

# **Graduate Student Handbook**

**For Programs in:**

**Forest Resources**

**Wildlife & Fisheries Biology**

**Department of Forestry and  
Environmental Conservation (FEC)**

**261 Lehotsky Hall  
Clemson University  
Clemson, SC 29634-0317  
(864) 656-3302**

## TABLE OF CONTENTS

TABLE OF CONTENTS .....	2
WELCOME .....	3
DEPARTMENT CONTACT INFORMATION .....	4
LIFE AFTER ACCEPTANCE INTO AN FEC GRADUATE PROGRAM .....	5
<a href="http://www.grad.clemson.edu/Forms.php">http://www.grad.clemson.edu/Forms.php</a> .....	5
MASTER'S DEGREE REQUIREMENTS .....	9
DOCTORAL DEGREE REQUIREMENTS .....	10
EMPLOYEES ENROLLED IN GRADUATE DEGREE PROGRAMS .....	11
INTERNATIONAL STUDENTS .....	11
GUIDELINES FOR FACULTY .....	12
Role of the Major Advisor .....	12
Role of the Graduate Coordinator .....	12
Role of the Advisory Committee .....	12
Role of the General Faculty .....	12
GRADUATE FINANCIAL ASSISTANCE .....	13
Assistantships .....	13
<u>Appointment Standards (Conditions)</u> .....	13
<u>Hours of Work</u> .....	13
Fellowships .....	13
• Fellowships Awarded from Sources Outside the Department .....	13
• Tuition for Non-resident Students Receiving a Fellowship .....	13
• Department Fellowships .....	13
• Fellowships available through the Graduate School and College of Agriculture, Forestry & Life Sciences. ....	13
Student Hourly Employment .....	13
ADMINISTRATIVE SUPPORT FOR GRADUATE STUDENTS .....	144
Use of Equipment .....	144
Information and Communication Services .....	14
Support Services .....	14
FORMS .....	15
Graduate School Forms .....	15
<a href="http://www.grad.clemson.edu/Forms.php">http://www.grad.clemson.edu/Forms.php</a> .....	15
Department Forms .....	15
• Permission to Attend a Meeting .....	15
• Request to Travel Outside SC .....	15
• Authorization for Official Foreign Travel .....	15
• Travel Reimbursement .....	15
• Electron Microscope Facility .....	15
• Chemistry Stockroom – liquid nitrogen, lab supplies .....	15
VEHICLE USE PROCEDURES – Official Business Only .....	15
ASSESSMENT REPORT .....	16

---

## WELCOME

---

Welcome to the Department of Forestry and Environmental Conservation at Clemson University. This handbook is intended to facilitate your success by familiarizing you with the requirements, policies and procedures that govern our academic programs and by describing your duties and responsibilities as graduate students in the department. In addition, this handbook provides useful information and resources to ease and enhance your experience in the program. Each student is expected to be familiar with the contents of this handbook.

These rules and requirements are in addition to and subordinate to those described in the Policies of the Graduate School at <http://gradspace.editme.com/academicRegulationsIndex>.

Any inconsistencies within this handbook or between this handbook and the *Graduate School Announcements* should be brought to the attention of the Graduate Coordinator.

---

## DEPARTMENT CONTACT INFORMATION

---

Department of Forestry and Environmental Conservation  
Clemson University  
261 Lehotsky Hall  
PO Box 340317  
Clemson, SC 29634-0317

Telephone: 864-656-3302

Fax: 864-656-3304

Department Chair: Dr. Greg Yarrow ([gyarrow@clermson.edu](mailto:gyarrow@clermson.edu)), 261 Lehotsky Hall, 656-3302  
Administrative Assistant to the Department Chair: Ms. Andrea Kesler ([akesler@clermson.edu](mailto:akesler@clermson.edu)),  
261 Lehotsky Hall, 656-3302

Graduate Program Coordinator: Dr. Rob Baldwin ([ejrbald@clermson.edu](mailto:ejrbald@clermson.edu)), 221 Lehotsky Hall,  
864-642-7137

### Administrative Assistants:

Academic Paperwork: Andrea Kesler ([akesler@clermson.edu](mailto:akesler@clermson.edu)), 261 Lehotsky Hall,  
656-3302

Human Resources Paperwork: Jennifer Hooper ([jthooper@clermson.edu](mailto:jthooper@clermson.edu)), 272F Lehotsky Hall,  
656-0626


Business Office: Ms. Charlotte Swafford ([cswffrd@clermson.edu](mailto:cswffrd@clermson.edu)), 272A Lehotsky Hall, 656-3300  
Ms. Brenda Green ([bgreen@clermson.edu](mailto:bgreen@clermson.edu)), 272E Lehotsky Hall, 656-4837

Grants: Ms. Deborah Jones ([debs@clermson.edu](mailto:debs@clermson.edu)), 115 P&A Bldg, 656-1048

SAFES Motor Pool: Mr. Michael Stephens ([sm@clermson.edu](mailto:sm@clermson.edu)), 247 Lehotsky Hall, 656-4044

Online Motor Pool Vehicle Request: [http://www.clemson.edu/cafls/employee\\_portal/vehicle-request.html](http://www.clemson.edu/cafls/employee_portal/vehicle-request.html)

Department number: 0317

The **iROAR**  major codes are as follows:

MFR-FORR-1 MFR Forest Resources

MS-FORR-1 MS Forest Resources

PHD-FORR-1 PhD Forest Resources

MS-WFB-1 MS Wildlife and Fisheries Biology

PHD-WFB-1 PhD Wildlife and Fisheries Biology

---

## LIFE AFTER ACCEPTANCE TO GRADUATE PROGRAM

---

You've been accepted and have enrolled; what next?

### Overview

The policies and procedures of the Graduate School have been set to ensure that a consistent set of standards are followed from the admissions process all the way through to the awarding of degrees for every Graduate School program. <http://www.clemson.edu/graduate/students/policies-procedures/index.html>

Due dates [www.grad.clemson.edu/deadlines.php](http://www.grad.clemson.edu/deadlines.php)

Forms <http://www.grad.clemson.edu/Forms.php>

- **Advisory Committee (AC):** In consultation with your major advisor, you need to select an advisory committee within the first semester of enrollment. As representatives of the faculty, this committee governs nearly all aspects of your graduate program. The majority of the advisory committee, including the major advisor, must be comprised of Clemson University faculty who hold full-time, tenure-track positions. Either the major advisor or at least half of the committee must hold rank in the program offering the degree. As long as the other requirements of the committee are met, an adjunct with a current appointment at Clemson University may serve as the outside member of the committee. A list of full-time tenure-track faculty is on the department website at <http://www.clemson.edu/cafls/departments/fec/>.
  - MFR and MS (both FR and WFB) – The AC consists of a minimum of three faculty members.
  - PhD (both FR and WFB) – The AC consists of a minimum of four faculty members.
  
- **The GS-2 Graduate Curriculum Form:** This electronic form is located on the Graduate School's website. It must be completed and submitted to the Graduate School within the first two semesters of your program. For an MS student, faculty may want you to complete the form and have it signed by your committee by the end of the first semester. For a Ph.D. student, faculty may expect that you complete the form and have it signed by your committee by the middle of your second semester. The GS-2 (re. "Program of Study") lays out the courses you will be required to complete and it is signed by your AC, graduate program coordinator, department chair, and college dean before being sent to the Graduate School. Any subsequent changes in the GS-2 (courses or committee members) must be approved by your AC, the department chair, and the Graduate School. If you fail to submit this on time, A LATE FEE OF \$25 - \$125 IS ASSESSED! A copy of the signed form must be turned in to Andrea Kesler for your file.
  
- **Minimum enrollment:** For all students on assistantship, minimum enrollment is 9 hours per semester during the academic year and 3 hours per summer school term. Minimum enrollment for students not on assistantship is 12 hours per semester during the academic year for full-time status. Graduate students who are Clemson employees should refer to the section entitled, *Employees Enrolled in Graduate Degree Programs* for work-graduate program.
  
- **Mandatory training for new students:** Documentation of completion of the training must be submitted to the graduate program coordinator through Ms. Andrea Kesler ([akesler@clemson.edu](mailto:akesler@clemson.edu)).
  - <http://www.clemson.edu/research/safety/>
    - **Hazardous Waste** – all students
    - **Chemical Hygiene** – students doing any kind of laboratory work
    - **Biological Safety** – students working with biological materials
  - <http://www.clemson.edu/research/compliance/citi.html>
    - **Animal Use** – students working with animals

- **Academic Requirements:** The program requirements for MFR, MS, and PhD degrees are found in the respective checklists located in the section entitled *Academic Checklists*. An overview of the requirements is presented in the tables on pages 9 and 10.
- **Time Requirements:** The MFR and MS degrees must be completed within a 6-year time period. The PhD degree must be completed within 5 years of satisfactory completion of the preliminary examination.
- **Thesis/Dissertation Guidelines**
  - The purpose of an MS thesis is to demonstrate your ability to:
    - Formulate a research problem.
    - Demonstrate knowledge relevant to a meaningful resolution of a specific problem or question.
    - Effectively plan the work leading to the completion of the problem.
    - Analyze and interpret data.
    - Report the results of your research in a concise, precise, professional manner.
  - In addition to the above, a PhD dissertation generally also demonstrates your ability to:
    - Contribute significant new understanding to your field of study.
    - Produce chapters that are publishable as journal articles, with a minimum of revision post-graduation.
  - General Guidelines:
    - Must be prepared in accordance with guidelines established by the Graduate School ([www.grad.clemson.edu/manuscript.php](http://www.grad.clemson.edu/manuscript.php)).
    - A Word document template is located within this site under Format.
    - Refer to the list of deadlines at [www.grad.clemson.edu/deadlines.php](http://www.grad.clemson.edu/deadlines.php) to ensure timely completion of all requirements for your degree.
    - Provide a final draft of your thesis or dissertation to AC at least 3 weeks (preferably 4 weeks) before defense.
    - Do not submit manuscripts to AC without first receiving feedback and permission from adviser.
    - Do not schedule defense prior to receiving permission from AC.
    - As a part of your defense, plan on a presentation of your work to faculty, students, cooperators, and other interested parties.
    - When scheduling your defense, allow enough time following your defense to complete revisions and still meet Graduate School deadlines. The more feedback received and revisions made prior to your defense, the less after the defense.
    - The thesis or dissertation should be completed and submitted before you leave the University.
    - A research prospectus is advised, followed by a defense of that prospectus with your AC.
    - Inform your AC of any significant changes in your research or timeline.
    - Following a successful defense, and after making any corrections required by your advisory committee and major advisor, you submit your thesis or dissertation to the Graduate School for formatting review. The Manuscript Review Office must approve your final electronic version before you are allowed to graduate.
    - Electronic submission is the only option; hard copies are not acceptable.
    - Whether patentable or not, any inventions, discoveries, or developments which are conceived, developed, or reduced to practice by graduate students during the course of their research activities are retained by Clemson University, as set forth in the Faculty Manual. <http://www.clemson.edu/faculty-staff/faculty-senate/documents/manual-archive/2014-15.pdf>

- Your adviser may publish research for which the student has not made significant progress towards submission within 12 months of graduation. Student co-authorship will be maintained. Copyright is subject to University policy and organizations responsible for publishing or distributing copyrighted materials (i.e., scientific journals). A plan for publication should be discussed with adviser prior to defense. Publishing prior to defense is acceptable, provided AC is apprised and authorship contributions are documented.
  - Follow Clemson University data repository and ownership rules.
- **Examinations – AC gives Assessment Report to Graduate Program Coordinator**
  - **MS-WFB; MS-FR; MFR**
    - The final oral exam occurs during the defense of thesis (MS) or project (MFR). It includes general knowledge in subject matter as well as the thesis or project.
  - **PhD – WFB**
    - **Comprehensive Exam**
      - The comprehensive examination (written and oral) is scheduled near the mid-point of the student's program of study. It must be passed at least 6 months, but no longer than 5 years, before graduation. Successful completion of this examination admits the student to candidacy. At the discretion of the AC, the exam may be retaken in part or whole.
    - **Final Defense of Dissertation**
      - The final defense of dissertation includes a presentation open to the public and a closed oral examination. AC has discretion over format and content of presentation and oral examination.
  - **PhD – FR**
    - **Preliminary Exam**
      - For the PhD degree in Forest Resources, a preliminary examination will be used to determine the student's scholarly development and ability to develop logical thought and implement concepts. The examination will be given at or near the completion of the student's course work. Satisfactory completion of the preliminary exam must occur no less than six months and no more than five years prior to the date of graduation. The examination will consist of two parts: written and oral. The written part will consist of (a) one proposition whose purpose is to test the student's ability to integrate knowledge over a particular topic and (b) a number of additional written questions to test the student's comprehensive knowledge. Written questions may be submitted by departmental faculty, to the committee, for possible inclusion in the examination. The student will be expected to exercise originality in addressing the issues implied by the proposition assignment and to exhibit a level of literary skill commensurate with the degree being sought. The proposition should be viewed as a formal argument to test the student's ability to reason. Statements should be concise, but comprehensive enough to develop a clear path of logic. The student will have four weeks to answer the proposition and questions and return them to the committee. The committee should determine within one week if the response to the proposition warrants proceeding with the oral examination or if the proposition must be re-submitted to the student. The proposition and answers to all written questions will be available to interested faculty prior to the oral exam. All departmental faculty are

encouraged to attend the oral examination. The oral examination should be given within a two-week period following the committee's response. The entire procedure should take no more than seven to eight weeks, from receiving the proposition and questions to completing the oral examination.

- In the preliminary oral examination, the committee will have the freedom to take issue with the written proposition and the written questions, as well as to test the student's comprehensive knowledge of major and minor disciplines of study. Committee members must be familiar with the content of the proposition and other written questions prior to the examination. At the time of the examination, they must be prepared to question the student on the written material as well as on subject matter in their areas of expertise.
- **Final Defense of Dissertation**
- The final defense of dissertation includes a presentation open to the public and a closed oral examination over the rationale, methodology, results and conclusions of the dissertation research. Subject matter (general knowledge) is not covered in this examination.



---

**MASTER'S DEGREE REQUIREMENTS**


---

<b>See also MSWFB, MSFR, MFR Checklists</b>	<b>MS-WFB</b>	<b>MS-WFB non-thesis</b>	<b>MS-FR</b>	<b>MFR</b>
Advisory Committee (AC) selected; first semester.	3	3	3	3
Advisory Committee meeting to review GS2 (Plan of Study) and, where applicable, discuss proposed research. Should occur within first semester or early second semester, at the latest.	✓	✓	✓	✓
Research plan for thesis (title, methods, statistical design, literature review) or work plan for project prepared in consultation with AC.	✓	✓	✓	
GS2 (Plan of Study) form approved by AC, graduate program coordinator, department chair, and college dean and submitted to Graduate School Enrolled Student Services (ESS) by middle of second semester. <b>(A late fee of \$25-\$125 will be assessed!)</b>	✓	✓	✓	✓
Total credit hours required. The requirements for MFR students who do not have a degree in forestry include those required for a bachelor's degree in forestry, including summer camp. Specifically, FOR 2050, 2210, 2060, 2510, 2520, 2530, 2540, 3020, 3040, 3080, 3410, 4060, 4080, 4100, 4130, 4150, 4160, 4170, 4180, 4250, 4310, 4340, 4650, and FNR 2040. Equivalent course substitutions shall be approved by the instructor of the relevant forestry course. A forestry review committee composed of 3 forestry faculty members holding a first professional degree in forestry may approve substitutions. All required courses will be taken for a grade (A to F; not pass/fail).	24 (12 @ 8000 level) + 6 thesis	30 (12 @ 8000 level + 3-6 hours non-thesis study	24 (12 @ 8000 level) + 6 thesisi s	36 (18 @ 7000 level
Seminar (FNR 8080): For FR, two times. For WFB, FNR 8080 can be taken once if combined with a reading group (e.g., ERG-BIOL 8070) or confirmed attendance at the NRGSA Seminar Series (as approved by committee) for 2 credits total.	✓	✓	✓	✓
No more than 6 credits of special problem credit.	✓	No more than 3	✓	FOR 7070 – min 2 credits
Thesis submitted to AC at least 2 weeks prior to defense.	✓		✓	NA
Cap and gown ordered (if attending graduation).	✓	✓	✓	✓
Final oral examination scheduled (see checklist).	✓		✓	✓
Defense of thesis at least 3 weeks prior to planned graduation. May include specific revisions recommended by AC. Adviser can approve revisions at discretion of AC.	✓		✓	NA
GS7M (Final Exam and Thesis Approval) form submitted to ESS.	✓	✓	✓	✓
Department Assessment Report filed with Ms. Andrea Kesler, 261 Lehotsky Hall.	✓	✓	✓	✓
Thesis uploaded: <a href="http://www.grad.clemson.edu/Manuscript.php">http://www.grad.clemson.edu/Manuscript.php</a>	✓		✓	NA
Check thesis formatting: <a href="http://www.grad.clemson.edu/Manuscript/documents/Checklist_final.pdf">http://www.grad.clemson.edu/Manuscript/documents/Checklist_final.pdf</a>	✓		✓	NA
Apply for graduation using <i>Student Record</i> menu in iRoar account.	✓	✓	✓	✓

---

**DOCTORAL DEGREE REQUIREMENTS**

---

<b>See also PHDWFB, PHDFR Checklists (hyperlinked)</b>	<b>WFB</b>	<b>FR</b>
Advisory Committee selected first semester; 4 members.	✓	✓
Advisory Committee meeting to review GS2 (Plan of Study) and, where applicable, discuss proposed research. Should occur within first semester or early second semester, at the latest.	✓	✓
GS2 (Plan of Study) form approved by AC, graduate program coordinator, department chair, and college dean and submitted to Graduate School Enrolled Student Services (ESS) by middle of second semester. <b>(A late fee of \$25-\$125 will be assessed!)</b>	✓	✓
Credit hours required: 30 post-Master's; 60 post-Baccalaureate.	✓	✓
Graduate level statistics	2 courses	NA
Seminar (FNR 8080): For FR, two times. For WFB, FNR 8080 can be taken once if combined with a reading group (e.g., ERG-BIOL 8070) or confirmed attendance at the NRGSA Seminar Series (as approved by committee) for 2 credits total.	✓	2 x FNR 8080
Special Problems	NA	Max 6 credits
Dissertation (doctoral research) credits	18	18
8000 level credits. WFB consider adding courses from other departments (e.g., BIOL, PRTM, EXST) to meet this requirement	12	Min 16 other than research and special problems; 8 must be FOR 8000+
Preliminary research plan (title, methods, statistical design/analysis, literature review) approved prior to field research and by mid-second semester.	✓	✓**
Comprehensive, preliminary written and oral exam, near mid-point of program of study. (Exam must be completed at least 6 months, but not more than 5 years, before graduation.)	✓	✓**
GS5D (Results of Doctoral Comprehensive Exam and Candidacy) form submitted to ESS.	✓	✓
Final oral examination (defense of dissertation). This needs to occur at least 3 weeks before dissertation is due to Graduate School. May include specific revisions recommended by AC. Adviser can approve revisions at discretion of AC.	✓	✓
GS7D (Dissertation Defense and Approval) form submitted to ESS.	✓	✓
Department Assessment Report submitted to Ms. Andrea Kesler, 261 Lehotsky Hall.	✓	✓
Check dissertation formatting: <a href="http://www.grad.clemson.edu/Manuscript/documents/Checklist_final.pdf">http://www.grad.clemson.edu/Manuscript/documents/Checklist_final.pdf</a>	✓	✓
Dissertation uploaded: <a href="http://www.grad.clemson.edu/Manuscript.php">http://www.grad.clemson.edu/Manuscript.php</a>	✓	✓
Apply for graduation using <i>Student Record</i> menu in iRoar account.	✓	✓

\*If the student wishes certification by TWS or ESA, the appropriate coursework can be included in the plan of study.

\*\*See notes at Examinations, PHD FR.

## EMPLOYEES ENROLLED IN GRADUATE DEGREE PROGRAMS

Time spent in class during normal working hours must be made up by the employee under a schedule acceptable to the employee's supervisor. Flexibility will be given to accommodate class schedules, but conflicts must be worked out between the employee and supervisor. Limits are imposed by the Graduate School on the course load that a full-time employee may take. See "Enrollment Limits" in the *Graduate School Announcements*. <http://gradspace.editme.com/AcademicRegulationsDthruZ#limits>

The MFR and MS degrees must be completed within a 6-year time period. The PhD degree must be completed within 5 years of satisfactory completion of the preliminary examinations.

---

## INTERNATIONAL STUDENTS

---

For all questions regarding international graduate students, please refer to <http://www.clemson.edu/administration/ia/services/students/index.html>.

---

## GUIDELINES FOR FACULTY

---

### ***Role of the Major Advisor***

- Ensures all requirements are met by the student.
- Ensures GS2 is completed on time.
- Acts as coach, advisor, evaluator, colleague.
- Provides timely, substantive feedback.
- Chairs Advisory Committee.
- Ensures completion of Mandatory Training.
- Ensures compliance with any regulated hazard protocols.

### ***Role of the Advisory Committee***

- Approves student's program of study and research proposal.
- Provides relevant expertise and guidance.
- Evaluates comprehensive/preliminary examinations and final defenses of theses and dissertations.

### ***Role of the Graduate Coordinator***

- Coordinates acceptance of graduate students with faculty, administrative assistant, and the Graduate School.
- Ensures that departmental graduate student files are maintained by administrative assistant.
- Evaluates whether students and committees meet stated deadlines and requirements.
- Moderates disagreements over guidelines or disputes between major advisors and students.
- Coordinates assignment of office space.
- Chairs Graduate Advisory Program.

### ***Role of the General Faculty***

- Determines the guidelines for all graduate degree programs.
- Constitutes the final authority in all matters of dispute. Any concern by individual faculty members about the plan or conduct of any graduate student's program should be presented to the Graduate Coordinator. The Graduate Coordinator will communicate any concerns to the student's major advisor for possible action. If the faculty member who raised the concern still wishes for the matter to be considered by the full faculty, the Graduate Coordinator will bring the matter before the faculty at a regular meeting. The Department Chair may be included at any level.
- Has the authority to approve or reject all candidates for graduate degrees.
- May amend the guidelines for its graduate programs by a simple majority of those voting. All faculty will be polled.

---

## GRADUATE FINANCIAL ASSISTANCE

---

### ***Assistantships***

#### **Appointment Standards (Conditions)**

- Graduate assistants are granted partial remission of academic and other fees and enjoy some benefits provided for University faculty and staff.
- Research assistantships are provided from the major advisor's grants or department funds, as available.
- A research assistantship includes project deliverables as specified by sponsor agreements, which are the responsibility of the student and his or her adviser to address.
- Partial or full teaching assistantships may be provided. TAs should be provided to students who can teach effectively.

#### **Hours of Work**

- Detailed in the letter of offer.
- Average work effort for a .5 FTE assistantship is 20 hours per week on research other than thesis or dissertation research.
- Holidays (spring break, fall break, Christmas holidays, etc.) are granted for graduate assistants; students are still responsible for meeting deadlines and expectations for project deliverables, regardless of holidays.
- **Domestic students** are limited to **30 hours** per week from all jobs on campus during the fall and spring semesters. **International students** are prohibited by Federal law (**Federal Code CFR 214**) from working more than **20 hours** per week when school is in session (inclusive of total hours worked from all jobs held by the student on campus).
  - Violation of this hourly limit by the student could lead to loss of future authorization to work in the USA and having to apply for reinstatement of student status. Violation of this hourly limit by the employer could lead to civil monetary fines and up to imprisonment.

### ***Fellowships***

- Fellowships awarded from sources outside the Department may be given to graduate students, in addition to any previously promised or negotiated assistantship.
- Out-of-state tuition may be waived for non-resident students receiving a fellowship, but students pay full in-state tuition fees rather than the reduced rate paid by graduate assistants.
- In some cases, the department may award fellowships under its control, in lieu of an assistantship.
- Several fellowships also are available to graduate students through the Graduate School and through the College of Agriculture, Forestry & Life Sciences. Deadlines for applying for these fellowships are usually in February.

### ***Student Hourly Employment***

- If funds are available and the graduate student is enrolled for at least 3 credit hours during fall and spring and at least 1 credit hour during summer sessions, hourly employment is permitted in place of or in addition to an assistantship. As stated above, American students are limited to 30 hours per week from all jobs on campus during fall and spring semesters, and by Federal Code CFR 214, International students are limited to 20 hours per week. Therefore, foreign students on half-time (20-hour) assistantships cannot work any additional hours.

---

## ADMINISTRATIVE SUPPORT FOR GRADUATE STUDENTS

---

### **Use of Equipment**

- **Audio-visual equipment** (computer and LCD projector) is available for check-out in room 261.
- The **copier** in 253 Lehotsky Hall may be used with permission of your advisor and in support of a research project. A copier code needs to be acquired in advance from your major advisor for use. Priority is given to faculty for copier use. Personal copies may be made in Cooper Library (\$.10 cash/copy or \$.05/copy with Tiger 1 card).
- The **FAX** machine in 261 Lehotsky Hall has the number 864-656-3304.
- School **vehicles** may be available for field research. Enterprise rents vehicles for travel to professional meetings. Your major advisor and the department chair must approve use of vehicles and any travel reimbursement for official business.
- **Computers** in room 264 (1) and 257 (10) Lehotsky Hall have software for word processing, spreadsheets, database, and GIS analysis. There is a color printer in room 264 and a black/white printer in room 257.
- **Computers** in 231 Lehotsky Hall include 14 computer workstations and a printer. This center is primarily used for GIS instruction and students may not use the printer unless given permission as part of a course being held in that room.
- **Coffee** is available in 272 Lehotsky Hall. The cost of coffee is \$.50 per cup, or the Coffee Club may be joined for \$5.00 per month. Those wishing to join the Coffee Club should check with Charlotte Swafford in 272A Lehotsky Hall. Bottled water is free and is available from the water cooler in room 261.

### **Information and Communication Services**

- **Mail** may be picked up in 261 Lehotsky Hall. Graduate student mailboxes are in the last column to the right, and are sorted by first letter of last name. Outgoing mail may be left in the appropriate box in 253 Lehotsky Hall for pick-up.
- The main department **phone number** is 656-3302. **A long distance authorization code for use in research-related business can be obtained from your major advisor.**
- University **breaking news and matters of public safety and convenience** are sent out to students and employees by email in an electronic publication called *Inside Clemson*. The CU student newspaper, *The Tiger*, is free and published weekly. An online version of *The Tiger* is available at: <http://www.thetigernews.com/>.

### **Support Services**

- All **personnel** matters are handled by Ms. Jennifer Hooper ([jthooper@clemson.edu](mailto:jthooper@clemson.edu)) in 272F Lehotsky Hall. Paychecks are deposited electronically to the bank of your choice.
- **Purchasing** – if a university VISA card is used for business or research needs, make sure you know the rules regarding allowable charges and limits before you use the card. **This is very important!** See Ms. Charlotte Swafford in 272A Lehotsky for more guidance.
- **Office space** is assigned by the Graduate Coordinator. Any requests for a particular office or to change office assignment must be approved by the GC.
- **Keys** - Office, lab and front door building keys to Lehotsky Hall can be picked up from Ms. Andrea Kesler in 261 Lehotsky Hall. A \$10 deposit is required for the first key, with a \$5 deposit required for all other keys. All keys must be returned before graduation.

---

## FORMS

---

### **Graduate School Forms**

<http://www.grad.clemson.edu/Forms.php>.

**Department Forms – available in Room 261; some are online at H:/FORESTRY/TRAVEL FORMS;** signed forms are submitted to Ms. Andrea Kesler in 261 Lehotsky Hall.

- *Permission to Attend a Meeting* – Department Chair signs.
- *Request to Travel Outside SC* – Department Chair signs.
- *Authorization for Official Foreign Travel* – Department Chair, Dean, PSA-VP (if PSA funds are involved) sign.
- *Travel Reimbursement* – Major Advisor signs.
- Electron Microscope Facility – hourly charges apply
  - College of Engineering and Science, lower level of Jordan Hall G-03.
  - Phone – 656-2465.
  - Access is open to everyone during daytime hours by appointment.
  - After-hours use is restricted to those who demonstrate sufficient ability.
- Chemistry Stockroom – liquid nitrogen, lab supplies
  - Room 235 Hunter; Laura Hupp – 656-3128.

---

## VEHICLE USE PROCEDURES – Official Business Only

---

- Keys and credit cards are available from the responsible faculty member or can be checked out online with Michael Stephens at [http://www.clemson.edu/cafls/employee\\_portal/vehicle-request.html](http://www.clemson.edu/cafls/employee_portal/vehicle-request.html).
- For gas or oil from the Motor Pool, the vehicle's fuel key and a Motor Pool user ID are needed.
- To receive a Motor Pool user ID, contact Shelly at shall@clemson.edu at least 2 days before purchasing gas or oil.
- State credit cards are in each vehicle to be used at any gas station in the United States that accepts credit cards. A PIN number is required. Most faculty have a PIN number. Credit cards cannot be used at the Motor Pool.
- Department vehicles should be used only for field work or incidental local trips.
- Report any vehicle maintenance or repair problems to the faculty member responsible for the vehicle and to Mr. Michael Stephens (sm@clemson.edu), Department Vehicle Fleet Coordinator, in 247 Lehotsky Hall. Please be specific.
- Fill out the Vehicle Log in the vehicle completely.
- **It is the responsibility of the driver to return the vehicle clean and with at least one-half tank of gas.**
- In the event of a vehicle breakdown, accident or emergency, contact the proper authorities and your major advisor, the main office (864-656-3302), or Michael Stephens (864-656-4044, cell 864-221-8834). When working outside of regular hours or in remote areas, carry a cell phone and avoid working alone.

**ASSESSMENT REPORT**  
**GRADUATE STUDENT PRELIMINARY AND ORAL EXAMINATIONS**  
**Department of Forestry and Environmental Conservation (FEC)**

The major professor, in consultation w/graduate committee, shall use the examination results to evaluate specific strengths & weaknesses of the candidate & his/her graduate program in the areas indicated below. **Use a 5-pt. scale (5=A, 4=B, 3=C, 2=D, 1=F). Check one per row of applicable item.**

Return completed form to Ms. Andrea Kesler in 261 Lehotsky Hall.

**Date:** \_\_\_\_\_ **Student Name:** \_\_\_\_\_ **ID#** \_\_\_\_\_

**Item 1 – Master Forest Resources:**

1. Knowledge equiv. to students w/BS in Forestry if the candidate doesn't possess a BS degree in Forestry, otherwise circle: N/A. (possesses a BS in Forestry):	1	2	3	4	5
2. Knowledge of the broad area of forestry:	1	2	3	4	5
3. Statistical skills at the graduate level:	1	2	3	4	5
4. Writing skills:	1	2	3	4	5
5. Oral Communication skills:	1	2	3	4	5

**Item 2 – MS – FR or WFB? (Circle one):**

1. Knowledge in the Area of Specialization:	1	2	3	4	5
2. Research skills:	1	2	3	4	5
3. Statistical skills:	1	2	3	4	5
4. Writing skills:	1	2	3	4	5
5. Oral Presentation Skills:	1	2	3	4	5

**Item 3 – PhD – Preliminary: FR or WFB? (Circle one):**

1. Sub-discipline Knowledge:	1	2	3	4	5
2. Research Skills:	1	2	3	4	5
3. Statistical Skills:	1	2	3	4	5
4. Other Quantitative Skills, if applicable:	1	2	3	4	5
5. Writing Skills:	1	2	3	4	5
6. Oral Presentation Skills:	1	2	3	4	5

**Item 4 – PhD – Final Oral: FR or WFB? (Circle one):**

1. Knowledge in the Area of Specialization:	1	2	3	4	5
2. Research Skills:	1	2	3	4	5
3. Statistical Skills:	1	2	3	4	5
4. Writing Skills:	1	2	3	4	5
5. Oral Presentation Skills:	1	2	3	4	5

**Committee Chair Signature** \_\_\_\_\_