



Department of
**PARKS, RECREATION AND
TOURISM MANAGEMENT**
Clemson® University

Graduate Student Handbook
2026-2027 Academic Year

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INTRODUCTION

This Graduate Student Handbook is intended to provide a convenient source of information on the Department of Parks, Recreation, and Tourism Management (PRTM) policies, rules, procedures, and services. Every graduate student in PRTM must become thoroughly familiar with these policies and procedures. The rules set forth in the most recent edition of the Graduate Student Handbook supersede those of earlier editions. Therefore, students should always consult the most recent edition of this handbook. Additional information about the PRTM Department can be found [here](#).

This handbook does **not** replace the general Graduate School Regulations as specified in the [Graduate School Policy Handbook](#). **It is the graduate student's responsibility to become familiar with and comply with all policies, procedures, and regulations pertaining to graduate study.** It is important to note that there may be cases where the rules given in our department handbook differ from those written in the Graduate School handbook. This is because the Graduate School handbook sets a minimum standard for the university that is exceeded by our department (examples include the deadline for the Application for Admission, the required number of course credits to earn a degree, and the required master's thesis). In such cases, the rules given in this departmental graduate student handbook apply to students seeking a degree from the PRTM Department. We also strongly encourage students to familiarize themselves with the various Graduate School [forms](#) and [deadlines](#) as these are especially important to maintaining timely progress throughout the program.

The PRTM graduate program has been designed to develop advanced competencies in parks, recreation, and youth development professionals aimed at meeting the needs of these industries, in practice and in education. The PRTM department offers various graduate degrees at the master's and doctoral levels via in person and online delivery, including:

- Master of Science (M.S.) in PRTM, thesis and non-thesis options
- Master of Science (M.S.) in Youth Development Leadership (YDL), online only (non-thesis)
- Doctor of Philosophy (Ph.D.) in PRTM

The graduate degrees are designed to increase the students' knowledge of their specific field, develop practical administrative and management skills, and, especially at the doctoral level, ensure strong research and educator training. Regardless of the delivery format (online or in person) the program optimizes opportunities for student-faculty interaction and mentoring. Please note that some graduate classes are taught in a hybrid format, with both online and on-campus students attending at the same time, to promote student interactions across graduate programs.

Online graduate programs are an opportunity to prepare individuals to meet the same expectations as students on campus, while accommodating the needs of students who are unable to pursue a traditional, residential path to degree completion. For those who have chosen the online delivery of the MS degree in PRTM, we do this through having one faculty advisor who can provide individualized mentoring. For those who have chosen the online MS in YDL, we do this through a 2-day on-campus orientation, a 2-day on-campus second year visit, and access to a faculty advisor for individualized mentoring. We are excited to work with you!

Enrollment Expectations and Leaves of Absence

Students admitted to the program are **expected to remain full-time students for the duration of their graduate career, unless otherwise discussed with their academic advisor**. An exception to this requirement is the M.S. degree in YDL which is a part-time program aimed at working professionals.

The completion of the M.S. degree in PRTM (online or in person) requires at least two years of full-time study. The completion of the M.S. degree in YDL (online only) requires at least two years of part-time study (6 credit hours per semester), including summer. The completion of the Ph.D. typically requires four years of full-time study, assuming students follow the recommended course plans.

Summer enrollment of at least one credit is required for an August graduation. **However, one exception to this policy is that students who have completed all of their degree requirements, including the thesis/dissertation defense prior to the first day of summer classes, need not take a credit during the summer in order to graduate in the summer.**

Graduate students are generally expected to maintain continuous enrollment during the Fall and Spring Semesters, however, there is no requirement for continuous enrollment. If a student wishes to stop their graduate program for any reason, no paperwork is required by the Graduate School or department. We encourage students to notify their advisor and/or program coordinator of their decision to step away from their graduate education. The student's account will be made inactive if there is no enrollment after a certain period of time. An inactive account prevents the student from registering for future classes. When the student wishes to return, they will need to complete the [Request for Re-Entrance form](#). If completing the Request for Re-Entrance form is not applicable to the student (See "information" section on the Request for Re-Entrance form), the student will need to submit a new application. There is no application fee.

The PRTM Department makes every effort to schedule required courses so students may complete their education in a timely fashion. Students who choose to extend timelines or take leaves of absence may run the risk of delaying their progress by missing required courses that were scheduled in their absence. Any student with circumstances that may require a leave of absence (e.g., birth or adoption of a child, death of an immediate family member, caregiving requirements for aging or ill family members, etc.) are referred to the Leave of Absence and Family Leave policies in the Graduate School handbook. Students should discuss the need for a leave with their advisor and the PRTM graduate coordinator with enough time to allow for accommodations to be made, if possible. **The PRTM Department reserves the right to refuse re-entrance to any student who has either (1) not been enrolled in the previous academic term (fall or spring only; summers are excluded), or (2) withdrew from all coursework after beginning the academic term and wants to return and register for the upcoming academic term.**

Degree Expectations

A general guideline which underlies each of our degree offerings is that they differentiate a career purpose and not student quality. Therefore, a student wishing to pursue an advanced degree at the master's level must choose between a degree with a research orientation and a degree designed to enhance their professional competencies. To focus attention on this distinction, student admission requirements to both master's degree options are similar.

The traditional, in person M.S. is a research degree with a thesis requirement. This degree is designed for people planning to undertake doctoral study or research related positions in their chosen profession. The goal of this degree is to produce a skilled professional capable of research with minimal supervision.

A student completing a M.S. may be permitted to enter the PRTM Ph.D. program at Clemson, providing all requirements for admission to the Ph.D. are successfully satisfied and an application has been submitted and accepted.

Those students choosing the non-thesis M.S. are typically already working in the field or plan to do so upon completion of the degree requirements. This degree does not require a thesis and instead utilizes a capstone course with an associated project to evaluate cumulative knowledge and skill acquisition. The goal of this degree is to develop student competencies in the applications of advanced service delivery skills.

The Ph.D. degree is an advanced research program requiring a dissertation, producing a new piece of research as the culmination of the program. The goal of this degree is to produce a skilled professional capable of independent research. Ph.D. students will also be given a sequence of professional experiences designed to provide competencies in faculty skills such as teaching, advising, grading student work, preparing manuscripts, and presenting scholarly work at conferences or workshops. Since the Ph.D. is the terminal degree in our field, it is reasonable that standards of student performance be greater than standards at the master's level.

Admission to any degree program does not grant or imply readmission, or admission to any other program. All graduate students must be enrolled in a specific program and/or affiliated with a specific concentration area to continue in graduate study. Each program and concentration has its own course requirements; the student is urged to become familiar with these prior to applying to the program. PRTM concentration areas include:

- Sport and Recreation Management
- Parks, Conservation, and Outdoor Recreation
- Recreational Therapy
- Tourism and Event Management
- Youth Development Leadership

M.S. Degree in PRTM, thesis option

Time Limit: A master's student has six years from the date of first matriculation to complete a degree; therefore, all coursework to be credited toward any master's degree must have been enrolled in and completed within six (6) calendar years prior to the date on which the degree is to be awarded. The PRTM MS thesis option is only available on Clemson's main campus.

Thesis: A terminal master's thesis is required, including a final oral defense following the University's calendar for deadlines: <https://www.clemson.edu/graduate/students/deadlines.html>

Committee: A minimum of three faculty members must be selected by a student seeking a master's degree. All members of a thesis committee must be current members of the graduate faculty. The majority of the advisory committee, including the chair, must include full-time Clemson University Regular or Administrative faculty as defined in the Faculty Manual. Special faculty may serve as co-chairs or committee members as long as the chair is a permanent faculty member appointed to the graduate faculty and the Special faculty member(s) are members of the graduate faculty. The chair or co-chair, and at least half of the committee must have a primary appointment in the program offering the degree. Part-time and visiting faculty employed by Clemson may serve on this committee but not serve as Chair. Persons not employed by Clemson University may serve if they have been appointed to an adjunct faculty status.

****Note**:** *PRTM Core Courses below are required of all M.S. students. Their substitution can only be made by the written approval of the PRTM Graduate Committee. Collateral area courses are designed to maintain flexibility, so these course requirements will vary based on student needs and must be approved by a student's committee, however, it is anticipated that a program of study will approximate the recommendations below.*

PRTM Core Courses (17 credits)

PRTM 8010 – Philosophical Foundations of Recreation and Park Administration (3 credits)

PRTM 8080 – Behavioral Aspects of PRTM (3 credits)

PRTM 8110 – Research Methods in PRTM (3 credits)

PRTM 8910 – Master's Thesis Research (6 credits)

PRTM 9100 – Research Seminar (2 credits)

Collateral Area (19 credits)

Statistics (3-4 credits)

Research methods in addition to PRTM 8110 (3 credits)

12-13 hours additional classes to be selected by the student with advisor's approval

Total credits required to graduate: 36 credit hours

MS Curriculum Notes

Students should be enrolled in at least one credit hour during any term that they are completing any work on their thesis (including proposing, collecting data, defending, etc.). All M.S. students must present at least one time in PRTM 9100 (thesis proposal or results) prior to graduation. Students must obtain their chair's permission to schedule this presentation. PRTM 8010, 8080, and 8110 are required for all MS students. Equivalent graduate level courses may be substituted with approval from the departmental Graduate Coordinator. At least one half of the total graduate credit hours, exclusive of thesis research, will be from courses numbered 8000 or above. **Students must meet regularly with their advisor/chair for advising and use the departmental curriculum map as guidance during these meetings. See advisor or graduate student Canvas resource page for this resource.**

M.S. Degree in PRTM, non-thesis option

Time Limit: A master's student has six years from the date of first matriculation to complete a degree; therefore, all coursework to be credited toward any master's degree must have been enrolled in and completed within six (6) calendar years prior to the date on which the degree is to be awarded. **The PRTM MS non-thesis option is available online or on Clemson's main campus. Students must meet regularly with their advisor for advising and use the departmental curriculum map as guidance during these meetings. See advisor or graduate student Canvas resource page for this resource.**

Thesis: Not required.

PRTM Core Courses (24 credits)

PRTM 8030 – Seminar in Recreation and Park Administration (3 credits)
PRTM 8300 – Applied Philosophical Foundations of PRTM (3 credits)
PRTM 8310 – Applied Behavioral Aspects of PRTM (3 credits)
PRTM 8210 – Innovative and Creative Funding Strategies in PRTM (3 credits)
PRTM 8230 – Operating in Political Environments in the Public and Non-Profit Sectors (3 credits)
PRTM 8250 – Understanding Populations in PRTM (3 credits)
PRTM 8260 – Data Use for PRTM Professionals (3 credits)
PRTM 8880 – Capstone: Applying Learning Outcomes to Current PRTM Issues and Organizations (3 credits)

Electives: (choose two – 6 credits)

PRTM 6460 – Community Tourism Development (3 credits)
PRTM 8070 – Human Dimension of Outdoor Recreation and Public Land Visitation (3 credits)
PRTM 8220 – Strategic Planning in PRTM Organizations (3 credits)
PRTM 8320 – Introduction to Adaptive Sports and Recreation (3 credits)
PRTM 8330 – Adaptive Sport Program and Event Planning (3 credits)
PRTM 8340 – Contemporary Issues in Sports (3 credits)
PRTM 8350 – Organization and Administration of Sport (3 credits)
PRTM 8360 – Executive Leadership and Governance in Public and Nonprofit Organizations (3 credits)
PRTM 8440 – Outdoor Recreation Resource Management and Planning (3 credits)
PRTM 8460 – Event Management: Special Events (3 credits)
PRTM 8620 – Sports Development Through the Lifespan (3 credits)

Total credits required to graduate: 30 credit hours

MS Non-Thesis Curriculum Notes

Electives in the non-thesis program are only offered if enough students enroll in the course. Your advisor will assist you in finding a new course if one of your electives is cancelled due to low enrollment.

M.S. Degree in Youth Development Leadership, non-thesis option (online)

Time Limit: A master's student has six years from the date of first matriculation to complete a degree; therefore, all coursework to be credited toward any master's degree must have been enrolled in and completed within six (6) calendar years prior to the date on which the degree is to be awarded. **Students must meet regularly with their advisor for advising and use the departmental curriculum map as guidance during these meetings. See advisor or graduate student Canvas resource page for this resource.**

Thesis: Not required. Students interested in research have an option of developing a master's level research project in cooperation with their advisor.

Committee: YDL faculty will serve as committee members.

Note: *A typical program of study includes the following courses:*

YDL Core Courses

YDP 8000 – Theories of Youth Development: An Applied Perspective (3 credits)
YDP 8010 – Child and Adolescent Development (3 credits)
YDP 8020 – Youth Development Programming in a Contemporary Society (3 credits)
YDP 8030 – Creative and Ethical Leadership in a Changing Society (3 credits)
YDP 8040 – Assessment and Evaluation of Youth Programs (3 credits)
YDP 8050 – Youth Development in the Context of Family (3 credits)
YDP 8060 – Youth Development in the Context of a Global and Diverse Society (3 credits)
YDP 8080 – Grantsmanship (3 credits)
YDP 8090 – Management of Staff and Volunteers (3 credits)
YDP 8880 – Special Topics in Youth Development Leadership (3 credits)
YDP 8900 – The Profession of Youth Development Leadership (3 credits)
PADM 8410 – Public Data Analysis (3 credits)

Total credits required to graduate: 36 credit hours

Youth Development Leadership Graduate Certificate (online)

The certificate in Youth Development Leadership is designed to equip professionals with competencies that augment their bachelor's degree in a related field. The certificate program requires a minimum of 15 graduate credit hours. Each student's coursework will be determined by their academic training and their professional goals. However, all students must take YDP 8000: Foundations of Youth Development as their first course in the program.

Students in cooperation with their faculty advisors can choose among the YDL core courses listed above to complete the 15 credit hours required for the certificate.

Ph.D. Degree in PRTM

Time Limit

All requirements for the doctoral degree must be completed within eight (8) years from the date you first matriculate into a doctoral degree program at Clemson. This clock does not stop for a leave of absence. A student who exceeds the time limit can be dismissed from the program for failure to maintain adequate academic progress.

*****NOTE**: PRTM Core Courses below are required of all Ph.D. students. Their substitution can only be made by the written approval of the PRTM Graduate Committee. Collateral area and non-core stats/methods courses are designed to maintain flexibility, so these course requirements will vary based on student needs, and must be approved by a student's committee, however, it is anticipated that a program of study will approximate the collateral areas recommended below.***

PRTM Core Courses (24 credits total required)

PRTM 8010 – Philosophical Foundations of Recreation and Park Administration (3 credits)

PRTM 8080 – Behavioral Aspects of PRTM (3 credits)

PRTM 8110 – Research Methods in PRTM (3 credits)

PRTM 8130 – Qualitative Research Methods (3 credits)

PRTM 9100 – Research Seminar (2 credits)

PRTM 9110 – Professional Issues in PRTM (1 credit)

PRTM 9330 – Higher Education in PRTM (3 credits)

YDP 8080 – Grantsmanship (3 credits)

PADM 8410 – Public Data Analysis (3 credits)

Stats/Methods Courses (6 credits total selected from courses below)

PRTM 6350 – Introduction to GIS for PRTM (3 credits)

PRTM 8140 – Advanced Quantitative Methods (3 credits)

PRTM 8760 – Mixed Methods Research (3 credits)

- Other statistics or methods course (PRTM or non-PRTM) with approval from the PRTM graduate program coordinator and/or committee prior to registration

Collateral, Industry Area, or Elective Courses (12 credits total)

Students will work with their advisor to determine an appropriate set of collateral or industry area courses, which may include teaching focused courses, additional advanced statistical or methodological courses, or other relevant electives.

Additional requirements (18 credits total)

PRTM 9900 – Comprehensive Exams (exam required, credits optional)

PRTM 9910 – Doctoral Dissertation Research (18 credits)

Total credits required to graduate: 60 credit hours

Ph.D. Curriculum Notes

Students should be enrolled in at least one credit hour during any term that they are completing any work on their dissertation (including proposing, collecting data, defending, etc.). All Ph.D. students must present at least twice in PRTM 9100 (dissertation proposal or results). Students must obtain their Chair's permission to schedule presentations. Note that summer course credits may not be covered by an assistantship. **Students must meet regularly with their advisor/chair for advising and use the departmental curriculum map as guidance during these meetings. See advisor or graduate student Canvas resource page for this resource**

Doctoral Comprehensive Exams

The comprehensive examination is a seminal event in a graduate student's career that marks the transition from being a doctoral student to being a doctoral candidate. The student's performance on this examination will determine whether they will be recommended for admission to candidacy for the degree. As such, the comprehensive exam requires students to provide evidence of their breadth and depth of content and methodological knowledge in their areas of specialization that are indicative of a professional capable of teaching, conducting research, and engaging in other forms of professional practice. Competency in these areas generally correspond to the coursework completed during the first three years of doctoral study in PRTM, including methods courses.

The student will not be admitted into candidacy for the degree until the committee is satisfied that the student has mastered the material. In the case of a failure, the student may be given a second opportunity if recommended by the examining committee. Committees are encouraged to carefully consider a student's likelihood of successfully completing the exam after they fail the first attempt, and to recommend dismissal for any student whose performance is so poor that it is unlikely that a second attempt will be successful. For a student who is permitted a second attempt, a minimum of two months must pass before the student can undergo a second comprehensive examination. Students who fail a comprehensive examination twice are ineligible to receive the Doctor of Philosophy degree at Clemson University.

Timing and Eligibility for Taking the Comprehensive Exam: The comprehensive exam is typically completed by the end of the third year of graduate work, and after the majority of coursework has been completed. The comprehensive exam must occur at least six months prior to the completion of the Ph.D. Prior to scheduling the comprehensive exam, students must have selected an advisory committee and have an approved graduate degree curriculum (GS2 Plan of Study) on file in the Office of Enrolled Student Services.

It is the expectation of the faculty that students must pass their comprehensive examinations (both written and oral) prior to defending their dissertation proposal. In the rare circumstance that there is a strong rationale for a doctoral student to propose and begin data collection prior to completing their comprehensive exams, the student must appeal the standard timeline to their graduate committee for written approval. Approval can only be granted upon unanimous agreement by the committee. The committee must inform the Graduate Coordinator of their decision if the appeal is granted, via written documentation within two weeks of approval.

Format and Length of the Comprehensive Exam: The format and length of the PRTM comprehensive examination is determined by the students' dissertation committee but should be completed in a timely manner. Written comprehensive exams typically range from 2-14 days, and oral comprehensive exams typically range from two hours to three hours. Depending on the committee, the oral exam will occur soon after the completion of the written exams, typically within two to four weeks. It is the responsibility of the committee chair and the student to establish an appropriate timeframe for the exam. Oral exams that occur more than four weeks after the written exam may not be allowed and could result in the failure of the comprehensive exam. If a student withdraws from the University or takes a leave of absence between the written and oral exams, this may also result in the failure of the exam. The oral exam will primarily focus on questions for which the written answer was deficient, but follow-up questions can address any question. A decision as to whether the student passed or failed is made by the committee based on both the written and oral portions of the exam.

Conduct and Grading of the Written Exam: Typically, the general content areas of the written exam are decided in a discussion among the committee members several months prior to the exam. This is intended to help ensure that the exam content is coordinated, comprehensive and tailored to the student's professional needs. However, the exam often covers methods, theory, and scientific literature related to the student's focus area. Specific exam questions are written by, and are at the discretion of, individual committee members. The student's chair typically will administer all written exam questions to the student and outline the format for completion of each question including time limitations, location, resource limitations, and submission format. The exam may be conducted either in a closed-book or open-book format, or some combination of these. Students are not allowed to discuss exam content during the written time periods with other students or individuals, unless otherwise negotiated with the dissertation committee chair. The number of days and hours available to complete the exam (or portions of it) will be specified by the committee. While comprehensive exams typically range from 2-14 days, the length and format of the exam is at the discretion of the student's doctoral committee and what it deems appropriate for the student. To encourage succinct and focused writing, committee members are encouraged to specify a maximum page length for answers to each question.

Each subject area/question will be graded as pass or fail by the examiners. There is no provisional pass of a subject area/question. A majority decision is required; dissenting members of the examining committee may forward a minority report to the Graduate School. All areas/questions must be passed to record a successful completion of the written portion of the exams, which allows a student to progress to the oral exam. Should a student fail the written exam, it must be recorded using the GS5D form and submitted to the Graduate School. Students will be given feedback by the committee to help address areas of concern, which may include additional coursework, additional readings, independent study, etc. The second written exam shall be conducted in a manner determined by the student's examining committee. Failure of any portion of the second written exam will also be recorded using the GS5D form and will constitute a failure of the entire examination. A second failure will result in the student being declared ineligible to receive the PRTM doctoral degree at Clemson University, and recommended for dismissal to the Graduate School.

Conduct and Grading of the Oral Exam: The oral exam often focuses primarily on the subject areas from the written exam, particularly any areas that were deficient. The underlying intent shall be to examine the student's ability to think, speak, and expound extemporaneously and in a scholarly manner. Therefore, questions need not be limited to the originally designated subject areas but may include knowledge essential to demonstrate complete understanding of information in their field of study. Questions can be asked by any committee member at the oral defense. The chairperson for the oral exam shall be the student's committee chair. The recommended length of the oral exam is two to three hours. The chairperson has the responsibility for ensuring proper conduct of the examination.

When questioning is completed, the student will be excused. An initial vote should be taken followed by discussion. The final vote will be oral. Each member of the committee votes to either pass or fail. There is no provisional pass of an oral exam. If a majority of the committee votes to pass, the student has successfully completed the comprehensive exam. The student will be informed verbally of the result immediately, and the decision should be recorded using the GS5D. If the student failed the oral exam, the committee must inform the student of the reasons for failure, record the outcome using the GS5D, and submit it to the Graduate School. The committee, in consultation with the student, shall determine the appropriate time for the next oral examination, and committee members should provide feedback and guidance (i.e., source material, direction of study, retaking a class, etc.) for preparation for the second oral exam. Should the student fail a second attempt at the oral exam, this will be recorded using

the GS5D and submitted to the Graduate School, and they will be recommended to the Graduate School for dismissal from the PRTM graduate program and Clemson University.

It is important to note that while the written and oral exams are administered separately due to requirements, format, and timing, together they comprise the comprehensive exam. If a student passes their written exam and fails their oral exam, they may or may not be required to redo their written exam in their second attempt. In other words, it is at the committee's discretion as to where the student begins with the second attempt (same written questions, different/revised written questions, no written questions/straight to orals, etc.). Committee chairs are encouraged to consult with the Graduate Coordinator as needed in these situations.

Form GS5D: Upon satisfactory completion of the comprehensive exam the committee chair submits the GS5D form to the graduate school, with signatures of all committee members. Students should check to ensure that this form was submitted and accepted. **For students on departmental or research assistantships:** The committee chair should email the Graduate Coordinator and the departmental HR manager, copying in the student, to notify them of passing the comprehensive exam so that an increase in the assistantship can be applied in the next semester.

Credit for Work Taken Elsewhere

The Graduate School and PRTM department policies do not allow automatic transfer of credit toward a graduate degree. Students with graduate credit earned at another institution or another department at Clemson prior to admission to PRTM, who desire to have this work evaluated for transfer credit, must present a written request for each course or credited activity to the PRTM Graduate Coordinator. Credits are not evaluated for transfer until after an applicant is formally accepted into the graduate program.

According to Clemson Graduate School Policy, all transfer credits must be verified by an official transcript from the institution at which the work was completed. All credits transferred to Clemson's graduate programs must have been completed at a regionally accredited institution. **No more than 12 semester credit hours of academic work completed elsewhere may be accepted towards master's degree requirements or 24 credit hours toward the Ph.D. requirements.**

It is important to understand, however, that Graduate School Policy states that a graduate student who has completed the requirements for a graduate degree may not then use those same credits toward a second degree. For example, course credits taken for a M.S. may not be transferred and counted towards a Ph.D.

Prior Knowledge and Skills Related to Coursework

If a student has work experience that they would like to have considered instead of a specific course, the student will need to talk with the faculty advisor and detail why and how previous experiences may supersede the required Clemson course. If approved, the student will work with their advisor to determine an appropriate alternate class from the list of relevant electives offered at Clemson.

Faculty Advisor

Upon admission to the PRTM graduate program, students will receive a letter indicating who their advisor is. This advisor is assigned from a faculty member who agreed during the admissions process to serve as the advisor to that student. This advisor will help the student select coursework, and may also serve as the chair of the student's thesis or dissertation committee. Any full-time, tenure-track faculty member with graduate faculty status within the PRTM department can serve as an advisor for a graduate student.

A student may change advisors if deemed necessary or appropriate by the student and/or faculty member. Prior to an official change, the student must discuss their intentions with their new and old faculty advisors to develop a mutually acceptable plan for the transition process (for example, to cover situations where a change to a new advisor would leave the old advisor with a critical shortage on a research team). Students are, when needed, encouraged to involve a third party in this process (e.g., Graduate Coordinator or Department Chair). For Ph.D. students, the chair of their dissertation committee remains their advisor until a formal change is complete. Changes in advisor will require a corresponding change in the GS-2 form if it has already been submitted.

The advisor/student relationship, particularly for Ph.D. students, is an extremely important one. Maintaining contact with the advisor via frequent meetings, calls, and communications will benefit the student and advisor greatly. Students are recommended to meet weekly or bi-weekly with their advisor, particularly online students who have less opportunities for informal interactions with their advisor and other faculty mentors.

THESES AND DISSERTATIONS

Overview

The thesis and dissertation projects are intended to demonstrate the student's ability to plan, organize, conduct, and report a research/scholarly project. Each is intended to accomplish this goal in a different manner and at differing levels of complexity and student autonomy. Regardless, each should represent a unique and original contribution to the field.

The master's thesis is viewed as primarily a research training experience where students learn about the research process. Further, the master's thesis provides the opportunity for evaluating the student's ability to work autonomously on a scholarly project. The Ph.D. dissertation should also accomplish these goals. In addition, it is expected that the dissertation will represent a potentially substantial contribution to knowledge in a specific area related to PRTM. This means that dissertations should typically be of sufficient quality and contribution to be publishable in a peer reviewed journal, although publication is not a requirement of the dissertation process. Although both theses and dissertations should be designed to produce findings that would be publishable if the study progresses as planned, the department recognizes that not all theses/dissertations may generate publishable results (e.g., if the idea proposed in the theses/dissertation does not work).

The student is responsible for the choice of topic of the thesis and dissertation. All phases of the research (including proposal of the problem, design of the research, collection and analysis of the data, and writing of the final report) are primarily the responsibility of the student. The chairperson serves primarily as a reviewer and advisor. In addition, it is the student's responsibility to ensure that the written product meets the [formatting specifications](#) detailed by the Graduate School. Please see Appendix A for the Thesis and Dissertation Approval Process.

Topic Selection

Students may choose any topic that is relevant to the student's area in PRTM or Youth Development and is acceptable to the committee. The student should discuss the proposed topic with the tentative committee chairperson and possible committee members before they commit to serve on the committee. Students must provide enough information to potential committee members about the nature of the project for them to make an informed decision about their willingness to be a committee member. This information would normally include the nature of the sample, the proposed research design, expected analytical strategy, and possible inclusion of previously gathered data (and the contribution of any other faculty or student researchers to any existing research).

Academic Credit for Thesis/Dissertation Work

The thesis and dissertation hours count a maximum of 6 credits of PRTM 8910 toward the M.S. degree and 18 credits of PRTM 9910 toward the Ph.D. Students should be enrolled in at least one credit hour during any term that they are completing any work on their thesis or dissertation (including defending, formatting, etc.). This normally includes the term that the student is graduating, even if the student is only defending that term. The only time students do not need to be enrolled is if they are completely finished (including the defense) with the thesis/dissertation and have met all other graduation requirements before the first day of classes of the next semester (this includes summer graduation, where students do not have to take a summer credit if they have defended before the first day of the summer semester). Although the student may take more thesis or dissertation hours than the

prescribed maximum (such as to maintain their enrollment status in the program), no degree credit is given for additional hours of PRTM 8910 or PRTM 9910 beyond the required 6/18 credits.

Timing of Thesis and Dissertation Work

The master's thesis should begin (e.g., the written proposal accepted and presented) before or during the Fall Semester of the student's second year in the program. The student is urged to begin planning the thesis during the first year of graduate training by selecting a thesis chairperson and forming a thesis committee. Work on the doctoral dissertation typically begins shortly after the student has passed the Doctoral Comprehensive Examination.

While thesis and dissertation work may be conducted during the summer, committee members and other faculty are often unavailable or maintain irregular schedules during this time of the year. This is because faculty contracts are 9 months and faculty generally are not on contract in the summer. Students should not expect or plan on having access to faculty for reviews of drafts, help with analysis, etc. during the summer unless specific arrangements have been made well in advance.

Students are urged to remain aware of the various deadlines posted by the Graduate School. Information regarding these deadlines can be obtained from the [Graduate School's deadline page](#). This web page also contains a checklist on graduate school procedures. Additionally, students should remain aware of and submit all necessary forms within the time frame suggested on the Graduate School's deadline page.

Maintaining Successful Progress Towards Degree Completion

Any student who fails to maintain adequate progress towards the completion of a thesis or dissertation may at any time be terminated from the program on the recommendation of the Graduate Coordinator and the Department Chair (both will seek the advisor's input in this process).

Graduate students are required to make timely and adequate progress toward the completion of their degrees. Timely and adequate progress toward degree completion is determined by a student's graduate advisor and the Graduate Coordinator using formal written criteria in this handbook (see the sections on graduate assistantships, dismissal, and the benchmark form in Appendix E), or as established in writing by the advisor or Graduate Coordinator. Evaluations of progress toward degree completion for Ph.D. students are conducted annually and are due to the Graduate Coordinator and administrative assistant by the end of April each year a student is enrolled unless the student is graduating during that semester. Working with their advisor, Ph.D. students must complete the Benchmark Form found in Appendix E and send to Kayla Lee (kbsloan@clermson.edu) by April 30.

Evaluation of performance of assistantship duties is completed each semester using the GS-GA1 form, which can be found here: [GS-GA1 — Graduate Assistant Evaluation Checklist](#). This must be completed every semester by a supervising faculty member for all graduate students (M.S. or Ph.D.) on assistantship (GTA, GRA, GTR, GAA). This supervising faculty member may or may not be the same person as the thesis/dissertation advisor. This form should be sent to Kayla Lee (kbsloan@clermson.edu). If a student has a split assistantship (i.e., 10 hrs GTA/10 hrs GRA), then the supervising faculty member for each of those segments must complete the GS-GA1 each semester. Evaluations may be conducted at other times if needed.

Dissertation and Thesis Committee Chairpersons and Committee Members

Faculty advisors typically, but not always, serve as the committee chairperson for the thesis or dissertation. For thesis and dissertation advisory committees, the student selects a chairperson by formally asking a full-time tenure-track PRTM faculty member to serve in this capacity. Upon the agreement of the faculty member the student and the chair will jointly select the remainder of the committee. Once the committee has been selected (and the faculty members comprising the committee have agreed to serve), the Graduate Coordinator should be notified that the student's committee has been formed through the "GS2 Committee Selection" function in iRoar.

Master's thesis committees will have a minimum of 3 regular members including the chairperson. Doctoral dissertation committees will have a minimum of 4 regular members including the chairperson. For the master's thesis, at least 2 of the committee members must be full-time tenure-track faculty members in the PRTM Department. For the doctoral dissertation, at least half of the committee members must be full-time tenure-track faculty members in the PRTM Department. All committee members must be approved as holding Graduate Faculty Status by the PRTM Department. If a student has trouble identifying a Clemson faculty member for their committee in iRoar, contact the Graduate Coordinator for assistance. If a potential committee member does not have Graduate Faculty Status, contact the Graduate Coordinator for assistance.

Choosing an External Committee Member

External committee members may be chosen from outside the University. Such persons need not be faculty members but must hold a terminal degree (typically a Ph.D.). These members must be approved to have graduate faculty status by the PRTM Department. The process for having an external committee member appointed to the committee is:

Phase 1: GS2 Committee Selection

- 1) The student must first email the PRTM Graduate Coordinator, copy in their advisor and include the following:
 - A CV/Resume for the external committee member being requested.
 - A short (one paragraph) explanation for why the external committee member is being requested.
- 2) The PRTM Graduate Coordinator (and potentially the TPR committee) will approve/deny the request. Once a decision has been made, the department chair, student, and advisor will be notified of the internal approval via email.
- 3) If the external committee member is approved, the student will then submit a formal request to add an external committee member here: <https://www.clemson.edu/graduate/academics/forms-and-requests/external-member.html>. This begins the formal process of adding the external member to the system for approval (as informed by the Graduate Coordinator/TPR Committee in step 2).
 - **Students can tell if an external committee member has already been formally approved by looking to see if the person shows on the pre-populated list of names to pick from when using the online form in iRoar. If they have already been formally approved, you can skip step 3.**
- 4) Once the external committee member has been approved from step 3, the GS2 External Committee Selection Form needs to be completed. This step must be completed via PDF so that external members will have access to review/approve. (The external committee member will never complete the Committee Selection portion using the online form in iRoar.) The External Committee Selection Form can be found in the **Graduate Student Resources Canvas page**.
- 5) Once signatures from the student, all committee members (including the external committee member) and the PRTM Graduate Coordinator are obtained, the form should be emailed to gs_form_temp_process@lists.clemson.edu for processing.

- When a student has to complete the PDF, what they see in iRoar for the Committee Selection portion of the GS2 will never update. In other words, students will never see their external committee member show up there.

Phase 2: GS2 Plan of Study

- 1) Once the committee selection is complete, whether via PDF (if you have an external member) or the online form, students must then complete the GS2 Plan of Study Form (coursework portion). This form is linked directly to each student's iRoar. This form can be completed by all students through iRoar whether they have an external committee member or not.
 - **Students will not be able to access this GS2 Plan of Study Form until they have an approved committee on file.**
- 2) The GS2 Plan of Study Form automatically routes through the approval process. Once it is fully approved, it is processed by Graduate Enrolled Student Services (ESS).
- 3) Students only need to complete the GS2 forms one time. Students are only required to resubmit the forms if something changes. For example:
 - If the committee composition changes, they must resubmit the GS2 Committee Selection and GS2 Plan of Study Forms.
 - If only some of the coursework changes, they only need to resubmit the GS2 Plan of Study form.

Changes to Committee Chair or Committee Members

A committee chairperson or committee members may be changed after they have been selected and approved; such changes must be recommended by the committee chair and/or Graduate Coordinator and approved by the Department Chair. Note that a new GS2 Committee form will need to be completed, including if a committee has an external member (use the External Committee Member Selection Form).

Preparation of the Thesis/Dissertation Proposal

The proposal is prepared by the student under the supervision of the committee chairperson and with the guidance of the other committee members. The proposal will include a detailed and specific account of the research or scholarly project to be conducted by the student. The proposal will contain a review of the appropriate literature, the hypothesis or questions to be tested by the research, the design of the research with justifications for using that design, procedures for analyzing the data with justifications for using these procedures, and a description of the anticipated findings indicating how these or alternative findings are to be interpreted. Students are encouraged to consult with their committee early in this process for guidance about length expectations and other details about the content of the proposal document as these details may vary from advisor to advisor. **The proposal document must be reviewed by the advisor before it is sent to the full committee in preparation for a proposal presentation meeting.** Please see *Appendix B Format Guidelines for Text in Theses and Dissertations* for more details.

The proposal will be formally reviewed during a thesis/dissertation proposal meeting. During this meeting, the thesis/dissertation committee can vote to (a) accept the proposal as presented by the student, (b) accept the proposal contingent upon minor modifications stipulated by the committee without holding another committee meeting, (c) require extensive revisions in the proposal and reschedule another meeting of the committee at which the revised proposal will be presented, or (d) reject the proposal and require the student to prepare a new proposal. In such cases, the student may choose a new chairperson, committee, and/or topic. All decisions of the committee must be unanimous.

When a proposal is accepted, the form ***GS-Approval of Thesis/Dissertation Research Proposal***, which can be found on the Graduate School forms [website](#) and the PRTM Graduate Student Canvas resource page, should be submitted according to the form's instructions.

Proposal and Defense Meetings

Each thesis/dissertation involves at least two committee meetings, one when the thesis is proposed to the committee members and one when the final thesis/dissertation is defended. The proposal/defense document must be submitted in final written form to each member of the committee at least two weeks (10 business days) prior to the meeting at which the proposal is to be presented. If there is a need for the document to be submitted with less than two weeks for review, that request should be made to the advisor/chair well in advance of the two week deadline, who should then discuss with the committee to ensure everyone is ok with the shortened review timeline. The proposal/defense documents must be reviewed by the advisor before they are sent to the full committee in preparation for a proposal/defense presentation meeting.

Thesis proposal and defense meetings are open to the public, with the possible exception being made for the portion of the meeting that is typically reserved for questioning and evaluation of the student exclusively by committee members. Consequently, the department must be notified of all meetings at least ten days prior to the presentation. Students should e-mail the Graduate Coordinator and the Administrative Coordinator the following information in a format that can be easily forwarded to all department members (e.g., in the body of an e-mail rather than in an attached document):

- The student's name
- The title of the Thesis/Dissertation
- Indication of whether the meeting is a proposal or a defense meeting
- Thesis/Dissertation Advisor
- Thesis/Dissertation Committee Members
- Abstract
- Time, Date, and Location of the meeting (including zoom link if appropriate)

Students are responsible for scheduling the meeting time and location and for ensuring that all committee members are aware of and can attend the meeting. Students should schedule 2 hours for each meeting, or the length of time indicated by their Chair. The meetings typically consist of (a) a formal presentation, lasting approximately 20-30 minutes, (b) a question and answer session from any other meeting attendees, (c) question and answer session from committee members, and (d) an evaluation of the thesis/dissertation proposal/defense by the committee (conducted with no one else present). Students should consult with their advisor and committee (as required) about the details of the presentation content, including the appropriate balance of theory, hypotheses, methods, etc.

Conduct of the Research

Students are responsible for becoming thoroughly familiar and acting in accordance with professional and departmental policies, procedures, and ethical standards. Any new data collection included as part of a thesis/dissertation may not begin until: (a) The proposal has been approved by the committee, (b) The student has completed all necessary CITI training, and (c) The research protocol has been reviewed and approved by the Clemson University Committee for the Protection of Human Subjects (i.e., IRB approval).

Thesis and Dissertation Defense (Final Examination)

Thesis and dissertation candidates must be registered as full-time students or be registered in at least 1 credit of PRTM 8910 (Thesis) or PRTM 9910 (Dissertation) during the semester or summer session in which they graduate. The Graduate School requires that all M.S. and Ph.D. students complete a “Final Examination”. This final examination is separate from the Ph.D. Comprehensive Exam. In the PRTM Department, the final examination requirement is fulfilled by the oral defense of a thesis or dissertation. The thesis/dissertation defense must be completed (including all changes required by the committee) at least two weeks prior to the Graduate School deadline for submission of the GS7 form. In most years, this means that in order to be eligible for a December graduation, the defense must be complete before the beginning of Thanksgiving break. In order to be eligible for a May graduation, the defense must be completed by the middle of April. See the Graduate School [deadlines](#) for specific dates.

Following the defense of the work, the committee will vote to either:

- Accept the completed work without modification,
- Accept the work contingent upon minor revisions stipulated by the committee without holding another committee meeting, or
- Reject the work until specified major revisions are made and another formal committee meeting is held for re-examination of the same study. A student who fails the defense may be allowed a second opportunity only with the recommendation of the committee. Failure of the second examination will result in a recommendation for dismissal from the Graduate School.

All decisions of the committee must be made by the majority (50% or higher) of the members that are synchronously participating in the defense meeting. Dissenting members of the dissertation committee may forward a minority report to the Graduate School. After the thesis or dissertation has been successfully defended and the final written draft has been accepted, the committee members should sign the GS7 form and send to the Graduate School. **Committee members should not sign the GS7 form unless they have read the entire document and are comfortable with the work in it.** A copy of the GS7 should be emailed to the Graduate Coordinator for the student’s file.

Bound Copies of Thesis and Dissertation

The PRTM Department does not require graduate students to provide the department with a bound copy of their thesis/dissertation. Although advisors are entitled to receive a bound copy of the thesis/dissertation, some advisors may prefer electronic copies and students are encouraged to clarify their advisor’s preferences prior to ordering their copies.

If the student does choose to provide a bound copy, the details of the binding should be consistent with prior departmental theses (black with gold lettering). One recommended bindery is [The HF Group](#). For this particular bindery (but not for some others) students can submit an electronic version of the final formatted version without incurring any additional formatting changes. The cover should have the word “Thesis” or “Dissertation,” below that should be the title, and then below that should be the student’s full name. On the spine should appear the student’s last name, followed by the month and year of graduation.

Manuscript Review Office

To find guidelines for preparing your thesis or dissertation manuscript, visit the [thesis and dissertation section](#) of the Graduate School website.

Contact information:

E-106 Martin Hall

(864) 656-5338

manuscriptreview-l@clemson.edu

Please see Appendix C for the Electronic Manuscript Submission Process.

GRADUATE ASSISTANTSHIPS

The PRTM Department uses two different sources for funding graduate students: 1) State of South Carolina (i.e., departmental) monies, and 2) funds from contracts, grants, and donations. Students supported by state funds normally are assigned teaching or administrative assistant duties while those supported by research contract funds are typically assigned research duties. Students also may have a mix of responsibilities and funding sources, such as when a student is partly funded through a teaching assistantship and partly funded through a research assistantship. All assistantships are subject to time limits (described below) and are contingent upon satisfactory performance and progress toward the degree, as well as the availability of sufficient funds. Students on assistantship must be enrolled in 9 credit hours of coursework during the fall and spring semesters. Three hours must be taken each summer session to be eligible for summer assistantships. **Students on a PRTM assistantship are expected to be enrolled in PRTM 9100 (Research Seminar) every fall or spring semester that they are on assistantship.**

Most assistantships will begin on registration day in August 15 and end on May 16. Time off during this period must be pre-approved by your assistantship supervisor. Time missed during holidays will be made up, or biweekly work units will be adjusted appropriately. The same rules apply for those on assistantship during the summer.

An increase in the assistantship stipend amount occurs in the semester following successful passing of the comprehensive exam. Students and advisors must notify the Graduate Coordinator of successful passing of the exam in order to receive the increase. It is not automatic if no one notifies the Graduate Coordinator.

Graduate assistantships are allocated by the Graduate Coordinator with the approval of the Department Chair. **Continuation on assistantship support is dependent upon satisfactory academic and assistantship performance and availability of funding; no student is guaranteed continuation or renewal of assistantship support. Assistantships may be discontinued at any time due to unacceptable performance or failure to make acceptable progress towards the completion of the thesis or dissertation.**

Acceptable assistantship performance is assessed by assistantship supervisors and/or the Graduate Coordinator using the criteria in the [GS-GA1 — Graduate Assistant Evaluation Checklist](#). Please send the completed assistantship evaluation to Kayla Lee (kbsloan@clemson.edu) by April 30. Some criteria to assess acceptable progress towards completion of a thesis, dissertation, or graduate degree in PRTM include the successful and on-time completion of:

- Committee formation (including an advisor) by end of Year 1 for M.S. and Year 2 for Ph.D. students (GS2 Committee Selection)

- An approved coursework plan by end of Year 1 for M.S. and Year 2 for Ph.D. students (GS2 Plan of Study)
- All but 2 courses for M.S. students by their 3rd semester (not including summers) or 3 courses for Ph.D. students on the approved coursework plan by end of Year 2
- Comprehensive exams by the end of Year 3 for Ph.D. students only (GS5D)
- A committee-approved thesis/dissertation proposal by end of the 3rd semester (not including summers) for M.S. students and by the end of Year 3 for Ph.D. students (GS-Research Approval)
- Courses with a minimum cumulative GPA of 3.0

Not meeting criteria for acceptable progress towards completion of a thesis, dissertation, or a degree will result in non-renewal or termination of a graduate assistantship.

Assistantships and funding opportunities will not normally exceed two years in the Master's program or four years in the Ph.D. program. Extension beyond the normal time period may be recommended by the faculty advisor and the Graduate Coordinator and must be approved by the Department Head on a case-by-case basis after this recommendation is received. Please note that the department provides tuition waivers only as part of full-time (20 hours) assistantships.

The requirements and conditions of assistantship appointments are specifically detailed in the letter offering the assistantship. Students holding assistantships are expected to meet with each of their supervising faculty members (and/or instructors of record) each semester prior to the beginning of classes and are required to remain available to work **through the last day of the university final exam period** unless released from duties by all supervising faculty members. Depending on the requirements of the assistantship and coursework, graduate students may not be allowed all breaks/holidays afforded to undergraduate students.

Graduate students must possess a master's degree to teach a self-contained course as their assistantship assignment (i.e., as an instructor of record). Graduate students should be aware that it is extremely difficult to change the course schedule or the teaching assignments once the enrollment period has begun. Thus, graduate students who commit to being an instructor of record are expected to honor that commitment even if this entails that they postpone a job offer or other opportunity.

A normal course load for a full-time graduate student holding an assistantship is 9 credit hours of coursework. Graduate Assistants, students employed in other areas of the University, and students employed in professional agencies or organizations under departmental sponsorship may be classified as full-time graduate students. **All such students who are employed for 10 or 20 hours/week as a graduate assistant must maintain a course load of at least 9 credit hours** during each fall and spring academic semester. Graduate students on assistantship may not enroll in more than 12 credits per semester.

Due to federal regulations, international students may not exceed 20 hours of work during the regular school year under any circumstances. Students whose outside employment is judged to interfere with their performance of assistantship duties may be required to discontinue their outside employment or have their assistantship removed. If a student with an assistantship has a course load that drops below 9 hours as a result of dropping a class, that student may have the assistantship or other departmental sponsorship revoked for that semester.

Desk/Office Assignments

Each on-campus Ph.D. student on assistantship will be assigned a workspace in one of the graduate offices, assuming space is available. Priority is first given to instructors of record and teaching assistants, followed by other funded graduate students (i.e., grant funded), and then non-funded students. Space allowing, M.S. students will also be assigned desk space following those same priorities. It is the responsibility of each student to maintain this area in an organized fashion. Requests for a specific office from faculty or students may be submitted by June 1st to the Graduate Coordinator and/or PRTM Administrative Coordinator. These will be accommodated if possible, during the next academic year.

Copyrights, Patents, Software, & Work Products

Students should obtain and familiarize themselves with the University's policies on copyrights, patents, and software. Computer programs written, data generated, discoveries made, class materials developed, etc., in the course of your assistantship are the property of Clemson University.

Affordable Health Care Act Work Hours Monitoring

What are the basic components of this policy?

All students' regular work will be limited to no more than 28 hours per week of work in paid activities. Students must monitor their work hours, entering them in the university system each week. Non-compliance issues will be addressed, including both not entering data and entering more than 28 hours.

Who is the subject of this policy?

This policy covers all PRTM graduate students on university payroll including both departmental Graduate Teaching Assistants (GTA), Graduate Administrative Assistants (GAA), and Graduate Research Assistants (GRA), including positions funded by external grants to Clemson. This policy does not apply to students during any term that they are not on the Clemson payroll (e.g., summers). For example, a student who took a leave of absence from Clemson during the fall term and came back to a GTA position in the spring term would only be obligated to report hours in the spring. Students with questions about whether they are subject to this policy should check with the Graduate Coordinator.

What position is the focus of the policy?

GTA, GAA, GTR, and GRA positions are normally expected to involve 20 hours of work per week with the specific responsibilities of the position defined by the distribution of hours across assignments (e.g., 20 hour GTA; 20 hour GRA; 10 hour GTA and 10 hour GRA). Students' weekly reporting of work hours should generally be 20 hours per week. Students occasionally receive overload assignments in which they might be expected to work more than 20 hours per week (and are paid extra for their extra work). Those overload assignments should not be more than 8 hours (so the student does not exceed the total of 28 hours of paid work). Students also may, on occasion, receive 10 hour GTA/GRA positions.

For the purpose of hours counting, GTA/GRA work does not include research hours students perform as part of an educational activity for academic credit, such as thesis or dissertation research. For example, a student could be working 10 hours per week in a GTA position, 10 hours per week in a GRA position, and taking 3 hours of PRTM 8110 credits (which would approximate 10 hours of work per week). For ACA reporting purposes, the total workload reported should be 20 hours (GTA + GRA hours). Students' hourly work in university paid positions should never exceed 28 hours; if it does, please contact the Graduate Coordinator. Similarly, if your hourly work each week is consistently substantially below 20 hours per week you may not be meeting departmental performance expectations. In such circumstances, you should find ways to "make up" the additional hours through work with your faculty

supervisor. Finally, students should not be required to perform work for which they are neither paid nor receiving academic credit.

Assessment of Graduate Student Teaching Effectiveness

When graduate students teach courses as the “instructor of record” (GTR designation) they are responsible for ensuring that their classes contribute to the department’s goal of offering high-quality undergraduate education as well as to the University’s expectations for undergraduate courses. Therefore, the PRTM Department conducts routine assessments of Graduate Student Instructor teaching. This process serves three goals: (1) to ensure that graduate student instructors comply with university requirements with regard to issues such as syllabus content, (2) to provide students with developmental feedback that will help them improve their teaching effectiveness, and (3) as a performance management system to identify and respond to potential problems with courses. We also expect that participation in the assessment process to provide professional development and feedback for graduate student instructors that will be valuable regardless of whether students aspire to academic or applied careers.

The Graduate Coordinator or Department Chair will discuss needed improvements with each GTR that show unsatisfactory teaching performance based on teaching evaluations and/or reports by either faculty or students. **It is the responsibility of the GTR to provide a copy of their teaching evaluations to the Graduate Coordinator at the end of each semester.**

Graduate Assistant Evaluation Form and Policy

Graduate School policy requires that all departments hiring graduate assistants are required to perform annual evaluations of each returning appointment. The Department of Parks, Recreation and Tourism Management will evaluate students who are receiving assistantships at the end of each academic year, or as needed or warranted. This evaluation is to be filled out by the assistantship supervisor(s). In many cases this may require separate evaluations from different fall and spring semester supervisors. It is expected that the assistantship supervisor(s) meet with the student to review the evaluation. This evaluation will be considered when determining continued funding for the graduate assistant.

These completed evaluations are to be filed in the student’s departmental employee record. Please do not send completed evaluation forms to the Graduate School. Please send the completed assistantship evaluation to Kayla Lee (kbsloan@clemsun.edu) by April 30. The [GS-GA1 Graduate Assistant Evaluation Checklist](#) should be used for this evaluation.

ADDITIONAL IMPORTANT INFORMATION FOR STUDENTS

Counseling and Psychological Services Available to Graduate Students

The demands of graduate school can sometimes seem overwhelming. The [University’s Counseling and Psychological Services \(CAPS\)](#) at [Redfern Health Center](#) can help graduate student navigate difficult situations, times of stress, or other issues. **Students seeking services should call CAPS reception at 864-656-2451 during business hours (8 a.m.- 4:30 p.m.).** Counselors will be available to conduct a brief phone screen to determine the best way to serve your needs. These services are being delivered through in-person, videoconference or phone visits. Please note that CAPS providers abide by licensing laws and provide services, including remote services, in the state in which they are licensed. Therefore, students located outside South Carolina will be assisted with accessing care in their communities. **CAPS overnight and over-the-weekend emergency phone-support service** is available by calling CAPS at [864-656-2451](#) and selecting **option 2** from the menu. **If you are concerned about immediate self-harm or**

harm to someone else, emergency services should be accessed. Call 911 or Clemson University Campus Police at 864-656-2222.

CARE Network for Concerns about Other Students

If you are concerned about a friend or peer facing a difficult situation, help them by submitting a CARE Network report. The CARE Network is designed to be one of the ways to help connect current students with the resources to help support them. Common reasons for a CARE Network referral can include, but are not limited to, the following:

- Academic Concerns
- Adjustment Issues
- Behavioral Concerns
- Career or Graduation
- Death or Grief
- Financial
- Personal Health or Wellness
- Relationships or Student Engagement
- Other Concerns

If a current student has an emergency or needs immediate attention, please [click here](#) to learn how best to respond, as filing a CARE report is NOT an appropriate first step.

If a current student poses a threat of harm to self or others, please call the Clemson University Police Department immediately at 864-656-2222.

Click [here](#) to learn more about the CARE NETWORK and to file a CARE REPORT.

Paw Pantry

Located in Sirrine Hall Room 233, Paw Pantry is a community-wide movement to reduce food insecurity and promote wellbeing at Clemson University. The Pantry is available to any current student with a valid CUID. Congruent with Clemson's ethic of care for one another, we strive to ensure students' foundational and nutritional needs are met. **In order to access the pantry a current CUID is required.** Visitors are limited to 15 "credits" per week. Additional limits on specific items may be listed in the pantry.

Graduate Student Conference Support

Graduate student travel support from the PRTM department may be allocated, depending on the availability of funds, at \$500 per person on a first-come first-serve basis (1 per person per academic year, with approximately half of available funds used for each semester). This support will help graduate students travel to academic conferences. Students will have to make a formal, accepted presentation (i.e., poster or oral presentation) to receive the funding. Students who just attend trainings or conferences will not be eligible to receive departmental funds. To request funding please send a copy of your presentation's acceptance to the Graduate Coordinator. You will be notified by email if your request has been approved.

Equitable Treatment and Sexual Harassment

Graduate students will comply at all times with the university's anti-discrimination policies set forth at the [Division of Civil and Individual Rights](#). These policies pertain to racial, sexual, and other forms of discrimination. Title VII of the Civil Rights Act of 1964, as amended, provides that it shall be and unlawful discriminatory practice for any employer, because of the sex of the 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 an 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 any employee under Title VII.

Title IX of the Education Amendments of 1972, as amended, prohibits sexual discrimination in any educational program or activity receiving federal financial assistance. Clemson University receives such assistance. The Office for Civil Rights, which is responsible for enforcement of Title IX, has not issued guidelines as to what constitutes sexual harassment under the law.

The Board of Trustees hereby determines that the Title VII guidelines on sexual harassment against employees shall be equally applicable in the instance of sexual harassment of students by employees. Accordingly, the following university guidelines are issued:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (a) Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or (b) 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; or (c) Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic atmosphere. 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 utilize university grievance procedures which have been established for faculty, staff, and students, as appropriate.

The Board of Trustees has also determined that sexual harassment is an insidious evil which can occur not only in situations envisioned by existing federal laws and guidelines, but also in instances for which no law, per se, has been enacted. This federal law and guidelines as set forth above contemplate a one-direction transgression, namely, supervisor harassing employee, or faculty member harassing a student. The reverse can also occur. Therefore, this policy also prohibits an employee from sexually harassing a superior, and a student from sexually harassing a faculty member. When such actions occur, the offended individual should take corrective measures in accordance with usual practice and procedure.

All of these policies also apply to instances of sexual harassment between students.

Employees or students who feel they are a victim or witness of any form of discrimination, harassment, or retaliation can file a report online or contact the appropriate office [here](#).

Clemson university has an [amorous relationship statement](#) that students, faculty and staff should review and be aware of. This statement pertains to graduate assistants too.

Graduate Student Awards

The PRTM Department offers 3 graduate student awards each year:

- The Fran McGuire Excellence in Teaching award (must be teacher of record for at least one class)
- The Brett A. Wright Award for Graduate Student Achievement (for online students only)
- The Outstanding PRTM Graduate Student

The award process has three stages:

The graduate coordinator and/or department award coordinator will issue a call for nominations to all faculty members. Any department faculty member may formally nominate a student for consideration or offer examples of noteworthy performance that they feel merits consideration for an award. Faculty who decide to formally nominate a student should be prepared to offer supporting information for their nomination in the form of a narrative paragraph about why they feel the student deserves the award. Nominees will be asked to provide an updated vita.

Each concentration will identify a potential list of candidates for each award. They may, at the area's discretion, either generate a recommended list of final candidates (i.e., recommending students to receive each award), or identify a list of possible candidates for a department vote.

The slate of candidates will be presented to the awards committee for a vote. When multiple candidates are nominated for the same award, summaries of their merits will be provided to the faculty prior to voting on each award.

DEPARTMENT POLICIES AND PROCEDURES

The student is ultimately responsible for compliance with all policies, procedures, and regulations pertaining to graduate study. This includes submitting all required university forms regarding thesis work, dissertation work, and graduation in a timely manner. The graduate school has compiled a [useful list of forms](#) on its webpage.

Dismissal from the Graduate Program

A recommendation to dismiss a PRTM Graduate Student will be made to the Graduate School for failure to maintain adequate academic status or progress as defined below, receipt of F or NP for thesis or dissertation credits in any two semesters, a second failure on a final or comprehensive exam, a second failure on a thesis or dissertation defense, failure to meet required program expectations, student conduct issues, or academic integrity violations. Criteria to maintain adequate academic status or progress towards completion of a thesis, dissertation, or graduate degree in PRTM include, but are not limited to, the successful and on-time completion of:

- Committee formation (including an advisor) by end of Year 1 for M.S. and Year 2 for Ph.D. students (GS2 Committee Selection)
- An approved coursework plan by end of Year 1 for M.S. and Year 2 for Ph.D. students (GS2 Plan of Study)
- All but 2 courses for M.S. students by their 3rd semester (not including summers) or 3 courses for Ph.D. students on the approved coursework plan by end of Year 2
- Comprehensive exams by the end of Year 3 for Ph.D. students only (GS5D)
- A committee-approved thesis/dissertation proposal by end of the 3rd semester (not including summers) for M.S. students and by the end of Year 3 for Ph.D. students (GS-Research Approval)"
- Courses with a minimum cumulative GPA of 3.0
- Completion of the Ph.D. Benchmark Form each academic term found in Appendix E.

University Graduate School policy requires that a grade point average of 3.0 must be maintained in all graduate work. Students who accumulate a grade point average below 3.0 will need to complete a [Plan of Success](#) with their advisor, and this will need to be approved by the Dean of the Graduate School with prior approval from the Department Chair and the Graduate Coordinator.

A grade of Incomplete ('I') is given only if the student has not completed the course for some unavoidable reason that is acceptable to the instructor. Unless the student completes the requirements for removal of the 'I' grade within the time period stipulated by university policy the 'I' grade will be changed automatically to an 'F' grade by the Student Records Office. Extensions of grades of 'I' will be granted only in extreme circumstances (e.g., the instructor's absence from the campus makes it impossible for the student to remove the Incomplete). Students who have Incompletes cannot graduate, even if the courses are not part of the GS2 plan of study.

Ethical Principles of PRTM Graduate Students

Graduate training is professional training and graduate students are expected to conduct themselves as professionals in their interactions with undergraduates, faculty, staff, and each other. Actions that are deemed unethical will constitute grounds for disciplinary action, including dismissal from the graduate program. Graduate students should review and comply with ethical guidelines that pertain to their specific area of research/practice. Examples include professional guidelines issued by the American Therapeutic Recreation Association (ATRA), National Recreation and Park Association (NRPA), or others. Ethical behavior also includes teaching information that the student has the competency to teach, appropriate compliance with research regulations, and honesty.

The awarding of an advanced degree does not attest merely to completion of academic requirements in courses, seminars, and research activities, but also to the demonstrated capacity for acceptable professional conduct. An example of deviation from acceptable professional standards would be academic dishonesty or plagiarism. **Violations of these professional standards will result in disciplinary action, including potential dismissal from the program.**

Academic Integrity

All members of Clemson University are expected to follow the academic integrity policy. "As members of the Clemson University community, we have inherited Thomas Green Clemson's vision of this institution as a 'high seminary of learning.' Fundamental to this vision is a mutual commitment to truthfulness, honor, and responsibility, without which we cannot earn the trust and respect of others. Furthermore, we recognize that academic dishonesty detracts from the value of a Clemson degree. Therefore, we shall not tolerate lying, cheating, or stealing in any form. In instances where academic standards may have been compromised, Clemson University has a responsibility to respond appropriately to charges of violations of academic integrity." Plagiarism, lying, cheating or stealing in any form will not be tolerated.

Please see the *Graduate School Policy Handbook* for more information regarding the graduate academic integrity policy: <https://www.clemson.edu/graduate/academics/policies-and-procedures.html>

Plagiarism

Plagiarism is defined as "the intentional or unintentional copying of language, structure, or ideas of another and attributing the work to one's own efforts" (CU Undergraduate Catalog, p.29). Plagiarism may occur on any paper, report, or other work submitted to fulfill course requirements. This includes submitting work done by another, whether a commercial or non-commercial enterprise, including websites, as one's own work. Works that include copied sentences or paragraphs without proper

citations, as well as entire articles, sections of books, periodicals, web articles, work from other students, and work you have previously submitted for a grade, are all considered forms of plagiarism. "Plagiarism also includes using someone else's ideas, art, figures, tables, maps, charts, diagrams and so forth, even if you recreate or reformat the material" (CU, 2019, para 3). Plagiarism is grounds for failing the course. Additional consequences may result. All CU students are responsible for knowing the rules governing academic conduct. It is your responsibility to understand what constitutes plagiarism. Resources on plagiarism:

<https://www.clemson.edu/graduate/students/theses-and-dissertations/plagiarism.html>

<https://www.clemson.edu/academics/integrity/faq.html>

<https://clemson.libguides.com/AvoidingPlagiarism>

Policy on Volunteering and Uncompensated Work for PRTM Students

Students volunteering and helping both inside and outside the department is encouraged and appreciated, and it is reflective of a positive culture and community that we can be proud of in PRTM. As a result of volunteering, students can often gain valuable experience, work skills, professional connections, and job and advancement opportunities. However, when volunteer or uncompensated hours are substantial, or feel forced, this can create issues with the performance of required work for courses, job duties, or degree requirements. Also, the dynamics between faculty and students may create confusion about expectations for volunteering or providing uncompensated help. This policy is intended to help reduce issues and confusion that may be created when substantial volunteer or uncompensated work is done by students for faculty, staff, or administrators within the PRTM Department.

This policy pertains to volunteering and uncompensated work by students within the PRTM Department only. All volunteer and uncompensated work outside of coursework is entirely optional and is not required for degree progress, educational opportunities, work or assistantships, grant involvement, or other aspects of working, learning, or earning a degree in PRTM.

All volunteer and uncompensated work required as part of coursework can occur if 1) it is directly tied to the learning objectives of the course, 2) the learning experience hours and duties for the purposes of the course are explicitly stated in the syllabus, and 3) the learning experience hours are reasonable based on the credit hours and other course requirements. To avoid potential concerns about students needing to, or feeling compelled to, volunteer more than required for class, an objective way for students to track and report their volunteer hours for the course is recommended.

Minor (5 hours per week or less) and non-repetitive volunteering or uncompensated work may occur without any approvals if there is no real or perceived obligation for conducting this work. Substantial (more than 5 hours per week) or repetitive volunteering or uncompensated work by either graduate or undergraduate students must receive written approval by the Graduate Coordinator or the Undergraduate Coordinator, and the student's advisor or chair, respectively. Substantial and repetitive work (more than 5 hours per week for multiple weeks) by a student must also be approved by the student's thesis or dissertation committee if they are in the graduate program. Course-related approvals are approved by the relevant Graduate or Undergraduate Coordinator only.

The duty to seek any approval described above rest with the person asking a student to volunteer or work without compensation. However, a student may initiate the process too. To obtain approval, the volunteer release [form](#) should be completed and sent to the relevant Graduate or Undergraduate

Coordinator along with an email that briefly describes the volunteering work, including hours and dates. If approval by student's advisor and committee is required too, then emails showing this approval should be forwarded.

Use of e-mail for Student-Faculty/Department/University Communication

E-mail is an expected mode of communication for routine departmental business, as well as for communications with department faculty, students, and staff. Graduate students are expected to check, read, and when appropriate, respond to department e-mails as they would with face-to-face or other more formal means of communication. Students' are expected to use their official Clemson email address for all graduate program, course, or assistantship-related communications.

Program Planning, Course Scheduling, Independent Studies, and Registration

Graduate students should work closely with their faculty advisor to plan an academic program that meets the student's needs and that corresponds with department policies and procedures, and to specified area, department, and University degree requirements. Students will register for each forthcoming semester during the designated times listed in the University calendar. Prior to enrolling in PRTM 8040 (Independent Study), PRTM 8060 (Special Problems), PRTM 8910 (Thesis), PRTM 9000 (Selected Topics), PRTM 9080 (Advanced Topics), PRTM 9900 (Directed Readings), and PRTM 9910 (Dissertation), a written agreement between the student and the supervising faculty member must be developed. The agreement should specify, in detail, what work is to be accomplished and the grade on the project will reflect the extent to which the student fulfilled the expectations of this contract. As needed, faculty supervisors must email the department registration coordinator a syllabus as well as the number of credit hours needed for each course. The syllabus is required in order to create a section, for which the student will be added. **Please note: Students are only allowed to apply a total of 3 credits of PRTM 8040 and PRTM 8060, a total of 6 credits of PRTM 9000 and PRTM 9080, and a total of 9 credits of PRTM 9900 to the GS2 degree requirements.**

Students who have completed the minimum number of hours required for the MS degree or PhD and who lack only the thesis or dissertation for degree completion, must continue to enroll in at least 1 credit hour of PRTM 8910 (Thesis) or PRTM 9910 (Dissertation) during each Spring and Fall semester until they graduate (Full-time enrollment is not necessary). Students enrolled in PRTM 8910 (Thesis) or PRTM 9910 (Dissertation) may receive a failing grade if they do not maintain adequate and continuous progress towards the completion of the degree or if they fail to complete work of sufficient quality.

Student Engagement

All students are expected to attend guest speakers invited by the program, as well as other special departmental opportunities. Students are also strongly encouraged to attend M.S. and Ph.D. proposal and defense meetings, particularly in their area of study.

Copying and Printing Policy

The PRTM Department has two goals with respect to reasonable use of copying and printing. First, we seek to provide all department faculty and students with the resources they need to be maximally effective in their various research, teaching, and department service activities. Second, we seek to use university resources in a fiscally and environmentally sustainable manner. Professional judgment is essential to managing the balance between these two goals. Therefore, we offer the following policy standards for appropriate copying and printing use. These policies apply to all copying and printing

charged to departmental accounts. Students charging printing or copying to grants or other contracts should ensure with the principal investigator that they are doing so in an appropriate manner.

Printing and copying of basic educational materials to support undergraduate teaching is completely acceptable. This includes making necessary copies of tests, syllabi, in class exercises, etc. Department members are encouraged to distribute such materials electronically, when possible and to refrain from making extra copies of such materials.

Printing and/or copying materials related to departmental research projects is completely acceptable. This includes making copies of questionnaire and any other research materials for which hard copies are desired. Another example would be copies of theses or dissertation drafts for faculty members and announcements of defense meetings. Students are strongly encouraged to use their discretion about printing out research-related materials that may not be essential. One example would include printing out articles that are generally related to a topic of interest but which you are not sure you need to read. Another example would be printing out the results of statistical analyses that include a great deal of extraneous information – such as an analysis where you are interested in an overall effect size and significance test, but you request (and print) all possible options for the statistical output.

Printing and/or copying materials related to departmental service activities is completely acceptable. Examples would include printing announcements about events hosted by undergraduate or graduate student organizations. Printing/copying information about organizations/events that are not directly related to the mission of the PRTM department would not be acceptable.

Because of the delicate nature of the photocopying/printing machine, care must be taken when operating it. If any doubt exists as to its proper usage, please ask the administrative staff for assistance.

Printing and/or copying materials that are for personal use is not acceptable. Students who use the department printer/copier for personal use may be dismissed from the program. This includes copying of class materials, papers, projects, theses and dissertations. Many other machines are located on campus to accommodate your printing/copying needs.

Mail

The University mail service is to be used only for University related business. If you are mailing material for a special project, the PRTM Business Office will need the following information in order to charge mailing costs appropriately: date, number of pieces and approximate weight. Mail services is not to be used for projects, theses, or dissertations **unless part of a faculty project**.

Use of Computing Resources

[Clemson Computing and Information Technology](#) (CCIT) is the primary provider of computing and information technology resources, services and support to Clemson University. Students wishing to use the university's computer resources must be enrolled for course work while they use the facilities. Students must comply with all policies set out by CCIT. Please refer to the CCIT website to find all of the software that is available for free for Clemson students.

The PRTM Department provides computer workstations that may be used by graduate students for their assistantship or educational needs. These are available in the Research Innovation Suite (RIS) in Sirrine Room 374. Reservations for use of these stations may be required, and these can be made easily in the RIS. Graduate students may choose to use their personal computers for their assistantship or

educational needs. Software is available from CCIT to support the use of personal computers. CCIT annually publishes a list of laptops recommended for students to purchase, when needed. Additionally, CCIT provides several public computer labs, software, and [support to help meet your technology needs](#). The PRTM department does not routinely provide computers or monitors to graduate students. Occasionally, individual advisors, labs, or grant-funded project may have technology equipment available for use by graduate students. Also, some equipment may be available from Clemson Surplus for purchase by students at a discounted rate.

SOUTH CAROLINA RESIDENCY REQUIREMENTS

For residency requirements please see both the [Graduate School Policy Handbook](#) and the University's [residency classification information](#).

IMPORTANT GRADUATE SCHOOL FORMS

Unless otherwise stipulated, students are responsible for ensuring they have completed all necessary forms related to their graduate education. All forms designated "GS" are Graduate School forms. These forms may be obtained from the [Graduate School website](#). We also strongly encourage students to familiarize themselves with the various Graduate School [forms](#) and [deadlines](#) as these are especially important to maintaining timely progress through the program. All forms are completed electronically and routed to faculty through the University workflow system. There will rarely be a time when a form is signed by hand. The forms listed here are the most common forms used by PRTM graduate students, but there are many more on the Graduate School website.

[GS2 - Graduate Degree Curriculum and Advisory Committee Selection](#)

The GS2 form is a two-step process completed through iRoar: students must first select their advisory committee, and second, enter their graduate curriculum plan (can be obtained through advising meetings). Ph.D. candidates who completed a master's degree at Clemson do not list courses on their Ph.D. GS2 that they had previously listed on their MS GS2. For the MS degree, indicate "MS" as the Degree sought and PRTM as the Major. Leave the Minor blank. List the thesis/dissertation committee members. After completing the form, it will automatically route through the committee, starting with the chair, for signatures. For any degree, if the composition of your thesis/dissertation committee changes you must redo the GS2 with the new committee members. Once it is signed by all committee members the GS2 will automatically route to the Graduate Coordinator, Department Chair, and then to the Dean's office. The Dean signs it and forwards it to the Graduate school for final approval. After it is approved by the Graduate School you will a notice by email. **The deadline for the form is 3-5 months before the expected date of graduation (depending on the semester in which you expect to graduate).** It is important to note that the deadline listed for submitting the GS2 is the deadline for getting it to the Graduate School, you should have it prepared well in advance of this deadline in order to have time to get all of the necessary signatures. If you do not graduate by the date indicated on the GS2 you do not need to complete the forms again, they will automatically carryover.

Apply to Graduate: Notifies the Graduate School that you are ready to graduate - they MUST have an approved GS2 already on file. To apply to graduate sign in to iROAR, go to "Student Record" and select "Apply to Graduate". Please note that you may fill out the Diploma Application only if you are planning to apply for the next graduation date. Please call 656-5339 or email Enrolled Services if you have questions. **The deadline for this is 2-4 months before the expected date of graduation (depending on the semester).** If you plan to attend the graduation ceremony the cap and gown must be ordered

from the university bookstore at about the same time as this form is due. It is important to note that the application to graduate form is NOT automatically carried over to the next semester; should a student not graduate when indicated, it will have to be filled out again. Review the [graduation deadlines website](#) for more information on these processes.

GS5D - Results of the Doctoral Degree Comprehensive Examination

This form is completed by the examining committee chair (which may be different from the thesis or dissertation committee chair) and signed by the examining committee. Students typically do not see this form, but they should check with the appropriate faculty member to make sure that it has been completed. Note that this form may not be filled out until the Graduate School has accepted the GS2.

GS-Research Approval Form

Signed electronically following approval of a thesis or dissertation proposal.

Submit Defense Form

To be sent to the Graduate School at least 10 days prior to a thesis or dissertation defense, giving name, time, place, department, level (MS or Ph.D.), and title of the defense.

GS7M for Master's or GS7D for Doctoral - Final Comprehensive Examination Form

Signed electronically by all committee members after the thesis or dissertation has been successfully defended and the final written draft has been accepted by the committee. The student is responsible for filling out the GS7 and sending it to the committee chair on the day of the thesis or dissertation defense. Note that the same faculty members must sign the GS7 and the GS2. If your committee has changed since you completed the GS2 you must fill out a new GS2. **The deadline for the GS7 is about three weeks before the expected date of graduation. Keep in mind that the oral thesis or dissertation defense must be completed at least two weeks prior to the graduate school deadline for the GS7.**

Request to Add External Advisor form

To be used if a student wants to add an external member to their thesis or dissertation committee who is not a Clemson faculty member.

APPENDIX A: Thesis & Dissertation Approval Process

DOCUMENT REVIEW

All students completing an M.S. thesis or Ph.D. dissertation must work with their committee chair to arrange for an appropriate amount of review time of the document for both the chair as well as the student's committee members throughout the development of the document. A student must have permission from their chair PRIOR to setting a defense date. Once the committee chair has given permission for the student to set a defense date for the thesis, the student must allow all committee members no less than 2 weeks to review the final document prior to defense of the thesis.

If the entire committee requests to review all revisions to the document after the thesis defense the student must give the chair and the committee at least 2 weeks to do so prior to turning the document in to the Graduate School upon final approval. If the committee has agreed that only the chair needs to review revisions, the student must allow the chair 2 weeks to review revisions unless alternative arrangements have been made.

Final Defense Date

Must be scheduled 3 weeks from the last date to submit the corrected version of the document to the graduate school.

Defense Form

Student must notify graduate school via the [defense form](#) 10 days in advance of defense with the following information: Name, Program of Study, Title, Committee/Chair, Date, Time and Location.

Procedure for committee

It should be understood that a vote to pass a student on his/her performance at the thesis/dissertation defense includes final approval by the committee of the thesis or dissertation. The committee should not sign the GS7-M or GS7-D until the student has made all revisions as instructed by the committee. If a student passes the defense but still has revisions to make, the committee or chair should retain the GS7-M or GS7-D, unsigned, until all of the revisions are made to the committee's satisfaction.

Procedure for student

Students should present completed manuscripts to their advisory committees in accordance with the guidelines outlined in their graduate student handbooks and in concert with the timeline established by their major advisor and/or advisory committee. Students may seek the assistance of the Graduate School in instances where the committee fails to provide timely feedback by requesting to initiate the Thesis/Dissertation Review Form. This request should be sent in writing to the Dean of the Graduate School.

Students should be aware that tenure track faculty on nine-month appointments may not be available for document review during summer months. Students are advised to plan accordingly and communicate with committee members and chairs as necessary concerning document development and review during the summer.

APPENDIX B: Format Guidelines for Body of Text in Theses and Dissertations

Proposal

As outlined in the Departmental Guidelines in the Graduate Student Handbook, all students are expected to complete a proposal, present it to their committee and receive approval to proceed.

Body of Text

Students may opt to pursue one of two formats in which to prepare their Thesis or Dissertation; traditional format or article format. Students must consult with their Committee Chair and committee to confirm which format they will use.

Provided here are guidelines for the two formats that students and their Committee Chairs should refer to when compiling the body of text for their Thesis or Dissertation. The final product may vary from these guidelines as approved by the Committee Chair and committee in question.

Traditional Format

The traditional format normally consists of five chapters.

1. Introduction.
2. Literature Review.
3. Methods.
4. Results.
5. Discussion.

Article Format

The article format consists of a committee-approved number of free-standing articles that should be ready for submission to an identified journal. The articles should be preceded by an introductory chapter and conclude with a discussion chapter, both of which serve to give the total document cohesion.

1. Introduction. Introduces the topic of the thesis or dissertation. Should incorporate purpose statement, brief summary of the literature establishing the rationale, and research questions that guided the research and be linked to the original proposal in the archive. Should be presented with its own bibliography.
2. Articles. Upon defense of the final research project, the articles should be polished and ready for submission to the identified journals. The number of articles and the journals for which they will be written should be discussed with and approved by the committee before starting the project. A minimum of one article for Theses (if deemed appropriate at all) and three articles for Dissertations is recommended; however the method and research questions may require fewer or more as approved by the committee. Fewer than two articles is not recommended for a dissertation. Outlets for which the articles are prepared should be peer-reviewed, empirical research journals unless the committee deems an alternative outlet appropriate for the student in question. Each article need not include an abstract, but should be presented with its own bibliography.

3. Discussion. Ties the articles together and summarizes their purposes and conclusions into a fluid research agenda. Should be presented with its own bibliography. This final summary piece may be omitted at the discretion of the committee if one of the articles fulfills this goal by tying all of the research questions for the dissertation together into one publishable piece.

All students, regardless of the format they have been approved to pursue, should refer to the formatting guidelines provided by the Graduate School for prefatory pages, margins, pagination, and all remaining components not part of the body of text.

Publication Timeline Statute

The article format is provided as an option as a means of affording opportunities for and easing the process of publication among graduate students and faculty. If, after one year from students' graduation, the student has not submitted the research for publication, be it in the traditional or article format, the Committee Chair and committee reserves the authority to publish the research material. Authorship will be determined at the discretion of the Committee Chair. If questions or uncertainties regarding the ethics of authorship arise, Committee Chairs should refer to the publication manual (e.g., APA) used for the thesis or dissertation in question.

For additional information on the ethics of authorship, refer to:

American Psychological Association Ethics Committee. (1983, February). *Authorship guidelines for dissertation supervision*. Washington, DC: Author.

Ethical principles of psychologists code of conduct. (1992). *American Psychologist*, 47, 1597-1611.

Fine, M. A., & Kurdek, L. A. (1993). Reflections on determining authorship credit and authorship order on faculty-student collaborations. *American Psychologist*, 48, 1141-1147.

APPENDIX C: Electronic Manuscript Submission Process

The following is information from: <https://www.clemson.edu/graduate/academics/theses-dissertations/>

Below is an outline of the electronic manuscript submission process that you will go through prior to graduation. Click on the steps below for more information about each stage of the process. Before you submit your manuscript, reference the [final check list](#) to ensure that your format is as close to accurate as possible. See the [FAQs](#) page for more information. You can also view [relevant deadlines](#).

Before you submit your manuscript, please [read this reminder](#) about plagiarism. Plagiarism includes the accidental or unintentional representation of another's words or ideas as your own (as well as intentional misrepresentation of the origin of work) so take this final chance to ensure that you have avoided representing another person's work as your own.

Very early in the semester of your planned graduation, make sure you understand how you will convert your document to PDF and that you're aware of all pertinent [deadlines](#). If you have questions, email manuscriptreview-l@clemson.edu.

Your thesis or dissertation is the capstone of your original research work for your master's or doctoral degree. The Graduate School uses the [TigerPrints ETD portal](#) for reviewing, electronic publishing and archiving of your work. Once approved, your thesis or dissertation will be published through the University's [TigerPrints](#) repository.

[Formatting Your Document](#) - There are specific formatting guidelines your document must follow to be approved for publication according to the Graduate School's standards.

[Defend Your Work](#) - Schedule your presentation with the Graduate School, present it to your graduate committee and get signatures on your defense forms.

[Convert Your Manuscript to PDF](#) - There are specific formatting and file guidelines for transferring your document from its original file format to the PDF accepted by the ETD system.

[Submit Your Manuscript Through the Portal](#) - Upload your PDF manuscript to the TigerPrints ETD system for review and receive feedback, usually in 1-3 business days.

[Revise Your Document](#) - Manuscript reviewers will notify you if revisions are required before your thesis or dissertation can be accepted. (Many require at least one round of revisions.)

[Finish the ETD Process](#) - Once you receive your acceptance email, you've finished. Congratulations!

APPENDIX D: TIPS FOR SUCCESS FROM PRIOR PRTM GRADUATE STUDENTS

Preparing for Research

- Use PRTM 8110 (Research Methods) to your best advantage. Try to do any literature searches, article critiques, etc. on a topic that may be related to your thesis or project. If you don't know what your thesis or project will be, this is a good time to hone in on a topic. There is a great debate about whether to take the class your first or second year...talk it over with folks and decide what is right for you.
- Try to focus any papers for classes on the same general area as your thesis or project. After completing your first year of classes, you may find that your literature review (and possibly other chapters) of your thesis is basically finished.
- If you want to know what's going on in the department, go to 9100 (Research Seminar). You will probably be registered for it as a class, so you'll go anyway. It's an opportunity to find out what types of research are being done by your fellow students and to get ideas for a successful presentation.
- Ask other grad students about classes outside the department. These folks are excellent resources, especially for the kind of information that can't (or shouldn't) be written down.
- Put your name in any book you want to keep long-term (especially PRTM 8010 books). Old address labels work well and make a quick solution.
- Much of what you will learn will not come directly from your classes. Start reading now! Every weekend grab a copy of JLR (*Journal of Leisure Research*) from the library (you can check out journals for 3 days as a grad student...but turn them in, as the fine is \$1/day!). Start a list of theories, methods, and ideas, which might feed into your research.
- Inter-library loan is a wonderful thing and, for our department, you will probably need it. Copies of articles received through them are free, but they can take a long time to arrive. Begin your literature search early so that you do not get hung up waiting for articles later.
- Make copies of all articles that you may use for your literature review and make sure that you have the complete citation.
- Participation in projects or efforts outside of your thesis or dissertation work is highly recommended.

Communication and Computers

- Check your Clemson e-mail, it is what is used for all official correspondence. Even if you don't give your address to anyone, financial aid, the PRTM Department, and other university organizations send out information regularly.
- Always scan your computer for viruses. REALLY! If you don't know how to do it, ask someone to show you. It is easy and will save you major headaches.
- Back everything up! To a cloud, external hard drive, whatever!

Life in Clemson

- If you do not have a washer and dryer, the cheapest (and possibly the least scary) place to do laundry is in Thornhill Village.
- Putting money into a Tiger Stripe account can be a good thing. You can use it to buy sodas from machines, make copies at the library (\$.05 instead of \$.10), do laundry at Thornhill, or buy food on campus when you don't have other cash with you. Go to the Tiger Stripe office on campus or to the machine in the library to add money (if you do it over the phone as you pay tuition, you

don't have access to the money until the semester officially begins).

- Make some time for yourself. Go to football games or enjoy all of the natural recreation areas close to school. If you want to learn a new outdoor activity, chances are someone in the department knows how to do it and has the necessary gear. Ask around! The Brooks Center has great plays and musical events...usually free or less than \$5 for students!
- You can ask other grad students about anything (from Happy Hours with free food to churches). If they don't know the answer, they'll be able to direct you to someone who does. Feel free to pick people's brains.
- Always carry your office keys with you (don't leave them on your desk). Keep the office door closed and locked if you are not in the room as the security of other grad student's possessions and confidentiality of assignments and grades could be at risk.
- Earplugs are a good thing...if noise bothers you during tests, in your office, etc.

Committee

- Try to figure out what you want to study and how before you build your committee so that you can choose folks with relevant interests and expertise.
- You've already been assigned a committee chair (your academic advisor), so be aware of who they do and do not prefer to work with. The relational structure of your committee is critical.
- Whatever you do, keep your committee in the loop of what you're doing. Ignoring a committee member during the research and writing process is a sure way to guarantee some tricky questions at your defense. Not only that, but also these folks will have some excellent input for you as you're facing the challenge of research. Use them!
- Ask other grad students about potential committee members. Also, these folks are a good reference for PRTM-friendly professors outside the department.
- Try to have your committee members attend your seminar presentations. This helps them understand what you're doing and may reduce the length of your defense, depending on the nature of questions that arise as a result of your presentation.

Dissertation/Thesis/Project, etc.:

- Get completely organized using whatever system works best.
- Choose your methodology based on your research question and then stand fast. If you are going to do research on human subjects, you will need to fill out an IRB (Institutional Review Board) form. This is often not a big deal, but your advisor will need to submit it ahead of time for you (only faculty can make submissions) since the IRB committee does not meet very often. Call the IRB office or talk with your advisor if you have any questions. The necessary form(s) is available on the IRB website.
- All the deadlines for the various forms are listed on the Graduate School homepage.

Teaching

- Take advantage of faculty resources and request teaching evaluations for the courses in which you are teaching either as the instructor of record or as a guest lecturer on a regular basis.
- Take advantage of teaching workshops offered by the Office of Teaching Effectiveness and Innovation or by Grad360 (OTEI) – these workshops are available to all graduate students.

General Advice

- Be prepared for lots of work and long hours, however, don't worry too much! Other people have done it before and others will do it in the future. Relax, work hard and keep your "eye on

the ball” or better yet “be the ball”. Get things done!

- If you start to feel overwhelmed...we all do! Talk to someone and get help sorting out how to solve the situation. Don't give up! Reading one article or one chapter a day is a whole lot easier than reading for a solid week to get caught up.
- Teamwork is the way to go...help each other and begin to treat your peers as professional colleagues. We have so much to learn from each other!

APPENDIX E: Ph.D. Benchmark Form

Academic Progress Evaluation of Clemson University PRTM Ph.D. Graduate Students

Student Name: _____ **Start Date of Ph.D. Program** _____ **Advisor/Committee Chair:** _____

Everyone should complete the section below (Advisor's Performance Rating of Student: 1-Poor, 2-Fair, 3-Average, 4-Good, 5-Excellent)

Benchmarks for Performance Each Year	Completed	Not Completed/ NA	Advisor's Performance Rating	Student Comments
Meet or talk individually with advisor at least 5 times during each semester (at least monthly) to discuss academic performance/progress, comprehensive exams (if applicable), and dissertation progress	☐	☐		
Meet or talk individually with assistantship supervisor at least 5 times during each semester (at least monthly) to discuss assistantship performance	☐	☐		
Submit to the PRTM business office by April 30th a completed Graduate Assistant Evaluation Form (available from the business office, if applicable)	☐	☐		
Attend at least two teaching related workshops per year (OTEL, GRAD 360°, or another approved by your advisor)	☐	☐		
Attend PRTM 9100 Seminar or PRTM 9300, 9310, 9320, 9330 Residency 1-4	☐	☐		
Other benchmarks as specified by advisor:	☐	☐		

Complete the section below corresponding with your current year in the Ph.D. Program (Advisor's Performance Rating of Student: 1-Poor, 2-Fair, 3-Average, 4-Good, 5-Excellent)



Year 1 Benchmarks	Completed	Not Completed/ NA	Advisor's Performance Rating	Student Comments
Complete PRTM 8010 and 8080	☐	☐		
In consultation with advisor, identify a dissertation interest area and problem formulation (pre-proposal)	☐	☐		
In consultation with advisor, propose and present a poster or presentation at a conference, meeting, or event	☐	☐		
In consultation with advisor, identify a data set for potential use in manuscripts and classroom assignments	☐	☐		
Identify and meet once a month during the academic year with a 3 rd or 4 th year Ph.D. student peer mentor	☐	☐		
Year 2 Benchmarks	Completed	Not Completed/ NA	Advisor's Performance Rating	Student Comments
Participate in the preparation of a grant proposal	☐	☐		
Co-author with or substantially assist a faculty member in a submitted research manuscript	☐	☐		
Propose and present a poster or presentation at a regional, national or international conference	☐	☐		
Serve as a co-teacher, teacher of record for a class, or guest instructor for two or more class periods	☐	☐		

Have two written reviews conducted of your teaching, one external to the department, the other by a PRTM faculty member other than your advisor/chair	☐	☐		
Be substantially involved in a research project	☐	☐		
Participate in the preparation of a grant proposal	☐	☐		
GS-2 filed and approved	☐	☐		
Complete all coursework on the GS-2	☐	☐		
Year 3 Benchmarks	Completed	Not Completed / NA	Advisor's Performance Rating	Student Comments
Pass comprehensive exams	☐	☐		
Proposal approved by committee and Graduate School approval form filed	☐	☐		
Propose and present a presentation at a national or international conference	☐	☐		
Be lead author or co-author on a submitted research manuscript	☐	☐		
Participate in the preparation of a grant proposal	☐	☐		
Begin dissertation data collection	☐	☐		
Year 4 Benchmarks	Completed	Not Completed / NA	Advisor's Performance Rating	Student Comments
Dissertation data collected completed (sometimes completed in an earlier year)	☐	☐		
Full draft of dissertation completed and provided to advisor	☐	☐		
Successful defense of dissertation	☐	☐		

Advisor: Please list specific feedback or improvements needed for students with uncompleted benchmarks, below average performance ratings, or other deficiencies. Where possible, include tasks, due dates, resources for assistance, recommendations for professional development, or any additional information you feel will help the student be successful. Positive feedback from advisors is also encouraged, where appropriate.

Advisor feedback:

Due by April 30th every year

Student Signature Date

Advisor Signature Date

Advisor feedback:

All forms must be submitted by email to Mrs. Sabrina McCall (sabrina@clemson.edu). Assistantships will not be renewed without a completed form.