



Department of
COMMUNICATION
Clemson® University

Graduate Student Handbook

2022-2023

Master of Arts in Communication

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Clemson University
Clemson, SC 29634
Phone: 864-656-1567

<https://www.clemson.edu/cbshs/departments/communication/>

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Welcome

We are delighted to have you join us in the Department of Communication at Clemson University! We wish you success at every stage of your academic journey. The Master of Arts in Communication (MAC) program cultivates an appreciation for the breadth and depth of communication inquiry. The MAC program will provide you with the tools to understand, evaluate, and interpret communication scholarship and its practical applications in your study areas of interest. You will learn a full range of theoretical and methodological tools, including social science, critical/cultural, and other approaches to the study of communication, and gain the skills to design and conduct your own research. You will leave MAC with advanced communication expertise that has prepared you for doctoral study, teaching, business, politics, social organizing, and civic life.

The Department of Communication is committed to providing students with a theoretically grounded communication curriculum featuring personalized educational opportunities that emphasize students' strengths and interests and motivate students to embrace innovative technologies. Faculty members with [expertise](#) in health communication, sports communication, strategic communication, and media and technology studies are dedicated to developing students' critical thinking, ethical judgment, and decision-making skills with the intent of empowering students to positively contribute to our ever-evolving social world.

The department is committed to educating and producing leaders who can navigate the challenges of an ever-changing global community. The department espouses an environment of collegiality and collaboration and aims to achieve goals for inclusive excellence set forth by the [ClemsonForward](#) strategic plan. We are dedicated to promoting, advocating, and progressing diversity through teaching, scholarship, and service on campus and in the community. Communication faculty and students participate in such activities as study abroad experiences, prosocial service-learning projects, and examinations of public discourse surrounding social issues through the department's [Social Media Listening Center](#).

Handbook

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

*Please review the contents, then print and sign the Acknowledgement of Handbook Contents. Return this form to the Graduate Coordinator **before the first day of classes.***

These rules and requirements are in addition to and subordinate to those described in the *Graduate School Guidebook*, which you can find at <https://www.clemson.edu/graduate/students/policies-procedures/index.html> or through the Graduate School office in E-106 Martin Hall. Any inconsistencies within this handbook or

between this handbook and the *Graduate School Guidebook* should be brought to the attention of the Graduate Coordinator.

Assistance

There are many resources to assist you with questions or problems during your time at Clemson. We in the Department of Communication are here to support you as students and colleagues. Do not ever feel that your concerns are insignificant or could put you at risk. If you have an issue, here is what we suggest:

1. First, if you are comfortable so doing, ask your fellow MAC students, especially second-year students, for information and suggestions.
2. If a question is course-related, ask your instructor.
3. Next, talk your MA advisor and committee members.
4. If you still have questions or concerns, contact the Department's Graduate Coordinator. The Graduate Coordinator, along with members of the Graduate Committee, promote the program, orchestrate recruiting activities, and make recommendations regarding graduate admissions offers. They also oversee the regulations and procedures of the program, coordinate curriculum updates, and interact with the Graduate School on matters such as student status, assistantships, and fellowships.
5. If needed, you may request a meeting with the Department Chair.

Department Support Services

Dr. Erin Ash	Graduate Coordinator <i>(first-year advising, academic progress)</i>	ash3@clemson.edu 402 Strode Tower
Dr. Beth Gilmore	Director of Basic Courses <i>(teaching, COMM 8000)</i>	gilmor5@clemson.edu 412 Strode Tower
Amy Durrance	Administrative Specialist <i>(general questions)</i>	adurran@clemson.edu 403 Strode Tower
Morgan Team	Office Manager & Assistant to the Chair <i>(payroll, keys, registration)</i>	team2@clemson.edu 408 Strode Tower
Dr. Bryan Denham	Interim Department Chair	bdenham@clemson.edu 407 Strode Tower

For a complete listing of faculty and staff, see

<https://www.clemson.edu/cbshs/departments/communication/people/index.html>

Additional Support Services

Clemson Office of Access & Equity:

Get advice and assistance in resolving complaints regarding any form of discrimination or inequality: <https://www.clemson.edu/campus-life/campus-services/access/contact-us.html>

Office Manager: Brenda Manley 223 Bracket Hall bgmatc@clemson.edu 864-656-0620

Clemson University Police:

911, 124 Ravenel Center Pl

Seneca, SC 29678 864-656-2222, police@clemson.edu

City of Clemson Police:

911, 1198 Tiger Blvd., Clemson, 864-624.2000

Counseling and Psychological Services (CAPS):

Counselors are available for consultation and crisis assistance 24/7. During normal office hours, contact the CAPS office at 864-656-2451. It operates Monday through Friday from 10 a.m. to 2:30 p.m. It takes about 20 to 30 minutes to complete the initial paperwork. You will then see a counselor for a brief session. After hours and on weekends, a counselor can be reached by calling the Clemson University Police Department at 864-656-2222 and asking for the CAPS counselor on call. The dispatcher will take your name and number and have the counselor return your call.

<http://www.clemson.edu/campus-life/student-health/caps/>

Emergency Care and After-Hours Medical Attention

In an emergency, call 911. You can also use the walk-in clinic where students are seen on a first-come, first-served basis at Redfern: <http://www.clemson.edu/campus-life/student-health/emergency.html>

On-campus medical emergencies are transported by the University ambulance to the appropriate community medical resource. The University ambulance is staffed with certified emergency medical personnel 24 hours a day. Students are required to pay for off-campus ambulance transportation except when transported to those medical resources within the city of Clemson for after-hours urgent care. For more information about this service, visit the [Clemson University Fire Department and EMS website](#).

- Medical Emergencies:
911
- Mental Health Emergencies:
864-656-2451 (business hours),
864-656-2222 (after hours)
- Sexual Assault/Relationship Violence:
864-656-1294 (business hours), 864-656-2222 (after hours)

- After-Hours Nurse Line: 864-656-2233 (Press Option 2) If you are a student and have questions about your health care needs after hours, a registered nurse is available to answer questions and give advice on health care needs.

Students requiring physician care after hours can choose from the following area emergency rooms and urgent care facilities at the student’s expense.

Virtual Care Centers	Website		
MUSC Health Virtual Urgent Care	www.clemson.edu/campus-life/student-health/musc-virtual-urgent-care.html http://www.clemsonhealth.com/		
Prisma Health Virtual Visit	www.prismahealth.org/virtual-visit		
AnMed Health E-Visits	www.anmedhealth.org/e-visits		
Urgent Care Centers	Location	Phone	Website
Anmed Health CareConnect	Clemson	864-512-2228	www.careconnect.anmedhealth.org http://www.clemsonhealth.com/
CVS Minute Clinic	Clemson	866-389-2727	www.cvs.com/minuteclinic
AFC Urgent Care Clemson	Seneca	864-319-0850	www.afcurgentcareclemson.com
Emergency Rooms			
Prisma Health Oconee Memorial Hospital	Seneca	864-482-3100	www.prismahealth.org/hospitals/prisma-health-oconee-memorial-hospital http://www.oconeemed.org/
AnMed Health Medical Center	Anderson	864-512-1000	www.anmedhealth.org/locations/medical-center-campus http://www.anmed.com/
Prisma Health Baptist Easley Hospital	Easley	864-442-7200	www.prismahealth.org/hospitals/prisma-health-baptist-easley-hospital http://www.ghs.org/
Prisma Health Greenville Memorial Hospital	Greenville	864-455-7000	www.prismahealth.org/hospitals/prisma-health-greenville-memorial-hospital http://www.ghs.org/
AnMed Health Cannon	Pickens	864-878-4791	www.anmedhealthcannon.org http://www.cannonhospital.org/

ENTERING THE PROGRAM

Applying to MAC

Prerequisites

Applicants must have a background in Communication or a relevant discipline, and present evidence of such competence via transcripts and supporting materials.

English Language Proficiency

International students whose native language is not English are required to submit a high score on the Test of English as a Foreign Language (TOEFL) or Pearson Test of English (PTE). International students who are applying for a graduate assistantship are encouraged to submit scores from the Test of Written English (TWE), which is administered simultaneously with the TOEFL at most locations. TOEFL/PTE exams may be no more than two (2) years old.

Applicants requesting a TOEFL/PTE waiver must complete the Request for English Proficiency Waiver form: <http://www.grad.clemson.edu/forms/> TOEFL/PTE scores may be waived with:

- Documentation of having received a previous undergraduate or graduate degree from a U.S. institution or an institution where the language of instruction was English
- Students from countries where English is the primary language or one of the official languages

In some cases the department may assign non-native English speakers to teaching assistantships that involve only one-on-one tutoring until they are deemed ready for classroom teaching. If you are a current student and non-native English speaker, and your graduate advisor feels you should improve your English skills, you must complete English 1110: English as a Second Language or an approved course from one of Clemson's ESL affiliates.

Computer Proficiency

MAC has no formal requirements for computer literacy or competency. However, each graduate student is expected to be proficient in the use of computers. Use of computers and competency in various software programs will be necessary in many graduate courses and, in most cases, in both your teaching and research, and it is expected that you will acquire whatever skills are needed to use these resources as they are required. Many workshops provided by various Clemson groups regularly present opportunities for students to gain and advance their computer skills.

Campus Visits

MAC applicants are strongly encouraged to visit Clemson if at all possible. We will be happy to organize department and campus tours, as well as meetings with current faculty and students. Contact the Graduate Coordinator to arrange your visit.

Duplicate 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. If you have questions about

whether your existing master's degree is considered a duplication with MAC, please contact the Graduate Coordinator.

South Carolina Residency

Many students are interested in establishing residency in South Carolina for the purpose of paying 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. Due to the frequency of changes implemented by the state legislature in past years, those criteria are not elaborated here. If you are interested in establishing South Carolina residency, review the up-to-date information at www.clemson.edu/SCResident/. Questions should be addressed to the Office of Residency Classification (G-01 Sikes Hall, 864-656-2281).

Deadlines

Applicants seeking full-time enrollment, tuition waiver, and a stipend must apply for fall admission. Initial review of applications begins **February 1**, with rolling admission through March 1. Initial offers are typically made by the end of March. Applicants who have been made initial financial offers have until **April 15** to reject or accept that offer. Students may be placed on a wait list for admission and/or assistantships. If no response is received at that point, their offer will be given to another applicant.

Full-time spring admissions are allowed only in very rare cases. Applicants seeking spring admission must apply by **September 30** for the following spring semester. Initial offers are typically made by the end of October. Spring applications may be rejected, accepted for spring, accepted for the following fall, or rolled over into the applications to be reviewed for the following fall.

Applicants interested in part-time enrollment can apply for either deadline, but must indicate this in their personal statement. Part-time students are NOT eligible for tuition waiver or assistantship stipend. Part-time admissions will be made available for qualified students if there is room in the program.

All applicants may apply past these deadlines, but their applications will not be given priority. We may continue to review applications after the deadlines to fill unexpected vacancies. However, there is no guarantee of this.

Application Process

Admission to MAC begins with your submission of an official application to the Graduate School via their website, beginning here: <https://www.clemson.edu/graduate/admissions/apply/>

Upon receipt of all admission materials, the Graduate School will forward your application to the Department of Communication for review. Applicants must meet all admission requirements of the Graduate School, the Department of Communication and the MAC program before official acceptance will be considered.

Components

All components of applications are taken into full consideration.

Required:

- A **personal statement** (500 word limit, double-spaced) noting desired semester entry, full- or part-time status, and desire for assistantship. Describe your experiences, goals, history of working independently, reasons for pursuing this degree, and unique contributions you can make to the program. Statement should contain focused, specific reasons for wanting to attend Clemson and the MAC program, such as faculty, research programs and centers, local resources and opportunities, etc. Statement can also address unique personal experiences and backgrounds that would contribute to the diverse intellectual collective of a graduate cohort.
- A **curriculum vitae** (no minimum page length) detailing education, employment, volunteer and service work, mailing address, email address, phone number, and containing URLs for any online projects, evidence of independent work and project management, maturity, personal interests, and background
- Up to two **writing samples** (no minimum page length) demonstrating very strong scholarly/academic writing that shows understanding of theory and research methods. Do not send professional writing, such as press releases or news articles.
- **Bachelor's degree** from an accredited college or university earned by the time you begin the program
- **Transcripts** from all universities or colleges attended
- Three strong **letters of recommendation** addressing your preparation for graduate school (e.g., written/oral communication skills, analytic and critical thinking abilities, leadership, imagination, aptitude for and experience with technology, potential success as a teacher, scholar, or communications professional, ability to work in a collegial and collaborative environment, professionalism, etc.)
- **Scores from the GRE** verbal, quantitative, and writing tests. Unofficial scores can be self-reported on application form, but official scores must be forthcoming directly from Educational Testing Service. Clemson's Institution Code is 5111. GRE exams more than five (5) years will not be accepted. **THERE ARE NO MINIMUM GRE SCORES REQUIRED.**
- English-language test scores described previously, if applicable

Desirable qualities:

Applications are considered *holistically*, however, invited students typically fall within these parameters:

- Grade Point Average of 3.0-4.0 (on a 4.0 scale)

- All letters of recommendation from academic sources (not employers or acquaintances)
- Competitive scores on the GRE verbal, quantitative, and writing tests.

International Applicants

Clemson's Office of Global Engagement has an International Services department to assist with the unique concerns of international students:

<http://www.clemson.edu/campus-life/campus-services/international/students.html>

Forms for international applicants and students can be found here:

<http://www.clemson.edu/campus-life/campus-services/international/forms.html>

U.S. universities are required by law to verify that students entering the United States on F-1 and J-1 visas have adequate financial resources to meet expenses. This information is provided to Clemson via the International Student Financial Certification Form (Form IS-50). A minimum of one (1) year's expenses must be available to the student upon arrival. The Certificate of Eligibility for F-1 visa (Form I-20) or Certificate of Eligibility for J-1 visa (Form DS-2019) will not be issued without the receipt by Clemson University of approved documents verifying availability of adequate funds. All documentation must be current, and signatures must be original. Photocopies or FAX copies of the documentation will not be accepted. A completed copy of the International Student Financial Certification Form should be provided to the Office of Global Engagement by mail, to the following address:

International Services
 108 Long Hall
 Box 345714
 Clemson, SC 29634-5714
 USA
 864-656-3614
is@clemson.edu

The deadline for submitting this Financial Certification Form is May 1 for the fall semester and October 1 for the spring semester.

Please note that Clemson University requires all fees to be paid on the first day of late registration. Loans and deferred payments generally are not available to international students. Tuition and fees may increase without prior notice.

Application Decisions

Upon your completion of the online application, your application status can be checked at <https://www.clemson.edu/graduate/admissions/application-status.html>. The Graduate Coordinator and MAC Graduate Committee examine your application packet and make recommendations as to whether you will be offered admission to the program. The Department Chair will then consult on your application. The Graduate School will then notify you of your acceptance as well as any existing provisions.

If you are not considered acceptable for admission, the Graduate Coordinator will indicate this in the admissions database and the Graduate School will send you a letter of rejection. You may appeal the rejection to the Graduate School.

Acceptance Categories

Students are accepted into the program as either full or conditional status. Each indicates a different level of performance on the admission criteria.

Full Status: Your credentials equal or exceed every minimum admission criterion prescribed for the applied-for degree.

Conditional Status: At least one piece of required application materials has not been received by the Graduate School. Notice of conditional acceptance may be given prior to receipt of a missing item, but any and all missing materials must be received prior to or during your first semester of enrollment. Upon receipt, you may be admitted to either full or conditional status. Conditional status may also be granted to highly qualified applicants prior to receipt of the degree they are currently pursuing; however, all requirements for that degree must be completed prior to enrolling in the proposed graduate program at Clemson.

If an applicant is conditionally accepted pending completing certain course deficiencies specified as a condition of admission, it is important that they take the necessary courses early in the program in order to provide them with background for graduate-level courses. Normally, they will remove these deficiencies by taking and passing the required courses during a regularly scheduled course offering. These courses do not count toward the total number of semester hours of graduate credit required for graduation.

Some courses in MAC may have prerequisites or co-requisites. Pre-requisite courses must be completed before admission as a graduate student, whereas co-requisite courses must be completed before receipt of the advanced degree.

Notification of Decision

For fall: Once invited into MAC, a student has until April 15 to notify the Graduate Coordinator of their intent to accept admission into the program and the financial offer that accompanies the offer of admission (a teaching assistantship, research assistantship, grant, fellowship, or offer of employment). This is a fixed deadline for the financial offer, honored nationally by over 200 graduate schools, so no extensions will be allowed. Once this commitment is made by a student, it is binding, and the student should not be accepting a financial offer from any other institution. Clemson will not offer funding and admissions to any students who have made commitments to other institutions. An invited student may defer admission for one year but must notify MAC of that decision by April 15. Students who do not notify MAC of a decision by April 15 are assumed to have declined the offer, and their position in the program may be offered to a waitlisted student.

For spring: Once invited into MAC, a student has until November 15 to notify the Graduate Coordinator of their intent to accept admission into the program. An invited student may defer admission for one year but must notify MAC of that decision by November 15. Students who do

not notify MAC of a decision by November 15 are assumed to have declined the offer, and their position in the program may be offered to a waitlisted student.

International Students

See the *Graduate School Handbook*.

Costs

For current information on tuition and, fees, see the *Graduate School Handbook*.

Financial Assistance

Unless an applicant indicates otherwise on the application materials, all qualified students, domestic and international, are considered for assistantships when applications are processed. These are generally in the form of a 20-hour/week graduate teaching assistantship. When available, research assistantships may also be offered. To be considered for this financial assistance for the academic year, you should submit your application no later than February 1. Applications received after that date may be considered for financial assistance depending on the availability of funds. We generally do not accept applications for financial assistance when entering the spring semester.

Financial support is awarded based on availability of funds in the area of desired study and academic merit. If you change your subject area after support has been extended, support eligibility is reviewed and funding may or may not be provided.

Graduate students are eligible for financial support if they are (1) enrolled in full-time graduate studies, (2) in good academic standing (i.e., not on probation), and (3) making satisfactory progress toward their degree. Tuition and fees for students receiving support are a reduced flat fee. To receive the reduced tuition and fees for a particular semester, a qualified student must be on the department payroll by end of the second week of that semester.

Any student who makes a C or lower on any grade point average, or receives Incompletes, is automatically placed on academic probation by the Graduate School, and immediately loses their assistantship. If the student successfully completes coursework and elevates all grade point averages to B or higher, their assistantships can be restored.

Employment Requirements

If you have been awarded an assistantship, you must report to the departmental staff at the beginning of your assistantship and complete the following forms: information sheet, tax forms (federal and state), and I-9 Form. You will need to provide proof of nationality, Social Security number, age, etc. (usually by way of a passport, driver's license, birth certificate or Social Security card).

While employed, you may work no more than 28 hours per week for Clemson.

All students on assistantship will be reviewed during the summer after their first year. Students will be notified if their assistantship is not being renewed for the following year.

Clemson Onboarding

Clemson University Student ID

When you are accepted into the Graduate School, you will be issued a unique student identification number (“CUID”) as part of your admissions acceptance packet. Your student ID is a number you will use on forms and other official University business.

Username

Upon acceptance, you will be assigned a Clemson University computer user identification. This is a permanent, unique-to-you identifier that you will use every time you access the Clemson computer network. You may see or hear it referred to as your “username” or “USERID”. Your username is a 4-8 character identification that generally consists of some part of your first and/or last name and designates your official Clemson University email address (for example, Jones2@clemson.edu, where “Jones2” is the username). Your username gives you access to University systems such as Canvas and iRoar. You may also need to use your student username to access department-specific networks and files.

TigerOne Card

Soon after you arrive, you will want to obtain your TigerOne Card. This is your official Clemson University photo ID card and gives you access to a variety of services throughout campus and around town, including:

- Library card
- Fike Recreation Center access card
- Athletic ticket privilege access
- Purchase discounted software through CCIT
- Personal debit card to access pre-deposited funds in a TigerStripe account

You must be registered for at least one class during the current semester to qualify for a TigerOne Card. Bring a photo ID (driver's license, state-issued ID card or passport) to the TigerOne Card office located in the Hendrix Center. There is no charge for your first ID card. Always remember to carry your TigerOne Card with you at all times.

<http://www.clemson.edu/campus-life/tigerone/>

Registration

Prior to registration for your first semester of study, you must report via email or in person to the Graduate Coordinator. He/she will help you plan your initial program of study for your first semester.

Registration is conducted entirely online via iRoar: <http://www.iroar.clemson.edu>. The Office of Registration Services provides a wealth of information that you may refer to regarding the steps to be taken in the registration process. See the Registration Services website at www.registrar.clemson.edu/portal/. If you have any further questions, please contact a representative of your program.

Any student pursuing any phase of a graduate program must be registered. See [“Maximum/minimum credit loads”](#) under Assistantships/Financial Support for enrollment limits.

Orientations

All MAC students must attend orientation the week before classes start. Students on teaching assistantships must also attend GTA training the week before classes start in the fall. No spring training is offered. All graduate students are also required to attend the Graduate School orientation. There are also additional opportunities to learn about campus services and resources, of which we encourage you to take advantage. The date, time and location of the orientations will be provided to you shortly after you receive your admissions acceptance packet.

Housing

Clemson University contracts with Off Campus Partners, LLC to create Clemson Off Campus (<http://clemsonoffcampus.com/>). This website allows students to easily find a variety of housing options available off-campus. While this resource is provided as a service to Clemson students, the University makes no representations about the conditions of any property found through this site, has no role in any transactions involving these properties, and in no way endorses any of the properties found through use of this information.

Transportation

Clemson is easily accessible off of Interstate 85 (just a 15 minute drive). Other options include:

- The [Clemson Area Transit](#), known as the CAT bus, is a free bus service provided by the City of Clemson. It offers fare-free shuttles around campus and around the Upstate, including service to Anderson, Central and Seneca. For route information, visit their website at www.catbus.com. (864) 654-2287.
- Clemson offers free airport shuttles from Greenville and Charlotte: <http://www.clemson.edu/campus-life/parking/transit/airport.html>
- Tiger Commute/TigerConnect buses run between Clemson, Easley, CU International Automotive Research Center, and Clemson One in downtown Greenville: <http://www.clemson.edu/campus-life/parking/transit/tigercommute.html>
- [Greyhound Bus Line](#) is in Anderson, SC, and connects with CAT: (800) 231-2222
- Uber is available, as is car-sharing service Zipcar.
- Yellow Cab: (864) 224-3434
- [AMTRAK](#) has regular stops at the Clemson Station (CSN). Clemson is on the Amtrak Crescent rail line that runs from New Orleans to New York City, with daily stops in Clemson once in each direction, connecting to nearby cities such as Greenville, Spartanburg, Gastonia, Charlotte, Tocoa, Gainesville, and Atlanta. 800-872-7245
- [Greenville/Spartanburg International](#) Airport (GSP) in Greenville, SC, is 45 miles from Clemson, and is serviced by Allegiant Airlines, American Airlines, Delta Airlines, Silver Airways, Southwest Airlines, United Airlines: 864-877-7426.
- Hartsfield-Jackson [Atlanta International Airport](#) (ALT) in Atlanta, GA is 2.5 hours from Clemson: 800-897-1910.
- [Charlotte Douglas International Airport](#) (CLT) in Charlotte, NC is 2.5 hours from Clemson.
- Airport Shuttle: 864-295-4098
- [Anderson/Clemson Shuttle Services](#): 864-654-1050

- [Andrews Airport Services](#) 24/7: 864-653-5677, larry@mcgmyconciierge.com

Groceries, Services, Shopping

The Clemson area offers a variety of shopping opportunities. There are several grocery stores, banks, laundries, and drug stores within just a few miles of campus, many of which are accessible by foot, bicycle or CAT Bus. A range of restaurants are also available downtown and along Tiger Boulevard. The greater Upstate area provides even more products and services along CAT Bus routes or for those students with private transportation. Visit the website of the [Clemson Area Chamber of Commerce](#) for more information.

GETTING THROUGH THE PROGRAM

Student Responsibilities

The Department of Communication expects you to approach your graduate study in a professional manner. We expect all graduate students to put in at least five eight-hour workdays per week on coursework, research, and assistantships, although that should serve only as a guide to the *minimum* considered sufficient to achieve the level of proficiency desired in the program. Assistantships are typically for 20 hours a week.

Academic Integrity

See the Graduate School Handbook.

Academic Research

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

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

The department requires you to complete the online training in human subjects research for Group 1 Social and Behavioral Science to learn the importance of maintaining the highest ethical standards in research and that you covenant with the other members of the department to conduct your research and professional life in a manner consistent with those ideals. Information on training starts here: <http://www.clemson.edu/research/compliance/irb/training.html>

Requirements for the Master's Degree

Minimum Degree Requirements for the Master of Arts in Communication	
Total hours of course work	30 hours <i>Can include 6 hrs. of Thesis Research or 3 hrs. Directed Reading</i>
Core courses	3 courses / 8 hours <i>4 /10 for Teaching Assistants</i>
Elective courses required	5 courses / 15 hours
Thesis / Exams	6 hours of Thesis Research <i>or</i> 3 hours of Directed Readings

Candidates for the MA in Communication must complete a minimum of 30 credit hours, including three core courses (COMM 8200, COMM 8100 *or* COMM 8110, and COMM 8980). At least one-half of the total graduate credit hours required, exclusive of thesis research, must be selected from courses numbered 8000 or above. Elective credits can be taken in Communication or an outside field. Six credits of thesis work are required to apply toward the required 30-hour total for students who choose Thesis Option. Students choosing Exam Option must take 3 credit hours of directed readings to prepare for exams. These courses must be selected in consultation with the student's advisor.

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

Minor

A minor outside the degree program, if chosen, shall consist of at least six semester hours in that area. It must be approved by the advisory committee and declared on the course of study form. One committee member must represent the minor subject area.

Core courses

All MAC students are required to take the core courses below (unless a similar course was previously taken and accepted by the Graduate Coordinator or Department Chair), constituting a total of 15 credits.

- COMM 8200: Foundations in Communication (3 credit hours)
- COMM 8100: Quantitative Research Methods *or* COMM 8110: Qualitative Research Methods (3-6 credit hours)
- COMM 8980: Colloquium (2 credit hours)

In addition, teaching assistants must take COMM 8000: Communication Pedagogy (2 credit hours).

Elective Courses

A minimum of 15 credits must be taken in Communication and/or another field. Students may take up to 3 credit hours of COMM 8900: Internship *or* COMM 8990: Independent Study to fulfill elective requirements. The number of elective courses you take in a specialty area will depend on whether you are participating in the thesis option or comprehensive exam option. Your faculty advisor will help you select courses that meet your goals.

Transfer credits

See the *Graduate School Handbook*.

Foreign Language Requirement

The MAC Program does not have a foreign language requirement.

Comprehensive Exam

Students interested in pursuing professional careers after MAC should consider comprehensive exams. Exams are an efficient way to master areas of knowledge. The exams may assess students' knowledge of areas such as: the history and distinguishing characteristics of the communication discipline, relevant communication theory, the range of research methods used in communication research, the impact of communication on social and cultural level variables, as well as material representative of the student's identified area of emphasis.

The exam committee will be selected in consultation between the student and his/her advisor and be composed of Graduate Faculty from the Department of Communication but may also include faculty representing associated disciplines on the Clemson campus, or other professionals deemed relevant. A minimum of two of the committee members must be Graduate Faculty from the Department of Communication.

Exams will cover three question areas determined by the student and advisor in consultation with the advisory committee. The exam must cover theoretical and methodological considerations. In most cases, each advisory committee member will provide the question(s) or prompt for one of the three areas. Reading lists will be developed for each area by the student with committee member input and approved by the advisor. The specific mix of books and/or articles will be determined by advisor and committee.

Students will take 3 hours of COMM 8800 (Directed Readings) to prepare for their exams.

For a student to pass their exams, the student must participate in a public oral defense of their exam answers. The majority of committee members must vote in approval.

Areas, reading lists, and timeline are required and, once approved by advisor and committee, copies sent to Graduate Coordinator. Advisor and committee will determine details of questions such as: number of questions generated for each area, expected length of answers, how many

questions for each area student must answer, etc. Those expectations will be clearly communicated to students.

Exams may be open- or closed-book:

- Open-book exams are take-home. Students will receive all three questions at 8:00 a.m. of the first day and have three days to answer all questions. Take-home exam answers should include works cited and be formatted in APA style. Answers are due to advisor by midnight of last day.
- Closed-book exams are on-site. Advisor and student must reserve a private location on campus for writing. Students will receive one question at a time, on separate days, and have three consecutive hours to answer each question. No phones, computers, notes, books, or other materials are allowed.

For either:

Exam questions and answers are due to committee members **two weeks** before the oral defense. Student must hold an oral defense with the advisor and committee. This must be open to the public, but an audience beyond the committee is not required. The defense should include a presentation by the defendant, a Q&A with the defendant, a private meeting of the committee only, and a meeting with the committee and defendant to reveal grade.

At the end of a successful defense, the [GS7M](#) (Final Exam and Master's Thesis Approval Form) is signed by advisor and committee, sent to Graduate Coordinator, and submitted to the Graduate School. A committee member may refuse to sign until requested revisions are made, or sign conditionally contingent upon successful completion of revisions, by a specified deadline.

Advisors are encouraged to announce successful completions to department faculty and graduate students.

Theses

A thesis committee will be selected in consultation between the student and his/her advisor and be composed of Graduate Faculty from the Department of Communication but may also include faculty representing associated disciplines on the Clemson campus, or other professionals deemed relevant. A minimum of two of the committee members must be Graduate Faculty from the Department of Communication. A student must secure approval from the thesis committee for his/her thesis proposal before undertaking the thesis project. For a student to successfully complete their thesis, the student must participate in a public oral defense of the project. The majority of committee members must approve the final written product.

Students choosing the thesis option must complete 6 credit hours of COMM 8910 (Thesis Hours), but no more.

Students may choose from two thesis options: Scholarly or Project.

A scholarly thesis is a traditional original research project that results in a formal thesis document. Departmental expectations are as follows:

- Length: Above and beyond a standard full-length research manuscript, article, or course paper (specific requirements to be determined by committee)
- Format / structure: To be determined by committee
- Contents: A successful scholarly thesis should demonstrate a discrete set of research questions, familiarity with communication-related and -relevant literature, familiarity with communication-related and -relevant method(s), a significant engagement with technological artifacts, practices, theories, or discourses; and final findings / argument.
- Style: American Psychological Association, incorporating Graduate School manuscript guidelines.
- Prospectus with timeline: Approved by advisor and committee and sent to the Graduate Coordinator. Advisor may require additional documents, such as an informal proposal.
- Public presentation: At the end of each year, graduating students are encouraged to present a 5-minute summary of their thesis to faculty for feedback (e.g., at Communication Day, Graduate Research And Discovery Symposium, or a similar event).

A project thesis is a creative project such as a communication audit of an organization, a community outreach effort, a documentary film, software, performance, event, app, website, archive, or digital scholarship. However, this must be theoretically informed and also include a significant written component. The departmental expectations below may be distributed across the written component and other parts of the project, but should be apparent:

- Length: Written component meets or exceeds a standard research manuscript, article or course paper (specific requirements to be determined by committee)
- Format / structure: to be determined by committee
- Contents: A successful project thesis should demonstrate a clear set of themes of investigation, familiarity with communication-related and -relevant literature, familiarity with communication-related and -relevant method(s), and a significant engagement with technological artifacts, practices, theories, or discourses.
- Style: For written component, follow American Psychological Association, incorporating Graduate School manuscript guidelines.
- Prospectus with timeline: Approved by advisor and committee and sent to the Graduate Coordinator. Advisor may require additional documents, such as an informal proposal.
- Public presentation: At the end of each year, graduating students are encouraged present a 5-minute summary of their project thesis to faculty for feedback (e.g., at Communication Day, Graduate Research And Discovery Symposium, or a similar event).

For either type of thesis:

Task planning is a very important part of any research program. The deadlines for the tasks depend on the date of anticipated graduation and are presented in the *Graduate School Announcements*. A list of the deadlines is also available from the Graduate School website, www.grad.clemson.edu/Deadlines.php. Failure to meet any of these deadlines will result in postponement of your graduation.

You must allot sufficient time for writing the thesis. It is highly recommended that you fully complete your thesis before leaving the university. Experience shows it is very difficult to complete a thesis after leaving the university. Many former students who left without completing their thesis still have not completed their degree requirements.

Library/listing/archives of previous manuscripts

You can review previous MAC theses, and theses and dissertations from other programs, here: <http://tigerprints.clemson.edu/etd/>

Many faculty members also maintain copies of manuscripts of students for whom they served as major advisor. Your committee members may be able to direct you toward pertinent examples for your review.

Proposal preparation, format, contents

The proposal is a persuasive document intended to present a brief, concise argument about the worthiness of your research. You should complete a draft of the proposal by May of your first year as a master's student. The written document should reflect your effort and not that of your major advisor. Your major advisor may work with you on points of clarification to improve the structure of the document.

Your major advisor will review your initial draft and offer suggestions for changes. Upon his/her approval, you or your major advisor will distribute copies to the other advisory committee members for their comments.

Research activities with the intention of leading to the completion of a thesis must be approved by the student's advisory committee. Passage of the proposal defense communicates formal approval for the student to embark on the research project as proposed. If additional changes are expected before commencing with the research, those should be agreed upon by the advisor and committee and clearly communicated to you, the student. Unsuccessful proposal defenses (e.g., significant changes required) necessitate another proposal defense to be scheduled. If significant deviations from the approved plan become necessary, another proposal defense is warranted.

Graduate School forms: <https://www.clemson.edu/graduate/students/forms.html>

Graduate School Theses and Dissertations website with deadlines and other information: <http://www.clemson.edu/graduate/students/theses-and-dissertations/>

Requirements

- Appropriate length and quality, as determined by advisor and committee
- A meeting of the full committee and student is required before formal data collection begins to approve prospectus. Thesis/Dissertation Approval Form must be submitted to Graduate School.
- A prospectus and timeline are required and, once approved by advisor and committee, copies sent to Graduate Coordinator.
- Final thesis is due to committee members **two weeks** before oral defense.
- Student must hold an oral defense with advisor and committee. This must be open to the public, but an audience beyond the committee is not required. The date of the defense must be entered into the Clemson calendar here: <http://www.clemson.edu/graduate/calendar/defense-form.html>

The defense should include a presentation by the defendant, a Q&A with the defendant, a private meeting of the committee only, and a meeting with the committee and defendant to reveal grade.

- At end of a successful defense, the [GS7M](#) (Final Exam and Master's Thesis Approval Form) is signed by advisor and committee, sent to Graduate Coordinator, and submitted to the Graduate School. A committee member may refuse to sign until requested revisions are made, or signs conditionally contingent upon successful completion of revisions, by a specified deadline. An Oral Defense Assessment form must also be completed by the advisor and all members of the committee, and sent to the Graduate Coordinator.
- Advisors are encouraged to announce successful completions to department faculty and graduate students.
- After all revisions, the thesis is sent to Manuscript Review. All theses must be prepared in accordance with guidelines established by the Graduate School (see www.grad.clemson.edu/Manuscript.php). This guide provides advice on preparing an acceptable and effective thesis. You should consult this guide *before* beginning the writing phase of your graduate research. Pay particular attention to formatting requirements.

Note: Graduate School deadlines for exam and thesis completion are non-negotiable. Although your advisor and committee determine the progress on your thesis or exam, candidates are expected to keep themselves aware of deadlines and other relevant forms and procedures.

Program Time Required/Limit

Failure to meet program and Graduate School deadlines given (see [Deadlines](#) section) is grounds for suspension of your assistantship stipend. Earlier completion is encouraged.

The department considers three academic semesters plus one summer or four semesters sufficient time in which to obtain a master's degree. The Graduate School requires that all course work that is to be credited toward any master's degree must have been enrolled in and completed within six calendar years prior to the date on which the degree is to be awarded. (See the *Graduate School Announcements* at www.registrar.clemson.edu/html/catalogGrad.htm.)

Waiver of Requirements

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

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

Under extreme conditions, you may petition for a waiver of other requirements. Your petition must be made in writing to your major advisor, who will in turn write and submit a petition to the chair of the Graduate Policy Committee and must be submitted at least 6 months prior to your expected graduation date. The Graduate Policy Committee will not grant a waiver except in truly extraordinary circumstances.

Maintaining Standing in MAC

Academic Standards

Graduate students who fail to meet the following minimum academic standards for graduate studies at Clemson University are placed on academic probation. These minimum standards include: a cumulative *B* average (3.0 grade point ratio) in all graduate-level courses (6000-level or above), a *B* average in all courses listed in the Plan of Study (Form GS2), and an overall cumulative *B* average in all courses (undergraduate and graduate) since admission to the Graduate School, excluding those taken on a pass/fail basis. The cumulative *B* average requirement applies independently to graduate degrees; that is, a new grade point average computation begins after the completion of the first degree. A minimum grade of *C* on any coursework must be made for the course to apply toward a degree. Students who fail to meet these requirements become ineligible for graduation and remain on academic probation until nine additional semester hours of graduate credit have been earned and the new cumulative average reflects the required 3.0 grade point ratio or they qualify for graduation by earning the requisite 3.0 grade point ratio.

Graduate students placed on academic probation should meet with their Advisor and/or Graduate Coordinator to ensure that the expectations for removal of the probationary status are clearly defined and understood. Students who fail to remove the probationary status as prescribed are subject to academic dismissal and will not be permitted to continue in the Graduate School without the recommendation of the program coordinator and written approval of the Graduate School. Withdrawal from a course while on probation will not be allowed unless prior approval is obtained from the Graduate School. Any unauthorized withdrawal will be considered as unsatisfactory academic performance.

Graduate assistants on academic probation will have their teaching or research assistantship, or fellowship, terminated for failure to maintain satisfactory academic progress or to maintain the minimum 3.0 grade point average. Rules of the various academic or fellowship programs will govern when assistantships or fellowships are terminated for reasons associated with poor academic performance.

Ethics

See *Graduate School Handbook*.

Maximum Enrollment

See *Graduate School Handbook*.

Incomplete Coursework

See *Graduate School Handbook*.

Enrollment on a Pass/Fail basis
See *Graduate School Handbook*.

Auditing Courses
See *Graduate School Handbook*.

Withdrawing from Courses
See *Graduate School Handbook*.

Repeating a Course
See *Graduate School Handbook*.

Continuous Enrollment, Leave of Absence
See *Graduate School Handbook*.

Withdrawing from the Program/University

If for any reason you decide to withdraw from the program, inform your major advisor, then the Graduate Coordinator, who will inform you of the of the procedures to be followed to officially 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.

Advisory Committee

Each graduate student must have a faculty advisor who will also be the chair of the student's advisory committee. The advisor must be a Graduate Faculty member of the Department of Communication.

Your Major Advisor

Initially, you will be assigned a temporary advisor. This advisor will help you begin to plan your degree program and will be available to answer any questions you may have. As early in your program as possible, you should identify a permanent major advisor from among the program faculty with whom you will work throughout the course of your studies. The selection of your major advisor is one of the most important decisions you will face as a graduate student. Your major advisor helps plan your curriculum and guides your research activities and the preparation of your thesis or final exams. Choose carefully: to facilitate your progress through the program as well as the quality of the program itself, a change of major advisor will be permitted only under the most unusual circumstances.

During each semester, you should meet with your major advisor to discuss your progress on a regular basis. Students funded under a teaching assistantship will be contacted by the department chair or an instructor regarding their assignment. All matriculating students not receiving financial assistance are asked to elect either the thesis or final exam option.

Advisory Committee

You will form an advisory committee in consultation with your major advisor. Your advisory committee will approve your curriculum, supervise your graduate program, administer your

thesis, project or comprehensive examinations, and initiate the recommendation for awarding your degree. Your advisor will serve as the chair of your advisory committee.

A majority of your advisory committee must be Graduate Faculty members of the Department of Communication. Committee membership must total at least three. You are responsible for forming your advisory committee and keeping them apprised of your progress.

Full-time students must choose your major advisor and committee before midterm in their second semester. This is indicated in iRoar.

Plan of Study (GS2)

You will indicate your plan of study twice during the program. The GS2 Plan of Study is located in iRoar. See instructions and tips here: <http://www.clemson.edu/graduate/students/gs2-hints.html>

For full-time students, it is first due by mid-term of your second semester. Indicate all classes you have taken, are taking, and plan to take. This should be decided in consultation with your temporary or major advisor. Once you input the courses and submit the form, it will be routed electronically for approval by major advisor, committee, Graduate Coordinator, major Department Chair, minor Department Chair (if applicable), and the Deans of the College and Graduate School. You will be notified if any changes are required.

The GS2 represents the formulation of an individual student's curriculum as approved by your advisory committee. It must adhere to Graduate School as well as departmental policies. Courses in excess of those required for the degree need not be listed on the GS2. Any questions concerning undergraduate deficiencies, transfer of graduate credit from other institutions, special program requirements, etc., should be resolved before the GS2 is submitted.

In your next-to-last semester, input a revised GS2 no later than the last day of classes of the term BEFORE the term in which you plan to graduate. This time you must indicate every class you have taken as part of your degree, and any changes in your major advisor or committee. **LATE GS2 FORMS WILL RESULT IN FEES CHARGED TO YOUR ACCOUNT.** You must complete any class listed on your GS2 before graduation; if you fail to do so, you must file a revised GS2. Prior to graduation, you may revise your degree curriculum as needed subject to the necessary advisory committee and Dean approvals. In extremely rare situations, it may be necessary to change committee membership. In either case, you must submit a revised GS2.

Assistantships/Financial Support

Several of our full-time graduate students are awarded assistantships. You will automatically be considered for an assistantship when you apply to the program unless you request otherwise. For example, you may not wish to be considered for an assistantship if you plan to pursue the degree part-time while continuing to work full-time in your current job.

Funding opportunities are available to approximately new graduate students each year in the form of teaching and research assistantships. Our assistantships provide a full tuition waiver and a stipend of approximately \$12,000 per academic year. Assistantships are awarded competitively

by the graduate committee. We offer a variety of opportunities for you to grow as a teacher, scholar, and emerging professional in the discipline. Graduate students typically assist with the delivery of our basic undergraduate courses and assist faculty members with research. Graduate assistantships focused on teaching generally involve assisting with the delivery of our basic communication courses. You will also develop your communication and leadership skills as you gain experience working with students in our Communication Center, assisting them with the speech-making process. All graduate teaching assistants participate in a mandatory one-week training program in August, before the start of classes in the fall semester.

Some graduate assistants may work one-on-one with faculty members on research projects. You will develop a working relationship with a faculty member and gain hands-on experience with the research process. In many cases, you will have a role in shaping the research project through data collection, analysis, and presenting the final research report. Collaborative projects with faculty typically result in co-authored conference presentations and publications in academic journals.

Fellowships are available from organizations outside Clemson University. Information on these opportunities is available from the department and from the Graduate School website (<https://www.clemson.edu/graduate/finance-tuition/fellowships.html?>).

Your responsibilities and details of your financial support are included in your official offer letter from the department chair or graduate coordinator. This letter requires your signature indicating your acceptance of the terms. (Teaching assistants will receive a separate communication with more detail as to their specific assignments, such as course sections, etc.) To maintain your assistantship, you must complete the duties in a satisfactory manner and make satisfactory progress toward your degree.

Assistantship Funding

The MAC program uses two different sources for funding graduate students: State of South Carolina monies, and funds from contracts, grants, and donations. Students supported by state funds normally are assigned teaching assistant duties while those supported by research contract funds are assigned research duties. All assistantships may be subject to time limits as described below (depending upon the degree being pursued) and are contingent upon your satisfactory performance and progress toward the degree.

Students on assistantship are expected to give that assistantship priority. While room will be made so that their assistantship will not conflict with their academic schedule, no other commitments should be allowed to conflict with responsibilities assigned by the department in relation to a student's assistantship. The department cannot make special accommodations for individual students.

- All Graduate Teaching or Research Assistants will be evaluated at the end of their first academic year to assess the renewal of their assistantship for the following year. This will consist of a meeting with the Directors of Basic Courses, the Graduate Coordinator, and other faculty if relevant. Come prepared to present a summary of your experiences, accomplishments, and challenges faced in your first year of your assistantship.

- Assistantships for master's students will normally only extend for a maximum of two years total. The same time limit applies to fellowships awarded to master's students by the department.
- Three hours of teaching are required to maintain funding in summer (including study abroad).
- Continuation of assistantships and fellowships is contingent upon satisfactory academic performance, as well as satisfactory performance of assigned duties associated with the assistantship.
- All research contract- and grant-supported graduate assistantships are subject to continued funding by the contracting agency. If a research contract or grant is terminated before you have completed your degree program, the department will endeavor (on an individual basis) to provide financial support to allow continuation of your program. This might involve teaching assistant responsibilities, where appropriate. The foregoing statement should not be construed as an assurance of funding. You are expected to complete your degree program in a timely fashion.
- All graduate students holding a teaching, research or graduate assistantship appointment at Clemson University shall be compensated based on a standard full-time (100%) equivalent (FTE) rate (12-month basis) established by the department. A specific FTE rate is established for master's students. Generally, all such appointments shall be ½-time appointments (50% of the standard FTE rate).

Minimum Enrollment

See *Graduate School Handbook*.

See *Graduate School Handbook* for information on income taxes, paydays, paperless pay, work injury protocol, workload, additional employment, work product, reduction of pay, vacation policy, military leave policy, holidays, termination of pay, and outside employment.

Additional Opportunities

In addition to assistantships, additional opportunities may be made available to graduate students, such as ad hoc employment, short-term projects, travel support, fellowships, study abroad, etc. Every effort will be made to communicate these opportunities to all applicable students and give equal chance to apply for them.

The Graduate Committee, in consensus with a student's advisor and the Department Chair, shall approve all responsibilities given to Department of Communication graduate students related to their assistantships, including responsibilities or opportunities beyond any standard assistantship. The committee will work to ensure that (A) distribution of responsibilities is not overly burdensome on the graduate students or overly disruptive of their academic experience and (B) responsibilities are distributed in a fair and equitable manner with opportunities made available to as many individuals as is possible and reasonable. This approval shall take place as needed by department administration but prior to notification of said responsibilities to graduate assistants.

Department and Graduate School Forms

You will be required to complete the following forms through the course of your studies. Graduate School forms are available on iRoar and/or at www.grad.clemson.edu/forms/GeneralForms.php.

Forms to Complete in MAC Program			
<u>Form ID</u>	<u>Required By</u>	<u>Approximate Deadline*</u>	<u>To be Signed By</u>
GS2 – Committee Selection, Plan of Study forms in iRoar	Graduate School	Preliminary version due before spring break of first year; final version due spring semester before graduation	Advisory Committee members, Major Advisor, Graduate Coordinator, Dean of College, Dean of Graduate School
Diploma Application	Graduate School	Within first four weeks of semester in which you will graduate	Online submission — user ID required
GS7M – Final Exam and Master’s Thesis Approval Form	Graduate School	Two weeks prior to graduation	Major Advisor, Advisory Committee members

* See specific deadline dates for Graduate School forms at www.grad.clemson.edu/Deadlines.php.

Plans of Study

The following are examples of full-time progressions through the MAC program.

Exam Option

Semester I:

COMM 8100: Quantitative Research Methods (3 credits)*

COMM 8200: MA Foundations in Communication (3 credits)

COMM 8980: Colloquium (1 credit)

COMM or other 6000+-level elective (3 credits)

Semester II:

COMM 8110: Qualitative Research Methods (3 credits)*

COMM 8980: Colloquium (1 credit)

COMM or other 6000+-level electives (6 credits)

Semester III:

COMM or other 6000+-level electives (6 credits)

COMM 8800: Directed Readings to study for exams (3 credits)

Semester IV:

COMM or other 6000+-level electives (3 credits)

Comprehensive exams

*Students may choose one of COMM 8100 or COMM 8110, or may take both with one course counted as an elective.

Thesis Option

Semester I:

COMM 8100: Quantitative Research Methods (3 credits)*

COMM 8200: MA Foundations in Communication (3 credits)

COMM 8980: Colloquium (1 credit)

COMM or other 6000+-level elective (3 credits)

Semester II:

COMM 8110: Qualitative Research Methods (3 credits)*

COMM 8980: Colloquium (1 credit)

COMM or other 6000+-level electives (6 credits)

Semester III:

COMM or other 6000+-level electives (6 credits)

COMM 8910: Thesis Hours (3 credits)

Semester IV:

COMM or other 6000+-level electives (3 credits)

COMM 8910: Thesis Hours (3 credits)

*Students may choose one of COMM 8100 or COMM 8110, or may take both with one course counted as an elective.

Requirements

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

Checklist for Students in MAC Program			
<u>What</u>	<u>When to Complete</u>	<u>How/Who</u>	<u>Date Completed</u>
Selection of a Major Advisor	Before the end of your first semester	Notify Program Coordinator	
Appointment of Advisory Committee	Before the end of your first semester	In consultation with your Major Advisor	
Preparation of course of study plan	Before the end of your first semester	In consultation with your Major Advisor and Advisory Committee	
File plan of study	Beginning of your second semester*	Form GS2 in iRoar	
Approval of thesis proposal	End of your third semester	Advisory Committee approves proposal; you file proposal with Program Coordinator	
Minimum of 30 credit hours completed	Within six calendar years prior to graduation	Form GS2 in iRoar	
Apply for diploma	Beginning of final semester*	Apply for graduation in iRoar	
Order cap and gown	Beginning of final semester	You order through bookstore	
Submit your thesis	At least 2 weeks prior to oral exam	You supply to your Advisory Committee	
Final Examination / Submit GS7M	At least 3 weeks prior to graduation*	Major Advisor files GS7M with Graduate School	
Submit your manuscript to Graduate School for formatting review	At least 2 weeks prior to graduation* (earlier is better)	You submit online at dissertations.umi.com	
All formatting revisions completed, approval of manuscript by Graduate School	At least one week prior to graduation*	Via email and website; the manuscript review office will notify you of any revisions required and how to submit them	

* See specific deadline dates for Graduate School forms at www.grad.clemson.edu/Deadlines.php.

MAC Road Map: Summary

Students have completed MAC as full-time and part-time, with and without assistantships, and working for Clemson and other employers. For information on these alternate road maps, contact the Graduate Coordinator.

The following is for a typical fall, full-time admission. For spring admission students, adjust accordingly. Specific dates vary each year. Approximate dates below are only examples. For *your year's* deadlines, see <http://www.grad.clemson.edu/Deadlines.php>

The following is for a typical fall, full-time admission.

Fall, Semester I

- The week before classes: Training, orientations (MAC and Graduate School)
- Return signed receipt of graduate handbook form to Graduate Coordinator.
- Coursework: MA Foundations, methods (optional), elective(s), colloquium
- Meet the faculty not teaching core classes through in-class visits and individual meetings
- Meet with temporary advisor.
- Register for Semester II classes. Choose elective with consultation.
- Think about and meet with potential permanent advisors and committee members.
- Explore options of thesis (scholarly or project) or exams.

Spring, Semester II

- Coursework: Methods (optional), electives, colloquium
- Conference submissions due: NCA, AOIR, AEJMC, etc.
- Meet with and solicit advisors and committee members.
- With advisor, plan remaining course of study.
- Before Spring Break: Electronic GS2 form signed by advisor and committee completed to then be approved by Graduate Coordinator. Course titles and numbers *must* match transcript. Future courses can be TBD (e.g., "Sociology elective.")
- Register for Semester III classes.
- Timelines and plans for exams or thesis arranged between grads and advisors.
- Discuss summer plans. Internships should NOT register for course numbers. There is no tuition support in summer unless you teach.
- Communication Day presentations and awards.

Summer

- Vacation, internships, study abroad, teaching, research, REST!

Fall, Semester III

- October/November: Thesis prospectus including timeline approved by advisor and committee OR Exams areas, lists, timeline, plan (open/closed) approved by advisor and committee
- Coursework: Electives, Reading hours, Thesis hours
- Thesis / exam work

- Present original research at MAC events, conferences, etc.
- Register for Semester IV classes.
- Conference submissions due: ICA, SCMS, SSCA
- Doctoral program applications

Spring, Semester IV

- Early January: Final GS2 Course of Study form due (\$25 if late + \$5 a day)
- Late January: Order diploma online (GS4 form in iRoar) (\$25 if late + \$5 a day)
- Coursework: Electives, thesis hours
- Complete thesis / take exams
- Thesis or exam answers due to advisory committee members 2 weeks before defense
- Written notice of defense (thesis or exams) due to Enrollment Services 10 days prior, post defense date on Clemson calendar online
- Oral defense of thesis or exams
- Post-graduation advising and prep
- Order cap and gown online (check with campus bookstore)
- Communication Day presentations and awards
- Mid-April: GS7M Exam/Thesis approval form due
- Mid-April: Complete Thesis due for formatting review to Manuscript Review Office
- Late-April: All revisions requested by Manuscript Review Office must be completed
- Late-April: Final thesis or exams sent to Graduate Coordinator. Order personal and department copies of bound thesis: <http://www.thesisondemand.com>.
- Early May (TBA): Graduation

Dates listed are approximate based on prior years. For exact dates for your year, see Graduate School deadlines: <http://www.grad.clemson.edu/deadlines.php>

Nearing Graduation

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.

Form/process	Approximate deadline*
Submit your final GS2 to Enrolled Services	End of the 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 defense submitted to Enrolled Services	At least 10 days prior to your defense.
Submit completed thesis/dissertation electronically for formatting review	Two weeks prior to graduation
File GS7M with Enrolled Services	Two weeks prior to graduation
All revisions requested by the Manuscript Review Office must be completed and approved by the Manuscript Review Office	One week prior to graduation

*Refer to the Graduate School's website for actual deadline dates

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

Thesis

For information on formatting, approval, submission, copyright, and other guidelines, see the current *Graduate Student Handbook*.

You are required to submit the date/time/location of your thesis defense no later than ten days before your defense via the Graduate School's online [Submit Defense Form](#).

Comprehensive Exams

Candidates for a master's degree, non-thesis option, must pass a final examination at least three weeks prior to the date of the convocation at which the degree is to be conferred. The final date for this examination is established each semester by the Graduate School. The examination is conducted by your Advisor and Advisory Committee, but all faculty members are invited to participate. Your Advisor, instructors, and the Graduate Coordinator are available to offer exam preparation advice.

You are required to submit the date/time/location of your defense no later than ten days before your defense via the Graduate School's online [Submit Defense Form](#).

Timing

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

Application for Diploma

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

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

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

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

If you choose to participate in graduation ceremonies, you should make arrangements for cap and gown purchase (or rental, if preferred, for PhD gowns) at this same time. See the Clemson University Bookstore's website at www.clemson.edu/bookstore/gsupplies.htm for deadlines and more information.

Final Check-Out

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 department's administrative assistant.
- Be sure that all equipment and supplies that you have drawn are returned to stock. This includes laptops or any other technology you have been provided.
- Be sure that any portion of the office that you occupied is clean and ready for another 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 Program Coordinator that you are leaving and have complied with all regulations.

Department of Communication Centers

Communication Center

The Communication Center’s mission is to provide support for the basic courses in the Department of Communication. To this end, the tutors in the center work with their speakers to promote critical thinking and empowerment through feedback and collaborative instruction. Through individualized tutoring sessions, the center seeks to aid students in becoming more confident and reflective speakers and to excel in each part of the speech making process.

Social Media Listening Center

Powered by Radian6 software, the center provides the platform to listen, measure and engage in over 150 million sources of social media conversations across the Web by capturing publicly available data from Facebook, Twitter, YouTube, blogs, online communities and mainstream news outlets. Graduate students can explore the SMLC through in-class demonstrations, participating on research projects, taking an internship class, and other opportunities.

Research Hub

The Research Hub supports the research activities of faculty and students in the Department of Communication. The Hub provides resources for the production of high-quality, relevant research that advances communication scholarship, engages students in the research process, and positively impacts our communities.

Faculty Guidelines

Major Advisor

You, the student, have primary responsibility for ensuring that you meet all requirements; your major advisor is responsible for ensuring that you have met that responsibility. Your major advisor will present any requests for a waiver of a requirement to the faculty for approval.

Administrative Staff and Graduate Coordinator

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

Principal Investigator

The Principal Investigator (PI) in a research project must identify any circumstances under which a particular laboratory, field operation, procedure or activity requires prior approval, and must submit a research protocol if needed. The PI is also responsible for ensuring that all University and department safety regulations and protocol standards are met. This responsibility includes sufficient supervision of students and technicians to ensure adherence to these standards.

Graduate Committee

The members of the MAC Graduate Committee, chaired by the Graduate Coordinator, oversee the guidelines for the graduate degree program. To amend the guidelines for the graduate degree program, they consult with the Department Chair and present proposals to all faculty eligible to teach in the graduate program. Changes can be approved by a simple majority of those voting.

Any concern by individual faculty members about your plan of study or conduct in the program should be presented to the Graduate Coordinator as soon as possible. The Graduate Coordinator will communicate any concerns to your major advisor for possible action. If the faculty member who raised the concern still wishes for the matter to be considered by the full faculty, the Graduate Coordinator will bring the matter before the faculty at a regular meeting.

Professional Development

There are a number of opportunities for you to develop professionally in addition to your course work and research. These include in-class discussions and workshops, public events in the Department of Communication, guest speakers and networking events, university events and trainings, online resources, presenting talks and/or posters at regional and national conferences, becoming a student member of professional organizations, and preparing for your eventual job search.

In addition, the Graduate School provides GRAD360, a professional development program <https://grad360.sites.clemson.edu/>

Career Planning

The Clemson Center for Career Planning and Professional Development hosts career fairs each fall and spring, and offers workshops in a variety of career-related topics. The Center also provides information about internships and part-time and summer work. For more information, see their website at <https://career.sites.clemson.edu/>.

Professional and Student Organizations

Application forms for membership in various professional organizations may be obtained from the program coordinator. Graduate students are encouraged to associate with scholarly and professional organizations in their areas of teaching and research interest.

The official Clemson student organization for MAC is Graduate Association for Communication Students (GACS). Membership in GACS helps support students through fundraising, networking, and other activities.

Student Government

The Graduate Student Government represents the interests of all graduate students at Clemson. Generally the GSG promotes student participation in University affairs and learning experiences. It also elects representatives to various University boards and committees. Participation in the GSG can provide valuable leadership experience. MAC provides two senators to the Graduate Student Government.

Administrative Policies & Procedures

Clemson University policies, including those on EEOC/Affirmative Action, FERPA, Title IX/Harassment, Copyright and Patents, and many other topics, may be found in the Office of Student Affairs' policies library at

<http://www.clemson.edu/administration/student-affairs/student-handbook/university-policies/>

Harassment

It is the policy of Clemson University to conduct and provide programs, activities and services to students, faculty and staff in an atmosphere free from harassment. Harassment is unwelcome verbal or physical conduct, based upon race, color, religion, sex, sexual orientation, gender, national origin, age, disability, status as a military veteran or protected activity (e.g., opposition to prohibited discrimination or participation in the statutory complaint process), that unreasonably interferes with the person's work or educational performance or creates an intimidating or hostile work or educational environment. Examples may include, but are not limited to, epithets, slurs, jokes or other verbal, graphic or physical conduct. Harassment of University faculty, staff, students or visitors is prohibited and shall subject the offender to appropriate disciplinary action, including dismissal from the program. Employees or students who feel they are victims of any form of discrimination are encouraged to consult the Office Access & Equity for advice and assistance in resolving complaints.

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

Sexual Harassment

Title VII of the Civil Rights Act of 1964, as amended, provides that it shall be unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without just cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment. Harassment of any employee on the basis of sex violates this federal law. The Equal Employment Opportunity Commission has issued guidelines as to what constitutes sexual harassment of an employee under Title VII. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when any of the following occurs:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or for arriving at academic decisions affecting an individual;
3. Such conduct unreasonably interferes with an individual's work or academic performance, or creates an intimidating, hostile or offensive working or academic environment.

Sexual harassment of University faculty, staff or students is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. In the event a claim of sexual harassment arises, the claimant may use University grievance procedures that have been established for faculty, staff and students as appropriate. This policy also prohibits an employee from sexually harassing a superior and a student from sexually harassing a faculty member.

Amorous Relationships

Amorous relationships that might be appropriate in other circumstances can be inappropriate when they occur between a faculty member, officer or supervisor of the University, and any student or subordinate employee for whom he/she has a professional responsibility. Those in positions of authority inherently carry the element of power in their relationships with students or subordinates. It is imperative that those with authority neither abuse, nor appear to abuse, this power entrusted to them.

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

Any questions concerning these statements or Clemson University's Policy on Sexual Harassment should be directed to the Office Access & Equity.

Drugs & Smoking

The use, possession, distribution or dispensation of illegal drugs is strictly prohibited. Violation could result in your dismissal from the University. Clemson is now a smoke-free campus.

Computers

The department maintains a well-equipped computer laboratory for student use in Daniel 418/420. This allows access to the Clemson University mainframe system and a local area network that hosts many software packages. The door should be closed and locked when unoccupied. If students are provided any laptop or other computer the Communication Department, they are expected to use it effectively and appropriately, and return to the department at the end of their program or when asked by the program, whichever comes first.

Email

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

Mailboxes and Personal Mail

Each graduate student is assigned a mailbox, which you should check regularly. All personal mail is to be directed to your home address. The department is not to be used as your mailing address. The department assumes no responsibility for personal deliveries to Strode Tower or Daniel Hall. Outgoing mail, both U.S. and campus mail, can be placed in the appropriate receptacles in the reception area. You must provide adequate postage for any U.S. mail. International mail must be taken to the U.S. Post Office.

Intra-department Communications

Notices of interest to graduate students will be posted in the department or, on occasion, mailed directly to you. Notices will be posted near the mailboxes. To ensure receipt of any departmental mailings, you should have a current address and telephone number on file with the department.

Keys

You will be issued a key to your office, if assigned one, as well as a building door key. Students leaving the University through graduation, or for any reason, *must* return all keys to Ms. Emma Stephens, the department's administrative assistant. A substantial 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, Maintenance

Strode Tower is normally locked at night on weekdays and throughout weekends. As you enter and leave the building, if it is locked, be sure that all doors are locked behind you. During the work week, all outside doors to Strode Tower are normally unlocked.

On football weekends, the building will be locked as usual, from 5:30 p.m. Friday to 7:30 a.m. Monday. Persons entering or leaving Strode Tower on those days should ensure that all doors are locked behind them. Report building problems to the building's security coordinator. If something major is found wrong outside of normal office hours, inform your major advisor and/or the department chair after you have called the University Security Office at 864-656-2222.

Printing

Graduate students' PawPrints quota includes 660 black-and-white printed pages or 33 square feet of plotting. A double-sided printout counts as one page, so this means you may print 1320 pages per semester at no additional cost to you. Please take advantage of this resource instead of

sending print jobs to department printers. PawPrints printers are located in Cooper Library, Daniel Hall, and other locations. PawPrints details:

http://www.clemson.edu/ccit/help_support/printing_plotting/index.html

Copy Machine

Graduate students may use the copy machine located in the office workroom for class or work-related purposes. Be judicious in copying: Print out double-sided and use PDFs for readings when possible instead of printouts. Students will be issued a copy code, as well as a copy limit per semester. Any student exceeding his/her copy limit will be charged 3 cents each for any additional copies during that academic year. Once all copies on the credit have been consumed, you will be unable to make copies until your account is replenished. Use of this copier is on a first come, first served basis. The copier located in the copy/work room is for faculty and staff use only.

Fax

You may use the department's facsimile machine only for official department business purposes with authorization from the department's administrative assistant. Personal transmissions may be sent at the Student Union or other locations in downtown Clemson.

Office Supplies

The department does not furnish office supplies to graduate students for personal use. All research or course-related use of office supplies, including letterhead stationery, must be authorized by the department's administrative assistant. Entrance to the supply closet is by key only, and you must be accompanied by the department's administrative assistant to access it.

Equipment

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

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

Ordering Supplies and Equipment

If you order equipment or supplies without the permission of the department's administrative assistant or the department chair, you will be responsible for paying the bill. In addition, students placing orders are responsible for being cognizant of state purchasing regulations, and may be liable for paying the bill in the event of violations. When placing orders over \$2,500 (total of the entire purchase — not per item — including tax, shipping and handling), whether over the phone or purchased in town, you *must* obtain an order number from the administrative assistant prior to making the order or purchase. Supplies will normally be delivered to Strode 408. Do not pick up any box that does not have your name on it.

Recycling

Faculty, staff and students, out of a spirit of environmental sensitivity, collect and recycle applicable materials. Recycle containers are located in offices and various areas of (the

building/all facilities). White paper waste is stored in marked containers. The recycling containers will be checked several times monthly to ensure that all is well and to determine whether the storage containers have filled faster than normal. If you encounter a full container, please contact Recycling Services at 864-656-2040.

Graduate Students Office

The Graduate Students Office is a shared space. It is provided for storage of personal materials and for meeting with undergraduates. Due to the limited available space, it is not intended for individual workspaces, reading areas, or other personal uses on a regular basis. Study facilities for graduate students are intended solely for studying and interacting with students. They are not to be used for socializing or temporary housing. Students abusing these privileges will forfeit them.

Access to Departmental Files

All departmental files are off limits unless you have express permission to use them. Contact Ms. Mary Alice Cromer, the department's administrative assistant, should you need information from a departmental file.

Faculty Offices

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

Dress Code

During normal office hours, students are expected to be neatly dressed and maintain acceptable standards of personal hygiene, whether they are teaching on that day or not. Laboratory attire should be safe and functional as well as neat. On December 3, 1969, the Board of Trustees of Clemson University delegated the power to the student body of Clemson University to recommend rules that regulate student conduct on campus. Clemson University does not have a dress code beyond that defined by local, state and federal laws. Consequently, beyond enforcing dress appropriate to the occasion for safety purposes, the Department of Communication does not regulate dress codes. However, the faculty strongly urges graduate students to dress appropriately for meetings and special occasions. Being poorly or improperly dressed for an occasion may impair your future success in obtaining employment. You are representing yourself, your major advisor, the department and the University when you attend professional meetings, seminars, guest lectures, etc. Accordingly, you should consider how you present yourself at all professional occasions. Graduate students are expected to abide by all guidelines pertaining to appropriate safety regulations including dress for laboratories and outdoor environments. If you are unsure of the guidelines, please ask your major advisor, or the program coordinator for advice.

Inclement Weather

Cancellation of classes due to inclement weather is determined by University Administration and announced through various media. University Administration attempts to alert students of any disruption of scheduled classes by 7 a.m. Separate announcements are made for the main campus

and the University Center in Greenville, so you should listen carefully to the specific announcement.

Political, Religious Activities

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

Student Travel

The Graduate Student Government (GSG) awards Professional Enrichment Grants to full-time graduate students toward their attendance at conferences and other professional development events. See the GSG website for application information (<https://gtgs.sites.clemson.edu/>).

The Department of Communication may support graduate student travel, pending available funds. Travel will be supported only for travel to conferences at which the student is presenting original research. To request funding support, the student should submit to the Graduate Coordinator a request detailing the event, their participation, and a budget of travel expenses including airfare, gas, and lodging. This will be reviewed by the Graduate Committee and, if approved, forwarded to the Department Chair for the final decision.

Department-specific travel information and guidelines from the Clemson University Travel Guidelines Index have been incorporated into this section. The complete Guidelines Index, including authority references and guidelines specific to University administration, is available at www.clemson.edu/procurement (CU Dept Info, Travel Guidelines). Direct any questions regarding travel to Ms. Amy Durrance, the department's administrative assistant. Summarized departmental procedures are as follows:

- Step 1. Complete "Request to Travel" form, obtain appropriate signatures (PI or faculty member responsible for the account number to which it will be charged) and submit to the department chair.
- Step 2. Enter travel status according to guidelines outlined herein.
- Step 3. Upon completion of travel, complete "Travel Worksheet", obtain appropriate signatures, and submit to the department's administrative assistant for reimbursement.

Traveler's responsibilities

When you file for reimbursement of travel expenses you are stating that:

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

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

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

All travel vouchers submitted for reimbursement are required to have the signature of the traveler and one other person authorized to spend funds from the account numbers that appear on the travel voucher. All signatures must be original. No stamped signatures will be accepted.

Travelers are expected to exercise the same judgment when making travel arrangements and expenditures that a prudent person would exercise if traveling on personal business and expending personal funds.

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

Expenses for spouses

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

Unauthorized costs

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

Meals

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

	If You Depart Before	If You Return After	In State	Out of State
Breakfast	6:30 a.m.	11:00 a.m.	\$8	\$10

Lunch	11:00 a.m.	1:30 p.m.	10	15
Dinner	5:15 p.m.	8:30 p.m.	17	25
Total			\$35	\$50

If you receive reimbursements for meals on non-overnight travel, this amount could be considered income and be reported on your W-2 tax form. For instance, meals on day trips are subject to tax withholding except when a business purpose for the meal can be documented. If you are claiming reimbursement for such business meals, documentation must include the name and affiliation of the person sharing the meal and the nature of the business discussed.

Lodging

Lodging expenses will be allowed subject to the following limitations, provided an original, itemized receipt is furnished. Lodging arrangements and any required deposits are your responsibility and may be reimbursed as part of the lodging expenses upon completion of the trip.

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

Miscellaneous expenses

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

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

Foreign travel

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

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

When an employee is on foreign travel, the per diem is based on out-of-state travel rates OR one may submit comprehensive receipts for full expenses.

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

Travel by automobile

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

University employees may use their own automobile for official travel provided the University would incur no added expenses above that of other forms of transportation available.

Reimbursement for personal automobiles is as follows:

- \$0.575 per mile, if no University-owned vehicle is available. (In order to be reimbursed at this rate, a statement from Transportation Services confirming the non-availability must be attached to the Travel Reimbursement Voucher.)
- \$0.575 per mile for travel to and from nearby airports or train depots when official travel is by airplane or train.
- \$0.535 per mile when you wish to use your own automobile although a Motor Pool vehicle is available.

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

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

Rental cars

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

Registration fees

Registration fees in the amount necessary to qualify you to attend conventions, meetings, conferences, etc., are allowed. These fees can be paid using the Departmental Purchase Card or by completing a Direct Purchase Voucher (DPV) and sending it to Accounts Payable at least ten days to two weeks before the deadline of the meeting. If this is not prepaid, and is paid at the

time of registration of the meeting, reimbursement will be made after the trip is completed. You *must* have a detailed receipt that indicates the means of payment.

Receipts

Student travelers must submit a receipt for each expense of \$5.00 or more, except for meals, taxi fare, tolls and portage. All receipts and paid bills should be originals. If originals are not available, a memorandum, approved at the next level in the approval process, must accompany the travel voucher when it is submitted.

Campus Facilities and Resources

Emergencies

Call the Clemson University Police Department ((864) 656-2222) for all major emergencies: fire, medical, police. They will ensure that the proper authorities are dispatched. In case of fire, exit the building immediately. Use stairwells; do not use the elevator. In case of tornado warning, take shelter in the basement of Strode or Daniel halls. Use stairwells; do not use the elevator.

Campus Shuttle

Clemson University's Transportation Services operates a shuttle that travels between the main campus and the Anderson research park. The pickup order in the park for the :30 departure is ITC, Rich Lab, AMRL, Library Depot. The campus drop off point is between Edwards Hall and the Hendrix student center at approximately :50. It departs from that location at :00. The drop off at the Research Park is in reverse order so that the van is emptied before the pickup schedule begins again.

Graduate Student Government

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

R.M. Cooper Library

Located on campus adjacent to the reflecting pool, the main library houses more than 1.5 million items, including books, periodicals and microforms. Periodicals can be checked out for a maximum of three days (\$1/day late fee) while books can be checked out for six weeks (\$0.25/day late fee). The catalog is online and can be accessed from any campus computer. Free online literature searches can be conducted at the main library. An appointment must be made to complete the online search. In addition, the library contains a number of computers and printers as well as copiers, two of which are located in the reference area, and several of which are located on the ground floor. Additionally, there is a coffee shop and convenience store located within the library. For more information about the library, call (864) 6563024 or the Library Hours Hotline at (864) 656-3027.

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

University Bookstore

The University Bookstore is located on the first floor of Douthit Hills. It stocks all required textbooks and supplies as specified by the various departments, as well as general trade books, greeting cards, computer software, personal care items, etc. The bookstore holds textbook buyback year-round. The bookstore accepts VISA, MasterCard, and Tiger Stripe. Graduate assistants and teaching assistants may be eligible for discounts at the University Bookstore.

University Health Services

The Redfern Student Health Center on campus provides health services to University students. Redfern offers a variety of services including: outpatient ambulatory care for illnesses and injury, health education on women's health issues, nutritional counseling, dermatology, and orthopedic clinics. Students are seen at Redfern throughout the day by appointment. A walk-in clinic is available to students who do not have an appointment. ASKANURSE telephone services are also available.

If you have questions about services provided, call Redfern Health Center at (864) 6562233; if you would like to schedule an appointment to see a doctor at Redfern, call the appointment line at (864) 6561541. For service hours or other information, see <https://www.clemson.edu/campus-life/student-health/>

Fike Recreation Center

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

Sporting Events

For football, full-time grad students (along with all other students) will receive an email with instructions on how to redeem free tickets for football online through the Clemson Athletics ticketing system. Students' tickets will be loaded onto their Tiger cards, which will be scanned on gameday. For men's basketball, tickets are free of charge for all Clemson University students on a first-come, first-served basis, and may be acquired at the student gate of Littlejohn Coliseum.

For all other sports, student admission is free upon presentation of a valid Clemson University student ID.

Campus Parking

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

Graduate Teaching Assistants are eligible for a special parking permit that allows them partial access to faculty parking.

Handbook/Policy Administration

Process for Departmental Review of Program Requirements

Program requirements and policy changes will be determined within the department through the Graduate Committee, the Graduate Coordinator, graduate faculty, and department chair.

Acknowledgement of Handbook Contents

I acknowledge receipt of this handbook. I have read and understand its contents, and the expectations and policies regarding my participation in the Master of Arts in Communication in the Department of Communication at Clemson University.

Print Name: _____

Signature: _____

Date: _____

Appendices

A. Communication Graduate Courses

To search course offerings by semester, or in other departments, go to the *Clemson Schedule of Classes* in iRoar. Not all classes are offered every semester. Students interested in a particular course are encouraged to contact the Graduate Coordinator and/or potential instructors about scheduling the class. Remember that you are encouraged to explore coursework in other departments as well.

Download the most recent *Graduate Courses of Instruction PDF file* from <https://www.registrar.clemson.edu/html/catalogGrad.htm>

COMM 8000: Communication Pedagogy (1 credit hour, repeatable): A one-credit course, taken each semester by graduate teaching assistants, that fosters development of teaching skills within the field of communication, focusing on the teaching of general education courses. Explores the facilitation of a positive classroom environment, addressing student needs and evaluation of student work. Discussion of teaching philosophy and pedagogy.

COMM 8100: Quantitative Research Methods in Communication (3 credit hours): Explores methods of social scientific research methodologies. Methods range from experimental designs to survey and cross-sectional designs. Final projects will include the employment of one or more methodologies for a communication-based research study.

COMM 8110: Qualitative Research Methods in Communication (3 credit hours): Exploration of select issues and methods for qualitative research. Students discuss and practice data gathering and analysis techniques associated with ethnographic, interview, and textual approaches.

COMM 8200: MA Foundations of Communication (3 credit hours): Introduces MA students to graduate study in communication and provides students with necessary skills to comprehend, evaluate, and build upon communication scholarship.

COMM 8210: Seminar in Strategic Communication (3 credit hours, repeatable): Explores topics related to theory and research in the area of strategic communication, including campaigns, crisis, risk, or social media. Specific topics covered may vary by semester or instructor. May be repeated for a maximum of six credits.

COMM 8220: Seminar in Sport Communication (3 credit hours, repeatable): Examines topics related to the academic study of sport communication. May include human communication processes, journalism, media effects, identity formation, or fandoms. Specific topics covered vary by semester. May be repeated for a maximum of six credits.

COMM 8230: Seminar in Media and Technology (3 credit hours, repeatable): Examines research and theory related to topics in media and technology as they relate to the pluralistic field of communication. Topics vary by semester. May be repeated for a maximum of six credits.

COMM 8240: Seminar in Health Communication (3 credit hours, repeatable): Explores issues related to the interdisciplinary work of health communication from social scientific and/or humanistic perspectives. Particular topics covered may change by semester. May be repeated for a maximum of six credits.

COMM 8720: Seminar in Communication Education (3 credit hours): Explores communication education and related fields of study, such as instructional communication and critical communication pedagogy.

COMM 8740: Special Topics in Communication (3 credit hours): Varying topics within the field of communication. May be repeated for a maximum of six credits, but only if different topics are covered.

COMM 8800: Directed Readings in Communication (3 credit hours): Directed reading and research in the student's area of interest in preparation for the comprehensive exam. To be taken Pass/No Pass only.

COMM 8900: Communication Graduate Internship (3 credit hours): Preplanned, preapproved, faculty-supervised internship provides communication graduate students with field experience in areas related to their curriculum. Provides applied component to advanced study of communication theory and professional development for industry and research careers.

COMM 8910: Master's Thesis Research (1-6 credit hours): Students complete research toward production of a Master's thesis. A maximum of six hours may be applied toward a degree, though additional hours may be taken for credit. Preq: Successful completion of core program requirements and all additional courses as approved by the department Graduate Coordinator.

COMM 8980: Colloquium (1 credit hour, repeatable): A one-credit course, taken each semester, that consists of individual and panel-style lectures by faculty, students, or outside speakers that discuss different areas of communication, graduate study, and resources at Clemson. Particular attention is given to professional development.

COMM 8990: Independent Study (1-3 credit hours): Tutorial work for graduate students with special interests or projects in communication outside the scope of existing courses. May be repeated for a maximum of three credits.

B. Graduate Certificate Programs

Enhance your MAC degree with a specialized certificate. With advisor approval, these are a great way to make your research and study more focused and relevant. Examples of certificates relevant to MAC students include:

- Clinical and Translational Research Certificate
- Policy Studies Certificate
- Public Administration Certificate
- Technology Entrepreneurship Certificate
- Youth Development Leadership Certificate

See all certificates and contact information for home departments here:

<https://www.clemson.edu/graduate/academics/programs.html>

C. Support Services

Grievance Policy

It is the policy of the Graduate School to address all grievances of an academic nature filed by enrolled graduate students. Graduate student grievances are heard by the Graduate Academic Grievance Committee (GAGC). The GAGC typically consists of three faculty representatives from each of the five colleges and one graduate student representative from each college. A six-member Initial Grievance Review Board (IGRB) is formed from among GAGC members and is responsible for determining which grievances will go forward to the GAGC.

Procedure

Grievances must be filed with the Graduate School within 60 days of the alleged act and may involve the following: violations of program, department, college or Graduate School policies related to final grades in courses or research (891 or 991); violations of program, department, college or Graduate School policies related to the completion of any academic requirement including theses and dissertations, and oral or written final examinations; and graduate student assistantship employment including offers of assistantship appointments made during recruiting not honored after enrollment.

At any time prior to filing a grievance, the student may consult with the University ombudsman charged with mediation in cases involving graduate students.

Any student wishing to file a complaint must first make every attempt to resolve it within the college. The student must first take the complaint to the faculty or staff member(s) involved. If no resolution can be reached, the student should request assistance from the department chair and the dean of the college.

If the grievance remains unresolved, the student may file the complaint with the Graduate School. The student must first meet with the associate dean of the Graduate School charged with oversight of the GAGC. The associate dean will describe the grievance process to the student. If the student wishes to proceed with the grievance, the associate dean will provide the student with Graduate School Form GSg-A, "Request to File a Grievance," which will enable the student to provide a written statement detailing the issue and his or her attempts to resolve it at the college level by documenting a) the dates of consultations at the college level, b) the names of those persons consulted, and c) the signature of the collegiate dean attesting that no resolution could be reached. The student must return the fully executed Form GSg-A to the Graduate School within 30 days of receipt from the associate dean. Students who fail to file the grievance within this timeframe forfeit their opportunity to proceed.

The student may seek external counsel (an advisor, an attorney, etc.) to assist with preparation of materials to submit to the GAGC. The student may request such individual accompany him or her to the hearing and may wish to proceed to prepare for this event. Questions concerning possible impacts on the student's graduate status should he or she not be successful in the grievance may be discussed at this time with the associate dean of the Graduate School.

The IGRB will determine if the complaint, as submitted on Form GSg-A constitutes a grievance under the Graduate School's policies. Grievable complaints will be addressed by a subcommittee

of the GAGC appointed for the purpose of addressing the complaint in question. The subcommittee will convene an informal, closed hearing to recommend a resolution to the grievance. For more information about the procedures, refer to the *Graduate School Announcements* at www.registrar.clemson.edu/html/catalogGrad.htm.

University Ombudsman

The ombudsman is an independent, confidential resource that provides assistance to faculty, graduate students and post-doctoral students in resolving problems, complaints and conflicts when normal processes and procedures have not worked satisfactorily. The Ombudsman's Office serves as a central information source on policies, procedures and regulations affecting faculty, graduate students and post-docs. The office refers individuals to persons able to resolve problems or handle appeals at the lowest possible level. Where appropriate, the ombudsman can facilitate and/or mediate communication between parties who find themselves in a dispute.

The ombudsman strives to ensure that faculty, graduate students and post-docs receive fair and equitable treatment within the University system. He provides an independent point of view in an informal and confidential environment. The ombudsman will not identify you or discuss your personal concerns with anyone without your permission. Private confidential meetings can be arranged at your convenience. All communications will be treated with strict confidentiality. The ombudsman works toward resolutions based on principles of fairness. He is neither an advocate for faculty, administration or students, nor an agent of the University, but is an advocate of fair processes.

The Office of the Ombudsman provides fair and impartial counseling to faculty members, graduate students and post-docs by: 1) addressing problems and concerns, and identifying and evaluating options to reach resolutions; 2) providing available resources within the University, particularly as to policies and procedures; 3) serving as a neutral party in conflict resolution; 4) opening lines of communication through mediation; and 5) recommending changes in University policies and procedures when necessary. The ombudsman assists in issues of harassment, academics, unfair or inequitable treatment, or any other University policy that you feel has been applied unfairly or erroneously.

The ombudsman, as a designated neutral, has the responsibility of maintaining strict confidentiality concerning matters that are brought to his attention unless given permission to do otherwise. The only exceptions, at the sole discretion of the ombudsman, are where there appears to be imminent threat of serious harm. The ombudsman must take all reasonable steps to protect any records and files pertaining to confidential discussions from inspection by all other persons, including management.

The ombudsman will not testify in any formal judicial or administrative hearing about concerns brought to his attention. When making recommendations, the ombudsman has the responsibility to suggest actions or policies that will be equitable to all parties.

Concerns can be directed to the University ombudsman by letter, walk-in, appointment or telephone: R. Gordon Halfacre, University Ombudsman for Faculty and Graduate Students and

member of the Ombudsman Association, 101 Clemson House; telephone (864) 656-4353 or (864) 656-4957; email ombudsman@clemson.edu.

Counseling Services

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