

# **Graduate Handbook** Master of Real Estate Development Program

# 2023-2024

Master of Real Estate Development Program Greenville ONE 1 North Main Street Greenville, SC 29601



# **Table of Contents**

| 1 Welcome   |  |  |  |  |  |
|---|--|--|--|--|--|
| 2 Program Overview1   |  |  |  |  |  |
| Master of Real Estate Development Program (MRED)1                           |  |  |  |  |  |
| Master of Real Estate Development Program Administrative Faculty and Staff1 |  |  |  |  |  |
| 3 University Information1   |  |  |  |  |  |
| Clemson University1   |  |  |  |  |  |
| Greenville ONE Campus1  |  |  |  |  |  |
| Additional Student Information1   |  |  |  |  |  |
| 4 Admission2  |  |  |  |  |  |
| Admission2  |  |  |  |  |  |
| Prerequisites   |  |  |  |  |  |
| Completed Application Materials 2   |  |  |  |  |  |
| Application Deadlines   |  |  |  |  |  |
| Additional Graduate School Admissions Policies3                             |  |  |  |  |  |
| 5 Academic Program Overview   |  |  |  |  |  |
| Degree Completion Requirements3   |  |  |  |  |  |
| Graduate Student Forms 4  |  |  |  |  |  |
| 6 Academic Regulations  |  |  |  |  |  |
| 7 Tuition, Financial Aid, Student Health Insurance4                         |  |  |  |  |  |
| Tuition and Fee Payment4  |  |  |  |  |  |
| Financial Aid5  |  |  |  |  |  |
| Fellowships and Assistantships5   |  |  |  |  |  |
| Student Health Insurance Plan (SHIP)5                                       |  |  |  |  |  |
| 8 Course Registration and Enrollment 6                                      |  |  |  |  |  |
| Academic Calendars and Class Schedule6                                      |  |  |  |  |  |
| Course Planning and Timing6   |  |  |  |  |  |
| iROAR7  |  |  |  |  |  |
| Registration Instructions7  |  |  |  |  |  |
| Enrollment Information7   |  |  |  |  |  |
| 9 Graduation  |  |  |  |  |  |
| 10 MRED Coursework  |  |  |  |  |  |

| Internships  |    |  |  |  |
|--|----|--|--|--|
| Practicum Project–Final Capstone Class             | 9  |  |  |  |
| Online Courses                                     | 9  |  |  |  |
| Directed Study (RED 8900)                          | 9  |  |  |  |
| Site Visits   Safety Equipment                     | 9  |  |  |  |
| 11 Career Services & Professional Development      | 10 |  |  |  |
| Career Planning                                    |    |  |  |  |
| Professional Memberships and Associations          |    |  |  |  |
| Professional Certifications                        |    |  |  |  |
| 12 Student Expectations and Responsibilities       | 11 |  |  |  |
| Dress Code and Professional Conduct                |    |  |  |  |
| Class Attendance                                   |    |  |  |  |
| Email Communication                                |    |  |  |  |
| Textbooks  |    |  |  |  |
| Student Computers, Software and Printing           |    |  |  |  |
| 13 Greenville                                      |    |  |  |  |
| Greenville ONE Location                            |    |  |  |  |
| Greenville ONE Building Access                     |    |  |  |  |
| Greenville ONE Facilities                          |    |  |  |  |
| Parking  |    |  |  |  |
| Smoking and Vaping                                 |    |  |  |  |
| Weapons, Firearms, and Explosive Materials         |    |  |  |  |
| Inclement Weather                                  |    |  |  |  |
| Emergencies  |    |  |  |  |
| Greenville Housing                                 |    |  |  |  |
| Appendix A: MRED Core Coursework Descriptions      | 15 |  |  |  |
| Appendix B: Required MRED Core Coursework          | 17 |  |  |  |
| Appendix C: MRED Program Elective Information18    |    |  |  |  |
| Appendix D: MRED Program Curriculum Checklist19    |    |  |  |  |
| Appendix E: Directed Study (RED 8900) Requirements |    |  |  |  |
| Appendix F: Faculty Information                    |    |  |  |  |

# 1 Welcome

Welcome to the Master of Real Estate Development Program (MRED) at Clemson University! We are excited you are here and wish you success at every stage of your academic journey. This handbook, in conjunction with the <u>Clemson Graduate School Policy Handbook</u>, is designed to provide you with requirements, policies, and procedures to assist you as an MRED graduate student. While this handbook covers pertinent information, feel free to contact us at any time for assistance. The first point of contact is Mrs. Amy Matthews Herrick: <u>matthe3@clemson.edu</u> or 864-656-4257; she can refer you to the best resource for your question.

Any changes enacted by the Graduate School will override the information in this handbook. It is advised to double check the Graduate School website for academic regulations should you have any concerns and/or for any information not contained as part of the MRED Program Handbook.

# 2 Program Overview

## Master of Real Estate Development Program (MRED)

The MRED Program was founded in 2004 as a two-year, full-time degree program. 2015 curriculum modifications changed the two-year program into either an 18-month Early Career Student sequence or 12-month Experienced Development Professional sequence for students. The last cohort of the two-year, full-time degree program graduated in May 2017. 2023 curriculum modifications closed the former 12-month and 18-month sequences to new enrollment.

As of 2023, the MRED Program is in the Nieri Department of Construction, Development and Planning, located within the College of Architecture, Art and Construction. The MRED Program is comprised of only a single-track/concentration curriculum with 35 credit hours required for degree completion and can be completed on a full-time or part-time basis.

The Clemson University professional full time Master of Real Estate Development program creates future development entrepreneurs who will produce innovative, quality projects respecting environmental and economic sustainability, design excellence and financial feasibility within the risk-reward framework. The MRED program focuses on promoting an entire vision for a community through sustainable design, creative financing methods, place making and healthy communities.

MRED Program students have a variety of backgrounds including undergraduate majors such as architecture and related studies, art, business, economics, city planning, engineering, industrial design, landscape architecture, literature, psychology, studio arts, and other fields.

The <u>Advancement Board for Real Estate Development</u> (ABRED) promotes the advancement of the real estate development profession and related fields through the earnest support of the Master of Real Estate Development (MRED) program by providing committed financial, intellectual and professional resources to maximize the educational experience for the MRED students.

## Master of Real Estate Development Program Administrative Faculty and Staff

Dr. Dustin Read, Program Director and Professor 1 North Main Street, Office #710, Greenville, SC 29601 • <u>dcread@clemson.edu</u> • 864-656-5270

Dr. Mike Jackson, Nieri Department of Construction, Development, and Planning Department Chair Lee Hall 3-109, Clemson, SC 29634-0511 • <u>nmjacks@clemson.edu</u> • 864-656-3908

Amy Matthews Herrick, Assistant Director of Student Services 1 North Main Street, Office #712, Greenville, SC 29601 • <u>matthe3@clemson.edu</u> • 864-656-4257

The majority of MRED professors are members of the Clemson University College of Architecture, Art, and Construction faculty. In addition, the program also draws on the expertise of working professionals in the real estate development industry as lecturers and adjunct instructors. For a complete list of MRED faculty see the current <u>MRED Program Faculty List</u>.

# **3** University Information

#### **Clemson University**

Clemson University was founded in 1889, a legacy of Thomas Green Clemson who willed his Fort Hill plantation to the state of South Carolina to establish a technical and scientific institution. As a land-grant University, Clemson is engaged in extensive research, extension, and service activities to the people of South Carolina. <u>Clemson University</u> is dedicated to teaching, research, and service.

#### **Greenville ONE Campus**

The MRED degree program is located in downtown Greenville, South Carolina, about 45 minutes away from the main University campus. The Greenville campus, known as Greenville ONE, is located on Main Street in downtown Greenville. The Greenville location provides an ideal location for all business and professional business degree programs and other centers. This location strategically places college faculty and students at the center of the region's most dynamic business location. In the heart of the Southeast, our location serves as an excellent student laboratory and provides opportunities to work closely and network with the real estate community. Our program emphasizes thorough knowledge of mixed-use, infill and master-planned communities, which have premier examples in the region.

## **Additional Student Information**

The Graduate School's website provides detailed information to assist newly admitted students with relocation to the Upstate and formal university onboarding procedures. Review <u>Newly</u> <u>Accepted Student Information</u> thoroughly for step-by-step instructions to begin your graduate school journey.

# 4 Admission

## Admission

Admission to the MRED Program is contingent upon applicants whose academic record indicates high potential to be successful in an interdisciplinary graduate program. An MRED admissions committee reviews all completed applications. Application decisions are based upon a holistic review and may include, but are not limited to previous academic performance, letters of recommendation, standardized test scores, personal interviews, resumes, statement of purpose, transcripts, portfolio, and prior work experience, if any. Prior work experience is not a requirement.

While the MRED program no longer maintains minimum GMAT or GRE requirements for admission, it is recommended that students with less than 3.00 (4.0 scale) for their overall grade point average (GPA) submit satisfactory GMAT or GRE scores as part of their application. Satisfactory TOEFL/IELTS scores for applicants whose native language is not English are required.

Applications are reviewed periodically on a rolling admissions basis at dates determined by the Committee. Ultimately, the Committee will make an admission recommendation to the Graduate School. The Graduate School will make the final decision and notify you by letter.

## Prerequisites

A standard prerequisite for the MRED degree is a four-year bachelor's degree from an accredited institution. No specific bachelor's degree/major is required. Applicants must present evidence of bachelor's degree via transcripts. The MRED Program does not have a foreign language requirement.

Students with degrees from an international university or college must have completed an academic program equivalent to an American bachelor's degree. Students with three-year degrees will not be accepted into the program.

# **Completed Application Materials**

A complete application consists of (1) the official <u>Graduate School online application</u>, (2) unofficial copies of transcripts of all college-level work, (3) three letters of recommendation, (4) GRE or GMAT and IELTS/TOEFL scores (if applicable), (5) a personal statement, (6) a resume, (7) portfolio (optional). A personal interview (in person or virtual) may be required by the admissions committee if additional information is needed upon application review. Applications may be submitted prior to taking the GRE/GMAT and/or obtaining the required letters of reference. An application package will not be considered complete and will not be evaluated until all supporting materials are received.

# **Application Deadlines**

Fall Admission – June 1 Spring Admission –November 1

The MRED Program has rolling admissions for both fall and spring admission cycles and may admit students until the program reaches capacity.

<u>International Students</u>: The University requests that international student applications be completed no later than April 15 for fall semester enrollment, September 15 for spring semester enrollment, and February 1 for summer enrollment. Please see additional information outlined in the <u>Graduate School Policies and Procedures</u> and <u>Graduate School Deadlines for International Students</u>.

#### **Additional Graduate School Admissions Policies**

Additional Graduate School admissions policies can be found in the <u>Graduate School</u> <u>Policies and Procedures Handbook</u>. Contact the Graduate School at <u>grdapp@clemson.edu</u> with admission or application questions.

# **5 Academic Program Overview**

The program requires 35 credit hours beyond the undergraduate degree and is open to students with all degree backgrounds. The MRED graduate degree at Clemson has been offered for 20 years and program graduates are employed by full array of firms involved in project development; construction management; financial and investment analysis; asset management and acquisition; sales, marketing and leasing; and portfolio analysis.

The MRED program is designed as a program for full and part-time students. MRED program courses are offered between the hours of 8:30 a.m. and 2:00 p.m. The MRED Program offers no online courses.

#### **Degree Completion Requirements**

MRED curriculum requirements include ten three-credit courses, one one-credit course repeated twice for credit, and one three-credit open elective course subject to approval by the program director for a total of 35 credit hours.

See a complete list of required MRED coursework in Appendix B.

A detailed summary of all MRED courses and descriptions can be reviewed in the current Graduate Catalog and in <u>Appendix A</u>.

## **Graduate Student Forms**

Every degree-seeking student must file a Plan of Study (Form GS2) with the Office of Enrolled Student Services. The Plan of Study must be filed by the middle of their second semester of study. You can access GS2 completion instructions with the <u>Graduate School</u>.

MRED students also must apply for graduation and file a GS7M form. A formal application for a diploma is completed by the student when they file for graduation. The MRED Program will assist with the GS7M form filing following completion of practicum requirements.

Failure to file the GS2 and apply for graduation by deadlines set by the Graduate School will result in late fee assessment. Adherence to published Graduate School deadlines are the student's responsibility.

# **6 Academic Regulations**

The Graduate School website is the most detailed and up-to-date source of information regarding academic policies for Clemson graduate students including academic probation, grading system, GPA, etc. Please see the <u>Graduate School Policies and Procedures</u> for all current Academic Regulations.

# 7 Tuition, Financial Aid, Student Health Insurance

As approved by the Board of Trustees on July 9, 2004, tuition costs for the MRED program are substantially different from the University's general cost structure. The MRED Program is assessed as a Premier program with differential tuition. *Additional required university fees are not included in the tuition rates.* 

The academic tuition and fees for 2023-2024 are estimated to be approximately \$44,905 for the 35credit hour program for a full-time student. Part-time students (enrollment in less than 9 credit hours per semester) are billed at the current approved per credit hour rate. Please see the <u>Graduate School's Tuition and Fees</u> for detailed information. Tuition rates are subject to change.

We have a differential tuition from the rest of Clemson University graduate education. Tuition is the same for in-state and out-state students.

Appropriate health insurance, calculator, laptop, books and other educational and living costs are additional.

#### **Tuition and Fee Payment**

Payment and billing information can be viewed online in iROAR on the "Student Financial Services" tab. Payment methods, due dates, etc. are maintained by the <u>Office of Student Financial Services</u>.

## **Financial Aid**

Students in the MRED program are eligible to borrow from the Federal Stafford Loan and the Graduate PLUS Loan programs. Loans require special handling because MRED students pay differential tuition and are not eligible for a graduate assistant waiver of tuition. For more information about academic costs, financial aid, loans, etc. contact the <u>Office of Student Financial</u> <u>Aid</u> or 864-656-5592. Please note all application deadlines.

## **Fellowships and Assistantships**

# No graduate assistantships or related tuition reduction from our program or any other program at Clemson is allowed with the MRED program.

The MRED Program has several fellowships that are awarded by the Program from the Advancement Board for Real Estate Development (ABRED) and other contributors. Those fellowships are awarded through Clemson's Office of Financial Aid and the Graduate School. Fellowship amounts vary by year. The fellowship amounts vary by year and are limited and do not cover tuition or living expenses.

# **Student Health Insurance Plan (SHIP)**

Clemson University offers a comprehensive <u>Student Health Insurance Plan (SHIP)</u>, administered by <u>BlueCross BlueShield (BCBS) of South Carolina</u>. The SHIP is available to eligible students, legal spouses and dependents of students at competitive premiums.

Student Health Services, located in Redfern Health Center, is an in-network provider for the SHIP. Claims are filed in-house. The Pharmacy at Redfern is a preferred pharmacy for the SHIP; enrollees have no deductible and lower copays.

See graduate and international student requirements, and current term activation information on the <u>SHIP website</u>.

# **8** Course Registration and Enrollment

## Academic Calendars and Class Schedule

The <u>Clemson University Academic Calendar</u> is available online. MRED class schedules will be provided to students in advance of each semester. Prior to registration for your first semester of study, you must contact <u>Amy Matthews Herrick</u>, to help guide you on specific courses to register for during your enrollment in the MRED Program. We will provide a copy of the MRED class schedule in advance.

## **Course Planning and Timing**

The following schedule shows the current offering schedule for MRED Program classes by semester.

Fall:

ARCH 8200 CRP 8020 MBA 8330 RED 8000 RED 8100 (repeated twice for credit) RED 8890 Additional Elective Offerings Vary by Semester.

Spring:

LAW 8480 MBA 8410 RED 8010 RED 8100 (repeated twice for credit) RED 8150 RED 8180 Additional Elective Offerings Vary by Semester.

#### <u>Summer I</u> – Final Capstone Class. Completed in final semester of study. RED 8050

It is important to follow the Plan of Study (GS2) as outlined in Section 6. Most MRED courses are sequentially organized and many are only offered once a year. If you miss, do not complete, or fail a required course, your graduation could be delayed by one year, which will also incur an additional tuition expense.

#### iroar

The <u>iROAR</u> system provides access to your class schedule, financial aid, grades, and registration. You will also use this system to update your address, make tuition payments, etc.

#### **Registration Instructions**

Specific <u>iROAR registration instructions</u> are available online. Registration typically opens in late March/early April for the following summer and fall semester, and in late October/early November for the following spring semester. See current <u>Clemson Academic Calendars</u> for registration dates. Graduate students do not have a priority schedule–all students may begin registration at 8:00 a.m. on the day registration opens.

**Requesting Course Access or Registration Errors:** If you attempt to register and receive a message that the class is full or an error notice, contact <u>Amy Matthews Herrick</u> for assistance.

**Dropping a Class:** Use the drop function in iROAR to drop a class. Note that you will not be automatically dropped if you stop attending a class and will receive a grade of "F" unless you officially drop the class within set university deadlines.

Given course schedule timing, dropping a class (without re-adding a course replacement) will likely delay time to degree.

If you drop an MRED course, you will be required to take additional courses since you will not be permitted to enroll in more than 16 credit hours in a semester.

See the <u>Graduate School Policies and Procedures</u> for all registration policies and procedures.

#### **Enrollment Information**

Full-time Students: Typical full-time enrollment varies between 12-16 credit hours per semester.

**Part-Time Students:** Typical part-time enrollment varies between 6-7 hours per semester, depending on the semester, and is less than 9 credits.

**Maximum Enrollment:** Maximum enrollment for the university is 15 credit hours per semester. While most graduate students are not permitted to enroll in more than 15 credit hours, the MRED Program curriculum has been approved at 16 credit hours per semester.

Therefore, if you do not successfully complete a required course or if you drop a required course, you may have to wait until the following year to repeat the course (if permitted to do so) and may delay your graduation.

**Minimum Enrollment for Full-Time Graduate Students:** For graduate students, minimum enrollment to maintain full-time student status is 9 credit hours.

**Re-enrollment:** To re-enroll if you have been un-enrolled from the university due to dropping your last course or not taking a course for longer than a semester, complete the <u>Re-Entrance Form</u>.

# 9 Graduation

The MRED Program will assist with graduation deadlines and reminders; however, meeting stated university deadlines are the student's responsibility. Students are advised to keep track of their degree progress and schedule semester meetings with MRED Program administration.

Kindly notify the MRED Program (<u>matthe3@clemson.edu</u>) the semester before you plan to graduate so that we can assist you in making sure that you have completed all academic requirements and keep you posted regarding graduate school deadlines for graduation procedures. See the GS2 Form Requirements in Section 6 under Forms.

**Application to Graduate:** Students apply for graduation through IROAR. Choose the "Apply for Graduation" under the "Student Record" menu. If you have questions or problems about applying for graduation, contact Enrolled Services at 864-656-5339.

# **10 MRED Coursework**

# Internships

All students in the MRED program are required to secure and complete a paid or unpaid internship in an applied setting during their plan of study. You must enroll in RED 8110 during the semester of your internship (fall, spring, or summer). An internship does not create any guarantee or expectation of permanent employment.

Since the availability of internship opportunities depends on factors beyond the control of the program, you are expected to pursue and arrange your own internship with assistance from the MRED program. It is advised that you begin to actively search for an internship as soon as you arrive at Clemson. In addition, the program director and program faculty will also actively assist in helping where possible to secure internship positions.

Previous employers and business contacts are often helpful in locating opportunities. The Program Director, faculty, and Assistant Director of Student Services have access to information about companies or organizations that have expressed interest in hosting interns from our program or who have done so in the past.

Before confirming your internship, consult with the Program Director. You must work with the Program to avoid duplication of contacts with potential internship sites. The Program will determine if a potential field placement site is appropriate for the program. Once you have arranged an approved internship, and before you begin it, you must review the MRED Internship Guidelines.

Your conduct and performance in your internship will be evaluated by both your on-site supervisor(s) and the internship course instructor. An evaluation typically includes formal job performance evaluations upon internship conclusion.

While participating in an internship, you are representing both Clemson University and the MRED program and should conduct yourself accordingly. You are expected to follow the program's Internship Guidelines. Unethical actions are grounds for disciplinary action, including dismissal from the program. If ethical issues or other problems arise during your summer internship, you should contact the Program Director immediately.

# **Practicum Project–Final Capstone Class**

No thesis is required for the MRED Program; however, candidates for the MRED must pass a final special project called the Practicum, as a final capstone class. RED 8050–Commercial Practicum is designed a culmination of MRED program courses and internship experiences from the prior semesters. The purpose of the final capstone class is to demonstrate advanced skills from the foundation courses with a semester-long project that is in the context of the residential and commercial development typology. Specifically, the class will focus on a comprehensive development proposal with supporting market research, financial analysis, sustainable design, and transit-oriented development strategies. Each team (or individual) will prepare a comprehensive development proposal that will consist of a written submission and a formal presentation to a jury. The final written submission will be a professional report including a site plan, market analysis, a detailed financial analysis and a thorough description of the project to be undertaken.

# **Online Courses**

The MRED Program has no online classes. Students may take program electives in other disciplines that may be offered online.

# **Directed Study (RED 8900)**

Students seeking to pursue independent research ("independent study") may be candidates for RED 8900 Directed Studies. RED 8900 is not a "filler" course or a course with a lighter workload than any other 3 credit hour course. RED 8900 has an independent study outline, syllabus, and contract that must be followed and placed in a student's file. Moreover, you must identify a graduate-level faculty member who is willing to serve as an advisor and instructor of record on top of their normal teaching and administrative responsibilities.

The most appropriate candidates for RED 8900 are those students and faculty who have established a successful line of research in a required or elective course and wish to continue this research together outside of that course. See <u>Appendix E</u> for Directed Study Requirements.

# Site Visits | Safety Equipment

Hard-hats are required on certain MRED field trips, for specific classes, or for site/construction visits. In the event students are required to wear hard hats, vests, protective eyewear, or other safety gear, specific equipment will be provided by the MRED Program or site host. Students may also need to have closed toed shoes on certain site visits or program tours. Program administration or course instructors will advise of any safety requirements in advance of trips and tours.

# **11 Career Services & Professional Development**

## **Career Planning**

The Michelin Career Center provides information about market conditions and gives assistance in acquiring knowledge about your career opportunities and job requirements. The Center hosts career fairs each fall and spring and offers workshops in a variety of career-related topics. The Center also provides information about internships and part-time and summer work. For more information, see their website at <u>career.clemson.edu</u> or call 864-656-6000.

The MRED Program faculty is diverse and dedicated and they help use their expertise and assistance to mentor students and help put them in front of industry professionals who may guide and further their career.

There are numerous opportunities for you to develop professionally in addition to your coursework and growth as an MRED student. These include attending talks, seminars, or panels at regional and national conferences, becoming a student member of professional organizations, and preparing for your eventual job search.

## **Professional Memberships and Associations**

The MRED program will register students as student members of the Urban Land Institute (ULI), ICSC- Innovating Commerce Serving Communities, and NAIOP, the Commercial Real Estate Development Association. You are encouraged to actively participate in these national organizations as well as with the regional/local chapters. Additional organizations include but are not limited to:

1. US Green Building Council-Student group on Clemson's campus, the Upstate group, or the national group (USGBC)

- 2. Congress for New Urbanism (CNU)
- 3. Commercial Real Estate Women (CREW). Not just for women!!
- 4. CoreNet Global

#### **Professional Certifications**

Through specific MRED courses, some students may decide to become certified in the ARGUS Enterprise software package. The program will provide information on future opportunities. Students will also gain some exposure to other data sets and learning platforms. Software outlets may vary by semester. LEED Certification is also encouraged.

# **12 Student Expectations and Responsibilities**

The MRED program expects you to approach your graduate study in a professional manner and the expectations of graduate students are substantially higher than for undergraduates. MRED Program students can expect a demanding and personally challenging experience in graduate school. Beyond this, it is understood that the faculty expect you to approach your graduate study in the most dedicated and professional manner. You should treat your fellow students and your instructors in the most respectful and collegial manner. Real Estate Development is a collaborative practice. You should expect to work closely with fellow students and instructors throughout your years in the graduate program and to work frequently in teams. This manner of working will prepare you for similar work in professional practice.

# **Dress Code and Professional Conduct**

## **Dress Code**

The dress code at Greenville ONE was established by the Hughes Development Corporation and is written into the building lease. The dress code for all students at Greenville ONE is business casual for day-to-day classes and activities. We define business casual as a collared golf shirt or button-down shirt and khaki slacks or suit pants for men. Business casual for women consists of either dresses, pants/trousers/knee length skirt and blouse/shirt. Jeans are allowed on Friday and the weekend. No shorts, t-shirts, flip flops, baseball caps, torn jeans, etc. are allowed at any time.

## **Professional Conduct**

Students are expected to show respect to their peers, the faculty, and staff of the MRED program, and members of the business community at all times. During class, students should silence cell phones and keep phones stored. Similarly, laptops should not be used during class for any other purpose other than as specifically instructed by the professor. Students are also expected to show professional courtesy by replying to all invitations from the MRED program or organizations that require an RSVP and then fulfilling such obligations.

# **Class Attendance**

Your attendance at all classes is expected. If you miss class, you are responsible for obtaining any handouts, assignments or notes given in your absence. Additionally, all students are required to attend the first scheduled day of classes. Students who cannot attend the first class are responsible for contacting the instructor to indicate their intent to remain in the class. If a student does not attend the first class meeting or contact the instructor by the second meeting, or the last day to add, whichever comes first, the instructor has the option of dropping you from the course.

Instructors may set their own attendance policies for their courses, including penalties for absences. See the <u>Graduate School Policy Handbook</u> for the full policy.

## **Email Communication**

Following acceptance into the Clemson MRED Program, we will communicate with you only through your Clemson email address. Your Clemson email account is an official means of communication and the only official university email account. Faculty and staff will respond directly to a message received from another email account, so it is unnecessary to log into your personal email account to communicate with us. However, faculty and staff will not be expected to provide course or program communication to personal accounts. It is important to check your Clemson email account regularly. See email forwarding instructions if you prefer to have your Clemson email forwarded to another account.

#### Textbooks

Students may purchase books online from the <u>Clemson University Barnes & Noble Bookstore</u> each semester. Required course textbooks can be found online via the University Bookstore. You may purchase your books online from the Clemson University bookstore or a vendor of your choice.

#### Student Computers, Software and Printing

#### Laptops

Students are required to have a laptop computer for the MRED program. We do not have a specific recommended laptop for the MRED Program; however, the University's <u>laptop recommendations</u> are available online to serve as a guide for current laptops or a future purchase. We highly recommend that Mac users ensure that their computers have enough space to run Windows for some program software such as ARGUS. Mac/Apple computers may need to install Bootcamp or Parallel.

#### Software

The MRED Program may purchase real estate specific software for students as part of the curriculum. Clemson University provides licensure for certain pieces of software that are available for you to use. There are software installers for Apple users. Additional Clemson University provided software for all students can be reviewed and downloaded at <u>CCIT Web Downloads</u>. <u>Canvas</u> is a content management system for your courses and other university services.

#### **Print Lab**

The Greenville ONE print lab is located in room 612 on the 6<sup>th</sup> floor of Greenville ONE. There are two computers in the lab for your convenience, but you can print to the lab from anywhere in the building via wi-fi and pick up the prints when they are ready. Visit <u>download.clemson.edu</u> and download the <u>PaperCut</u> print driver. For assistance with setup please contact CCIT (<u>ITHelp@clemson.edu</u>).

# 13 Greenville

## **Greenville ONE Location**

The Greenville campus, known as Greenville ONE, is located at 1 North Main Street, Greenville, SC 29601. MRED Program faculty and staff offices are located on the 7<sup>th</sup> Floor of Greenville ONE.

## **Greenville ONE Building Access**

The building is a secure facility, and you will need a security card for access. MRED students will receive key access cards during fall orientation. All students should turn in their cards to MRED Program staff upon graduation or during any inactive semesters. Your card allows you to access to the building from outside and operates the elevator. Please keep your card with you while in the building. Replacement cards are \$25 (price subject to change) and may take up to 48 hours for activation. Please contact <u>leremy Kröber</u> if you lose your card or card/access related issues.

## **Greenville ONE Facilities**

Greenville ONE facility offers a range of classroom styles from traditional to beehive to accommodate multiple learning approaches. In addition, there are huddle rooms and other student accommodations. Students also have access to lockers located on the sixth floor of the building that are available on a first-come, first-served basis. Wireless internet service through Clemson's eduroam network is available throughout the building.

#### Parking

The Richardson Street Parking Garage is within walking distance from the Greenville ONE building. Students may purchase parking at the Richardson Street Garage through the contract with the city. The negotiated rate for the Richardson Street Garage is \$45 per month. To participate in this parking option, students must fill out an online application via the Greenville Parking Services portal and remit payment to the City of Greenville. The parking office is located at 516 Rutherford Street, Greenville. Greenville Parking Services will then issue the student an access card that upon payment of the negotiated fees, will allow them access to the garage. All monthly payments are due to the City of Greenville.

\*\*During major city-wide events, access cards may be disabled, and event parking fees may apply for parking deck entrance. Check Greenville Parking Services <u>website</u> for the most up-to-date event listing.

Park and ride options are available from the CU-ICAR facility via the Greenlink bus. Parking at CU-ICAR and riding the bus are free. Information on the bus route can be found on Greenlink's <u>website</u>.

In addition to these options, there are also several lots in downtown that offer parking for purchase.

## **Smoking and Vaping**

Smoking and vaping are not permitted anywhere in the building at any time. Smoking and vaping is permitted outside the building. Individuals should remain far away from doorways and pedestrian pathways while smoking and vaping.

## Weapons, Firearms, and Explosive Materials

No student shall unlawfully possess or use firearms, explosive devices or weapons of any kind. Such weapons may include, but are not limited to, guns, BB guns, air pistols, rifles, knives with at least a 2 ½ inch blade, martial art devices, and bows.

#### **Inclement Weather**

All decisions regarding inclement weather closings will be made by the University and communicated to you via email. These decisions can be independent of the main campus. Greenville ONE follows Greenville County closings. You may check the Clemson University homepage or check local TV and radio stations for information regarding the status of Greenville ONE classes. Also see the <u>CU Safety website</u> for more information.

#### Emergencies

Call 911 for all major emergencies: fire, medical, police.

All MRED students should read and be familiar with the *Greenville ONE Safety Manual*. All students should understand evacuation procedures for events including fire, bomb threat, active shooter/active shooter threat, and severe weather (tornado, earthquake, and hurricane). In the event of certain evacuations such as a fire, exit the building immediately. Use stairwells; do not use the elevator.

Sign up to have Clemson University emergency alerts sent to your phone or mobile device. For more information about emergency preparedness, see: <a href="https://www.clemson.edu/cusafety/preparedness/">www.clemson.edu/cusafety/preparedness/</a>

# **Greenville Housing**

Clemson University does not offer University housing in the Greenville area and Clemson University programs are not responsible for student housing. Please research the Greenville area and where you want to live in relation to Clemson's Greenville location at 1 North Main Street, Greenville, SC 29601. Students who will be fully dependent on educational loans should select housing options that fit within the Cost of Attendance (COA). The COA is published on the Clemson Financial Aid website each year.

# **Appendix A: MRED Core Coursework Descriptions**

Courses are listed in alphabetical order by course prefix. The <u>Graduate School Course Catalog</u> is the official university record for all current course information and descriptions.

#### ARCH 8200 Building Design and Construction Principles (3)

Essential principles for quality design and construction. Emphasis on design, programming and sustainability issues for different project types. Nature and characteristics of construction materials, equipment and systems used in modern buildings are presented, as well as how they affect function and feasibility.

#### CRP 8020 Place Making for the Built Environment (3)

Covers the principles and practice of site planning, including site analysis, site design, infrastructure planning; exploration of site planning options for residential, commercial, office, industrial and mixed-use projects; street network, civic space, and open space planning; emphasis on walkable, mixed-use, transit-oriented sustainable development.

#### LAW 8480 Law for Real Estate Professionals (3)

Provides the real estate professional with the fundamentals of law as it applies in the real estate arena. Explores the various legal forms of ownership, the form and process of real estate transactions, and governmental regulation of land use.

#### MBA 8330 Real Estate Investments (3)

Study of real estate investment analysis and decision making featuring the use of discounted cash flow model and other tools to evaluate investment alternatives from the perspective of an equity real estate investor. Emphasizes market analysis, ownership alternatives and financing considerations.

#### MBA 8410 Real Estate Finance (3)

The application of financial analysis and theory to real estate, mortgage credit analysis and current financing techniques for residential and commercial properties is emphasized. Topics include financial institutions, mortgage financing techniques, financial decisions and construction financing.

#### **RED 8000 Real Estate Development Process (3)**

Real estate and land development process from the developer's perspective. Cases and lectures are presented by leading experts in the development industry. Emphasizes participants of the development team and how to become a developer/"master builder" to create a superior built environment.

#### RED 8010 Real Estate Market Analysis (3)

Processes and data sources used to analyze the supply and demand for various building types. Explores demographic, technological and economic trends affecting markets. General market analysis supply and demand approaches, including the use of GIS, are developed and applied primarily to residential, retail and office markets at specific sites.

#### **RED 8050 Practicum in Commercial Development (3)**

Exploration of the commercial development process, especially for office and retail properties. Guest speakers, case studies and field visits are used. Capstone preliminary feasibility analysis is completed by diverse student teams for a real-world proposed development.

#### RED 8100 Real Estate Seminar Roundtable (1)–Repeated twice for credit

Weekly course bringing students and premier real estate professionals together through on-site or video sessions. Presentations and discussions on cutting-edge projects and industry issues from around the country and internationally.

#### **RED 8110 Internship in Real Estate Development (3)**

Preplanned, preapproved, faculty-supervised internship designed to give students on-the-job learning in support of classroom education. Internships must be no less than 10 full-time consecutive weeks with the same internship provider. Ancillary study abroad experience or two three-credit classes in place of the internship requirement are possible with approval of MRED director.

# Appendix B: Required MRED Core Coursework

| MR | <b>Credit Hours</b>   |           |
|----|---|-----------|
| 1  | ARCH 8200–Building Design & Construction Principles                 | 3 credits |
| 2  | CRP 8020–Place Making for the Built Environment                     | 3 credits |
| 3  | LAW 8480–Law for Real Estate Professionals                          | 3 credits |
| 4  | MBA 8330—Real Estate Investments                                    | 3 credits |
| 5  | MBA 8410–RE Finance   | 3 credits |
| 6  | RED 8000–RE Development Process                                     | 3 credits |
| 7  | RED 8010–Real Estate Market Analysis                                | 3 credits |
| 8  | RED 8050—Practicum in Commercial Development                        | 3 credits |
| 9  | RED 8100–Real Estate Seminar Roundtable (repeated twice for credit) | 1 credit  |
| 10 | RED 8110–Internship in RE Development                               | 3 credits |
| 11 | RED 8180–Entitlements and the Pre-Development Process               | 3 credits |
| 12 | Elective Course   | 3 credits |

See a complete listing of courses offered in the Master of Real Estate Development Program and course descriptions in Appendix A. All course descriptions can also be found in the current <u>Graduate</u> <u>Catalog</u>.

# **Appendix C: MRED Program Elective Information**

All Clemson MRED students admitted into the MRED Program are required to complete one elective course. Elective options will vary by semester. Please note that there may be other courses offered by other departments that could substitute for an elective course requirement if approved by the MRED Program Director.

The MRED Program attempts to replicate similar elective offerings each year; however, cannot guarantee the availability of all courses and the exact meeting days and times for all future semesters.

#### **MRED Program Sample Electives**

RED 8150–Contractor Operations in Real Estate Development (3)

- RED 8160-RE Preservation Feasibility (3)
- RED 8890–Selected Topics<sup>1</sup>(3)
- RED 8900-RE Directed Study<sup>2</sup> (3)

<sup>1</sup>RED 8890–Selected Topics courses vary by semester. May be repeated for a maximum of nine credits, but only if different topics are covered. Previous topics have included: Advanced Financial Modeling, and Commercial Leasing.

<sup>2</sup>RED 8900–Directed Study must be approved by MRED Program Director. See Appendix D for Directed Study procedure.

Students may choose non-MRED program courses as part of the MRED prescribed plan of study as electives in lieu of required courses when the student has taken previous courses that are in the MRED required curriculum. These decisions are normally made with the Program Director or faculty advisor and are designed to enhance your understanding of RED related disciplines. You should consult with and receive approval before taking such classes with the intention of having them count as electives toward a graduate MRED degree.

# Appendix D: MRED Program Curriculum Checklist



#### **MRED Program Curriculum Checklist for Planning Purposes**

| Core Courses (29 credit hours):                                    | <u>Course</u><br><u>Credits</u> | <u>Course Offerings by</u><br><u>Semester</u> | <u>Semester</u><br><u>Taken</u> | <u>Will</u><br>Take |
|--|---------------------------------|---|---------------------------------|---------------------|
| ARCH 8200 Building Design and Construction Principles              | 3                               | Fall  |                                 |                     |
| CRP 8020 Placemaking for the Built Environment                     | 3                               | Fall  |                                 |                     |
| LAW 8480 Law for Real Estate Professionals                         | 3                               | Spring  |                                 |                     |
| MBA 8330 Real Estate Investments                                   | 3                               | Fall  |                                 |                     |
| MBA 8410 Real Estate Finance                                       | 3                               | Spring  |                                 |                     |
| RED 8000 Real Estate Development Process                           | 3                               | Fall  |                                 |                     |
| RED 8010 Real Estate Market Analysis                               | 3                               | Spring  |                                 |                     |
| RED 8050 Practicum in Commercial Development                       | 3                               | Summer 1                                      |                                 |                     |
| RED 8100 Seminar Roundtable (repeated twice)                       | 1                               | Fall and Spring                               |                                 |                     |
| RED 8180 Entitlements & the Pre-Development Process                | 3                               | Spring  |                                 |                     |
| Internships and/or Elective Courses <sup>^</sup> (6 credit hours): | <u>Course</u><br><u>Credits</u> | <u>Course Offerings by</u><br><u>Semester</u> | <u>Semester</u><br><u>Taken</u> | <u>Will</u><br>Take |
| Internships and/or Elective  | 6                               | Fall, Spring, Summer*                         |                                 |                     |

#### **Total Program Credit Hours**

35

Additional Graduate School Forms Checklist for student planning purposes. Please follow the Graduate School's <u>Graduation Deadlines</u> by expected graduation date.

| FORM                                       | Date |
|--|------|
| GS-2 Committee Selection Completed         |      |
| GS-2 Plan of Study Completed               |      |
| Application to Graduate Completed in iROAR |      |
| GS-7M Completed                            |      |

\*2023 MRED Curriculum revisions allow for an internship to be taken in the fall, spring, or summer semester. Discuss options with MRED Program administration.

<sup>^</sup>Elective courses are offered in the following areas and vary by semester: Commercial Leasing, Construction, City and Regional Planning, or other approved MBA elective(s). Some department elective course offerings may be offered online or on Clemson's main campus.

Courses may be substituted based on prior undergraduate or graduate coursework with prior MRED Program approval.

# Appendix E: Directed Study (RED 8900) Requirements

Directed study is allowed in special circumstances for students whose records indicate that they are already exceptionally well prepared in Real Estate Development topics. To take a directed study, you must:

- 1. Request RED 8900 on or before the dates for preregistration for the semester during which you plan to take the directed study.
- 2. Present to the Program Director, in consultation with your prospective instructor, a completed directed study proposal form. To complete the form, you will need the following:
  - A typed prospectus of the course, including a description of the topic and the direction or purpose of the study.
  - A bibliography of both primary and secondary readings expected to be read or consulted during the course.
  - A schedule of readings, papers, examinations, and conferences (with the understanding that such schedules are subject to occasional alteration).
  - A statement made directly from the instructor to the Program Director that clearly indicates the teacher's willingness to direct such a course.

Directed studies should also not be used when a similar course is in the catalog.

In some cases, a directed study might best be guided by someone outside the department. In such cases, and only if the proposal itself merits approval, a MRED program director or approved faculty member must serve as liaison for the project. No directed studies credit will be given for courses executed entirely outside the formal supervision of the department.

Approval of directed studies proposals will depend at least in part on the quality of your preceding graduate work.

# Appendix F: Faculty Information

Detailed faculty bios are located on the MRED Program <u>website</u>.