



# MASTER OF ARTS IN ENGLISH HANDBOOK

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## I. INTRODUCTION

### **Welcome!**

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

This handbook familiarizes you with the requirements, policies, and procedures for your graduate experience. You may also find useful the program's website (<http://www.clemson.edu/caah/departments/english/student/graduate/ma-in-english/index.html>), which summarizes the structure of the degree, includes faculty profiles and a list of FAQs, and provides up-to-date information about events. These rules and requirements are in addition to and subordinate to those described in the Graduate School Announcements. Any inconsistencies between this handbook and the Graduate School Announcements should be brought to the attention of your program director.

### **Important Contacts**

**MAE Director**            Dr. Kim Manganelli, [kmangan@g.clemson.edu](mailto:kmangan@g.clemson.edu)  
807 Strode Tower

The MAE Director in English is your Academic Advisor, oversees the program, coordinates curriculum updates, and interacts with the Graduate School on such matters as student status, assistantships, and fellowships. The director is your first contact should any issue arise regarding your academic progress or the program curriculum.

### **English Department**

Department Chair:            Dr. William Stockton, 802 Strode, [wstockt@g.clemson.edu](mailto:wstockt@g.clemson.edu)  
Associate Chair:            Dr. Erin Goss, 816 Strode, [egoss@clemson.edu](mailto:egoss@clemson.edu)  
Director of Composition:    Dr. Sarah Carter, 806 Strode, [scarte6@clemson.edu](mailto:scarte6@clemson.edu)

### Department Administrative Assistants:

Emily Boyter, 801 Strode, [eboyter@clemson.edu](mailto:eboyter@clemson.edu), 864-656-3151 (main department administrative assistant)  
Keri Crist-Wagner, 805 Strode, [kcristw@clemson.edu](mailto:kcristw@clemson.edu) (dept. scheduler and GA payroll information)  
Bryson Toole, 814 Strode, [BRYSONT@clemson.edu](mailto:BRYSONT@clemson.edu) (financial questions)

Administrative Assistant, Class of '41 Studio: Sarah Costley, [sstilli@clemson.edu](mailto:sstilli@clemson.edu)  
English Department website: <http://www.clemson.edu/caah/departments/english/>

### **Other Important Contacts**

Enrolled Services            104 Sikes Hall, (864) 656-2174  
Graduate School website:    <https://www.clemson.edu/graduate/>  
Graduate School Admissions: 101 Sikes Hall; (864) 656-3195.  
CCIT Support Center (computing): 2nd floor Cooper Library, (864) 656-3494, [ITHELP@clemson.edu](mailto:ITHELP@clemson.edu)

HR Representative: Holly Moon, hollys@clemson.edu, (Payrolls questions / deductions)

Financial Aid, academic costs, and payments information:

See <https://www.clemson.edu/graduate/finance-tuition/index.html> for current tuition and fees.

Student Financial Aid:

G-01 Sikes Hall, (864) 656-2280, <http://www.clemson.edu/financial-aid/>.

### ***Program Mission***

Clemson University's M.A. in English (MAE) serves three types of students: those who plan to pursue graduate studies in literature or creative writing at the doctoral level; those aiming to teach in high schools, community colleges, and technical colleges; and those who want to enrich their background in English studies, develop research and writing skills, and continue their intellectual experience beyond the baccalaureate. The main focus of the MAE curriculum is on literature, and the majority of the offerings are literary period, genre, major figure, and theory courses. There are also courses in composition, film, new media, creative writing, cultural studies, and rhetoric.

## **II. OVERVIEW OF THE DEGREE**

### ***Requirements for the MAE Degree***

<b>Our Basic Degree Requirements</b>	
Total hours of coursework	31 hours
Core courses required	10 hours (ENGL 8000, ENGL 8100, 1 seminar in Literature before 1800, 1 seminar in Literature after 1800), plus Foreign Language
Elective courses required	15 hours
Thesis Research: ENGL 8910	6 hours
Exam(s)	Thesis Defense

### ***Time Required and Limit***

The MAE curriculum is designed so that it can be completed in two academic years, unless you are a part-time student. See the "MA Curriculum Map" for a checklist of requirements. The Graduate School requires that all course work credited toward any master's degree be completed within six calendar years prior to the date on which the degree is to be awarded.

### ***Required Credit Hours***

The MAE degree requires 31 hours of graduate credit approved by the student's Academic Advisor, of which 6 hours are thesis (ENGL 8910). Up to two 6000-level courses may be taken for graduate credit; a student may petition the MAE Committee for permission to take a third 6000-level course.

Prerequisite and co-requisite courses do not count toward required graduate credit hours. (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.) If you took a 4000-level course as an undergraduate at Clemson, you may not take credit for that same course at the graduate or 6000-level.

### **Core Courses**

All M.A. in English students are urged to complete all core courses (as well as satisfy the foreign language requirement) during their first year of study:

- ENGL 8000—Introduction to Research (1 hr., taught only in Fall)
- ENGL 8100—Literary Theory (3 hrs., taught only in Fall)
- A seminar focused primarily on Literature before 1800
- A seminar focused primarily on Literature after 1800
- ENGL 8850—Composition Theory (required for teaching, offered in Spring)

### **8000-level and 6000-level courses**

During each fall and spring semester, the Department offers at least three 8000-level seminars for MAE graduate students and roughly fifteen 6000-level courses open to both advanced undergraduates and graduate students. The Department also offers courses graduate specifically for the Master of Arts in Writing, Rhetoric and Media (MAWRM) program. MAE students are welcome to take courses directed toward MAWRM students and count these courses toward their degree.

**8000-level seminars** deal with relatively small areas, major figures, or significant themes, and their enrollment is limited to twelve students. Graduate students are expected to bring a great deal to seminars, as these courses are almost entirely discussion-based, with discussions frequently initiated by students. For graduate seminars, you should expect significant readings for each week, both in traditional literary texts and in secondary criticism and theory. It is not unusual for faculty to recommend additional readings not on the syllabus, as a means of supplementing required readings. Similarly, if you find that there are important historical movements, theoretical or literary issues, or background texts with which you are not familiar, you should remedy these lacks yourself. (Faculty can be helpful in guiding you to supplementary reading.) Seminars usually require a longer seminar paper (typically approximately 12-15 pages in length), rooted in the concerns of the course but requiring significant individual research. Additional assignments might include annotated bibliographies, pedagogy projects, shorter papers, regular response papers, etc.

**6000-level courses** combine a few graduate students with a large group of undergraduate students. In order to receive graduate credit, graduate students may complete requirements for the undergraduate course and / or additional requirements specified in the course syllabus. Discuss these with the instructor.

These additional requirements might include (but need not be limited to) a longer research paper, additional theoretical or secondary readings, leading class discussion, etc.

### ***Courses outside the discipline***

Occasionally, a student may choose non-English courses as part of the plan of study. Credit received for graduate-level courses taught by other departments may also be counted toward your degree, provided those courses involve subject matter that is relevant to your degree program. You must consult with and receive approval from the MAE Director before taking such classes with the intention of having them count toward a graduate English degree.

### ***Foreign Language Requirement***

Plan to satisfy the foreign language requirement during your first year of graduate study by demonstrating reading competency in an approved foreign language. The Department of Languages certifies that a student has met the requirement.

The language level expected is a basic reading knowledge equivalent to that provided by two years of study at the undergraduate level. The requirement must have been completed within six years prior to finishing the graduate degree. The requirement may be satisfied by:

- 1) Graduate students may bring their undergraduate transcripts (if you attended a different university other than Clemson) to 717 Strode to prove they have completed through Clemson University's equivalent of 2020 in the same language ending with at least a "B" in 2020 (must be within the last 6 years). Once proof is provided, a letter will be sent to the Graduate Enrolled Student Services office and to the MAE Director that the Graduate Foreign Language Requirement has been fulfilled.
- 2) Pass the Graduate Foreign Language Reading Exam. An application to take this exam may be obtained from office 717 Strode. Fill out the application and present it to the professor who will administer the exam. It is the student's responsibility to set a time, date, and place to take the exam with the professor.
  - If the student does not pass the exam, he/she may take it again, but will be charged \$20. This has to be paid by check or money order, payable to Clemson University. Payment is made at 717 Strode Tower.
  - If the student passes the exam, a letter will then be sent to Graduate Enrolled Student Services and to the MAE Director stating that the student's Graduate Foreign Language Requirement has been fulfilled.
- 3) There may be a "Reading for Graduates" course in Spanish (SPAN 1510), French (FR 1510), or German (GER 1510), offered in the summer that you can pass to fulfill the language requirement. However, the availability of this course is uncertain.

If you have no preparation in your chosen foreign language, you may wish to audit 1010 or 1020 prior to enrolling in 1510. If you have some preparation, you may wish to audit 2010 or 2020 before taking the translation test or enrolling in 1510. To audit a course, you must get permission from the Department of Languages faculty member who is offering the course.

### ***Directed Studies***

Most students are better served by the traditional classroom interchange between a teacher and a group of students rather than by directed study with a professor who is already teaching a full load, carrying other duties, and conducting the course “as a favor” without compensation. However, directed study is allowed in special circumstances for students whose records indicate that they are already exceptionally well prepared in the conventional literary areas.

Directed studies programs assume that the readings, the regularly scheduled discussions with one or more professors, and the preparation of various written assignments will be equivalent to what the student might experience in a normal graduate class or seminar, and that the work will be thoughtfully organized, diligently pursued, and conscientiously executed. To these ends, and so that both professor and student are fully aware of what is involved, the MAE Committee offers the following guidelines for the proposal and fulfillment of directed studies for graduate credit in the Department of English.

- 1) All requests for English 6370 or 8400, Directed Studies, must be made to the MAE Director on or before the dates for pre-registration for the semester during which the study will be undertaken. The student, in consultation with the prospective professor, should present to the MAE Director the following:
  - a typed prospectus of the course, including a description of the topic and the direction or purpose of the study;
  - a bibliography of both primary and secondary readings
  - a schedule of readings, papers, examinations and conferences
- 2) The MAE Committee specifically discourages the use of Directed Studies courses to pursue work immediately relevant to the MAE thesis; English 8910 is intended for such investigations. It also specifically discourages the use of Directed Studies courses when a similar course is available.
- 3) The MAE Committee agrees that, sometimes, someone outside the Department of English might be the best guide a graduate student’s course. In such cases, and only in the event that the proposal itself merits approval, an English faculty member must serve as liaison for the project; that is, no directed studies credit will be given for courses executed entirely outside the formal scrutiny of the Department of English.
- 4) The MAE Committee also holds that approval of Directed Studies proposals will depend at least in part on the quality of your preceding graduate work. No student whose grade average is below a B+ will be allowed to register for Directed Studies. Neither will a student be allowed to take such a course before having completed at least eighteen hours of other graduate work in English, exclusive of thesis hours. Nor will a student normally be allowed to take a Directed Studies course simply to finish out your course work; if a Directed Studies does in fact occur during your final semester (or summer session), it must be quite clear that no other course being offered at that time can satisfy your curriculum needs.

### ***Special Waiver of Requirements***

Under extreme conditions, you may petition for a waiver for a specific requirement. Your petition must be made in writing to the MAE Director and must be submitted at least six months prior to your expected graduation date. In some cases, assessment letters from outside professionals may also be required. The MAE Director and department chair will not grant a waiver except in truly extraordinary circumstances.

### ***The GS-2: Your Plan of Study***

You must file a graduate degree curriculum (Form GS2) no later than the last day of classes of the term before the term in which you plan to graduate (see [Graduate School Deadlines](#)). You access this form through iRoar. The GS-2 represents the formulation of your curriculum as approved by your Academic Advisor. It must adhere to Graduate School and Department of English policies. Courses in excess of those required for the degree—as well as any required prerequisites—should not be listed on the GS-2. Any questions concerning undergraduate deficiencies, transfer of graduate credit, special program requirements, etc. should be resolved before the GS-2 is submitted.

MAE Director (and Thesis Committee) approval of your plan of study is indicated by electronic signatures on the GS-2. The form must also be approved by the department chair and the deans of the college and Graduate School. You must complete any class listed on your GS-2 before graduation; if you fail to do so, you must file a revised GS-2. Prior to graduation, you may revise your degree curriculum as needed subject to the necessary departmental and dean approvals.

### ***Application for Diploma***

You must submit a formal application for a diploma to the Graduate School, and the form must be completed online [in the first four weeks of the semester in which you intend to graduate. Early submission is not accepted.](#) 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 if you have your diploma mailed to you. For 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 rental or purchase at this same time. See the Clemson University Bookstore's website (<https://clemson.bncollege.com/shop/clemson/home>) for information.

### ***Final Check-Out and 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 departmental administrative assistant in 801 Strode Tower.
- Return all borrowed equipment and supplies that you have drawn from stock.
- Be sure that any portion of an office that you occupied is clean and ready for the next occupant. Please leave your office in the condition you would have liked to have found it originally.
- Return all borrowed materials (books, journals, etc.) to their appropriate location.
- Inform the MAE Director that you have completed all requirements and confirm that you will graduate in the forthcoming graduation.
- Schedule an exit interview if you have a loan. (This is not necessary for all graduates, only those with student loans.) Schedule with Financial Aid office, <http://www.clemson.edu/financial-aid/>.
- Confirm with the office of Graduate School Enrolled Services in Sikes Hall that you have completed all forms and requirements for graduation.

## PERSONALIZED WORKSHEET FOR THE MAE CURRICULUM

### REQUIRED SEMINAR HOURS:

- ENGL 8000 (1 hr)
- ENGL 8100 (3 hrs)
- ENGL \_\_\_\_\_ (3 hrs)
- ENGL \_\_\_\_\_ (3 hrs)
- ENGL \_\_\_\_\_ (3 hrs)
- ENGL \_\_\_\_\_ (3 hrs)
- ENGL \_\_\_\_\_ (3 hrs)
- ENGL \_\_\_\_\_ (3 hrs)
- ENGL 8910 (6 hrs)
- Total required hours: 31

### NOTES:

6 hours are allowed at the 6000-level without special clearance. Permission for additional hours at the 6000-level may be granted in special circumstances by the MAE Committee.

Students on assistantship must maintain full-time status (9 hours per semester). During semesters in which a student is taking fewer seminars, the 9-hour requirement may be achieved by adding 1-9 hours of ENGL 8910.

Students teaching in their second year may count ENGL 8850 as one of their seminars. ENGL 8860 does not count towards the required 31 hours, but it is required of anyone teaching ENGL 1030.

### AS YOU CHOOSE YOUR COURSES AND MAKE PROGRESS THROUGH THE DEGREE, KEEP THE FOLLOWING REQUIREMENTS IN MIND:

#### PROGRAM REQUIREMENTS:

- ENGL 8000 (Fall of 1st yr)
- ENGL 8100 (Fall of 1st yr)
- Seminar in Literature before 1800
- Seminar in Literature after 1800
- Language Requirement
- Thesis Director Secured (Fall of 2nd yr)**
- Thesis Prospectus Submitted (Fall of 2nd yr)**
- Thesis Committee Secured (Fall of 2nd yr)**
- Thesis (Spring of 2nd yr)
- Thesis Defense (Spring of 2nd yr)

#### TEACHING REQUIREMENTS:

- ENGL 8850 (Spring of 1st yr)
- ENGL 8860 (Fall of 2nd yr)

### III. THE THESIS

#### ***General Guidelines for the Thesis***

The thesis project is a semester-long endeavor producing the equivalent of a potentially publishable 25-30-page paper, comparable to articles found in peer-reviewed journals. Given the short time-frame of the thesis project, the MAE faculty recommends that the thesis significantly expand or re-imagine a topic already explored in a seminar paper. Alternately, you may choose to work on a topic about which you have not already written a seminar paper. Because of time limitations, you should only choose this route if you have a clear sense of how this thesis would unfold and/or have already completed significant research. Although the directions given here will tend to focus on those theses that are written as potentially publishable 25-30-page papers, with the permission of your director and committee, the thesis may incorporate a variety of modes (including, but not limited to, creative writing, digital video, web-based text, found footage, audio recordings, etc.). The thesis might also offer an argument concerned with the intersection of diverse disciplines, such as literature, arts, philosophy, history, science, rhetoric, cultural studies, film studies, gender studies, etc.

In preparation for the thesis, you must take multiple courses (at least two) in your field of interest. For example, students interested in writing a critical thesis will take seminars engaged in literary analysis, students interested in writing a fiction or poetry thesis will take creative writing workshops, and students interested in film will take courses in film studies and/or video production.

To emphasize, during the thesis process, you will significantly expand or re-imagine the previously written essay. This process might include (but need not be limited to) incorporating further literary/theoretical texts or frameworks, reconceptualizing or sharpening an argument, expanding the analysis of the previous paper, situating the previous paper into a wider critical argument, etc.

A thesis executed in an alternative mode should also grow out of work already written for workshop or seminar, but the thesis should offer a significant expansion or development of that work. While the length will be more varied based on the individual project, a multimodal thesis must withstand the intellectual rigor and analytical requirements of a critical thesis. Since interviews for teaching positions will most likely require you to contextualize your work by articulating how it informs the texts you assign in the classroom, as well as how it fits into the larger field of literary studies, a thesis in an alternative mode must also be accompanied by an auxiliary document. This auxiliary document, which is separate from the thesis, will frame the creative component (poems, short stories, video, digital text, audio recording, etc.) in a larger literary, historical, and/or theoretical context and provide a critical analysis of texts that inform your project through a discussion of poetics, narratology, or production techniques.

#### ***Thesis Prospectus***

Your thesis prospectus is basically a plan for what you plan to do and how you plan to do it. A prospectus for a thesis must include: (1) a statement of the research question driving your thesis project; (2) a statement placing your question in a wider critical context, whether of a particular period of study, a particular writer's work, or a particular theoretical, critical, or cultural framework; (3) a plan for completing the thesis during the semester-long time-frame; and (4) a working bibliography.

A prospectus for a thesis that incorporates alternative modes (creative writing, digital video, web-based text, found footage, audio recordings, etc.), must include (1) a statement of what work you plan to complete for your thesis; (2) a statement situating your work with respect to that of other theorists/practitioners whose work has helped you to conceive of your own; (3) a schedule for completing the thesis during the semester-long timeframe; and (4) a working list of texts that have helped you to conceive of your own work.

Your prospectus must be approved by your thesis director, committee members, and by the MAE Director. The prospectus should be about 5-10 pages in length, and it is due to your thesis director and committee members by October 15 of your second year.

In early November, schedule a meeting with your thesis director and committee members to discuss the prospectus and the material on your Background Reading List. During this meeting, committee members will share their feedback on your prospectus and discuss what texts, additional scholarship, and questions, you will need to focus on as you begin writing the thesis. The committee will come to a consensus about what aspects of the prospectus need to be revised before it is submitted for approval by the MAE Director by December 1.

The prospectus along with the approval form signed by all of your committee members should be turned into the MAE Director by December 1.

### ***List of Background Works***

Although the thesis project should be completed in one semester's time, it involves 6 credit hours of ENGL 8910, and as such will involve a substantial amount of scholarly and background reading as well as the writing of the thesis itself. You should expect to work with your director and members of your committee to choose a list of about 20 literary and theoretical works (which would include a mix of articles and books) that provide background and context to your project, but which may not be immediately part of your thesis itself. This background list will not duplicate in whole or in part the Works Cited section of the thesis.

Some of these works might derive from readings from the seminar in which you wrote the paper that is becoming your thesis, or from readings in other seminars where you see connections to your thesis project. Some of the works may not derive from seminar readings, but may rather reflect the expansion of your thinking beyond specifically assigned texts. For theses that incorporate alternative modes (creative writing, digital video, web-based text, found footage, audio recordings, etc.), the list of background texts should feature works by theorists/practitioners who have inspired your own practice in the alternative mode: they might include models, works you reject, specific methodologies, and theoretical texts that you embrace or reject, etc. We fully expect that the length of this list of background works will vary from project to project. We also anticipate that works will migrate from the Works Cited to the background list and vice versa during the process of writing your thesis. For example, it may be that some of your intended background works become part of your thesis, in which case you would move them to your Works Cited. Any works that you read but do not cite could be added to your list of background works.

You will be asked to provide this list of works to your committee, along with your prospectus, by the end of the semester before you wish to write and defend your thesis, and you may be asked during the prospectus meeting with your committee to address these works' relationships to your thesis. During this meeting, you will discuss the relationship between your thesis and your list of background works. You might be asked about how your thesis relates to these works, and you should also be capable of basic positioning of the writers or works central to your thesis, both conceptually and historically. (See "Sample Descriptions of Background Works Lists" on p.1 for different ways a thesis project might be contextualized).

Committee members will not normally add to the list during the thesis semester unless the focus of the thesis shifts substantially. Should there be a dispute among members of your committee concerning the composition of your list, your director has the final say. (See "Sample Descriptions of Background Works Lists" on p. 14 for different ways a thesis project might be contextualized).

### ***Thesis Director and Committee***

Your thesis committee will consist of three faculty members: a director and two readers. When thinking about whom to invite to serve on your committee, create a list of possibilities longer than three since, due to availability of faculty, you might not get your first choice (ie we suggest that faculty chair 1-2 theses per academic year, and perhaps serve on another committee). The committee must be in place by the end of the semester before you plan to write your thesis.

You will work closely with your thesis director and committee on your thesis. Your director and committee will give you significant feedback on drafts of your prospectus and thesis, addressing such issues as your argument, your use of critical analysis, the theoretical framing of your argument, and the way your thesis intervenes in existing scholarly conversation. In the fall, you should revise your prospectus based on feedback received from all committee members before turning it in for your chair's final approval. A copy of your prospectus should then be submitted to the MAE Director and the other members of your committee. By February 15<sup>th</sup>, submit a complete rough draft of the Thesis to your thesis advisor and the MAE Director. Failure to submit a draft by this date may jeopardize your chances for completing the thesis in time for a May graduation. You should not expect your thesis director or other committee members to copyedit your thesis, but you might consult with your director about questions of mechanics and style.

If your thesis is mainly executed in an alternative mode (creative writing, digital video, web-based text, found footage, audio recordings, etc.), you must also write an at least 8-10 page critical analysis. This auxiliary document, which is separate from the thesis, will frame the creative component (poem, short stories, video, digital text, audio recording, etc.) in a larger literary, historical, and/or theoretical context and provide a critical analysis of the form/formal dimension of your project and the texts that inform it. You should consult with your thesis director about the specific composition of this supplemental document.

Plan your thesis work carefully, and keep track of the Graduate School's list of deadlines for graduation. At least two weeks before your thesis defense, you should provide all members of your committee with (1) your thesis, including the Works Cited list, and (2) your final list of background works. You should find out from your committee members whether they prefer these documents in printed or electronic form.

You should plan to defend your thesis during the Fall or Spring semesters, as most faculty are unavailable during the summer.

### ***Thesis Defense***

To pass your thesis defense, you will need to do two things:

- 1) write a good thesis—i.e., a potentially publishable paper of 25-30 pages in length, or 25-30 pages of potentially publishable poetry or fiction, in which you offer the beginnings of an original contribution to the field by demonstrating your ability to articulate a complex argument supported by detailed and compelling critical analysis of a text or texts; intervene in existing scholarly conversation in a way that extends, complicates, and/or enriches knowledge; and produce writing that is mechanically sound, engaging, and stylistically accomplished. A thesis that is executed in an alternative mode will require an equivalent original contribution, which should demonstrate your expertise and proficiency in the chosen medium; an awareness of commonly understood techniques in your field; and it should be potentially publishable in an appropriate venue or suitable for submission to MFA/PhD programs.
  
- 2) demonstrate during the defense that you have begun to acquire mastery in your part of the field of English studies, by being able to position your work in larger literary, critical, and/or theoretical conversations and discuss relationships between your thesis and your list of background works.

The thesis defense will last about 90 minutes. You should plan to begin the conversation with a brief (5-10 minute) framing of your project: you might introduce the argument of your thesis and say briefly why you believe that your research question matters to the field of English studies and to the sub-field in which your thesis works. You might say briefly how your thesis responds to / complicates / challenges / answers an important critical text that appears in your works cited. You might make a couple of points about how your thesis relates to a work or two from your list of background works. You should NOT simply summarize your thesis.

During the thesis defense, you can expect questions about your methodology, analysis, use of framing metaphors, choice of text(s), engagement with criticism and/or theory, etc. You and your committee also might discuss what will happen next to the article— will it be a writing sample for PhD/MFA applications, a conference paper, an article (what journals are you considering?), a published creative work, a piece destined for electronic distribution, and/or the basis of a lesson plan (if you are not continuing with graduate study)? At the end of the defense, the committee will ask you to leave the room while they briefly deliberate about whether you passed the defense and what revisions they will require of your thesis. You will then return to the room to discuss with them their conclusions. Typically, you will handle the revision process with your director, though in some instances another member of the committee may ask to see a revised version of your thesis.

There are three possible results from a thesis defense. First, and most rarely, you might pass your defense and have no revision required of your thesis. In truly exceptional cases, the thesis committee may decide to designate such a defense as “passed with distinction.” Second, you might pass your defense and have revisions required of your thesis before the final copy is submitted to the graduate school. Third, you might fail your defense.

If you pass your defense, but revisions are required, your committee will make clear to you what work remains to be done. In some cases, your chair will sign off on those revisions. In other cases, some or all of your other committee members may need to see your revisions before clearing you to graduate.

Failure of a defense might occur for several reasons. First, the thesis itself might not meet the basic requirements, whether in length, intellectual substance, critical framing, or mechanical facility. Second, you might not demonstrate during the defense the beginnings of mastery of your chosen field; this eventuality might involve an inability to engage with the list of background works, or a lack of basic historical or conceptual framing relevant to the subject of the thesis. Third, you might present an inadequate verbal performance during the defense, by lacking the ability to articulate your thoughts, participate actively in the scholarly conversation, or use language appropriate to the issues of your thesis and background list. In its policies concerning MA Degrees, the Graduate School notes: "A student who fails a final examination may be allowed a second opportunity only with the recommendation of the advisory committee. Failure of the second examination will result in dismissal from the Graduate School."

### ***Submission of Thesis, and Formatting Guidelines for Electronic Submission***

Once your revisions are complete, you will submit revised copies of your thesis and a final list of background works to (1) your thesis director, (2) the Director of the MAE, and (3) the Graduate School (as required to graduate). Please submit your thesis to the MAE Director.

Once you have defended your thesis, you must submit it electronically to the Manuscript Review Office of the Graduate School for formatting review. The Graduate School enforces specific formatting guidelines. Templates, examples and specific guidelines are provided on the Graduate School website ([www.grad.clemson.edu/manuscript](http://www.grad.clemson.edu/manuscript)). You will not be allowed to graduate until the Manuscript Review Office has approved your manuscript. The Manuscript Review Office uses an electronic thesis/dissertation submission process (ETD). Hard-copy (i.e., paper) manuscripts will not be accepted.

## Sample Descriptions of Background Works Lists

**SAMPLE 1:** If you are writing your thesis about **W. B. Yeats's volume *The Tower*** as an Irish nationalist text, your list of background works might include (1) other poetry and plays by Yeats, including (but not restricted to) works that take up issues of nation, such as "Easter 1916," "September 1913," *The Countess Cathleen*, and so forth; (2) prose works by Yeats, especially those that take up issues of nationalism; (3) the magisterial two-volume biography of Yeats by Roy Foster; (4) theories of nationalism and transnationalism, especially those pertaining to the modernist period (aim for 5-10 articles, chapters, or books here); (5) other late nineteenth and twentieth-century works that might be read as nationalist (for instance, works by Kipling, Heaney, Tennyson, et al.); and (6) cultural nationalist works by Yeats's Irish contemporaries, such as John Millington Synge, Lady Gregory, Douglas Hyde, and so forth. In addition, you should with your director devise a list of criticism of *The Tower*, and of Yeats's poetry generally, that would pertain to your research question.

**SAMPLE 2:** For a **creative writing thesis in poetry**, the background reading list should include primary reading in 20th and 21st century poetry, and secondary reading in poetic theory/poems before 1900. So, for example, if a manuscript is titled *Song of Myself*, your committee would expect to see Walt Whitman, of course, but he should not commandeer the reading list. Your committee would also expect to see the lineage of poetics since Whitman: perhaps Eliot's essay "Tradition and the Individual Talent," Frank O'Hara's collection *Lunch Poems*, Ishmael Reed's *Conjure*, Anne Carson's *The Beauty of the Husband*, and Gabriel Gudding's *Rhode Island Notebook*. For a second example, if a manuscript is titled *Nature Poems*, your committee would expect to see a reading list that includes recent collections by Mary Oliver, Kimberly Johnson, Cecily Parks; mid-century collections by A.R. Ammons, Gary Snyder, etc.; and at least one figure from the Romantic period. Since you are a poet writing in 2012, your reading list should reflect facility with poetry from the time period in which you write.

**SAMPLE 3:** A reading list for a **creative writing thesis in fiction** should draw from works in the 20th/21st century (and possibly one or two earlier works) that especially pertain to your subject matter, and could also include works contextualizing the thesis in an historical and/or critical sense. A reading list for a thesis that is grounded in straight realism and deals with middle class families and the American Dream, then, might include such works as John Cheever's *The Collected Stories of John Cheever*, Jhumpa Lahiri's *Interpreter of Maladies*, Colson Whitehead's *Sag Harbor*, Richard Ford's *Independence Day*, Richard Yates's *Revolutionary Road*, Willa Cather's *My Antonia*, John Gardner's *The Art of Fiction*, and Jane F. Thraillkill's *Affecting Fictions: Mind, Body, and Emotion in American Literary Realism*. A thesis made up of short stories tending toward the surreal/fantastic that deals thematically with, say, modes of displacement from reality might include such works as Kelly Link's *Stranger Things Happen*, Gabriel Garcia Marquez's *One Hundred Years of Solitude*, Shirley Jackson's *The Haunting of Hill House*, Toni Morrison's *Beloved*, Mark Danielewski's *House of Leaves*, Aimee Bender's *The Particular Sadness of Lemon Cake*, Henry James's *The Turn of the Screw*, Haruki Murakami's *The Wind-up Bird Chronicles*, Jean Baudrillard's *Simulacra and Simulation*, and Damien Broderick's *Unleashing the Strange: Twenty-First Century Science Fiction Literature*.

**SAMPLE 4:** If your thesis analyzes how **the television series *The Walking Dead*** depicts environmental and ecological destruction in the midst of a zombie apocalypse, you might argue that through the show we “can observe how the zombie trope is used to highlight the conflict brewing between humanity and the environment as the survivors come to realize their place in this world has been altered,” offering that the “landscape is a neutral conduit through which the fluctuation of morality and immorality is played out.” To develop a thesis with this argument, you should become informed about environmental literature and criticism, as well as other uses of zombie (monster) tropes by developing a background reading list that might include: (1) texts that discuss the modes of environmental criticism; (2) primary texts that contend with environmental themes of environmental destruction (fictional works, such as Cormac McCarthy’s *The Road*, poetry from Whitman or Emerson, nonfiction from authors such as Thoreau, Carson, Leopold, McKibben, etc.); primary and secondary texts of other zombie narratives (such as Max Brooks’s *World War Z*, or Boluk and Lenz’s *Generation Zombie: Essays on the Living Dead in Modern Culture*); (4) other zombie films (and their criticism); and (5) scholarship of television in general. While you might not cite all of these in your final Works Cited, the list would help you situate your work among other scholarship that contended with literature that used environmental themes, zombie narratives, television studies, and other works of ecocriticism.

**SAMPLE 5:** For a thesis on female whiteness as a marker of racial difference in **American Film Noir**, your Works Cited List would include key sources that discuss the figure of the femme fatale in classic Hollywood noir in terms of gender and race, with specific emphasis placed on films that frame the female figure as racial and gendered. You might also include such films as *Gilda*, *The Lady from Shanghai*, *Postman Always Rings Twice*, and *Double Indemnity*. You would also include film studies sources on whiteness as racial and aesthetic category in Hollywood, as well as readings on critical whiteness theory. Your background reading list would include sources on the history of film noir in Hollywood and its connection with hardboiled detective fiction (novels by Raymond Chandler, James M. Cain, Dashiell Hammett, Cornell Woolrich, and Vera Caspary), sources on film noir and its relationship to the institutional and cultural race discourses in the 1940s, and feminist readings on the figure of the femme fatale.

**SAMPLE 6:** If your thesis is a **digital project** that attempts to test Gregory L. Ulmer’s genre of an Electronic Monument by producing this kind of e-literature, in addition to reading Ulmer’s monograph, you might also include the following on your background reading list: (1) Poststructuralist theorists, such as Derrida, Deleuze, and others that inform Ulmer’s work; (2) theories of electronic literature and e-media, such as those developed by N. Katherine Hayles, J. David Bolter, or Lev Manovich; (3) theories of multi-modal writing practices, such as those developed by Cynthia Selfe, Gail Hawisher, or Cheryl Ball; and (4) works by other past and current avant garde and new media artists that provide a model for Ulmer’s theories and that might inform how you construct your own project. By including such texts on the list of background works, you should be prepared to discuss how you produced your project both creatively and critically. That is, you would be able to address questions about how theoretical texts, theories of multimodal and electronic literature text and practices, and past and contemporary artistic examples inform your project, and how your project fits into the emerging genre of electronic literature.

## Suggested Thesis Completion Timeline (Second Year)

- Summer/Fall: Thesis Prospectus and Background Works Reading**
- September: **By September 30<sup>th</sup>, be able to answer the following questions:**  
What is the topic/focus of your thesis?  
Who will be your thesis director?  
Who will be the other members of your committee?
- October: Work closely with advisor and committee to develop thesis argument/scope, poetry/stories to revise, and list of background works.  
  
Initiate GS-2 form in iROAR.  
  
**By October 15<sup>th</sup>, submit Thesis Prospectus to advisor and committee for approval.**
- November: Hold a meeting during early November with your advisor and committee members to discuss the prospectus. During the meeting, record their feedback on the Prospectus Approval form.  
  
Revise Thesis Prospectus based on advisor's and committee's comments.  
  
Submit Thesis Prospectus to advisor for final approval.
- December: **By December 1<sup>st</sup>, turn in Thesis Prospectus and Signed Prospectus Approval Form to MAE Director (approved by advisor).** IF you do not submit these materials by this date, a meeting will be scheduled with the MAE Director to discuss your progress in the program.  
  
MAE Director checks GS-2 approval forms.
- Spring Semester: Thesis writing/revising and Background Works Reading**
- January: Apply to graduate in iROAR.  
Apply for diploma using online form  
Order cap and gown through CU Bookstore
- February: **By February 15<sup>th</sup>, complete rough draft of Thesis and submit to thesis advisor and MAE Director. Failure to submit a draft by this date may jeopardize your chances for completing the thesis in time for a May graduation.**

March:

**By mid-March, complete next draft of thesis and submit to advisor and thesis committee.**

With approval of advisor, schedule defense and circulate final version of thesis to committee.

**Allow at least 2 weeks for committee members to read thesis before defense.**

April 14:

**GS7 Form Due to Enrolled Services**

**Thesis Due to Graduate School for format review**

**Revised Thesis Due to Grad School and MAE Director**

Student's Name: \_\_\_\_\_

Title of Thesis: \_\_\_\_\_

### MAE Thesis Prospectus Approval Form

After submitting your thesis prospectus on **October 15**, meet with your committee members to discuss suggestions for revision. Once you've received their feedback, please ask them to sign below. Turn in this form and a copy of your thesis prospectus to the MAE Director's mailbox by **December 1**.

Signature of Committee Members

**Signatures**

**Date**

Chair	_____	_____
	_____	_____
	_____	_____

Revision Suggestions / Feedback from Committee Members:

## MAE Thesis Defense Form for MAE Director

In addition to signing the GS7 form, the candidate and each committee member will need to sign this form. Upon completing the defense, please return the "MAE Thesis Defense Form" to the MAE Director.

**Candidate Name:** \_\_\_\_\_

**Date of Defense:** \_\_\_\_\_

The results of the defense are as follows:

PASSED and the candidate's committee has approved the manuscript

PASSED and the candidate's committee has requested revisions be completed and resubmitted for review before the final manuscript is turned in to the Graduate School

FAILED

### Committee

Please Print Name

Signature

Chair

_____	_____
_____	_____
_____	_____
_____	_____

## **MAE Summer To Do List (PHD/MFA Applicants)**

So that you can complete your thesis and apply for PHD or MFA programs in a timely manner, the summer before the start of your second year in the program, you are encouraged to work on the following:

### ***Language Requirement***

[ ] If you haven't already, do what you need to do to fulfill the language requirement.

### ***Thesis Prospectus***

[ ] Complete a first draft of the thesis prospectus by the time classes begin in August.

- Decide which seminar paper, poems, or stories you want to develop into your thesis project.
- Based on previous feedback you received on the seminar paper, poems, or stories, brainstorm what you need to do to revise and develop them into your thesis project.
- Touch base with the faculty member whom you would like to chair your thesis committee.
- Draft your list of Background Works and do as much reading as you can. Ask faculty members with whom you'd like to work what texts you should add to the list.

### ***PHD/MFA Application Materials***

[ ] If you are applying to PHD or MFA programs in the Fall, begin preparing the packet of application materials you will need to give your recommendation writers in early October.

- Research programs you'd like to apply to
- Start preparing a file folder with the following items for recommendation writers:
  - 1) List of schools you plan to apply to
  - 2) CV
  - 3) Personal Statement (this will need to go through many drafts)
  - 4) Transcript & GRE scores
  - 5) Writing Sample(s)
- If necessary, sign up to take the GRE and/or the GRE Subject Test

### ***Prepare Materials for ENGL 1030***

[ ] Prepare your syllabi and first assignments for ENGL 1030 in the fall. Dr. Eatman will send you more info about what to do to prepare for ENGL 1030 over the summer.

## IV. CHECKLIST OF REQUIREMENTS

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

Milestone	Timing/Deadline	Done!
Take ENGL 8000	In fall of first year	
Take ENGL 8100	In fall of first year	
Prepare Academic Plan	Before end of Fall of first year	
Complete language requirement	In first year	
If planning to teach in 2 <sup>nd</sup> year, take ENGL 8850	In Spring of first year	
If teaching, take ENGL 8860	In Fall of second year	
Appoint Thesis Committee	By early Fall of second year	
Take seminar in Lit before 1800	By end of Fall of second year	
Take seminar in Lit after 1800	By end of Fall of second year	
Appoint Thesis Director	By end of Fall of second year	
Thesis Prospectus to MAE Director and Thesis Director	By end of Fall of second year	
GS-2	By end of Fall of second year	
Complete 25 hours of coursework	By end of Fall of second year	
Apply for diploma	Beginning of final semester*	
Order cap and gown through CU Bookstore	Beginning of final semester*	
Submit thesis to committee	Final approved copy at least 2 weeks before defense	
Thesis Defense	At least 3 weeks prior to graduation*	
GS-7M to Enrolled Student Services	Immediately after defense*	
Submit thesis to Graduate School for formatting review	2 weeks prior to graduation*	
Submit final thesis to Graduate School, thesis director, and MAE Director	At least one week prior to graduation*	
All formatting revisions completed, approval by Graduate School.	At least one week prior to graduation*	

\*See deadlines for Graduate School forms at <https://www.clemson.edu/graduate/students/deadlines.html>.

## V. GENERAL ACADEMIC POLICIES

### ***Graduate School Policies***

The Graduate School sets academic policies that apply to all graduate students. These policies are maintained and made available on the Graduate School's website, and you should familiarize yourself with them (<https://www.clemson.edu/graduate/students/policies-procedures/index.html>).

### ***Registration***

Prior to registration, you should contact the MAE Director who will serve as your Academic Advisor. S/he will help you plan your program of study and monitor your progress. Registration is conducted entirely online via TigerWeb. The Office of Registration Services provides a wealth of information to which you may refer regarding the steps to be taken in the registration process, including a demo of the online system at [tigerwebdemo.clemson.edu/](http://tigerwebdemo.clemson.edu/). See the Registration Services website at [www.registrar.clemson.edu/portal/](http://www.registrar.clemson.edu/portal/). If you have any further questions, please contact the MAE Director. Any student pursuing any phase of a graduate program must be registered.

### ***Maintaining Academic Standing***

A graduate student must maintain a minimum overall **B average (3.0) for all courses** taken. If at any time you fail to satisfy this requirement, the Graduate School automatically places you on probation for one semester (PR-1). Students who do not meet the 3.0 GPA requirement after the additional nine hours allowed in PR-1 *may* receive a second probation letter (PR-2) *if it appears that they are making significant progress towards correcting their academic deficiency*. Students who have failed in a reasonable time to meet the minimum academic performance (3.0 GPA) following probation (PR-1 and/or PR-2) will be dismissed from the program. During probation you will not be eligible for a departmental assistantship. A minimum grade of C on all coursework must be made for the course to apply toward a degree. A failing grade (D or F) in a course in your major area may be cause for dismissal regardless of your overall average.

If you are admitted conditionally, you must receive a grade of B or better in all graduate coursework. If you receive a grade of C or below, you will be dismissed from the program. Other circumstances may apply to students who were admitted conditionally, which will be evaluated on a case-by-case basis.

The awarding of an advanced degree does not merely attest to completion of academic requirements in courses, seminars, and research, but also to the acquisition of professional standards, including standards of ethics. Violations of professional standards may result in disciplinary action, including dismissal from the program.

### ***Withdrawing from courses***

You are permitted to drop courses in which you are enrolled only in exceptional cases and with the prior approval of the MAE Director and the course instructor. If you drop a course when you have an assistantship and your course load drops below nine credit hours, your assistantship may be revoked for that semester.

### ***Incomplete coursework***

A grade of Incomplete will be given only if you have not completed the course for some unavoidable reason that is acceptable to the instructor. The Incomplete grade is calculated as an F in your grade point ratio until the work is made up and a final grade is assigned. Unless you complete the requirements for removal of the I (incomplete) grade within the time period stipulated by University policy, the Student Records Office will automatically change the I to an F. Extensions of the deadline for completing the course work are granted only in extreme circumstances. Students who have Incompletes **cannot graduate**, even if the incomplete courses are not part of your GS2 plan of study. Special courses that constitute multi-semester projects are exempt from this rule. Incomplete grades for those courses may be given until the project is complete.

### ***Enrollment on a Pass/Fail basis***

The only graduate courses in the M.A. in English program that may be taken on a pass/fail basis are English 8910 (thesis research) and English 8860 (TA practicum).

### ***Auditing Courses***

Permission for a student to audit a particular graduate course is at the discretion of the instructor, the MAE Director, and the department chair. The principal factors involved in granting permission are that the auditor must possess the necessary academic background and space must be available. Audited courses do not carry credit, and they are not noted on your official record. Graduate auditors are not required to stand tests or exams. However, the instructor, at his/her discretion, may demand the auditor's participation in class to whatever extent deemed desirable.

You may not satisfy by audit a stated prerequisite for a graduate course. Additionally, you may not establish credit through examination in any course for which you were previously registered as an auditor.

### ***Continuous enrollment, leave of absence***

Graduate students who do not maintain continuous enrollment are subject to the requirements in effect at the time you return. Only students who are enrolled are eligible to use University facilities and human resources. Note that you must meet minimum enrollment requirements to be eligible for financial aid. English 891 may be used to effect continuous enrollment.

All graduate students in the program are expected to maintain continuous enrollment during fall and spring semesters. The English Department makes every effort to schedule relevant courses such that you can easily maintain enrollment.

To prevent the possibility of termination of financial support, you must request and be granted a leave of absence from the department. Your request must be approved by both the MAE Director and the Department Chair. A leave of absence will be granted only in exceptional cases. If you have an assistantship or fellowship and take a leave of absence, you are not guaranteed financial support upon your return, even if you did not use up all your support before your leave.

After a two-year period of non-enrollment, you must apply to the Graduate School for readmission. For readmission instructions and to verify your enrollment record, contact the Graduate School Enrolled Services (864) 656-5339.

### ***Transfer credits***

University policy does not allow automatic transfer of graduate credit. Students with graduate credit earned at another institution, in another department at Clemson University, or earned before admission to this program must have prior work evaluated for transfer credit. Requests for transfer credit to the program must be approved by the MAE Director, the department chair, and the Graduate School dean. You must make your request in writing for each course or credited activity to be transferred. Each request must be accompanied by an official transcript, catalog description and syllabus or other supporting documentation. Grades earned for courses taken at institutions other than Clemson University will not be included in the student's academic average. All transfer credits must be verified by an official transcript from the institution at which the work was completed. It is your responsibility, not your Academic Advisor's, to request a transcript of transfer credits be sent directly to the Graduate School. The number of credit hours that may be transferred from an accredited institution will not be greater than one-third of the graded course work required for a master's degree. No more than 12 semester credit hours earned in a non-degree status at Clemson University can be applied to a degree program.

Transfer credit will not be awarded for research, internships, courses graded pass/fail, or course work in which you received a grade lower than a B or its equivalent. No credit will be given for continuing education units; correspondence, extension, or in-service courses; or for concentrated courses and workshops that award credits at a rate exceeding one credit per week. Course work completed outside the six-year time limit may not be transferred to Clemson University or validated for graduate credit. See the *Graduate School Announcements* for more information ([www.registrar.clemson.edu/html/catalogGrad.htm](http://www.registrar.clemson.edu/html/catalogGrad.htm)).

### ***Duplication of degrees***

The holder of a master's degree in a given field, received at another institution, may not become a candidate for another master's degree in the same field at Clemson.

### ***University employee enrollment***

With the approval of the appropriate dean or director, a qualified employee of Clemson University may pursue graduate work for credit. However, no member of the faculty or staff who has a rank higher than instructor or its equivalent may be considered as a candidate for an advanced degree in the academic department where you are employed. Payment of the application fee is required, and there are limitations on the number of hours taken per semester. You must make up any time spent in class during normal working hours under a schedule acceptable to your employment supervisor. Flexibility will be given to accommodate class schedules, but you must work out conflicts with your supervisor. You must complete a master's degree within six years of commencing the program; the Ph.D. must be completed within five years of satisfactory completion of your preliminary examinations.

### ***Withdrawing from the program/university***

If for any reason you decide to withdraw from the program, inform the MAE Director, who will inform you of the official procedures to be followed to withdraw from the University. Failure to follow the procedures may result in your owing tuition and other fees to the University. This applies to both domestic and international students.

### ***Graduate School Deadlines***

The Graduate School sets deadlines for the following items. The specific dates are determined according to the academic calendar for the semester in which you plan to graduate, and you should refer to the Graduate School's website for deadlines.

<b>Form/Process</b>	<b>Approximate Deadline*</b>
Submit your final GS-2 to Graduate Enrolled Services	End of term prior to the term in which you plan to graduate
Complete online application for diploma	Within the first four weeks of the term in which you will graduate
Written notification of thesis defense submitted to Enrolled Services	At least 10 days prior to your defense
Submit completed thesis electronically for formatting review	Two weeks prior to graduation
File GS7-M with Enrolled Services	Two weeks prior to graduation
All revisions requested by the Manuscript Review Office <i>must</i> be completed and approved by the Manuscript Review Office.	One week prior to graduation

\*Refer to the Graduate School's website for deadlines (<https://www.clemson.edu/graduate/students/deadlines.html>).

All Graduate School forms are available online (<https://www.clemson.edu/graduate/students/forms.html>).

## **VI. FINANCIAL INFORMATION**

### ***Honors and awards***

Each year the Department of English gives several awards at the graduate level. The Douglass Award for Excellence in Teaching honors a second-year teaching assistant. Nominations for the award committee come from faculty and teaching assistants. The Fred Shillstone Memorial Award is presented to the graduate whose M.A. in English thesis (completed during the preceding academic

year) is judged most outstanding. The McGee Fellowship goes to support thesis research during the second year; applications are due during the spring of the first year. Amounts for all awards vary.

### ***Assistantships and Full-Time Status***

All students on assistantship are required to maintain full-time status, 9 credit hours per semester. Students in their second year who have completed their required coursework may use 0-9 hours of ENGL 8910 to maintain their full-time status. For instance, if you are taking one course during Fall of your second year, you may add six hours of ENGL 8910 to your schedule so that you are enrolled in nine credit hours. Or, in the same scenario, if you are also enrolled in ENGL 8860 (one hour) because you are teaching, you may add five hours of ENGL 8910 to your schedule. Students on assistantship will usually enroll in nine hours of ENGL 8910 in the spring of their second year.

Undergraduate credits may be included in the minimum if they are relevant to your degree program and required by your Advisory Committee. Credits in GS 7990 may be included in the minimum in unusual cases cleared in advance with the Graduate School. An assistantship may be withdrawn at any time for failure to maintain satisfactory enrollment status.

### ***First Year Assistantships***

#### **\*GAAs and GLAs (Graduate Assistants)**

Both MAE and MAWRM programs annually select ten outstanding students to be GAAs (Graduate Administrative Assistants, who work for individual faculty members) and GLAs (Graduate Lab Assistants, who work in the Writing Center). Only first-year students are eligible. They receive an annual stipend of \$16,000 and a tuition reduction. A first-year GLA may be assigned to the Writing Center or to a specific professor, while a GAA may be assigned to directors of programs, editorial projects, or other scholarly projects within the department. All first-year graduate assignments require twenty hours of work per week. Note that GLAs assigned to the Writing Center receive special training for their work.

### ***Second Year Assistantships***

Any MAE student with 18 hours of graduate English credit (including English 8850) is eligible for a graduate teaching assistantship. TAs (GTRs) receive an annual stipend of \$16,500 and partial tuition waivers.

Within the required 18 hours, you must have already taken English 8850. You are also required to take English 8860, which consists of weekly practicum offered by the Director of Composition. A GTR teaches two sections of English 103 (Advanced Composition) each semester. GTRs are responsible for preparing and conducting classes and evaluating students, although they are supervised by both the Director of Composition and a teaching mentor assigned by the Director of Composition.

Early in the spring semester of your first year, the Director of First-Year Composition will notify all graduate students in our department of the deadline for applying for a teaching assistantship: this notification will specify what materials are required in the application, but they typically include a brief statement about your experience teaching, tutoring and/or as a first-year graduate assistant, along with a GS-2 form listing all courses you will have taken before the fall term in which you begin teaching. You

must have completed 18 graduate credit hours before you are eligible to teach ENGL 1030, and you must have taken ENGL 8850 (Composition Theory). The Director of First-year Composition will notify applicants of decisions as soon as the budget for the next year has been approved (usually before the end of that spring semester).

### ***Accepting an assistantship***

For first-year assistantships, your responsibilities and details of your financial support are included in the official offer letter from the MAE Director. This letter requires your writing the MAE Director a letter confirming or declining the offer. Second-year teaching assistants will receive a separate communication from the Director of First-Year Composition with more detail as to specific assignments, such as course sections, etc. To maintain your assistantship, you must make satisfactory progress toward your degree and complete your duties in a satisfactory manner.

By accepting an assistantship you are agreeing to be available to your supervisor from **August 15 to May 16**.

### ***Health Insurance coverage***

Adequate health insurance coverage is required for all graduate assistants and all full-time (9 hours or more), on-campus graduate students. All international graduate students are also required to have health insurance. All full-time, on-campus students will be enrolled in the university plan unless they are enrolled in an alternative plan that meets certain requirements as established by the University. Students who are covered by their parent's, spouse's, or employee health insurance will, in general, find those policies to be sufficient to meet this requirement, but must submit the waiver form nonetheless. If you are covered under a plan other than the Clemson Student Insurance Plan, apply for a waiver of the insurance fee and present proof of insurance that meets the University minimum requirements for alternate coverage. See [www.grad.clemson.edu/financial/RelatedFinancial.php](http://www.grad.clemson.edu/financial/RelatedFinancial.php) for more information.

### ***Employment paperwork***

If you have been offered an assistantship (or will apply for a second-year assistantship), you will be given a packet of financial forms. The forms include: information sheet, tax forms (federal and state), and I-9 Form. You must provide a canceled bank check, proof of nationality, Social Security number, age, etc. (usually by way of a passport, driver's license, birth certificate or Social Security card). Contact the main departmental administrative assistant at (864) 656-3151, 801 Strode Tower, for assistance with your required paperwork.

### ***Income Taxes***

The State of South Carolina, as well as the U.S. government, levies an income tax. Therefore, as a general rule, state and federal taxes will be withheld from your pay and you will need to file income tax returns with both the state and federal taxing agencies.

### ***Paydays***

When you first enter the payroll, there is a two-week lag before you will be paid. This “lag pay” is paid out after your termination from your position. If problems occur, contact Susan Chastain, 814 Strode, (864) 656-5404.

### ***Automatic deposit***

Stipend checks must be direct-deposited through the University system. You must fill out an “Authorization for Deposit of Net Pay” Form upon starting your assistantship. Pay stubs are available electronically through MyCLE. To view your pay stub and other employment-related information on MyCLE, go to [bb.clemson.edu](http://bb.clemson.edu), Enter your *employee* ID and password in the username and password fields and click “Login”. (If you do not know your employee user ID, you can obtain it by presenting a photo ID at the CCIT Help Desk in Martin M-1.) Then select “View Paycheck” from the CU Faculty & Staff Resources list. Re-enter your employee ID and password to sign in to PeopleSoft. Your most recent pay stub will appear.

### ***Work Injury protocol***

Should you be injured during the course of your employment responsibilities, you must immediately report the injury to your supervisor. Your supervisor should then immediately call the workers’ compensation insurance company. Their medical manager will gather information about the accident and direct you to a healthcare facility or physician for treatment. NOTE: No coverage will be provided for work-related claims unless reported by your supervisor before you receive medical treatment at the authorized provider. In the event of severe injury/emergency, call 911 first, and then execute the above procedures.

### ***Termination of pay***

Pay for any session will end when you leave Clemson or are no longer available for work assignments. Normal termination dates for the spring and fall semesters for students not continuing into the next session is graduation day. Any deviations from these dates must be approved by the MAE Director or the department chair.

### ***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 a 15- or 20-hour assistantship. Exceptions to this policy include temporary consulting and/or tutoring jobs, which you may do if you receive approval from the MAE Director.

### ***South Carolina residency***

Many students are interested in establishing residency in South Carolina in order to pay in-state tuition. The South Carolina residency laws call for you to establish legal ties with the state; you must generally wait one year before establishing legal ties. Thus, you should take steps near the beginning of your program to initiate the process of becoming a South Carolina resident. The legislation defining residency sets forth a fairly strict set of criteria for the administrative approval of residency requests. The Office of Residency Classification handles all the information regarding domicile requirements for

residency status. If you are interested in establishing South Carolina residency, review the up-to-date information at [www.clemson.edu/SCResident/](http://www.clemson.edu/SCResident/). Questions should be addressed to the Office of Residency Classification (G-01 Sikes Hall, (864) 656-2281).

## **VII. DEPARTMENT FACILITIES AND RESOURCES**

### ***Workshops***

During the year the MAE Director and other faculty offer various workshops for graduate students.

These workshops may include:

- Preparation of thesis prospectus
- Preparation of statements of purpose for PhD and/or MFA applications
- Preparation of job applications
- Preparation of abstracts and papers for scholarly conferences
- Other workshops as deemed needed by the MAE Director, the Society for English Graduate Students, and/or the English Department

Additionally, each year the department, the college, and the Graduate Student Government's Speakers Bureau sponsor numerous events of literary or broadly cultural interest. You are encouraged to check the various bulletin boards around the department, your mailbox and email to keep up to date on these events.

### ***Mailboxes and personal mail***

Each graduate assistant will be assigned a mailbox, which you should check regularly. Mailboxes are located in the Work Room on the eighth floor of Strode Tower.

Your personal mail and deliveries must be directed to your home address. The department is not to be used as your mailing address. Outgoing mail, both U.S. and campus mail, can be placed in the appropriate receptacle in the 8<sup>th</sup> floor of Strode Tower. You must provide adequate postage for any U.S. mail. International mail must be taken to the U.S. Post Office.

### ***E-Mail***

The MAE Director regularly uses e-mail to send you important information and announcements— as do your professors—so check your Clemson e-mail account regularly.

Establish a computer account so that you can get e-mail from your department, professors, and classmates. You will also use your account for online registration. To establish an account, you must go in person to the Computer Center Help Desk (University Union, Ground Level, Harcombe, or to level 5 of the Cooper Library). You will need to give your student I.D. number to the consultants at the desk, and they will open your account and give you a password. Note that if you have an assistantship, you will have both student and employee e-mail accounts and will be responsible for checking both daily.

### ***The Class of 1941 Studio***

The Class of 1941 Studio on the first floor of Daniel Hall has laptops that may be checked out for use inside the studio. Additionally, the studio may be reserved for workshops, speakers, or other events. See the studio administrator for reservation procedures.

### ***Travel awards***

The Advisory Committee of the Department of English annually budgets some travel funds for full-time graduate students toward their attendance/presentations at conferences and other events. Contact Chair of Advisory Committee, as well as Department Chair, well in advance of any conference travel you may be planning. The Graduate Student Government (GSG) also awards amounts of up to \$500 to full-time graduate students toward conference attendance and other professional development events through grants called PEGAS grants. See the GSG website for application info.

### ***Keys***

Each Graduate Teaching Assistant will be issued an office key (see the main departmental administrative assistant, 801 Strode, for keys). Students leaving the University *must* return all keys to 801 Strode, and a fee will be charged for any unreturned 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. Unauthorized possession of a key to a University building is prohibited by South Carolina law. You are responsible for locking all rooms to which you have gained access with a key.

### ***Building security and maintenance***

Strode Tower is normally locked after 4:30 pm on weekdays, and throughout weekends. Daniel Hall is normally unlocked. On football weekends the building will be locked from 4:30 pm Friday through Sunday. Persons entering or leaving Daniel Hall on those days should ensure that all doors are locked behind them. Report building problems to the MAE Director. If something major is found wrong outside of normal office hours, inform the MAE Director OR 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, as well as the digital sender/scanner machine, both located in Strode 815, only for necessary teaching work or for supervisor-assigned research or administrative work. Note that multiple copies of thesis drafts should **not** be made on the departmental copier. If use becomes excessive, you will be asked to obtain permission from the MAE Director before each use.

### ***Office supplies***

The department furnishes office supplies to Graduate Teaching Assistants for business use. The supply cabinet is located next to the copy room on the eighth floor of Strode Tower. Excessive &/or personal use of department supplies may result in your supply privileges being revoked.

### ***Room use***

The English department has several conference and classrooms which may be reserved for such student use as thesis defenses. Contact the departmental administrative assistant in 801 Strode Tower, (864) 656-3151, for reservations (made on a first-come, first-served basis).

## **VIII. UNIVERSITY RESOURCES**

Clemson University's website ([www.clemson.edu](http://www.clemson.edu)) contains a wealth of information useful to students, concerning such issues as your CUID, your USERID, the Tiger1Card, campus libraries and copy services, campus recreation (at Fike and elsewhere), registration procedures, campus parking, the CAT bus, area housing, Redfern Student Health Services, Counseling services, and so forth. Look for the "A-Z Index" as a means of locating specific information.

### ***Libraries***

The main library at Clemson University is the Robert Muldrow Cooper Library (typically called the Cooper Library), and it is located next to Strode Tower, across from the reflecting pond by the amphitheater. The library contains over one and a half million volumes of books, journals, and documents, and it subscribes to innumerable e-journals and other electronic resources. The library has a number of copiers, two in the reference area, and several on the ground floor. Use Interlibrary Loan for materials you need but that the library does not have. For more information, call (864) 656-3024. The library's hours of operation are: 10:00am Sunday - 12:00am Friday and 10:00am - 12:00am Saturday.

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

### ***Bookstore***

The university bookstore is located in the Hendrix Center. It stocks all required textbooks and supplies as specified by the various departments, as well as general trade books, school supplies, greeting cards, personal care items, etc. The bookstore holds textbook buy-backs year-round and accepts all major credit cards, TigerStripe, checks, and cash.

### ***Campus maps***

A campus map may be obtained at the University Visitor's Center, located across the street from Tillman Hall, in front of Clemson House. The Center offers a full range of services, including general information, audio-visuals, guided tours and other special orientation programs, publications, and displays to welcome visitors and to introduce them to the university. Call (864) 656-4789 for information on hours and other details.

### ***Career Center***

The Michelin Career Center coordinates campus visits for hundreds of representatives from business, industry, and government who are interviewing graduate students for permanent employment and summer internships. Recruiters are scheduled from September through April. The Clemson University career placement system allows students to research employers and sign up for interviews from any campus terminal connected to the mainframe.

Graduate students are encouraged to attend seminars on writing resumes, interviewing and job-search techniques. Individual career counseling and a computer-assisted career information system are available. All graduate students are encouraged to register with the placement office a year before their expected graduation date. For more information or to use the services the Michelin Career Center offers, visit the Michelin Career Center at room 316 in the Hendrix Center, call (864) 656-6000, or log on to <http://career.clemson.edu/>.

### ***Clemson Area Transit (CATbus)***

The University operates a bus system that provides transportation for students to destinations both on and off-campus. For more information about CAT, call (864) 654-CATS (2287). Schedules and maps for CAT appear at <http://www.catbus.com>.

### ***Computer access***

The Clemson Computing and Information Technology (CCIT) is the primary supplier of computer and technological services for Clemson University. CCIT operates a variety of labs across the university. Popular labs are located in the following buildings:

- Brackett Hall Atrium (24 hours)
- Cooper Library, Level 5, and also in Java City
- Hendrix Center, second floor
- M1 Martin Hall
- Lowry 11 (basement)
- Sirrine Hall, basement room G24

During the regular semester, The Cooper Library labs are open whenever the Library is open. Up-to-the-minute opening hours for labs can be found at

[www.clemson.edu/ccit/help\\_support/labs/hours\\_of\\_operation.html](http://www.clemson.edu/ccit/help_support/labs/hours_of_operation.html)

In addition to the computing facilities, CCIT operates a help desk to assist university faculty, staff, and students with information technology issues. When you have questions, you may contact:

CCIT Support Center, 2nd floor of Cooper Library, (864) 656-3494, [ithelp@clemson.edu](mailto:ithelp@clemson.edu)

For more information concerning CCIT and the services it offers, you can visit the CCIT homepage at [www.clemson.edu/ccit](http://www.clemson.edu/ccit).

### ***Graduate Student Government and Advisory Councils***

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 for more information, or contact the GSG office at (864) 656-2697. Your active participation in the Graduate Student Government is encouraged.

Students in the program may annually select student representatives, one from each year's class, to serve as the formal liaisons between the graduate students and the departmental faculty. These student representatives may attend faculty meetings, except when the faculty determine that their attendance would be inappropriate (e.g., when other students or faculty personnel issues are discussed). On occasion, the Dean of our college asks the MAE Director to recommend an MA in English student to serve on the Dean's Advisory Council.

### ***Health Services***

Redfern Health Center (RHC) provides health services to university students. RHC offers a variety of services including: outpatient ambulatory care for illnesses and injury, health education on women's health issues, nutritional counseling, dermatology, and orthopedic clinics. The center operates Monday through Friday, 7:30 am to 5:00 pm. Physician care is available Monday through Friday, 8:00 am to 5:00 pm. Students are seen at RHC throughout the day by appointment. A walk-in clinic is available to those students who do not have an appointment. ASK-A-NURSE telephone services are available Sundays, 4:00 pm to 8:00 pm, and Monday through Thursday, 5:00 to 8:00 pm.

All graduate students living in university residence halls (irrespective of their enrollment), all graduate students enrolled in 9 or more semester hours who pay the full-time rate (irrespective of their residence), and all international graduate students are required to pay the university medical fee of \$95 per semester. The medical fee (summer session fees are prorated) covers the services of the university physicians, nurse practitioners, nursing staff, and supports, in part, psychologists in the Counseling and Psychological Services Department (CAPS). Included in the medical fee is a \$500 per incident excess accident and sickness benefit available for after-hours urgent care.

If you have questions about services provided by RHC or about the medical fee, you may call (864) 656-2233; if you would like to schedule an appointment to see a doctor at RHC, you may call the appointment line at (864) 656-1541.

### ***Counseling and Psychological Services***

Counseling and Psychological Services (CAPS) offers services free-of-charge to all fee-paying students enrolled full-time. All information is kept confidential; mental health records are not part of academic records. CAPS offers individual counseling, psychotherapy, couples counseling, and self-help groups. Areas of focus include personal issues, academic concerns, and self-management. The Counseling Center also sponsors seminars and workshops on various topics such as racism, sexism, couples communication, etc. The best way to access CAPS services is through CUNow, the CAPS walk-in clinic in Redfern Health Center where students are seen on a first-come, first-served basis. If you or someone you know needs help after hours, call the Clemson University Policy at (864) 656-2222 and ask to speak to the CAPS counselor on call. You will be asked to give your name and phone number, and the counselor will call you back. This service is available 24 hours a day, 365 days a year.

### ***Student Accessibility Services***

Services for disabled students are available through Student Accessibility Services (SAS), in the Class of '56 Academic Success Center. Such accommodations as assistive technology, room adaptations, convenient schedules, interpreters, and note-taking are provided by the university. It is recommended that disabled students arrange schedules with the SAS during pre-registration. For scheduling conferences and other requests, contact SAS, (864) 656-6848 or e-mail: [studentaccess@clemson.edu](mailto:studentaccess@clemson.edu).

### ***University Housing***

Apartment-style housing, designed for the specific needs of graduate students, is available on a 9- or 12-month lease. Graduate students are housed in Thornhill Village (2 bedrooms and 2 people per apartment) or Lightsey Bridge 2 (4 bedrooms and 4 people per apartment). Clemson does not offer housing for married students / families. Space is often limited, so graduate students interested in on-campus housing should contact the University Housing Assignments Coordinator. Specific information can be found at the Central Housing Office, located in 202 Mell Hall, or by calling (864) 656-2295.

### ***Legal Services***

Graduate Student Government provides the Graduate Legal Aid Service for Students (GLASS). You can make use of this service twice a year. For more information and to apply for aid, visit their website: [http://www.grad.clemson.edu/cgsg/legal\\_aid/index.php](http://www.grad.clemson.edu/cgsg/legal_aid/index.php)

### ***Multicultural Programs***

The Harvey and Lucina Gantt Center for Student Life provides an array of multicultural programs, including educational, developmental and social programs for students. The office also provides services for African American, Indian American, Hispanic American, Asian American, and Native American students. For additional information, visit The Gantt Intercultural Center in room 210 in the Hendrix Student Center or visit their website: <http://www.clemson.edu/centers-institutes/gantt/>.

### ***Parking and Transportation***

For those with cars, parking is available in designated areas. Space is limited, and you may find that you have to park very far from where you wish to go. If you have a car, you should contact the Department of Parking and Transportation Services, (864) 656-2270. You must pay a fee for on-campus parking, at which time you will be given a decal for your car. The Department of Parking Services will provide you with a map that contains detailed information on student parking. For more information, go to <http://www.clemson.edu/campus-life/campus-services/parking/>. The Department of Parking and Transportation Services also promotes a number of alternative transportation programs, including Zimride, WeCar, CatBus, and Clemson Carpool.

### ***Postal services***

The campus post office, University Station, (864) 656-2351, is located on the lower level of the Student Union. The City of Clemson Post Office, (864) 654-2531, is located on College Avenue.

Clemson area Zip Codes are:

Town: 29631

University Station Post Office: 29632

Main Post Office: 29632

### ***Printing services***

Copiers are available in the Cooper Library on various levels, and are paid through your Tiger Card. If you do not have money on your Tiger Card, you may also obtain a visitor Tiger Card that can be used exclusively for making copies. Student Services also provides copiers at: the Manning Hall Lobby, Calhoun Courts Commons Building basement, and the Student Government Complex.

*The Campus Copy Shop*, located at 189 Old Greenville Hwy, Suite A, offers self-service copiers. They also do full laser copies, engineering copies, blue-prints, binding, passport photos, lamination, reductions and enlargements, resumes, PMT's, typesetting, etc. Faculty members often use this as a pickup location for course notes. For more information and hours, call (864) 654-3863.

### ***Public safety and security***

Clemson University has its own police department. It functions on campus and in close cooperation with other police departments in the area. Each semester the university police publish a letter to university students, providing them with safety tips as well as information about what to do in an emergency. When in doubt of your safety, call the university police at (864) 656-2222. They will respond with prompt and concerned attention. As well, you will notice the emergency phones installed at different points across the campus. Each phone has an emergency button you can press in the case of an emergency. The phone will automatically dial the university police.

### ***Recreation***

Fike Recreation Center, West Campus on Williamston Road, has such facilities as:

- an 8-lane 25-yard pool, 13.5 foot diving pool, sun deck and spectator seating;
- free weights, cardio equipment, 200 yard walk/run track, 35-foot climbing wall;
- basketball, volleyball, racquetball courts, and squash courts;
- aerobics, yoga, and exercise classes for all levels
- camping and outdoor adventure equipment rental

Hourly reservations for courts can be made by calling (864) 656-2315. You will need your student I.D. to enter Fike.

Full-time graduate students' fees cover access to Fike, but those who are not full-time may use the facilities by paying \$50 per semester (fall and spring) or \$6 for a day pass. Membership must be acquired during registration. Further information on membership, fees, and eligibility can be found online at <http://stuaff.clemson.edu/campusrec> or by calling (864) 656-2315.

### ***Tiger1 Card and TigerStripe Account***

The Tiger 1 Card is your official university ID and so much more. It is also your personal student identification card, personal debit card to access pre-deposited funds in a TigerStripe account, meal plan card, library card, residence hall access card, Fike Recreation Center access card, and athletic ticket privilege access card. You should obtain your Tiger 1 Card before classes begin. To do so, visit the Tiger 1 office in the lobby of Fike Recreation Center.

The TigerStripe Account is like a prepaid credit card. You may use it when you make copies, do laundry, buy meals or items from dining services, the bookstore, the Union, and many other university facilities. Present your TigerStripe Card and the amount spent will be deducted from your account. All students are eligible to participate. Refunds on your balance are granted if you graduate, leave, or transfer from the University. For more details, call the Card Access Office at (864) 656-0763 or visit <http://tiger1.clemson.edu>.

### ***University directory and telephone services***

A telephone directory is published once a year in October. You may obtain one in the Office of Telecommunications, (864) 656-0616. Additionally, Clemson's website has a directory on its homepage. To help locate phone numbers of people or companies:

**Student Locator:** (864) 656-2262

**University Operator:** (864) 656-3311

**Information-Local Calling Area:** 411

**Information Outside of South Carolina:** 1+areacode-555-1212

**Non-local information in SC:** 1-864-555-1212

### ***University Union***

The Clemson University Union provides social, educational, cultural, and recreational activities for members of the University community. Hundreds of varied activities are offered to the campus community each year, including films screenings, bands, comedy and variety acts, workshops, speakers, gaming tournaments, cultural arts performances, outdoor recreational trips, and special events.

## **IX. INTERNATIONAL STUDENT INFORMATION**

### ***International services advising***

You are encouraged to call (864) 656-3614 to make an appointment with a Clemson University international services advisor who can check all of your paperwork and help you plan your graduate studies.

### ***Expenses/resources***

International students must certify access to a minimum of one year's estimated expenses. See [www.clemson.edu/IA/IntlServices/StudyAtClemson/StudentAdmission/Expenses.html](http://www.clemson.edu/IA/IntlServices/StudyAtClemson/StudentAdmission/Expenses.html) for more details or contact the International Affairs Office at E-303 Martin Hall, (864) 656-3614.

### ***International student visa***

You are responsible for maintaining legal status with the US Department of Homeland Security during your studies. Form DS-2019 (J-1 exchange visitor visa certificate) is usually issued to students who are funded by their home government or by an international organization. If no organizational sponsor is involved, an I-20 (F-1 student visa certificate) will be issued.

When your application to the Graduate School has been accepted and your language and financial abilities are certified, Campus Immigration Services will issue you an I-20 or DS-2019. Take this document to the nearest US Consulate to apply for a nonimmigrant student visa.

For more information and details about applying for your visa, see the International Services website at <http://www.clemson.edu/administration/ia/services/index.html> or contact them at (864) 656-3614.

***Social Security Number for international students***

If you are an international student receiving an assistantship, you must have your offer letter with you upon arrival. You should then go to the Social Security Administration in Anderson, S.C., for a Social Security Number or meet with the Social Security Administration representative in Martin Hall on the dates indicated by the Graduate School. You should then see the departmental administrative assistant (801 Strode) who will provide you with the paperwork that you must take with your signed Social Security card to the Foreign National Payments Coordinator in E-208 Martin who will complete the necessary paperwork to assist you with getting on the payroll. Be sure to bring the following:

- U.S. Visa
- Unexpired foreign passport
- I94
- IAP-66/I-20

You must call for an appointment before going to the Foreign National Payments Coordinator's office; call (864) 656-5589.