

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

**Graduate Student Handbook
2006-2007**



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 most recent *Graduate School Announcements* and the *Student Handbook*. Both documents are vital to the information process. (The *Student Handbook* is available on the Clemson University homepage under “S” for Student Handbook.)

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

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INTRODUCTION

The Department of Parks, Recreation and Tourism Management (PRTM) offers three graduate degree programs: the Master of Parks, Recreation and Tourism Management (M.PRTM), the Master of Science (M.S.), and the Doctor of Philosophy (Ph.D.). The M.PRTM 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. Both master's degrees require a minimum of 36 semester hours of graduate level courses. The M.S. student is required to complete a thesis. M.PRTM students are required to complete a project. The Ph.D. program is based on the student's understanding of the field, competency to plan and conduct research, and ability to use effective written and oral communication on the professional level.

GENERAL ACADEMIC INFORMATION

Acceptance Categories

Students are accepted into the department as either full, provisional 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.

Provisional Status

At least one admission criterion prescribed for the particular degree is marginal. Such applicants will be required to remove the provisional status with a satisfactory academic performance during their **first** semester.

Doctoral degree applicants will not be admitted provisionally.

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 either full status or provisional 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. Likewise, conditional acceptance may be given prior to receipt of **satisfactory** GRE scores, but such scores must be received prior to or during the first semester of enrollment.

Undergraduate Deficiencies in PRTM

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

Degree Distinctions

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

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

Those students choosing the professional master's option (M.PRTM) should plan to enter or re-enter the workplace upon completion of degree requirements. This degree is designed for people who will seek immediate employment in their chosen profession. The goal of this degree is to develop student competencies in the applications of advanced leisure service delivery skills. The M.PRTM degree is a professional, terminal degree, and not a non-thesis masters program. It is the policy of this department not to admit M.PRTM students to the Ph.D. program without an intervening period of professional experience after obtaining the M.PRTM degree.

Enrollment in the M.PRTM program requires evidence of three years-full time experience in the field. This must be submitted with application. GRE scores are not necessary for the M.PRTM degree.

The Master of Science (M.S.) in PRTM is a research degree with a research thesis requirement. The M.S. is designed for people planning to undertake doctoral study or research related positions in their chosen profession. The goal of this degree is to produce a skilled professional capable of research with minimal supervision. A student with a M.S. can proceed into Ph.D. work or seek research type appointments with agencies. A student completing a M.S. would be permitted to enter the Ph.D. program, providing all requirements for admission to the Ph.D. are successfully satisfied.

The Ph.D. program in PRTM is an advanced research program with a dissertation, producing a new piece of information, as the cornerstone 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. 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. (See "Enrollment on a Pass/Fail Basis" on page 29.) 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 grade lower than the specified minimum can be raised to count toward an advanced degree only by repetition of the course. Re-examination is not permitted.

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.PRTM Degree

Transfer Credits: A maximum of 12 hours may be transferred.

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

COURSE REQUIREMENTS: 20 hours

PRTM	806	Masters Research Project	(3 credits)
PRTM	801	Philosophical Foundations	(3 credits)
PRTM	803	Administration	(3 credits)
PRTM	808	Behavioral Aspects of PRTM	(3 credits)
PRTM	811	Research Methods in PRTM	(3 credits)
PRTM	910	Research Seminar	(2 credits)
XXX	XX	Graduate Statistics Course	(3-4 credits)

Additional credits (16) reflect the graduate emphasis area. At least 3 of the credits must be in the management area.

At least one-half of the total graduate credit hours required by the advisory committee must be selected from courses numbered 800 or above.

TOTAL: 36 hours

PROJECT:

A terminal master's project is required.

Committee:

The student's committee must consist of at least three faculty members. A majority must be from PRTM.

M.S. Degree

Transfer Credit: A maximum of 12 hours may be transferred.

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

Minimum Course Requirements: 17 hours

PRTM 801	Philosophical Foundations	(3 credits)
PRTM 808	Behavioral Aspects of PRTM	(3 credits)
PRTM 811	Research Methods in PRTM	(3 credits)
PRTM 891	Master's Research	(6 credits)
PRTM 910	Research Seminar	(2 credits)

Other Courses: 19 hours

Collateral Area

3-4 credits of statistics

3 credits research methods in addition to PRTM 811

11-12 hours additional classes to be selected by student with advisor's approval

At least one half of the total graduate credit hours, exclusive of thesis research, will be from courses numbered 800 or above.

Committee: The student's Committee must consist of at least 3 members and the majority of the advisory committee, including the major adviser, must be comprised of Clemson University faculty from the program offering the particular degree and who hold full-time tenure-track positions. Part-time and visiting faculty employed by Clemson may serve on this committee but may 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 exam is required and may be oral and/or written (Committee).

TOTAL: 36 hours

Ph.D. Degree

Time Limit: The time limit for this degree is determined by the dates by which essential ingredients of the degree are completed. The following must be passed in the five-year period prior to graduation: comprehensive examination; defense of dissertation; approval of dissertation by the graduate school.

Minimum Course Requirements: 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:

Statistics/Methods 3/2 Combination (selected with advisor approval)	15 hours
PRTM 910 Research Seminar	2 hours
PRTM 911 Teaching/Professional Development	1 hour
PRTM 801 or PHIL 825 (see below)	3 hours
PRTM 808 Behavioral Aspects of PRTM	3 hours
Collateral area (Focused study area selected in consultation with student's committee)	18 hours
Dissertation Research credits	18 hours
Total	60 hours

PHIL 825: Advanced Studies in the Philosophy of Science, 3 cr. (3 and 0) F. Inquiry into the conceptual foundations of empirical science, in particular, the often tacit presuppositions of substantive and methodological assumptions shared by a scientific community.

Committee: The student's committee must consist of at least 4 members and the majority of the advisory committee, including the major adviser, must be comprised of Clemson University faculty from the program offering the particular degree and who hold full-time tenure-track positions. 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.

Final Doctoral Oral Examination: The student must pass a final dissertation defense at least three weeks prior to the commencement at which the student plans to graduate.

DEPARTMENTAL GUIDELINES

MPRTM Degree

<u>Action Required</u>	<u>Form</u>	<u>Recommended Deadline</u>
Select Advisor		End of the first Semester
Select Committee		Middle of second semester
Degree Program	GS-2	End of second semester after advisory committee meeting.
Admission to Candidacy and Application for a Diploma	GS-4	Filed after successful completion of a major share (15 hours) of coursework listed on GS-2 form.
Final Examination	GS-7	The day of the examination will be set by the Comprehensive Examination Committee at least three weeks prior to graduation date.

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
Degree Program	GS-2	End of second semester after advisory committee meeting
Admission to Candidacy and Application for a Diploma Form	GS-4	Filed after successful completion of a major share (15 hours) of coursework listed on GS-2 form
Final Examination	GS-7	After completion of thesis 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
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
Admission to Candidacy and Application for Diploma	GS-4	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)		After completion of dissertation and at least 3 weeks prior to graduation date; must notify Graduate School at least 10 days prior to the time the examination is scheduled

POLICIES AND 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

For the masters' degree, as many as 12 may be transferred. This is not to include research project credit, courses graded P/F, internships, continuing education credits, extension or in-service courses, concentrated courses with more than one credit/week, or courses for which a grade lower than B has been received. Transfer courses must be from an accredited institution, recommended by the student's advisory committee, and approved by the department.

Assistantships

A. Appointment Conditions

In order to receive an assistantship, a student must be accepted by the Graduate School and the Department in other than provisional status. 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. All students receiving department assistantships must be enrolled in PRTM 910 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 three years in the Ph.D. program. 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 30 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	30	12

E. Faculty Assignment

Normally 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 30 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 given the opportunity to help with the teaching of at least one course. If at all possible this should involve oral presentations. 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 advisor 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.

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

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 287A. 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 will 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 287A. 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 phone other than the ones in the graduate offices 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, extension, 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 graduate student 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. It is the responsibility of each student to maintain this area in an organized fashion.

Keys

Graduate students can acquire keys for admittance to Lehotsky Hall, to their office area and to the Lounge. To acquire these keys, see Amanda Emerson in 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. A copy of your key agreement will be given to you to document the return of keys. Failure to return keys is ample cause to refuse clearance for graduation and will be documented in your permanent record at Clemson University.

I CERTIFY THAT I UNDERSTAND THE ABOVE REGULATIONS AND THAT I AGREE TO COMPLY WITH THESE REGULATIONS.

Signature

Date

Student I.D. Number

Key #	AREA OF ACCESS	SIGNATURE	DATE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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 30 station IBM PC lab is housed in Room 285. The lab is available to students during regular University work hours. A variety of tutorials are available to students wishing to learn how to use the software available in the lab. Further information is available from the lab coordinator in Room 277. Additional computers are located in Room 137 & 270.

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 are 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 proceeding, 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 an 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.



**GS-2 and GS-4 forms
can now be done quickly and easily using the
on-line forms on the Graduate School
Homepage.**

Tips

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

Important things to remember...

Classes

- Read everything for 801 (Philosophical Foundations), and it is best to start early. Check with other grad students about borrowing some of the books or look in the “library” in the grad student project computer room. One strategy is to read the thinnest one first and form the idea for your paper and then read the rest. The assignments are a fun challenge, so don’t let the amount of reading scare you.
- Use 811 (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 910 (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 801 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.

Communication and Computers

- Check your e-mail. Even if you don't give your address to anyone, financial aid, the PRTM Department, and other university organizations send out information regularly.
- If you set-up an internet account for traveling or between semesters, Yahoo allows 6 Megs of free space, which is a lot! And allows you to check your Clemson account (Hotmail does also, but only 2 Megs of space.) You can also go to the Clemson DCIT homepage and forward your Clemson account anywhere.
- 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 Thornill 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

- Pay parking tickets early. If you pay within 15 days, the fine is reduced by half. Also, try not to get them because after the third one they are \$50.00 each! The bus is quick and efficient...and the walk from the fire station to Lehotsky is only 15 minutes if you miss the bus. If you have a guest on campus, you can go to the visitor center and get a parking pass for the day.
- 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 700 and 800 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.
- Pick the chair first, and 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!
- Give chapters to your committee members (not just your chair) ahead of time to get their feedback before zero hour. If you need feedback on your methodology chapters (especially for qualitative research), give them to your methodology guru for input.
- 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 not a big deal, but you'll need to do it ahead of time since the IRB committee does not meet very often. Call IRB office at 656-0636 with any questions. They can also e-mail you the form so that you can complete it on the computer.
- Our department has the equipment to produce slides and posters for your presentations if you prepare them in advance. Slides and computer-driven presentations look great and are easier to deal with than overheads in some cases. At any rate, plan ahead!

- There is a book available in the bookstore that contains format guidelines for theses and dissertations. It costs about \$7.00 and is worth every penny. It provides specific details about margins, fonts, spacing, and everything else that is specifically regulated. It is also available on the web.
- When you give your thesis to your committee prior to your defense, take an extra copy to Jamie Boggs (656-5338) in E-106 Martin Hall for her initial review. This copy should be on regular paper (not the heavy, expensive stuff that you'll make your final copies on). She will give this copy back after review with any necessary format changes. After you make these changes and the ones required by your committee, you will need to resubmit a final copy to her. Once again, this should be on regular paper. The earlier you can get this in, the better. She gets swamped as deadlines approach.
- All the deadlines for the various forms are published in the schedule of classes book.

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!

Graduation Time Notes (May 2004) Contributed by Jake Freed

Plan on \$300-600 to get all grad stuff done. This will vary depending on how many copies of your dissertation/thesis you have copied/bound and other factors.

Some prices:

Cap and Gown (PhD)	\$105
Copies	8 cents per page for the good paper ((pagesX.08)Xcopies)=copying cost/ Call University Printing. They will print all copies (in black and white) on the correct paper for a price. If you need color images, you will need to add these yourself if you use Printing Services.
Binding fees	\$10 per copy for 1-6 copies, \$15 for each copy thereafter
Microfilming	\$55
Typist	about \$1.20-1.50 per page

You must turn in 4 copies of your dissertation (min) (3 for masters, microfilming not necessary) to the library for binding. One will be for the grad school, one for your dept., one for the library, and one for microfilming. If you want others for parents, self, committee, etc you will need to make

more. See prices above.

Consider having copies on cheaper paper and spiral bound to save some money. Committee members may want these instead of hardbound.

Grad school states that you must bring your manuscript over to the manuscript office for initial review. If you hire a typist, this is pretty much waived as they may take the manuscript to the Grad School and handle any revisions without your input and worry; this is nice!

After getting all signatures and making all corrections, take your document to Martin E-208, the manuscript review office, for approval (1-2 days). After approval, fill out the payment forms available there and take them to the Bursar's office to pay, then get copies and then off to the binding office in the library.

Binding is not quick. The library sends this work out and it seems it takes about a month. So, you will either have to come here to pick up your copies or pay (\$6 each copy) to have them mailed to you. The copies to remain at Clemson get handled internally.

If you think at all that you will be graduating in a given semester make hotel reservations at the beginning of that semester. You can always cancel them later and it is nearly impossible to get them if you wait until you are absolutely sure you will be defending and graduating. Same goes for restaurant reservations.

If you miss the dates to order in the book store you can order on line. The book store can give you info on this. Cap and gown fee is non-refundable.

More info at the grad school web site for more info, but it is not always consistent based on recent findings. Good luck!

1998 Original version, updated 2006