

**Department of Management, Graduate program handbook**  
**August, 2018**

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2. Link to Graduate School Policy Handbook web page

<https://www.clemson.edu/graduate/students/policies-procedures/index.html>

**Things that should NOT be in program handbooks**

Anything that is in the GS policy handbook. Link to the policy handbook so that there is only one document that gets updated.

3. Overview of program ( helps with SACSCOC requirement; recommended but not required)

- a. **Goals and learning objectives stated in measurable language**

*PhD Business Administration*

*Provide students with the research tools needed for academic jobs.*

*MS Management*

*Prepares students to be effective leaders in supply chain, innovation and information technology management.*

- b. What graduates typically do

*PhD Business Administration*

*Almost all PhD students become productive members of a university faculty*

*MS Management*

*Almost all MS students enter an organization as a mid-level manager*

- c. Any professional licensure available

*N/A*

- d. Approved locations, modalities of delivery, etc.

*PhD Business Administration*

*Most classes are face-to-face on the main Clemson campus.*

*MS Management*

*Most classes are taught at the Greenville ONE campus*

- e. Cohort information if applicable

*N/A*

- f. Basic program metrics- typical time to degree, % students who graduate, other useful information as desired by program

**PhD Business Administration**

*Planned time to degree 4-5 years, Actual time to degree 5-7 years*

*64% of students graduate*

*23% of students admitted in the past 10 years withdrew prior to completing two years*

*13% of students admitted in the past 10 years failed comps at the end of two years.*

**MS Management**

*Full-time students graduate in one year*

*Part-time students typically graduate in 2.5-3 years*

- g. Contact information and description of key support services, administrative offices, (program coordinator, professional advisor, support staff, professional or student organizations if present etc.)

*Gwen Dockins – Administrative Assistant, payroll plus many other things*

*Dr. Janis Miller, Graduate Programs Coordinator, 120A Sistine Hall,  
janism@clemsun.edu , (864) 656-3757*

- h. Information on an advisory board or similar steering group if present

*N/A*

4. Admission requirements where they differ from University requirements, particularly expectations related to prior experiences.

- a. Clearly separate out requirements from desirable characteristics, and clearly state whether GRE or other standardized test is required. The Graduate School does not require any standardized test for admission.

*Required: BS/BA or MS/MBA degree required*

*Required: Either GMAT or GRE*

*Desirable: Scores above 50<sup>th</sup> percentile for both quantitative and verbal*

*Required: International students should have a degree from an English-speaking university or TOEFL>94 or IELTS>7*

- b. Limits of admissions, dates typical offers made, etc.

**PhD Business Administration**

*Apply for fall admission by January 15*

*Initial admission and assistantship offers – March 15*

*Orientation – August 1*

**MS Management**

*Apply for fall admission by March 15*

*Admission by April 1*

*Orientation – August 1*

- c. Program-specific typical support mechanisms (if any) for students to be aware of and how to access them

*PhD Business Administration*

*All PhD students admitted with assistantships.*

*MS Management*

*No assistantships available for MS students.*

- d. Explanation of any program-specific fees/equipment unique to program

*PhD Business Administration*

*PhD students pay modest fees beyond the tuition waiver*

*MS Management*

*MS students pay the MBA premium tuition*

- e. If program is more restrictive in transfer credits than GS, should be specified

*N/A*

- f. Information about typical levels or methods of student support could be valuable here but not required

*N/A*

- i. For programs with “premium” levels of tuition, online programs, or programs that depend upon tuition revenue for financial model, what are particular guidelines around students being able to accept assistantships, or work hourly, and what types of tuition waivers, if any, are available to these students?

*PhD Business Administration*

*All PhD students receive an assistantship which includes a tuition waiver. Coursework and the 20 hours of work required by the assistantship will not allow time to accept additional employment.*

*MS Management*

*MS students will not receive an assistantship from the Department of Management. Some students find assistantships from other departments which may include partial or full tuition waivers.*

5. Requirements for degree, along with rubrics or details of assessment for each

a. Minimum degree requirements, including but not limited to:

- i. credit hours required, including minimum research credits if applicable

*MS Management – 30 credits required beyond prerequisites  
21 credits required (Organization Behavior, Decision Modeling, Statistics,  
Operations Management, Management Information Systems, Operations  
Strategy, Project Management)  
9 credits electives or thesis  
Prerequisites (undergrad or grad) Business Law, Accounting, Finance,  
Marketing*

*PhD Business Administration – at least 48 hours of coursework and 18 hours  
dissertation. Actual credit varies based on student background and  
interest.*

- ii. program of study (including core courses, specializations or cognates if applicable)

*N/A*

- iii. thesis/non-thesis option

*MS Management – either comprehensive examination at end of coursework  
OR thesis required (thesis at least 6 hours which count toward electives).*

*PhD Business Administration. All PhD students will complete a dissertation.*

- iv. time limits (if different from graduate school policy)

*N/A*

- v. Residency requirement if different from graduate school policy

*N/A*

- vi. Foreign language requirement, if any

*N/A*

- vii. sample timetable of student progress (if desired)

*PhD Business Administration  
years 1 and 2: coursework  
summer after year 2: comprehensive exam  
years 3-5: dissertation.*

- b. Details of forming or modifying an advisory committee (if diverging from typical in policy handbook) – N/A

*PhD Business Administration*

*Advisory committee (years 1 and 2) – appointed by department*

*Dissertation committee (years 3-5) – selected by student after passing comprehensive exam*

*MS Management*

*Advisory committee – appointed by department*

*Thesis committee – if thesis option is selected, committee is selected by student*

- c. Preliminary exam (if required) and details of exam – N/A
- d. Comprehensive exam details and expectations and options

*PhD Business Administration*

*comprehensive exam after two years of coursework*

*three half-days in-class exams plus 1-week take-home exam*

*graded: Pass, Pass after remediation, Fail and retake, Fail and dismiss*

*MS Management*

*students take comprehensive exam or write a thesis*

*if thesis is not chosen, comprehensive exam at the end of coursework*

*exam is one-week take-home that covers seven required courses*

- e. Expectations for thesis/dissertation (if applicable)
- i. Proposal format/expectations/ formal approval process

*PhD Business Administration*

*Proposal usually defended after significant portion of dissertation completed.*

- ii. Applicable style manual if specified

*N/A*

- iii. If the program requires submission of a printed copy of thesis/dissertation then clearly list the requirement/parameters of the requirement.

*N/A*

- f. Requirements (internship, coop, travel to foreign countries, expenditures, licensures, uniforms, equipment, dress code, certifications, etc.)

*N/A*

6. Standards of performance

- a. Annual review of progress (mandatory for GAs, strongly recommended for all)

*PhD Business Administration*

*Semester review of GRA/GTA performance, annual review of GTR, coursework, dissertation performance.*

*MS Management*

*Annual review of coursework and thesis performance*

- b. If more restrictive than general graduate school policy, clearly state expectations for academic performance (e.g., if you dismiss a student after one F or two Cs rather than 3.0 GPA)

*N/A*

- c. If professionalism is expectation of performance, program must clearly describe professional requirements and expectations as part of academic expectations for degree; must describe how these requirements assessed or evaluated, and how communicated back to students.

*N/A*

- d. If program has higher expectations than grad school for graduate assistants, program handbook (or GA appointment letters) must clearly specify expectations and consequences of deviating from expectations

*N/A*

- e. Unusual attendance policies should be clearly communicated

*N/A*