

Graduate Student Handbook

2018-2019



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TABLE OF CONTENTS

WELCOME	3
DEPARTMENT CONTACT INFORMATION	4
ADMISSION REQUIREMENTS	5
LIFE AFTER ACCEPTANCE TO GRADUATE PROGRAM.....	6
• Mandatory Training	6
• Academic Policies	6
• Advisory Committee (AC) Selection.....	7
• Advisory Committee (AC) Composition.....	7
• Credit Hour and Course Requirements.....	7
• Plan of Study (GS2 Form).....	9
• Enrollment Requirements	9
• Thesis/Dissertation Guidelines	9
• Examinations	10
• Additional Policies.....	11
MASTER'S DEGREE REQUIREMENTS	12
DOCTORAL DEGREE REQUIREMENTS.....	13
EMPLOYEES ENROLLED IN GRADUATE DEGREE PROGRAMS	15
INTERNATIONAL STUDENTS	15
GUIDELINES FOR FACULTY.....	16
GRADUATE FINANCIAL ASSISTANCE	17
• Assistantships	17
• Appointment Standards (Conditions)	17
• Hours of Work.....	17
• Fellowships	17
• Student Hourly Employment.....	17
ADMINISTRATIVE SUPPORT FOR GRADUATE STUDENTS.....	18
• Use of Equipment.....	18
• Information and Communications Services.....	18
• Support Services	18
FORMS.....	19
• Graduate School Forms	19
• Departmental Forms.....	19
VEHICLE USE PROCEDURES	20

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 Policy 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

Department of Forestry and Environmental Conservation
261 Lehotsky Hall
PO Box 340317
Clemson, SC 29634-0317
Telephone: 864-656-3302
Fax: 864-656-3304

Department Chair:

Dr. Greg Yarrow (gyarrow@clemson.edu), 261 Lehotsky Hall, 656-3302

Administrative Assistant to the Department Chair:

Ms. Andrea Kesler (akesler@clemson.edu), 261 Lehotsky Hall, 864-656-3302

Graduate Program Coordinator:

Dr. Kyle Barrett (rbarre2@clemson.edu), 244 Lehotsky Hall, 864-656-1847

Administrative Assistants:

Academic Paperwork:

Ms. Andrea Kesler (akesler@clemson.edu), 261 Lehotsky Hall, 864-656-3302

Human Resources Paperwork:

Ms. Jennifer Hooper (jthoope@clemson.edu), 106 P&A Bldg, 864-656-0626

Business Office:

Ms. Melissa Bowman (mbowma6@clemson.edu), 272E Lehotsky Hall, 864-656-4837

Grants:

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


FEC Motor Pool

Mr. Michael Stephens (sm@clemson.edu), 272G Lehotsky Hall, 656-4044

Online Motor Pool Vehicle Request:

http://www.clemson.edu/cafls/employee_portal/vehicle-request.html

Department number: **0317**

The **iROAR**  major codes are as follows:

MFR-FORR-A

MFR Forest Resources

MS-FORR-A

MS Forest Resources

PHD-FORR-A

PhD Forest Resources

MS-WFBL-A

MS Wildlife and Fisheries Biology

MS-WFBL-A-AAC

MS Wildlife and Fisheries Biology (online)

PHD-WFBL-A

PhD Wildlife and Fisheries Biology

ADMISSION REQUIREMENTS

All of our programs follow the admission requirements outlined in the Graduate School Policy Handbook (<https://www.clemson.edu/graduate/students/policies-procedures/index.html>). Graduate Record Exam (GRE) scores are required for the M.S. and Ph.D. programs in Forest Resources, and for the M.S. and Ph.D. Programs in Wildlife and Fisheries Biology. The GRE is not required for applicants to the MFR (Master of Forest Resources) 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), the Department Chair, Dr. Greg Yarrow, serves as default Major Advisor. Applicants to all other programs must identify or be placed with a suitable Major Advisor. Applicants are encouraged to contact faculty directly to identify a suitable advisor prior to submitting an application. 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 next?

Mandatory Training

New students: Documentation of completion of the training **must** be submitted to the graduate program coordinator through Ms. Andrea Kesler (akesler@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.

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.

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

Due dates: www.grad.clemson.edu/deadlines.php.

Forms: <http://www.grad.clemson.edu/Forms.php>.

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 are a source of confusion. Tables at the end of this section summarize the minimum degree requirements for all of the graduate degrees we offer.

Advisory Committee (AC) Selection: In consultation with your major advisor, you need to select an advisory committee. (For the non-thesis online Master's program in WFB, a default committee consisting of the Department Chair, the Graduate Program Coordinator, and one other faculty member is assumed – consult the Graduate Program coordinator 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: All of our degree program 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 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, 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 Administrative Assistant, Andrea Kesler (akesler@clemson.edu) can assist you in determining which faculty satisfy the above criteria.

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 addition 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 Master's level 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 do count toward the required 24 credits of coursework. No more than 6 credit hours can 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 numbered 8000 or above.
- **Master of Science in Wildlife and Fisheries Biology (non-thesis):** Students must successfully complete at least 30 credit hours of graduate coursework, including 3-6 credit hours of non-thesis study (WFB 8630 – Special Problems). 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 do 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 numbered 8000 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 Master's level 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 do 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 numbered 8000 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 do 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 can 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 16 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 of these credits may be approved by the AC and Graduate Coordinator. Seminar or reading group classes can count toward the required 16 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>

Miscellaneous 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.
- In addition to the above, a PhD dissertation generally also demonstrates your ability to:
 - Contribute significant new understanding to your field of study.
 - Produce chapters that are publishable as journal articles, with a minimum of revision post-graduation.
- General Guidelines:
 - Must be prepared in accordance with guidelines established by the Graduate School (www.grad.clemson.edu/manuscript.php).
 - A Word document template is located within this site under Format.
 - Refer to the list of deadlines at www.grad.clemson.edu/deadlines.php to ensure timely completion of all requirements for your degree.
 - Provide a final draft of your thesis or dissertation to AC at least 3 weeks (preferably 4 weeks) 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 received and revisions made prior to your defense, the less 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, Andrea Kesler (akesler@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 are allowed to 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 the course of 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 for which the student has 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

Note: AC gives Assessment Report to Graduate Program Coordinator

- **MS-WFB; MS-FR; 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). 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 (written and oral) is scheduled near the mid-point of the student's program of study. Detailed policies regarding the timing and conduct of 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. 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. The student will be expected to exercise originality in addressing the issues implied by the proposition assignment and to exhibit a level of literary skill commensurate with the degree being sought. The proposition should be viewed as a formal argument to test the student's ability to reason. Statements should be concise, but comprehensive enough to develop a clear path of logic. The student will have four weeks to answer the proposition and questions and return them to the committee. The committee should determine within one week if the response to the proposition warrants proceeding with the oral examination or if the proposition must be re-submitted to the student. The proposition and answers to all written questions will be available to interested faculty prior to the oral exam. All departmental faculty are encouraged to attend the oral examination. The oral examination should be given within a two-week period following the committee's response. The entire procedure should take no more than seven to eight weeks, from receiving the proposition and questions to completing the oral examination.

- In the comprehensive oral examination, the committee will have the freedom to take issue with the written proposition and the written questions, as well as to test the student's comprehensive knowledge of major and minor disciplines of study. Committee members must be familiar with the content of the proposition and other written questions prior to the examination. At the time of the examination, they must be prepared to question the student on the written material as well as on subject matter in their areas of expertise.

Final Defense of Dissertation: The final defense of dissertation includes a presentation open to the public and a closed oral examination over the rationale, methodology, results and conclusions of the dissertation research. Subject matter (general knowledge) is not covered in this examination.

Additional Policies: There are a number of 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
- 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	MS FR	MFR
Advisory Committee (AC) selected; first semester (recommended), second semester at the latest.	✓	✓	✓	✓
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)	✓	✓	✓	✓
Total credit hours required. The 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).	30 total - 24 lecture (with 12+ @ 8000 level), plus an additional 6 of research (WFB 8910)	30 total - (with 15+ @ 8000 level, and including 3-6 of WFB 8630)	30 total - 24 lecture (with 12+ @ 8000 level), plus an additional 6 of research (FOR 8910)	36 total - (with 18+ @ 7000 level, and including 2 of FOR 7070)
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) credit.	No more than 6	WFB 8630 3-6 credits	No more than 6	FOR 7070 –min 2 credits
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.	✓	✓	✓	✓
Thesis uploaded: http://www.grad.clemson.edu/Manuscript.php	✓	NA	✓	NA
Check thesis formatting: http://www.grad.clemson.edu/Manuscript/documents/Checklist_final.pdf	✓	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
8000 level credits.	Min 12 other than research (WFB 9910)	Min 16 other than research (FOR 9910); 8 must be FOR 8000+
Preliminary research plan (title, methods, statistical design/analysis, literature review) approved prior to field research and by mid-second semester.	✓	✓
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: http://www.grad.clemson.edu/Manuscript/documents/Checklist_final.pdf	✓	✓
Dissertation uploaded: http://www.grad.clemson.edu/Manuscript.php	✓	✓
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, with the exception of those students 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 Human Resources Administrative Assistant, Jennifer Hooper. 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.

GRADUATE ASSISTANTSHIP EVALUATION

Employee Name:		CUID:	
Title:			
Supervisor:		Department:	

Goals and objectives during this evaluation period
Achievements, accomplishments, and responsibilities
Evaluation (completed by supervisor)
Strengths and areas for development
Goals and objectives for next evaluation period

Graduate Student Signature**	Supervisor Signature
<i>Date</i>	<i>Date</i>

**My signature indicates that I was given the opportunity to discuss the evaluation and review with my supervisor, not that I necessarily agree.

Employees Enrolled 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 *Graduate School Announcements*.

http://www.clemson.edu/studentaffairs/books/grad-resource-guide/2016_graduate_student_guidebook.pdf

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. All full-time, tenured or tenure-track faculty with a non-zero appointment in the Department of Forestry and Environmental Conservation will be polled

Graduate Financial Assistance

Assistantships

Appointment Standards (Conditions)

- Graduate assistants are granted partial remission of academic and other fees and enjoy some benefits provided for University faculty and staff.
- 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 .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 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 assistants.
- 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 Support for Graduate Students

Use of Equipment

- **Audio-visual equipment** (computer and LCD projector) is available for check-out in room 261.
- The **copier** in 247 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. Personal copies may be made in Cooper Library (\$.10 cash/copy or \$.05/copy with Tiger 1 card).
- 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 rooms 265 and 231 Lehotsky Hall have software for word processing, spreadsheets, database, and GIS analysis. There is a color printer in room 227A and a black/white printer in room 265.
- **Computers** in 231 Lehotsky Hall include 14 computer workstations and a printer. This center is primarily used for GIS instruction and students may not use the printer unless given permission as part of a course being held in that room.
- **Coffee** is available in 261 Lehotsky Hall. The cost of coffee is \$.50 per cup, or the Coffee Club may be joined for \$5.00 per month. Those wishing to join the Coffee Club should check with Charlotte Swafford in 272A Lehotsky Hall. Bottled water is free and is available from the water cooler in room 261.

Information and Communication Services

- **Mail** may be picked up in 261 Lehotsky Hall. Graduate student mailboxes (261) 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 247 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 email 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/>.

Support Services

- All **personnel** matters are handled by Ms. Jennifer Hooper (jthooper@clemson.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 (mbowma6@clemson.edu) in 272E 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** - Office, lab and front door building keys to Lehotsky Hall can be picked up from Vickie Byko or Andrea Kesler 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 Forms

Available in Room 261; some are online at H:/FORESTRY/TRAVEL FORMS; signed forms are submitted to Ms. Andrea Kesler in 261 Lehotsky Hall.

- 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.
- Electron Microscope Facility – hourly charges apply
 - College of Science, lower level of Jordan Hall G-03. Phone – 656-2465.
 - Access is open to everyone during daytime hours by appointment.
 - After-hours use is restricted to those who demonstrate sufficient ability.
- Chemistry Stockroom – liquid nitrogen, lab supplies
 - Room 235 Hunter; Laura Hupp – 656-3128.

Vehicle Use Procedures (Official Use Only)

- 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 http://www.clemson.edu/cafls/employee_portal/vehicle-request.html.
- 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.

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. Andrea Kesler in 261 Lehotsky Hall.

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

Item 1 – Master Forest Resources:

1. Knowledge equivalent to students w/BS in Forestry if the candidate doesn't possess a BS degree in Forestry, otherwise circle: N/A. (possesses a BS in Forestry):	1	2	3	4	5
2. Knowledge of the broad area of forestry:	1	2	3	4	5
2. 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: _____