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Master of Arts in Writing, Rhetoric, and Media

Welcome to the MAWRM community! We look forward to getting to know you and working with you as you complete the MAWRM degree. We designed this handbook to help answer your questions throughout the stages of your degree program, but you should always feel free to talk with English department faculty about your plans and questions.

The Master of Arts in Writing, Rhetoric, and Media combines work in theory and research with a comprehensive emphasis on written, oral, and visual rhetorics. This program will prepare you to work as a professional communicator in industry or public service, or to teach in two-year colleges. In addition, the program provides the background necessary to pursue a PhD in rhetoric or technical communication or to pursue a career working in a variety of media across industries. In this program, you are encouraged to tailor the degree to meet your individual career objectives.
Academics

Academic Requirements

To earn the MAWRM degree, you must:

- Take the four core courses: Rhetorical Theories and Practices (ENGL 8520), Visual Rhetoric (ENGL 8530), Digital Rhetorics across Media and Information Technologies (ENGL 8570), and Composition Theory (ENGL 8850)
- Take five courses in a cognate area (also known as your “specialty area”).
- Complete a portfolio that showcases your work on projects over the course of the program.
- Defend your portfolio and publishable research article or client project to your faculty committee (ENGL 8920)

The degree requires 30 hours of graduate credit, with at least 12 of those hours (exclusive of credits in ENGL 8910: Thesis Research) in writing, rhetoric, or media. At least one-half of the total hours (again exclusive of ENGL 8910 hours) must be at the 8000 level.
Courses

Consulting the Program Director and Advisor
The MAWRM Program Director functions as your advisor during your first year of the program (presuming you are enrolled full-time) and can help you create a plan of study that will meet your goals. You should plan to meet the director at least once each semester to plan your courses and review your progress towards the degree. Be sure to consult the director before enrolling in or dropping courses.

After you select a chair of your portfolio committee (normally around the end of your second semester or beginning of your second year), the chair will become your advisor. Consult with your advisor regularly about your progress towards the degree.

Choosing Courses
A course load of 9 hours is considered full-time in the fall and spring semesters. Students on assistantships must enroll in 9 hours in the spring and 9 hours in the fall.

You are encouraged to take all of the required core courses in the first year. It is not advisable to take more than a full course load of 9 hours in a regular semester.

You should sign up only for courses numbered in the 6000s or 8000s. The graduate school requires at least 15 hours of 8000-level classes. These 15 hours do NOT include 8910 or 8920 credits.

A strong cognate or specialty area can improve your options for jobs, complement your studies in rhetoric and composition, and deepen your understanding of discourse communities. Consult your advisor about non-core courses that you can take to form a cognate area. Note that some graduate courses are offered only once per year and sometimes only once every two years. You should become familiar with the course-offering cycle in the Department of English and the university, and take advantage of opportunities presented in special-topics courses. Topic seminars may be taken more than once if the topic changes. Also, you may take up to 9 credit hours in departments outside of English. Before enrolling, consult your advisor to be sure the course is appropriate for your MAWRM degree plan, and to be sure the course does not conflict with any of your teaching assistantship responsibilities during your second year (if you are on an assistantship).
Choosing Directed Studies
(ENGL 6370 and ENGL 8400)

Directed Study is allowed in special circumstances for students whose records indicate that they are already exceptionally well prepared in writing, rhetoric, and media topics. To take a Directed Study, you must adhere to the following steps:

1. You must request ENGL 6370 or 8400 on or before the dates for preregistration for the semester during which you plan to take the Directed Study.

2. You must, in consultation with your prospective instructor, present to the Program Director 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, directly from the instructor to the Program Director, clearly indicating the teacher’s willingness to direct such a course.

Directed Studies should not be used to pursue work that is immediately relevant to the MAWRM portfolio. (Use ENGL 8920 for that purpose.) Directed Studies should also not be used to substitute for a similar course already in the catalog.

In some cases, a Directed Study might best be guided by someone outside the Department of English. In such cases, and only in the event that the proposal itself merits approval, an English faculty member must serve as liaison and “teacher of record” for the project. No Directed Studies credit will be given for courses executed entirely outside the formal supervision of the Department of English.

Approval of Directed Studies proposals will depend at least in part on the quality of the student’s preceding graduate work. No student whose grade average is below a B will be allowed to register for Directed Studies. Neither will a student be allowed to take such a course before having completed at least eighteen hours of other graduate work in the MAWRM program exclusive of ENGL 8910 hours. Nor will students normally be allowed to take a Directed Studies course simply to finish out the MAWRM course work. If a Directed Study course does occur during the student’s final semester (or summer session), it should not be substituting for another course being offered at that time that will satisfy the student’s curriculum needs.
Choosing Between a Publishable Article and Client Project

To finish the MAWRM degree, you will complete either a publishable research article or a client project for your portfolio. A determining factor in this decision will probably be your goals. For instance, if you wish to enter a PhD program in rhetoric and composition, you will probably wish to write a research article considering that doing so is the preference of many graduate schools. The publishable article is a scholarly document (in print or appropriate digital media) investigating an area of rhetoric. When you consider the time it takes to write a proposal and form a committee, a publishable article usually takes two semesters to complete. Students choose an issue in consultation with their committee chair. To complete the publishable article option, you must conduct an appropriate literature review, develop an appropriate research methodology, collect and analyze information, and successfully defend your research paper to your portfolio committee in ENGL 8920 as part of your portfolio defense.

If you plan to enter business or industry upon graduation and seek practical experience in designing, composing, and revising technical and/or business documents, you might select the client project option. Projects also usually require two semesters. In this option, you will create a communication deliverable or set of deliverables for a client in the professional world and write a scholarly defense of the work as part of your portfolio.

Whether you choose a publishable article or client project, you should only register for ENGL 8920 during the semester you will defend your digital portfolio to your committee. Although you will work on your portfolio throughout your academic career in the program, you won’t defend it until you take ENGL 8920. To enroll you in ENGL 8920, the Program Director must receive, in writing, a message from your committee chair requesting that you be enrolled in ENGL 8920.
Forming Your Committee

A committee of English faculty will work with you on your portfolio and research paper or client project. You will choose your committee chair, and, in consultation with your chair, two (or sometimes more) members of the committee.

Before forming your committee, choose the publishable article or client project option and have a topic in mind. Then develop an initial proposal, optimally during the latter half of your second semester in the program, and submit the proposal draft to a faculty member requesting that he or she sign on as committee chair. With the chair’s help, refine the proposal and send it to the faculty members that you would like to serve as committee members.

The committee consists of:

- the chair (from the graduate faculty in English);
- a second reader (from the graduate faculty in English);
- a third reader (from the graduate faculty in English);
- an optional fourth reader, who may be from another program, department, college, or organization.

After the committee has been formed, the members agree upon a schedule of meetings, a process for materials submissions, and mechanisms for soliciting and receiving feedback. At that time, the Portfolio Committee Request form is completed and submitted to the MAWRM Director.

Note: It is strongly recommended that the GS2 Plan of Study also be completed, signed, and submitted at this time. If you are completing a collaborative project with other MAWRM students, each of you must submit separate Committee Request and GS2 forms. Once the Committee Request form has been signed, the proposal serves as a contract between you and your committee members. If further changes are required, they must be agreed to in writing by the committee members. Once the committee has been constituted by the MAWRM director, the committee members are required to evaluate your work; consequently, members may choose to resign from a committee; however, students cannot reconstitute a committee.
The Portfolio Defense

Scheduling the Defense
Because your portfolio will include examples of work you have completed over the course of your career in the program, you should plan to complete your defense during your final semester of coursework. Work with your committee to schedule a date and time for your exam. The time limit of the examination is 90 minutes, but be sure to allow 120 minutes including consultation time at the end. A maximum of 15 minutes at the beginning of your 90-minute defense should be dedicated to a multimodal introduction and defense of the portfolio. The remaining time will be allocated to addressing questions about your portfolio. Once you have established a date and time with your committee members for the defense, contact one of the Department of English’s administrative assistants to reserve a room. Notify the Program Director of the date, time, and location of your exam at least 10 days prior to the defense date. Project defenses are usually not offered during summer sessions, and you should not assume that you will be able to defend in the summer.

Components of the Portfolio
At least one component or “asset” in the portfolio must be a potentially publishable article or a client project accepted by the client and approved by the committee. Your portfolio also needs to include a multimodal introduction to the portfolio (usually a short video). The remaining assets in the portfolio should include projects completed during coursework and activities in the MAWRM program. In selecting these additional assets, candidates should keep in mind that their portfolios should show robust areas of proficiency without being redundant. In other words, the portfolio shouldn’t be treated as an archive for every single work you have completed; instead, it should demonstrate strengths you offer potential employers through your best work.

Each asset that a student selects for inclusion in the portfolio will be accompanied by a discussion of the work that will need to include at least the following three components. First, the asset will need to have a discussion of the rhetorical situation of the work. This section should discuss the exigency for the project, the audience for the work, and the constraints under which the work was completed. From the discussion of the rhetorical situation, the student should discuss the rhetorical goals s/he had for the asset.

Second, the design and development process for the asset should be detailed. In this section, the candidate should provide a narrative explaining how the work was completed, and this discussion should pay particular attention to the use of process models (such as Hackos or Flower & Hayes) or content strategy models (e.g. Halvorson) or UUX models (e.g., Buxton, Hackos & Redish, or Garrett). Candidates should seek, in other words, to demonstrate their knowledge of appropriate literature and their proficiency with applying that literature to actual practice. Also, in addition to describing the
process models used to develop the work, this section should include discussions of the invention processes, illustrations of different "comps" that were used, any usability testing of the work completed on prototypes, and so on. Third, after this discussion of the rhetorical goals for the work and the design process, candidates will need to produce a section in which they reflect critically on the work.

Meeting Faculty Standards for the Defense

The discussion of individual projects in the portfolio is a critical part of the learning process. Faculty want to see the candidates actually apply works from their coursework appropriately and cogently in their analysis. To demonstrate that they have synthesized the foundational principles of the curriculum and know how to apply them to their academic development, candidates should organize their portfolios so that they demonstrate their understanding of writing, rhetoric, and media. Students should select projects for the portfolio that demonstrate "competencies" that the faculty expect to see in any successful MAWRM graduate. Faculty expect to see five competency areas that are loosely based on the MAWRM core courses:

1. the ability to apply visual communication theories to multimodal design practices
2. sufficient knowledge of scholarship and research or design methods to apply them critically
3. the ability to apply classical and modern rhetorical theory to contemporary professional communication practices
4. demonstrable technological and media production literacies
5. outstanding writing and editing skills

Students will demonstrate these proficiencies in their portfolios in four different ways:

- First, candidates will select assets/projects for their portfolios that address each of the areas. At least one asset in the portfolio must be a potentially publishable article or a client project accepted by the client and approved by the committee.

- Second, in their discussions of the assets, candidates will utilize relevant literature to demonstrate their proficiencies in the competency areas.

- Third, students will provide a multimodal introduction to their portfolios on the homepage of the portfolio site that will offer a defense of the portfolio and that will address each of the competency areas in turn.

- Fourth, candidates will present their portfolios formally to the MAWRM program and will be examined by a committee of at least three faculty members. During this comprehensive examination, faculty may ask the candidate to discuss the literature informing their portfolio or they may ask for a more thorough discussion of any of the five competencies than is provided in the portfolio.
Candidates who perform exceptionally well during their portfolio defenses may be awarded “distinction” by the faculty. Candidates who fail the examination must petition the examination committee for the right to take the exam again. The committee may refuse a second defense, but if a second attempt is permitted, the candidate must wait a minimum of six weeks before s/he may stand for the examination again.

Failure to complete the defense successfully on the second attempt demonstrates that the candidate has not made adequate progress toward the completion of the degree and constitutes grounds for dismissal from the program. Candidates who perform well on all but one competency area may receive a “conditional pass” from the committee, and, in these cases, the committee may ask the candidate to provide additional evidence of competency in that area.

During the defense, candidates will be judged according to three basic criteria. The degree to which a candidate meets these standards will determine whether a pass, pass with distinction, or fail is awarded. The criteria are:

- *How well does the candidate handle himself/herself during the examination?*
  The candidate should be articulate and able to provide lucid, well-organized answers.
- *Does the candidate furnish accurate and insightful responses to the questions?*
  The candidate should have a correct and satisfactory command of the subject matter.
- *How well does the candidate interpret the data given in response to the questions?*
  The candidate should be able to comment on the significance of the work under discussion; the candidate should also be able to make connections among works; the candidate should be able to apply the works to rhetorical and professional communication practices.

Each committee member will determine whether the candidate has passed or failed the defense. An award of “distinction” may be given for the entire defense and must be unanimously awarded by the committee members.

To provide some uniformity to the defense procedures, the following rationale and ground rules are given to all graduate faculty and students:

- Initial questions from faculty should be broad and open-ended, giving students an opportunity to demonstrate what they know. Follow-up questions should deal with information already elicited from the student.
- The committee members are interested in learning quickly and efficiently what a student knows or does not know.
- Students are encouraged to make connections to other texts and/or show how the literature can be applied in practice.
The committee chair should notify the Program Director within two days if a candidate failed the exam or the chair will explain what conditions must be satisfied if a candidate failed to demonstrate understanding of one set of concepts but passed in all other areas. The Program Director will then inform the candidate about the conditions imposed.

If a candidate fails the defense, s/he must retake the entire examination. The candidate has the right to request (through the Program Director) that the re-examining committee be different from the original committee; however, the Program Director may refuse to change the committee unless reasonable justification for the change can be provided. If a candidate believes s/he has not been treated fairly by the examining committee, s/he should appeal to the Program Director.
The Publishable Article

Selecting a Research Topic

• Consider a variety of topic options.
Your research study may involve rhetorical, historical, theoretical, or empirical research methods, and the topic may come from a seminar paper, or from a long-standing interest. You are encouraged to discuss your research topic with appropriate faculty members, who may then constitute the portfolio committee. The subject matter of the research can only be set by the limits of the knowledge and imagination of the student and the chair. In almost all instances, a topic agreeable to the student and the committee will also be acceptable to the Program Director.

• Select an appropriate publication venue and medium.
Although faculty sometimes tend to refer to this project as a “paper,” many modern publication venues are digital rather than print-based. Your research study may be more appropriate for publication as a type of digital scholarship such as an interactive application written in PHP or Javascript, a digital video essay, a web-based application, or other digital form. The publication medium for the research should be set by the limits of the peer-reviewed, scholarly journal in which you and your committee decide you should publish (note that you don’t actually have to publish the work, you just have to target it for publication). In almost all instances, a publication medium agreeable to the student and the committee will also be acceptable to the Program Director.

• Undertake research that will provide an experience in critical study.
The topic should permit you to concentrate on the direct study of some issue of professional communication, rhetoric, or composition. The research you perform should also provide you with an opportunity to study more fully what you find interesting and rewarding.

Using Workplace Materials

• Select appropriate material.
You may find a topic for your research from work you are doing in the workplace or on an assistantship. Because your paper is a sustained collaborative effort that also includes your committee members, the work you are doing outside the program can form the basis of your research but cannot wholly substitute for it. If you have any questions about such overlap, you should consult with your advisor.

• Select a topic that will allow for public access.
While some workplace assignments may lead to a research paper, companies or clients sometimes place proprietary restrictions on work done for them. If your employer requires you to sign a non-disclosure agreement or a work-for-hire contract, you should consult your advisor before beginning work on an article that will use such materials. Be sure to follow program guidelines for preparing the proposal and writing your research, and as always, if you have any questions, you should consult with your advisor.
● *Comply with Institutional Review Board (IRB) Policies.* If you are conducting empirical research which involves testing or surveying human subjects, you will need to comply with the IRB policies regarding such research. You will need to undergo approved training and will need to submit the appropriate forms to the IRB. Be sure to follow University guidelines for preparing the IRB review forms, and as always, if you have any questions, you should consult with your advisor.

**Preparing the Proposal**

Before your committee is officially appointed, you must prepare a proposal for the publishable article. The proposal demonstrates to the committee that you possess a command of the subject and an appropriate methodological perspective for research.

The proposal consists of the following parts:
- a statement of the research topic;
- a review of previous research and a statement of the manner in which this study contributes to the field;
- an analysis of potential publication venues and media for the work;
- a description of the research methodology which will be used;
- a statement of probable structure in which the article is outlined section by section;
- a tentative bibliography which lists major books and periodicals assumed to be essential in the research.

You are strongly encouraged to be realistic about the time allotted for conducting the research, writing the article, receiving revision feedback from the committee members, and revising; often, a single semester is inadequate for completing the work.

Once the proposal has been approved by your committee and your “Committee Request Form” has been submitted to the MAWRM Program Director, you may proceed to conduct the research and write the paper.

**Producing the Publishable Article**

The conventional scholarly research paper should be between 25 and 35 pages (double-spaced), demonstrating the writer’s critical and research skills. Listed below are some guidelines you should follow when preparing the article. It is also possible that your scholarly research may take a digital form (such as a video essay for a journal like *Kairos* or *Computers and Composition Online*). In these situations, you should follow the guidelines set out by the publication venue and establish the publication’s parameters with your committee chair.

- *Coordinate the development of the article with the committee chair and readers.*
In some instances, second and third readers prefer to follow the progress of the paper draft-by-draft; in other instances, second and third readers prefer to read a single complete draft which has been approved by the chair before making recommendations. You are responsible for determining the committee members’ preferences and should be certain to allow adequate time for any revisions requested by the committee members.

- **Choose an actual scholarly journal as the target audience for your research paper.**
  The standard for evaluating your research article is whether or not it is of “publishable” quality. Although you may choose not to actually submit the work for publication, it must still meet this standard. To help you and your committee members decide if the work meets this standard, it is recommended that you select a real journal such as *Technical Communication Quarterly*, the STC’s *Journal of Technical Communication, Kairos, Computers and Composition, IEEE Transactions in Professional Communication*, or other peer-reviewed, tier-one journals in our field.

- **Read and abide by regulations of the Graduate School.**
  Refer to the Guide for Preparation of Thesis and Dissertations. This guide is available at the graduate school office, E-106 Martin Hall. If your publication venue does not provide them, then your work should follow the same formatting conventions as are required for a thesis.

**Defending the Research**

Once the publishable article and portfolio have been completed, you will defend the research during the portfolio defense. You should incorporate all substantive revisions of the article into a final draft, copies of which should be given to committee members at least two weeks before the defense.

In the defense, you are expected to:

- answer questions about the nature and significance of the research;
- answer questions about the research and methodology, and the future plans for the study;
- demonstrate knowledge in areas of study that inform the research.

The defense of your portfolio and research study will generally last 90 minutes and must include a multimodal visual presentation (usually as the introduction). Defenses are public events, so interested faculty not on the portfolio committee and other MAWRM students may attend the multimodal portion of the defense if they wish.

If you fail the portfolio defense, you will receive a failing grade for ENGL 8920 and must retake the course. Failure of the second defense will result in a recommendation for your dismissal from the Graduate School.
Once your portfolio and publishable article have been defended and any necessary revisions have been made, a copy will be archived electronically on CD. So that future MAWRM students and faculty may easily access your work, submit copies of your portfolio to the MAWRM program director and the chair of your committee.
The Client Project

Choosing a Client and Project

The MAWRM client project is a capstone experience designed to allow students to demonstrate mastery of the core practices, principles, and performance objectives of the MAWRM program through the development of agreed upon deliverables for a “real world” client. Each project is the result of a sustained collaborative effort that involves not just the student but also his or her client, committee chair, and committee members.

The project option requires that you produce professional-quality deliverables for a client in the professional world. The objective of the client project option is to give you practical experience in designing, composing, and revising professional and rhetorical communication products. The project should expand your understanding of rhetorical theories and standard practices, allow you to apply your understanding, involve you in research, and provide insight into the complexities of the workplace.

The project client should be the representative of an organization (company, non-profit, academic unit, etc.). The client should anticipate using your deliverable(s) to meet a need in the organization and should agree in advance that the deliverable(s) and related work can serve as a degree requirement for you. The client supplies the project exigence and parameters, and he or she works with you during the project to provide information and give feedback. The client must be willing to provide the content, time, and resources needed to complete the project successfully and on time. The client must approve your project at the end of the process and indicate that approval to the committee by providing a letter that you must include in your project portfolio.

The client should be chosen with the help of your committee chair. The client may NOT serve on your committee.

To pursue a project, first identify a need for deliverable(s). You may be approached by a potential client whose organization has a need. Or you may identify a need yourself and approach a potential client to ask whether you may produce the deliverable(s) for his or her organization. Your client may choose to compensate you financially for the work, or the work may be performed pro bono.

Using Workplace Materials

- Select appropriate material
You may find a topic for your project from work you are doing in the workplace or on an assistantship. Because the project is a sustained collaborative effort that includes you, your client and your committee members, the work you are doing outside the program can form the basis of your project and portfolio but cannot wholly substitute for it. If you have any questions about such overlap, you should consult with your advisor.
Select a topic that will allow for public access
While some workplace assignments may lead to a project, companies or clients sometimes place proprietary restrictions on work done for them. If your employer requires you to sign a non-disclosure agreement or a work-for-hire contract, you should consult your advisor before beginning work on a portfolio that will use such materials. Be sure to follow program guidelines for preparing the proposal and assembling your project’s elements in your portfolio. As always, if you have any questions, you should consult with your advisor.

Preparing the Proposal
The products and deliverables of MAWRM projects are as varied as the exigencies and contexts from which they arise. The base requirement, however, is a project that reflects scholarly engagement and informed practice as demonstrated in a deliverable or deliverables that meet a defined need, together with a portfolio discussion of the work that demonstrates your mastery of the competencies of the MAWRM program. Projects should have a clear focus and a stated objective, and these should be made clear in your portfolio.

The project proposal to committee members should include a statement of the problem, literature review (which should reflect rhetorical theories and practices and other applicable sources), any proposed research, proposed processes and deliverables, your proposed schedule, and works cited. Specifics of the proposal content and organization may be negotiated with your committee.

Once the proposal has been accepted and approved by your committee, it and the “Committee Request Form” should be filed with the MAWRM Program Director.

Completing the Project Portion of the Portfolio
The client project portion of the portfolio should include the original project proposal described above, deliverable(s) for the client, and a client letter accepting the project (which is described further below). It must also include introductory materials and a discussion of the work completed during the project which reflects master’s level disciplinary standards of rhetorical and professional communication.

In the case of collaborative projects, the proposal, deliverable(s), and client letter may be collaborative and identical, but the project’s presentation in the portfolios must be produced individually and must reflect each student’s unique perspective and learning experiences. In addition, work submitted as part of the project portfolio may arise from coursework but may not consist solely of work previously submitted as part of a course.

It is essential that committee members be part of the process rather than being presented with a finished product at the end of the project. Also, note that approval of the project deliverable(s) by the client does not guarantee approval by your committee. Keep your committee informed and seek feedback often during the project.
The project’s portfolio presentation should

- Reflect master’s level disciplinary standards of writing, rhetoric, and media
- Support a point or theory with evidence that will include critical reflection, traditional academic argumentation and/or theoretical connections as well as experiences from the project.
- Communicate to professionals in the field insights gained through the completion of the project.
- Demonstrate your sophisticated understanding of relevant literature and how and where it should be applied in actual practices like those found in your client project.

Each portfolio presentation will be different and must be negotiated between the student and committee. Work closely with your committee as you shape your plans for your portfolios. Samples of successful projects can be found on the MAWRM website.

The deliverable(s) should

- Match the description of proposed deliverable(s) in the proposal unless changes have been agreed upon by the committee.
- Reflect a level of scope and quality appropriate to master’s level disciplinary standards of writing, rhetoric, and media.

The client letter should

- Indicate that the client approves the project, finding it acceptable for its intended uses.
- Be written on the client’s letterhead and signed by the client.
- Provide contact information for the client in case the committee or Program Director wants to communicate with the client.
- Be addressed to your committee members (though it should be given to you for inclusion in your portfolio, rather than mailed to the committee).

Defending the Project

Once the project and portfolio have been completed, you will defend the project during the portfolio defense. You should incorporate all substantive revisions of the project deliverables in the final portfolio, copies of which should be given to committee members at least two weeks before the defense.

In the defense, you are expected to:

- answer questions about the nature and significance of the project and its deliverables;
- answer questions about the processes used, methodologies and procedures developed, and plans for future development;
- demonstrate knowledge in areas of writing, rhetoric, and media literature that inform the project.
The defense of your portfolio and project will generally last 90 minutes and must include a multimodal visual presentation (usually as the introduction). Defenses are public events, so interested faculty not on the portfolio committee and other MAWRM students may attend the multimodal portion of the defense if they wish.

If you fail the portfolio defense, you will receive a failing grade for ENGL 8920 and must retake the course. Failure of the second defense will result in your dismissal from the Graduate School.

Once your portfolio and project have been defended and any necessary revisions have been made, a copy will be archived electronically on CD. So that future MAWRM students and faculty may easily access your work, submit copies of your portfolio to the MAWRM Program Director and the chair of your committee. Note: If your project is covered by a non-disclosure agreement, the specific pieces covered by the agreement need not be archived with the Program Director or your chair.
Official Forms Needed for Graduation

You must file several official Graduate School forms in order to graduate. The forms are available on iRoar and online from the Graduate School website. The Graduate School, your advisor or committee chair, or the Program Director can answer questions about the forms. Deadlines for completing and filing the forms are also posted on the Graduate School website. There are sometimes fines for late filing, so you should check the posted schedules at least a semester before you plan to graduate.

Other forms are required by the MAWRM program. These forms are available on the MAWRM website. The following descriptions indicate the source of the forms.

The GS2 (Graduate School Form 2), otherwise known as Committee Selection and Plan of Study form, lists the courses that you will have taken (prior to graduation) to complete your course requirements and identifies the composition of your committee. It is normally due prior to the end of the semester before graduation. To complete the Plan of Study, you must first complete Committee Selection. All signatures are obtained electronically. Before signing, the Program Director may ask you to defend your choice of non-core courses and will require that you show how each course supports your cognate area.

The Portfolio Defense Forms (an MAWRM form) indicate that you passed or failed your portfolio defense. It will be completed and signed by your committee at the end of your defense, or after any requested revisions have been completed. Once signed, the form should be submitted immediately to the Program Director. (You may first make copies for your committee members, if they request copies.) A copy of this form appears in the back of this handbook.

The GS7M (Graduate School) indicates that you have completed all MAWRM requirements for graduation. It is typically due several weeks before graduation. This form will be completed and signed by your committee after you have fulfilled all requirements. Submit a copy of the GS7M to the Program Director, and the original to Enrolled Student Services. You may make copies for your committee members, if they request copies.
Meeting Time Limits and Constraints

Meeting Time Limits
All course work that is to be credited toward the MAWRM degree must have been completed within 6 calendar years (72 months) prior to the date on which the degree is to be awarded. When recommended by the Program Director and approved by the Dean of the Graduate School, as many as 6 semester hours of course work completed outside the 6-year limit may be validated by written examination. Course work completed outside the 6-year limit at an institution other than Clemson University may not be transferred to Clemson or validated for graduate credit.

Although continuous enrollment is not a formal requirement for an advanced degree, you are expected to pursue your degree with minimum interruption. If you do not remain continuously enrolled (summers excluded), you are subject to the requirements in effect at the time you petition to return.

Meeting Time Constraints
Ordinarily, you should plan to complete such major requirements as the portfolio defense during the fall and spring semesters because most faculty serve on 9-month contracts and are unavailable in the summer. Attempts to complete required seminars or to defend a portfolio can also be especially troublesome during a student’s last semester, so plan ahead.
Finances

Meeting South Carolina Residency Requirements
MAWRM students who are not on assistantship may be interested in establishing residency in South Carolina for the purpose of paying in-state tuition. The South Carolina residency laws call for a student to establish legal ties with the state; the student must wait one year before establishing legal ties with the state. Thus, you should take steps near the beginning of your program to initiate the process of becoming a South Carolina resident.

The legislation defining residency sets forth a fairly strict set of criteria for the administrative approval of residency requests. The Graduate School handles all the information regarding domicile requirements for residency status. Due to the frequency of changes implemented by the state legislature over the past years, the Graduate School does not distribute the Residency Application Forms to all the departments. If you are interested in establishing South Carolina residency, you should visit the Graduate School office to get this information and to pick up a Residency Application Form.

Obtaining Assistantships
The Department of English offers a number of graduate assistantships to newly admitted students each year. These assistantships come with tuition remission covering full-time enrollment in fall and spring semesters. They also provide a living stipend. Students who receive assistantships must enroll in at least 9 hours during regular semesters. In their first year, students on assistantship may work up to 20 hours per week in a variety of different positions, including interning with the Pearce Center for Professional Communication or tutoring in the Writing Center. During their second year, students on assistantship teach two classes of Composition and Rhetoric (ENGL 1030) each semester. Prior to teaching ENGL 1030, you must complete Composition Theory (ENGL 8850), a core course always offered in the spring. While teaching for the first time, you must also take ENGL 8860, a 1-hour practicum always offered in the fall. Teaching ENGL 1030 requires having already taken 18 hours of English graduate credit, so it is normally done in your second year.

The MAWRM program has a strong pedagogical component with the second-year teaching assistantship. In the required ENGL 8850 Composition Theory course you will be introduced to histories and theories of teaching first-year composition so that you understand how current trends in the field of rhetoric and composition inform the pedagogy of teaching ENGL 1030. In addition to these important background materials, you will receive thorough practical training in teaching ENGL 1030, both in the technologies and resources the first-year composition program offers in support of our graduate teaching assistants. Finally, during your first semester of teaching, you are required to take ENGL 8860 Practicum, which meets typically on Wednesday afternoons from 2:30-3:20pm in the fall semester only. During the Practicum, graduate teaching assistants receive further
professional development and training to improve their teaching, handle student problems, and share common successes and resources.

**The Thomas E. Douglass Award for Excellence in Teaching**

Each year the Department of English honors excellence in teaching by selecting one ENGL 1030 teaching assistant to receive the Douglass Award (eligible teaching assistants will be from the MAWRM, MAE, or RCID PhD programs). Nominations to the award committee come from faculty and teaching assistants. The award carries a cash stipend, and the student receives a formal presentation on Honors and Awards Day.
**Departmental Facilities/Resources**

**Graduate Student Mailboxes**
Departmental mailboxes for graduate students are located on the 8th floor of Strode Tower in the room with the copy machine, or on the first floor of Strode Tower. Ask the Administrative Assistant in the Main Office (801 Strode) to find out the location of your mailbox. It is a good idea to check your mailbox frequently so that you do not miss any information or departmental events.

**Graduate Student Email**
It is vital that you establish a computer account so that you can get email from your department, professors, and classmates. You will also use your account for online registration. Normally, the Graduate School will walk you through the process of creating your email account before you arrive on campus. If you encounter difficulty with your email account, contact CCIT.

**Interdepartmental Lectures**
Each year, the Department of English, the College of Architecture, Arts and Humanities, and the student government-sponsored Speakers Bureau present numerous events of literary or broad cultural interest. You are encouraged to check the various bulletin boards around the department, your mailbox, and your email to keep up-to-date on these events.

The English Department and the MAWRM program post school announcements, conference calls for papers, and general interest announcements on the bulletin boards outside the main English office. The Program Director and faculty can also help direct you to information regarding conference calls as well as announcements about publishing opportunities.

Students interested in continuing in graduate study at the PhD level should know that conference participation and publications are increasingly important elements of the student’s application to doctoral programs.

Job announcements, conferences and other vital information will frequently be sent to the MAWRM email mailing list. It is wise to check your email daily to keep in touch and informed.
University Services

Student Financial Services
The Student Financial Services Office, located in Sikes Hall, is normally where students pay fees and bills. It does not offer savings or checking accounts.

Campus Organizations

Society for Technical Communication
In 2009, MAWRM students formed a student chapter of the Society for Technical Communication, the primary international professional organization for professional communicators. The chapter holds monthly meetings during the fall and spring semesters featuring topics of interest to MAWRM students. The chapter also offers events designed to help students network in advance of job searching or PhD program applications. Officers in the organization are MAWRM students, as are most members. MAWRM students may join the chapter by joining STC as student members and selecting the Clemson University chapter as their home chapter.

Other Student Organizations
Clemson University has many organizations, each designed for sharing special interests such as fine arts, social, religious, service, media, military, honorary, professional, and sports interests. With over 400 student organizations, no matter what your interest or hobby, you can find a group that shares your enthusiasm.

Graduate Student Government
The Clemson University Graduate Student Government (CGSG) is the official representative of the Clemson University Graduate Students. The goals of CGSG are to increase student involvement, enhance the educational opportunities for all graduate students thorough collaboration and professional development, and to provide opportunities for graduate students to succeed both academically and professionally.

Career Center
The Michelin Career Center coordinates campus visits for hundreds of representatives from business, industry, and government who are interviewing graduate students for permanent employment and summer internships. Recruiters are scheduled from September through April. The Clemson University career placement system allows students to research employers and sign up for interviews from any campus terminal connected to the mainframe.
Graduate students are encouraged to attend seminars on writing resumes, interviewing, and job-search techniques. Individual career counseling and a computer-assisted career information system are available. All graduate students are encouraged to register with the placement office a year before their expected graduation date.

**Clemson Area Transit (CAT)**

The University operates a free bus system that provides transportation for students to destinations both on and off-campus. CAT serves surrounding communities as well as Clemson.

**Computer Access**

Clemson Computing and Information Technology (CCIT) is the primary supplier of computer and technological services for Clemson University. CCIT operates a variety of labs across the university.

**Counseling Center**

The Counseling Center offers services free of charge to all students enrolled full-time. All information is kept confidential. The Center offers individual counseling, and self-help groups. Areas of focus include personal issues, academic concerns, and self-management.

**Student Accessibility Services**

The Student Accessibility Services Office is located in the Academic Success Center. Services such as room adaptations, convenient schedules, interpreters and note-taking are provided by the university. It is recommended that students needing assistance arrange schedules with Student Accessibility Services during pre-registration.

**Getting Around Campus**

You can get a campus map at the University Visitor’s Center. The Center offers a full range of services, including general information, audio-visuals, guided tours and other special orientation programs, publications, and displays to welcome visitors and to introduce them to the university.

**Health Insurance**

Clemson University requires all full-time (9 hours or more), on-campus graduate students to have health insurance coverage. All international graduate students are also required to have health insurance. The coverage is subsidized for graduate assistants.

All full-time, on-campus students will be enrolled in the university plan unless they are enrolled in an alternative health insurance plan that meets certain requirements as established by the University. Students who are covered by their parent’s, spouse’s, or employee health insurance will, in general, find those policies to be sufficient to meet this condition, but must submit the waiver form
nonetheless. An online waiver process may be used to opt-out of the Clemson insurance plan. A waiver must be submitted and approved by September 5th or students will be enrolled in the University plan. Insurance plans that restrict enrollment based on national origin, such as those sold only to international students, will not be accepted for waiver.

Housing
Apartment-style housing, designed for the specific needs of graduate students, is available on a 9- or 12-month lease. Space is often limited, so graduate students interested in on-campus housing should contact the University Housing Office immediately upon acceptance to the university.

Legal Services
Student Services in the Student Government Office at the University Union offers a legal aid service. It pays for an initial 30-minute conference with an attorney. You can make use of this service once per semester.

Harvey and Lucinda Gannt Multicultural Center
The Gantt Multicultural Center provides a wide variety of educational, developmental and social programs for students at Clemson University. The office promotes positive messages to the University community that serve as a vehicle for learning about the various cultures that are a part of the Clemson family. This includes targeting services for African American, Indian American, Hispanic American, Asian American, and Native American students.

Parking Information
For those who have cars, parking is available on campus in designated areas. Space is limited, and you may find that you have to park very far from where you wish to go. If you have a car, you should contact Parking Services. You must pay a parking fee for on-campus parking, at which time you will be given a decal for your car. Parking Services will provide you with a map that contains detailed information on student parking.

Postal Services
The campus post office, University Station is located on the lower level of the Student Union.

The City of Clemson Post Office is located on College Avenue. Clemson area Zip Codes are:

<table>
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<tr>
<th>Town</th>
<th>Zip Code</th>
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<tbody>
<tr>
<td>University Station Post Office</td>
<td>29631</td>
</tr>
<tr>
<td>Main Post Office</td>
<td>29632</td>
</tr>
<tr>
<td>Clemson University</td>
<td>29634</td>
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</tbody>
</table>
Printing Services
Printers are available in the Cooper Library on various levels. They are coin operated and cost 10 cents per copy (5 cents with Tiger Card). If you do not have a Tiger Card, you may also obtain a visitor Tiger Card that can be used exclusively for making copies. Student Services also provides printers in Brackett Hall, Martin Hall, Hendrix Student Center, Lowry, and Sirrine.

The Campus Copy Shop, located at 189 Old Greenville Highway, offers self-service copiers. They also do full laser copies, engineering copies, blue-prints, binding, passport photos, lamination, reductions and enlargements, resumes, PMT’s, typesetting, etc. Faculty members often use this as a pickup location for course packets.

Public Safety and Security
Clemson University has its own police department. It functions on campus and in close cooperation with other police departments in the area. Each semester the university police publishes a letter to university students, providing them with safety tips as well as information about what to do in an emergency. When in doubt of your safety, call the university police. They will respond with prompt and concerned attention. As well, you will notice the yellow phones installed at different points across the campus. Each phone has an emergency button you can press in the case of an emergency. The phone will automatically dial the university police.

Recreation
Fike Recreation Center is located on West Campus on Williamston Road.

The recreation center has
• an Olympic-sized pool, 13.5 foot diving pool, sun deck, and spectator seating;
• free weights, cardiovascular equipment, 200-yard walk/run track, 35-foot climbing wall;
• six basketball and volleyball courts, eight racquetball courts, and two squash courts;
• aerobics classes for all levels, and much more.

TigerOne Card and TigerStripe Account
The TigerOne Card is your official university ID and much more. It is also your personal student identification card, personal debit card to access pre-deposited funds in a TigerStripe account, meal plan card, library card, residence hall access card, Fike Recreation Center access card, and athletic ticket privilege access card. You should obtain your TigerOne Card before classes begin. To do so, visit the TigerOne office on the first floor of the Hendrix Student Center.

The TigerStripe Account program is like a prepaid credit card. You may use it when you make copies, do laundry, buy meals or items from the dining service, the bookstore, the Union, and many other university facilities. Simply present your TigerOne Card and the amount spent will be deducted.
from your account. All students are eligible to participate. Refunds on your balance are granted if you graduate, leave, or transfer from the University.

University Bookstore
The Clemson University Barnes & Noble Bookstore is located in the Hendrix Center. It stocks all required textbooks and supplies as specified by the various departments, as well as general trade books, greeting cards, personal care items, etc. The bookstore holds textbook buy-backs year-round and accepts all major credit cards, TigerStripe, checks, and cash. Also, University employees are eligible to receive a 10% discount on textbook purchases at the bookstore.

University Health Services
Redfern Health Center (RHC) provides health services to university students. RHC offers a variety of services including: outpatient ambulatory care for illnesses and injury, health education on women’s health issues, nutritional counseling, dermatology, and orthopedic clinics. The center operates Monday through Friday, 8:00 am to 5:00 pm. Students are seen at RHC throughout the day by appointment. A walk-in clinic is available to those students who do not have an appointment.

All graduate students living in university residence halls (irrespective of their enrollment), all graduate students enrolled in 9 or more semester hours who pay the full-time rate (irrespective of their residence), and all international graduate students are required to pay the university health fee. The health fee (summer session fees are prorated) covers the services of the university physicians, nurse practitioners, nursing staff, and supports, in part, psychologists in the Counseling and Psychological Services Department (CAPS). Included in the medical fee is a $500 per incident excess accident and sickness benefit available for after-hours urgent care.

University Libraries
The main library at Clemson University is called the Robert Muldrow Cooper Library (typically called the Cooper Library). It serves all students, faculty, and staff, as well as visitors from the Clemson community. It is the large white building located next to Strode Tower, across from the reflection pond by the amphitheater. The library contains over one and a half million volumes of books, journals, and documents. The library provides maps to assist students in finding the location of the materials they need. In addition, the library contains a number of copiers, two in the reference area, and several on the ground floor. For more information about the library, you may call (864) 656-3024. For more information about the library, including hours, visit its website at: http://www.clemson.edu/academics/libraries.html.

There are also two satellite branches. The Emery A. Gunnin Architectural Library, located in Lee Hall, provides materials on architecture, visual arts, city and regional planning, building science and construction, and landscape architecture. Its extensive slide library can also be helpful to those interested in history, art, etc. The library’s special collections unit, housed in the Strom Thurmond
Institute, contains rare books, manuscripts of prominent South Carolinians, and materials relating to the history of Clemson University and South Carolina. A smaller, specialized collection is also located in the Chemistry Library in Hunter Hall.

University Union & Hendrix Student Center
The Clemson University Union provides social, educational, cultural, and recreational activities for members of the University community. Hundreds of varied activities are offered to the campus community each year, including films, videos, bands, comedy and variety acts, short courses, speakers, game tournaments, cultural arts performances outdoor recreational trips, group travel and special events.
Reference Material

MAWRM “Bingo” Sheet

Candidate’s Name: ____________________________________________________________

Student ID #: ____________________________ CU Email: __________________________

Advisor: __________________________________________

Core Coursework  
ENGL 8520 (Fall): __________  ENGL 8530 (Spring): __________

ENGL 8570 (Fall): __________  ENGL 8850 (Spring): __________

Cognate Courses:

________________________
________________________
________________________
________________________
________________________

Other Requirements

Date GS2 Filed with Grad School: ____________________________

Committee Chair: # ________________________________________

Committee Member 2: _______________________________________

Committee Member 3: _______________________________________

Date Proposal Approved by Committee: ________________

Date Portfolio Successfully Defended: ________________ GS7 Sent to Grad School: ________________
Course Title: ____________________________________________

Faculty Member: ________________________  Semester/Session: __________

Student: ________________________________  ID Number: ______________

Please attach information on the following:

• Course content/focus
• Course objectives
• Course texts and materials
• Methods of evaluation and weights of documents
• Syllabus/meeting schedule
• Other relevant information

APPROVED:

________________________________________________________________________
Supervising Faculty Member  Date

________________________________________________________________________
Director of Graduate Studies  Date

________________________________________________________________________
Course Number Assigned
DEPARTMENT OF ENGLISH

English 8400 Directed Studies Proposal

Course Title: ____________________________________________________________

Faculty Member: ___________________ Semester/Session: ________________

Student: __________________________ ID Number: ___________________

Please attach information on the following:

- Course content/focus
- Course objectives
- Course texts and materials
- Methods of evaluation and weights of documents
- Syllabus/meeting schedule
- Other relevant information

APPROVED:

____________________________________  __________________________
Supervising Faculty Member          Date

____________________________________  __________________________
Director of Graduate Studies          Date

Course Number Assigned
MAWRM Portfolio Defense Form

Once completed, the candidate and Graduate Program Director should retain copies of this form. The signed original should be placed on with Enrolled Student Services.

Candidate: ID #

Date of Defense:

Time and Place:

The faculty members listed below have examined the candidate’s portfolio and have indicated by our signatures and checkmarks whether the candidate should receive a Pass or Fail grade for ENGL 892. Two or three checks in the Fail column indicate that the student has failed. A check in the “Distinction” box means that the student has received a superior pass.

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<tr>
<th>Faculty</th>
<th>Pass</th>
<th>Fail</th>
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Distinction: ______

Conditions upon which failures are to be rectified: