

Graduate Student Handbook

2019 – 2020 Academic Year

For Programs in:

Forest Resources

Wildlife & Fisheries Biology

**Department of Forestry and
Environmental Conservation (FEC)**

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Clemson University
Clemson, SC 29634-0317
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WELCOME

Welcome to the Department of Forestry and Environmental Conservation at Clemson University. This handbook is intended to facilitate your success by familiarizing you with the requirements, policies and procedures that govern our academic programs and by describing your duties and responsibilities as graduate students 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.

Link to Graduate School Policy Handbook

These rules and requirements are in addition to and subordinate to those described in the Policies of the Graduate School at

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

Any inconsistencies within this handbook or between this handbook and the *Graduate School Policies and Procedures Handbook* should be brought to the attention of the Graduate Coordinator.

Link to Graduate Student Guidebook

The Office of the Vice President for Student Affairs publishes a guidebook which contains descriptions of services available to graduate students at Clemson University, and other useful information. It is available at

<http://media.clemson.edu/studentaffairs/fb/gsg/>

DEPARTMENT CONTACT INFORMATION

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Administrative Assistant to the Department Chair: Ms. Andrea Kesler (akesler@clermson.edu),
261 Lehotsky Hall, 656-3302

Graduate Program Coordinator: Dr. Kyle Barrett (rbarre2@clermson.edu), 244 Lehotsky Hall,
864-656-1847

Contacts for common issues:

Academic Paperwork: Ms. Alexis Jennings (award7@clermson.edu), 253 Lehotsky Hall,
656-1645

Human Resources Paperwork: Ms. Jennifer Hooper (jthoope@clermson.edu), 106 P&A Hall,
656-0626


Business Office (submission of receipts and reimbursement forms): Ms. Melissa Bowman
(mbowma6@clermson.edu), 272E Lehotsky Hall, 656-9883

Grants: Ms. Deborah Jones (debs@clermson.edu), 115 P&A Bldg, 656-1048

FEC Motor Pool: Mr. Michael Stephens (sm@clermson.edu), 247 Lehotsky Hall, 656-4044

Online Motor Pool Vehicle Request: <https://www.clemson.edu/cafls/employees/vehicle-request.html>

Department number: 0317

The  major codes are as follows:

MFR-FORR-1 MFR Forest Resources

MS-FORR-1 MS Forest Resources

PHD-FORR-1 PhD Forest Resources

MS-WFBL-1 MS Wildlife and Fisheries Biology

PHD-WFBL-1 PhD Wildlife and Fisheries Biology

ADMISSION REQUIREMENTS

All of our programs follow the admission requirements outlined in the Graduate School Policies and Procedures Handbook (<https://www.clemson.edu/graduate/students/policies-procedures/index.html>). Graduate Record Exam (GRE) scores are required for the following programs: M.S. and Ph.D. programs in Forest Resources, M.S. and Ph.D. Programs in Wildlife and Fisheries Biology, and Master of Wildlife and Fisheries Resources (MWFR, a non-thesis degree that will be available in January 2020, approval pending). The GRE is not required for applicants to the Master of Forest Resources (MFR) program, which is a non-thesis degree. Typically, international students are requested to demonstrate English proficiency by means of standardized test scores, such as TOEFL, but other means as detailed in the Graduate School Policy Handbook are also acceptable.

Academic records, standardized test scores, letters of recommendation, and personal statements are all important components of an application that are considered in granting admission. All applicants to any of our degree programs must have a faculty member that has expressed a willingness to serve as a Major Advisor for the student in order to be admitted. For students pursuing the online M.S. in Wildlife and Fisheries Biology (non-thesis option or Master of Wildlife and Fisheries Resources (available January 2020), the Graduate Coordinator, Dr. Kyle Barrett, serves as default Major Advisor. Applicants to all other programs must identify or be placed with a suitable Major Advisor. Prospective applicants are encouraged to contact faculty directly to identify a suitable advisor prior to applying. A final recommendation for acceptance into one of our programs requires the concurrence of both the faculty member that will serve as Major Advisor and the Graduate Program Coordinator, but since the faculty member serving as Major Advisor typically has more contact and detailed knowledge of the applicant, as well as being the one who will work most closely with the student, deference is given to their opinion.

LIFE AFTER ACCEPTANCE TO GRADUATE PROGRAM

You've been accepted and have enrolled; what's next?

Mandatory Trainings

Some of the trainings listed below are **mandatory** for all new students (e.g., hazardous waste training), whereas others may be required based on the subject of your research (e.g., animal welfare training). Documentation of completion of the training must be submitted to the Graduate Program Coordinator through Ms. Alexis Jennings (award7@clemson.edu).

- <http://www.clemson.edu/research/safety/training/>
 - **Hazardous Waste Training** – all students
 - **Chemical Hygiene** – students doing any kind of laboratory work
 - **Biohazardous Waste Management in Laboratories** – all students working with biological materials in the laboratory
- <http://www.clemson.edu/research/compliance/citi.html>
- <http://www.clemson.edu/research/compliance/iacuc/training.html>
 - **Animal Welfare Training (through the Collaborative Institutional Training Initiative)** – all students working with vertebrate animals
- <http://www.clemson.edu/research/compliance/irb/training.html>
 - **Human Subjects Research Training (through the Collaborative Institutional Training Initiative)** – all students working with humans as subjects in the research.
- <https://clemson.bridgeapp.com/learner/programs/5669568c/enroll>
 - Teaching Assistant/Grader Training – All new TAs and Graders should enroll and complete this training within 90 days of being enrolled in the program. The GradTeaching program was created with support from the Graduate School, Clemson Online, the Office of Inclusion and Equity, the Academic Success Center, and the Office of Student Advocacy and Success.

Academic Policies

The policies and procedures of the Graduate School have been set to ensure that a consistent set of standards are followed from the admissions process all the way through to the awarding of degrees for every Graduate School program. <http://www.clemson.edu/graduate/students/policies-procedures/index.html>

- **Due dates** <https://www.clemson.edu/graduate/students/deadlines.html>
- **Forms** <https://www.clemson.edu/graduate/students/forms.html>

Students need to follow all the policies detailed in the Graduate School Policy Handbook. The purpose of this FEC Graduate Student Handbook is to set forth departmental or degree program policies which are in addition to the Graduate School policy, and to offer some clarification of particular Graduate School policies which sometimes confusing to students. Tables at the end of this section summarize the minimum degree requirements for all the graduate degrees we offer.

Advisory Committee (AC) Selection

In consultation with your major advisor, you need to select an advisory committee. For the online Wildlife and Fisheries Biology M.S. or Master of Wildlife and Fisheries Resources, a default committee consisting of the Department Chair, the Graduate Program Coordinator, and the online master's Program Director is assumed (consult Dr. Thea Hagan for details). The Department strongly recommends that committee selection occur within the first semester of enrollment, although circumstances (e.g., approval of graduate faculty status for a non-Clemson committee member) may sometimes necessitate a delay. In any case, a

valid advisory committee must be formed in time to approve the Plan of Study (GS2 Form, see below) which must be filed with the Graduate School. As representatives of the faculty, this committee governs nearly all aspects of your graduate program. Care should be exercised to select committee members that can actively and meaningfully contribute to the student's education and research. Procedures do exist for changing the composition of the advisory committee if changes in research emphasis, member availability, or other circumstances warrant.

Advisory Committee (AC) Composition

FEC degree programs follow the Graduate School Policy Handbook regarding the number of members and composition of the advisory committee, but since the requirements on composition are sometimes a source of confusion, a brief explanation is offered here.

- All members of the advisory committee must be current members of the graduate faculty at Clemson University.
- The majority of the advisory committee, *including* the major advisor, must be comprised of full-time Clemson University Regular or Administrative Faculty. These are generally tenured or tenure-track faculty with job titles of Assistant Professor, Associate Professor, or Professor. Research faculty (e.g., Research Assistant Professor), extension faculty, emeritus faculty, and adjunct faculty may be able to serve on an advisory committee, but do not count toward this requirement. The faculty members meeting this requirement must have full-time appointments at Clemson University, but they do not necessarily need to be in the Department of Forestry and Environmental Conservation. Note that a strict majority is required, so, for instance, two full-time tenure-track Clemson faculty on a four-member committee is only 50%, which is insufficient.
- A list of faculty is on the department website at <http://www.clemson.edu/cafls/departments/fec/>. The Graduate Program Coordinator, Kyle Barrett (rbarre2@clemson.edu) or Student Services Program Coordinator, Alexis Jennings (award7@clemson.edu) can assist you in determining which faculty satisfy the above criteria.
- If the status of a committee member changes during the pursuit of your degree (e.g., the faculty member leaves Clemson University for another position or retires), please consult with your advisor and the Graduate Program Coordinator to ensure this change does not necessitate a revision of committee membership.

Credit Hour and Course Requirements

The minimum requirements for each of our degree programs are detailed below. Please note that your major advisor or AC may, and often will, impose additional coursework requirements depending upon the educational background and the research emphasis of individual students. These will be specified in the Plan of Study – GS2 Form (see below).

- **Master of Science in Wildlife and Fisheries Biology (with thesis):** Students must successfully complete at least 24 credit hours of graduate coursework plus at least 6 credit hours of thesis research (WFB 8910). Students are expected to take Graduate Seminar (FNR 8080) twice, or a combination of FNR 8080 and other graduate reading group or seminar courses, as approved by the AC, for a total of 2 credits. Seminar or reading group classes count toward the required 24 credits of coursework. No more than 6 credit hours can be Special Problems (WFB 8630). There is no limit to allowed credit hours of Special Topics (WFB 8610). At least one-half of the total graduate credit hours required by the AC, exclusive of thesis research, must be selected from courses at the 8000-level or above.
- **Master of Science in Wildlife and Fisheries Biology (non-thesis):** Students must successfully complete at least 30 credit hours of graduate coursework. Students are expected to take Graduate Seminar (FNR 8080) twice, or a combination of FNR 8080 and other graduate reading group or seminar courses, as approved by the AC, for a total of 2 credits. Seminar or reading group classes count toward the required 30 credits of coursework. At least one-half of the total graduate credit hours required by the AC must be selected from courses at the 8000-level or above.

- **Master of Science in Forest Resources (with thesis):** Students must successfully complete at least 24 credit hours of graduate coursework plus at least 6 credit hours of thesis research (FOR 8910). Students are expected to take Graduate Seminar (FNR 8080) twice, for a total of 2 credits, although substitutions of other graduate reading group or seminar courses for one or both of these credits may be approved by the AC and Graduate Coordinator. Seminar or reading group classes count toward the required 24 credits of coursework. No more than 6 credit hours can be Special Problems (FOR 7070). There is no limit to allowed credit hours of Special Topics (FOR 8930). At least one half of the total graduate credit hours required by the AC, exclusive of thesis research, must be selected from courses at the 8000-level or above.
- **Master of Forest Resources (non-thesis):** Students must successfully complete at least 36 credit hours of graduate coursework, which cannot include thesis research (FOR 8910). At least 18 credit hours must be from courses numbered 7000 or above, including at least 2 credit hours of Special Problems (FOR 7070). Students are expected to take Graduate Seminar (FNR 8080) twice, for a total of 2 credits, although substitutions of other graduate reading group or seminar courses for one or both of these credits may be approved by the AC and Graduate Coordinator. Seminar or reading group classes count toward the required 36 credits of coursework. Requirements for MFR students who do not have a degree in forestry include those required for a bachelor's degree in forestry, including summer camp. Specifically, FOR 2050, 2210, 2060, 2510, 2520, 2530, 2540, 3020, 3040, 3080, 3410, 4060, 4080, 4100, 4130, 4150, 4160, 4170, 4180, 4250, 4310, 4340, 4650, and FNR 2040. Equivalent course substitutions shall be approved by the instructor of the relevant forestry course. A forestry review committee composed of 3 forestry faculty members holding a first professional degree in forestry may approve substitutions. All required courses will be taken for a grade (A to F; not pass/fail).
- **Doctor of Philosophy in Wildlife and Fisheries Biology:** A minimum of 30 credits past the master's and 60 credits past the bachelor's degree, inclusive of research credits, are required to earn a PhD in Wildlife and Fisheries Biology. A minimum of 18 credits of doctoral research (WFB 9910) is required. A minimum of 12 credit hours of non-research courses numbered 8000 or above is required. The coursework must include two graduate-level courses in statistics, unless this requirement is modified or waived by the AC and Graduate Coordinator (e.g., if the student had sufficient training in statistics prior to entering the doctoral program). Students are expected to take Graduate Seminar (FNR 8080) twice, or a combination of FNR 8080 and other graduate reading group or seminar courses, as approved by the AC, for a total of 2 credits. Seminar or reading group classes count toward the required 12 credits of non-research 8000-level coursework.
- **Doctor of Philosophy in Forest Resources:** A minimum of 30 credits past the master's and 60 credits past the bachelor's degree, inclusive of research credits, are required to earn a PhD in Forest Resources. A minimum of 18 credits of doctoral research (FOR 9910) is required. A minimum of 12 credit hours of non-research courses numbered 8000 or above is required, of which at least 8 credit hours must be FOR courses. Special Problems (FOR 7070) can be taken for a maximum of 6 credit hours. Students are expected to take Graduate Seminar (FNR 8080) twice, for a total of 2 credits, although substitutions of other graduate reading group or seminar courses for one or both credits may be approved by the AC and Graduate Coordinator. Seminar or reading group classes count toward the required 12 credits of non-research 8000-level coursework.

Plan of Study (GS2 Form)

Students must file a Plan of Study or graduate degree curriculum (Form GS2) in accordance with the Office of Enrolled Student Services' timeline. This is an online form which is completed in a two-phase process. First, the student must submit their advisory committee (AC) selection for approval. Once the AC selection is approved, the student submits a Plan of Study which includes all courses required by the degree program plus any additional requirements imposed by the major advisor or the AC. The submitted Plan of Study will then be routed to the individuals necessary for approval, including the AC and Graduate Coordinator. Fines will be imposed if the student fails to submit a GS2 by the appropriate deadline. If circumstances later warrant a change in the Plan of Study, the student may submit a modified GS2 for

approval. A GS2 that correctly reflects the student's coursework must be approved by the deadline set before graduation. See the Graduate School Policy Handbook for details. For instructions on using the online form, go to: <http://www.clemson.edu/graduate/students/plan-of-study/index.html>

Enrollment Requirements

For all students on assistantship, minimum enrollment is 9 hours per semester during the academic year and 3 hours per summer school term. Minimum enrollment for students not on assistantship is 12 hours per semester during the academic year for full-time status. Graduate students who are Clemson employees should refer to the section entitled, *Employees Enrolled in Graduate Degree Programs* for work-graduate program.

Thesis/Dissertation Guidelines

- The purpose of an MS thesis is to demonstrate your ability to:
 - Formulate a research problem.
 - Demonstrate knowledge relevant to a meaningful resolution of a specific problem or question.
 - Effectively plan the work leading to the completion of the problem.
 - Analyze and interpret data.
 - Report the results of your research in a concise, precise, professional manner that would be suitable for a peer-reviewed journal.
- In addition to the above, a PhD dissertation should also demonstrate your ability to contribute significant new understanding to your field of study.
- General Guidelines:
 - Must be prepared in accordance with guidelines established by the Graduate School (<https://www.clemson.edu/graduate/students/theses-and-dissertations/format.html>).
 - Refer to the list of deadlines at <https://www.clemson.edu/graduate/students/deadlines.html> to ensure timely completion of all requirements for your degree.
 - Provide a final draft of your thesis or dissertation to AC at least two weeks (preferably more) before defense.
 - Do not submit manuscripts to AC without first receiving feedback and permission from your major advisor.
 - Do not schedule defense prior to receiving permission from AC.
 - As a part of your defense, plan on a presentation of your work to faculty, students, cooperators, and other interested parties.
 - When scheduling your defense, allow enough time following your defense to complete revisions and still meet Graduate School deadlines. The more feedback you receive and integrate prior to your defense, the less work you'll be faced with after the defense.
 - Your defense must be placed on the Graduate School calendar at least 10 days prior to the defense, using their online form at <https://www.clemson.edu/graduate/calendar/defense-form.html>
 - At the same time (or before), the Department of Forestry and Environmental Conservation must be notified of the date and location of the defense. This notification can be given to Administrative Assistant, Alexis Jennings (award7@clemson.edu).
 - The thesis or dissertation should be completed and submitted before you leave the University.
 - Following a successful defense, and after making any corrections required by your advisory committee and major advisor, you submit your thesis or dissertation to the Graduate School for formatting review. The Manuscript Review Office must approve your final electronic version before you can graduate.
 - Electronic submission is the only option; hard copies are not acceptable.
 - Whether patentable or not, any inventions, discoveries, or developments which are conceived, developed, or reduced to practice by graduate students during their research activities are retained by Clemson University, as set forth in the Faculty Manual. <http://www.clemson.edu/faculty-staff/faculty-senate/documents/manual-archive/2016-17.pdf>
 - Your adviser may publish research in cases where you have not made significant progress towards submission within 12 months of graduation. Student co-authorship will be maintained.

Copyright is subject to University policy and organizations responsible for publishing or distributing copyrighted materials (i.e., scientific journals). A plan for publication should be discussed with adviser prior to defense. Publishing prior to defense is acceptable, provided AC is apprised and authorship contributions are documented.

- Follow Clemson University data repository and ownership rules.

Examinations (Comprehensive and Final)

- **MS-WFB; MS-FR; MWFR; MFR**

- The final oral exam occurs during the defense of thesis (MS) or project (MFR) or after all coursework requirements are met (MS-WFB non-thesis, MWFR). It includes general knowledge in subject matter as well as the thesis or project. Detailed policies regarding the final exam are contained in the Graduate School Policy Handbook. The AC must notify the Graduate School of the results of the exam using Form GS7M. <http://www.clemson.edu/graduate/files/pdfs/GS7M.pdf>.

- **PhD – WFB**

- **Comprehensive Exam**

- The comprehensive examination is composed of both written and oral components. The exam is scheduled after the student has completed most of the required course work (typically near the mid-point of the student's program of study). Detailed policies regarding the comprehensive exam are contained in the Graduate School Policy Handbook. Successful completion of this examination admits the student to candidacy. At the discretion of the AC, the exam may be retaken in part or whole.

- **Final Defense of Dissertation**

- The final defense of dissertation includes a presentation open to the public and a closed oral examination. The AC has discretion over format and content of presentation and oral examination. Detailed policies regarding the dissertation defense and final oral examination are contained in the Graduate School Policy Handbook.

- **PhD – FR**

- **Comprehensive Exam**

- For the PhD degree in Forest Resources, a comprehensive examination will be used to determine the student's scholarly development and ability to develop logical thought and implement concepts. The examination will be given at or near the completion of the student's course work. Detailed policies regarding the timing and conduct of the comprehensive exam are contained the Graduate School Policy Handbook. The examination will consist of two parts: written and oral. The written part will consist of (a) one prompt which is intended to test the student's ability to integrate knowledge over a particular topic and (b) a number of additional written questions to test the student's comprehensive knowledge. Written questions may be submitted by departmental faculty, to the committee, for possible inclusion in the examination. Successful completion of this examination admits the student to candidacy. At the discretion of the AC, the exam may be retaken in part or whole.

- **Final Defense of Dissertation**

- The final defense of dissertation includes a presentation open to the public and a closed oral examination. The AC has discretion over format and content of presentation and oral examination. Detailed policies regarding the dissertation defense and final oral examination are contained in the Graduate School Policy Handbook.

- **Note to Advisory Committees of all degree types:** An Assessment Report (available at the end of this Graduate Handbook) should be submitted to the Student Services Program Coordinator, Alexis Jennings, following the final exam.

Graduate School Policies

There are several additional policies specified by the University that apply to graduate students. Details on these can be found in the Graduate School Policy Handbook, available at:

<https://www.clemson.edu/graduate/students/policies-procedures/index.html>. Some of the main policies that students should be aware of include:

- Continuous Enrollment
- Leave of Absence
- Minimum Enrollment
- Enrollment Limits (maximum)
- Time Limit (for completion of degree)
- Academic Integrity
- Academic Probation
- Academic Grievance
- Grading System
- Graduate Fees
- Policies related to Graduate Assistantships and Fellowships

MASTER'S DEGREE REQUIREMENTS

| | MS-WFB | MS-WFB (non-thesis) MFWR | MS-FR | MFR |
|--|-----------------------------|--------------------------------|-----------------------------|--|
| Advisory Committee (AC) selected; first semester (recommended), second semester at the latest. | ✓ | NA | ✓ | ✓ |
| Advisory Committee meeting to review GS2 (Plan of Study) and, where applicable, discuss proposed research. Should occur within first semester or early second semester. | ✓ | ✓ | ✓ | ✓ |
| Research plan for thesis (title, methods, statistical design, literature review) or work plan for project prepared in consultation with AC. | ✓ | NA | ✓ | NA |
| GS2 (Plan of Study) Form submitted and approved online by middle of second semester. (A late fee of \$25-\$125 will be assessed! – see Graduate School policy) | ✓ | ✓ | ✓ | ✓ |
| Master's thesis research credits (WFB 8910) | 6 | NA | 6 | NA |
| Non-research credits (minimum). Seminar (or equivalent) and Special Problems courses are included in the total non-research credits. The requirements for MFR students who do not have a degree in forestry exceed what is listed in the table. Requirements also include those required for a bachelor's degree in forestry, including summer camp: FOR 2050, 2210, 2060, 2510, 2520, 2530, 2540, 3020, 3040, 3080, 3410, 4060, 4080, 4100, 4130, 4150, 4160, 4170, 4180, 4250, 4310, 4340, 4650, and FNR 2040. See "Credit Hour and Course Requirements" section above for more information. | 24 (min of 12 @ 8000-level) | 30 (min of 15 @ 8000 level) | 24 (min of 12 @ 8000 level) | 36 (min 18 @ 7000 level or above, incl. 2 of FOR 7070) |
| Seminar (FNR 8080) taken twice. One or both credits can be substituted with a reading group (e.g., BIOL 8070) or confirmed attendance at the NRGSA Seminar Series (as approved by AC). | ✓ | ✓ | ✓ | ✓ |
| Special Problems (FOR 7070 or WFB 8630) credit. These credits may be applied to, but are not required for the following programs: MS-WFB, MWFR, MS-FR. | No more than 6 | No limit | No more than 6 | Min 2 credits FOR 7070 |
| Thesis submitted to AC at least 2 weeks prior to defense. | ✓ | NA | ✓ | NA |
| Cap and gown ordered (if attending graduation). | ✓ | ✓ | ✓ | ✓ |
| Final oral examination scheduled. | ✓ | ✓ | ✓ | ✓ |
| Defense of thesis at least 3 weeks prior to planned graduation. May include specific revisions recommended by AC. Adviser can approve revisions at discretion of AC. | ✓ | NA | ✓ | NA |
| GS7M (Final Exam and Thesis Approval) form submitted to ESS. | ✓ | ✓ | ✓ | ✓ |
| Department Assessment Report filed with Ms. Andrea Kesler, 261 Lehotsky Hall. | ✓ | ✓ | ✓ | ✓ |
| Check thesis formatting: https://www.clemson.edu/graduate/students/theses-and-dissertations/format.html | ✓ | NA | ✓ | NA |
| Thesis submission: https://www.clemson.edu/graduate/students/theses-and-dissertations/submit.html | ✓ | NA | ✓ | NA |
| Apply for graduation using <i>Student Record</i> menu in iRoar account. | ✓ | ✓ | ✓ | ✓ |

DOCTORAL DEGREE REQUIREMENTS

| | WFB | FR |
|--|------------|-------------------------------|
| Advisory Committee (AC) selected as soon as practical. | ✓ | ✓ |
| Advisory Committee meeting to review GS2 (Plan of Study) and, where applicable, discuss proposed research. Should occur by the fourth semester, at the latest. | ✓ | ✓ |
| GS2 (Plan of Study) Form submitted and approved online. by middle of fourth semester. (A late fee of \$25-\$125 will be assessed! – see Graduate School policy) | ✓ | ✓ |
| Credit hours required: 30 post-Master's; 60 post-Baccalaureate. | ✓ | ✓ |
| Graduate level statistics | 2 courses | NA |
| Seminar (FNR 8080) taken twice. One or both credits can be substituted with a reading group (e.g., ERG-BIOL 8070) or confirmed attendance at the NRGSA Seminar Series (as approved by AC). | ✓ | ✓ |
| Special Problems (FOR 7070 or WFB 8630) | No limit | Max 6 credits |
| Dissertation (doctoral research) credits | 18 | 18 |
| Non-research (WFB 9910 OR FOR 9910) 8000-level credits | Min 12 | Min 12; 8 must be FOR courses |
| Preliminary research plan (title, methods, statistical design/analysis, literature review) approved prior to field research and by mid-second semester or timeline agreed upon with major advisor. | ✓ | ✓ |
| Comprehensive written and oral exam, near mid-point of program of study. Exam must be completed at least 6 months, but not more than 5 years, before graduation. | ✓ | ✓** |
| GS5D (Results of Doctoral Comprehensive Exam and Candidacy) form submitted to ESS. | ✓ | ✓ |
| Final oral examination (defense of dissertation). This needs to occur at least 3 weeks before dissertation is due to Graduate School. May include specific revisions recommended by AC. Adviser can approve revisions at discretion of AC. | ✓ | ✓ |
| GS7D (Dissertation Defense and Approval) form submitted to ESS. | ✓ | ✓ |
| Department Assessment Report submitted to Ms. Andrea Kesler, 261 Lehotsky Hall. | ✓ | ✓ |
| Check dissertation formatting: https://www.clemson.edu/graduate/students/theses-and-dissertations/format.html | ✓ | ✓ |
| Dissertation uploaded: https://www.clemson.edu/graduate/students/theses-and-dissertations/submit.html | ✓ | ✓ |
| Apply for graduation using <i>Student Record</i> menu in iRoar account. | ✓ | ✓ |

*If the student wishes certification by TWS or ESA, the appropriate coursework can be included in the plan of study.

**See notes at Examinations, PHD FR

PERFORMANCE EVALUATION AND ANNUAL REVIEW

All students will meet with their major advisor and discuss their academic and research activities during scheduled lab meetings and/or formal or informal one-on-one meetings. The details of routine interaction between students and their major advisor will differ, but all students should expect to be required to give frequent updates on their progress and to receive frequent, substantive feedback on their performance.

An annual review of progress is mandatory for all students on any type of assistantship, and is strongly recommended for all other students, except those in the online MS-WFB (non-thesis) program.

Documentation of this annual review uses the departmental form reproduced below, which must be submitted to our Student Services Program Coordinator, Alexis Jennings at least two weeks prior to the start of the academic year. Typically, the form will be completed by the student's major advisor, although the advisor may solicit input, as appropriate, from anyone else who has served in a supervisory role for the student.

The Graduate School provides two forms for conducting annual reviews, and supervisors can choose whichever is preferred. The forms can be found at the links below:

- GS-GA1: https://www.clemson.edu/graduate/faculty-staff/docs/GS-GA1_form_fillable.pdf
- GS-GA2: https://www.clemson.edu/graduate/faculty-staff/docs/GS-GA2_form_fillable.pdf

EMPLOYEES IN GRADUATE DEGREE PROGRAMS

Time spent in class during normal working hours must be made up by the employee under a schedule acceptable to the employee's supervisor. Flexibility will be given to accommodate class schedules, but conflicts must be worked out between the employee and supervisor. Limits are imposed by the Graduate School on the course load that a full-time employee may take. See "Enrollment Limits" in the most recent addition of the Policies and Procedures Handbook from the Graduate School.

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

The MFR and MS degrees must be completed within a 6-year time period. The PhD degree must be completed within 5 years of satisfactory completion of the preliminary examinations.

INTERNATIONAL STUDENTS

For all questions regarding international graduate students, please refer to

<http://www.clemson.edu/administration/ia/services/students/index.html>.

GUIDELINES FOR FACULTY

Role of the Major Advisor

- Ensures all requirements are met by the student.
- Ensures GS2 is completed on time.
- Acts as coach, advisor, evaluator, and colleague
- Provides timely, substantive feedback.
- Chairs Advisory Committee.
- Ensures completion of Mandatory Training.
- Ensures compliance with any regulated hazard protocols.

Role of the Advisory Committee

- Approves student's program of study and research proposal.
- Provides relevant expertise and guidance.
- Evaluates comprehensive examinations and final defenses of theses and dissertations.

Role of the Graduate Coordinator

- Coordinates acceptance of graduate students with faculty, administrative assistant, and the Graduate School.
- Ensures that departmental graduate student files are maintained by administrative assistant.
- Evaluates whether students and committees meet stated deadlines and requirements.
- Moderates disagreements over guidelines or disputes between major advisors and students.
- Coordinates assignment of office space.

Role of Departmental Faculty (Full-Time, Tenured or Tenure-Track)

- Determines the guidelines for all graduate degree programs.
- Constitutes the final authority in all matters of dispute. Any concern by individual faculty members about the plan or conduct of any graduate student's program should be presented to the Graduate Coordinator. The Graduate Coordinator will communicate any concerns to the student's 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 Graduate Coordinator will bring the matter before the faculty at a regular meeting. The Department Chair may be included at any level.
- Has the authority to approve or reject all candidates for graduate degrees.
- May amend the guidelines for its graduate programs by a simple majority of those voting and approval via full curriculum process when required. All full-time, tenured or tenure-track faculty with a non-zero appointment in the Department of Forestry and Environmental Conservation will be eligible to vote regarding graduate program guidelines.

GRADUATE FINANCIAL ASSISTANCE

Assistantships

Appointment Standards (Conditions)

- Graduate assistants are granted partial remission of tuition.
- Research assistantships are provided from the major advisor's grants or department funds, as available.
- A research assistantship includes project deliverables as specified by sponsor agreements, which are the responsibility of the student and his or her adviser to address.
- Partial or full teaching assistantships may be provided. TAs should be provided to students who can teach effectively.

Hours of Work

- Detailed in the letter of offer.
- Average work effort for a 0.5 FTE assistantship is 20 hours per week on research other than thesis or dissertation research.
- Holidays (spring break, fall break, Christmas holidays, etc.) are granted for graduate assistants; students are still responsible for meeting deadlines and expectations for project deliverables, regardless of holidays.
- **Domestic students** are limited to **28 hours** per week from all jobs on campus during the fall, spring and summer semesters. **International students** are prohibited by Federal law (**Federal Code CFR 214**) from working more than **20 hours** per week when school is in session (inclusive of total hours worked from all jobs held by the student on campus).
 - Violation of this hourly limit by the student could lead to loss of future authorization to work in the USA and having to apply for reinstatement of student status. Violation of this hourly limit by the employer could lead to civil monetary fines and up to imprisonment.

Fellowships

- Fellowships awarded from sources inside or outside the Department may be given to graduate students, in addition to any previously promised or negotiated assistantship.
- Out-of-state tuition may be waived for non-resident students receiving a fellowship, but students pay full in-state tuition fees rather than the reduced rate paid by graduate assistantships.
- In some cases, the department may award fellowships under its control, in lieu of an assistantship.
- Several fellowships also are available to graduate students through the Graduate School and through the College of Agriculture, Forestry & Life Sciences. Deadlines for applying for these fellowships are usually in February.

Student Hourly Employment

- If funds are available and the graduate student is enrolled for at least 3 credit hours during fall and spring and at least 1 credit hour during summer sessions, hourly employment is permitted in place of or in addition to an assistantship. As stated above, American students are limited to 30 hours per week from all jobs on campus during fall and spring semesters, and by Federal Code CFR 214, International students are limited to 20 hours per week. Therefore, foreign students on half-time (20-hour) assistantships cannot work any additional hours.

ADMINISTRATIVE AND LOGISTICAL SUPPORT

Equipment

- **Audio-visual equipment** (computer and LCD projector) is available for check-out in room 261.
- The **copier** in 253 Lehotsky Hall may be used with permission of your advisor and in support of a research project. A copier code needs to be acquired in advance from your major advisor for use. Priority is given to faculty for copier use. You do not need a copier code to scan a document.
- The **FAX** machine in 261 Lehotsky Hall has the number 864-656-3304.
- School **vehicles** may be available for field research. Enterprise rents vehicles for travel to professional meetings. Your major advisor and the department chair must approve use of vehicles and any travel reimbursement for official business.
- **Computers** in 231 Lehotsky Hall include 14 computer workstations and a printer. This is a classroom, so please be aware that workstations may be unavailable during times of scheduled instruction.
- **Color printing** is available in 227A. Please request a key from Vickie Byko.
- **Coffee** is available in 261 Lehotsky Hall.

Research Support and Infrastructure

- **Lab supplies and lab assistance:** Dr. Wayne Chow, Research Specialist III (wchao@clermson.edu)
- **Electron Microscope Facility** (hourly charges apply): <https://www.clemson.edu/centers-institutes/cuadvancedmaterialscenter/electron-microscope/>
- **Chemistry Stockroom:**
 - Liquid nitrogen, formalin, lab supplies, etc.
 - Robin Wilmott, Stockroom Manager (robinw@clermson.edu)
- **Clemson Experimental Forest:**
 - Russell Hardee, Forest Manager (rhardee@clermson.edu)
 - Research Site Application: https://www.clemson.edu/public/experimental-forest/documents/cef_research_site_application.pdf
- **Palmetto Cluster:** Clemson University's High-Performance Computing Cluster; <https://citi.sites.clemson.edu/infrastructure/#palmetto>
- **Computer software and support:** <https://ccit.clemson.edu/>

Information and Communication Services

- **Mail** may be picked up in 261 Lehotsky Hall. Graduate student mailboxes are in the last column to the right, and are sorted by first letter of last name. Outgoing mail may be left in the appropriate box in 253 Lehotsky Hall for pick-up.
- The main department **phone number** is 656-3302. A long-distance authorization code for use in research-related business can be obtained from your major advisor.
- University **breaking news and matters of public safety and convenience** are sent out to students and employees by text, email, and in an electronic publication called *Inside Clemson*.
- The CU student newspaper, *The Tiger*, is free and published weekly. An online version of *The Tiger* is available at <http://www.thetigernews.com/>.

Administrative Support Services

- **Personnel** matters are handled by Ms. Jennifer Hooper (jthooper@clermson.edu) in 106 P&A Building. Paychecks are deposited electronically to the bank of your choice.
- **Purchasing** – if a university VISA card is used for business or research needs, make sure you know the rules regarding allowable charges and limits before you use the card. **This is very important!** See Ms. Melissa Bowman in 272A Lehotsky for more guidance.

- **Office space** is assigned by the Graduate Coordinator. Any requests for a particular office or to change office assignment must be approved by the GC.
- **Keys** to your office, lab and front door building keys to Lehotsky Hall can be picked up from Ms. Vickie Byko in 261 Lehotsky Hall. A \$10 deposit is required for the first key, with a \$5 deposit required for all other keys. All keys must be returned before graduation.

Forms

- Graduate School Forms: <https://www.clemson.edu/graduate/students/forms.html>
- Department or College Forms: Some forms are available in Room 261; also available on CAFLS Employee Resources webpage: <https://www.clemson.edu/cafls/employees/index.html>
 - Permission to Attend a Meeting – Department Chair signs.
 - Request to Travel Outside SC – Department Chair signs.
 - Authorization for Official Foreign Travel – Department Chair, Dean, PSA-VP (if PSA funds are involved) sign.
 - Travel Reimbursement – Major Advisor signs
 - Non-travel Reimbursement

Vehicle Reservation and Use

- Vehicles should be used only for official University-related business
- Keys and credit cards are available from the responsible faculty member or can be checked out online with Michael Stephens at <https://www.clemson.edu/cafls/employees/vehicle-request.html>. Keys can be picked up in 247 Lehotsky and a key return box is located in 261 Lehotsky.
- For gas or oil from the Motor Pool, the vehicle's fuel key and a Motor Pool user ID are needed.
- To receive a Motor Pool user ID, contact Shelly at shall@clemson.edu at least 2 days before purchasing gas or oil.
- State credit cards are in each vehicle to be used at any gas station in the United States that accepts credit cards. A PIN number is required. Most faculty have a PIN number. Credit cards cannot be used at the Motor Pool.
- Report any vehicle maintenance or repair problems to the faculty member responsible for the vehicle and to Mr. Michael Stephens (sm@clemson.edu), Department Vehicle Fleet Coordinator, in 272G Lehotsky Hall. Please be specific.
- Fill out the Vehicle Log in the vehicle completely.
- It is the responsibility of the driver to return the vehicle clean and with at least one-half tank of gas.
- In the event of a vehicle breakdown, accident or emergency, contact the proper authorities and your major advisor, the main office (864-656-3302), or Michael Stephens (864-656-4044, cell 864-221-8834). When working outside of regular hours or in remote areas, carry a cell phone and avoid working alone. Auto repair information can be found at <https://fec-clemsonuniversity.weebly.com/auto-repair--services.html>
- In some cases, it may be cost effective to rent a vehicle from the University's Enterprise location. Please consult with your major advisor before reserving a vehicle. Information can be found at https://legacy.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=CLEMSON

ASSESSMENT REPORT
GRADUATE STUDENT COMPREHENSIVE AND FINAL ORAL
EXAMINATIONS
Department of Forestry and Environmental Conservation (FEC)

The major professor, in consultation w/graduate committee, shall use the examination results to evaluate specific strengths & weaknesses of the candidate & his/her graduate program in the areas indicated below. **Use a 5-pt. scale (5=A, 4=B, 3=C, 2=D, 1=F).**
Check one per row of applicable item.

Return completed form to Ms. Alexis Jennings in 253 Lehotsky Hall.

Date: _____ **Student Name:** _____ **ID#** _____

Item 1 – Master Forest Resources:

| | | | | | |
|--|---|---|---|---|---|
| 1. Knowledge equiv. to students w/BS in Forestry. If the candidate already has a BS degree in Forestry, circle: N/A. | 1 | 2 | 3 | 4 | 5 |
| 2. Knowledge of the broad area of forestry: | 1 | 2 | 3 | 4 | 5 |
| 3. Statistical skills at the graduate level: | 1 | 2 | 3 | 4 | 5 |
| 4. Writing skills: | 1 | 2 | 3 | 4 | 5 |
| 5. Oral Communication skills: | 1 | 2 | 3 | 4 | 5 |

Item 2 – MS – FR or WFB? (Circle one):

| | | | | | |
|---|---|---|---|---|---|
| 1. Knowledge in the area of specialization: | 1 | 2 | 3 | 4 | 5 |
| 2. Research skills: | 1 | 2 | 3 | 4 | 5 |
| 3. Statistical skills: | 1 | 2 | 3 | 4 | 5 |
| 4. Writing skills: | 1 | 2 | 3 | 4 | 5 |
| 5. Oral Presentation Skills: | 1 | 2 | 3 | 4 | 5 |

Item 3 – PhD – Comprehensive: FR or WFB? (Circle one):

| | | | | | |
|--|---|---|---|---|---|
| 1. Sub-discipline knowledge: | 1 | 2 | 3 | 4 | 5 |
| 2. Research skills: | 1 | 2 | 3 | 4 | 5 |
| 3. Statistical skills: | 1 | 2 | 3 | 4 | 5 |
| 4. Other quantitative skills, if applicable: | 1 | 2 | 3 | 4 | 5 |
| 5. Writing skills: | 1 | 2 | 3 | 4 | 5 |
| 6. Oral presentation skills: | 1 | 2 | 3 | 4 | 5 |

Item 4 – PhD – Final Oral: FR or WFB? (Circle one):

| | | | | | |
|---|---|---|---|---|---|
| 1. Knowledge in the area of specialization: | 1 | 2 | 3 | 4 | 5 |
| 2. Research skills: | 1 | 2 | 3 | 4 | 5 |
| 3. Statistical skills: | 1 | 2 | 3 | 4 | 5 |
| 4. Writing skills: | 1 | 2 | 3 | 4 | 5 |
| 5. Oral presentation skills: | 1 | 2 | 3 | 4 | 5 |

Committee Chair Signature _____