GRADUATE STUDENT HANDBOOK
2018-2019

AGRICULTURAL EDUCATION

COLLEGE OF AGRICULTURE, FORESTRY, AND LIFE SCIENCES

DEPARTMENT OF AGRICULTURAL SCIENCES

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**Special Note:** This handbook generally contains items related to the Agricultural Education Graduate Program. More details regarding the graduate policies and procedures at the university level can be found in the Clemson University Graduate School Handbook. The 2018-19 version of the handbook is available at this location: [https://www.clemson.edu/graduate/files/pdfs/PolicyHandbook_2018-19.pdf](https://www.clemson.edu/graduate/files/pdfs/PolicyHandbook_2018-19.pdf)
INTRODUCTION

Welcome/Purpose of this Handbook

Welcome to the Department of Agricultural Education at Clemson University. We wish you success at every stage of your academic journey.

This handbook is intended to familiarize you, as a graduate student in the Agricultural Education Department of the College of Agriculture, Forestry, and Life Sciences with the requirements, policies and procedures involved throughout your graduate experience. The rules and regulations provided in this handbook govern our academic programs and describe the duties and responsibilities of graduate students in the department. These rules and regulations, developed through the years and in conjunction with the Graduate School, have proven to be beneficial for both students and faculty in the department. In addition, this handbook provides useful information and resources to ease and enhance your experience in the program. Each student is expected to be familiar with the contents of this handbook.

These rules and requirements are in addition to and subordinate to those described in the Graduate School Announcements, which you can find at www.registrar.clemson.edu/html/catalogGrad.htm or through the Graduate School office in E-108 Martin Hall. Any inconsistencies within this handbook or between this handbook and the Graduate School Announcements should be brought to the attention of the Program Coordinator.

Contact Information

Program Coordinator:

Dr. K. Dale Layfield
256 McAdams Hall
E-mail: dlayfie@clemson.edu
Phone: (864) 656-5676

Department Student Service Program Coordinator:

Mrs. Christi Leard
244 McAdams Hall
Clemson, SC 29634
E-mail: ccampb3@clemson.edu
Phone: (864)-656-3250
Fax: (864)656-0338

The Program Coordinator promotes the program, orchestrates recruiting activities and makes recommendations regarding graduate admissions offers. The Program Coordinator also oversees the regulations and procedures of the program, coordinates curriculum updates and interacts with the Graduate School on matters such as student
status, assistantships and fellowships. The Program Coordinator is your first contact should any issue arise regarding your academic progress or the program curriculum.

For a complete listing of faculty and staff, see Appendix B.

**Program Overview, Department Mission, etc.**

**Master of Agricultural Education**

The Master of Agricultural Education is a professional degree designed to enhance the human resource skills in agriculture and education. The flexible program provides a core of planning, delivery, evaluation, and administrative strategies while encouraging specialization in teacher education, adult and extension education, agricultural communications, youth development, or technology transfer. Graduates hold positions as agriculture teachers, extension agents, agricultural and environmental agency employees, as well as human resource development specialists in the agricultural industry.

Candidates for the degree are required to plan a program of study in consultation with the major advisor and graduate committee and complete a minimum of three credit hours in AGED 8010 (Systems for Technology Transfer), three hours in AGED 8890 (Research in Education), four hours in STAT 8010 (Statistical Methods) and six hours of AGED 8100 (Clinical Research in Agricultural Education); a minimum of 12 credit hours in the major field; a minimum of six credit hours in an area of concentration outside the major field.

A minimum of 30 credit hours is required for the professional degree. At least one-half of these credits must be selected from courses numbered 7000 or above. The advisory committee must approve the student’s program of study as well as the required research project.

**ENTERING THE PROGRAM**

*Computer proficiency*

The Agricultural Education Program has no formal requirements for computer literacy or competency. However, each graduate student is expected to be proficient in the use of digital computers. Use of computers and competency in various software programs will be necessary in many graduate courses and, in most cases, in your teaching and research, and it is expected that you will acquire whatever skills are needed to use these resources, as they are required. Workshops provided by Clemson Computing and Information Technology (CCIT) are periodically made available to help students who need help to gain this competency.
At a minimum, you should be comfortable using the basic functions of the following software programs:

- Microsoft Word, Excel, and PowerPoint

**Foreign language requirement**

The Agricultural Education Program does not have a foreign language requirement.

**GETTING THROUGH THE PROGRAM**

**Student Responsibilities**

The Agricultural Education Program expects you to approach your graduate study in a professional manner. We expect all graduate students to put in at least 20-hours of work per week, and graduate students may not be allowed all breaks/holidays afforded to undergraduate students. Be sure to discuss breaks/holidays and time off or away from campus with your major advisor before making plans.

The department requires each student to fill out a GS2 form. The content of this form is to be decided on by the candidate and the candidate's graduate committee. It will be completed during the first semester. If changes are made before completing the degree program, the candidate must submit an updated form to the Graduate School.

**Academic research**

The effectiveness of the research infrastructure throughout the world is based on the personal and professional integrity of the people involved. The central assumption to all research endeavors is that researchers have done what they say they have done. The Agricultural Education Program is part of that infrastructure and the research conducted here must withstand the highest scrutiny. Consequently, we must all ensure that our scholarly work is conducted and reported with the highest ethical standards. We must be careful in our recordkeeping and diligent in our efforts to always attribute credit where it belongs. In particular, we must guard against any activity that would bring the integrity of the department or the individuals within it into question. Among the activities to be avoided are:

- Falsification of data – ranging from fabrication to deceptively selective reporting of results or methods, including the purposeful omission of conflicting data with intent to falsify results.
- Plagiarism – representation of another's work as one's own.
- Misappropriation of others' ideas – the unauthorized use of privileged information, however obtained.
Requirements for the Master’s Degree

<table>
<thead>
<tr>
<th>Minimum Degree Requirements for the Master’s in Agricultural Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total hours of course work</td>
</tr>
<tr>
<td>Core courses required (see below)</td>
</tr>
<tr>
<td>Elective courses required</td>
</tr>
<tr>
<td>AGED 8100</td>
</tr>
<tr>
<td>Comprehensive Exams</td>
</tr>
<tr>
<td>Research Project</td>
</tr>
</tbody>
</table>

Number of credit hours needed

A master’s degree program in Agricultural Education shall consist of a minimum of 30 semester hours of graduate credit approved by the student’s Advisory Committee. For the Master of Agricultural Education degree, at least one half of the total graduate credit hours required by the Advisory Committee, exclusive of thesis research, must be selected from courses numbered 7000 or above.

Prerequisite and co-requisite courses do not count toward the 30 semester hours of graduate credit required for the degree. Prerequisite courses must be completed before admission as a graduate student, whereas co-requisite courses may be taken concurrently but must be completed before receipt of the master’s degree.

Core courses

Include reference to appendix of course descriptions, rather than including the detailed list here.

All master’s students are required to take all core courses below (unless a similar course was previously taken and accepted by the Program Coordinator or department chair), constituting a total of 15 credits.

- AGED 8010 (3 credits)
- AGED 8890 - Educational Research (3 credits)
- AGED 8100 - Clinical Research in Agricultural Education (6 credits)
- STAT 8010 Statistical Methods I – OR – STAT 6020 - Introduction to Statistical Computing (3 credits)
Examination(s)

The Agricultural Education program requires that each student pass an oral examination before your Advisory Committee prior to graduation. The exam covers materials relevant to course work and emphasis area and will be determined by the graduate committee.

Special program requirements

Publications: Publications and other methods of disseminating research results are expected activities of graduate students. In most cases, master’s students in the program are expected to publish one or more archival journal papers during the course of their studies. In many ways, the quality of a graduate program is measured by its publications.

Waiver of requirements

The requirements for achieving a graduate degree in Agricultural Education, as outlined in this handbook, are designed to provide a consistent minimum level of performance for all graduate students. At the same time, flexibility is provided to allow for the diverse areas of study and individual strengths of each student. Most of this flexibility is built into the existing requirements.

A course taken at another institution that is equivalent to one of the core courses or other course requirement of your Advisory Committee may be exempted by your demonstration of competency and/or providing evidence of equivalency to your Advisory Committee and the course instructor. A special examination may be offered to meet these requirements. Substitution of a structured core curriculum course requires the concurrence of your Advisory Committee and the Program Coordinator.

Academic Requirements

Advisory Committee

Each graduate student must have a faculty advisor who will also be the chair of the student’s advisory committee. The advisor must be a regular member of the Agricultural Education faculty.

Your Major Advisor

Initially, you will be assigned an advisor. This advisor will help you begin to plan your degree program and will be available to answer any questions you may have. As early in your program as possible and no later than the end of your first semester, you should identify a Major Advisor from among the program faculty with whom you will work throughout the course of your studies.
The selection of your Major Advisor is one of the most important decisions you will face as a graduate student. Your Major Advisor helps plan your curriculum and guides your research activities and the preparation of your thesis/dissertation or special project report. Choose carefully: to facilitate your progress through the program as well as the quality of the program itself, a change of Major Advisor will be permitted only under the most unusual circumstances. During each semester, you should meet with your Major Advisor to discuss your research project on a regular basis.

**Advisory Committee**

You will form an advisory committee in consultation with your Major Advisor. Your Advisory Committee will approve your curriculum, supervise your graduate program, research project, administer your comprehensive and/or final examinations, and initiate the recommendation for awarding your degree. Your Major Advisor will serve as the chair of your Advisory Committee.

A minimum of two of your Advisory Committee must be regular members of the Agricultural Education faculty. If you declare a minor, a member of the faculty of the minor department must be included on your committee. For the master’s degree, committee membership must total at least three, while a minimum of four is required for a PhD committee.

You are responsible for forming your Advisory Committee and keeping them apprised of your progress.

You should form your Advisory Committee promptly after the appointment of your Major Advisor and in all cases prior to registration for your second semester.

**Outside employment**

One of the purposes of a graduate assistantship (research, teaching or administrative) is to support your subsistence during your graduate studies. Therefore, it is the policy of the department to disallow you from outside employment if you hold more than a ½-time assistantship. Exceptions to this policy include temporary consulting and/or tutoring jobs, which you may do if you receive approval from your Major Advisor.

**Process and Procedures**

**Schedule of courses**

The following table shows the rotation schedule for graduate courses in Agricultural Education. You should schedule any courses you take outside of the discipline around this schedule in order to ensure that you do not miss an opportunity to take a course that is required by the program or your Advisory Committee.
See Appendix A for a complete list of courses and their official descriptions. Note that instructors have some leeway in modifying the course and content.

**Department and Graduate School forms**

You will be required to complete the following forms through the course of your studies. Up-to-date versions of the Graduate School forms are available at www.grad.clemson.edu/forms/GeneralForms.php. Departmental forms are available from Christi Leard 244 McAdams Hall.

### Forms to Complete in Agricultural Education

<table>
<thead>
<tr>
<th>Form ID</th>
<th>Required By</th>
<th>Approximate Deadline*</th>
<th>To be Signed By</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GS2 – Plan of Study</strong></td>
<td>Graduate School</td>
<td>By the middle of the second semester</td>
<td>Advisory Committee members, dean of college, dean of Graduate School</td>
</tr>
<tr>
<td><strong>GS7M – Final Comprehensive Exam and Thesis/Dissertation Approval Form</strong></td>
<td>Graduate School</td>
<td>Two weeks prior to graduation</td>
<td>Advisory Committee members</td>
</tr>
<tr>
<td>Application for Graduation</td>
<td>Graduate School</td>
<td>Within first four weeks of semester in which you will graduate</td>
<td>Apply for graduation through your iRoar account. Choose “Apply for Graduation” under the “Student Record” menu. If you have questions or problems about applying for graduation, call Enrolled Services at (864) 656-5339 or email <a href="mailto:weartha@clemson.edu">weartha@clemson.edu</a></td>
</tr>
</tbody>
</table>

* See specific deadline dates for Graduate School forms at [https://www.clemson.edu/graduate/students/deadlines.html](https://www.clemson.edu/graduate/students/deadlines.html).
Sample timetable(s) of student progress

The following table lays out a typical progression through the Agricultural Education program.

<table>
<thead>
<tr>
<th>A Sample Master's Program of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1 – 1st Semester</td>
</tr>
<tr>
<td>Year 1 – 2nd Semester</td>
</tr>
<tr>
<td>Year 2</td>
</tr>
<tr>
<td>Year 3 or more (if needed)</td>
</tr>
</tbody>
</table>

Checklist/worksheet of requirements

Use the following checklist to track your completion of program requirements.

<table>
<thead>
<tr>
<th>Checklist for Master's Students in Agricultural Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>What</td>
</tr>
<tr>
<td>Selection of a Major Advisor</td>
</tr>
<tr>
<td>Appointment of Advisory Committee</td>
</tr>
<tr>
<td>Preparation of curriculum</td>
</tr>
<tr>
<td>File plan of study</td>
</tr>
<tr>
<td>Approval of thesis proposal</td>
</tr>
<tr>
<td>Minimum of (#) credit hours completed</td>
</tr>
<tr>
<td>Apply for diploma</td>
</tr>
<tr>
<td>Order cap and gown</td>
</tr>
</tbody>
</table>
Submit your research project | 1st draft at least 12 weeks before date of final exam; final (approved) copies at least 2 weeks prior to exam | You supply to your Advisory Committee

Final Examination and present research project | At least 3 weeks prior to graduation* | Major Advisor files GS7 with Graduate School

* See specific deadline dates for Graduate School forms at: [https://www.clemson.edu/graduate/students/deadlines.html](https://www.clemson.edu/graduate/students/deadlines.html)

**Guidelines for faculty**

**Major Advisor**
You, the student, have primary responsibility for ensuring that you meet all requirements; your Major Advisor is responsible for ensuring that you have met that responsibility. Your Major Advisor will present any requests for a waiver of a requirement to the faculty for approval. If you are employed in the department, your Major Advisor will present your plan of study and research plan to the faculty at a regular meeting. It is also the responsibility of your Major Advisor to ensure that you have access to any safety/protocol training your research plan may require.

**Program Coordinator**
The Program Coordinator serves an oversight role to 1) maintain departmental graduate student files; 2) ensure that students and committees meet all stated deadlines and requirements; 3) notify the faculty when GS2 forms and research study plans are placed on file for each student; and 4) to moderate disagreements over guidelines. The Program Coordinator also ensures that requests for waivers from the guidelines are presented to the faculty in a timely manner; judges matters of course equivalence; and serves as intermediary during challenges by the faculty of a graduate student’s program or performance. Furthermore, the Program Coordinator determines whether requests for changes in your plan of study (GS2), research study or Advisory Committee composition constitute “minor” changes, and may approve such minor changes on behalf of the faculty or consult with faculty to determine whether requested changes warrant full faculty approval.

**Principal Investigator**
The Principal Investigator (PI) in a research project must identify any circumstances under which a particular laboratory, field operation, procedure or activity requires prior approval, and must submit a research protocol if needed. The PI is also responsible for ensuring that all University and department safety regulations and protocol standards are met. This responsibility includes sufficient supervision of students and technicians to ensure adherence to these standards.
General faculty
The faculties of the Agricultural Education program determine the guidelines for all graduate degree programs. The faculty may amend the guidelines for the graduate degree programs by a simple majority of those voting; all faculties will be polled. The Agricultural Education faculty has the authority to approve or reject candidates for graduate degrees. Any concern by individual faculty members about your plan of study or conduct in the program should be presented to the Program Coordinator as soon as possible. The Program Coordinator will communicate any concerns to your Major Advisor for possible action. If the faculty member who raised the concern still wishes for the matter to be considered by the full faculty, the Program Coordinator will bring the matter before the faculty at a regular meeting.

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 career.clemson.edu or call (864) 656-6000.

Administrative Policies & Procedures

Harassment

It is the policy of Clemson University to conduct and provide programs, activities and services to students, faculty and staff in an atmosphere free from harassment. Harassment is unwelcome verbal or physical conduct, based upon race, color, religion, sex, sexual orientation, gender, national origin, age, disability, status as a military veteran or protected activity (e.g., opposition to prohibited discrimination or participation in the statutory complaint process), that unreasonably interferes with the person’s work or educational performance or creates an intimidating or hostile work or educational environment. Examples may include, but are not limited to, epithets, slurs, jokes or other verbal, graphic or physical conduct.

Harassment of University faculty, staff, students or visitors is prohibited and shall subject the offender to appropriate disciplinary action, including dismissal from the program.

Employees or students who feel they are victims of any form of discrimination are encouraged to consult the Office Access & Equity (E-103 Martin Hall, (864) 656-3181) for advice and assistance in resolving complaints.

In the event a graduate student wishes to appeal the resolution of the Office of Access & Equity, the student must submit a written request for an appeal to the dean of the Graduate School, who in turn will convene an ad hoc committee that will review the process and/or sanction. The committee membership will come from faculty and students already appointed to the Graduate Council.
Amorous relationships

Amorous relationships that might be appropriate in other circumstances can be inappropriate when they occur between a faculty member, officer or supervisor of the University, and any student or subordinate employee for whom he/she has a professional responsibility.

Those in positions of authority inherently carry the element of power in their relationships with students or subordinates. It is imperative that those with authority neither abuse, nor appear to abuse, this power entrusted to them.

Officers, supervisors and members of the teaching staff should be aware that any romantic involvement with a student or subordinate employee could make them liable for formal action if a complaint is initiated. Even when both parties have consented to such a relationship, it is the officer, supervisor or faculty member who may be held accountable for unprofessional behavior. Difficulties can also arise from third parties who may feel that they have been disadvantaged by such relationships. Graduate assistants, research assistants, tutors and teaching assistants who are professionally responsible for students would be wise to exercise special care in their relationships with students they instructor evaluate.

Any questions concerning these statements or Clemson University's Policy on Sexual Harassment should be directed to the Office Access & Equity (E-103 Martin Hall, (864) 656-3181).

Drugs, alcohol, smoking

Drugs
The use, possession, distribution or dispensation of illegal drugs is strictly prohibited. Violation could result in your dismissal from the University.

Alcohol
Alcoholic beverages are prohibited for any activity held in any College of Agriculture, Forestry and Life Sciences facility.

Smoking
Clemson University is a tobacco-free campus as of Jan. 1, 2016. The new policy was approved by the University’s administrative council, based on input from a task force comprised of faculty, staff, undergraduate and graduate students.

All forms of tobacco and smoke-related products will be prohibited under the policy. Along with cigarettes, the ban includes chewing tobacco, smokeless tobacco and electronic cigarettes, which have gained popularity as a tobacco alternative.

The policy applies to all university faculty, staff, students and campus visitors and will be in place for all Clemson campuses, as well as university-owned and leased facilities.
**Computer access and use**

Graduate students will have access to a computer typically through their research group. Personal computers and laptops are also available for use in CCIT computer labs.

- Computers used in research labs are paid for through research funding by research professors.
- The departmental technician will give computer support as needed for computers in Graduate office 246 McAdams Hall, and will notify University computer support personnel if necessary. This includes software and hardware problems. Clemson computer support personnel will not work on a computer unless the primary visible language is English.
- Do not connect a computer to the University network without permission from the departmental technician. All computers connected to the University network must have the latest anti-virus software running continuously.
- Some software is available on the Clemson network. See the departmental technician for details. Computers in Graduate office 246 McAdams Hall will only run software for which a legal license is obtained. Pirated software is not permitted.
- All Clemson University and CCIT rules concerning computers will be followed.

CCIT offers numerous instructional short courses. Visit their website at [https://ccit.clemson.edu/training/](https://ccit.clemson.edu/training/) for details.

**Email access, use**

Email is the most common medium used by the department and the University to communicate with you. Many events and information of importance to your success in the program are announced via email. It is very important that you check your email regularly, at least once a day. If you are requested to respond, you should do so in a timely manner.

**Mailboxes and personal mail**

Each graduate student is assigned a mailbox, which you should check regularly.

All personal mail is to be directed to your home address. The department is not to be used as your mailing address. The department assumes no responsibility for personal deliveries to McAdams Hall.

Outgoing mail, both U.S. and campus mail, can be placed in the appropriate receptacles in the copy/mail room. You must provide adequate postage for any U.S. mail. International mail must be taken to the U.S. Post Office.
Intra-department communications

Notices of interest to graduate students will be posted in the department or, on occasion, mailed directly to you. Notices will be posted near the end of the mailboxes and on the bulletin board outside Christi Leard’s office, 244 McAdams Hall. To ensure receipt of any departmental mailings, you should have a current address and telephone number on file with the department.

Keys

You will be issued a key to your office and/or laboratory and a building door key. Keys to specific research laboratories will be issued upon obtaining permission from the faculty member in charge of the lab. Students leaving the University through graduation, or for any reason, must return all keys to the Student Services Coordinator. A deposit is required for each key. This will be returned upon returning the key.

The key(s) issued to you are for your use exclusively. You must never loan keys to anyone else, not even another graduate student. Failure to observe this rule may result in revocation of your key privilege. South Carolina law prohibits unauthorized possession of a key to a University building.

You are responsible for locking all rooms to which you have gained access with a key.

Building security, maintenance

McAdams Hall is normally locked at night on weekdays, and throughout weekends. As you enter and leave the building, if it is locked, be sure that all doors are locked behind you. You may request to have access to McAdams Hall for after-hours/weekends through your TigerOne card. See your Advisor to discuss this option.

On football weekends the building will be locked from 4:30pm Friday to 7:30am Monday. Persons entering or leaving McAdams Hall on those days should ensure that all doors are locked behind them.

If something major is found wrong outside of normal office hours, inform your Major Advisor and/or the department chair after you have called the University Security Office at (864) 656-2222.

Copy machine use

Graduate students may use the departmental copier for necessary research work. However, excessive use should be avoided. In particular, multiple copies of thesis or dissertation drafts should not be made on the departmental copier. If use becomes excessive, you will be asked to obtain permission from your Major Advisor before each use.
**Fax machine use**

You may use the department's facsimile machine only for official department business purposes with authorization from your Major Advisor. Personal transmissions may be sent using a personal calling card (AT&T, MCI, et al.). Instructions for using a personal calling card are provided above the fax machine in the copy/work room. Personal transmissions may also be sent at the Student Union or other locations in downtown Clemson.

**Office supplies**

The department does not furnish office supplies to graduate students for personal use. Your Major Advisor must authorize all research contract-related use of office supplies, including letterhead stationery. Entrance to the supply room/closet/cabinet is by key only and a staff or faculty member to access it must accompany you.

**Equipment use/ modification**

You may use existing equipment in various laboratories only after obtaining the express permission of the faculty member in charge of the laboratory, or the department chair. It is a firm rule of the department that no instrument/piece of equipment is to be modified in any way without the express permission of the faculty member in charge of the particular equipment.

You will be personally responsible for any equipment signed out to you. Borrowing/lending of equipment between graduate students is prohibited.

**Ordering supplies and equipment**

If you order equipment or supplies without the permission of your Major Advisor or the department chair, you will be responsible for paying the bill. In addition, students placing orders are responsible for being cognizant of state purchasing regulations, and may be liable for paying the bill in the event of violations. When placing orders over $2,500 (total of the entire purchase — not per item — including tax, shipping and handling), whether over the phone or purchased in town, you must obtain an order number from the administrative assistant prior to making the order or purchase.

**Departmental Machine Shop**

The department maintains a well-equipped machine shop staffed by a departmental technician, 159 McAdams. Any request for services of the departmental technician must be made in writing. Under no circumstances is anyone to use any of the department's machine shop equipment without prior authorization and instruction from the technician as to proper use of the equipment.
Recycling

Faculty, staff and students, out of a spirit of environmental sensitivity, collect and recycle white paper and cardboard. Recycle containers are located in various areas of the building/all facilities. White paper waste is stored in marked containers. The recycling containers will be checked several times monthly to ensure that all is well and to determine whether the storage containers have filled faster than normal. If you encounter a full container, please contact Recycling Services at (864) 656-2040.

Student offices/desks

It is the goal of the department to provide a desk for each graduate student. However, due to the limited available space, it may not be possible to accommodate each student. Therefore, a priority system is used which first assigns a desk to each graduate assistant and graduate fellow, then to each unsupported master’s thesis student, and then allocates desks to all other students on a temporary use basis. New students should see Christi Leard 244 McAdams Hall concerning a desk assignment.

Room use

The following rooms are to be used by reservation only: classrooms and conference room. Reservations may be made with Deanna Burns in 240 McAdams Hall.

Study facilities for graduate students are intended solely for studying and interacting with students. They are not to be used for socializing or temporary housing. Students abusing these privileges will forfeit them.

Administrative services

You must request secretarial services through your Major Advisor. Only faculty-approved requests for the use of departmental administrative staff will be honored. Word processing services are provided for research projects only, never for thesis/dissertation preparation.

Access to departmental files

All departmental files are off limits unless you have express permission to use them. Contact the Student Services Coordinator should you need information from a departmental file.

Faculty offices

Faculty members carry out numerous duties, of which teaching and research are but two. Please observe faculty office hours when posted and arrange appointments in advance whenever possible. Do not enter a faculty member's office unless invited to do so.
**Dress code**

*EXAMPLE (1)* During normal office hours, students are expected to be neatly dressed and maintain acceptable standards of personal hygiene. Laboratory attire should be safe and functional as well as neat.

*EXAMPLE (2)* On December 3, 1969, the Board of Trustees of Clemson University delegated the power to the student body of Clemson University to recommend rules that regulate student conduct on campus. Clemson University does not have a dress code beyond that defined by local, state and federal laws. Consequently, beyond enforcing dress appropriate to the occasion for safety purposes, the Department of Agricultural Education does not regulate dress codes. However, the faculty strongly urges graduate students to dress appropriately for meetings and special occasions. Being poorly or improperly dressed for an occasion may impair your future success in obtaining employment. You are representing yourself, your Major Advisor, the department and the University when you attend professional meetings, seminars, guest lectures, etc. Accordingly, you should consider how you will present yourself at all professional occasions. Graduate students are expected to abide by all guidelines pertaining to appropriate safety regulations including dress for laboratories and outdoor environments. If you are unsure of the guidelines, please ask your Major Advisor, laboratory technicians, farm managers or the department chair for advice.

**Student photos**

At the beginning of each semester, photos of matriculating students are taken not only for the department directory, but also, more importantly, for the recommendations you'll want later in life. This is the means by which we remember you (as if we could forget).

**Vehicle use**

The department possesses several vehicles for use by faculty, staff and graduate students to conduct research, teaching and extension activities. Anyone operating these vehicles must have a valid driver’s license issued by a U.S. state or territory. Vehicles may be checked out from Christi Leard 244 McAdams Hall. All drivers should report maintenance problems immediately to Christi Leard. Anyone driving a state vehicle must complete the Fleet Safety Program. Clemson University has adopted the South Carolina Fleet Safety Program established by the South Carolina State Budget and Control Board. This program applies to all employees who have occasion to drive Clemson University vehicles. Details on this program can be found at: [https://www.clemson.edu/administration/risk/automobiles-and-fleets/fleet-safety-program.html](https://www.clemson.edu/administration/risk/automobiles-and-fleets/fleet-safety-program.html)
Student travel

Department-specific travel information and guidelines from the Clemson University Travel Guidelines Index have been incorporated into this section. The complete Guidelines Index, including authority references and guidelines specific to University administration, is available at www.clemson.edu/procurement (CU Dept. Info, Travel Guidelines). Direct any questions regarding travel to 272F Lehotsky Hall - Charlotte Swafford. Summarized departmental procedures are as follows:

Step 1. Complete "Request to Travel" form, obtain appropriate signatures (PI or faculty member responsible for the account number to which it will be charged) and submit to 272F Lehotsky - Charlotte Swafford. This form can be located (login required) at: http://www.clemson.edu/cafls/employee_portal/

Step 2. Enter travel status according to guidelines outlined herein.

Step 3. Upon completion of travel, complete “Travel Worksheet,” obtain appropriate signatures, and submit to Charlotte for reimbursement.

NOTE: Hardcopies of all travel forms are located with Charlotte Swafford 272F Lehotsky Hall. Most forms are also available in Microsoft Word format at. If you have trouble using the electronic forms, please see one of the staff for assistance.

Traveler’s responsibilities
When you file for reimbursement of travel expenses you are stating that:
- You have followed the University’s travel policies;
- You have not nor will not receive reimbursement for these expenses from any other entity outside the University;
- None of the expenses are of a personal nature;
- All supporting documentation is on file with your department or business officer.

NOTE: Under the Progressive Discipline Policy of the University, any employee who falsifies records or documents or willfully violates written rules, regulations or policies can be suspended or terminated from their job.

You must file travel reimbursements within 60 calendar days of the completion of the trip and within the same fiscal year in which the trip occurred. Multiple trip reimbursement requests for trips of a repetitive nature should be claimed on a travel log form. These requests should be submitted at least quarterly. Reimbursement will be made only upon completion of the travel. Any reimbursement request that is not submitted when due will require you to submit and receive approval of a written request stating the reason for the delay with approval by the dean/department chair or the business officer and the Director of Procurement Services.

All travel vouchers submitted for reimbursement are required to have the signature of the traveler and one other person authorized to spend funds from the account numbers that appear on the travel voucher. All signatures must be original. No stamped signatures will be accepted.
Travelers are expected to exercise the same judgment when making travel arrangements and expenditures that a prudent person would exercise if traveling on personal business and expending personal funds.

- Excess costs, circuitous routes, delays or luxury accommodations unnecessary or unjustified in the performance of an assignment are not considered exercising prudence.
- Travel by commercial airlines will be in coach or tourist class, except where exigencies require otherwise.
- Transportation to or from points of arrival and departure will be by the most economical method.

**Expenses for spouses**
Reimbursements to an individual may cover only those expenses pertaining to that individual. It may not include expenses pertaining to other individuals, regardless of who paid the expense. Travel expenses for spouses, friends or other individuals not traveling on official University business are *not* reimbursable.

**Unauthorized costs**
You will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience. No reimbursement for reduced fare advance purchase tickets will be made directly to employees prior to the completion of travel if charged on a personal credit card, since direct payment by the University is available using the Departmental Purchase Card.

**Meals**
You must be in travel status (more than 10 miles from your residence or official headquarters) to be eligible for reimbursement of meals. While on official travel *within* South Carolina, actual expenses incurred in obtaining meals up to a maximum of $25 per day will be reimbursed. While on official travel *outside* South Carolina, actual expenses incurred in obtaining meals up to a maximum of $32 per day will be reimbursed. Actual reimbursement amounts depend on your departure and return times, as follows:

<table>
<thead>
<tr>
<th></th>
<th>If You Depart</th>
<th>If You Return</th>
<th>In State</th>
<th>Out of State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Before</td>
<td>After</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breakfast</td>
<td>6:30 a.m.</td>
<td>11:00 a.m.</td>
<td>$ 6</td>
<td>$ 7</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:00 a.m.</td>
<td>1:30 p.m.</td>
<td>7</td>
<td>9</td>
</tr>
<tr>
<td>Dinner</td>
<td>5:15 p.m.</td>
<td>8:30 p.m.</td>
<td>12</td>
<td>16</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$25</strong></td>
<td><strong>$32</strong></td>
</tr>
</tbody>
</table>

If you receive reimbursements for meals on non-overnight travel, this amount could be considered income and be reported on your W-2 tax form. For instance, meals on day trips are subject to tax withholding except when a business purpose for the meal can be documented. If you are claiming reimbursement for such business meals, documentation must include the name and affiliation of the person sharing the meal and the nature of the business discussed.
Lodging
Lodging expenses will be allowed subject to the following limitations, provided an original, itemized receipt is furnished. Lodging arrangements and any required deposits are your responsibility and will be reimbursed as part of the lodging expenses upon completion of the trip.

- Actual lodging expenses will be reimbursed; however, more moderately priced accommodations must be made when a choice is available. Employees should request a state or government rate when available.
- No reimbursement will be made for overnight lodging within 50 miles of your residence or official headquarters.
- The expense for shared lodging may be reimbursed to one employee if only one original itemized receipt is obtained. If the room is shared with other than a University employee, the single room rate will apply.
- All necessary and reasonable tips for baggage handling will be reimbursed.

Miscellaneous expenses
Movies, bar bills, laundry, room service, safes and security insurance, health or spa fees, etc., will not be subject to reimbursement on the travel expense report. These are considered personal in nature and are your responsibility.

Employees are allowed one personal call, of short duration, per day. Charges for long distance telephone calls, telegrams, fax charges or Internet access made on official business will be allowed. A fixed charge by a hotel for telephone service may be reimbursed as part of lodging. It is the responsibility of the traveler and the department to substantiate whether calls are of a business or personal nature and whether they will be reimbursed.

Foreign travel
Travel outside the continental United States, Alaska, Hawaii, Canada, Puerto Rico or the Virgin Islands require approval prior to departure. Foreign travel funded from sponsored program activities must be approved in advance by Sponsored Programs Accounting.

While on foreign travel, actual lodging expenses will be reimbursed. Fees for the purchase of traveler's checks, passports and visas will be reimbursed provided a receipt is furnished. All expenses claimed must be converted to U.S. dollars and the conversion rate and computation should be shown on each receipt.

When an employee is on foreign travel, meal expenses not exceeding federal rates will be reimbursed. These rates are listed at the following website: https://aoprals.state.gov/web920/per_diem.asp.

The Provost Advisory Council approved a risk management recommendation to require all Clemson students to obtain international travel insurance when traveling abroad. This applies to both faculty-led and semester abroad programs. The cost is $31 per month and includes $100,000 basic medical (no deductible), medical evacuation/
repatriation and up to $2,000 to transport a family member to a patient hospitalized for more than six days. Faculty and staff traveling with student groups may also be covered under the student policy at this cost. Contact the Office of Risk Management at (864) 656-3354 for additional information.

Travel by automobile
Automobile transportation may be used when common carrier transportation cannot be arranged satisfactorily, or to reduce expenses when two or more University employees are traveling together.

When planning to travel by car, see Christi Leard. Christi will then contact Transportation Services in advance to reserve a Motor Pool vehicle. The Motor Pool requires 72 hours advance notice.

University employees may use their own automobile for official travel provided the University would incur no added expenses above that of other forms of transportation available. Reimbursement for personal automobiles is as follows:

- $0.54 per mile, if no University-owned vehicle is available. (In order to be reimbursed at this rate, a statement from Transportation Services confirming the non-availability must be attached to the Travel Reimbursement Voucher.)
- $0.54 per mile for travel to and from nearby airports or train depots when official travel is by airplane or train.
- $0.54 per mile when you wish to use your own automobile although a Motor Pool vehicle is available.

Taxi fares and reasonable tolls will be reimbursed to the individual. Receipts must be furnished if claiming airport, hotel or parking garage parking of more than $5.00.

No reimbursement will be made to operators of state-owned vehicles who must pay fines for moving or non-moving violations.

Rental cars
Travelers should check with several car rental agencies for the most competitive rates. Address insurance requirements with the rental agency. If you do not take the insurance from the vendor, your personal insurance will be required to provide the coverage. Clemson University will only cover you if the rental is in Clemson University's name. Most national car rental companies require a personal credit card which obligates the person renting the vehicle.

Registration fees
Registration fees in the amount necessary to qualify you to attend conventions, meetings, conferences, etc., are allowed. These fees can be paid using the Departmental Purchase Card or by completing a Direct Purchase Voucher (DPV) and sending it to Accounts Payable at least ten days to two weeks before the deadline of the meeting. If this is not prepaid, and is paid at the time of registration of the meeting, reimbursement will be made after the trip is completed. You must have a detailed receipt that indicates the means of payment.
Inclement weather

Cancellation of classes due to inclement weather is determined by University Administration and announced through local radio and television stations. University Administration attempts to alert students of any disruption of scheduled classes by 7 a.m. Separate announcements are made for the main campus and the University Center in Greenville, so you should listen carefully to the specific announcement.

Parking

Students are permitted to park in areas designated for student parking. Parking areas close to McAdams Hall are the Brooks Center and behind the Poole Agricultural Center. Parking decals are required to park on campus and information can be obtain from Parking Services at:

Division of Student Affairs  
G-01 Edgar Brown Union  
Box 344014  
Clemson, SC 29634-4014  
Phone: (864)656-2270  
E-mail: Parking@clemson.edu

Political, religious activities

The University cannot engage in political and religious activities. Therefore, it is departmental policy that no political or religious signs will be displayed in McAdams Hall. Nor should University email lists/systems be used to transmit political or religious messages.

Campus Facilities and Resources

Emergencies

Call the Clemson University Police Department (864-656-2222) for all major emergencies: fire, medical, police. They will ensure that the proper authorities are dispatched. For minor emergencies after hours, call Christi Leard 656-3250

- In case of fire, exit the building immediately. Use stairwells; do not use the elevator.
- In case of tornado warning, take shelter in McAdams 141.

Campus shuttle bus

Clemson University supplies a shuttle bus to transport students between the main campus and the Research Park during fall, spring and summer semesters. Trips are scheduled from 7 a.m. until 6 p.m. Monday through Friday (except during holidays and
Fall Break). The shuttle makes one trip per hour from the Hendrix Center to the Research Park. The shuttle leaves the Hendrix Center on the hour and arrives at the Research Park at approximately 20 minutes after the hour. Stops are at AMRL, Rich Lab and Ceramic and Materials Lab.

**Graduate Student Government**

The Graduate Student Government (GSG) is a University-wide organization of all graduate students for promoting graduate student interests. At the start of each fall semester, departmental GSG representatives are elected. The biweekly senate meetings are open to all graduate students. See the Graduate School Announcements (www.registrar.clemson.edu/html/catalogGrad.htm) for more information, or contact the GSG office at (864) 656-2697. Your active participation in the Graduate Student Government is encouraged.

**R.M. Cooper Library**

Located on campus adjacent to the reflecting pool, the main library houses more than 1.5 million items, including books, periodicals and microforms. Periodicals can be checked out for a maximum of three days ($1/day late fee) while books can be checked out for six weeks ($0.25/day late fee). The catalog is online and can be accessed from any campus computer. Free online literature searches can be conducted at the main library. An appointment must be made to complete the online search. In addition, the library contains a number of computers and printers as well as copiers, two of which are located in the reference area, and several of which are located on the ground floor. Additionally, there is a coffee shop and convenience store located within the library. For more information about the library, call (864) 656-3024 or the Library Hours Hotline at (864) 656-3027.

The library also has 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 constructions, 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 building, 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, and Brooks Center**

The Edgar Brown University Union, the Hendrix Student Center, and the Brooks Center for Performing Arts provide social, educational, cultural, and recreational activities for members of the University and larger community. Hundreds of varied activities are offered to the campus community each year, including films, videos, concerts, bands, comedy and variety acts, short courses, speakers, game tournaments, cultural arts performances, outdoor recreational trips, group travel, and special events.
**University Bookstore**

The University Bookstore is located on the first floor of the Hendrix Student Center. It stocks all required textbooks and supplies as specified by the various departments, as well as general trade books, greeting cards, computer software, personal care items, etc. The bookstore holds textbook buy-back year-round. The bookstore accepts VISA, MasterCard, and Tiger Stripe. The bookstore also allows students to buy their books online: [www.whywaitforbooks.com](http://www.whywaitforbooks.com). Once you get there just pick South Carolina, then Clemson, then the name of your department, then your course and section number. Graduate assistants and teaching assistants may be eligible for discounts at the University Bookstore.

**University Health Services**

The Redfern Student Health Center on campus provides health services to University students. Redfern 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. Students are seen at Redfern throughout the day by appointment. A walk-in clinic is available to students who do not have an appointment. ASK-A-NURSE telephone services are also available.

If you have questions about services provided, call Redfern Health Center at (864) 656-2233; if you would like to schedule an appointment to see a doctor at Redfern, call the appointment line at (864) 656-1541. For service hours or other information, see their website at [https://www.clemson.edu/campus-life/student-health/index.html](https://www.clemson.edu/campus-life/student-health/index.html).

**Fike Recreation Center**

Graduate students may use these facilities. Lockers are available at the recreation center. For specific information about the facilities and activities offered, visit [http://www.clemson.edu/campus-life/campus-recreation/fike/index.html](http://www.clemson.edu/campus-life/campus-recreation/fike/index.html).

**Sporting events**

Graduate students may purchase season tickets for Clemson football and basketball games. If interested, you should inquire at the IPTAY ticket office (Gate 9, Memorial Stadium) to complete an application. Further information can be obtained from the ticket office ((864) 656-2118). Baseball games are free with University ID. Tickets for soccer games may be purchased at the gate (usually $3 with University ID).

**Campus parking**

Parking on campus is restricted and requires a permit that can be purchased at Parking Services located on the ground level of the Edgar Brown University Union ((864) 656-2270) or via their website at [http://www.clemson.edu/campus-life/parking/](http://www.clemson.edu/campus-life/parking/).
NEARING GRADUATION

Final Examination(s)

*Master’s Final Examination*

Candidates for a master’s degree must pass a final examination at least three weeks prior to the date of the convocation at which the degree is to be conferred. The Graduate School establishes the final date for this examination each semester. Your Advisory Committee conducts the examination, but all faculty members are invited to participate.

You are required to send an abstract title, abstract, date, time and place, along with a listing of your committee members, via email to the Program Coordinator 3 weeks prior to your defense. The Program Coordinator will notify the Graduate School, program faculty and other students in the program of the time and place of the examination at least ten days prior to the scheduled time.

The final examination, which is normally oral, demands a broad and penetrating interpretation of your research and or core concentration.

*Expectations*

The oral exam and defense will be in front of a panel consisting of your Advisory Committee. The exam is graded on a Pass/Fail basis. A majority is needed to pass.

Only two attempts to pass the oral exam will be granted.

The oral exam is based on:

1. An oral defense of your research;
2. General questions in Ag Ed as related to your research and coursework in your program of study. You must also be prepared to answer basic questions about concentration beyond your area of specialization.

You will be expected to have an in-depth knowledge in your selected research area. In addition, you are also expected to be ready to answer all pertinent questions in the area based on the courses taken at the time of the examination that the panel deems relevant to the area of the proposed area of research.

In addition to formal coursework and the final exam, MAGED students must complete a special research project as approved by his/her major advisor and graduate advisory committee.
Timing

You must complete your final examination(s) at least three weeks prior to graduation. We recommend that you set the schedule for the exam(s) with your Advisory Committee as early in your final semester as possible, to ensure their availability and your completion of the requirement.

Application for Diploma

NOTE: This form is no longer called “GS4”, but merely “Diploma Application.”

You must submit a formal application for a diploma to the Graduate School. You must complete this form online in the first four weeks of the semester in which you intend to graduate. Early submission is not accepted (e.g., do not complete the form in January if you do not plan to graduate until August or December, only if you plan to graduate in May). If you miss the deadline, you must contact Enrolled Services to receive a hard-copy version of the application; late fees will accrue at $25 the first day after the deadline and an additional $5 each business day thereafter to a maximum of $125. If you submit the form and, for some reason, do not graduate in that semester, you must re-submit in each term in which you hope to graduate thereafter.

If your name in the student database is not as you want it to appear on your diploma (due to marriage, etc.), you must contact Enrolled Services prior to submitting the Diploma Application form online. Any degree/major changes via form GS2 must also be processed before you submit the Diploma Application.

There is no fee to receive a diploma if you attend the graduation ceremony or agree to pick up your diploma in the Enrolled Services office in Sikes Hall. There is a $10 fee assessed if you request that your diploma be mailed to you.

For more information, contact Enrolled Services at (864) 656-5339, if your last name begins with A-L, or (864) 656-5341 if your last name begins with M-Z.

If you choose to participate in graduation ceremonies, you should make arrangements for cap and gown purchase (or rental, if preferred, for PhD gowns) at this same time. See the Clemson University Bookstore’s website at https://www.clemson.edu/campus-life/campus-services/book-store/ for deadlines and more information.
Final Check-Out/Exit Interview

When you leave the University due to graduation or any other reason, you must do the following pertaining to the department:

• Turn in all keys to the Deanna Burns, 240 McAdams Hall.
• Be sure that all equipment and supplies, which you have drawn, are returned to stock.
• Be sure that any portion of the grad office that you occupied is clean and ready for another occupant. Please leave your office in the condition you would have liked to find it originally.
• Return all borrowed materials (books, journals, etc.) to their appropriate location.
• Inform the Program Coordinator that you are leaving and have complied with all regulations, and schedule an exit interview.

HANDBOOK/POLICY ADMINISTRATION

Process for Departmental Review of Program Requirements

Ideally, each program has in place a mechanism for reviewing and updating its policies and procedures and making the appropriate changes to its handbook. These processes vary from program to program depending on the size and oversight structure of the program. This section should communicate both that process and the jurisdiction of policy changes (e.g., whether a student falls under policies in effect at the beginning of their program, or the start of the academic year, etc.).

*EXAMPLE* At the end of each spring semester, you will be asked to complete a Program Assessment form, which you will submit anonymously to the department’s Assessment Committee. In addition to the annual student assessment of the program, the departmental graduate committee and Program Coordinator will conduct a full program review at least every five years. The review will consider the department’s admission policies and criteria, advising policies, curriculum and website. The committee will assess the program, its policies and written documentation with respect to consistency, accuracy, rigor and pertinence.
APPENDICES

Appendix A — Course Descriptions

AGRICULTURAL EDUCATION

AGED 6010 Instructional Methods in Agricultural Education 3(2,3)
Appropriate methods of teaching vocational agriculture in high schools. Includes procedures for organizing teaching programs, teaching high school students and directing FFA activities.

AGED 6030 Principles of Adult/Extension Education 3(3,0)
Overview of adult/extension education and adult learning. Selection of adult education providers is reviewed with emphasis on extension. Preq: Junior standing or consent of instructor.

AGED 6150 Leadership of Volunteers 3(3,0)
Provides an overview of volunteer management. Examines the knowledge, skills and abilities required of professional managers to involve volunteers effectively in the work of organizations.

AGED 6160 Ethics and Issues in Agriculture and the Food and Fiber System 3(3,0)
Explores ethical theories, concepts of critical thinking and major ethical issues in American agriculture. The major social, political, economic and ethical issues that arise in connection to the “food and fiber system” are examined and potential solutions considered.

AGED 6230 Curriculum 3(3,0)
Curriculum goals and related planning for career and continuing education programs.

AGED 6250 Teaching Agricultural Mechanics 2(1,3)
Organizing course content, conducting and managing an agricultural mechanics laboratory, shop safety, microteaching demonstrations of psychomotor skills and methods of teaching manipulative abilities.

AGED 6280 Special Studies in Agricultural Education 1-3(1-3,0)
Students study, individually or collectively, selected topics and/or problems in agricultural education to meet the particular needs of the clientele enrolled. May be repeated for a maximum of six credits.

AGED 6400 Program Development in Adult/ Extension Education 3(3,0)
Principles, theory and practice in planning and conducting educational programs in adult/extension settings. Preq: Junior standing or consent of instructor.
AGED 6810 Web Design for the Life Sciences and Agriculture 3(3,2)
Basic principles and theories of Web design and site construction with considerations for usability and accessibility will be addressed. Use of software for Web and graphics design will be used to develop sites with themes in life science and agricultural organizations.

AGED 7360 Internship Teaching 3(1,6)
Increases professional competency and program development through classroom and practical experiences in planning, conducting and evaluating educational programs. Offered spring semester only.

AGED 7370 Internship in Agribusiness Firms 3(1,6)
Provides classroom and practical experiences in selected agricultural businesses and industries. Students identify and practice entry-level competencies required in selected agribusiness and natural resource management enterprises. Offered summer session only.

AGED 7500 Special Institute Course: Selected Topics in Agricultural Education 1-3(1-3,0)
Subject areas organized according to institute needs. Topics vary from course to course. May be repeated for a maximum of nine credits. Preq: Consent of instructor.

AGED 8010 Systems for Technology Transfer 3(3,0)
Development of a philosophical foundation and utilization of cooperative learning strategies and techniques to disseminate effectively technological change for expanding clientele and diverse socioeconomic environments.

AGED 8040 Special Problems 3(2,3)
Planning, conducting and reporting a special problem in agricultural and vocational education appropriate to students’ needs.

AGED 8100 Clinical Research in Agricultural Education 1-6(0,3-18)
Individual work on an assigned research topic in agricultural education. May be repeated for a maximum of nine credits. Preq: AG ED (CTE, ED) 889, EX ST 801.

AGED 8120 Development of Supervised Agricultural Experience Programs 3(3,0)
Provides secondary agriculture teachers with strategies for supervising and guiding students’ supervised agricultural experiences (SAE). Preq: Student teaching in agricultural education.

AGED 8150 Teaching Agricultural and Power Mechanics 3(2,3)
Methods of determining course content, organizing teaching modules in logical sequence, equipping shop, teaching agricultural and power mechanics to farm and agribusiness clientele, providing individualized instruction and developing off-farm experience programs. Offered summer session of odd-numbered years only.
AGED 8210 Theories and Practices of Adult Education 3(3,0)
Study of recent research on adult learning. Includes a comparison of the assumptions supporting pedagogy and andragogy and teaching adults through formal classes and community organizations. Preq: ED 302 or PSYCH 201 or equivalent.

AGED 8690 Seminar 1-3(1-3,0)
Students and faculty review current topics in agricultural education.

AGED (CTE, ED) 8890 Research in Education 3(3,0)
Includes problem selection. Investigates types of educational research and techniques employed. Includes the use of ERIC system and computer program packages. Requires interpretation of research findings.

Faculty and Staff Listing

Dr. Dale Layfield  
Associate Professor & Graduate Program Coordinator  
256 McAdams Hall  
Office #: (864) 656-5676  
dlayfie@clemson.edu

Christi Leard  
Student Services Program Coordinator  
244 McAdams Hall  
Office #: (864) 656-3250  
ccampb3@clemson.edu

Dr. Preston Byrd  
Assistant Professor  
253 McAdams Hall  
Office #: (864) 656-5675  
apbyrd@clemson.edu

Dr. Catherine DiBenedetto  
Assistant Professor  
251 McAdams Hall  
Office #: (864) 656-0296  
cdibene@clemson.edu

Dr. Thomas R. Dobbins  
Professor and Director of Extension  
103 Barre Hall  
Office #: (864) 656-5674  
tdbbns@clemson.edu
Dr. Phillip M. Fravel  
Professor  
238 McAdams Hall  
Office #: (864) 656-6947  
fravel@clemson.edu

Mrs. Deanna Burns (keys, doors)  
Administrative Assistant  
240 McAdams Hall  
Office #: (864) 656-3250  
dbrns@clemson.edu

Support Services

Counseling services

The demands of graduate school can sometimes seem overwhelming. If you feel you could benefit from talking to a counselor — about grad school stress or any other issue — you may be eligible to receive services from the Counseling and Psychological Services program (CAPS), located in Redfern Health Center. To learn about their current programs, visit the CAPS website at https://www.clemson.edu/campus-life/student-health/caps/ or call them at (864) 656-2451.