Student Handbook

Master of Arts in Professional Communication

Graduate Program Director:
Dr. Tharon W. Howard

Updated August 2013
# Table of Contents

Academics................................................................................................................................. 5  
Academic Requirements........................................................................................................... 5  
Courses....................................................................................................................................... 5  
  Consulting Your Advisor .......................................................................................................... 5  
  Choosing Courses ..................................................................................................................... 5  
  Choosing Directed Studies (ENGL 6370 and ENGL 8400) ......................................................... 6  
Foreign Languages...................................................................................................................... 7  
Choosing Between a Publishable Article and Client Project ..................................................... 7  
Forming Your Committee ......................................................................................................... 8  
The Portfolio Defense ............................................................................................................... 9  
  Scheduling the Defense ........................................................................................................... 9  
  Accessing the Readings ........................................................................................................... 9  
  Components of the Portfolio .................................................................................................. 10  
  Meeting Faculty Standards for the Defense ............................................................................ 10  
The Publishable Article ............................................................................................................ 14  
  Selecting a Research Topic ...................................................................................................... 14  
  Using Workplace Materials .................................................................................................... 14  
  Preparing the Proposal ......................................................................................................... 15  
  Producing the Publishable Article ......................................................................................... 15  
  Defending the Research ......................................................................................................... 16  
The Client Project .................................................................................................................... 17  
  Choosing a Client and Project ................................................................................................. 17  
  Using Workplace Materials .................................................................................................... 18  
  Preparing the Proposal ......................................................................................................... 18  
  Completing the Project Portion of the Portfolio ..................................................................... 19  
  Defending the Project ........................................................................................................... 20  
Official Forms Needed for Graduation .................................................................................... 21  
Meeting Time Limits and Constraints ...................................................................................... 22  
  Meeting Time Limits .............................................................................................................. 22  
  Meeting Time Constraints ..................................................................................................... 22  
Finances ...................................................................................................................................... 23  
  Meeting South Carolina Residency Requirements ................................................................. 23  
  Fellowships ............................................................................................................................ 23  
  Obtaining Second Year Assistantships .................................................................................. 23  
  The Thomas E. Douglass Award for Excellence in Teaching .................................................. 24  
  Summer Stipends .................................................................................................................. 24  
  Internships ............................................................................................................................ 24  
  Cooperative Education ............................................................................................................ 24  
Departmental Facilities/Resources ............................................................................................ 26  
  Graduate Student Mailboxes .................................................................................................... 26  
  Graduate Student Email .......................................................................................................... 26  
  Interdepartmental Lectures ..................................................................................................... 26  
  Special Labs for MAPC Students ............................................................................................ 27  
  Workshops for Graduate Students .......................................................................................... 27  
University Services .................................................................................................................. 28  
  Student Financial Services ..................................................................................................... 28
Welcome to MAPC!

Welcome to the MAPC community! We look forward to getting to know you and working with you as you complete the MAPC degree. This handbook is designed to help answer your questions throughout the stages of your degree program, but you should always feel free to talk with MAPC faculty about your plans and questions, as well.

The Master of Arts in Professional Communication combines work in theory and research with a comprehensive emphasis on written, oral, and visual communication in professional contexts. This program will prepare you to work as a professional communicator for industry or public service or prepare you to teach in two-year colleges. In addition, the program provides the background necessary to pursue a PhD in rhetoric or technical communication or to opt for a career working in a variety of media across the industries. In this program, you are encouraged to tailor the degree to meet your individual career objectives.
Academics

Academic Requirements

To earn the MAPC degree, you must:

- Take the four core courses: Rhetoric and Professional Communication (ENGL 8520), Visual Communication (ENGL 8530), Research (ENGL 8500), and either Workplace Communication (ENGL 8560) or Organizational Communication (COMM 6640).
- Take five courses (approved by your advisor and the Program Director) in a cognate area (also known as your “specialty area”).
- Complete a portfolio that demonstrates your mastery of the materials on the reading list and showcases your work on projects over the course of the program.
- Defend your portfolio and publishable research article or client project to your faculty committee (ENGL 8920) and pass a qualifying exam on a reading list (i.e., the oral examination portion of portfolio defense).
- Demonstrate a reading knowledge of a foreign language.

The degree requires 30 hours of graduate credit, with at least 12 of those hours (exclusive of credits in ENGL 8910: Thesis Research) in professional communication. At least one-half of the total hours (again exclusive of ENGL 8910 hours) must be at the 8000 level.

Courses

Consulting Your Advisor

Your advisor can help you create a plan of study that will meet your goals. You should plan to meet with your advisor at least once each semester to plan your courses and review your progress towards the degree. Be sure to consult your advisor before enrolling in or dropping courses.

The MAPC Program Director advises students before arrival at Clemson about classes to take in the first semester. After that, each student is assigned an MAPC faculty member as an advisor. Your initial faculty advisor helps you during your first and second semesters. After you select a chair of your portfolio committee (normally around the end of your second semester or beginning of your second year), the chair will become your advisor.

Choosing Courses

A course load of 9 hours is considered full-time in the fall and spring semesters. Students on assistantships must enroll in 9 hours in the spring and 9 hours in the fall. Students with summer
assistantships must enroll in a minimum of 3 hours each summer session. Students on assistantship must be enrolled full-time.

You are encouraged to take all of the required core courses in the first year.

You should sign up only for courses numbered in the 6000’s or 8000’s. The graduate school requires at least 15 hours of 8000-level classes. These 15 hours do NOT include 8910 or 8920 credits.

A strong cognate or specialty area can improve your options for jobs, complement your studies in rhetoric and composition, and deepen your understanding of discourse communities. Consult your advisor about non-core courses that you can take to form a cognate area. Note that some graduate courses are offered only once per year and sometimes only once every two years. You should become familiar with the course offering cycle in the Department of English and the university and take advantage of opportunities presented in special topics courses. Topic seminars may be taken more than once if the topic changes. Also, you may take up to 9 credit hours in departments outside of English. Before enrolling, consult your advisor to be sure the course is appropriate for your MAPC degree plan.

Choosing Directed Studies
(ENGL 6370 and ENGL 8400)

Directed Study is allowed in special circumstances for students whose records indicate that they are already exceptionally well prepared in professional communication topics. In order to take a Directed Study, you must adhere to the following steps:

1. You must request ENGL 6370 or 8400 on or before the dates for pre-registration for the semester during which you plan to take the Directed Study.

2. You must, in consultation with your prospective instructor, present to the Program Director a completed Directed Study proposal form. To complete the form, you will need the following:
   
   - a typed prospectus of the course, including a description of the topic and the direction or purpose of the study;
   - a bibliography of both primary and secondary readings expected to be read or consulted during the course;
   - a schedule of readings, papers, examinations, and conferences (with the understanding that such schedules are subject to occasional alteration);
   - a statement, directly from the instructor to the Program Director, clearly indicating the teacher’s willingness to direct such a course.
Directed Studies should not be used to pursue work that is immediately relevant to the MAPC portfolio. (Use ENGL 8920 for that purpose.) Directed Studies should also not be used when a similar course is in the catalog.

In some cases, a Directed Study might best be guided by someone outside the Department of English. In such cases, and only in the event that the proposal itself merits approval, an MAPC faculty member must serve as liaison and “teacher of record” for the project. No Directed Studies credit will be given for courses executed entirely outside the formal supervision of the Department of English.

Approval of Directed Studies proposals will depend at least in part on the quality of the student’s preceding graduate work. No student whose grade average is below a B will be allowed to register for Directed Studies. Neither will a student be allowed to take such a course before having completed at least eighteen hours of other graduate work in the MAPC program exclusive of ENGL 8910 hours. Nor will students normally be allowed to take a Directed Studies course simply to finish out the MAPC course work. If Directed Studies does occur during the student’s final semester (or summer session), it must be quite clear that no other course being offered at that time can satisfy the student’s curriculum needs.

**Foreign Languages**

Although the MAPC faculty encourage all MAPC students to develop communicative competence in foreign languages so you can compete in a global marketplace, **there is no foreign language requirement** for students entering the program after 2012.

Students who were admitted to the program **prior to 2012** and who have not elected to switch to the 2013 Handbook need to demonstrate reading competency in an approved foreign language. The Department of Languages certifies that a student has met the requirement. Languages commonly accepted are French, German, Spanish and, in some cases, Russian or a classical language. Upon the recommendation of the chair of the Department of Languages, knowledge of another language may be approved provided that adequate justification can be presented, that the language is not native to the student, and that a proper testing procedure can be established. Any expense incurred in obtaining assistance for such testing must be paid by the student. For more detailed information about foreign language requirements, please address your questions to the Department of Languages at (864) 656-3393 and/or the MAPC Program Director.

**Choosing Between a Publishable Article and Client Project**

To finish the MAPC degree, you will complete either a publishable research article or a client project for your portfolio. A determining factor in this decision will probably be your goals. For instance, if
you wish to enter a PhD program in professional communication or rhetoric, you will probably wish to write a research article since this is the preference of many graduate schools. The publishable article is a scholarly document (in print or appropriate digital media) investigating an area of rhetoric or professional communication and, when you consider the time it takes to write a proposal and form a committee, it usually takes two semesters to complete. Students choose an issue in consultation with their committee chair. To complete the publishable article option, you must conduct an appropriate literature review, develop a rigorous research methodology, collect and analyze information, and successfully defend your research paper to your portfolio committee in ENGL 8920 as part of your portfolio defense.

If you plan to enter business or industry upon graduation and seek practical experience in designing, composing, and revising technical and/or business documents, you might select the project option. Projects also usually require two semesters. In this option, you will create a communication deliverable or set of deliverables for a client in the professional world and write a scholarly defense of the work as part of your portfolio.

Whether you choose a publishable article or client project, you should only register for ENGL 8920 during the semester you will defend your digital portfolio to your committee. Although you will work on your portfolio throughout your academic career in the program, you won’t defend it until you take ENGL 8920. In order to enroll you in ENGL 8920, the Program Director must receive, in writing, a message from your committee chair requesting that you be enrolled in ENGL 8920.

**Forming Your Committee**

A committee of MAPC faculty will work with you on your portfolio and research paper or client project. You will choose your committee chair, and in consultation with your chair, you will choose two (or sometimes more) other members of the committee. Normally, only MAPC faculty serve on portfolio committees since at least 3 members of your committee must be familiar with the orals reading list. If your portfolio committee includes a non-MAPC faculty member, he or she may serve as a 4th reader during the portfolio defense.

Before forming your committee, choose the publishable article or client project option and have a topic in mind. Then develop an initial proposal, optimally during the latter half of your second semester in the program, and submit the proposal draft to a faculty member requesting that he or she sign on as committee chair. With the chair’s help, refine the proposal and send it to the faculty members that you would like to serve as committee members.

The committee consists of:
- the chair (from the graduate faculty in professional communication);
• a second reader (from the graduate faculty in professional communication);
• a third reader (from the graduate faculty in professional communication);
• an optional fourth reader, who may be from another program, department, college, or organization.

After the committee has been formed, the members agree upon a schedule of meetings, a process for materials submissions, and mechanisms for soliciting and receiving feedback. At that time, the Portfolio Committee Request form is completed and submitted to the MAPC Director.

Note: It is strongly recommended that the GS2 Plan of Study also be completed, signed, and submitted at this time. If you are completing a collaborative project with other MAPC students, each of you must submit separate Committee Request and GS2 forms. Once the Committee Request form has been signed, the proposal serves as a contract between you and your committee members. If further changes are required, they must be agreed to in writing by the committee members. Once the committee has been constituted by the MAPC director, the committee members are required to evaluate your work; consequently, members may choose to resign from a committee; however, students cannot reconstitute a committee.

The Portfolio Defense

Scheduling the Defense

Because your portfolio will include examples of work you have completed over the course of your career in the program, you should plan to complete your defense after finishing your coursework. Work with your committee to schedule a date and time for your exam. The time limit of the examination is 90 minutes, but be sure to allow 120 minutes including consultation time at the end. A maximum of 15 minutes at the beginning of your 90 minute defense should be dedicated to a multimodal introduction and defense of the portfolio. The remaining time will be allocated to addressing questions about your portfolio and readings from the orals list posed by members of your committee. Once you have established a date and time with your committee members for the defense, contact one of the Department of English’s administrative assistants to reserve a room. Notify the Program Director of the date, time, and location of your exam at least 10 days prior to the defense date. Project defenses are usually not offered during summer sessions, and you should not assume that you will be able to defend in the summer.

Accessing the Readings

As part of the defense, you will be tested on the materials listed in the MAPC Reading List. The citations can be found on the MAPC website and a copy of all of the readings on CD is available in the MATRF (Multimedia Authoring, Teaching, and Research Facility, 409 Daniel Hall).
Components of the Portfolio

At least one component or “asset” in the portfolio must be a potentially publishable article or a client project accepted by the client and approved by the committee. Another asset your portfolio needs to include is the multimodal introduction to the portfolio. The remaining assets in the portfolio should include projects completed during coursework and activities in the MAPC program. In selecting these additional assets, candidates should keep in mind that their portfolios should show robust areas of proficiency without being redundant. In other words, the portfolio shouldn’t be treated as an archive for every single work you have completed; instead, it should demonstrate strengths you offer potential employers through your best work.

Each asset that a student selects for inclusion in the portfolio will be accompanied by a discussion of the work that will need to include at least the following three components. First, the asset will need to have a discussion of the rhetorical goals for the work. This should discuss the exigency for the project, the audience for the work, and the constraints under which the work was completed. From the discussion of the rhetorical situation, the student should discuss the rhetorical goals s/he had for the asset.

Second, the design and development process for the asset should be detailed. In this section, the candidate should provide a narrative explaining how the work was completed, and this discussion should pay particular attention to the use of process models (such as Hackos or Flower & Hayes) or content strategy models (e.g. Halvorson) or UUX models (e.g., Buxton, Hackos & Redish, or Garrett). Candidates should seek, in other words, to demonstrate their knowledge of appropriate literature from the orals reading list and their proficiency with applying that literature to actual practice. Also, in addition to describing the process models used to develop the work, this section should include discussions of the invention processes, illustrations of different "comps" that were used, any usability testing of the work completed on prototypes, and so on. Third, after this discussion of the rhetorical goals for the work and the design process, the student will need to produce a section in which s/he reflects critically on the work. Once again, candidates should pull material from the orals reading list and discuss what they learned from their experiences during the project.

Meeting Faculty Standards for the Defense

The discussion of individual projects in the portfolio is a critical part of the learning process the faculty are seeking here because it requires that the candidates actually apply works from the orals reading list in appropriate ways and at the correct times. However, to also achieve the broader synthesis of the program's curriculum and for students to speak to the development of their academic careers as MAPC students, the portfolio should be organized in a way that requires candidates to speak across the projects they have produced during their careers. To achieve this goal, we need to require that students select projects for the portfolio that demonstrate "competencies" that the faculty expect to see in any successful MAPC graduate. Faculty expect to see six competency areas which are loosely based on the MAPC core courses:
1. the ability to apply Visual Communication theories to multimodal design practices
2. sufficient knowledge of Scholarship and Empirical Research Design methods to apply them critically
3. the ability to apply classical and modern Rhetorical Theory to contemporary professional communication practices
4. a thorough and productive knowledge of Professional Communication processes, procedures, and practices in both workplace and academic contexts
5. demonstrable technological and media production literacies
6. outstanding writing and editing skills

Students will demonstrate these proficiencies in their portfolios in four different ways:

- First, candidates will select assets/projects for their portfolios that address each of the areas. At least one asset in the portfolio must be a potentially publishable article or a client project accepted by the client and approved by the committee.

- Second, in their discussions of the assets, candidates will utilize the literature from the orals reading list and from core courses in the program to demonstrate their proficiencies in the competency areas.

- Third, students will provide a multimodal introduction to their portfolios on the homepage of the portfolio site that will offer a defense of the portfolio and that will address each of the competency areas in turn.

- Fourth, candidates will present their portfolios formally to the MAPC program and will be examined by a committee of three MAPC faculty. During this comprehensive examination, the faculty may ask the candidate to discuss texts from the reading list not used in their portfolio or they may ask for a more thorough discussion of any of the six competencies than is provided in the portfolio. (This defense replaced the “oral exam” used prior to 2011).

Candidates who perform exceptionally well during their portfolio defenses may be awarded “distinction” by the faculty. Candidates who fail the examination must petition the examination committee for the right to take the exam again. The committee may refuse a second defense, but if a second attempt is permitted, the candidate must wait a minimum of six weeks before s/he may stand examination again.

Failure to complete the defense successfully on the second attempt demonstrates that the candidate is not making adequate progress toward the completion of the degree and constitutes grounds for dismissal from the program. Candidates who perform well on all but one competency area may receive a “conditional pass” from the committee, and in these cases, the committee may ask the candidate to
provide additional evidence of competency in that area. Typically, this may be done by asking the candidate to review literature from the reading list and then write a supplemental essay or revise the portfolio in a way that demonstrates his/her mastery of the material.

During the defense, candidates will be judged according to 3 basic criteria. The degree to which a candidate meets these standards will determine whether a pass, pass with distinction, or fail is awarded. The criteria are:

- **How well does the candidate handle himself/herself during the examination?**
  The candidate should be articulate and should be able to provide lucid, well-organized answers.

- **Does the candidate furnish accurate and insightful responses to the questions?**
  The candidate should have a correct and satisfactory command of subject matter contained in the MAPC reading list.

- **How well does the candidate interpret the data given in response to the questions?**
  The candidate should be able to comment on the significance of the work under discussion; the candidate should also be able to make connections among works; the candidate should be able to apply the works to professional communication practices.

Each committee member will determine whether you have passed or failed the defense. An award of “distinction” may be given for the entire defense and must be unanimously awarded by the committee members.

In order to provide some uniformity to the defense procedures, the following rationale and ground rules are given to all graduate faculty and students:

- Initial questions from faculty regarding items from the reading list should be broad and open-ended, giving students an opportunity to demonstrate what they know. Follow-up questions should deal with information already elicited from the student. If a student brings up one concept in a text from the reading list, the committee members may encourage discussion but may also ask about other concepts.

- The committee members are interested in learning quickly and efficiently what a student knows or does not know. If the student obviously can or cannot talk about a text from the reading list, the committee members will move on to something else.

- Students are encouraged to make connections to other texts and/or show how the literature can be applied in practice.

The committee chair should notify the Program Director within two days if a candidate failed the exam or the chair will explain what conditions must be satisfied if a candidate failed to demonstrate understanding of one set of concepts but passed in all other areas. The Program Director will then inform the candidate about the conditions imposed.
If you fail the defense, you must retake the entire examination. You have the right to request (through the Program Director) that your re-examining committee be different from the original committee; however, the Program Director may refuse to change the committee unless reasonable justification for the change can be provided. If you have a good reason to believe that you have not been treated fairly by the examining committee, you should appeal through the Program Director to the Chair of the English Department.
The Publishable Article

Selecting a Research Topic

- **Consider a variety of topic options.**
  Your research study may involve rhetorical, historical, theoretical, or empirical research methods, and the topic may come from a seminar paper, or from a long-standing interest. You are encouraged to discuss your research topic with appropriate faculty members, who may then constitute the portfolio committee. The subject matter of the research can only be set by the limits of the knowledge and imagination of the student and the chair. In almost all instances, a topic agreeable to the student and the committee will also be acceptable to the Program Director.

- **Select an appropriate publication venue and medium.**
  Although faculty sometimes tend to refer to this project as a “paper,” many modern publication venues are digital rather than print-based. Your research study may be more appropriate for publication as a type of digital scholarship such as an interactive application written in FLASH or Java, a digital video essay, a web-based application, or other digital form. The publication medium for the research should be set by the limits of the peer-reviewed, scholarly journal in which you and your committee decide you should publish (note that you don’t actually have to publish the work, you just have to target it for publication). In almost all instances, a publication medium agreeable to the student and the committee will also be acceptable to the Program Director.

- **Undertake research that will provide an experience in critical study.**
  The topic should permit you to concentrate on the direct study of some issue of professional communication, rhetoric, or composition. The research you perform should also provide you with an opportunity to study more fully what you find interesting and rewarding. Avoid narrowly mechanical research projects and topics.

Using Workplace Materials

- **Select appropriate material.**
  You may find a topic for your research from work you are doing in the workplace or on an assistantship. Because your paper is a sustained collaborative effort that also includes your committee members, the work you are doing outside the program can form the basis of your research but cannot wholly substitute for it. If you have any questions about such overlap, you should consult with your advisor.

- **Select a topic that will allow for public access.**
  While some workplace assignments may lead to a research paper, companies or clients sometimes place proprietary restrictions on work done for them. If your employer requires you to sign a non-disclosure agreement or a work-for-hire contract, you should consult your advisor before beginning work on an article that will use such materials. Be sure to follow program guidelines for preparing the
If you are conducting empirical research which involves testing or surveying human subjects, you will need to comply with the IRB policies regarding such research. You will need to undergo approved training and will need to submit the appropriate forms to the IRB. Be sure to follow University guidelines for preparing the IRB review forms, and as always, if you have any questions, you should consult with your advisor.

Preparing the Proposal
Before your committee is officially appointed, you must prepare a proposal for the publishable article. The proposal demonstrates to the committee that you possess a command of the subject and an appropriate methodological perspective for research.

The proposal consists of the following parts:
- a statement of the research topic;
- a review of previous research and a statement of the manner in which this study contributes to the field;
- an analysis of potential publication venues and media for the work;
- a description of the research methodology which will be used;
- a statement of probable structure in which the article is outlined section by section;
- a tentative bibliography which lists major books and periodicals assumed to be essential in the research.

You are strongly encouraged to be realistic about the time allotted for conducting the research, writing the article, receiving revision feedback from the committee members, and revising; often, a single semester is inadequate for completing the work.

Once the proposal has been approved by your committee and your “Committee Request Form” has been submitted to the MAPC program director, you may proceed to conduct the research and write the paper.

Producing the Publishable Article
The conventional scholarly research paper should be between 25 and 35 pages, demonstrating the writer’s critical and research skills. Listed below are some guidelines you should follow when preparing the article. It is also possible that your scholarly research may take a digital form (such as a video essay for a journal like Kairos or Computers and Composition Online). In these situations, you
should follow the guidelines set out by the publication venue and establish the publication’s parameters with your committee chair.

- **Coordinate the development of the article with the committee chair and readers.**
In some instances, second and third readers prefer to follow the progress of the paper draft-by-draft; in other instances, second and third readers prefer to read a single complete draft which has been approved by the chair before making recommendations. You are responsible for determining the committee members’ preferences and should be certain to allow adequate time for any revisions requested by the committee members.

- **Choose an actual scholarly journal as the target audience for your research paper.**
The standard for evaluating your research article is whether or not it is of “publishable” quality. Although you may choose not to actually submit the work for publication, it must still meet this standard. In order to help you and your committee members decide if the work is meeting this standard, it is recommended that you select a real journal such as *Technical Communication Quarterly*, the STC’s *Journal of Technical Communication*, *Kairos*, *Computers and Composition*, *IEEE Transactions in Professional Communication*, or other peer-reviewed, tier-one journals in our field.

- **Read and abide by regulations of the Graduate School.**
Refer to the Guide for Preparation of Thesis and Dissertations. This guide is available at the graduate school office, E-106 Martin Hall. If your publication venue does not provide them, then your work should follow the same formatting conventions as are required for a thesis.

**Defending the Research**

Once the publishable article and portfolio have been completed, you will defend the research during the portfolio defense. You should incorporate all substantive revisions of the article into a final draft, copies of which should be given to committee members at least two weeks before the defense.

In the defense, you are expected to:
- answer questions about the nature and significance of the research;
- answer questions about the research and methodology, and the future plans for the study;
- demonstrate knowledge in areas of study that inform the research.

The defense of your portfolio and research study will generally last 90 minutes and must include a multimodal visual presentation (usually as the introduction). Defenses are public events, so interested faculty not on the portfolio committee and other MAPC students may attend the multimodal portion of the defense if they wish.
If you fail the portfolio defense, you will receive a failing grade for ENGL 8920 and must retake the course. Failure of the second defense will result in a recommendation for your dismissal from the Graduate School.

Once your portfolio and publishable article have been defended and any necessary revisions have been made, a copy will be archived electronically on CD. So that future MAPC students and faculty may easily access your work, submit copies of your portfolio to the MAPC program director, the chair of your committee, the MATRF, and the Class of 1941 Studio for Student Communication. These last two copies will be placed in the MAPC Libraries in the MATRF and in the Studio for Student Communication where future MAPC students can review your work.

The Client Project

Choosing a Client and Project

The MAPC client project is a capstone experience designed to allow students to demonstrate mastery of the core practices, principles, and performance objectives of the MAPC program through the development of agreed upon deliverables for a “real world” client. Each project is the result of a sustained collaborative effort that involves not just the student, but also his or her client, committee chair, and committee members.

The project option requires that you produce professional-quality deliverable(s) for a client in the professional world. The objective of the project option is to give you practical experience in designing, composing, and revising professional communication products. The project should expand your understanding of professional communication theory and standard practices, allow you to apply your understanding, involve you in research, and provide insight into the complexities of the workplace.

The project client should be the representative of an organization (company, non-profit, academic unit, etc.). The client should anticipate using your deliverable(s) to meet a need in the organization, and should agree in advance that the deliverable(s) and related work can serve as a degree requirement for you. The client supplies the project exigence and parameters, and he or she works with you during the project to provide information and give feedback. The client must be willing to provide the content, time, and resources needed to complete the project successfully and on time. The client must approve your project at the end of the process and indicate that approval to the committee by providing a letter that you must include in your project portfolio.

The client should be chosen with the help of your committee chair. The client may NOT serve on your committee.
To pursue a project, first identify a need for deliverable(s). You may be approached by a potential client whose organization has a need. Or you may identify a need yourself and approach a potential client to ask whether you may produce the deliverable(s) for his or her organization. Your client may choose to compensate you financially for the work, or the work may be performed pro bono.

Using Workplace Materials

- Select appropriate material
  You may find a topic for your project from work you are doing in the workplace or on an assistantship. Because the project is a sustained collaborative effort that includes you, your client and your committee members, the work you are doing outside the program can form the basis of your project and portfolio but cannot wholly substitute for it. If you have any questions about such overlap, you should consult with your advisor.

- Select a topic that will allow for public access
  While some workplace assignments may lead to a project, companies or clients sometimes place proprietary restrictions on work done for them. If your employer requires you to sign a non-disclosure agreement or a work-for-hire contract, you should consult your advisor before beginning work on a portfolio that will use such materials. Be sure to follow program guidelines for preparing the proposal and assembling your project’s elements in your portfolio. As always, if you have any questions, you should consult with your advisor.

Preparing the Proposal

The products and deliverables of MAPC projects are as varied as the exigencies and contexts from which they arise. The base requirement, however, is a project that reflects scholarly engagement and informed practice as demonstrated in a deliverable or deliverables that meet a defined need, together with a portfolio discussion of the work that demonstrates your mastery of the field of professional communication. Projects should have a clear focus and a stated objective, and these should be made clear in your portfolio.

The project proposal to committee members should include a statement of the problem, literature review (which should reflect professional communication theories and practices from the orals reading list and other applicable sources), any proposed research, proposed processes and deliverables, your proposed schedule, and works cited. Specifics of the proposal content and organization may be negotiated with your committee.

Once the proposal has been accepted and approved by your committee, it and the “Committee Request Form” should be filed with the MAPC program director.
Completing the Project Portion of the Portfolio

The client project portion of the portfolio should include the original project proposal described above, deliverable(s) for the client, and a client letter accepting the project (which is described further below). It must also include introductory materials and a discussion of the work completed during the project which reflects master’s level disciplinary standards of professional communication.

In the case of collaborative projects, the proposal, deliverable(s), and client letter may be collaborative and identical, but the project’s presentation in the portfolios must be produced individually and must reflect each student’s unique perspective and learning experiences. In addition, work submitted as part of the project portfolio may arise from coursework but may not consist solely of work previously submitted as part of a course.

It is essential that committee members be part of the process rather than being presented with a finished product at the end of the project. Also, note that approval of the project deliverable(s) by the client does not guarantee approval by your committee. Keep your committee informed and seek feedback often during the project.

The project’s portfolio presentation should

- Reflect master’s level disciplinary standards of professional communication
- Support a point or theory with evidence that will include critical reflection, traditional academic argumentation and/or theoretical connections as well as experiences from the project.
- Communicate to professionals in the field insights gained through the completion of the project.
- Demonstrate your sophisticated understanding of literature from the MAPC reading list and how and where it should be applied in actual practices like those found in your client project.

Each portfolio presentation will be different and must negotiated between the student and committee. Work closely with your committee as you shape your plans for your portfolios. Samples of successful projects can be found in the MATRF and in the Class of 1941 Studio for Student Communication.

The deliverable(s) should

- Match the description of proposed deliverable(s) in the proposal unless changes have been agreed upon by the committee.
- Reflect a level of scope and quality appropriate to master’s level disciplinary standards of professional communication.

The client letter should

- Indicate that the client approves the project, finding it acceptable for its intended uses.
- Be written on the client’s letterhead and signed by the client.
- Provide contact information for the client in case the committee or Program Director wants to communicate with the client.
- Be addressed to your committee members (though it should be given to you for inclusion in your portfolio, rather than mailed to the committee).

### Defending the Project

Once the project and portfolio have been completed, you will defend the project during the portfolio defense. You should incorporate all substantive revisions of the project deliverables in the final portfolio, copies of which should be given to committee members at least two weeks before the defense.

In the defense, you are expected to:
- answer questions about the nature and significance of the project and its deliverables;
- answer questions about the processes used, methodologies and procedures developed, and plans for future development;
- demonstrate knowledge in areas of professional communication literature that inform the project.

The defense of your portfolio and project will generally last 90 minutes and must include a multimodal visual presentation (usually as the introduction). Defenses are public events, so interested faculty not on the portfolio committee and other MAPC students may attend the multimodal portion of the defense if they wish.

If you fail the portfolio defense, you will receive a failing grade for ENGL 8920 and must retake the course. Failure of the second defense will result in your dismissal from the Graduate School.

Once your portfolio and project have been defended and any necessary revisions have been made, a copy will be archived electronically on CD. So that future MAPC students and faculty may easily access your work, submit copies of your portfolio to the MAPC program director, the chair of your committee, the MATRF, and the Class of 1941 Studio for Student Communication. These last two copies will be placed in the MAPC Libraries in the MATRF and in the Studio for Student Communication where future MAPC students can review your work. Note: If your project is covered by a non-disclosure agreement, the specific pieces covered by the agreement need not be placed in the library.
Official Forms Needed for Graduation

You must file several official Graduate School forms in order to graduate. The forms are available online from the Graduate School website (http://www.grad.clemson.edu/). The Graduate School, your advisor or committee chair, or the Program Director can answer questions about the forms. Deadlines for completing and filing the forms are also posted on the Graduate School website (http://www.grad.clemson.edu/deadlines.php). There are fines for late filing, so you should check the posted schedules at least a semester before you plan to graduate.

Other forms are required by the MAPC program. These forms are available on the MAPC website (http://www.clemson.edu/caah/mapc/). The following descriptions indicate the source of the forms.

The **Committee Request Form** (MAPC) officially constitutes your committee. It must be signed by your committee members. You should plan to submit it to the Program Director prior to your third semester of study.

The **GS2** (Graduate School Form 2) lists the courses that you will have taken (prior to graduation) to complete your course requirements. It is normally due prior to the end of the semester before graduation. It must be signed by your committee members, and it is recommended that you complete this form at the same time as the Committee Request form. Once your committee has signed the form, submit it to the Program Director for signature. Before signing, the Program Director will ask you to defend your choice of non-core courses and will require that you show how each course supports your cognate area. If the Program Director signs off, then take the form to the College Advising Office (2nd floor, Strode Tower), where it will be signed and sent to the Graduate School. Note that the form is due to the Graduate School by the deadline listed on the Graduate School website or there are significant fines assessed, so you should begin the process of acquiring signatures well in advance of that deadline. A copy of the approved form will be returned to you via the Program Director.

The **GS4** (Graduate School Form 4) requests your place on the list of graduates for a given semester. It is typically due during the semester of graduation. Submit this form directly to the Graduate School; it does not require faculty signatures.

The **Portfolio Defense Forms** (MAPC) indicate that you passed or failed your portfolio defense. It will be completed and signed by your committee at the end of your defense, or after any requested revisions have been completed. Once signed, the form should be submitted immediately to the Program Director. (You may first make copies for your committee members, if they request copies.)

The **GS7** (Graduate School) indicates that you have completed all MAPC requirements for graduation. It is typically due several weeks before graduation. This form will be completed and signed by your committee after you have fulfilled all requirements. It should be submitted immediately to the
Program Director, who will submit it to the Graduate School. (You may first make copies for your committee members, if they request copies.)

**Meeting Time Limits and Constraints**

**Meeting Time Limits**

All course work that is to be credited toward the MAPC degree must have been completed within 6 calendar years (72 months) prior to the date on which the degree is to be awarded. When recommended by the Program Director and approved by the Dean of the Graduate School, as many as 6 semester hours of course work completed outside the 6-year limit may be validated by written examination. Course work completed outside the 6-year limit at an institution other than Clemson University may not be transferred to Clemson or validated for graduate credit.

Although continuous enrollment is not a formal requirement for an advanced degree, you are expected to pursue your degree with minimum interruption. If you do not remain continuously enrolled (summers excluded), you are subject to the requirements in effect at the time you petition to return.

**Meeting Time Constraints**

Ordinarily, you should plan to complete such major requirements as the portfolio defense during the fall and spring semesters because most faculty serve on 9-month contracts and are unavailable in the summer. Attempts to complete required seminars or to defend a portfolio can also be especially troublesome during a student’s last semester, so plan ahead.
Finances

Meeting South Carolina Residency Requirements
Many students are interested in establishing residency in South Carolina for the purpose of paying in-state tuition. The South Carolina residency laws call for a student to establish legal ties with the state; the student must wait one year before establishing legal ties with the state. Thus, you should take steps near the beginning of your program to initiate the process of becoming a South Carolina resident.

The legislation defining residency sets forth a fairly strict set of criteria for the administrative approval of residency requests. The Graduate School handles all the information regarding domicile requirements for residency status. Due to the frequency of changes implemented by the state legislature over the past years, the graduate school does not distribute the Residency Application Forms to all the departments. If you are interested in establishing South Carolina residency, you should visit the Graduate School office to get this information and to pick up a Residency Application Form. All questions should be addressed to the Graduate School at (864) 656-2685.

Fellowships
The Graduate School awards a limited number of fellowships to highly qualified entering graduate students. Fellowships provide financial support above and beyond what is provided by assistantships. Candidates for fellowships are nominated by the Program Director, and the Graduate School notifies students that they have received fellowships by about the middle of the spring semester.

Fellowships are also available for continuing students. Students may apply directly (without being nominated) for most of these fellowships. In fact, the Graduate School commonly offers an incentive stipend of several hundred dollars to all graduate students who complete fellowship applications! Check the Graduate School website for updates lists of available fellowships and deadlines.

Obtaining Second Year Assistantships
The Department of English offers a number of graduate teaching assistantships each year. Those who obtain teaching assistantships teach two classes of First-Year Composition (ENGL 1030) each semester.
To be eligible for a ENGL 1030 teaching assistantship:

- you must have obtained 18 hours of graduate English credit;
- you must have taken already ENGL 8850 (or, in rare cases, enroll in that course and complete it during the first semester as a teaching assistant);
- you must take ENGL 8860, which consists of a weekly practicum offered by the Director of First-Year Composition, during your first semester of teaching.

If you wish to obtain a teaching assistantship, you should watch for the call for applications in the spring semester. You will be asked to provide a statement indicating your interest in teaching and you may be asked to provide a teaching philosophy or portfolio. You will also be asked to solicit from the Department of English faculty two letters of recommendation that speak to your potential as a teacher. Applications are reviewed by the Director of First-Year Composition.

**The Thomas E. Douglass Award for Excellence in Teaching**

Each year the Department of English honors excellence in teaching by selecting two second-year teaching assistants to receive the Douglass Award. Nominations to the award committee come from faculty and teaching assistants. The award carries a cash stipend, and the students receive a formal presentation on Honors and Awards Day.

**Summer Stipends**

When funding is available in the Dept. of English and College, students who have been on a graduate assistantship during the first year and/or have been awarded a teaching assistantship for the second year are eligible for summer assistantships. The amount of compensation and the work requirements vary from year to year. Recently, compensation has been at $750 for each summer session and work requirements have been 10 hours each week. If funds are available, the Program Director will notify all graduate students of the deadline for applying for a summer assistantship.

**Internships**

Students have had the opportunity to do internships on the publishing staff of *Clemson World* and a variety of other publications across campus. Some students have also interned or co-oped off-campus. See the Program Director of the MAPC for more information.

**Cooperative Education**

The Cooperative Education Program is a voluntary program enabling students to experience alternate periods of on-campus study with periods of academically related work in business and industry. The Co-op Education Office coordinates and develops work experience in conjunction with academic departments and designated academic advisors. Participating companies develop progressive work experience plans for co-op students to ensure a wide range of challenging work
assignments. Upon completion of two work periods, students are eligible to receive a co-op certificate at graduation. The work experience gained as co-op students will be valuable to students as they look for permanent employment after graduation; the money earned can help defray college expenses.

For more information on the Cooperative Education Program, please contact:

The Office of Co-operative Education
321 Brackett Hall, (864) 656-3150
Departmental Facilities/Resources

Graduate Student Mailboxes
Departmental mailboxes for graduate students are located on the 8th floor of Strode Tower in the room with the copy machine, or on the first floor of Strode Tower. Ask the Administrative Assistant in the Main Office (801 Strode) to find out the location of your mailbox. It is a good idea to check your mailbox frequently so that you do not miss any information or departmental events.

Graduate Student Email
It is vital that you establish a computer account so that you can get email from your department, professors, and classmates. You will also use your account for online registration. Normally, the Graduate School will step you through the process of creating your email account before you arrive on campus. However, if you encountered difficulty, you may go to the Computer Center Help Desk, Cooper Library, Ground Level or phone (864) 656-3494. You will need to give your student I.D. number to the consultants at the desk, and they will open your account and give you a password.

Interdepartmental Lectures
Each year the Department of English, the College of Art, Architecture, and the Humanities, and the student government-sponsored Speakers Bureau present numerous events of literary or broad cultural interests. You are encouraged to check the various bulletin boards around the department, your mailbox, and your email to keep up-to-date on these events.

In cooperation with the Society of English Graduate Students (SEGS), the English Department and the MAPC program post school announcements, conference calls for papers, and general interest announcements on the bulletin boards outside the main English office. Information is also posted in the SEGS office, in Room 320 Strode Tower. The Program Director can also help direct you to information regarding conference calls as well as announcements about publishing opportunities.

Students interested in continuing in graduate study at the PhD level should know that conference participation and publications are increasingly important elements of the student’s application to doctoral programs.

Job announcements, conferences and other vital information will frequently be posted to the MAPC email mailing list. It is wise to check your email daily to keep in touch and informed.
Special Labs for MAPC Students
There are two special labs to which MAPC graduate students may have access. Names and description of these labs, which are located in Daniel Hall, are listed below:

Multimedia Authoring, Teaching, and Research Facility (MATRF)
The MATRF lab is located on the 4th floor of Daniel Hall in room 409. Students holding an assistantship with the English Department may use the facility at no charge. MAPC students not on assistantship with the English Department may register to use the lab by contacting the Administrative Assistant in 801 Strode and paying a $45 materials fee per semester, and $10 for each summer session. Checks should be made payable to Clemson University.

Registering and paying the MATRF materials fee will entitle you to access to the facility during normal hours of operation (except when the facility has been scheduled for classroom use) and to check out available equipment. A weekly schedule will be posted outside the room. The facility is staffed by graduate students to help answer users’ questions.

The facility is equipped with high-quality digital video and audio recording and editing equipment, web site and document development software and tools, color scanning and animation tools, and numerous other pieces of software and hardware to facilitate technical and creative work. The lab uses Windows PC and Mac workstations and is fully networked to the campus network and to the Internet. The MATRF website is http://www.clemson.edu/caah/matrf.

Usability Testing Facility
The Usability Testing Facility is located in 410 Daniel. The use of the facility is restricted to students who are working on research projects under the close supervision of Dr. Howard, or to graduate assistants conducting funded research. The Usability Testing Facility is equipped with eye-tracking systems, Techsmith’s Morae Suite, wireless microphones, SVHS and HD digital video cameras, and an SVHS video-editing suite. It has state-of-the-art digital audio and video recording and editing capabilities. The facility supports Windows, Macintosh, and Linux operating systems. It also offers 1 Gigabit Novell and TCP/IP connectivity. The UTF phone number is (864) 656-7429.

Workshops for Graduate Students
MAPC faculty and the Graduate School periodically offer workshops for graduate students. Some of these workshops include:

- Preparation of proposals and development of schedule for thesis;
- Preparation of PhD application packets;
- Preparation of job applications;
- Preparation of abstracts and papers for scholarly conferences.
University Services

Student Financial Services
The Student Financial Services Office, located in Sikes Hall, is normally where students pay fees and bills. It does not offer savings or checking accounts. For more information, call Student Financial Services at (864) 656-5592 or visit HTTP://WWW.CLEMSON.EDU/CFO/STUDENT-FINANCIALS/.

Campus Organizations

Society for Technical Communication
In 2009, MAPC students formed a student chapter of the Society for Technical Communication, the primary international professional organization for professional communicators. The chapter holds monthly meetings during the fall and spring semesters, featuring topics of interest to MAPC students. The chapter also offers events designed to help students network in advance of job searching or PhD program applications. Officers in the organization are MAPC students, as are most members. MAPC students may join the chapter by joining STC as student members and selecting the Clemson University chapter as their home chapter.

Other Student Organizations
Clemson University has many organizations, each designed for sharing special interests such as fine arts, social, religious, service, media, military, honorary, professional, and sports interests. With over 400 student organizations, no matter what your interest or hobby, you can find a group that shares your enthusiasm. For information about a particular student organization, visit HTTP://WWW.CLEMSON.EDU/CAMPUS-LIFE/STUDENT-ORGs/INDEX.HTML or contact the Associate Director of Student Organizations and Clubs at (864) 656-1221.

Graduate Student Government
The Clemson University Graduate Student Government (CGSG) is the official representative of the Clemson University Graduate Students. The goals of CGSG are to increase student involvement, enhance the educational opportunities for all graduate students thorough collaboration and professional development, and to provide opportunities for graduate students to succeed both academically and professionally. For more information, check the CGSG website at HTTP://WWW.CLEMSON.EDU/STUDENTS/CGSG/INDEX.HTML or call the CGSG office at (864) 656-2697.
Career Center
The Michelin Career Center coordinates campus visits for hundreds of representatives from business, industry, and government who are interviewing graduate students for permanent employment and summer internships. Recruiters are scheduled from September through April. The Clemson University career placement system allows students to research employers and sign up for interviews from any campus terminal connected to the mainframe.

Graduate students are encouraged to attend seminars on writing resumes, interviewing and job-search techniques. Individual career counseling and a computer-assisted career information system are available. All graduate students are encouraged to register with the placement office a year before their expected graduation date.

If you would like more information, or if you would like to use the services the Michelin Career Center offers, you can visit the Michelin Career Center at room 316 in the Hendrix Center, call (864) 656-6000 or log on to HTTP://CAREER.CLEMSON.EDU/.

Clemson Area Transit (CAT)
The University operates a free bus system that provides transportation for students to destinations both on and off-campus. CAT serves surrounding communities as well as Clemson. For more information about CAT, call (864) 654-CATS (864-654-2287).

You may also visit their website, which contains schedules and maps for CAT at HTTP://WWW.CATBUS.COM.

Computer Access
The Clemson Computing and Information Technology (CCIT) is the primary supplier of computer and technological services for Clemson University. CCIT operates a variety of labs across the university. Labs are located in the following buildings:

- Brackett Hall Atrium
- Level 5 Cooper Library
- M1 Martin Hall
- Lowry Hall Basement
- G24 Sirrine Hall
- Hendrix Center, 2nd Floor

During the regular semester, The Cooper Library labs are open whenever the Library is open. Check the computer lab hours of operation at HTTP://WWW.CLEMSON.EDU/CCIT/HELP_SUPPORT/LABS/HOURS_OF_OPERATION.HTML
In addition to the computing facilities, CCIT operates a help desk to assist university faculty, staff, and students in the use of the Computer Center’s hardware and software. When you have questions, you may contact:

CCIT Help Desk  
Cooper Library, Ground Level  
(864) 656-3494  
ithelp@clemson.edu

For more information concerning CCIT and the services it offers, you can visit the CCIT homepage at [HTTP://WWW.CLEMSON.EDU/CCIT](http://WWW.CLEMSON.EDU/CCIT).

### Counseling Center

The Counseling Center, (864) 656-2451, offers services free of charge to all students enrolled full-time. All information is kept confidential. The Center offers individual counseling, and self-help groups. Areas of focus include personal issues, academic concerns, and self-management.

The Counseling Center sponsors seminars and workshops on various topics such as racism, sexism, couples communication, etc.

If you or someone you know needs help after hours, call the Clemson University Police Department, (864) 656-2222, and ask for the CAPS counselor on call. They have a psychiatrist trained to deal with crises and emergency situations; the psychiatrist can be reached anytime, day or night.

### Student Disability Services

The Student Disability Services Office is located in the Academic Success Center. Services such as room adaptations, convenient schedules, interpreters and note-taking are provided by the university. It is recommended that students needing assistance arrange schedules with Student Disability Services during pre-registration. Call (864) 656-6848 or email sds-l@clemson.edu for more information.

### Getting Around Campus

You can get a campus map at the University Visitor’s Center. The Center offers a full range of services, including general information, audio-visuals, guided tours and other special orientation programs, publications, and displays to welcome visitors and to introduce them to the university. Call (864) 656-4789 or visit [HTTP://WWW.CLEMSON.EDU/VISITORS/](http://WWW.CLEMSON.EDU/VISITORS/) for more information.
Health Insurance

Clemson University requires all full time (9 hours or more), on campus graduate students to have health insurance coverage. All international graduate students are also required to have health insurance. The coverage is subsidized for graduate assistants; to find the current premium amount for graduate assistants, visit HTTP://WWW.GRAD.CLEMSON.EDU/HEALTHINSURANCE.PHP.

All full time, on campus students will be enrolled in the university plan unless they are enrolled in an alternative health insurance plan that meets certain requirements as established by the University. Students who are covered by their parent’s, spouse’s, or employee health insurance will, in general, find those policies to be sufficient to meet this condition, but must submit the waiver form nonetheless. An online waiver process may be used to opt-out of the Clemson insurance plan. A waiver must be submitted and approved by September 5th or students will be enrolled in the University plan. Insurance plans that restrict enrollment based on national origin, such as those sold only to international students, will not be accepted for waiver. To learn more about Clemson’s health insurance policies and the waiver process contact the Student Insurance Office at Redfern Health Center, 864-656-2233. Or, visit the web to learn more about graduate student insurance requirements: HTTP://WWW.CLEMSON.EDU/CAMPUS-LIFE/CAMPUS-SERVICES/REDFERN/INSURANCE/INDEX.HTML.

Housing

Apartment-style housing, designed for the specific needs of graduate students, is available on a 9- or 12-month lease. Space is often limited, so graduate students interested in on-campus housing should contact the University Housing Office immediately upon acceptance to the university. Information can be found at the Housing Office, located in 200 Mell Hall, or by calling (864) 656-2295.

Legal Services

Student Services in the Student Government Office at the University Union, (864) 656-2195 offers a legal aid service. It pays for an initial 30-minute conference with an attorney. You can make use of this service once per semester. If you need assistance, go to the Student Government Office adjacent to Harcombe Dining Hall. You will be given a list of attorneys from which to choose and a voucher to cover the cost.
Office of Multicultural Affairs
The Office of Multicultural Affairs (OMA) provides a wide variety of educational, developmental and social programs for students at Clemson University. The office promotes positive messages to the University community that serve as a vehicle for learning about the various cultures that are a part of the Clemson family. This includes targeting services for African American, Indian American, Hispanic American, Asian American, and Native American students. For additional information, visit The Office of Multicultural Affairs in room 214 in the Hendrix Student Center.

Parking Information
For those who have cars, parking is available on campus in designated areas. Space is limited, and you may find that you have to park very far from where you wish to go. If you have a car, you should contact Parking Services, (864) 656-2270. You must pay a parking fee ($134/year) for on-campus parking, at which time you will be given a decal for your car. Parking Services will provide you with a map that contains detailed information on student parking. For more information or for an online campus parking map go to HTTP://WWW.CLEMSON.EDU/CAMPUS-LIFE/CAMPUS-SERVICES/PARKING/.

Postal Services
The campus post office, University Station, (864) 656-2351 is located on the lower level of the Student Union.

The City of Clemson Post Office, (864) 654-2531 is located on College Avenue. Clemson area Zip Codes are:

<table>
<thead>
<tr>
<th>Town</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Station Post Office</td>
<td>29632</td>
</tr>
<tr>
<td>Main Post Office</td>
<td>29632</td>
</tr>
<tr>
<td>Clemson University</td>
<td>29634</td>
</tr>
</tbody>
</table>

Printing Services
Printers are available in the Cooper Library on various levels. They are coin operated and cost 10 cents per copy (5 cents with Tiger Card). If you do not have a Tiger Card, you may also obtain a visitor Tiger Card that can be used exclusively for making copies. Student Services also provides printers at: Brackett Hall, Martin Hall, Hendrix Student Center, Lowry, and Sirrine.

The Campus Copy Shop, located at One Rubin Square, 384 College Avenue offers self-service copiers. They also do full laser copies, engineering copies, blue-prints, binding, passport photos, lamination, reductions and enlargements, resumes, PMT’s, typesetting, etc. Faculty members often use this as a pickup location for course notes. For more information and hours, call (864) 654-3863.
Public Safety and Security
Clemson University has its own police department. It functions on campus and in close cooperation with other police departments in the area. Each semester the university police publish a letter to university students, providing them with safety tips as well as information about what to do in an emergency. When in doubt of your safety, call the university police at (864) 656-2222. They will respond with prompt and concerned attention. As well, you will notice the yellow phones installed at different points across the campus. Each phone has an emergency button you can press in the case of an emergency. The phone will automatically dial the university police. If you would like more information, you can call the number listed above, read the departmentally published newsletter, or visit their home page at HTTP://STUAFF.CLEMSON.EDU/CUPD/.

Recreation
Fike Recreation Center is located on West Campus on Williamston Road.

The recreation center has:
- an Olympic-sized pool, 13.5 foot diving pool, sun deck and spectator seating;
- free weights, cardiovascular equipment, 200 yard walk/run track, 35 foot climbing wall;
- six basketball and volleyball courts, eight racquetball courts, and two squash courts;
- aerobics classes for all levels and much more.

You will need your student I. D. to enter Fike. Further information can be found online at HTTP://WWW.CLEMSON.EDU/CAMPUS-LIFE/CAMPUS-RECREATION/index.html or by calling (864) 656-3453.

Students Eligible to Use Fike:
- Graduate students may use the facilities by paying $50 per semester (fall and spring) or $6 for a day pass. (Note: This fee is included with your standard tuition payment and does not need to be paid separately if you are taking at least 9 credit hours per semester.)
- Membership must be acquired during registration.

Tiger1 Card and TigerStripe Account
The Tiger 1 Card is your official university ID and so much more. It is also your personal student identification card, personal debit card to access pre-deposited funds in a TigerStripe account, meal plan card, library card, residence hall access card, Fike Recreation Center access card, and athletic ticket privilege access card. You should obtain your Tiger 1 Card before classes begin. To do so, visit the Tiger 1 office on the first floor of the Hendrix Student Center.

The TigerStripe Account program is like a prepaid credit card. You may use it when you make copies, do laundry, buy meals or items from the dining service, the bookstore, the Union, and
many other university facilities. Simply present your TigerStripe Card and the amount spent will be deducted from your account. All students are eligible to participate. Refunds on your balance are granted if you graduate, leave, or transfer from the University. For more details, call the Card Access Office at (864) 656-0763 or visit [HTTP://TIGER1.CLEMSON.EDU](http://TIGER1.CLEMSON.EDU).

**University Bookstore**

The bookstore is located in the Hendrix Center. It stocks all required textbooks and supplies as specified by the various departments, as well as general trade books, greeting cards, personal care items, etc. The bookstore holds textbook buy-backs year-round and accepts all major credit cards, TigerStripe, checks, and cash. Also, University employees are eligible to receive a 10% discount on textbook purchases at the bookstore. Call (864) 656-2050 for more information.

**University Directory and Telephone Services**

The university directory allows you to look up university phone numbers and email addresses. It is available online at [HTTPS://PHONEBOOK.APP.CLEMSON.EDU/](https://PHONEBOOK.APP.CLEMSON.EDU/).

**University Health Services**

Redfern Health Center (RHC) provides health services to university students. RHC offers a variety of services including: outpatient ambulatory care for illnesses and injury, health education on women’s health issues, nutritional counseling, dermatology, and orthopedic clinics. The center operates Monday through Friday, 8:00 am to 5:00 pm. Students are seen at RHC throughout the day by appointment. A walk-in clinic is available to those students who do not have an appointment. If you are a student and have questions about your health care needs after hours, call the After Hours Nurse Line at 864-656-2233 (Press Option 2). A registered nurse is available to answer questions and give advice on health care needs.

All graduate students living in university residence halls (irrespective of their enrollment), all graduate students enrolled in 9 or more semester hours who pay the full-time rate (irrespective of their residence), and all international graduate students are required to pay the university health fee of $140 per semester. The health fee (summer session fees are prorated) covers the services of the university physicians, nurse practitioners, nursing staff, and supports, in part, psychologists in the Counseling and Psychological Services Department (CAPS). Included in the medical fee is a $500 per incident excess accident and sickness benefit available for after-hours urgent care.

If you have questions about services provided by RHC or about the medical fee, you may call (864) 656-2233; if you would like to schedule an appointment to see a doctor at RHC, you may call the appointment line at (864) 656-1541.

Additional information about RHC can be found at [HTTP://WWW.CLEMSON.EDU/CAMPUS-LIFE/CAMPUS-SERVICES/REDFERN/](http://WWW.CLEMSON.EDU/CAMPUS-LIFE/CAMPUS-SERVICES/REDFERN/).
University Libraries
The main library at Clemson University is called the Robert Muldrow Cooper Library (typically called the Cooper Library). It serves all students, faculty, and staff, as well as visitors from the Clemson community. It is the large white building located next to Strode Tower, across from the reflection pond by the amphitheater. The library contains over one and a half million volumes of books, journals, and documents. The library provides maps to assist students in finding the location of the materials they need. In addition, the library contains a number of copiers, two in the reference area, and several on the ground floor. For more information about the library, you may call (864) 656-3024. The library’s hours of operation are: noon Sunday - 8:00pm Friday and 10:00am - 8:00pm Saturday. For more information about the library, visit its website at: HTTP://WWW.CLEMSON.EDU/LIBRARY/.

There are also two satellite branches. The Emery A. Gunnin Architectural Library, located in Lee Hall, provides materials on architecture, visual arts, city and regional planning, building science and construction, and landscape architecture. Its extensive slide library can also be helpful to those interested in history, art, etc. The library’s special collections unit, housed in the Strom Thurmond Institute, contains rare books, manuscripts of prominent South Carolinians, and materials relating to the history of Clemson University and South Carolina. A smaller, specialized collection is also located in the Chemistry Library in Hunter Hall.

University Union & Hendrix Student Center
The Clemson University Union provides social, educational, cultural, and recreational activities for members of the University community. Hundreds of varied activities are offered to the campus community each year, including films, videos, bands, comedy and variety acts, short courses, speakers, game tournaments, cultural arts performances outdoor recreational trips, group travel and special events.

Reference Material

Core Courses
(Required) ENGL 8500: Research and Studies in Scientific, Business, and Technical Writing
This course explains theoretical, historical, and empirical research methodologies. The goal is to help professional communicators learn to critically read and effectively design research studies. (Spring)

(Required for students entering prior to Aug. 2011) ENGL 8510: Seminar in Professional Writing
This is a project management and advanced writing course focusing on usability and public policy issues in government, industry, and the sciences. Students work individually and collaboratively
to create and edit technical or professional documents. Students learn to apply principles of document design and validate manuals, proposals, reports, and technical articles. (Fall)

(Required) **ENGL 8520: Theories of Rhetoric and Professional Communication**  
By looking at enduring questions and themes, this course provides an understanding of theories of communication that have existed since classical times and which continue to inform effective decision-making strategies in professional communication. (Fall)

(Required) **ENGL 8530: Visual Communication**  
This course emphasizes the language of imagery and design used in both print and electronic media. Students learn theories of perception, methods of visual persuasion, page and screen design techniques, and cognitive aesthetic philosophies of visual rhetoric. (Fall)

(1 Required) **ENGL 8560: Theories and Practices of Workplace Communication**  
As a result of this course, graduate students will understand theories of workplace communication, relationships of workplace cultures and communication practices and processes, and roles and opportunities for communication specialist within organizations and as writing consultants. (Spring)

or

**COMM 6640: Advanced Organizational Communication**  
This course reviews theories of communication in order to interpret organizational culture, actions, and practices. The aim is to develop and use six interpretive frameworks of analysis: scientific management, human relations/resources, systems, culture, critical theories, and postmodernism. In the second part of the course, the student chooses an ethnography project involving fieldwork and a report. (Offering times vary)
MAPC “Bingo” Sheet

Candidate's Name:  __________________________________________________________________________________
Student ID #:  __________________________  CU Email:  __________________________
Local Phone:  __________________________  Local Address:  __________________________
Advisor:  _______________________________________

Core Coursework
- Engl 8500 (Spring): _______________
- Engl 8530 (Spring): _______________
- Engl 8520 (Fall): _______________
- Engl 8560 (Fall): _______________
- Engl 8920 _______________

Cognate Courses®
- Engl ____:  _______________
- Engl ____:  _______________
- Cognate 1:  _______________
- Cognate 2:  _______________
- Cognate 3:  _______________

Portfolio Defense
- Date:  _______________
- CD of Portfolio filed with Director? ___Yes
- CD of Portfolio filed with Studio? ___Yes

Other Requirements
- Date GS2 Filed with Grad School:  _______________  GS2 in Grad. Director files? ___Yes
- Foreign Language:  _______________  Letter from Languages on file? ___Yes
- Committee Chair:  #  __________________________________________________
- Committee Member 2:  __________________________________________________
- Committee Member 3:  __________________________________________________
- Date Proposal Approved by Committee:  _______________  Date GS4 filed:  _______________
- Date of 6-Week Pre-Defense Portfolio Review:  _______________
- Date Portfolio Successfully Defended:  _______________  GS7 Sent to Grad School:  _______________

* Students should not enroll in ENGL 8920 until the semester they will complete and successfully defend their portfolios.
® Students may choose cognate courses from English or any other dept. at the university; however, the cognates listed on the GS2 form must be approved by the Program Director. Students should, therefore, consult their advisors before enrolling in cognate courses.
# Committees must be constituted by the Program Director, and any changes to committees must be approved by the Director.
Course Title: ________________________________________________________________

Faculty Member: ___________________________  Semester/Session: ______________

Student: ___________________________   ID Number: ___________________

Please attach information on the following:

• Course content/focus
• Course objectives
• Course texts and materials
• Methods of evaluation and weights of documents
• Syllabus/meeting schedule
• Other relevant information

APPROVED:

_________________________________________ __________________________________
Supervising Faculty Member     Date

________________________________________    __________________________________
Director of Graduate Studies                             Date

Course Number Assigned
DEPARTMENT OF ENGLISH

English 8400 Directed Studies Proposal
(updated October 2003)

Course Title: ____________________________________________

Faculty Member: ___________________________  Semester/Session: ______________

Student: __________________________________  ID Number: ___________________

Please attach information on the following:

- Course content/focus
- Course objectives
- Course texts and materials
- Methods of evaluation and weights of documents
- Syllabus/meeting schedule
- Other relevant information

APPROVED:

_____________________________________          ____________________________
Supervising Faculty Member     Date

_____________________________________          _______________________________
Director of Graduate Studies                                     Date

_____________________________________
Course Number Assigned
Committee Request Form
Master of Arts in Professional Communication
(created Nov. 2001, revised Sept. 2011)

Once completed, the candidate and each member of the portfolio committee should retain copies of this form. The signed original should be kept on file in the Graduate Program Director’s office.

Candidate: ____________________________  CUID #: ____________________________

Date: ____________________________  Clemson Userid: ____________________________

I will be submitting my research/project (circle one) proposal to the following faculty members, and their signatures below indicate that they are willing to serve on my committee.

_________________________________________________________________________________________, Candidate

_________________________________________________________________________________________, Chair

_________________________________________________________________________________________, Reader

_________________________________________________________________________________________, Reader

_________________________________________________________________________________________, Reader (optional)

The tentative title of my paper/project is: ______________________________________
_______________________________________________________________________.

I expect to graduate (month) _____________ (year) _______________.

__________________________________________________________________________________________

Approved _____________________________________________            ____________

MAPC Program Director            Date


40
Sample GS2

CLEMSON UNIVERSITY GRADUATE DEGREE CURRICULUM

Date: August 7, 2001

Name: Doe, Jane   SID000000000   Degree sought: MA Major: Professional Communication   Minor

The following undergraduate deficiencies, departmental and language requirements must be met prior to admission to candidacy.

Undergraduate deficiencies and/or departmental requirements to be met: Language requirements:

REQUIRED COURSES (GRADUATE LEVEL ONLY)  Doctoral candidates, do not list courses used for master’s degree.

<table>
<thead>
<tr>
<th>Course</th>
<th>No.</th>
<th>Title of Course as Listed in Catalog</th>
<th>Semester Credit Hrs.</th>
<th>Date Completed to be Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 851</td>
<td></td>
<td>SEMINAR IN PROFESSIONAL WRITING</td>
<td>3.00</td>
<td>DEC-01</td>
</tr>
<tr>
<td>ENGL 852</td>
<td></td>
<td>RHETORIC &amp; PROFESSIONAL COMMUNICATION</td>
<td>3.00</td>
<td>DEC-01</td>
</tr>
<tr>
<td>ENGL 853</td>
<td></td>
<td>VISUAL COMMUNICATION</td>
<td>3.00</td>
<td>DEC-01</td>
</tr>
<tr>
<td>ENGL 850</td>
<td></td>
<td>RESEARCH STUDIES IN SCIENTIFIC, BUSINESS, &amp; TECHNICAL COMMUNICATION</td>
<td>3.00</td>
<td>MAY-02</td>
</tr>
<tr>
<td>ENGL 856</td>
<td></td>
<td>THEORIES AND PRACTICES OF WORKPLACE COMMUNICATION</td>
<td>3.00</td>
<td>MAY-02</td>
</tr>
<tr>
<td>ENGL 832</td>
<td></td>
<td>TOPICS IN SCIENTIFIC, BUSINESS, AND TECHNICAL WRITING</td>
<td>3.00</td>
<td>AUG-02</td>
</tr>
<tr>
<td>IE 802</td>
<td></td>
<td>DESIGN OF HUMAN-COMPUTER SYSTEMS</td>
<td>3.00</td>
<td>DEC-02</td>
</tr>
<tr>
<td>PSYCH 635</td>
<td></td>
<td>HUMAN FACTORS</td>
<td>3.00</td>
<td>DEC-02</td>
</tr>
<tr>
<td>ENGL 834</td>
<td></td>
<td>USABILITY TESTING METHODOLOGIES IN PROFESSIONAL COMMUNICATION</td>
<td>3.00</td>
<td>MAY-03</td>
</tr>
<tr>
<td>ENGL 892</td>
<td></td>
<td>MASTER’S PROJECT</td>
<td>3.00</td>
<td>MAY-03</td>
</tr>
</tbody>
</table>

Transfer Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>No.</th>
<th>Institution</th>
<th>Grade</th>
</tr>
</thead>
</table>

Recommended by the Committee

Last Name, Initials  Department  Signature  Employee ID Number

(Chairperson)  (Chairperson)

The appointment of the above Advisory Committee and Graduate Degree Curriculum is hereby approved.

Signature of Department Head(s)  Signature of College Deans  Date Approved

(Major Department)  (Minor Department)

FOR GRADUATE SCHOOL USE

☐ Approved  By: ______________________ Comments: ______________________

☐ Disapproved  Date: ______________________
Once completed, the candidate and each member of the Portfolio committee should retain copies of this form. The signed original should be kept on file in the Graduate Program Director’s office. Note that, in order to ensure proper completion of the GS7 form, this report must be filed with the Program Director at least one day prior to the Graduate School’s deadline for completing oral and written examinations.

**Candidate:**

**ID #**

**Date of Defense:**

**Time and Place:**

The faculty members listed below have examined the candidate’s portfolio and have indicated by our signatures and checkmarks whether the candidate should receive a Pass or Fail grade for ENGL 892. Two or three checks in the Fail column indicate that the student has failed. A check in the “Distinction” box means that the student has received a superior pass.

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Pass</th>
<th>Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Distinction:**

Conditions upon which failures are to be rectified:
TO THE DEAN OF THE GRADUATE SCHOOL:

This committee has given _______________________________ (Name) _______________________________ (CU Student ID number) a final examination for the degree of _______________________________ (Major) and reports the results as follows:

☐ Passed, and student has completed all departmental requirements. If passed, please check appropriate box(es) below:

☐ No thesis required, and student has met all departmental requirements related to special projects, etc.
☐ No thesis required, but student has NOT met all departmental requirements related to special projects, etc.
☐ Thesis option (three unbound copies to be forwarded).
☐ Dissertation (four unbound copies to be forwarded).

☐ Failed. If failed, please indicate recommendation relative to a second final examination, if any.

__________
Examinining Committee Signatures

__________________________  __________________________
Chairperson
__________________________  __________________________

Return this form to Graduate Enrolled Services, 104D Sikes Hall.