Clemson Teaching Guide (2018-19)

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1. INTRODUCTION: EXECUTIVE VICE PRESIDENT AND PROVOST
Welcome to the Clemson family! I am delighted that you have chosen to join us. At Clemson you will find world class colleagues and students, and a spirited and cohesive academic community working together to fulfill the University’s strategic plan ClemsonFORWARD. The strategic plan is grounded in Clemson’s historic strengths in teaching, scholarship and engagement, and focuses us all on the future and the opportunities for South Carolina, the nation and the world in the 21st Century. The plan aims to ensure that Clemson fulfills its core mission, honors its land grant university legacy, and consistently ranks among the nation’s top 20 public universities and Carnegie tier-one research institutions. Instructional excellence is one of the most critical elements of fulfilling this vision. One of our main goals is to enrich student knowledge and understanding as well as prepare an educated workforce. We generate employment and output and contribute to the growth of our area (and beyond) as our students move into the workplace.

Thank you for your engagement with OTEI, Clemson’s Office of Teaching Effectiveness and Innovation. Your participation in the New Faculty Teaching Conference and future OTEI offerings prepares you to do your part to take our University, state, and region forward. We look forward to getting to know you better and positioning you to play an intricate part in the ClemsonFORWARD plan.

The Executive Vice President of Academic Affairs and the Provost is the chief academic officer of the University and acts on behalf of the president in his absence. Information on faculty affairs, ClemsonFORWARD, and academic calendar can be found at https://www.clemson.edu/provost/.

2. FACULTY SENATE
The Clemson Faculty Senate https://www.clemson.edu/faculty-staff/faculty-senate/ serves as the official representative body of the faculty and the link between faculty and administration. The senate reviews and recommends policies and procedures, which are then compiled in the Faculty Manual https://www.clemson.edu/faculty-staff/faculty-senate/manual.html. For over fifty years, the Faculty Senate has participated in a variety of initiatives to improve the status of the faculty of Clemson University. The Senate is currently led by Dr. Jan Holmevik, the 2018-2019 senate president.

3. REGISTRAR
The Registrar is located in Sikes Hall, with registrar services in Martin Hall. The Registrar’s home page https://www.registrar.clemson.edu/ will assist you with links to the catalog and information on the academic calendar. The faculty landing page https://www.registrar.clemson.edu/html/indexFaculty.htm contains an index to helpful pages, including instructions for using iROAR, Clemson’s student information system.
4. INSTITUTIONAL RESEARCH AND EFFECTIVENESS

4.1. SYLLABUS REPOSITORY
Clemson’s Syllabus Repository https://syllabus.app.clemson.edu/repository/ supports public access to all files across a five year history, file deposits by faculty members, file downloads by students, academic department management of files and central management of the application. Click the appropriate Logon button to return to the Syllabus Repository. If you do not have access to the interface required for your role, please contact Institutional Research https://www.clemson.edu/institutional-effectiveness/oir/. Faculty are required to upload syllabi for each semester.

4.2. STUDENT ASSESSMENT OF FACULTY
Clemson uses a web-based course evaluation program that was developed in-house. The following is a brief introduction.

Access the system:

- Via Canvas After a course is selected, choose “Course Evaluation”. If “Course Evaluation” is not shown, select go to HELP, check in “Clemson Resources”, and click on “Course Evaluation”.
- Via direct links:
  - For Faculty: https://www.clemson.edu/course_eval/index.php?it=i
  - For Students: https://www.clemson.edu/course_eval/index.php?it=s

Set up:
Clemson’s default question set is 21 questions, and your department may have a question set with additional questions. If you wish to set up evaluations using the default schedule, log in to the course evaluation system and choose the menu item “Set Automation Rules” and then choose “Add Default End of Term Automation Rule”. Check the “Review Activation Schedules” under the menu to make sure the set-up is shown. This default set-up will apply to all future terms.

Advice:

- Check settings early in a semester before the mid-term
- Make changes to evaluation questions early in a semester
- Release the evaluations on time. The default schedule is the final three weeks of the term.
- Encourage your students to complete the course evaluation. Past practice has shown that having students complete course evaluations during a class session increases response rate.

Resources:

Instructions: https://www.clemson.edu/institutional-effectiveness/oir/resources/student_assessment.html
5. TECHNOLOGY RESOURCES

5.1. CCIT

Usernames and Passwords

An employee Username is automatically generated when appointment transactions for employees are posted in the University HR/payroll system (CUBS). As a new employee, you should be notified of your username by your supervisor or you can find it by looking it up in the university directory at my.clemson.edu. By default, your initial password is set to the last five digits of your social security number and should be reset by following the process during the first login to your account.

Two-factor Authentication (Duo)

Clemson University has implemented two-factor authentication for various campus systems including HR Peoplesoft, iROAR, Canvas and many others. Two-factor authentication (2FA, for short) asks individuals for a secondary confirmation of their identity at log in using a physical device in their possession utilizing the Duo Security mobile app. Be sure to setup your 2FA account at 2fa.clemson.edu.

Email

Clemson University’s primary email system for employee communications is Microsoft Exchange. You can access Exchange through a local client (Outlook, Apple Mail, etc.) on your device or through the web at https://office365.clemson.edu.

Google Mail (G Suite) is the primary email system for students and offered as an alternative for employees. G Suite accounts can be setup from the Clemson Email forwarding page (clemson.edu/email forwarding). While setup instructions are available at ccit.clemson.edu, the Service Desk and your local IT support personnel are happy to assist with email setup.

Getting Help from IT

When you have an IT problem or question, CCIT is here to help! IT Services are provided through both the CCIT Service Desk and your local IT support group. A help ticket can be submitted by emailing ithelp@clemson.edu, calling/texting 864-656-3494 or visiting the CCIT website. The CCIT Service Desk will work around the clock to address your issue as quickly as possible. If required, your request will be routed to a local support group dedicated to your college or department. More information on local support is available at ccit.clemson.edu/support/faculty-staff/tech-support-program.
Classroom Technology

CCIT provides full audio-visual training and support for over 170 central classrooms throughout campus. Central classrooms have a standard set of equipment including a projector with VGA, HDMI and wireless capabilities. While some rooms provide only a laptop connection point, many classrooms are equipped with a desktop computer. Classrooms with advanced media technology are available for distance education courses or for courses with a lecture capture requirement. More information is available at ccit.clemson.edu/support.

Employee Printing

Most departments have network printers available for faculty and staff use. These printers can be accessed by using iPrint, a client-side application that allows faculty, staff, and students to install software for campus printers. When you get a new computer that has been setup by our department the iPrint client is already installed and ready for your use. To install any network printer, visit the iPrint website at iprint.clemson.edu.

Software

CCIT has a wide range of software available at no charge for faculty to download and use. General desktop software such as Microsoft Office/Office 365 and Adobe Creative Cloud are available along with discipline specific software and much more. For further information or to download our most common titles, visit download.clemson.edu.

Research Computing

Clemson has a world-class high performance and data-intensive computing environment known as Palmetto for faculty and students to use in their research and education pursuits. Assistance through CCIT’s CITI organization can help you best take advantage of these resources through one-on-one consultations and training programs. For more information on Palmetto and CITI, visit citi.clemson.edu.

Wireless (eduroam)

Eduroam (Education Roaming) is the primary secure wireless network available to faculty, staff and students. Eduroam is available at all Clemson sites and allows connection to the Internet at other colleges and universities using Eduroam. Reminder: When prompted to log into Eduroam, your username is your full clemson.edu email address (i.e. username@clemson.edu).

Additional networks called ‘clemsonguest’ and ‘resmedianet’ are also broadcast throughout campus. Clemsonguest is available only to non-Clemson users and has limited access to Clemson systems and resources. Resmedianet is available for connection of devices that are not compatible with eduroam, such as media devices (Roku, AppleTV, etc).

Wired Network

Network connections in your office and throughout campus should be connected and available for use. The first time you connect a device to the network, you will need to complete the Network Registration (Netreg)
process. When you first open a web browser, the network registration webpage will display and allow registration of the computer or network device. You can manage your network devices at netreg.clemson.edu.

**iROAR (Banner)**

iROAR is Clemson’s Student Information System. iROAR is used for course registration, room scheduling, grades, financial aid, student billing, unofficial transcripts, degree audits and much more. These functions can be accessed at iroar.clemson.edu.

**Training**

CCIT offers a wide variety of in-person and online training. CCIT can provide one-on-one or custom training for software and research computing. To request one-on-one or custom training, send an email to ITHelp@clemson.edu and include the type of training or service you need. Free instructor-led training classes are also available throughout the year. Additionally, the Skillport online platform provides in-depth courseware and a set of online books at clemson.skillport.com.

### 5.2. ONLINE PROGRAMS

Clemson Online guides faculty in the development and delivery of online and blended programs and courses. If you are interested in building a course or program, Clemson Online can ensure that you are given the support from our team, providing resources and guidance for every step of the process.

Clemson Online also provides information and resources for the following:

- Canvas learning management system (LMS)
- Web conferencing
- Assessment solutions
- Instructional video tools

Visit [www.clemson.edu/online](http://www.clemson.edu/online) for more information about our services and support.

### 5.3. CANVAS SUPPORT

Canvas is the university’s learning management system (LMS). Whether you are teaching a face-to-face, hybrid, or online course, you will have a Canvas course in order to create content, share resources, and communicate with your students.

If you are new to Canvas, it is highly recommended that you enroll in the self-paced Getting Started with Canvas course [https://clemson.instructure.com/courses/6225](https://clemson.instructure.com/courses/6225).

Canvas, as well as training information and resources, can be accessed by visiting [www.clemson.edu/canvas](http://www.clemson.edu/canvas)

Need help with Canvas? Click Help within Canvas to see support options including 24/7 live chat with Canvas support staff or contacting ITHelp@clemson.edu.
5.4. TEACHING WITH TECHNOLOGY
There are a variety of tools available to you as an instructor that enable you to leverage the latest technology in your classroom.

Clemson Computing and Information Technology (CCIT) and Clemson Online host training sessions or can provide on demand support for a number of technologies. You can also find supported tools on the respective websites for CCIT [https://ccit.clemson.edu/services/teaching-learning/] and Clemson Online.

Contact your department for local CCIT support options, or submit a request to ITHELP@clemson.edu

6. OFFICE OF TEACHING EFFECTIVENESS AND INNOVATION
The Office of Teaching Effectiveness and Innovation (OTEI) serves all at Clemson who teach. OTEI focuses on supporting teaching excellence to positively influence student outcomes. OTEI provides individual instructors, departments, and colleges with evidence-based training and resources needed to implement successful teaching methods and create new courses and strategies through engaged, collaborative learning communities. OTEI is located on the second floor of the Watt Family Innovation Center and online at [https://www.clemson.edu/otei/]
Check out our events, programs, and services!

7. UNDERGRADUATE STUDIES DIVISION
7.1. ACADEMIC INTEGRITY
Instructors that suspect academic dishonesty in their undergraduate classes must follow the university policy. Instructors may not penalize an undergraduate student for dishonesty without due process. For the full policy, refer to the Academic Regulations section of the online undergraduate catalog.

- For plagiarism or inappropriate collaboration outside of the classroom, instructors can use the Plagiarism Resolution Form available at the link below. Instructors will meet with students and agree on a penalty.
- Instructors unwilling or unable to meet with students to discuss plagiarism can fill out paperwork in Vickery Hall; call the number below to schedule a short appointment.
- Infractions other than plagiarism must be discussed with the Associate Dean of Undergraduate Studies; charges can be filed during a short appointment (call the number below).
- Best practices for deterring dishonesty can be found here: [https://www.clemson.edu/academics/integrity/documents/cheat-sheet.pdf]

For information on all of the above, access [https://www.clemson.edu/academics/integrity/index.html]

For consultation or to request an appointment, contact Undergraduate Studies at 656-3022.
7.2. GENERAL EDUCATION
As part of Clemson University’s accreditation by SACSCOC (Southern Association of Colleges and Schools Commission on Colleges), we deliver a General Education curriculum for all undergraduate students. Regardless of their majors, all Clemson undergraduate students take courses to meet common learning competencies.

Current General Education

The current General Education curriculum requirements and lists of courses can be found in the 2018-2019 Undergraduate Catalog.

If you are teaching a course that counts as a General Education requirement, that course has been previously approved as meeting one or more of the General Education competencies as listed in the Undergraduate Catalog.

- You are asked to include the General Education competency/ies in your course syllabus, a requirement reiterated in the Undergraduate Class Regulations document sent out by Dean of Undergraduate Studies - Dr. John Griffin – each semester. (Links can be found on the Undergraduate Studies Faculty page.)
- You might also be asked to submit some samples of student work from your course as part of the General Education assessment plan.

General Education Re-Envisioning

Just as our students evolve over time, so should our curriculum! The ClemsonForward strategic plan outlines the re-envisioning of General Education as a core strategy for continuous improvement. All faculty, regardless of rank or whether they teach current General Education courses, are invited to be part of the discussions on curricular revision.

During the 2017-2018 academic year, a General Education Task Force led faculty forums on this topic, culminating in a white paper that reflects the discussion. Over the next two to three years, faculty will continue to shape a new and revised curriculum. Please watch both the General Education Re-Envisioning webpage and the OTEI Events webpage for information on how to engage.

Questions, comments, and concerns can be directed to Associate Dean Dr. Bridget Trogden (Trogden@Clemson.edu).

8. GRADUATE SCHOOL

8.1. ACADEMIC INTEGRITY
Violations of academic integrity at the graduate level include violations in coursework, research, independent projects, practica, internships, comprehensive and qualifying exams, theses and dissertations and other publications or works submitted as requirements for receipt of a graduate degree. General categories of violations include, but are not limited to, instances of cheating, fabricating/falsifying information, facilitating
violations of academic integrity, failing to cite contributors, plagiarizing, or thwarting the progress of others. The process for reviewing and applying sanctions in cases of academic integrity violations depends on the seriousness of the incident as well as the student’s role.

The Graduate School policy categorizes academic integrity violations into four levels depending on the nature of the occurrence. Level One and Level Two violations are handled at the department level with the results communicated to the Graduate School. Level Three and Level Four cases involve a hearing with the university Academic Integrity Committee. The established process, levels of violations, and recommended sanctions are specified in the Graduate School Policies and Procedures Manual:
https://www.clemson.edu/graduate/students/policies-procedures/index.html.

For information about the graduate academic integrity policy or to consult about any specific incidents, contact the Graduate School at 656-5202.

8.2. GRADUATE STUDENT PROFESSIONAL DEVELOPMENT

A vital element to ClemsonForward’s academic core, Clemson University is advancing its commitment to graduate education and the graduate student experience. GRAD 360° https://grad360.sites.clemson.edu/ is Clemson University’s comprehensive model of professional development for graduate students and postdoctoral scholars. Designed to support the unique academic, personal, and professional needs of approximately 5,000 graduate students and 100 postdoctoral scholars on the main campus, at innovation sites across the state of South Carolina, and online in their pursuit of diverse career pathways, GRAD 360° will provide trainees with a structured way to develop and track their proficiency across the transferrable skill areas known as “The Tiger 9.” Each trainee’s development program can be tailored to meet their unique needs and interests. Trainees will be able to:

- Identify their interests, skills, and values throughout their Clemson experience;
- Engage their advisors in holistic advising and mentoring;
- Acquire and develop specific skills necessary for postgraduate professional practice; and
- Track their transformation by recording their experience in an online portfolio.”

GRAD 360°’s Tiger 9 https://grad360.sites.clemson.edu/t9.php framework addresses many skills directly related to teaching excellence, not only within the “Teaching and Learning” focus area, but also within “Teamwork and Collaboration,” “Leadership and Management,” “Professionalism and Ethics,” and “Oral, Written and Intercultural Communication” focus areas.

For more information about GRAD 360°, please contact Dr. Tia N. Dumas, Assistant Dean for Professional Development and Inclusive Excellence in the Graduate School (tdumas@clemson.edu) or send a message to GRAD 360° at grad360@clemson.edu.
9. STUDENT ACCESSIBILITY SERVICES

Aligned with Clemson University’s commitment to diversity, we envision a welcoming campus that is readily usable and accessible by students with varied characteristics, strengths, and challenges. To that end, we strive to provide access that is proactive, sustainable, equitable, and inclusive to the widest population possible.

We work with students, faculty and staff to ensure that all students at Clemson have equivalent access to campus curricula, facilities, services, and resources through universal design, accommodations, and creative solutions.

Clemson recognizes a student with a disability as anyone who has a physical or mental impairment that substantially limits one or more major life activity. SAS coordinates the provision of reasonable accommodations for students with disabilities and students experiencing barriers due to inaccessibility. All reasonable accommodations are individualized, flexible and confidential based on the nature of the disability.

For answers to frequently asked questions, see https://www.clemson.edu/academics/studentaccess/faq.html

10. OFFICE OF GLOBAL ENGAGEMENT

Clemson University’s Office of Global Engagement https://www.clemson.edu/administration/global-engagement/ supports a globally engaged community working with partners around the world and hosting international students, researchers and collaborators here in our classrooms, labs and research facilities. Our three constituent offices are Global Partnerships & Initiatives, International Services and Study Abroad. We work with faculty members and departments to develop study abroad programs and to establish partnerships with overseas institutions and organizations, to provide visa and immigration services to the many international students and visitors on our campuses and to enhance overall campus internationalization.

10.1. GLOBAL LEARNING COMPETENCY

Global Learning—bring the world into your classroom, prepare globally competent graduates.

Clemson has elevated global engagement to a strategic priority and provides a broad range of opportunities for our students to acquire global learning through the exploration of other places and interactions with peers around the world. In addition to the traditional study abroad programs, Clemson now offers students 21st century options for global engagement – including internships, co-ops, research and service with our partners around the world, as well as virtual exchanges that bring global perspective into our classes on campus. The Office of Global Engagement can help you integrate global learning into your courses, find partners for virtual exchange, plan a study abroad opportunity or even find opportunities for you to teach/learn abroad over the summer.

Learn about Clemson’s Global Competency Outcomes at https://www.clemson.edu/administration/global-engagement/documents/globalcompetencyoutcomes.pdf

Plan to attend our next Global Learning Institute for Faculty Feb 15-16, 2019.
Learn more about study abroad program design and options at http://www.clemson.edu/studyabroad/faculty.html

11. LIBRARY

University Libraries

Do your students need library sources but don't know where to start? Are you asking them to search for a book, article, or data to support their argument? Not sure whether they know how to cite a source properly in their bibliography? Tell them to ask a librarian!

Research help is available in person at the Reference Desk, by phone at 864-656-1557, they can even text a librarian at 864-762-4884 or chat with us live via the Library's website. Check the Library's Ask Us page for details. (https://libraries.clemson.edu/ask/)

Extended assistance by appointment is also available with librarians who specialize in subject areas. A list of librarians and their areas of expertise are listed on this page: https://libraries.clemson.edu/research/subject-librarians/.

Also, if you have items that you would like to place on reserve for your students either online or in print, the library can help you with this and students can find resources right from Canvas under the "Library Resources" tab.

11.1. OPEN EDUCATIONAL RESOURCES

Find information about open educational resources at http://clemson.libguides.com/open

11.2. ADOBE CENTER

The Adobe Digital Studio is located on the 5th floor of Cooper Library. You can download Adobe Creative Cloud here: https://ccit.clemson.edu/training/adobe-creative-cloud/

12. CLEMSON THINKS2

One of the most important benefits that a university education affords students is the ability to think critically. While most teachers claim to teach critical thinking, and while many do, few can articulate precisely how it happens. Clemson Thinks2, Clemson University's Quality Enhancement Plan (QEP), is an ambitious experiment in critical thinking that aspires to transform student learning and faculty teaching across the curriculum and in the disciplines. The foundation of this effort is a series of critical thinking (CT2) Seminars, a cohort of CT2 Faculty Scholars, a faculty development program (the Clemson Thinks2 Faculty Institute), a rigorous assessment plan, and a scholarly research program. Now in our sixth year, 175 faculty members have completed the Clemson Thinks2 Faculty Institute. We offered 132 CT2 classes in 36 disciplines in the 2017-18 academic year ranging from freshman to graduate level courses. Please contact us at 864-656-0868 or knox2@clemson.edu for further information.
13. ETS: EDUCATIONAL TESTING SERVICE

The ETS Proficiency Profile, administered by the Clemson Thinks2 program, is a nationally-normed test that measures student skills in: critical thinking, mathematics, communication (reading and writing), and proficiency in social sciences, natural sciences, and humanities. Clemson has administered this test to freshmen and seniors for the past ten years. We have tested all incoming freshmen with the Proficiency Profile since Fall 2011. We also try to test at least 1/3 of the senior class. If you teach a senior-level (4000) class, please consider letting us test your class. We will provide the results from your class to you and your department as well as the overall University and the nationwide scores. The data from this test will be a valuable source of evidence for departmental assessment and for specialized accreditation needs (such as ABET, CCNE, AACSB, CAEP etc.*). The data we obtain from this test has been instrumental in the improvement and augmentation of all undergraduate education, not just general education.

We are at an exciting point now that we can test the same students as seniors that we tested as freshmen and do a longitudinal tracking of individual student progress! This will give us deep insights into the curriculum and student experience that we have never had before. The test takes 40 minutes and another 10 for handing out and collecting tests, instructions etc. - so it will fill a 50-minute class period. If you can spare a class period it will be much appreciated. We will package the tests, pencils, and instructions and bring them over to your department. The test may be administered any time you like during the semester and I will then come and collect them. If you prefer, we will come and administer the test. If you are planning to be away for a class session, rather than cancel class we can come over and administer the test. Please contact us at 864-656-0868 or knox2@clemson.edu for further information.

14. WATT FAMILY INNOVATION CENTER

The mission of the Watt Family Innovation Center is to provide an environment where collaborations among students, faculty and leaders from industry and government agencies can generate ideas and solve problems.

The Watt Center offers state-of-the-art information technology, audio-visual resources, and special facilities to enable Clemson faculty and students – from all academic disciplines – to accomplish forward-thinking, innovative research and teaching. The Watt Center especially welcomes multidisciplinary and collaborative activities.

Clemson faculty members and students may reserve space in the Watt Center for classes, projects and events. External entities may also use Watt Center spaces. See the navigation menu on the Watt Center home page to submit requests for space usage. Watt Center facilities include:

- Classrooms and small project rooms equipped with high-resolution, touchscreen monitors, including 3D video walls, monitors, and 3D glasses
- Web and videoconferencing capabilities
- Communications studios for use in recording lectures
• Events spaces including: the Watt Center atrium; a 187-seat auditorium with a 32’x9’ high-resolution touch screen; and a rooftop terrace
• A student Makerspace that offers all students access to 3D printers, laser cutters, CNC mills and other equipment for student projects https://www.cumaker.space/
• A Virtual Reality Immersive Space that assists students, faculty and researchers to develop virtual and augmented reality experiences http://vrclub.people.clemson.edu/index.html

The Watt Center is the administrative home to the campus-wide Creative Inquiry / Undergraduate Research program that offers team-based research experiences to students in all disciplines.

Visit the Watt online: www.clemson.edu/watt

Selected Contacts (see all others at  www.clemson.edu/watt/contacts )

Dr. Barbara Speziale, Associate Director for Academic Affairs
bjspz@clemson.edu  656-1550

Brittany Stephenson, Administrative Coordinator (for classroom reservations)
Bsteph2@clemson.edu  656-9408

Tullen Burns, Events Coordinator
tullen@clemson.edu  656-2411

Cora Allard-Keese, Creative Inquiry Associate Director
callara@clemson.edu  656-0721

14.1.  CREATIVE INQUIRY PROGRAM

Creative Inquiry (CI) is Clemson’s campus-wide program for engaging undergraduate student in research. CI enlists members of the Clemson faculty - in all disciplines - to mentor undergraduates in team-based research projects that may arise through the faculty member’s own research, community needs, and/or student interests. Characteristics that distinguish Creative Inquiry include:

• CI is open to undergraduate students in all disciplines, at all academic levels
• Faculty mentors work with small teams of students on projects through multiple semesters
• CI projects are embedded in for-credit courses. Each department has one or more courses specifically for CI.
• Projects may be contained within a discipline or multidisciplinary
• Projects may address real-world issues as well as academic topics
• Projects may incorporate service-learning, international studies, and/or entrepreneurship – if there is a defined research problem and measurable research outcomes
• CI projects may receive small amounts of funding to support supplies and travel needed for the project. Creative Inquiry projects are supported by institutional funds, private donations, and corporate support.

To initiate a CI project, faculty members must apply for project recognition through the CI website www.clemson.edu/ci. Click on the Faculty/staff box, click on ‘Submit your project proposal’, then follow the links to open a ‘New project.’ Complete the fill-in forms and submit. A guide to the application process is found at: http://ci.clemson.edu/tour/.

The CI office will review your proposal and respond to you via email. The forms will ask you for the course and section in which you plan to offer your CI project. Please discuss this with your department chair in advance.

For more information about Creative Inquiry, visit the CI website www.clemson.edu/ci or contact:

Cora Allard-Keese, CI Associate Director
callara@clemson.edu 656-0721

Dr. Barbara Speziale, CI Director and Watt Family Innovation Center Associate Director
bjspz@clemson.edu 656-1550

15. RUTLAND INSTITUTE FOR ETHICS
The Rutland Institute for Ethics (RIE) https://ethics.sites.clemson.edu/ serves the greater communiversity by supporting and providing ethics education to undergraduate and graduate students alike. Whether through the use of its own adopted decision-making model or other noteworthy ethical decision-making models, the institute seeks to promote the idea that ethical dilemmas can and should be addressed using solid decision-making skills that can lead to successful outcomes.

Since its inception in 2000, the Institute has provided training in ethical decision-making to students, faculty, and businesses. The Institute continues to fulfill its mission by expanding its sphere of influence in several ways including an annual regional high school ethics case competition, an annual ethics day event designed to highlight ethical decision-making in the disciplines, and periodic brown bag sessions for both students and faculty members. Need a classroom speaker on ethics in your discipline? Feel free to contact Bill McCoy (wmccoy@clemson.edu), Director of the Rutland Institute for Ethics, for potential speakers.

16. PEARCE CENTER FOR COMMUNICATIONS
Rooted in the belief that all students should have an opportunity to become effective communicators in their chosen disciplines, the Pearce Center for Professional Communication has been supporting students and faculty in professional communication since 1989. Through state of the art technology and collaborative workspaces in its Class of 1941 Studio for Student Communication, the Pearce Center provides students with experiences in
oral, visual, and digital communication, and supports faculty-led research projects. Specific student programs include competitive Pearce Center internships and professional development opportunities for selected Graduate Writing Teaching Assistants. For more information, contact Pearce Director, Cameron Bushnell at cbushne@clemson.edu or see our website: https://pearce.caah.clemson.edu/.

17. ACADEMIC SUCCESS CENTER

Located in the heart of Clemson’s campus adjacent to Cooper Library and the Watt Family Innovation Center, the Academic Success Center (ASC) https://www.clemson.edu/asc/ offers a variety of free services for all undergraduate students including:

- Tutoring
- Peer-assisted learning
- Academic coaching
- Learning strategies consulting
- Success strategy workshops
- College success skills course for students experiencing academic difficulty
- Academic advising for students who have not yet declared a major and former students reenrolling

ASC services are designed to equip students with strategies and resources they can use to:

- Succeed in difficult courses
- Become a more confident and independent learner
- Engage in more productive and effective study and learning behaviors
- Manage their time more effectively
- Reduce their test anxiety
- Explore and determine their major
- Return to good academic standing
- Achieve their goal of earning a Clemson University degree

We celebrate diversity in abilities, identities, and perspectives and invite Clemson students, faculty, and staff from all walks of life to participate in our programs, services, and employment. We believe that engaging with a variety of ideas and viewpoints results in deeper and more meaningful learning and creates the conditions for our students to thrive. We seek to be an active partner with Clemson students, faculty, and staff in creating an inclusive campus environment in which mutual respect and support are demonstrated for all members of our campus community.

Please encourage your students to stop by and visit us. We welcome your feedback for how we can best serve your students.
17.1. TUTORING SERVICES
An overview of tutoring at Clemson, as well as links to other resources such as PALS: peer assisted learning, is located here: https://www.clemson.edu/asc/courses/tutoring/index.html

18. MICHELIN CAREER CENTER
The Michelin® Career Center, in the Center for Career and Professional Development https://career.sites.clemson.edu/michelin_career_center/, assists undergraduate and graduate students in selecting appropriate fields of study, learning effective job searching strategies, and making connections with employers. Career counselors are available to meet with students to explore career or educational options, develop résumés and cover letters, hone interviewing techniques, conduct searches for internships and full-time jobs, and ready themselves for interviewing with employers. In addition, students may utilize ClemsonJobLink, the Career Center’s on-line recruiting system, to view part-time jobs, internships, and full-time job postings and to sign up for on-campus interviews.

Experiential learning opportunities are designed to challenge students to be active and intentional learners. The goal is for students to transfer their knowledge and experiences from the classroom and apply them in the workplace. The Center’s Internship Program brings together students and employers to facilitate academically enriching and mutually beneficial work experiences. This program offers on-campus, off-campus and international internship options. Students may participate in either part-time or full-time internships. The Center’s goal is to endow students with the skills and tools to find part-time jobs and internships while in school, as well as full-time jobs following graduation.

More than 6,000 employers use the Center to connect with students through job postings, on campus interviews, information sessions and career events via our on-line recruiting system ClemsonJobLink. The Center hosts a number of events throughout the year to further connect students and employers, including an all-majors career fair each spring and fall, and several fairs for specific fields such as education and construction. Other information can be obtained from the Career Center’s website at career.clemson.edu or by calling 864-656-6000.

18.1. CORE CAREER COMPETENCIES
Clemson University aims to empower students to achieve their educational and professional goals. In coordination with faculty, staff, employers, and alumni and grounded in research, the Center for Career and Professional Development identified and outlined proficiency levels for nine competencies students need to develop and articulate to potential employers and graduate/professional schools. In the spirit of the growth mindset, students have the ability to develop in all nine areas through experiences inside and outside of the classroom and continue to build these competencies after graduation with lifelong learning.

To be successful in life after Clemson, undergraduate and graduate students will need to polish skills they already have, develop skills they don’t, and apply them in a variety of settings. Faculty and staff already help undergraduate and graduate students develop the competencies employers and graduate/professional schools
seek. By using a common framework to help students realize the competencies they are developing, how to articulate them, and how to continue developing them will better prepare students to meet the demands of an evolving world and – UNLEASH THEIR INNER TIGER.

Top 5 Ways We Can Partner With You to Support Students

1. Encourage students to visit us and use the resources, programs and services throughout their time at Clemson.

2. Help students see the connection between what you’re teaching them and the competencies they’ll need for employment and/or continuing their education.

3. Invite us to speak to your students on topics such as writing resumes, applying to internships/jobs, and interviewing. We can also help students articulate these competencies on resumes and during interviews. https://tinyurl.com/CCPDworkshop.

4. Encourage your students to follow us on social media for postings and career and competency related content, articles, and videos.

5. Know of an employer who would like to recruit at Clemson? Email our Director of Employer Relations (Deb Herman – dherman@clemson.edu).

19. STUDENT HEALTH AND WELLNESS RESOURCES

Student Health Services https://www.clemson.edu/campus-life/student-health/, locally known as “Redfern” Health after the building, strengthens Clemson University by providing quality medical and mental health care,
public health leadership, and initiatives that enhance the academic success of our students and promote health, safety and well-being of the campus community. Student Health Services strives to be an innovative health care system providing integrated quality services that are responsive to the needs of the University community. Currently only 17 student health centers in the United States are accredited by The Joint Commission https://www.jointcommission.org/, and Student Health Services is the only The Joint Commission-accredited center in South Carolina, a gold standard for health care accreditation.


19.1. CAPS: COUNSELING AND PSYCHOLOGICAL SERVICES
Counseling and Psychological Services (CAPS) https://www.clemson.edu/campus-life/student-health/caps/services-and-programs/index.html, the mental health department of Student Health Services, offers a wide array of services along a continuum of intensity for various psychological issues. You are encouraged to be an active participant in your medical and mental health care. Which service is the optimal treatment for you hinges your Individual Assessment. A diagnostic interview is conducted at the initial point of contact.

CAPS is committed to educating students, as well as offering “outreach services to faculty and staff members in order to improve the quality of their interactions with students and to promote a healthy work environment.”

“We offer outreach presentations on a wide variety of topics, many of which are listed below. Campus organizations are encouraged to call CAPS if they would like to learn more about any mental health topic, even if it is not listed below. We will be glad to arrange a presentation that meets the organization’s needs.”

20. OFFICE OF RISK MANAGEMENT
The mission of the Office of Risk Management is to support Clemson University's research and public service mission by providing superior service to students, faculty, staff and University guests in the areas of risk management, property and liability insurance, Workers’ Compensation and related claims.

The staff of Risk Management also strives to be the "go to" person whenever anyone on campus has questions about their department's insurance needs, accidents occurring on campus or accidents occurring on or off campus that pertain to University-owned vehicles.

Linda J. Rice, Director 864-656-3354 busyone@clemson.edu

P. Denise Godwin, Deputy Risk Manager 864-656-3365 godwinp@clemson.edu

Workers’ Compensation
In case of injury, it is an employee's responsibility to notify his/her supervisor or department head immediately. Any injury, no matter how slight, must be reported. If no medical attention is needed, please fill out the First Report of Injury and e-mail it to godwinp@clemson.edu or fax it to Risk Management 864-656-4558.

Medical Attention for the Work-Injured Employee

If the injured employee, or his/her supervisor, judges that medical attention is needed, the supervisor or other designated person must call CorVel at 1-866-282-2674 to report the injury. The employee will be referred to Redfern Health Center or an authorized Off Campus Medical Facility.

In the event of life or limb-threatening emergencies, contact 911 or seek immediate medical attention at the nearest emergency facility.

Foreign and Student Travel

Services include information on foreign travel, including travel with students. Additionally, there is an FAQ page on taking students on field trips https://www.clemson.edu/administration/risk/accident-insurance/index.html, which links to accident insurance information as well as procedure for one-day trips.

20.1. ACCIDENT INSURANCE: FIELD TRIP GUIDELINES

Special-risk accident/illness insurance is available to those departments that engage in events outside the normal course of academic and recreational activities. This includes events such as summer academic camps, Creative Inquiry assignments, trips away from campus, etc. The policy is purchased through American Income Life Insurance Company and is underwritten by the Nationwide Life Insurance Company. Questions regarding special risk coverage should be directed to Office of Risk Management, E-306 Martin Hall, Clemson, SC 29634-5339, 864-656-3365.

There is NO charge for academic required or related events; however, the event must be reported to the Office of Risk Management through the “Enrollment Request form for Special Risk Accident Insurance” https://www.clemson.edu/administration/risk/accident-insurance/enrollment-request-form.html 7 days prior to the event.

This first edition of the Clemson Teaching Guide is compiled and edited by OTEI. Please notify us at otei@clemson.edu regarding any errors, and we will correct them in the next edition. This guide will be updated yearly. Thank you to the campus community for supporting this initiative and for the Division of Undergraduate Studies for its support.