. (non-thesis) requires 30 semester hours of graduate level courses. The M.S. (thesis) requires a minimum of 36 semester hours of graduate level courses. M.S. (non-thesis) students are required to complete a project. The M.S. (thesis) student is required to complete a thesis. The Ph.D. program is based on the student's understanding of the field, competency to plan and conduct research, and ability to use effective written and oral communication on the professional level.

GENERAL ACADEMIC INFORMATION

Acceptance Categories

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

Full Status

The applicant's credentials equal or exceed every minimum admission criterion prescribed for the particular degree.

Conditional Acceptance

Conditional acceptance does not constitute admission to a degree program because certain required materials are pending. Admission to a degree program is possible only after all required application materials are present at Clemson. The applicant will then be admitted to full status. Notice of conditional acceptance may be given to highly qualified applicants prior to receipt of the degree they are presently pursuing; however, all requirements for this degree must be completed prior to enrolling in the proposed graduate program at Clemson University. Likewise, conditional acceptance may be given prior to receipt of satisfactory GRE scores, but such scores must be received prior to or during the first semester of enrollment.
Undergraduate Deficiencies in PRTM

The basic requirement for admission to an advanced degree program in PRTM is a bachelor's degree. Students with degrees in areas other than PRTM will be admitted, provided they make up any undergraduate academic deficiencies as may be determined by the PRTM faculty. These will be determined after full review of the student's records and normally will be selected from among the courses this department requires of all its undergraduate majors. Such deficiencies must be remedied by the end of the first year and a semester grade of at least a "B" must be attained. The acceptance of a "C" grade in an undergraduate course will be subject to review by the student's advisor in consultation with the student's committee and the PRTM faculty. If a graduate student receives a grade of "D" or lower in an undergraduate course, the student must repeat the course and such a repetition will be allowed only once during a student's graduate program.

Degree Distinctions

PRTM currently offers three graduate degree options: the M.S. (non-thesis), M.S. (thesis), and Ph.D. To maintain integrity and purpose of these degrees and maximize recruitment of top quality students, a distinction among these three degrees is necessary.

A general guideline which underlies these 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.

Those students choosing the M.S. (non-thesis) are typically already working in the field or plan to do so upon completion of the degree requirements. This degree is designed for people who will seek immediate employment in their chosen profession or currently work in the field. The goal of this degree is to develop student competencies in the applications of advanced leisure service delivery skills.

The Master of Science (M.S.) in PRTM is a research degree with a research thesis requirement. The M.S. 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 with a M.S. can proceed into Ph.D. work or seek research type appointments with agencies. A student completing a M.S. would be permitted to enter the Ph.D. program, providing all requirements for admission to the Ph.D. are successfully satisfied.
The Ph.D. program in PRTM is an advanced research program with a dissertation, producing a new piece of information, as the capstone 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 papers. Since the Ph.D. degree is the terminal degree in our field, it is reasonable that standards of student performance be greater than standards at the master’s level.

**Academic Standards (Grading)**

Most graduate courses are graded on an A-B-C-F scale. Thesis and dissertation research and several other graduate courses are graded on a pass/fail basis. Grievances must be filed within sixty (60) days from a grade report. Courses graded pass/fail are not included in the academic average; however, the grade is placed on the student’s permanent record. Only credit hours for which a grade of pass is achieved apply toward the number of credit hours required for the degree. The accumulation of grades of pass in thesis or dissertation research does not imply completion of the research, but indicates satisfactory progress only.

A minimum grade of C must be made on all course work to obtain graduate credit. The graduate student must maintain a cumulative B average in all graduate-level courses (600 level or above). In addition, graduate students must maintain an overall cumulative B average in all courses (undergraduate/graduate) since admission to the Graduate School excluding those taken on a pass/fail basis. Students who fail to meet these requirements become ineligible for graduation and are placed on academic probation. The probationary status will remain in effect until nine additional semester hours of graduate credit have been attempted. Students who fail to remove the probationary status as prescribed are subject to academic dismissal and will not be permitted to continue in the Graduate School without the recommendation of the program coordinator and written approval of the Graduate School. Withdrawal from a course while on probation will not be allowed unless prior approval is obtained from the Graduate School. Any unauthorized withdrawal will be considered as an unsatisfactory academic performance.

The cumulative B average requirements described above apply independently to graduate degrees sought at Clemson University; that is, the grade point ratio computation begins anew after the student has completed the first degree. However, when a doctoral degree is pursued after completion of a master’s degree in the same major, the grade point ratio computation continues for both degrees.

A graduate student must understand that she/he can be dropped from the Graduate School at any time for failure to maintain an adequate academic status. A student may appeal if she/he believes that the dismissal was unfair or improper. Notice of intention to appeal must be filed in writing with the Graduate School no later than three days prior to the first day of classes of the next regularly scheduled term, including summer sessions.
Incomplete Graduate Course Work

Except for courses graded on a pass/fail basis, the grade of incomplete (I) may be given for incomplete work for any graduate course in which work remains unfinished and the student is unable to fulfill all requirements because of circumstances beyond his or her control. This grade is not given in lieu of unsatisfactory or failing grades received for completed courses for the purpose of improving the letter grade.

It is the student’s responsibility to contact the instructor regarding the work required to complete the course. Upon request by the student, the instructor shall provide a written statement of the work to be completed.

The grade of “I” will be valid in normal lecture or laboratory courses for only 30 days after the beginning of the next scheduled session, excluding summers and irrespective of the student’s enrollment status. Within this period, the student must complete his or her work or obtain an extension, approved by the instructor and chair of the department responsible for the course, stating the reason for the request and the length of time needed. Normally, only one request for an extension for each grade of “I” will be granted.

Students receiving a grade of “I” in courses such as special problems or other unstructured, independent study courses as designated by the Graduate School must complete all work and receive a final grade within one calendar year. At the discretion of the instructor, the deadline for removal of these incomplete grades may be less than one year.

A graduate student will not be permitted to repeat any portion or reregister for any course for which the grade of “I” has been given. Should any work remain incomplete at the expiration of the appropriate deadlines described in the previous paragraphs, a grade of “F” will be recorded on the student’s permanent record. Although the Graduate School will attempt to bring the deadlines to the attention of the student and instructor, it is the sole responsibility of the graduate student to comply with these regulations.

Students who receive a grade of “I” while enrolled in the Graduate School at Clemson University remain ineligible for graduation until the incomplete work has been made up and a letter grade submitted to the Office of Admissions and Registration.

Grades of “I” will have a 10-working-day period after the deadline for the instructor to grade the work and submit the make-up grade card to the Registrar’s Office. Work submitted by the student after the printed deadline should not be accepted by the instructor unless an extension has been approved. Requests for extensions, like the make-up work, should be submitted by the deadline printed on the make-up card. Grades of “I” that remain after the 10-working-day period will be converted automatically to an “F”.

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M.S. (non-thesis) Degree

Transfer Credits: A maximum of 12 hours may be transferred.

Time Limit: All course work to be credited toward the 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.

Core Course Requirements: 18 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PRTM 806</td>
<td>Masters Research Project</td>
<td>3</td>
</tr>
<tr>
<td>PRTM 801</td>
<td>Philosophical Foundations</td>
<td>3</td>
</tr>
<tr>
<td>PRTM 803</td>
<td>Administration</td>
<td>3</td>
</tr>
<tr>
<td>PRTM 808</td>
<td>Behavioral Aspects of PRTM</td>
<td>3</td>
</tr>
<tr>
<td>PRTM 811</td>
<td>Research Methods in PRTM</td>
<td>3</td>
</tr>
<tr>
<td>EX ST 801</td>
<td>Statistical Methods I</td>
<td>3</td>
</tr>
</tbody>
</table>

Concentration Course Requirements: 12 credits

Parks and Conservation Areas Management

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRTM 807</td>
<td>Recreation Behavior in Natural Environments</td>
<td>3</td>
</tr>
<tr>
<td>PRTM 630</td>
<td>World Geography of Parks and Equivalent Reserves</td>
<td>3</td>
</tr>
<tr>
<td>PRTM 820</td>
<td>Recreation Resource Policy Issues and Processes</td>
<td>3</td>
</tr>
<tr>
<td>PRTM 631</td>
<td>Methods of Environmental Interpretation</td>
<td>3</td>
</tr>
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</table>

Travel and Tourism Management

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRTM TBD</td>
<td>Heritage Tourism</td>
<td></td>
</tr>
<tr>
<td>PRTM 840</td>
<td>Tourism Planning</td>
<td></td>
</tr>
<tr>
<td>PRTM 842</td>
<td>Understanding the Discipline of Tourism</td>
<td></td>
</tr>
<tr>
<td>PRTM 844</td>
<td>Sustainable Tourism</td>
<td></td>
</tr>
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Community Recreation Management

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PRTM 802</td>
<td>Group Processes in Leisure Services</td>
<td></td>
</tr>
<tr>
<td>PRTM 821</td>
<td>Grants and Alternative Funding for PRTM</td>
<td></td>
</tr>
<tr>
<td>PRTM 825</td>
<td>Understanding Populations in PRTM</td>
<td></td>
</tr>
<tr>
<td>P ADM 878</td>
<td>Strategic Planning Project Management</td>
<td></td>
</tr>
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</table>

Total Credits Required to Graduate: 30 credits

Project: A terminal master's project is required.

Committee: The student's Committee will consist of 3 members of the PRTM department
M.S. Degree

Transfer Credit: A maximum of 12 hours may be transferred.

Time Limit: All course work to be credited toward the 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.

Minimum Course Requirements: 17 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRTM 801</td>
<td>Philosophical Foundations</td>
<td>3</td>
</tr>
<tr>
<td>PRTM 808</td>
<td>Behavioral Aspects of PRTM</td>
<td>3</td>
</tr>
<tr>
<td>PRTM 811</td>
<td>Research Methods in PRTM</td>
<td>3</td>
</tr>
<tr>
<td>PRTM 891</td>
<td>Master's Research</td>
<td>6</td>
</tr>
<tr>
<td>PRTM 910</td>
<td>Research Seminar</td>
<td>2</td>
</tr>
</tbody>
</table>

Collateral Area (19 credits)

3-4 credits of statistics
3 credits research methods in addition to PRTM 811
11-12 credits additional classes to be selected by student with advisor’s approval

* All M.S. students must present at least one time in PRTM 910 (thesis proposal or results) prior to graduation. Students must obtain Chair’s permission to schedule presentation.
* PRTM 801, 808, and 811 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 800 or above.

Total credits required to graduate: 36 credits

Thesis: A terminal master's thesis is required.

Committee: The student's Committee must consist of at least 3 members and the majority of the advisory committee, including the major adviser, must be comprised of Clemson University faculty from the program offering the particular degree and who hold full-time tenure-track positions. Part-time and visiting faculty employed by Clemson may serve on this committee but may not serve as Chair. Persons not employed by Clemson University may serve if they have been appointed to an adjunct faculty status.

Final Examination: A final exam is required and may be oral and/or written as dictated by Committee.
Ph.D. Degree

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.

Minimum Course Requirements: 45 credits

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

- PRTM 801 Philosophical Foundations (3 credits)
- PRTM 808 Behavioral Aspects of PRTM (3 credits)
- PRTM 811 Research Methods in PRTM (3 credits)
- PRTM 991 Dissertation Research (18 credits)
- PRTM 910 Research Seminar (2 credits)*
- PRTM 911 Teaching/Professional Development (1 credit)
- XXXX XX Statistics/Methods 3/2 Combination (15 credits)**

Collateral Area (15 credits)
Focused study area selected in consultation with student’s committee

* All PhD students must present at least twice in PRTM 910 (dissertation proposal AND results) prior to graduation. Students must obtain Chair’s permission to schedule presentations.

** The statistics/methods combination is to be selected with advisor approval

Total credits required to graduate: 60 credits

Dissertation: A terminal doctoral dissertation is required.

Committee: The student's committee must consist of at least 4 members and the majority of the advisory committee, including the major adviser, must be comprised of Clemson University faculty from the program offering the particular degree and who hold full-time tenure-track positions. At least one committee member must be non-departmental. 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.

Comprehensive Exam: An exam is required and may be oral and/or written, as determined by the student's committee. It should be designed to ascertain the general knowledge of the candidate, with particular reference to the major and
collateral subjects, and the student's area of research. The comprehensive examination usually is given during a student's final semester of classes or soon thereafter.

Timeline for PhD Student Progress Regarding Comprehensive Exams and Proposal Defense

PhD students are expected to complete the majority of their coursework prior to sitting for their comprehensive exams. 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.

Final Doctoral Oral Examination: The student must pass a final dissertation defense by dates specified by the Graduate School.

Doctor of Philosophy Degree, Length (Credit Requirements) (Interim Policy)

The advisory committee aids the student in developing a degree curriculum which includes the selection of specific courses and their sequence. 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 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/Education degree is planned to give the student a comprehensive knowledge of his/her field of specialization and a mastery of the methods of research. 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 ability to express him/herself adequately and professionally orally and in writing.
## DEPARTMENTAL GUIDELINES

### M.S. (non-thesis) Degree

<table>
<thead>
<tr>
<th>Action Required</th>
<th>Form</th>
<th>Recommended Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finalize Degree Program</td>
<td>GS-2</td>
<td>End of second semester.</td>
</tr>
<tr>
<td>Application for Graduation and Diploma Order</td>
<td>GS-4</td>
<td>Filed after successful completion of a major share (15 hours) of coursework listed on GS-2 form.</td>
</tr>
<tr>
<td>Final Examination</td>
<td>GS-7</td>
<td>The day of the examination (project defense) will be set by the Advisory Committee at least three weeks prior to graduation date.</td>
</tr>
<tr>
<td>Action Required</td>
<td>Form</td>
<td>Recommended Deadline</td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
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<td>----------------------------------------------------------------</td>
</tr>
<tr>
<td>Select Advisor</td>
<td></td>
<td>End of the first Semester</td>
</tr>
<tr>
<td>Identification of interest area and problem formulation (problem statement)</td>
<td></td>
<td>Filed with advisor middle of second semester</td>
</tr>
<tr>
<td>Advisory Committee</td>
<td></td>
<td>Selection of advisory committee near end of second semester after problem filed with advisor</td>
</tr>
<tr>
<td>Proposal</td>
<td></td>
<td>Filed with committee as soon as possible after initial committee meeting</td>
</tr>
<tr>
<td>Finalize Degree Program</td>
<td>GS-2</td>
<td>End of second semester after advisory committee meeting</td>
</tr>
<tr>
<td>Application for Graduation and Diploma Order</td>
<td>GS-4</td>
<td>Filed after successful completion of a major share (15 hours) of coursework listed on GS-2 form</td>
</tr>
<tr>
<td>Final Examination</td>
<td>GS-7</td>
<td>After completion of thesis and at least three weeks prior to graduation date.</td>
</tr>
</tbody>
</table>
**Ph.D. Degree**

<table>
<thead>
<tr>
<th>Action Required</th>
<th>Form</th>
<th>Recommended Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Advisor</td>
<td></td>
<td>End of first semester</td>
</tr>
<tr>
<td>Identification of interest area</td>
<td>Files</td>
<td>Files with advisor near end of second semester</td>
</tr>
<tr>
<td>and problem formulation (Pre-proposal)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advisory Committee</td>
<td></td>
<td>Selection of advisory committee near end of second semester</td>
</tr>
<tr>
<td>Finalize Degree Program</td>
<td>GS-2</td>
<td>End of second semester after advisory committee meeting</td>
</tr>
<tr>
<td>Comprehensive Examination</td>
<td>GS-5</td>
<td>No less than 6 months and no more than 5 years prior to date of graduation</td>
</tr>
<tr>
<td>Application for Graduation and Diploma Order</td>
<td>GS-4</td>
<td>Filed after completion of a major share of coursework and successful completion of comprehensive exam</td>
</tr>
<tr>
<td>Proposal</td>
<td></td>
<td>Filed with advisor as soon as possible after admission to candidacy</td>
</tr>
<tr>
<td>Final Examination (Dissertation Defense)</td>
<td></td>
<td>After completion of dissertation and at least 3 weeks prior to graduation date; must notify Graduate School at least 10 days prior to the time the examination is scheduled</td>
</tr>
</tbody>
</table>

**Comprehensive Examination Timeline**: PhD students are expected to complete the majority of their coursework prior to sitting for their comprehensive exams. 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.
POLICIES AND PROCEDURES

A full list of Clemson University Graduate School Policies and Procedures can be found at http://gradspace.editme.com/academicRegulationsIndex

Advisor

Upon arrival on campus, the student will be assigned a temporary departmental advisor. This individual will assist in class selection during the student's first semester on campus. Students are responsible for selecting a permanent advisor as soon as possible. The advisor may serve as the chair of your graduate committee. A student may change advisors at any time, however, all involved are to be kept informed of any change. Changes in advisor will require a corresponding change in the GS-2.

Transfer Credit

For the master's degree, as many as 12 may be transferred. This is not to include research project credit, courses graded P/F, internships, continuing education credits, extension or in-service courses, concentrated courses with more than one credit/week, or courses for which a grade lower than B has been received. Transfer courses must be from an accredited institution, recommended by the student's advisory committee, and approved by the department.

Copies of Thesis/Dissertation

All students must submit a bound, 9x12 hard copy of their final thesis/dissertation to the PRTM main office. Typically students will also be required to provide their committee members with a bound, hard copy of the document as well. See chair for requirements and document specifications.

Assistantships

A. Appointment Conditions
   In order to receive an assistantship, a student must be accepted by the Graduate School and the Department. The continuation of an assistantship beyond the first semester is contingent on attaining and/or maintaining "Full Status", as defined in the Graduate School announcements and submitting satisfactory work. All students receiving department assistantships must be enrolled in PRTM 910 during the current semester.

B. Documentation of Appointment
   The requirements and conditions of assistantship appointments are specifically detailed in the letter offering the assistantship.

C. Duration of Assistantship
   1. Assistantships are only granted on a nine-month basis with extension contingent upon satisfactory performance. The major supervisor of that student's assistantship should recommend through performance reports to the Coordinator of Graduate Studies whether the assistantship should or should not be extended (see "E" below).
2. Assistantships will not normally exceed two years in the Master’s program or three years in the Ph.D. program; however, an opportunity of fourth year funding is possible. Please see guidelines in Appendix A. Extension beyond the normal time period may be recommended by the major advisor and the Coordinator of Graduate Studies and must be approved by the Department Head on a case-by-case basis after this recommendation is received.

3. To be eligible for an assistantship, a student must be enrolled in 9 hours during the fall and spring semester. Three hours must be taken each summer session to be eligible for a summer assistantship.

4. 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.

D. **Hours of Work**

   The hours of work expected of graduate assistants are detailed in the letter offering the assistantship. They may range from 10 to 30 as is shown on the following chart:

<table>
<thead>
<tr>
<th>Assistantship</th>
<th>Hours Per Week</th>
<th>Maximum Academic Hours Per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/4 time</td>
<td>10</td>
<td>15</td>
</tr>
<tr>
<td>1/2 time</td>
<td>20</td>
<td>12</td>
</tr>
<tr>
<td>3/4 time</td>
<td>28</td>
<td>12</td>
</tr>
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</table>

E. **Faculty Assignment**

   Normally the professor expected to supervise the student's course of study will also supervise the student's assistantship responsibilities. The student will typically have to report to only one supervisor. However, certain Departmental teaching and research functions may result in some variation.

F. **Hourly Employment**

   If funds are available and students are enrolled but not on assistantships, they may be employed hourly for not more than 28 hours per week by the Department. Special permission is required to hire on an hourly basis.
G. Teaching

As part of their educational experience, Ph.D. students are normally expected to be involved with teaching. For Ph.D. students desiring primary responsibility for instruction in PRTM designated courses, the following steps are typically required:

1. The student assists faculty member with course; the faculty member has primary responsibility; the purpose is for student to learn teaching skills by working along with faculty member.

2. The student assumes primary responsibility for a course; the faculty member initially responsible for the course serves as student's supervisor and has the responsibility for assisting and monitoring student's teaching activity. The faculty member has the responsibility and is expected to intervene if problems arise with the student's teaching assignment.

3. International students must pass the SPEAK Test with an acceptable score before teaching.

Note: Student teaching assignments are to be made in consultation with the Department Head, Curriculum Coordinator, Coordinator of Graduate Studies, student's major advisor, and faculty member who would normally have responsibility for the course.
DEPARTMENTAL OPERATIONS

Copy Machine

Graduate Assistants who need to do photocopying for the department or as part of their departmental work assignment may use the photocopier for this purpose. The machine is located in Room 287A. The photocopying machine is delicate, so care must be taken when operating it. If any doubt exists as to its proper usage, please ask the secretarial staff for assistance.

Because of the high volume of material that needs to be duplicated, use of the departmental copier by graduate assistants must be limited to "official business" copying. **The copy machine may not be used for personal copying.** Students who use the department copier for personal use may be dismissed from the program. This includes copying of class materials, papers, projects, theses and dissertations. Many other duplicating machines are located on campus to accommodate your 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 service is not to be used for projects, theses or dissertations **unless part of a faculty project.**

All graduate students have mailboxes in Room 287A. All incoming mail will be delivered there.

Letterhead stationery is to be used for official business only. Approval from a faculty member is required for its use.

Secretarial Services

The secretarial services of the department should be used only for departmental business related to your work assignment. Use of the support staff for your work assignments should be cleared through the faculty advisor or the head of the department.

Telephone

If a graduate student needs to make a long distance call, he or she must first get permission to use a departmental phone and then must obtain an authorization number from a faculty member approving the call. All calls should, of course, be work related.
Work Assignments

The graduate student principal work assignments are either teaching, extension, or research. In addition to these activities, there are sometimes other tasks within the department which need to be done. Student diligence in these assignments greatly facilitates the smooth operation of the department, as well as allowing involvement to a greater degree with the faculty and staff.

Desk Assignment

Each graduate student on funding will be assigned a desk and storage space 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. It is the responsibility of each student to maintain this area in an organized fashion.
Keys

Graduate students can acquire keys for admittance to Lehotsky Hall, to their office area and to the Lounge. To acquire these keys, see Amanda Emerson in the main office, Room 263. At that time a Memorandum of Agreement Regarding Issuance of Keys to Lehotsky Hall must be completed and signed. The agreement states the following:

1. Keys are the property of the State of South Carolina. They cannot be duplicated or loaned or transferred to another party. Any loss of a key must be reported immediately.

2. Upon completion of the Graduate Program in the Department of Parks, Recreation and Tourism Management (or completion of your coursework on the Clemson campus), all keys must be returned to the PRTM Office. A copy of your key agreement will be given to you to document the return of keys. Failure to return keys is ample cause to refuse clearance for graduation and will be documented in you permanent record at Clemson University.

I CERTIFY THAT I UNDERSTAND THE ABOVE REGULATIONS AND THAT I AGREE TO COMPLY WITH THESE REGULATIONS.

<table>
<thead>
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<th>Signature</th>
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Student I.D. Number

<table>
<thead>
<tr>
<th>Key #</th>
<th>AREA OF ACCESS</th>
<th>SIGNATURE</th>
<th>DATE</th>
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</table>

17
These keys are the property of the state and must be turned in before you leave the university. They cannot be duplicated and any lost keys should be reported immediately.

The campus police should be immediately notified of any suspected breach of security such as tampered locks, missing items, or the presence of strangers in the office or laboratory areas who cannot account for their presence. The faculty advisor or department head should also be informed of such occurrences, even during off-hours, should the situation seem to warrant such action.

**Ordering of Equipment or Supplies**

Whenever supplies or equipment are needed for your assigned duties, a purchase requisition should be obtained from the Accounting Office and all information filled in. This should be submitted to your faculty supervisor who will initial it and forward it to the departmental office for processing. All orders are received in the Accounting Office and verified, after which you will be notified that your order is ready to be picked up.

**Computer Resources**

A limited number of computers are available to students during regular University work hours in the research lab (265B Lehotsky). A variety of tutorials are available to students wishing to learn how to use the software available in the lab. Desktop computers are available for student use in select graduate student offices (G15, 270). A limited number of laptops are available for checkout for limited time periods from Karin Emmons.

**Other Consideration**

Each individual receiving financial aid through the Department of Parks, Recreation and Tourism Management is considered to be a representative of this Department. This consideration carries with it a certain responsibility for professional conduct. Actions or conduct, which are considered by the full-time faculty to be against the best interest of the Department, will be cause for release from your appointed position.
SOUTH CAROLINA RESIDENCE REQUIREMENTS

Domicile 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:

1. Financial independence from parents residing in another state or country during the twelve months immediately preceding;

2. 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;

3. 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;

4. Possession of a valid South Carolina voter registration card and voting in South Carolina elections;

5. Designating South Carolina as the permanent address on all academic and employment records, including pertinent military records if one is in the military;

6. Possession of a valid South Carolina driver’s license, or if a non-driver, a South Carolina identification card;

7. Possession of a valid South Carolina vehicle registration card;

8. Continuous presence in South Carolina during periods when not as a student;

9. Commitments indicating an intent to stay in South Carolina permanently;
10. 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;

11. Owning a principal residence in South Carolina;

12. Establishing an abode where one’s permanent belongings are kept within South Carolina;

13. Licensing for professional practice (if applicable) in South Carolina.
GS-2 and GS-4 forms can now be done quickly and easily using the on-line forms on the Graduate School Homepage.
APPENDIX A

Some Ph.D. students are able to complete their program of study and obtain their degree within a three year period and others are not. Our current policy guarantees funding for three years as long as students can show sufficient progress toward their degree AND successfully complete tasks associated with their departmental funding. The PRTM Graduate Committee will complete the year review of progress on an annual basis and provide written feedback to each student. Students not on funding will also provide documentation of progress as well as received written feedback to assist them with their progress toward degree.

Suggested benchmarks indicating progress are as follows:

End of year 1
- Student selects an advisor
- Complete PRTM 801 and 808
- Identify dissertation interest area and problem formulation (pre-proposal)
- Propose a presentation for a regional/state/national conference
- Present a poster or participate in a research roundtable at the HEHD Research Forum
- Identify a data set for potential use in manuscripts and classroom assignments
- Attend at least two Office of Teaching Effectiveness and Innovation (OTEI) teaching related workshops
- TA/Co-teach a course
- Attend a state, regional, national or international conference
- GS-2 filed

End of year 2
- Participate in the preparation of a grant proposal
- Attend one regional, national or international conference
- Co-author, with a faculty member, a submitted research manuscript
- Submit a presentation proposal for a national conference
- Present a poster or participate in a research roundtable at the HEHD Research Forum
- Function as teacher of record for a class or as co-instructor
- Upon assignment as a teacher of record or co-instructor, schedule two reviews of teaching, one external to the department (e.g., Linda Nilson or an exemplary teacher from another department), the other internal (a PRTM faculty member other than advisor/chair). Each reviewer will agree to provide a written review of student’s teaching.
- Be involved in a research project
- Complete all coursework on the GS 2
- Attend at least two Office of Teaching Effectiveness and Innovation (OTEI) teaching related workshops

End of year 3
- Pass comprehensive exams*
- Proposal approved by advisory committee
- Participate in a national conference presentation
- Be lead author on a submitted research manuscript
- Submit a presentation proposal for a national conference
- Present a poster or participate in a research roundtable at the HEHD Research Forum
- Participate in the preparation of a grant proposal

End of year 4
- Dissertation completed
- Successful defense of dissertation

Students seeking continued funding must successfully document that they have made sufficient progress toward their degree in addition to successfully completing tasks outlined as part of their departmental assistantship position.

The above are suggested benchmarks. Students may use other accomplishments to document progress as well.

* Timeline for PhD Student Progress Regarding Comprehensive Exams and Proposal Defense

PhD students are expected to complete the majority of their coursework prior to sitting for their comprehensive exams. 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.
APPENDIX B

The following is information from: http://www.grad.clemson.edu/Manuscript.php

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.

PhD candidates only: Complete the Survey of Earned Doctorates.
**APPENDIX C**

**Important Dates for Graduation**

This information compiled from [http://grad.clemson.edu/deadlines.php](http://grad.clemson.edu/deadlines.php)

**Students graduating in August MUST be enrolled in at least 1 credit hour during one summer session UNLESS they have completed and submitted their thesis or dissertation past the deadline for May graduation but PRIOR to the date that classes start for the next academic session (Maymester). The same rule holds true for December (fall semester) and May (spring semester) graduation as well. This date will differ each year as semester start dates change each year.**
<table>
<thead>
<tr>
<th>For those who expect to receive a graduate degree on:</th>
<th>Dec 19, 2013</th>
<th>May 9, 2014</th>
<th>Aug 8, 2014</th>
<th>Dec 18, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Day To:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit final* GS2 Form to Enrolled Services**</td>
<td>Aug 19, 2013</td>
<td>Jan 8, 2014</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>Complete diploma order online (SIS Web). Please note that you may fill out the Diploma Application only if you are planning to apply for the next graduation date. Please call 656-5339 or email Enrolled Services if you have questions.</td>
<td>Sept 10, 2013</td>
<td>Jan 29, 2014</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>Order camp, gown and hood from University Bookstore</td>
<td></td>
<td></td>
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<tr>
<td>See deadlines at:</td>
<td></td>
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<tr>
<td><a href="http://www.clemson.edu/bookstore/graduationitems.html">http://www.clemson.edu/bookstore/graduationitems.html</a></td>
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<tr>
<td>Written notification of defense is due in Enrolled Services at least 10 days prior to your defense. The information must include: Name, Program of Study, Title, Committee/Chair, Date, Time and Location. <strong>Your defense must be scheduled early enough to allow time for committee-required revisions to your thesis or dissertation before the GS7 deadline (below). Typically you should allow at least 2 weeks between your defense and the GS7 deadline.</strong></td>
<td></td>
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<td></td>
<td>Notice must be in writing for all dates (hard copy or e-mail)</td>
</tr>
<tr>
<td>Submit completed thesis or dissertation for format approval from the Manuscript Review Office. The only revisions you may make after this date are formatting revisions requested by the Manuscript Review Office.</td>
<td>Dec 6, 2013</td>
<td>April 25, 2014</td>
<td>July 25, 2014</td>
<td>Dec 4, 2014</td>
</tr>
<tr>
<td>All revisions requested by the Manuscript Review Office must be completed and approved by the Manuscript Review Office.</td>
<td>Dec 13, 2013</td>
<td>May 2, 2014</td>
<td>August 1, 2014</td>
<td>Dec 4, 2014</td>
</tr>
</tbody>
</table>

*The GS2 should be filed during the second semester of your course of study (Master’s degree) or during your second year of study (Doctoral degree). If your plan of study changes between when you file an original GS2 and the deadline date listed above, you must file an amended GS2.

**A $25 late fee will be assessed when the GS2 or GS4 form is submitted after the deadline above, and will increase at the rate of $5 per business day thereafter. Late fee payments must be made directly to the Bursar’s Office (located in Sikes Hall).**

Enrolled Services: 104-D Sikes Hall. Phone: 864-656-5339 (students whose last names begin with A-L; 864-656-5341 (students whose last names begin with M-Z)

Manuscript Review Office: E-106 Martin Hall, 864-656-5338, http://www.grad.clemson.edu/Manuscript.php, manuscriptreview-l@clemson.edu
APPENDIX D

PhD Comprehensive Examination Guidelines
Comprehensive Examinations
The purpose of the comprehensive examinations is to provide the student with an opportunity to demonstrate her/his depth and breadth of knowledge. The preparation and administration of the comprehensive examinations is the responsibility of the student’s doctoral committee with the Chair taking the lead. The comprehensive examinations will consist of both a written and oral exam. The structure of the written examination will be determined by the committee in consultation with the student. The oral exam will be taken approximately 2 to 3 weeks after the successful completion of the written exam. The comprehensive examinations (written and oral) should be taken and passed at the completion of the second year of matriculation or after the student has completed the majority of his or her coursework as well as filed their signed GS-2 form. The Graduate College requirement stipulates that the examination must occur not more than five years and at least six months prior to the date of graduation.

A. Written Exam
The subject areas of the written exam will be left to the discretion of the student’s committee but typically includes research methods and/or statistical analysis, leisure theory/philosophy, knowledge and theory in the area of specialization, and integration across the breadth of the student’s concentration area. The student must pass the written exam within two attempts.

1. Conduct of the Exam
The student’s chair will administer all 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 in either a closed-book or open-book format, or some combination of these. 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 comprehensive examination 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.

2. Grading of the Exam
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, he or she 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. A student who has failed his or her first attempt at the written exam will not be permitted to retake the exam until a minimum of six months have passed. The second exam shall be announced and conducted in the same manner as the first although questions may be limited to the sections previously failed. Failure of any portion of this 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 the Department of Parks, Recreation and Tourism Management.

B. Oral Portion
The oral exam shall focus primarily on the subject areas from the written exam, particularly any
weaknesses. 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.

1. Scheduling
The oral examination will be taken approximately 2 weeks after the successful completion of the written exam.

2. Conduct of the Exam
The chairperson for the oral exam shall be the student’s committee chair. The recommended length 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.

After passing the oral examination, the Graduate Program Coordinator sends a form to the Graduate School announcing the student can be advanced to candidacy.

The student has five calendar years after the date of the completion of the comprehensive examination to successfully complete all other degree requirements.
APPENDIX E

M.S. THESIS REVIEW PROCESS

All students completing an M.S. thesis 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.
DISSEMINATION REVIEW PROCESS

Committee Chair Review of Document
Initial Review of Document by Chair and Student Only

Approximately 10 weeks prior to last date to submit the final thesis/dissertation to the graduate school, students must submit the initial “completed” document to the Committee Chair for initial review.

Chair has 2 weeks to review the initial document.

Student will receive initial review from Committee Chair. At this time the Chair will provide guidance to the student with respect to the corrections that must be made prior to FIRST REVIEW by members of the Committee.

Initial Review by Committee Members (3 weeks)

Students must submit the document to all committee members for initial review after the chair has made the decision that the document is ready for committee reading.

Committee members have 3 weeks to review the document and to provide feedback to the student.

Second Review by Committee Members (1 week)

Students will make the revisions as suggested by committee members. Committee Chair must sign the document that the changes from the initial review have been made. Once the Committee Chair has approved the document, it will be submitted to all committee members for a second review.

The second review will be completed in one week.

Committee will provide the student with feedback on the second review process.

Student must make revisions to the document as suggested by the committee members.

Chair will review the document to determine if the revisions have been made.

Chair will communicate with each of the committee members to determine the next step (more revisions or set defense date) – A DEFENSE DATE CANNOT BE SET WITHOUT PERMISSION FROM THE COMMITTEE CHAIR.

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

Set defense date (after receiving permission from Committee Chair).

Reserve the location for the defense.

Student must post the announcements of defense date, location and time (recommended for thesis
defense, required for dissertation defense).

Student must send e-mail to all faculty and graduate students announcing the defense.

Student must notify graduate school in writing (hard copy or e-mail) 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.

*Recognizing that there will be rare occasions when there may be extenuating circumstances that warrant adjustments to the published deadlines, the Department of Parks, Recreation and Tourism Management has adopted a policy that allows a student to file a request to shorten the timeline. The request must be submitted to the Graduate Committee in writing and outline the reason(s) for the request. In addition, the request must include a letter from the Committee Chair supporting the request along with documentation of committee members’ support for an adjustment. The Graduate Committee will make the final recommendation concerning any adjustments to the timeline. All requests must be submitted through the Graduate Coordinator.*

Students should be aware that tenure track faculty on 9 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 F

Article Format Guidelines – Thesis (1 article) and Dissertation (3 article)
The article format is an alternative to the traditional thesis and dissertation formats within the Department of Parks, Recreation, and Tourism Management. The decision of which format to use is a serious consideration that students should discuss with their thesis or dissertation committee based on the type of study they wish to pursue. While the article format is much more commonly pursued for the dissertation, it is available to M.S. students with a strong rationale for utilizing this format in place of a traditional thesis.

**Components**

*Proposal*

Students will still write a traditional proposal to gain permission to begin their study. The traditional proposal encompasses three chapters – introduction, literature review, and methods.

*Final Document*

Thesis – Student’s final thesis will consist of 3 parts – an introduction, manuscript, and summary/conclusion plus all references and appendices.

Dissertation – Student’s final dissertation will consists of a minimum of 5 parts – an introduction, three manuscripts suitable for publication in a peer-reviewed journal, and a summary/conclusion plus all references and appendices. There may be instances where the data does not support the publication of three data supported journal articles in which case the student, in consultation with his/her committee, must submit no less than two manuscripts suitable for publication in a peer-reviewed journal and a third manuscript focused on publication in a non-peer reviewed publication or as a research note.

*Purpose of the Introduction and Summary/Conclusion Sections*

Introduction – The introduction describes the broad research question/topic being investigated and presents the over-arching goal of the study as well as the specific objectives of each individual study report (manuscript). The introduction functions to weave the manuscripts together and describes their “collective meaning” and “combined contribution” to the field and provides the reader with a comprehensive literature review. Without the introduction, the format would read as a “pile of articles” – related but not linked.

Conclusion/Summary – The conclusion ties everything together and focuses on helping the reader see how the manuscripts make a contribution to a particular field. The conclusion chapter may present/discuss future research not visible when manuscripts are read individually.
APPENDIX G

ACADEMIC INTEGRITY POLICY
Policy:
Violations of the principles outlined in the graduate philosophy on academic integrity will be pursued to the fullest extent according to the procedures outlined below. Violations of academic integrity include violations in coursework, research[1], independent projects, practica, internships, comprehensive and qualifying exams, theses and dissertations and other publications[2] or works submitted as requirements for receipt of a degree. Non-degree seeking students may also be charged with violations of academic integrity.

This policy broadly defines and provides examples of violations of academic integrity, categorizes the seriousness of violations into four levels and establishes guidelines for discerning appropriate sanctions for each. As there is no way to identify within the policy all of the possible violations of academic integrity, the policy and ensuing procedures are intended as a general guide for faculty in all colleges to enable consistent, reasonable and fair judgments of graduate student actions incongruous with the fundamental values and general philosophy described above. It further describes the steps to be followed by faculty bringing charges against graduate students for violations of academic integrity.

The authority to resolve cases of violations of academic integrity by enrolled graduate students is vested in the Graduate Academic Integrity Committee.

The entire policy can be found at:
http://gradspace.editme.com/academicgrievancepolicyandprocedures#integritypol
Tips

The following tips are respectfully submitted by past and present PRTM Graduate Students.

Important things to remember…

Classes

- Use 811 (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 910 (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 801 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.

- Take an SPSS primer class prior to Dr. Moore’s PSYCH stats classes to become familiar with SPSS functions.

- Participation in the secondary data analysis club recommended.
Communication and Computers

- Check your e-mail. Even if you don’t give your address to anyone, financial aid, the PRTM Department, and other university organizations send out information regularly.
- If you set-up an internet account for traveling or between semesters, Yahoo allows 6 Megs of free space, which is a lot! And allows you to check your Clemson account (Hotmail does also, but only 2 Megs of space.) You can also go to the Clemson DCIT homepage and forward your Clemson account anywhere.
- Always scan your computer disks 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. Look for the virus-scan icon on the lower right corner of the computer screen.

Life stuff

- 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 ($0.05 instead of $0.10), 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.

Office Staff

- The members in the office are GREAT! They are very patient and helpful, but they are also very busy. It is best to go ask other grad students how to do something and then ask the office for help if needed. They always appreciate it if you ask them to teach you how to do something (so you can do it yourself next time) as opposed to asking them to do it. 99% of the time it is inappropriate to ask them to do something anyway…if it has to do with your assistantship or teaching, then yes…otherwise no
- The copier is for University stuff only.
- If you need supplies for your assistantship responsibilities, ask your supervising professor to show you how to order things through the business office. Plan ahead…it can take a few days!

University Policies

- Pay parking tickets early. If you pay within 15 days, the fine is reduced by half. Also, try not
to get them because after the third one they are $50.00 each! The bus is quick and efficient…and the walk from the fire station to Lehotsky is only 15 minutes if you miss the bus. If you have a guest on campus, you can go to the visitor center and get a parking pass for the day.

- Be aware of the requirements (and deadlines) for your GS2 form. Not all of the classes that you take must be listed here, but there are requirements for the number of hours taken at the 700 and 800 levels. Look in the departmental guidebook.

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.
- Pick the chair first, and be aware of who he/she does and does 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!
- Give chapters to your committee members (not just your chair) ahead of time to get their feedback before zero hour. If you need feedback on your methodology chapters (especially for qualitative research), give them to your methodology guru for input.
- 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 seminar 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 not a big deal, but you’ll need to do it ahead of time since the IRB committee does not meet very often. Call IRB office at 656-0636 with any questions. They can also e-mail you the form so that you can complete it on the computer.
- Our department has the equipment to produce slides and posters for your presentations if you prepare them in advance.
- There is a book available in the bookstore that contains format guidelines for theses and dissertations. It costs about $7.00 and is worth every penny. It provides specific details about margins, fonts, spacing, and everything else that is specifically regulated. It is also available on the web.
- When you give your thesis to your committee prior to your defense, take an extra copy to Jamie Boggs (656-5338) in E-106 Martin Hall for her initial review. This copy should be on regular paper (not the heavy, expensive stuff that you’ll make your final copies on). She will give this copy back after review with any necessary format changes. After you make these changes and the ones required by your committee, you will need to resubmit a final copy to her. Once again,
this should be on regular paper. The earlier you can get this in, the better. She gets swamped as deadlines approach.

- All the deadlines for the various forms are listed on the Graduate School homepage.

- **For editing services for a thesis or dissertation, contact Barbara Ramirez, Director of the Class of 1941 Studio for Student Communication – [bjram@clemson.edu](mailto:bjram@clemson.edu) or 864-656-0751.**

**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!

Revised Sept 2013