

**DEPARTMENT OF PARKS,
RECREATION AND TOURISM
MANAGEMENT**

**Online MS
Graduate Student
Handbook 2020-2021**



Preface

This handbook has been developed to provide information for online graduate students entering the Department of Parks, Recreation and Tourism Management at Clemson University. We welcome you to our program and look forward to working with you.

This handbook addresses the questions most frequently asked by our online graduate students and has been prepared to acquaint you with the basic policies and operating procedures of the department. However, it probably does not answer all of your questions. It is important that you get a copy of the most recent *Graduate School Announcements* and the *Student Handbook*. Both documents are vital to the information process. (The *Student Handbook* is available on the Clemson University homepage under “S” for Student Handbook.) In addition, all graduate school policies and procedures can be found at: <https://www.clemson.edu/graduate/students/policies-procedures/index.html>

The materials in this document are not intended to supersede any Graduate School policies. Any discrepancies are to be resolved in favor of the Graduate School policies.

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INTRODUCTION

The Department of Parks, Recreation and Tourism Management (PRTM) offers three graduate degree programs: the Master of Science (M.S.) (non-thesis – online), the Master of Science (M.S.) (thesis), and the Doctor of Philosophy (Ph.D.). The M.S. (non-thesis) is designed to increase the student's knowledge of the field and develop practical administrative and management skills. The M.S. (thesis) emphasizes research design and methodology skills. The M.S. (non-thesis) requires 30 semester hours of graduate level courses. The M.S. (thesis) requires a minimum of 36 semester hours of graduate level courses. M.S. (non-thesis) students are not required to complete a project or thesis, but instead complete a capstone course. The M.S. (thesis) student is required to complete a thesis. The Ph.D. program is based on the student's understanding of the field, competency to plan and conduct research, and ability to use effective written and oral communication on the professional level.

GENERAL ACADEMIC INFORMATION

Acceptance Categories

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

Full Status

The applicant's credentials equal or exceed every minimum admission criterion prescribed for the particular degree.

Conditional Acceptance

Conditional acceptance does not constitute admission to a degree program because certain required materials are pending. Admission to a degree program is possible only after all required application materials are present at Clemson. The applicant will then be admitted to full status. Notice of conditional acceptance may be given to highly qualified applicants prior to receipt of the degree they are presently pursuing; however, all requirements for this degree must be completed prior to enrolling in the proposed graduate program at Clemson University

Undergraduate Deficiencies in PRTM

The basic requirement for admission to an advanced degree program in PRTM is a bachelor's degree. Students with degrees in areas other than PRTM will be admitted, provided they make up any undergraduate academic deficiencies as may be determined by the PRTM faculty. These will be determined after full review of the student's records and normally will be selected from among the courses this department requires of all its undergraduate majors. Such deficiencies must be remedied by the end of the first year and a semester grade of at least a "B" must be attained. The acceptance of a "C" grade in an undergraduate course will be subject to review by the student's advisor in consultation with the student's committee and the PRTM faculty. If a graduate student receives a grade of "D" or lower in an undergraduate course, the student must repeat the course and such a repetition will be allowed only once during a student's graduate program.

Degree Distinctions

PRTM currently offers three graduate degree options: the M.S. (non-thesis), M.S. (thesis), and Ph.D. To maintain integrity and purpose of these degrees and maximize recruitment of top quality students, a distinction among these three degrees is necessary.

A general guideline which underlies these 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.

Those students choosing the M.S. (non-thesis) are typically already working in the field or plan to do so upon completion of the degree requirements. This degree is designed for people who will seek immediate employment in their chosen profession or currently work in the field. The goal of this degree is to develop student competencies in the applications of advanced leisure service delivery skills.

The Master of Science (M.S.) in PRTM is a research degree with a research thesis requirement. The M.S. 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 with a M.S. can proceed into Ph.D. work or seek research type appointments with agencies. A student completing a M.S. would be permitted to enter the Ph.D. program, providing all requirements for admission to the Ph.D. are successfully satisfied.

The Ph.D. program in PRTM is an advanced research program with a dissertation, producing a new piece of information, as the capstone 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 papers. Since the Ph.D. degree is the terminal degree in our field, it is reasonable that standards of student performance be greater than standards at the master's level.

Academic Standards (Grading)

Most graduate courses are graded on an A-B-C-F scale. Thesis and dissertation research and several other graduate courses are graded on a pass/fail basis. Grievances must be filed within sixty (60) days from a grade report. Courses graded pass/fail are not included in the academic average; however, the grade is placed on the student's permanent record. Only credit hours for which a grade of pass is achieved apply toward the number of credit hours required for the degree. The accumulation of grades of pass in thesis or dissertation research does not imply completion of the research, but indicates satisfactory progress only.

A minimum grade of C must be made on all course work to obtain graduate credit. The graduate student must maintain a cumulative B average in all graduate-level courses (6000 level or above). In addition, graduate students must maintain an overall cumulative B average in all courses (undergraduate/graduate) since admission to the Graduate School excluding those taken on a pass/fail basis. Students who fail to meet these requirements become ineligible for graduation and are placed on academic probation. The probationary status will remain in effect until nine additional semester hours of graduate credit have been attempted. Students who fail to remove the probationary status as prescribed are subject to academic dismissal and will not be permitted to continue in the Graduate School without the recommendation of the program coordinator and written approval of the Graduate School. Withdrawal from a course while on probation will not be allowed unless prior approval is obtained from the Graduate School. Any unauthorized withdrawal will be considered as an unsatisfactory academic performance.

The cumulative B average requirements described above apply independently to graduate degrees sought at Clemson University; that is, the grade point ratio computation begins anew after the student has completed the first degree. However, when a doctoral degree is pursued after completion of a master's degree in the same major, the grade point ratio computation continues for both degrees.

A graduate student must understand that she/he can be dropped from the Graduate School at any time for failure to maintain an adequate academic status. A student may appeal if she/he believes that the dismissal was unfair or improper. Notice of intention to appeal must be filed in writing with the Graduate School no later than three days prior to the first day of classes of the next regularly scheduled term, including summer sessions.

Incomplete Graduate Course Work

Except for courses graded on a pass/fail basis, the grade of incomplete (I) may be given for incomplete work for any graduate course in which work remains unfinished and the student is unable to fulfill all requirements because of circumstances beyond his or her control. This grade is not given in lieu of unsatisfactory or failing grades received for completed courses for the purpose of improving the letter grade.

It is the student's responsibility to contact the instructor regarding the work required to complete the course. Upon request by the student, the instructor shall provide a written statement of the work to be completed.

The grade of "I" will be valid in normal lecture or laboratory courses for only 30 days after the beginning of the next scheduled session, excluding summers and irrespective of the student's enrollment status. Within this period, the student must complete his or her work or obtain an extension, approved by the instructor and chair of the department responsible for the course, stating the reason for the request and the length of time needed. Normally, only one request for an extension for each grade of "I" will be granted.

Students receiving a grade of "I" in courses such as special problems or other unstructured, independent study courses as designated by the Graduate School must complete all work and receive a final grade within one calendar year. At the discretion of the instructor, the deadline for removal of these incomplete grades may be less than one year.

A graduate student will not be permitted to repeat any portion or reregister for any course for which the grade of "I" has been given. Should any work remain incomplete at the expiration of the appropriate deadlines described in the previous paragraphs, a grade of "F" will be recorded on the student's permanent record. Although the Graduate School will attempt to bring the deadlines to the attention of the student and instructor, it is the sole responsibility of the graduate student to comply with these regulations.

Students who receive a grade of "I" while enrolled in the Graduate School at Clemson University remain ineligible for graduation until the incomplete work has been made up and a letter grade submitted to the Office of Admissions and Registration.

Grades of "I" will have a 10-working-day period after the deadline for the instructor to grade the work and submit the make-up grade card to the Registrar's Office. Work submitted by the student after the printed deadline should not be accepted by the instructor unless an extension has been approved. Requests for extensions, like the make-up work, should be submitted by the deadline printed on the make-up card. Grades of "I" that remain after the 10-working-day period will be converted automatically to an "F".

M.S. (non-thesis) Degree Requirements

The non-thesis M.S. in PRTM consists of 30 credit hours of online synchronous and asynchronous coursework. These include both core courses and focus area courses. The capstone course is a full semester course taken in one of the last semesters of the program.

Transfer Credits: A maximum of 10 hours may be transferred.

Time Limit: All course work to be credited toward the master's degree must have been enrolled in and completed within six calendar years prior to the date on which the degree is to be awarded.

Core Courses: 24 credits (15 credits for RT)

- PRTM 8010 – Philosophical Foundations of Recreation and Park Administration
- PRTM 8080 – Behavioral Aspects of PRTM
- PRTM 8030 – Seminar in Recreation and Park Administration*
- PRTM 8110 – Research Methods in PRTM
- PRTM 8210 – Innovative and Creative Funding Strategies in PRTM
- PRTM 8220 – Strategic Planning in PRTM Organizations*
- PRTM 8230 – Operating in Political Environments in the Public and Non-Profit Sectors*
- PRTM 9000 – Capstone Course: Applying Learning Outcomes to Current PRTM Issues and Organizations (or PRTM 8060 – Master’s Research Project with faculty consent)

Focus Area (choose one): 6 credits (15 credits for RT)

Parks and Conservation Area Management

- PRTM 8070 – Human Dimension of Outdoor Recreation and Public Land Visitation
- PRTM 8440 – Outdoor Recreation Resource Management and Planning

Travel and Tourism Management

- PRTM 8420 – Understanding the Discipline of Tourism
- PRTM 8400 – Tourism Planning

Community Recreation Management

- PRTM 8240 – Enterprise Development in the Public and Non-Profit Sectors
- PRTM 8250 – Understanding Populations in PRTM

Recreational Therapy

- PRTM 8710 – Applied Research in Recreation Therapy Practice
- PRTM 8720 – Advanced Facilitation Techniques in Recreational Therapy
- PRTM 8730 – Advanced Theory and Application in Recreational Therapy
- PRTM 8740 – Management of Clinical Process in Recreational Therapy
- PRTM 8750 – Program Planning and Consulting in Recreational Therapy

*Course not required for RT because of RT substitution. See RT focus area courses

Total Credits Required to Graduate: 30

Typical Sequence of Courses for Students Starting in Fall and Spring

Students Starting in Fall Semesters

Fall (1st semester)

PRTM 8010

PRTM 8080

**RT only—PRTM 8710

Spring (2nd semester)

PRTM 8030 or RT—PRTM 8730**

PRTM 8110

Summer (3rd semester)

PRTM 8210

PRTM 8220 (not RT)

Fall (4th semester)

PRTM 8230 or RT only PRTM 8720

And one concentration course:

PCAM	PRTM 8070
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TT	PRTM 8420
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CRM	PRTM 8240
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RT	PRTM 8750
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Spring (5th semester)

PRTM 9000 (whole semester)

And one concentration course:

PCAM	PRTM 8440
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TT	PRTM 8400
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CRM	PRTM 8250
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RT	PRTM 8740
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Students starting in Spring Semesters

Spring (1st semester)

PRTM 8030 or RT—PRTM 8730**

PRTM 8110

Summer (2nd semester)

PRTM 8210

PRTM 8220

Fall (3rd semester)

PRTM 8010

PRTM 8080

RT only—PRTM 8710**

Spring (4th semester)

PRTM 9000 (whole semester)

And one concentration course:

PCAM	PRTM 8440
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TT	PRTM 8400
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CRM	PRTM 8250
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RT	PRTM 8740
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Fall (5th semester)

PRTM 8230 or (RT 8720)

And one concentration course:

PCAM	PRTM 8070
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TT	PRTM 8420
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CRM	PRTM 8240
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RT	PRTM 8750
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***RT courses pertain only to those in the Recreational Therapy focus area*

DEPARTMENTAL GUIDELINES

M.S. (non-thesis) Degree

<u>Action Required</u>	<u>Form</u>	<u>Recommended Deadline</u>
Finalize Degree Program	GS-2	End of second semester.

Application for Graduation
and Diploma Order

Apply to graduate via iRoar early in the semester you plan to graduate. See deadlines :
<http://www.clemson.edu/graduate/students/deadlines.html>

POLICIES AND PROCEDURES

A full list of Clemson University Graduate School Policies and Procedures can be found at <https://www.clemson.edu/graduate/students/policies-procedures/index.html>

Course registration

Students will be notified of courses they should register for each semester. Students should register for these courses as soon as possible after they are notified, but no later than 3 weeks before the semester starts. Clemson's iROAR system (<https://iroad.clemson.edu>) is where you register for these classes, access your tuition bill, complete required forms, and see your grades. Help with using iRoar is available at <https://www.clemson.edu/registrar/student-menu/registration/index.html>)

Attendance of Synchronous Meetings

Students are expected to attend all synchronous class meetings through *Zoom*. Attendance policies and makeup work for any absences from these meetings are handled as specified in each course's syllabus.

Focus Areas

Upon entering the program students should indicate to Sabrina McCall (sabrina@clemson.edu) which of the following areas that they will focus on in their elective coursework: Parks and Conservation Area Management (PCAM), Travel and Tourism Management (TT), Community Recreation Management (CRM), Recreational Therapy (RT). The RT focus area requires a person to be a Certified Therapeutic Recreation Specialist. Coursework in your last two semesters will depend on your focus area selection.

Advisor

Students will not be assigned a departmental advisor. Program and general advising is available from the Online Program Coordinator, Dr. Bob Brookover (bob@clemson.edu). Assistance and advising with administrative matters (e.g., registration, forms, course schedules, graduation deadlines, etc.) is available from the online M.S. (non-thesis) administrative assistant, Sabrina McCall (sabrina@clemson.edu). For those who select and are approved to do a Master's project, students are assigned a faculty supervisor and two additional committee members.

Transfer Credit

For the PRTM M.S. (non-thesis) degree, as many as 10 may be transferred. This is not to include research project credit, courses graded P/F, internships, continuing education credits, extension or in-service courses, concentrated courses with more than one credit/week, or courses for which a grade lower than B has been received. Transfer courses must be from an accredited institution, recommended by the student's advisory committee, and approved by the department.

Leave of absence

As a graduate student enrolled in a degree program, you are required to maintain continuous enrollment after you have begun the program. The Graduate School may dismiss any student who fails to comply with the continuous enrollment policy (see details in the Graduate School Policies and Procedures linked to above). A student who must interrupt a graduate program may request a leave of absence from graduate study. A leave of absence may be granted for up to 12 months, with a possible renewal of up to one additional 12-month period. Sabrina McCall (sabrina@clemson.edu) can help you process a leave of absence form if it is needed.



GS-2 Form

can be done quickly and easily using the online forms found on the student's iROAR account.

Students will receive a detailed, informational email from the department before filing the GS-2 form.

Important Dates for Graduation

Check the following link for dates regarding forms and deadlines related to graduation:

<http://www.clemson.edu/graduate/students/deadlines.html>

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