CLEMSON TEACHING RESOURCE GUIDE (2022-2023)

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WHAT IS THE TEACHING GUIDE?

When I joined Clemson, I quickly realized that there were many good people around campus who could help me with all sorts of questions, but I had some trouble locating the units who touched on teaching. So, I started this guide to help new instructors find out all the different units who can help you. This guide has been edited by a representative of each relevant unit so that the information located below is current and relevant web links provided.

Sincerely,

Taimi Olsen, OTEI

INTRODUCTION: EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS AND PROVOST

Welcome to the Clemson family! I am delighted that you have chosen to join us. At Clemson you will find world class colleagues and students, and a spirited and cohesive academic community working together to fulfill the University's strategic plan ClemsonFORWARD. The strategic plan is grounded in Clemson's historic strengths in teaching, scholarship, and engagement, and focuses us all on the future

and the opportunities for South Carolina, the nation, and the world in the 21st Century. The plan aims to ensure that Clemson fulfills its core mission, honors its land grant university legacy, and consistently ranks among the nation's top 20 public universities and Carnegie tier-one research institutions. Instructional excellence is one of the most critical elements of fulfilling this vision. One of our main goals is to enrich student knowledge and understanding as well as prepare an educated workforce. We generate employment and output and contribute to the growth of our area (and beyond) as our students move into the workplace.

Thank you for your engagement with OTEI, Clemson's Office of Teaching Effectiveness and Innovation. Your participation in the New Faculty Teaching Conference and future OTEI offerings prepares you to do your part to take our university, state, and region forward. We look forward to getting to know you better and positioning you to play an intricate part in the ClemsonFORWARD plan.

Dr. Bob Jones

The Executive Vice President of Academic Affairs and the Provost is the chief academic officer of the University, responsible for all academic activities through the seven colleges, the Graduate School, Undergraduate Studies and the University Libraries. Information on academic affairs, ClemsonFORWARD, and academic calendar can be found at https://www.clemson.edu/provost/ .

FACULTY SENATE

The Clemson Faculty Senate https://www.clemson.edu/faculty-staff/faculty-senate/ serves as the official representative body of the faculty and the link between faculty and administration. The senate reviews and recommends policies and procedures, which are then compiled in the Faculty Manual https://www.clemson.edu/faculty-staff/faculty-senate/manual.html. For over fifty years, the Faculty Senate has participated in a variety of initiatives to improve the status of the faculty of Clemson University. The Senate is currently led by Dr. Kristine Vernon, the 2022-2023 Senate President.

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REGISTRAR

The Office of the Registrar is located in both Sikes Hall and Martin Hall. Specific locations and services can be found on our Contact Us page. The faculty landing page contains helpful links, upcoming events, as well as training materials for help in using iROAR, Clemson's student information system.

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INSTITUTIONAL EFFECTIVENESS

SYLLABUS REPOSITORY

Clemson's Syllabus Repository https://syllabus.app.clemson.edu/repository/ supports public access to all files across a five year history, file deposits by faculty members, file downloads by students, academic department management of files and central management of the application. Click the appropriate Logon button to return to the Syllabus Repository. If you do not have access to the interface required for your role, please contact Institutional Research https://www.clemson.edu/institutional-effectiveness/oir/contact-us.html. Faculty are required to upload syllabi for each semester.

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STUDENT COURSE FEEDBACK AND EVALUATIONS

Clemson has chosen Course Evaluations and Surveys by Watermark (formerly known as EvaluationKit) as the University's online course evaluation/student rating system for courses. Faculty have the opportunity to add their own questions to the evaluation instrument for their course sections. Student rating of course experiences in the context of evidence of student learning in evaluation of faculty instruction, and related requirements and process, is carried out under the guidance of Chapter VI, Part F, Section 2, subsection k of the Faculty Manual (2021 2nd edition). A collection of resources for EvaluationKit can be found here: https://www.clemson.edu/institutional-effectiveness/oir/resources/student_assessment.html.

Contact Information: If you need assistance with student assessment of instructors, contact the Office of Institutional Research using our email address set up specifically for Course Evaluation questions: EKAdmin@Clemson.edu.

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FACULTY ACTIVITY SYSTEM (FACULTY SUCCESS)

Clemson uses Faculty Success by Watermark (formerly known as Digital Measures) to track faculty activities and to manage electronic review, tenure and promotion processes. More information can be found about Faculty Success here: https://www.clemson.edu/provost/digital-measures/

Accounts are created for new faculty members upon hire. If you need an account, and find that one has not been created, please email DMAdmin@clemson.edu. If you used Faculty Success (DM) at your previous institution, it may be possible to copy content to your records at Clemson. Email DMAdmin@clemson.edu with the name of your prior institution, your username while you were there, and what year you were last there.

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PROGRAM ASSESSMENT

To support Clemson's commitment to academic excellence, the Office of Institutional Effectiveness (OIE) facilitates a comprehensive, data-driven system of academic assessment at the program (i.e., degree and certificate) level. The OIE is available to assist instructors in the development and implementation of program assessment plans, as well as with the use of results generated from plan implementation. For more information on program assessment, the annual reporting process, and OIE assessment resources, please visit http://www.clemson.edu/assessment/ or contact us at assessment@clemson.edu.

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COLLABORATIVE ACADEMIC AGREEMENTS AND CONTRACTS

When entering into academic agreements, the University must ensure: compliance with applicable requirements of external entities (e.g., CHE, NC-SARA, SACSCOC) and with South Carolina law; appropriate review by University officials and units that oversee strategy or operations associated with provisions of the agreement; and signatures by University officials who are authorized to sign academic contracts and agreements. The University also needs to: centrally house; collect, catalog, store, and govern the meta-data of academic agreements; serve and manage such agreements and contracts; and, often, provide signed copies of such agreements to CHE.

If you are exploring the development or approval of an academic agreement or submitting a pre-approved learning placement agreement for approval and execution or submitting an active agreement for central storage, governance, and cataloging, you can start this process here:

https://www.clemson.edu/institutional-effectiveness/agreements/.

Contact Information: If you need assistance with Collaborative Academic Agreements and Contracts, contact the Office of Institutional Effectiveness: Phone: 864-656-8092, Email: assessment@clemson.edu.

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STATE AUTHORIZATION, LEARNING PLACEMENT, AND PROFESSIONAL LICENSURE

State authorization allows Clemson University the ability offer programs to students who live outside of South Carolina or enroll students in learning placements that will take place outside of South Carolina (such as internships, clinicals, practicums, and student teaching), Clemson University must meet all of the regulatory requirements of the state where the activity will take place.

State Authorizations

- State authorization regulations apply to all out-of-state university activities, regardless of a program's availability online or on-campus.

- Regulations on out-of-state activities vary from state to state, and from program to program.

- As with most state authorization issues, authorizations are dependent on the type of program, duration of activity, state of residence for the student, and other factors that must be evaluated individually to determine whether authorization will be required.

- Please verify authorization prior to all out-of-state activities. Regulations and requirements can change quickly, and The Office of Institutional Effectiveness can provide you with the most current information.

Learning Placements

- Instructors should verify learning placements (internships, cooperative education programs, clinical experiences, student teaching, practicums, or other applied experiences) taking place outside of South Carolina are authorized in the state prior to committing to the placement. State details can be found here. Some courses will require the student complete a Learning Placement Information Form.

Professional Licensure

- Clemson University programs currently lead to the recommendation of professional licensure or certification in the state of South Carolina. For enrollment of students outside of South Carolina (or those who planned to be licensed in any other state), it is imperative you understand the regulations for each state PRIOR to accepting a student into the program/course.

Contact Information: If you need assistance with state authorizations, learning placements, or professional licensure requirements, contact the Office of Institutional Effectiveness: Phone: 864-656-8092, Email: stateauth@clemson.edu.

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SURVEYS

The OIE manages an approval process for the distribution of surveys across the institution. This process includes the development of a Data Management Plan, which enables survey owners to articulate the details of their survey, including how respondent data will be stored and protected. The result of this process is a public Survey Calendar, where potential participants can verify institutional approval. With access to a wide variety of resources, the OIE is also available to assist instructors in survey development and implementation. For more information on surveys at Clemson please visit https://www.clemson.edu/assessment/surveys/ or contact us at surveys@clemson.edu.

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CLEMSON COMPUTING AND INFORMATION TECHNOLOGY (CCIT)

Usernames and Passwords

An employee username is automatically generated when appointment transactions for employees are posted in the University HR/payroll system (CUBS). As a new employee, you should be notified of your username by your supervisor or you can find it by looking it up in the university directory at my.clemson.edu. By default, your initial password is set to the last five digits of your Social Security number and should be reset by following the process during the first login to your account.

Two-factor Authentication (Duo)

Clemson University has implemented two-factor authentication for various campus systems including HR Peoplesoft, iROAR, Canvas and many others. Two-factor authentication (2FA, for short) asks individuals for a secondary confirmation of their identity at log in using a physical device in their possession utilizing the Duo Security mobile app. Be sure to set up your 2FA account at 2fa.clemson.edu.

Email

Clemson University's primary email system for employee communications is Microsoft Exchange. You can access Exchange through a local client (Outlook, Apple Mail, etc.) on your device or through the web at https://office365.clemson.edu.

Google Mail (Google Workspace) is the primary email system for students and offered as an alternative for employees. Google Workspace accounts can be setup from the Clemson Email forwarding page (clemson.edu/emailforwarding). While setup instructions are available at ccit.clemson.edu, the Service Desk and your local IT support personnel are happy to assist with email setup.

Getting Help from IT

When you have an IT problem or question, CCIT is here to help! IT Services are provided through both the CCIT Service Desk and your local IT support group. A help ticket can be submitted by emailing ithelp@clemson.edu, calling/texting 864-656-3494, or visiting the CCIT website. The CCIT Service Desk will work to address your issue as quickly as possible. If required, your request will be routed to a local support group dedicated to your college or department. More information on local support is available at https://ccit.clemson.edu/support/faculty-staff/tech-support-program.

Classroom Technology

CCIT provides full audio-visual training and support for over 250 central classrooms throughout campus. Central classrooms have a standard set of equipment including a projector with HDMI and

wireless capabilities. While some rooms provide only a laptop connection point, many classrooms are equipped with a desktop computer. While classrooms with advanced media technology are available for distance education courses or for courses with a lecture capture requirement, each classroom on campus is equipped with a camera and microphones for use with web conferencing software. More information is available at https://ccit.clemson.edu/support.

Employee Printing

Most departments have network printers available for faculty and staff use. These printers can be accessed by Papercut, a new application that allows employees to access multifunction devices on the Clemson network. Please contact your local support for assistance with the configuration of printing options available in your department.

Software

CCIT has a wide range of software available at no charge for faculty to download and use. General desktop software, such as Microsoft Office/Office 365 and Adobe Creative Cloud, are available along with discipline specific software and much more. For further information or to download our most common titles, visit https://download.clemson.edu.

Research Computing

Clemson has a world-class high performance and data-intensive computing environment known as Palmetto for faculty and students to use in their research and education pursuits. Assistance through CCIT's CITI organization can help you best take advantage of these resources through one-on-one consultations and training programs. For more information on Palmetto and CITI, visit https://citi.sites.clemson.edu/.

Wireless (eduroam)

Eduroam (Education Roaming) is the primary secure wireless network available to faculty, staff and students. Eduroam is available at all Clemson sites and allows connection to the Internet at other colleges and universities using Eduroam. Reminder: When prompted to log into Eduroam, your username is your full clemson.edu email address (i.e., username@clemson.edu).

Additional networks called 'clemsonguest' and 'resmedianet' are also broadcast throughout campus. Clemsonguest is available only to non-Clemson users and has limited access to Clemson systems and resources. Resmedianet is available for connection of devices that are not compatible with eduroam, such as media devices (Roku, AppleTV, etc.). For more information about wireless networks at Clemson, visit https://clemson.edu/wireless.

<u>Wired Network</u>

Network connections in your office and throughout campus should be connected and available for use. The first time you connect a device to the network, you will need to complete the Network Registration (Netreg) process. When you first open a web browser, the network registration webpage will display and allow registration of the computer or network device. You can manage your network devices at https://netregistration.clemson.edu/netreg_public/ (Banner).

iROAR is Clemson's Student Information System. iROAR is used for course registration, room scheduling, grades, financial aid, student billing, unofficial transcripts, degree audits and much more. These functions can be accessed at iroar.clemson.edu.

<u>Training</u>

CCIT provides an online learning management software system called Percipio for all users that offers a comprehensive library of books, audio and video courses. Percipio covers a wide range of software, skills and concepts featuring customized learning paths for teams or individuals. CCIT also offers live training for several Clemson systems, such as geospatial technologies and research computing. If other specialized training is needed, please contact ITHELP@clemson.edu.

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ONLINE PROGRAMS

Clemson Online guides faculty in the development and delivery of online and blended programs and courses. If you are interested in building a course or program, Clemson Online can ensure that you are given the support from our team, providing resources and guidance for every step of the process.

Clemson Online also provides information and resources for the following:

- Canvas learning management system (LMS)
- Web conferencing
- Assessment solutions
- Instructional video tools

Visit www.clemson.edu/online for more information about our faculty development opportunities, services and support.

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CANVAS SUPPORT

Canvas is the university's learning management system (LMS). Whether you are teaching a face-to-face, hybrid, or online course, you will have a Canvas course in order to create content, share resources, and communicate with your students.

If you are new to Canvas, it is highly recommended that you enroll COFFEE (Clemson Online Furthering Faculty Education and E-Learning). COFFEE is a series of online courses designed to help instructors of all kinds learn about effective online teaching. Each course is asynchronous and provides participants with active learning opportunities to create instructional materials they can use and re-use in their own teaching. For example, participants learn how to create effective online assessments in the standard COFFEE course, while in the Video and Visual track, participants practice creating clear, visually appealing Canvas pages. Visit https://www.clemson.edu/online/events.html for our current schedule. Canvas, as well as training information and resources, can be also accessed by visiting www.clemson.edu/canvas.

Need help with Canvas? Click Help within Canvas to see support options including 24/7 live chat with Canvas support staff or contacting ITHELP@clemson.edu .

There are a variety of tools available to you as an instructor that enable you to leverage the latest technology in your classroom. Clemson Online hosts training sessions or can provide on demand support for a number of technologies. You can also find supported tools on our website at https://www.clemson.edu/online/tools/.

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TEACHING WITH TECHNOLOGY

There are a variety of tools available to you as an instructor that enable you to leverage the latest technology in your classroom. Clemson Online hosts training sessions or can provide on demand support for a number of technologies. You can also find supported tools on our website at https://www.clemson.edu/online/tools/.

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OFFICE OF TEACHING EFFECTIVENESS AND INNOVATION

The Office of Teaching Effectiveness and Innovation (OTEI) serves all at Clemson who teach. OTEI focuses on supporting teaching excellence to positively influence student outcomes. OTEI provides individual instructors, departments, and colleges with evidence-based training and resources needed to implement successful teaching methods and create new courses and strategies through engaged, collaborative learning communities. OTEI is located on the second floor of the Watt Family Innovation Center as a partner of the Watt Center. We are online at https://www.clemson.edu/otei/ and on Facebook, Twitter and Instagram.

Check out our events, programs, and services on our website. We host teaching conferences, publish guides and other teaching resources, publish courses and modules within Clemson Canvas, and host Faculty Learning Communities—and other events and initiatives. We publish the Clemson Teaching listserv news

about teaching-related events in collaboration with Clemson Online, Clemson Libraries, and units across campus.

Our staff includes educational developers and learning design specialists and we offer consultations that include collected student feedback and doing classroom observations. We work with departments and colleges to offer workshops and host university-wide events. You can complete faculty educational development offerings through our Canvas courses in universal design for learning, assignment design, and other opportunities!

Contact us at otei@clemson.edu. The office is directed by Dr. Taimi Olsen and reports to the Provost's office.

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UNDERGRADUATE STUDIES DIVISION

ACADEMIC INTEGRITY

Instructors that suspect academic dishonesty in their undergraduate classes must follow the university policy. Instructors may not penalize an undergraduate student for dishonesty without due process. For the full policy, refer to the Academic Regulations section of the online undergraduate catalog.

- For plagiarism or inappropriate collaboration outside of the classroom, instructors can use the Plagiarism Resolution Form available at the link below. Instructors will meet with students and agree on a penalty. Instructors will not pressure students to sign this form.
- Instructors unwilling or unable to meet with students to discuss plagiarism can send a charge to Undergraduate Studies; use contact information below.
- For infractions other than plagiarism, contact the Associate Dean of Undergraduate Studies; first via email for instructions.
- Best practices for deterring dishonesty can be found here: https://www.clemson.edu/academics/integrity/documents/cheat-sheet.pdf
- General questions can be addressed to UGSintegrity@clemson.edu.

For information on all of the above, access https://www.clemson.edu/academics/integrity/index.html

For consultation or to submit a charge of dishonesty, contact Undergraduate Studies at 864-656-3022, or email Dean Appling at japplin@clemson.edu.

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GENERAL EDUCATION

As part of Clemson University's accreditation by SACSCOC (Southern Association of Colleges and Schools Commission on Colleges), we deliver a General Education curriculum for all undergraduate students.

Regardless of their majors, all Clemson undergraduate students take courses to meet common student learning outcomes.

Current General Education

The current General Education curriculum requirements and lists of courses can be found in the 2021-2022 Undergraduate Catalog.

If you are teaching a course in the General Education curriculum:

- You should include the General Education student learning outcome in your course syllabus, a requirement reiterated in the Undergraduate Class Regulations document sent out by Dean of Undergraduate Studies - Dr. John Griffin – each semester. (Links to the learning outcomes are available in the undergraduate catalog, and both the learning outcomes and assessment rubrics are available via the Clemson General Education website.) You may wish to include the student learning outcome verbatim or to describe how that student learning outcome will be delivered in the course section you are teaching.

- You might be asked to submit some samples of student work from your course as part of the General Education assessment plan. All courses in the General Education curriculum should have an assignment (the "signature assignment") that addresses the General Education student learning outcome) in that course. If the course you are teaching is selected for assessment, instructions will be given to you at that time.

- If you would like to have some additional training and advice on learning-focused assignments and signature assignments, we have a self-paced assignment design course available via Canvas, and you can enroll here.

General Education Re-Envisioning

We will be starting a re-envisioned General Education curriculum–"Crossings"-in Fall 2022 for new students. Information and continued opportunities for faculty development are on the website– clemson.edu/crossings. Other comments can be directed to Associate Dean Dr. Bridget Trogden (Trogden@Clemson.edu).

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GRADUATE SCHOOL

ACADEMIC INTEGRITY

Violations of academic integrity at the graduate level include violations in coursework, research, independent projects, practica, internships, comprehensive and qualifying exams, theses and dissertations and other publications or works submitted as requirements for receipt of a graduate degree. General categories of violations include, but are not limited to, instances of cheating, fabricating/falsifying

information, facilitating violations of academic integrity, failing to cite contributors, plagiarizing, or thwarting the progress of others. The process for reviewing and applying sanctions in cases of academic integrity violations depends on the seriousness of the incident as well as the student's role.

The Graduate School policy categorizes academic integrity violations into four levels depending on the nature of the occurrence. Level One and Level Two violations are handled at the department level with the results communicated to the Graduate School. Level Three and Level Four cases involve a hearing with the university Academic Integrity Committee. The established process, levels of violations, and recommended sanctions are specified in the Graduate School Policies and Procedures Manual: https://www.clemson.edu/graduate/students/policies-procedures/index.html.

For information about the graduate academic integrity policy or to consult about any specific incidents, contact the Graduate School at 864-656-5202.

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GRADUATE STUDENT PROFESSIONAL DEVELOPMENT

A vital element to ClemsonForward's academic core, Clemson University is advancing its commitment to graduate education and the graduate student experience. GRAD 360° is Clemson University's holistic model of professional development for graduate students and postdoctoral scholars. Designed to support the unique academic, personal, and career needs of more than 5,600 graduate students and 100 postdoctoral scholars on the main campus, at innovation sites across the state of South Carolina, and online in their pursuit of diverse career pathways, GRAD 360° provides trainees with a structured way to develop and track their proficiency across the transferable skill areas known as "The Tiger 9."

Each trainee's professional development experiences can be tailored to meet their unique needs and interests. Trainees will be able to:

- Identify their interests, skills, and values throughout their Clemson experience;
- Engage their advisors in holistic advising and mentoring;
- Acquire and develop specific skills necessary for postgraduate professional practice; and
- Track their transformation by recording their experience in an online account.

The GRAD 360° Tiger 9 framework addresses many skills directly related to teaching excellence, not only within the "Teaching and Learning" focus area but also within the "Teamwork and Collaboration," "Leadership and Management," "Professionalism and Ethics," and "Oral, Written and Intercultural Communication" focus areas. A complete listing of GRAD 360° Signature Events is located on the GRAD 360° website at clemsongrad360.

For more information about GRAD 360°, please contact Dr. Marieke Van Puymbroeck, Associate Dean in the Graduate School (mvp@clemson.edu) or send a message to GRAD 360° at grad360@clemson.edu.

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STUDENT ACCESSIBILITY SERVICES

Aligned with Clemson University's commitment to diversity, we envision a welcoming campus that is readily usable and accessible by students with varied characteristics, strengths, and challenges. To that end, we strive to provide access that is proactive, sustainable, equitable, and inclusive to the widest population possible.

We work with students, faculty and staff to ensure that all students at Clemson have equivalent access to campus curricula, facilities, services, and resources through universal design, accommodations, and creative solutions.

Clemson recognizes a student with a disability as anyone who has a physical or mental impairment that substantially limits one or more major life activity. SAS coordinates the provision of reasonable accommodations for students with disabilities and students experiencing barriers due to inaccessibility. All reasonable accommodations are individualized, flexible and confidential based on the nature of the disability. We collaborate with faculty to ensure that accommodations do not create a fundamental alteration of their curriculum; we encourage faculty to raise any concerns with us regarding accommodations put in place by our office for which questions or concerns arise. Faculty may choose to make academic accommodations or modifications for students without formal direction from our office, as long as they make those equally across students and situations.

All faculty members have their own portal in AIM (Accessible Information Management) in which they can see all students in a class who have formal accommodations and what those accommodations are: https://rainier.accessiblelearning.com/Clemson/Instructor . Please let our office know if you would like any assistance navigating this portal. When a student in your class has formal accommodations through our office, you will receive an email that directs you to their accommodations within this portal.

For answers to frequently asked questions, see https://www.clemson.edu/academics/studentaccess/faq.html.

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OFFICE OF GLOBAL ENGAGEMENT

Clemson University's Office of Global Engagement (OGE) supports the integration of global learning into the curriculum through the development of engagement opportunities on-campus and around the globe. We provide opportunities for faculty to explore new modalities and pedagogical innovations for global

learning, including study abroad, global service learning and international virtual exchange. We work with faculty members and departments to establish partnerships around the world, and to host international students, researchers and collaborators here in our classrooms, labs and research facilities.

OGE provides visa and immigration services to the many international students and visitors on our campuses. Our office also offers a series of English language programs to support the academic and professional development of Clemson's international students, visitors, and faculty.

Learn more about global learning at https://www.clemson.edu/administration/global-engagement/gli.html

Learn more about study abroad program design and options at http://www.clemson.edu/studyabroad/faculty.html

Learn about our global partnerships and initiatives at https://www.clemson.edu/administration/global-engagement/global-partnerships/

Learn more about English language programs at https://www.clemson.edu/administration/global-engagement/english-language.html

Learn about immigration and international services at https://www.clemson.edu/campus-life/campus-services/international/index.html.

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GLOBAL LEARNING COMPETENCY

GLOBAL LEARNING—bring the world into your classroom, prepare globally competent graduates. Clemson has elevated global engagement to a strategic priority and provides a broad range of opportunities for our students to acquire global learning through the exploration of other places and interactions with peers around the world. In addition to the traditional study abroad programs, Clemson now offers students 21st century options for global engagement – including internships, co-ops, research and service with our partners around the world, as well as virtual exchanges that bring global perspective into our classes on campus. The Office of Global Engagement can help you integrate global learning into your courses, find partners for virtual exchange, plan a study abroad opportunity or even find opportunities for you to teach/learn abroad over the summer.

Learn about Clemson's Global Competency Outcomes at https://www.clemson.edu/administration/global- engagement/documents/globalcompetencyoutcomes.pdf.

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LIBRARY

Clemson Libraries Faculty Guide: https://libraries.clemson.edu/documents/new-faculty-handbook.pdf/

Do your students need library sources but don't know where to start? Are you asking them to search for a book, article, or data to support their argument? Not sure whether they know how to cite a source properly in their bibliography? Tell them to ask a librarian!

Research Help & Instruction

Help is available in person at the Library Services Desk in Cooper Library, Gunnin Architecture Library, and the Education Media Center. Librarians can also be contacted by chat, text, or email via the Library's website. Check the Library's Ask Us page for details: https://libraries.clemson.edu/ask/.

In-depth assistance by appointment is also available with librarians who specialize in subject areas. A list of librarians and their areas of expertise are listed on this page: https://libraries.clemson.edu/research/subject-librarians/. A librarian can be scheduled to visit your class and provide instruction on database selection and searching techniques as well as what additional resources are available for their research. Instruction sessions are tailored for specific courses and can be anywhere from 15 to 90 minutes depending on the needs of the course. Zoom sessions and/or tutorials are available for online courses and individual consultations.

Resources and Course Reserves

The Clemson Libraries house a number of collections including Books, Dissertations, Theses, Films, Videos, Journals, Magazines, Music Recordings, Scores, Librettos, Newspapers, Journal Citation Reports, Special Collections, Archives, and much more! Need something that the library doesn't own? Reach out to your friendly librarian to discuss your research needs! If there are library materials you would like to place on reserve for your students either online or in print, the library can help facilitate this by creating a Course Resource List and students can find resources right from Canvas under the "Library Resources" tab. For more information, check this page: https://clemson.libguides.com/leganto.

Interlibrary Loan and Scan and Deliver

If you are looking for something that Clemson Libraries does not have, you can use Interlibrary Loan to request that item from another institution. Visit https://libraries.clemson.edu/borrow/interlibrary-loan/ to log in to your interlibrary loan account and request books, articles, book chapters, theses and dissertations, technical reports, standards, and DVDs. Our Scan and Deliver service provides scans of articles and book chapters located in the library. Log in to your interlibrary loan account to place a request and PDF will be delivered to your account within 48 hours.

Data Services

Research and data go hand in hand. The library is here to help you organize, access and enhance your data. Clemson Libraries offers several services related to data that researchers produce in the course of their projects. The research data lifecycle has many stages, and librarians have a unique set of skills and training to assist in research data stewardship. We offer many training opportunities throughout the year,

and we are also available to come to your class or lab group to talk about topics such as reproducibility, Open Data, documenting and preserving data, finding and using datasets, and licensing your data for use by others.

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ADOBE DIGITAL STUDIO AND MAKERSPACE

The Adobe Studio and Makerspace in Cooper Library is an open-access learning space dedicated to providing the Clemson community with digital and hands-on creative tools. Video and podcast production studios are available to use by reservation and a wide range of technology can be borrowed from the Library Services Desk. The Studio also has makerspace equipment, including 3D printers, vinyl cutters, a button maker, sewing machines, and more; which are free to use and require online training. The Studio offers a variety of training and classes, including consultations with an expert intern, class sessions or pedagogical support from the Adobe Studio director, Kelsey Sheaffer, and semesterly workshop series. You can learn how to download Adobe Creative Cloud here: libraries.clemson.edu/ads and get certified to use the makerspace equipment here: www.cumaker.space/.

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SCHOLARS' LAB

The Scholars' Lab (located on the 4th floor of Cooper Library) is an interdisciplinary space for any students, faculty, or staff that have an interest in learning new skills related to data visualization, data analysis, innovative digital research methods, and related topics. We work in conjunction with Clemson Libraries' Data Services to support researchers as they develop research projects and work with their data, whatever form it may take. The space includes a variety of technology for visitors to use for their own research (or simply to try out a new tool) as well as space for collaboration and presentations. https://libraries.clemson.edu/creative-spaces/scholars-lab/.

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COPYRIGHT

Looking for help on copyright issues related to your teaching and scholarly publishing? The Libraries recently merged with Clemson University Press and can assist your copyright needs. Please contact John Morgenstern (jmorgen@clemson.edu) Director of the University Press and Yang Wu (ywu9@clemson.edu) Open Resources Librarian, for help.

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OPEN PEDAGOGY

Are you interested in a creative new form of teaching that combines group work, giving students' initiative to supervise each other while pursuing their own research, and to publish their

writings using a variety of web based platforms, such as self-publishing software, blogs and wikis? Students learn skills with real world applications through the process, such as copyright, writing for public audiences, editing and can cite the works they created in their CVs. The Libraries can help you design courses using this approach and assist you with any copyright, technology and publishing related matters. Please check out our online tutorial on Open Pedagogy and contact Yang Wu (ywu9@clemson.edu) for further assistance. The Library is also here to assist you in choosing and integrating OER into your instruction, and can also offer you financial rewards. Learn how you can make a difference for students and enrich your teaching at our OER website.

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CLEMSON THINKS²

One of the most important benefits that a university education affords students is the ability to think critically. While most faculty claim to teach critical thinking, and while many do, few can articulate precisely how it happens. Clemson Thinks[2] (CT[2]), created as part of Clemson University's 2013 reaccreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), is an ambitious experiment in critical thinking that aspires to transform student learning and faculty teaching across the curriculum and in the disciplines. The foundation of this effort is a series of critical thinking seminars, a cohort of CT[2] Faculty Scholars, a faculty development program (the Clemson Thinks[2] Faculty Institute), a rigorous assessment plan, and a scholarly research program. Now in our ninth year, 225 faculty members have completed the Clemson Thinks[2] Faculty Institute. Since the inception of the CT[2] program in 2012, we have offered 850 classes in 45 disciplines ranging from freshman to graduate level. Please contact us at 864-656-0868 or knox2@clemson.edu for further information.

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ETS PROFICIENCY PROFILE

The ETS Proficiency Profile, administered by the Clemson Thinks[2] program, is a nationally-normed test that measures student skills in: critical thinking, mathematics, communication (reading and writing), and proficiency in social sciences, natural sciences, and humanities. Clemson has administered this test for the past fourteen years. We try to test $1/3 - 1/2$ of the senior class every year. If you teach a senior-level (4000) class, please consider letting us test your class. We will provide the results from your class to you and your department as well as the overall University and the nationwide scores. The data from this test will be a valuable source of evidence for departmental assessment and for specialized accreditation needs (such as ABET, CCNE, AACSB, CAEP etc.). The data we obtain from this test has been instrumental in the improvement and augmentation of all undergraduate education, not just general education.

The test takes 40 minutes and another 10 for handing out and collecting tests, instructions etc. - so it will fill a 50-minute class period. If you can spare a class period it will be much appreciated. We will package the tests, pencils, and instructions and bring them over to your department. The test may be administered any time you like during the semester and we will then come and collect them. If you prefer, we will come and administer the test. If you are planning to be away for a class session, rather than cancel class we can come over and administer the test. Please contact us at 864-656-0868 or knox2@clemson.edu for further information.

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WATT FAMILY INNOVATION CENTER

The mission of the Watt Family Innovation Center is to propel cross-disciplinary student engagement and faculty collaborations by providing high impact partnerships, innovation spaces, events, and research opportunities.

The Watt Center offers state-of-the-art information technology, audio-visual resources, and special facilities to enable Clemson faculty and students – from all academic disciplines – to accomplish forward-thinking, innovative research and teaching. The Watt Center especially welcomes multidisciplinary and collaborative activities.

Reservations to use the Watt Center: https://www.clemson.edu/centers-institutes/watt/reservations/

- Rooms for courses, classes and project meetings
- Watt room reservations using LibCal
- Events spaces
- Request a tour of the Watt Center

Watt Center facilities include:

- Classrooms and small project rooms equipped with high-resolution, touchscreen and 3D monitors
- Web and videoconferencing capabilities in all rooms
- 187-seat auditorium with a 32'x9' LED video wall
- 3D laser projection on a 13.6' auditorium screen
- 3D glasses for use with Watt center 3D screens
- Communications studios for recording lectures, presentations, or synchronous communications. To use the Studios, contact Alyssa Davis alyssa8@clemson.edu or Tullen Burns Tullen@clemson.edu
- Events spaces including: the Watt Center auditorium, atrium, and rooftop terrace

- [Student Makerspace](#) offers all students access to 3D printers, laser cutters, CNC mills and other equipment
- [Virtual Reality Immersive Space](#) assists students, faculty and researchers to develop virtual and augmented reality experiences.

Watt Center programs include:

- **The Watt AI Program** facilitates the coming together of students, staff, researchers and AI technologies to solve complex analytics problems in the greater Clemson network. By connecting AI-empowered students to researchers, campus leaders and industry partners, the program creates meaningful educational and professional opportunities for students while promoting new knowledge discovery, the growth of campus initiatives and business development. If you are interested in working with the Watt AI program on your project, please fill out **this brief survey** and we will follow up with you via email.
- **Clemson Energy Visualization & Analytics Center (CEVAC)**, jointly funded by University Facilities, is a state-of-the-art operations center that supports student educational opportunities, interdisciplinary research, and improved facilities operations to help realize the Clemson Sustainability Action plan. CEVAC is interested in working with faculty on research that leverages the robust CEVAC platform. For more information, contact Tim Howard, Facility Manager timh@clemson.edu 656-4460.
- **VR Mondi** develops immersive, interactive virtual reality experiences that allow students to improve language skills, develop intercultural competencies, and engage in intercultural communications with global peers. For information, contact Nathan Newsome nathann@clemson.edu
- **[Media Forensics Hub](#)** creates a broad-reaching forum for Clemson University to 1) promote multi-disciplinary research with direct societal impacts, 2) collect and facilitate discussion and ideation of challenges and solutions, and 3) engage devoted university experts and industrial partners on a common mission for the social good. The "Hub" amplifies undergraduate student innovation in evaluating and integrating inputs from social media, crowd-sourced feedback, and location-based data using tools such as AI, social media listening, and geographic information system (GIS) visualization. To access Media Forensics tools, summaries, data, and FAQs: click here. To explore collaborations, click here.
- **[Creative Inquiry + Undergraduate Research](#)** is Clemson's campus-wide program for engaging undergraduate students in research and creative activities. Clemson faculty members - in all disciplines - mentor undergraduates in team-based projects. For more information visit the

Creative Inquiry website or contact Dr. Barbara Speziale bjspz@clemson.edu or Cora Allard

http://www.clemson.edu/centers-institutes/watt/creative-inquiry/index.html

callara@clemson.edu

Visit the Watt online: www.clemson.edu/watt

Selected Contacts (see all others here)

- Dr. Todd Marek, Executive Director

  marek@clemson.edu 656-9436

- Dr. Barbara Speziale, Associate Director for Academic Affairs

  bjspz@clemson.edu 656-1550

- Dr. Mark Krystofik, Associate Director for Operations & Sustainability

  krystof@clemson.edu 656-9241

- Dr. Claire Dancz, Research Associate for Education Systems

  cdancz@clemson.edu 656-9587

- Tullen Burns, Events Coordinator

  tullen@clemson.edu 656-2411

- Cora Allard-Keese, Creative Inquiry Associate Director

  callara@clemson.edu 656-0721

CREATIVE INQUIRY + UNDERGRADUATE RESEARCH PROGRAM

Creative Inquiry (CI) is Clemson's campus-wide program for engaging undergraduate students in research and creative activities. CI enlists members of the Clemson faculty - in all disciplines - to mentor undergraduates in team-based projects that may arise through the faculty member's own research, community needs, and/or student interests.

Characteristics that distinguish Creative Inquiry include:

- CI is open to undergraduate students in all disciplines, at all academic levels.

- Faculty mentors work with small teams of students on projects through multiple semesters.

- CI projects are embedded in for-credit CI courses.

- Each department has one or more courses specifically for CI.

- Projects may be contained within a discipline or multidisciplinary.

- Projects may be on-campus or remote.

- Projects may address real-world issues as well as academic topics.

- Projects may incorporate service-learning, international studies, and/or entrepreneurship – as long as there is a defined research problem and measurable research outcomes.

- CI projects may receive small amounts of funding to support supplies and travel needed for the project. Creative Inquiry projects are supported by institutional funds, private donations, and corporate support.

Steps to initiating a CI project:

1. Faculty members must apply for project recognition through the CI website, www.clemson.edu/ci.
2. Select the 'Faculty' tab and review mentor information.
3. Then, select 'Submit your project proposal', following the links to open a 'New project.'
4. Complete the fill-in forms and submit. The forms will ask you for the course and section in which you plan to offer your CI project. Please discuss this with your department chair in advance.

For assistance, consult the guide to the CI project application process. The CI office will review your proposal and respond to you via email (ciinfo@clemson.edu). To browse CI project descriptions, visit the Current Projects page or read the annual Decipher magazines.

CI Students are required to present research at the Focus on Creative Inquiry Poster Forum and/or Student Research Forum (April).

All students are invited to:

- Present research at the Summer SCI + UR Showcase (August).
- Receive alerts for funding, internship, publishing and presentation opportunities from the Student Opportunity Center.

For more information about Creative Inquiry or for reports on unit participation and accomplishments, visit the CI website or contact Cora Allard-Keese, CI Associate Director, callara@clemson.edu, 864-656-0721.

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RUTLAND INSTITUTE FOR ETHICS

(Helping you to integrate ethics education into your curriculum)

The Rutland Institute for Ethics (RIE) https://clemson.edu/ethics serves the greater communiversity by supporting and providing ethics education to undergraduate and graduate students alike. Whether through the use of the faculty-endorsed decision-making model or programs designed to engage and enlighten students about ethical leadership, the institute seeks to promote the idea that ethical dilemmas can and should be addressed using solid decision-making skills that can lead to successful outcomes. Since its inception in 2001, the Institute has provided training in ethical decision-making to students, faculty, and businesses. The Institute continues to fulfill its mission by expanding its sphere of influence in several programmatic ways including but not limited to:

- Annual Ethics Day with influential and well-respected keynote speakers (Fall semester)

- Annual High School Ethics Case Competition impacting a five county radius around the greater Clemson area and other high schools around the nation (Spring semester)
- Distinguished Ethics Scholars Program that rewards students for engaging in extracurricular and co- curricular activities centered around ethics education (Any time)
- Two awards (Cherry Braswell Rutland/J. T. Barton, Jr.) given to students who demonstrate ethical leadership, ethical decision-making, and ethics promotion in an exemplary way (Fall semester)
- TIDE (Tigers for Inclusion, Diversity, and Ethics) Conference which highlights the intersection of diversity and ethics within each discipline (Spring semester)

Need a classroom speaker on ethics within your discipline? Feel free to contact Bill McCoy (wmccoy@clemson.edu), Director of the Rutland Institute for Ethics, for potential speakers.

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PEARCE CENTER FOR PROFESSIONAL COMMUNICATION

Rooted in the belief that all students should have the opportunity to become effective communicators in their chosen disciplines, the Pearce Center for Professional Communication has been supporting students and faculty in professional communication since 1989. Through state-of-the-art technology and collaborative workspaces in the Class of 1941 Studio for Student Communication, the Pearce Center provides students with experiences in oral, visual, and digital communication and supports faculty-led service-learning projects. Specific student programs include two competitive undergraduate internships—Pearce Interns and Visual Information Design—and Graduate WAC Fellows, a professional development opportunity in writing across the curriculum for selected graduate teaching assistants. Specific faculty programs include Faculty Fellows, a year-long program that aims to enhance the academic profile of faculty research by developing strategies for effective professional communication, and WAC Faculty, a teaching and mentorship program between faculty and graduate students. Also, Pearce Center offers a paid professional editing service called Professional Editing at Pearce, which is open to graduate students, faculty members, and community clients. For more information, contact Pearce Director Cameron Bushnell at cbushne@clemson.edu, call 864-656-9351, or visit the website at https://pearce.caah.clemson.edu/.

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ACADEMIC SUCCESS CENTER (ASC)

The Academic Success Center (ASC) https://www.clemson.edu/asc/ offers a variety of free learning and success services for all undergraduate students. ASC services are designed to equip students with strategies and resources they can use to:

- Succeed in their courses
- Become more confident, independent, and skillful learners
- Engage in more productive and effective study and learning strategies
- Manage their time more effectively

Learning Support Services

- Peer Tutoring – students can expect a 1:1 meeting with a trained undergraduate peer leader (who made an A or B in the course and was recommended by a faculty member) during which the student can share specific questions they have about course content with the tutor focused on helping the student, through questioning techniques and identification of helpful learning strategies, master course concepts. Tutors do not help with homework or other class assignments. (Linked to a course)
- Peer-Assisted Learning (PAL) – students can expect collaborative and active group learning and study sessions focused on mastery of course content and learning strategies that is facilitated by a trained undergraduate peer leader (who made an A or B in the course and was recommended by a faculty member). PAL leaders do not help with homework or other class assignments. (Linked to a course)
- Academic Coaching – students can expect a 1:1 meeting with a trained professional academic coach during which the coach helps students see themselves, their skills, and their study habits from a fresh perspective through one-on-one sessions focused on learning and personal success strategies.
- Success Strategy Workshops – students can expect 30 - 45-minute workshops on college success skills, time management and organizational skills, test-taking strategies, study strategies, finals preparation, life skills, and academic resources.
- University Success Skills course (CU 1010) – students experiencing academic difficulty can expect a course focused on academic and personal skill building taught by instructors who want to work with this student population

Campus Location

The Class of 1956 Academic Success Center building is located in the center of campus adjacent to Cooper Library and the Watt Family Innovation Center.

<u>Inclusion Statement</u>

The Academic Success Center exists to inspire success in every student who participates in our programs and services. Celebrating and honoring the diversity of our students, faculty, and staff is at the core of inspiring success and a sense of belonging. The diversity of our Clemson community comes in many forms, but inclusion comes in only one form – when each member of our community experiences a real sense of belonging. We, the ASC staff, are committed to creating a welcoming and inclusive experience at the Center. We affirm that our goal of creating and delivering welcoming, inclusive, and equitable student learning experiences at the Center requires our active and ongoing commitment to listening and learning through engagement in professional development opportunities and confronting and dismantling inequalities. We acknowledge that this will be an ongoing work in progress and pledge to strive for continuous improvement.

Please encourage your students to utilize one or more ASC services. We welcome your feedback on how we can best serve your students.

LEARNING SUPPORT SERVICES LINKED TO COURSES

Information about the Center's PAL and tutoring services can be found at: https://www.clemson.edu/asc/courses/index.html.

The ASC, through the PAL and tutoring programs, provides learning support for 100+ courses. Supported courses can be found at https://www.clemson.edu/asc/courses/index.html.

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MICHELIN CAREER CENTER

The Michelin® Career Center, in the Center for Career and Professional Development https://career.sites.clemson.edu/michelin_career_center/ , assists undergraduate and graduate students in selecting appropriate fields of study, understanding the skills and competencies employers value, learning effective job searching strategies, and making connections with employers. Career counselors are available to meet with students virtually or in-person to explore career or educational options, develop résumés and cover letters, hone interviewing techniques, conduct searches for internships and full-time jobs, and ready themselves for interviewing with employers. In addition, students may utilize ClemsonJobLink, the Career Center's on-line recruiting system, to view and apply for part-time jobs, internships, and full-time job postings and to sign up for on-campus interviews.

Experiential learning opportunities are designed to challenge students to be active and intentional learners. The goal is for students to transfer their knowledge and experiences from the classroom and apply them in the workplace. The Center's Internship Program brings together students and employers to facilitate academically enriching and mutually beneficial work experiences. This program offers on-campus, off-campus and international internship options. Students may participate in either part-time or full-time internships.

The Center's goal is to endow students with the skills and tools to find part-time jobs and internships while in school, as well as full-time jobs following graduation.

More than 6,000 employers use the Center to connect virtually and in-person with students through job postings, on-campus interviews, information sessions and career events via our on-line recruiting system ClemsonJobLink. The Center hosts a number of events throughout the year to further connect students and employers, including an all- majors career fair each Spring and Fall, and several fairs for specific fields such as education and construction.

Other information can be obtained from the Career Center's website at career.clemson.edu or by calling 864- 656-6000.

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CORE CAREER COMPETENCIES

Clemson University aims to empower students to achieve their educational and professional goals. In coordination with faculty, staff, employers, and alumni and grounded in research, the Center for Career and Professional Development identified and outlined proficiency levels for nine core competencies students need to develop and articulate to potential employers and graduate/professional schools. In the spirit of the growth mindset, students have the ability to develop in all nine areas through experiences inside and outside of the classroom and continue to build these competencies after graduation with lifelong learning.

To be successful in life after Clemson, undergraduate and graduate students will need to polish skills they already have, develop skills they don't, and apply them in a variety of settings. Faculty and staff already help undergraduate and graduate students develop the competencies employers and graduate/professional schools seek. By using a common framework to help students realize the competencies they are developing, how to articulate them, and how to continue developing them will better prepare students to meet the demands of an evolving world and – UNLEASH THEIR INNER TIGER.

LEARN, ACT, FLEX **SUCCEED**

Engagement	**Innovation**	**Professionalism**
Communication	Adaptability	Self-Awareness
Collaboration	Analytical Skills	Integrity & Ethics
Leadership	Technology	Brand

Top 5 Ways We Can Partner with You to Support Students

1. Encourage students to visit us and use the resources, programs and services throughout their time at Clemson.

2. Help students see the connection between what you're teaching them and the competencies they'll need for employment and/or continuing their education.

3. Invite us to speak to your students on topics such as writing resumes, applying to internships/jobs, and interviewing. We can also help students articulate these competencies on resumes and during interviews. https://tinyurl.com/CCPDworkshop .

4. Encourage your students to follow us on social media for postings, career/competency related content, articles, videos, the latest career development tips, internship and co-op opportunities, and employer information sessions.

5. Know of an employer who would like to recruit at Clemson? Email our Director of Employer Relations (Andrea Franklin – alfrank@clemson.edu).

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STUDENT HEALTH AND WELLNESS RESOURCES

Student Health Services (SHS) is an integrated, outpatient organization comprised of three divisions: Medical Services, Counseling and Psychological Services (CAPS), and Healthy Campus. Medical Services and CAPS are located in Redfern Health Center, and Healthy Campus is located in Fike Recreation Center.

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SHS strengthens Clemson University by providing quality medical and mental health care, public health leadership, and initiatives that enhance the academic success of our students and promote health, safety and well-being of the campus community. SHS strives to be an innovative health care system providing integrated quality services that are responsive to the needs of the University community. Currently only 17 student health centers in the United States are accredited by The Joint Commission (www.jointcommission.org) , and CU SHS is the only The Joint Commission-accredited student health center in South Carolina, a gold standard for health care accreditation.

Emergency, in-crisis and after-hours care information can be found at clemson.edu/campus-life/student- health/emergency.html.

Learn more about SHS at clemson.edu/studenthealth.

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MEDICAL SERVICES

SHS offers ambulatory care for illness and injury, pharmacy, lab, x-ray and specialty clinics, including women's health, sexual health, allergy and immunization, and travel clinics. Students are seen on an appointment basis. Appointments can be made online through MyHealth-e (redfernweb.clemson.edu) or by calling the appointment line at 864-656-1541. Urgent problems or new injuries may be seen without an appointment through the nurses' clinic.

Learn more about Medical Services at clemson.edu/campus-life/student-health/medical/.

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CAPS: COUNSELING AND PSYCHOLOGICAL SERVICES

College life is often a time of transition and challenge. Students face these developmental changes by tapping into their internal resources, family, friends and mentors. In some cases, help is needed from trained professionals. CAPS provides a safe and confidential environment for students to address their concerns. Mental well-being, just like physical health, is necessary for students to meet their academic and life goals. Students most often seek care for anxiety, stress, depression, loneliness, relationship difficulties, eating concerns and questions about identity. The staff at CAPS is committed to facilitating students' personal growth and well-being while celebrating individual differences.

CAPS operates on a short-term model as an outpatient center; students in need of intensive services will be referred to an outside provider

<u>Access to Services</u>

To initiate services at CAPS, the student can contact CAPS at 864-656-2451 to schedule an intake phone screening assessment with a clinician. During this call, a clinician will gather brief information and schedule the student for an individual assessment.

The intake assessment allows for understanding of the student's strengths, presenting needs and expectations for treatment. CAPS utilizes a stepped-care model that orders care options along a continuum and the student enters care at the lowest level of intensity needed. The student may then step up or down to address their needs.

<u>Counseling</u>

Care options, along the stepped care continuum, may include assisting the student to adjust to the university community, accessing self-help resources, participating in skills-building workshops, online treatments or individual counseling. Group therapy is often the optimal form of intervention given that many of the issues students encounter occur in social settings. It follows that working out these issues in a therapeutic social environment facilitates growth. CAPS offers both general and specific-theme groups as well as groups that focus on learning effective skills for living. Family and couples counseling is also provided.

<u>Therapy Assistance Online (TAO) Therapy Anytime, Anywhere!</u>

TAO is an online suite of tools meant to teach life skills, build resilience and encourage positive growth. TAO's educational modules are comprised of brief videos, interactive games and mindfulness exercises meant to help students recognize and confront negative thoughts and behaviors. Specifically, the modules help students struggling with depression, anxiety, relationships, communication, chronic pain, and alcohol and/or drug use. Students can access TAO on their smartphone, tablet or computer and complete the treatments on their own. If a CAPS counselor assigns TAO, a 10- to 15-minute weekly videoconferencing appointment is scheduled to monitor progress. However, the student can also self-enroll with their Clemson University student email. **TAO Self-Enroll is also available to all Clemson faculty and staff.** The Mindfulness Library has a wealth of resources on various topics. For the sign-up link, visit clemson.edu/caps or search for "TAO Mobile" in the app store.

<u>Mood and Anxiety Management Services</u>

These programs treat symptoms from a holistic perspective with creative approaches, including web-based resources. Given there is often an overlap between anxiety and depression, these programs offer the well- received Tranquility Workshops. This four-week series focuses on increasing self-

understanding and self- acceptance while challenging participants to recognize anxiety, stress, depression and increase effective coping.

Relationship and Sexual Violence Services (CU-CARES)

CU-CARES is a program which serves survivors of trauma in both individual and group counseling. Survivors often benefit from providing and receiving support. CU-CARES also provides educational programming to bring attention to healthy relationships for all students.

Alcohol and Other Drugs

The Assessment, Choices, Transitions and Training (ACTT) program assists students with issues resulting from the misuse of alcohol and/or other drugs. ACTT accepts referrals from legal and judicial systems, faculty, staff and family as well as self-referrals. ACTT aims to increase understanding of risk factors associated with both legal and illegal use of alcohol and/or other drugs and promotes responsible decision-making.

Eating Disorders Program

This program encourages addressing eating concerns through a multidisciplinary approach, which is necessary to address psychological, medical and nutritional perspectives. SHS provides medical and psychological treatment to students struggling with their relationship to food, along with a referral to a dietician specializing in the treatment of disordered eating. Body positivity is at the core of our model, and students are empowered to value their unique identities as well as make peace with their bodies.

Dialectical Behavior Therapy (DBT)

This is the most intense program at CAPS involving one and a half hours of a skills class and one hour of individual therapy for a total of two and a half hours per week. The program is semester-long, covering four areas of exploration: Mindfulness, Emotion Regulation, Distress Tolerance and Interpersonal Effectiveness. This is a very effective program for students wanting to improve their experience and management of emotions.

Psychiatric Services

Psychiatric consultation is available to evaluate and manage the medication needs of clients. Students have access to the in-person psychiatrist or telepsychiatry, seeing a Medical University of South Carolina psychiatrist. Fees for missed appointments and late cancellations will apply.

Consultation and Outreach

CAPS counselors offer a variety of outreach services throughout the academic year and upon request. Services include presentations on mental health issues, skills-building workshops and crisis

debriefings. CAPS also provides consultation services to assist students, faculty and staff members with projects or specific situations where the advice of a mental health professional may be helpful.

Services to Student Athletes

Recognizing the special needs of student athletes, CAPS in partnership with Athletic Department, has embedded psychologists in Nieri Student-Athlete Enrichment Center. Although the emphasis is on improving mental wellness, performance enhancement is a corresponding outcome.

Services to Student Veterans

CAPS has an established, collaborative relationship with the Department of Military and Veteran Engagement that serves student veterans. CAPS supports student veterans by providing counseling services as well as facilitates referrals and connects students with various resources on campus.

CAPS On Call

For psychological emergencies, counselors are available for crisis assistance and consultation 24/7. After hours and on weekends, a CAPS counselor can be reached by calling the Clemson University Police Department at 864- 656-2222 and asking for the on-call counselor.

Training Programs

CAPS is home to a doctoral internship program accredited by the American Psychological Association. This program provides a capstone experience for students in counseling and clinical psychology doctoral programs. CAPS also provides a counseling internship experience for master's counselors-in-training. Both training programs provide services under direct supervision. Undergraduate internships offer an introduction to the mental health service delivery system.

Learn more about CAPS at clemson.edu/caps.

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HEALTHY CAMPUS

The goal of Healthy Campus is for Clemson University to be a national model of health, safety and sustainability, and for students to experience a way of life at Clemson University that contributes to their lifelong health and well-being. Healthy Campus achieves this by providing exemplary:

Leadership and advocacy for public health policies and structures intended to improve health

Engaged learning activities- creative inquiry teams, internships, class projects, and mindfulness and well-being short courses

Partnerships and networks of collaborators to achieve Healthy Campus objectives

Population-level interventions

Presentations and information focused on the following areas are available as [requested](#) and [online](#): alcohol and other drugs, anxiety, body image, building social connections, depression, eating disorders, interpersonal violence, mental health, mindfulness, nutrition, safety on social media, sexual health, sleep, stress, suicide, sustainability, tobacco and other health-related topics. We also provide several 4-week well-being workshops, including workshops on body image (The Body Project), empathy and mindfulness.

Aspire to Be Well

Healthy Campus coordinates [Aspire to Be Well](#), a CU 1000 requirement. Aspire is a peer-led health, safety and resiliency focused dialog presented by Healthy Campus student facilitators. This 90-minute dialog covers areas key to maintaining a healthy and safe lifestyle, including overall well-being and resilience, alcohol and other drug misuse prevention, mental health and suicide prevention, and interpersonal violence prevention, while focusing on bystander intervention and campus resources.

AlcoholEdu

Healthy Campus administers AlcoholEdu for all new Clemson students. In this online educational activity, students: learn about the mental and physical effects of alcohol, prepare to be active bystanders, and review state laws and University policies related to alcohol use.

Koru Mindfulness

Developed at Duke University, [Koru Mindfulness](#) is an evidence-based program specifically designed for teaching mindfulness and meditation as a way to manage stress and reduce anxiety. You will learn specific skills that help calm and focus your mind, including breathing exercises, guided imagery, body scan and more. This course is open to students and employees. To learn more or to register, visit our [website](#).

Tigers Together Advocacy Training

Suicide is the second leading cause of death among college students. Therefore, Clemson University developed a campus-wide suicide prevention initiative called [Tigers Together](#). A part of this initiative is the Tigers Together Advocacy Training. This 90-minute workshop equips faculty, staff and students to be the bridge between a student at-risk for suicide and the mental health professional help they need. Participants will learn suicide risk factors and warning signs, how to compassionately and empathetically communicate with students in distress, how to ask a student about suicide, and how to connect them to resources. Tigers Together can be offered in- person, live online or asynchronously. Request it for your department or class on Tigers Together's website: [clemson.edu/suicideprevention.](#)

Don't Cancel That Class!

If you have to miss class, don't cancel; consider requesting Healthy Campus' 50-minute health and well-being module. In this presentation, health is approached holistically, with a key emphasis on the integration amongst nutrition, mental health, and resilience. [Submit requests using Healthy Campus' online form](#).

National College Health Assessment

Through the American College Health Association, Clemson University administers a survey on student health and well-being biennially. Topics covered in the National College Health Assessment include, but are not limited to:

- General health
- Health care utilization
- Tobacco, alcohol and other drug use
- Sexual behaviors
- Mental health and well-being
- Acute conditions
- Ongoing or chronic conditions

The data collected from this survey informs the practices of Student Health Services and assess our programming and services.

Learn more about Healthy Campus at [clemson.edu/healthy-campus](#).

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OFFICE OF COMMUNITY AND ETHICAL STANDARDS

The mission of the Office of Community and Ethical Standards (OCES), [https://www.clemson.edu/campus-](#) [life/student-conduct/](#) is to promote an environment which encourages students to uphold Clemson University core values of integrity, honesty, and respect as well as its community standards. OCES educates students regarding the consequences of their behavior and empowers students to become responsible members of our community. Contact: Kris Hodge, J.D., Associate Dean/Director of OCES, [khodge3@clemson.edu](#), 864-656-0510.

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OFFICE OF RISK SERVICES AND INSURANCE

The mission of the Office of Risk Services and Insurance is to support Clemson University's research and public service mission by providing superior service to students, faculty, staff and University guests in the areas of risk management, property and liability insurance, Workers' Compensation and related claims.

The staff of Risk Services and Insurance also strives to be the "go to" person whenever anyone on campus has questions about their department's insurance needs, accidents occurring on campus or accidents occurring on or off campus that pertain to university-owned vehicles. Contact: Denise Godwin, Deputy Risk Manager 864-656-3365 godwinp@clemson.edu. Location: 391 College Avenue, Suite 202, Clemson, SC 29634. Email: RiskManagement@clemson.edu

Workers' Compensation

If an employee is injured while carrying out his or her official duties, workers' compensation insurance may apply. In case of injury, it is an employee's responsibility to notify his/her supervisor or department head immediately. Any injury, no matter how slight, must be reported to a supervisor and to our office.

In the event of life or limb-threatening emergencies, contact 9-1-1 or seek immediate medical attention at the nearest emergency facility.

F**or injuries not requiring medical attention**: A CU *First Report of Injury* form must be completed, which can be found on our website. If later, the employee does need medical attention, our department will have the injury on file for our insurance carrier.

For injuries that require medical attention: If the injured employee, or his/her supervisor, judges that medical attention is needed, the supervisor or other designated person must call CorVel at 1-866-282- 2674 to report the injury and assist in completing the First Report of Injury with a Nurse Case Manager. The employee will be referred to Redfern Health Center or an AUTHORIZED Off Campus Medical Facility.

If the employee or supervisor has any questions about workers' compensation, please call our office at 864-656- 3365 or email WCRiskManagement@clemson.edu for additional information.

Foreign Student Travel

The Office of Risk Services and Insurance provides information on foreign travel, including travel with students. Additionally, there is an FAQ page on taking students on field trips https://www.clemson.edu/administration/risk/accident-insurance/index.html , which links to accident insurance information as well as procedure for one-day trips.

The Student International Travel Insurance coverage is provided by Cultural Insurance Services International (CISI). The insurance polity covers basic medical expenses, medical evacuation, medical reunion, repatriation, and a security evacuation rider. Students much purchase an initial week's or month's coverage and may extend their visit by purchasing one additional month's coverage. The enrollment must be completed seven (7) days prior to departure date and proof of insurance submitted via the online application system to the Clemson Global Engagement Office.

Accident Insurance: Field Trip Guidelines

Special-risk accident/illness insurance is available to those departments that engage in events outside the normal course of academic and recreational activities. This includes events such as summer academic camps, Creative Inquiry assignments, trips away from campus, etc. The policy is purchased through Berkeley Insurance Company. Questions regarding special risk coverage should be directed to the Office of Risk Services and Insurance.

There is NO charge for academic required or related events; however, the event must be reported to the Office of Risk Services and Insurance through the "Enrollment Request form for Special Risk Accident Insurance" https://www.clemson.edu/administration/risk/accident-insurance/enrollment-request-form.html 7 days prior to the event.

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IRB: INSTITUTIONAL REVIEW BOARD (TEACHING RESEARCH)

The IRB (Institutional Review Board) is a federally mandated body established under the DHHS regulations for the Protection of Human Subjects (45 CFR 46). Its purpose is to protect the rights and welfare of human subjects recruited to participate in research activities conducted under the auspices of Clemson University (CU).

University policy requires that all research involving human subjects be reviewed and approved by CU's IRB prior to initiation of the research. This requirement applies to all human subjects research conducted by faculty, staff, and students, on- and off-campus, regardless of the funding support, if any, for the project.

We at the Clemson IRB are excited about the research being done in our community, and we look forward to working with you.

Visit our website for information on "What Needs IRB Review".

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INCLUSION & EQUITY

Welcome to Clemson University! Faculty play a critical role in creating a culture of inclusion and promoting equity in the classroom. Your approach to teaching, the dialogue in your classroom and your relationships with students contribute to Clemson University's campus climate.

Clemson University uses the Association of American Colleges & Universities (AACU) Inclusive Excellence framework as its guiding principle for access, student success, and high-quality learning. At Clemson University, diversity, equity, and inclusion are ingrained in our mission and institutional operations.

One of the ways we work to advance diversity, equity and inclusion is through the Clemson University Council for Diversity and Inclusion. Vice President and Chief of Staff and interim Chief Diversity

Officer Max Allen and Executive Vice President and Provost Robert Jones co-chair the Clemson University Council for Diversity and Inclusion. There are approximately 50 student, faculty, staff and community representatives. There are seven commissions affiliated with the Council:

- Accessibility Commission
- Asian Pacific Islander Desi American
- Commission on the Black Experience
- Commission on Latino Affairs
- LGBTQ Commission
- Commission on Women
- Veterans Commission

Deans from all colleges and divisions appoint representatives to serve on the council and community leaders from the Pickens County NAACP, the president of the Urban League of the Upstate and the president of the Hispanic Alliance serve as well. For additional information, please contact Karon Donald, karond@clemson.edu.

As a new faculty member, schedule a time to meet your college representative, join a commission and learn about your strategic diversity plan.

Another way that we work to advance diversity, equity and inclusion in the college classroom is through the Diversity and Inclusion Faculty Learning Community. The Diversity and Inclusion Faculty Learning Community explores the ways faculty from all seven colleges and schools are incorporating diverse content, perspectives, and approaches to curriculum to prepare students for engagement with today's complex world. Faculty search for answers to questions such as, "How can I help my students engage with the multiple communities that constitute their world? How can I work towards equity in academic outcomes? And how can I create a more inclusive classroom?" The Diversity and Inclusion Faculty Learning Community shares its work through campus presentations, department dialogues and the Diversity and Inclusion link on the Office of Teaching Effectiveness and Innovation website. As a new faculty member, contact the Diversity and Inclusion Faculty Learning Community, visit the website and consider applying to join the group.

If you have any questions about fostering an inclusive college classroom at Clemson University, visit the website at https://www.clemson.edu/inclusion/ or contact Dr. Kendra Stewart-Tillman at stewar5@clemson.edu. Again, welcome to Clemson University! We look forward to working with you!

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