

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

**On Campus
Graduate Student Handbook
2020-2021**



Preface

This handbook has been developed to provide information for 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 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 Clemson University *Graduate Catalog* here: <http://catalog.clemson.edu/> and the current version of Clemson University's *Graduate School Policies and Procedures* found here: <https://www.clemson.edu/graduate/students/policies-procedures/>. In addition, the *Student Handbook* is available on the Clemson University homepage <http://www.clemson.edu/studentaffairs/student-handbook/>

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 six graduate degree programs: the Online Master of Science (M.S.) (non-thesis), the Master of Science (M.S.) (thesis), the Doctor of Philosophy (Ph.D.), the Recreational Therapy Doctor of Philosophy (online), the Master of Youth Development Leadership (M.S.), and the Master of Public Administration (MPA). 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. emphasizes research design and methodology skills. The M.S. (thesis) is a research based degree requiring a minimum of 36 semester hours of graduate level courses. The M.S. (thesis) student is required to complete a research based 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. The Ph.D. in PRTM online program is based on the student's grasp of recreational therapy, competency to plan and conduct research, and the ability to effectively and professionally use written and oral communication. The M.S. in Youth Development Leadership and the MPA are described fully in their own distinct program handbooks.

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 that are described in this section: the M.S. (non-thesis), M.S. (thesis), and the Ph.D. The Ph.D. Recreational Therapy Cognate (online), M.S. in Youth Development Leadership, and MPA degrees are offered in the PRTM department but are described in their own program handbooks. To maintain integrity and purpose of these degrees and maximize recruitment of top-quality students, a distinction among 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. may be permitted to enter the Ph.D. program, providing all requirements for admission to the Ph.D. are successfully satisfied.

The PRTM Ph.D. degrees are an advanced research programs 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 (600 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".

DEGREE REQUIREMENTS

M.S. Degree

- Transfer Credit: Up to 12 credit hours of coursework (and no more than one-third of the graded course credit hours required for a master's degree) may be transferred to a master's degree.
- 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.
- Thesis: A terminal master's thesis is required.
- Committee: A minimum of three faculty members must be selected by a student seeking a master's or specialist's degree. All members of an advisory 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, co-chair, or 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.
- Final Examination: A final comprehensive exam is required and may be oral and/or written as dictated by Committee. Please follow the University's calendar for deadlines: <https://www.clemson.edu/graduate/students/deadlines.html>

Minimum Course Requirements: 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)

- 3-4 credits of statistics
- 3 credits research methods in addition to PRTM 8110

- 12-13 hours additional classes to be selected by student with advisor's approval
- All M.S. students must present at least one time in PRTM 9100 (thesis proposal or results) prior to graduation. Students must obtain Chair's permission to schedule presentation.
- PRTM 8010, 8080, and 8110 are required for all Master's level students. Equivalent graduate level courses may be substituted with approval from the departmental graduate committee.
- At least one half of the total graduate credit hours, exclusive of thesis research, will be from courses numbered 8000 or above.

Total credits required to graduate: 36 credits

Ph.D. Degree

Transfer Credits: Up to 20 credit hours of coursework (no more than one-third of the graded course credit hours) may be transferred to a doctoral degree.

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. The time limit applies to all doctoral programs. This clock does not stop for leave of absence. Programs may petition for different time limits for their program for good cause. In exceptional Clemson University Graduate School POLICIES & PROCEDURES circumstances, a student may petition the Graduate School for additional time with approval of the advisory committee. A student who exceeds the time limit without an extension can be dismissed from the Graduate School for failure to maintain adequate academic progress.

Minimum Course Requirements: 60 credits

Note: Since the program is designed to maintain flexibility, course requirements will vary based on student needs. However, it is anticipated that a program of study will approximate at least the following:

- PRTM 8010 or PHIL 8210 [see below] (3 credits)
- PRTM 8080 - Behavioral Aspects of PRTM (3 credits)
- PRTM 8110 - Research Methods in PRTM (3 credits)
- PRTM 9100 - Research Seminar (2 credits)
- PRTM 9110 – Professional Issues in PRTM (1 credit)
- Research/Methods 3/2 Combination [selected with advisor approval] (15 credits)
- Collateral area [focused study area selected in consultation with student's committee] (15 credits)
- PRTM 9910 - Doctoral Dissertation Research (18 credits)

* All PhD students must present at least twice in PRTM 9100 (dissertation proposal AND results) prior to graduation. Students must obtain Chair's permission to schedule presentations

Total credits required to graduate: 60 credits

Dissertation: A terminal doctoral dissertation is required.

Committee: A minimum of four faculty members must be selected by a student seeking a doctoral degree. All members of an advisory 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, co-chair, or 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.

Comprehensive Exam: An exam is required and may be oral and/or written, as determined by the student's committee. It should be designed to ascertain the general knowledge of the candidate, with particular reference to the major and collateral subjects, and the student's area of research. The comprehensive examination usually is given during a student's final semester of classes or soon thereafter.

Timeline for PhD Student Progress Regarding Comprehensive Exams and Proposal Defense

PhD students are expected to complete the majority of their coursework prior to sitting for their comprehensive exams. 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 his or her comprehensive exams, the student must appeal the standard timeline to his or her 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.

Final Doctoral Oral Examination: The student must pass a final dissertation defense by dates specified by the Graduate School, See:
<https://www.clemson.edu/graduate/students/deadlines.html>

Doctor of Philosophy Degree, Length (Credit Requirements)

The advisory committee aids the student in developing a degree curriculum which includes the selection of specific courses and their sequence. At Clemson University, a minimum of 30 credits past the masters and 60 credits past the bachelor's degree are required for the doctoral degree. A minimum of 18 hours of doctoral research is required. Should the direction of study or research interest change, the student may request the appointment of a new advisor. Coursework leading to the Doctor of Philosophy/Education degree is planned to give the student a comprehensive knowledge of his/her field of specialization and a mastery of the methods of research. The degree is not awarded solely on the basis of coursework completed, residence, or other routine requirements.

The final basis of granting the degree is the student's grasp of the subject matter of a broad field of study, competence in planning and conducting research, and ability to express him/herself adequately and professionally orally and in writing.

DEPARTMENTAL GUIDELINES

M.S. Degree

<u>Action Required</u>	<u>Form</u>	<u>Recommended Deadline</u>
Select Advisor		End of the first Semester
Identification of interest area and problem formulation (problem statement)		Filed with advisor middle of second semester
Advisory Committee		Selection of advisory committee near end of second semester after problem filed with advisor
Proposal		Filed with committee as soon as possible after initial committee meeting
Finalize Degree Program	GS-2	End of second semester after advisory committee meeting
Application for Graduation and Diploma Order		Filed after successful completion of a major share (15 hours) of coursework listed on GS-2 form
Final Examination	GS-7	At least 10 days before your defense, you need to 1) add it to the Defense Calendar with the Graduate School: https://www.clemson.edu/graduate/calendar/defense-form.html and 2) notify the Graduate Administrative Assistant of your thesis title, defense date, time and location. File your signed GS-7 with the graduate school after completion of your thesis defense examination and at least three weeks prior to graduation date.

Ph.D. Degree

<u>Action Required</u>	<u>Form</u>	<u>Recommended Deadline</u>
Select Advisor		End of first semester
Identification of interest area and problem formulation (Pre-proposal)		Files with advisor near end of second semester
Advisory Committee		Selection of advisory committee near end of second semester after pre-proposal filed with advisor
Finalize Degree Program	GS-2	End of second semester after advisory committee meeting
Comprehensive Examination	GS-5	No less than 6 months and no more than 5 years prior to date of graduation
Application for Graduation and Diploma Order		Filed after completion of a major share of coursework and successful completion of comprehensive exam
Proposal		Filed with advisor as soon as possible after admission to candidacy
Final Examination (Dissertation Defense)		At least 10 days before your defense, you need to 1) add it to the Defense Calendar with the Graduate School: https://www.clemson.edu/graduate/calendar/defense-form.html and 2) notify the Graduate Administrative Assistant of your thesis title, defense date, time and location. File your signed GS-7 with the graduate school after completion of your thesis defense examination and at least three weeks prior to graduation date.

Comprehensive Examination Timeline: PhD students are expected to complete the majority of their coursework prior to sitting for their comprehensive exams. 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 his or her comprehensive exams, the student must appeal the standard timeline to his or her 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.

POLICIES AND PROCEDURES

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

Advisor

Upon arrival on campus, the student will be assigned a temporary departmental advisor. This individual will assist in class selection during the student's first semester on campus. Students are responsible for selecting a permanent advisor as soon as possible. The advisor may serve as the chair of your graduate committee. A student may change advisors at any time, however, all involved are to be kept informed of any change. Changes in advisor will require a corresponding change in the GS-2.

Transfer Credit

Your advisory committee will make the final determination about transfer credit. Up to 12 credit hours of coursework (and no more than one-third of the graded course credit hours required for a master's degree) may be transferred to a master's degree. Up to 48 credit hours of coursework (and no more than one-third of the graded course credit hours) may be transferred to a doctoral degree. For PRTM, that is 20 credits. All credits transferred to Clemson's graduate programs must have been completed at a regionally-accredited institution and must be verified by submission of an official transcript.

Grades earned for courses taken at institutions other than Clemson University will not be included in the student's grade point ratio. Valid transfer credits will appear on your transcript as credits earned. Under no circumstances will transfer credit be awarded for courses in which a grade lower than B (or its equivalent) has been received; courses graded on a pass/fail basis; continuing education units; courses completed outside the six-year (master's) or eight-year (doctorate) time limit for degree completion; for correspondence, extension, or in-service courses; or for concentrated courses and workshops that award credit at a rate exceeding one credit per week. All transfer courses listed on the GS2 Plan of Study must be courses taken for credit from a regionally accredited degree-granting institution whose scholastic reputation is acceptable to Clemson University and to your advisory committee and department.

Copies of Thesis/Dissertation

All students must submit an electronic copy of their final thesis or dissertation to the Graduate School and University Library. Also, all students should submit a bound copy (in 8.5 x 11 inch format) to the PRTM Department for cataloging in the departmental thesis/dissertation library. Students should check with their academic advisor and committee members to determine their preferences for receiving a bound copy.

Course Registration Form

To register for thesis hours, dissertation hours or independent study type courses, you need to submit a Course Registration form that may be found at the following link: <https://www.clemson.edu/cbshs/departments/prtm/academics/graduate/resources/index.html> This

form requires your signature and the appropriate faculty member's signature and will be kept in your file for reference. These forms are also printed and available outside the main office, 263 Lehotsky.

Assistantships

A. Appointment Conditions

In order to receive an assistantship, a student must be accepted by the Graduate School and the Department. The continuation of an assistantship beyond the first semester is contingent on attaining and/or maintaining "Full Status", as defined in the Graduate School announcements and submitting satisfactory work. All students receiving department assistantships must be enrolled in PRTM 9100 during the current semester.

B. Documentation of Appointment

The requirements and conditions of assistantship appointments are specifically detailed in the letter offering the assistantship.

C. Duration of Assistantship

1. Assistantships are only granted on a nine-month basis with extension contingent upon satisfactory performance. The major supervisor of that student's assistantship should recommend through performance reports to the Coordinator of Graduate Studies whether the assistantship should or should not be extended (see "E" below).
2. Assistantships will not normally exceed two years in the Master's program or four years in the Ph.D. program. Please see guidelines in Appendix A. Extension beyond the normal time period may be recommended by the major advisor and the Coordinator of Graduate Studies and must be approved by the Department Head on a case-by-case basis after this recommendation is received.
3. To be eligible for an assistantship, a student must be enrolled in 9 hours during the fall and spring semester. Three hours must be taken each summer session to be eligible for a summer assistantship.
4. Assistantships will begin on registration day in August (or January for those starting in January) and end on graduation day in May. 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.

D. Hours of Work

The hours of work expected of graduate assistants are detailed in the letter offering the assistantship. They may range from 10 to 28 as is shown on the following chart:

<u>Assistantship</u>	<u>Hours Per Week</u>	<u>Maximum Academic Hours Per Semester</u>
1/4 time	10	15
1/2 time	20	12
3/4 time	28	12

E. Faculty Assignment

Often the professor expected to supervise the student's course of study will also supervise the student's assistantship responsibilities. The student will typically have to report to only one supervisor. However, certain Departmental teaching and research functions may result in some variation.

F. Hourly Employment

If funds are available and students are enrolled but not on assistantships, they may be employed hourly for not more than 28 hours per week by the Department. Special permission is required to hire on an hourly basis.

G. Teaching

As part of their educational experience, Ph.D. students are normally expected to be involved with teaching. For Ph.D. students desiring primary responsibility for instruction in PRTM designated courses, the following steps are typically required:

1. The student assists faculty member with course; the faculty member has primary responsibility; the purpose is for student to learn teaching skills by working along with faculty member.
2. The student assumes primary responsibility for a course; the faculty member initially responsible for the course serves as student's supervisor and has the responsibility for assisting and monitoring student's teaching activity. The faculty member has the responsibility and is expected to intervene if problems arise with the student's teaching assignment.

3. International students must pass the Verification of English Skills Test (VEST) test with an acceptable score before teaching or serving as a teaching assistant. This test is required by state law.

Note: Student teaching assignments are to be made in consultation with the Department Head, Curriculum Coordinator, Coordinator of Graduate Studies, student's major advisor, and faculty member who would normally have responsibility for the course.

DEPARTMENTAL OPERATIONS

Graduate Student Conference Support

Graduate student travel support from the PRTM department may be allocated, depending on the availability of funds, at \$200 per person on a first-come first-served 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 Jeff Hallo at jhallo@clemsun.edu. You will be notified by email if your request has been approved.

Copy Machine

Graduate Assistants who need to do photocopying for the department or as part of their departmental work assignment may use the photocopier for this purpose. The machine is located in Room 265B. The photocopying machine is delicate, so care must be taken when operating it. If any doubt exists as to its proper usage, please ask the secretarial staff for assistance.

Because of the high volume of material that needs to be duplicated, use of the departmental copier by graduate assistants must be limited to "official business" copying. **The copy machine may not be used for personal copying.** Students who use the department copier for personal use may be dismissed from the program. This includes copying of class materials, papers, projects, theses and dissertations. Many other duplicating machines are located on campus to accommodate your 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 Accounting Office will need the following information in order to charge mailing costs appropriately: date, number of pieces and approximate weight. Mail service is not to be used for projects, theses or dissertations **unless part of a faculty project.**

All graduate students have mailboxes in Room 265B. All incoming mail will be delivered there.

Letterhead stationery is to be used for official business only. Approval from a faculty member is required for its use.

Secretarial Services

The secretarial services of the department should be used only for departmental business related to your work assignment. Use of the support staff for your work assignments should be cleared through the faculty advisor or the head of the department.

Telephone

If a graduate student needs to make a long distance call, he or she must first get permission to use a departmental phone and then must obtain an authorization number from a faculty member approving the call. All calls should, of course, be work related.

Work Assignments

The graduate student principal work assignments are either teaching, administrative, or research. In addition to these activities, there are sometimes other tasks within the department which need to be done.

Student diligence in these assignments greatly facilitates the smooth operation of the department, as well as allowing involvement to a greater degree with the faculty and staff.

Desk Assignment

Each Ph.D. student on funding will be assigned a desk and storage space in one of the graduate offices, assuming space is available. Priority is first given to teaching assistants, followed by other funded graduate students and then non-funded students. Space allowing, M.S. students will also be assigned desk space with those teaching or on assistantship getting priority. 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. These will be accommodated if possible during the next academic year.

Keys

Graduate students can acquire keys for admittance to Lehotsky Hall, to their office area and to the Lounge. To acquire these keys, see the main office, Room 263. At that time a *Memorandum of Agreement Regarding Issuance of Keys to Lehotsky Hall* must be completed and signed. The agreement states the following:

1. Keys are the property of the State of South Carolina. They cannot be duplicated or loaned or transferred to another party. Any loss of a key must be reported immediately.
2. Upon completion of the Graduate Program in the Department of Parks, Recreation and Tourism Management (or completion of your coursework on the Clemson campus), all keys must be returned to the PRTM Office. Failure to return keys is ample cause to refuse clearance for graduation and will be documented in your permanent record at Clemson University.

These keys are the property of the state and must be turned in before you leave the university. They cannot be duplicated and any lost keys should be reported **immediately**.

The campus police should be immediately notified of any suspected breach of security such as tampered

locks, missing items, or the presence of strangers in the office or laboratory areas who cannot account for their presence. The faculty advisor or department head should also be informed of such occurrences, even during off-hours, should the situation seem to warrant such action.

Ordering of Equipment or Supplies

Whenever supplies or equipment are needed for your assigned duties, a purchase requisition should be obtained from the Accounting Office and all information filled in. This should be submitted to your faculty supervisor who will initial it and forward it to the departmental office for processing. All orders are received in the Accounting Office and verified, after which you will be notified that your order is ready to be picked up.

Computer Resources

A limited number of computers are available to students during regular University work hours in the research lab (265B Lehotsky). A variety of tutorials are available to students wishing to learn how to use the software available in the lab. Desktop computers are available for student use in select graduate student offices. A limited number of laptops are available for checkout for limited time periods.

Other Consideration

Each individual receiving financial aid through the Department of Parks, Recreation and Tourism Management is considered to be a representative of this Department. This consideration carries with it a certain responsibility for professional conduct. Actions or conduct, which is considered by the full-time faculty to be against the best interest of the Department, will be cause for release from your appointed position.

SOUTH CAROLINA RESIDENCE REQUIREMENTS

Domicile Requirements

South Carolina law provides that independent persons, who reside in and have been domiciled in South Carolina for a period of no less than 12 months with an intention of making a permanent home in South Carolina, and their dependents, may be considered eligible for in-state rates on tuition and fees while attending South Carolina state-supported colleges and universities. Please realize that merely residing in the state for a year does not satisfy the domicile requirements. The 12-month domicile period is not measured until after the independent person takes positive steps that establish a legal connection to South Carolina and reflect an intent to establish a permanent home in South Carolina. In other words, the action you take to affiliate yourself legally with the state of South Carolina will serve generally as the benchmark for beginning the counting of your 12-month period.

Examples of evidence may include, although any single indicator may not necessarily be conclusive, the indicia shown below. The absence of these indicia in other states is required during any period for which domicile in South Carolina is asserted. Indicia may include the following:

1. Financial independence from parents residing in another state or country during the twelve months immediately preceding;
2. The student has not lived in the home of nonresident parents for more than thirty days after the time at which a South Carolina domicile is claimed;
3. The person can show documentation from his/her employer to support his/her claim, has filed income tax returns as an independent person in the year immediately preceding, and has been employed during the current year;
4. Possession of a valid South Carolina voter registration card and voting in South Carolina elections;
5. Designating South Carolina as the permanent address on all academic and employment records, including pertinent military records if one is in the military;
6. Possession of a valid South Carolina driver's license, or if a non-driver, a South Carolina identification card;
7. Possession of a valid South Carolina vehicle registration card;
8. Continuous presence in South Carolina during periods when not as a student;
9. Commitments indicating intent to stay in South Carolina permanently;

10. Paying South Carolina income taxes as a resident during the past tax year, including income earned outside of South Carolina from the date South Carolina domicile was claimed;
11. Owning a principal residence in South Carolina;
12. Establishing an abode where one's permanent belongings are kept within South Carolina;
13. Licensing for professional practice (if applicable) in South Carolina.

FORMS

GS2, GS5 & GS& and other forms can now be done quickly and easily using the on-line forms link on the Graduate School Website.

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

APPENDIX A

Benchmarks for M.S. Students

Year 1

Selection of committee chair by end of first semester

Submit 1-2 page research prospectus to chair

Selection of and meet with committee by end of second semester

Completion of GS 2 by end of second semester

Year 2

Approval of thesis proposal by end of the first semester, second year

By completion of degree

Attend a professional conference

Submit an article to a professional/trade publication

Submit an educational or research session proposal for a conference (not necessary to be lead)

Present at the HEHD Research Forum at least one time

If interested in pursuing a doctoral degree upon completion of M.S., get involved in research projects beyond the thesis

Gain volunteer or paid experience in the field (100 hours over 2 years). Each student's chair will sign off on the appropriateness of the experience. The spirit of this is that we have many M.S. students with little or no experience in the field and we hope this might at least help them become more familiar with what is out there, especially for those who plan on going into a professional position rather than a doctoral program.

APPENDIX B

Benchmarks for Ph.D. Students

Some Ph.D. students are able to complete their program of study and obtain their degree within a three year period and others are not. Our current policy guarantees funding for three years *as long as students can show sufficient progress toward their degree AND successfully complete tasks associated with their departmental funding*. The PRTM Graduate Committee will complete the year review of progress on an annual basis and provide written feedback to each student. Students not on funding will also provide documentation of progress as well as received written feedback to assist them with their progress toward degree.

Suggested benchmarks indicating progress are as follows:

End of year 1

- Student selects an advisor
- Complete PRTM 8010 and 8080
- Identify dissertation interest area and problem formulation (pre-proposal)
- Propose a presentation for a regional/state/national conference
- Present a poster or participate in a research roundtable at the HEHD Research Forum
- Identify a data set for potential use in manuscripts and classroom assignments
- Attend at least two Office of Teaching Effectiveness and Innovation (OTEI) teaching related workshops
- TA/Co-teach a course
- Attend a state, regional, national or international conference
- GS-2 filed

End of year 2

- Participate in the preparation of a grant proposal
- Attend one regional, national or international conference
- Co-author, with a faculty member, a submitted research manuscript
- Submit a presentation proposal for a national conference
- Present a poster or participate in a research roundtable at the HEHD Research Forum
- Function as teacher of record for a class or as co-instructor
- Upon assignment as a teacher of record or co-instructor, schedule two reviews of teaching, one external to the department (e.g., an exemplary teacher from another department), the other internal (a PRTM faculty member other than advisor/chair). Each reviewer will agree to provide a written review of student's teaching.
- Be involved in a research project
- Complete all coursework on the GS 2

- Attend at least two Office of Teaching Effectiveness and Innovation (OTEI) teaching related workshops

End of year 3

- Pass comprehensive exams*
- Proposal approved by advisory committee
- Participate in a national conference presentation
- Be lead author on a submitted research manuscript
- Submit a presentation proposal for a national conference
- Present a poster or participate in a research roundtable at the HEHD Research Forum
- Participate in the preparation of a grant proposal

End of year 4

- Dissertation completed
- Successful defense of dissertation

Students seeking continued funding must successfully document that they have made sufficient progress toward their degree in addition to successfully completing tasks outlined as part of their departmental assistantship position.

The above are suggested benchmarks. Students may use other accomplishments to document progress as well.

Timeline for PhD Student Progress Regarding Comprehensive Exams and Proposal Defense

Ph.D. students are expected to complete the majority of their coursework prior to sitting for their comprehensive exams. 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 his or her comprehensive exams, the student must appeal the standard timeline to his or her 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.

APPENDIX C

Electronic Manuscript Submission Process

The following is information from: <https://www.clemson.edu/graduate/students/theses-and-dissertations/submit.html>

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.

Electronic Manuscript Submission Process

FORMAT: Format your manuscript according to the Graduate School's requirements.

DEFEND: Defend your thesis/dissertation, make any revisions required by your committee, and submit your signed **GS7** form.

CONVERT: Convert your manuscript to a PDF.

UPLOAD FOR REVIEW: Follow the directions on uploading your manuscript for review. *Please note: you must read through the information on the Upload page prior to uploading your manuscript. Important fee information and disclaimers are included on this page.*

WAIT FOR RESULTS: You will receive a results email within approximately one to two business days. If your manuscript is approved, you have finished; congrats! If revisions are required, you will make those revisions, convert, upload and wait for a response before converting, uploading and waiting again. This process will be repeated until your manuscript is accepted. Be aware that most manuscripts require *at least* one round of revisions.

PhD candidates only: Complete the **Survey of Earned Doctorates**.

APPENDIX D

Important Dates for Graduation

This information compiled from: <http://www.clemson.edu/graduate/students/deadlines.html>

Students graduating in August **MUST** be enrolled in at least 1 credit hour during one summer session **UNLESS** they have completed and submitted their thesis or dissertation past the deadline for May graduation but **PRIOR** to the date that classes start for the next academic session (1st summer). The same rule holds true for December (fall semester) and May (spring semester) graduation as well. This date will differ each year as semester start dates change each year.

DEADLINES					
For those who expect to receive a graduate degree in:	August 2020	December 2020	May 2021	August 2021	December 2021
Last Day to:					
Complete Comprehensive Exams*	February 7, 2020	June 17, 2020	November 11, 2020	February 5, 2021	June 16, 2021
Submit final GS2 Form** (Plan of Study/Graduate Degree Curriculum) to Enrolled Services***	May 12, 2020	August 19, 2020	January 6, 2021	May 11, 2021	August 18, 2021
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.	June 2, 2020	September 8, 2020	January 27, 2021	June 1, 2021	September 7, 2021
Order graduation regalia	For current deadline information, and for return information for Spring 2020 cancelled ceremonies, check with the campus bookstore				
Schedule defense: submit the date/time/location of your defense via the Submit Defense Form . This adds your defense to the defense calendar and serves as the required written notice to Enrolled Services. Your defense must be scheduled early enough to allow time for committee-required revisions to your thesis or dissertation before the GS7 deadline (below). Typically you should allow at least two weeks between your defense and the GS7 deadline.	No later than 10 days before your defense				
File GS7M (for master's students) or GS7D (for doctoral students) with Enrolled Services.	July 16, 2020	December 3, 2020	April 14, 2021	July 15, 2021	November 18, 2021
Submit completed thesis or dissertation electronically for format approval from the Manuscript Review Office. The only revisions you may make after this date are formatting revisions requested by the Manuscript Review Office.	July 23, 2020	December 3, 2020	April 21, 2021	July 21, 2021	November 30, 2021
All revisions requested by the Manuscript Review Office must be completed and approved by the Manuscript Review Office. If you need to make changes to your ETD after this date, you will need to consult your advisor and Enrolled Services about delaying your graduation until the following semester.	July 30, 2020	December 10, 2020	April 28, 2021	July 28, 2021	December 6, 2021

*For examinations consisting of several parts (e.g., a written plus an oral, or a written in cumulative format), the date of completion will coincide with the date of the last examination activity.

** The [GS2](#) should be filed during the second semester of your course of study (master's degree) or during your second year of study (doctoral degree). It is a map of your course of study and ensures

you receive appropriate and timely academic advising. The GS2 may be filed as late as the deadline listed here, but *should* be filed much earlier to be most effective. If your plan of study changes between when you file an original GS2 and the deadline date listed above, you must file an amended GS2.

*** A \$25 late fee will be assessed when the GS2 form or the application for graduation via iROAR is submitted after the deadline above, and will increase at the rate of \$5 per business day thereafter. Late fee payments must be made directly to the Student Financial Services Office (located in Sikes Hall).

Checklist of Graduate School Procedures

All graduate students should carefully note this checklist as well as the above deadline dates.

1. Select (in consultation with the appropriate department head) a major advisor and advisory committee.
2. Submit Plan of Study/Graduate Degree Curriculum ([Online GS2](#)).
3. Satisfy any prescribed language requirement and comprehensive examination prerequisite for admission to candidacy.
4. Complete Final Examination ([Form GS7M](#) for master's students or [Form GS7D](#) for doctoral students).
5. Apply for admission to candidacy for a doctoral degree ([Form GS5](#)).
6. Order diploma ([through iROAR](#)) after completing at least half the prescribed course work.
7. Order cap, gown, and hood from University Bookstore.
8. Submit completed thesis (if required) or dissertation to research advisor and arrange for final examination by the advisory committee.
9. Review [thesis/dissertation submission guidelines and procedures](#), and make sure you submit your properly formatted manuscript prior to the deadline.

The final responsibility for ensuring compliance with these procedures rests with the graduate student. Special problems should be referred to the graduate dean.

Enrolled Services

104-D Sikes Hall

(864) 656-5339 (For students whose last names begin with A - L)

(864) 656-5341 (For students whose last names begin with M - Z)

Manuscript Review Office

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

E-106 Martin Hall

(864) 656-5338

manuscriptreview-l@clemsont.edu

APPENDIX E

Ph.D. Comprehensive Examination Guidelines

Comprehensive Examinations

The purpose of the comprehensive examinations is to provide the student with an opportunity to demonstrate her/his depth and breadth of knowledge. The preparation and administration of the comprehensive examinations is the responsibility of the student's doctoral committee with the Chair taking the lead. The comprehensive examinations will consist of both a written and oral exam. The structure of the written examination will be determined by the committee in consultation with the student. The oral exam will be taken approximately 2 to 3 weeks after the successful completion of the written exam. The comprehensive examinations (written and oral) should be taken and passed at the completion of the second year of matriculation or after the student has completed the majority of his or her coursework as well as filed their signed GS-2 form. The Graduate College requirement stipulates that the examination must occur not more than five years and at least six months prior to the date of graduation.

A. Written Exam

The subject areas of the written exam will be left to the discretion of the student's committee but typically includes research methods and/or statistical analysis, leisure theory/philosophy, knowledge and theory in the area of specialization, and integration across the breadth of the student's concentration area. The student must pass the written exam within two attempts.

1. Conduct of the Exam

The student's chair will administer all 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 in either a closed-book or open-book format, or some combination of these. 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 comprehensive examination 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.

2. Grading of the Exam

Each subject area will be graded pass/fail by the examiners. A majority decision is required: dissenting members of the examining committee may forward a minority report to the Graduate School. All areas must be passed to record a successful completion of the written portion of the exams.

Should a student fail the written exam, he or she will be given a plan of action by the committee to address areas of concern which may include additional coursework, additional readings,

independent study, etc. The second exam shall be conducted in a manner determined by the student's examining committee. Failure of any portion of this second exam will constitute a failure of the entire examination. A second failure will result in the student being declared ineligible to receive the doctoral degree at Clemson University from the Department of Parks, Recreation and Tourism Management.

B. Oral Portion

The oral exam often focuses primarily on the subject areas from the written exam, particularly any weaknesses. 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 complete understanding of information in their field of study.

1. Scheduling

The oral examination will be taken approximately 2 weeks after the successful completion of the written exam.

2. Conduct of the Exam

The chairperson for the oral exam shall be the student's committee chair. The recommended length is two hours to a maximum of 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 straw vote should be taken followed by discussion. The final vote will be oral. Each member of the committee votes either pass or fail. If a majority of the committee vote to pass, the student has successfully completed the exam. The student will be informed verbally of the result as soon as it is reached.

If the student failed the first oral exam, the committee must inform the student of the reasons for failure and suggest source materials for improvement. The student in consultation with the committee shall determine the appropriate time for the next oral examination. In all cases, the second oral exam must be taken within three months of the first. Should the student fail a second attempt at the exam, he or she will be required to leave the PRTM graduate program.

After passing the oral examination, the Graduate Program Coordinator sends a form to the Graduate School announcing the student can be advanced to candidacy.

The student has five calendar years after the date of the completion of the comprehensive examination to successfully complete all other degree requirements.

APPENDIX F

Policy on Thesis & Dissertation Advisory Committee Approval Process – Timeline

M.S. THESIS REVIEW PROCESS

All students completing an M.S. thesis 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 his or her 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.

DISSERTATION REVIEW RECOMMENDATIONS

Committee Chair Review of Document

Initial Review of Document by Chair and Student Only

Approximately 10 weeks prior to last date to submit the final thesis/dissertation to the graduate school, students must submit the initial “completed” document to the Committee Chair for initial review.

Chair has two weeks to review the initial document.

Student will receive initial review from Committee Chair. At this time the Chair will provide guidance to the student with respect to the corrections that must be made prior to FIRST REVIEW by members of the Committee.

Initial Review by Committee Members (3 weeks)

Students must submit the document to all committee members for initial review after the chair has made the decision that the document is ready for committee reading.

Committee members have three weeks to review the document and to provide feedback to the student.

Second Review by Committee Members (1 week)

Students will make the revisions as suggested by committee members. Committee Chair must sign the document that the changes from the initial review have been made. Once the Committee Chair has approved the document, it will be submitted to all committee members for a second review.

The second review will be completed in one week.

Committee will provide the student with feedback on the second review process.

Student must make revisions to the document as suggested by the committee members.

Chair will review the document to determine if the revisions have been made.

Chair will communicate with each of the committee members to determine the next step (more revisions or set defense date) – **A DEFENSE DATE CANNOT BE SET WITHOUT PERMISSION FROM THE COMMITTEE CHAIR.**

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

Set defense date (after receiving permission from Committee Chair).

Reserve the location for the defense.

Student must post the announcements of defense date, location and time (recommended for thesis defense, required for dissertation defense).

Student must send e-mail to all faculty and graduate students announcing the defense.

Student must notify graduate school in writing (hard copy or e-mail) 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 GS5-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 should retain the GS7-M or GS5-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.

Recognizing that there will be rare occasions when there may be extenuating circumstances that warrant adjustments to the published deadlines, the Department of Parks, Recreation and Tourism Management has adopted a policy that allows a student to file a request to shorten the timeline. The request must be submitted to the Graduate Committee in writing and outline the reason(s) for the request. In addition, the request must include a letter from the Committee Chair supporting the request along with documentation of committee members' support for an adjustment. The Graduate Committee will make the final recommendation concerning any adjustments to the timeline. All requests must be submitted through the Graduate Coordinator.

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 G

Format Guidelines for Body of Text in Theses and Dissertations https://www.clemson.edu/graduate/files/pdfs/etd_guidebook.pdf

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. Upon approval of the proposal by the committee, proposals should be archived on-line. Students should email their final, corrected, approved proposals to the Graduate Coordinator for archiving. Committees of students whose proposals are not in the archive may opt not to file the GS-7 with the Graduate School, and students may not be approved for graduation by the general PRTM faculty. Proposals may or may not be included as part of the final bound (or PDF) version of the research project as decided by the student's committee.

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.

Article Format Guidelines – Thesis (1 article) and Dissertation (3 article)

The article format is an alternative to the traditional thesis and dissertation formats within the Department of Parks, Recreation, and Tourism Management. The decision of which format to use is a serious consideration that students should discuss with their thesis or dissertation committee based on the type of study they wish to pursue. While the article format is much more commonly pursued for the dissertation, it is available to M.S. students with a strong rationale for utilizing this format in place of a traditional thesis.

Components

Proposal

Students will still write a traditional proposal to gain permission to begin their study. The traditional proposal encompasses three chapters – introduction, literature review, and methods.

Final Document

Thesis – Student’s final thesis will consist of 3 parts – a introduction, manuscript, and summary/conclusion plus all references and appendices.

Dissertation – Student’s final dissertation will consists of a minimum of 5 parts – an introduction, three manuscripts suitable for publication in a peer-reviewed journal, and a summary/conclusion plus all references and appendices. There may be instances where the data does not support the publication of three data supported journal articles in which case the student, in consultation with his/her committee, must submit no less than two manuscripts suitable for publication in a peer-reviewed journal and a third manuscript focused on publication in a non-peer reviewed publication or as a research note.

Purpose of the Introduction and Summary/Conclusion Sections

Introduction – The introduction describes the broad research question/topic being investigated and presents the over-arching goal of the study as well as the specific objectives of each individual study report (manuscript). The introduction functions to weave the manuscripts together and describes their “collective meaning” and “combined contribution” to the field and provides the reader with a comprehensive literature review. Without the introduction, the format would read as a “pile of articles” – related but not linked.

Conclusion/Summary – The conclusion ties everything together and focuses on helping the reader see how the manuscripts make a contribution to a particular field. The conclusion chapter may present/discuss future research not visible when manuscripts are read individually.

APPENDIX H

ACADEMIC INTEGRITY POLICY

Policy:

Violations of the principles outlined in the graduate philosophy on academic integrity will be pursued to the fullest extent according to the procedures outlined below. Violations of academic integrity include violations in coursework, research[1], independent projects, practica, internships, comprehensive and qualifying exams, theses and dissertations and other publications[2] or works submitted as requirements for receipt of a degree. Non-degree seeking students may also be charged with violations of academic integrity.

This policy broadly defines and provides examples of violations of academic integrity, categorizes the seriousness of violations into four levels and establishes guidelines for discerning appropriate sanctions for each. As there is no way to identify within the policy all of the possible violations of academic integrity, the policy and ensuing procedures are intended as a general guide for faculty in all colleges to enable consistent, reasonable and fair judgments of graduate student actions incongruous with the fundamental values and general philosophy described above. It further describes the steps to be followed by faculty bringing charges against graduate students for violations of academic integrity.

The authority to resolve cases of violations of academic integrity by enrolled graduate students is vested in the Graduate Academic Integrity Committee.

The entire policy can be found at: <https://www.clemson.edu/graduate/students/policies-procedures/index.html>

TIPS

The following tips are respectfully submitted by past and present PRTM Graduate Students.

Important things to remember...

Classes

- 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 for long (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 disks 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. Look for the virus-scan icon on the lower right corner of the computer screen.

Life stuff

- 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.

Office Staff

- The members in the office are GREAT! They are very patient and helpful, but they are also very busy. It is best to go ask other grad students how to do something and then ask the office for help if needed. They always appreciate it if you ask them to teach you how to do something (so you can do it yourself next time) as opposed to asking them to do it. 99% of the time it is inappropriate to ask them to do something anyway...**if it has to do with your assistantship or teaching, then yes...otherwise no**
- The copier is for University stuff only.
- If you need supplies for your assistantship responsibilities, ask your supervising professor to show you how to order things through the business office. Plan ahead...it can take a few days!

University Policies

- Become very familiar with the Clemson University's Graduate School Policies and Procedures found here: <https://www.clemson.edu/graduate/students/policies-procedures/index.html>
- The Clemson University Graduate Catalog has gone online. It can be found here: <http://catalog.clemson.edu/>
- Be aware of the requirements (and deadlines) for your GS2 form. Not all of the classes that you take must be listed here, but there are requirements for the number of hours taken at the 7000 and 8000 levels. Look in the departmental guidebook.

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 he/she does and does 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 (Internal 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.
- Our department has the equipment to produce slides and posters for your presentations if you prepare them in advance.
- 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 (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!

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