MASTER OF ARTS IN TEACHING: SECONDARY MATH AND SCIENCE STUDENT HANDBOOK
Revised, SEPTEMBER 2015

DEPARTMENT OF TEACHING AND LEARNING

CLEMSON
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TABLE OF CONTENTS

INTRODUCTION.........................................................................................................................1
   Welcome/Purpose of this Handbook ..............................................................................1
   Contact Information ....................................................................................................1
   Program Overview, Department Mission, etc....................................................................1

ENTERING THE PROGRAM ....................................................................................................2
   Admission Requirements ...............................................................................................2
      Acceptance categories ..................................................................................................3
      Prerequisites ..................................................................................................................3
      Transfer credits ..............................................................................................................3
      Duplication of degrees ..................................................................................................4
      South Carolina residency ..............................................................................................4
      University employee enrollment .................................................................................5
      English language proficiency ......................................................................................5
      Computer proficiency ..................................................................................................6
      Foreign language requirement(s) ................................................................................6

   Admission Procedures .....................................................................................................6
   International Students ....................................................................................................7
      Student expenses ..........................................................................................................7
      Student visa ...................................................................................................................7
      Social Security number ................................................................................................7

   Costs ....................................................................................................................................8
   Financial Assistance .......................................................................................................8

   CU Student ID, Username and Tiger 1 Card .......................................................................8
      CUID ...............................................................................................................................8
      Username .......................................................................................................................9
      Tiger 1 Card ..................................................................................................................9

   Registration .....................................................................................................................9
   Orientation .......................................................................................................................10

GETTING THROUGH THE PROGRAM ..................................................................................10
   Student Responsibilities ................................................................................................10

   Academic Integrity ..........................................................................................................10
      Academic dishonesty ....................................................................................................11
      Plagiarism ......................................................................................................................12
      Academic research ......................................................................................................13

   Requirements for the Master’s Degree ..........................................................................14
      Minimum degree requirements for the master’s degree ............................................14
      Number of credit hours needed ..................................................................................14
      Sample Course of Study ..............................................................................................15
      Examination(s) ...........................................................................................................16
      Time required/ limit ....................................................................................................16
      Waiver of requirements ...............................................................................................16
# Secondary Math and Science Handbook

- **Academic Requirements**
  - Maintaining academic standing ........................................... 17
  - Maximum enrollment ....................................................... 17
  - Incomplete coursework .................................................... 18
  - Enrollment on a Pass/Fail basis .......................................... 18
  - Auditing courses ............................................................ 18
  - Withdrawing from courses ................................................ 19
  - Repeating a course ......................................................... 19
  - Continuous enrollment, leave of absence ......................... 19
  - Withdrawing from the program/University .......................... 20

- **Advisory Committee**
  - Your Major Advisor .......................................................... 20
  - Advisory Committee ....................................................... 20
  - Plan of study (GS2) .......................................................... 21

- **Assistantships/Financial Support**
  - Description of assistance available ................................... 21
  - Assistantship funding ...................................................... 22
  - Minimum enrollment ....................................................... 23
  - Employment-related information: ................................. 24
  - Outside employment ...................................................... 26

- **Process and Procedures**
  - Department and Graduate School forms ............................. 26
  - Checklist/worksheet of requirements .................................. 27
  - Ombudsman information and grievances process .............. 27
  - Counseling services ...................................................... 29
  - Guidelines for faculty .................................................... 29

- **Administrative Policies & Procedures**
  - Code of Conduct ............................................................ 30
  - Field Experience/Clinical Practice .................................... 31
  - SC Standards of Conduct for South Carolina Educators ....... 32
  - Criminal Records Check .................................................. 32
  - Application for Teaching License .................................... 34
  - Praxis II Tests Requirements .......................................... 35
  - Student Teaching ........................................................... 36
  - Transcripts ..................................................................... 36
  - Harassment ..................................................................... 37
  - Amorous relationships ..................................................... 38
  - Drugs, alcohol, smoking .................................................. 39
  - Computer access, use ..................................................... 39
  - Email access, use ............................................................ 40
  - Mailboxes and personal mail .......................................... 40
  - Intra-department communications .................................. 40
  - Keys ........................................................................... 40


INTRODUCTION

Welcome/Purpose of this Handbook

Welcome to the Eugene T. Moore School of Education at Clemson University. We wish you success at every stage of your academic journey.

This handbook is intended to familiarize you, as a graduate student in the School of Education, with the requirements, policies and procedures involved throughout your graduate experience. The rules and regulations provided herein govern our academic programs and describe the duties and responsibilities of graduate students in the department. These rules and regulations, developed through the years and in conjunction with the Graduate School, have proven to be beneficial for both students and faculty 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.

The rules and requirements presented herein are in addition to and subordinate to those described in the Graduate School Announcements, which you can find at www.registrar.clemson.edu/html/catalogGrad.htm or through the Graduate School office in E-108 Martin Hall. Any inconsistencies within this handbook or between this handbook and the Graduate School Announcements should be brought to the attention of the Program Coordinator.

Contact Information

Graduate Coordinator:     Dr. David S. Fleming
dflemin@clemson.edu
115 Tillman Hall
864-656-1881

The Graduate Coordinator orchestrates recruiting activities for the program and makes recommendations regarding graduate admissions offers. The Graduate Coordinator also oversees the regulations and procedures of the program and interacts with the Graduate School on matters such as student status, assistantships and fellowships.

School of Education Overview

Our graduate programs at Clemson University build on the rich experiences and expertise of faculty and students to provide an educational environment in which both groups share in research, exploration, and inquiry. The result of this synergy is impact — on our community and beyond.

Our school features more than 80 faculty members, each of whom is a caring, capable, and connected expert within his or her respective field, and we enroll more than 1,000 graduate students in our programs. We pride ourselves on offering scholarly research and professional development opportunities to our graduate students.
ENTERING THE PROGRAM

Admission Requirements

Minimum requirements to be considered for admission to graduate study in Secondary Math and Science generally follows those of the Graduate School (see the Graduate School Announcements at www.registrar.clemson.edu/html/catalogGrad.htm). Minimum requirements include at least a four-year bachelor’s degree from an institution whose scholastic rating is satisfactory to the University and a high quality previous academic record.

Admission to the Secondary Math and Science program is restricted to applicants whose academic record indicates a high potential to be successful in graduate studies. This determination is made by the faculty of the School of Education and is affirmed by the Graduate School. The various indicators used to arrive at this determination may include, but are not limited to: previous academic performance, letters of recommendation, standardized test scores, personal interviews and statements of interest. In reviewing transcripts, both the difficulty of the courses taken and the grade point ratio are considered.

Admission to graduate studies in Secondary Math and Science begins with your submission of an official application to the Clemson University Graduate School via their website at www.grad.clemson.edu/Admission.php.

Upon receipt of all admission materials, the Graduate School will forward your application to the School of Education for review. Applicants must meet all admission requirements of the Graduate School, the School of Education and the Secondary Math and Science faculty before official acceptance will be granted.

Acceptance categories

Students are accepted into the program as either full or conditional status. Each indicates a different level of performance on the admission criteria.

Full Status: Your credentials equal or exceed every minimum admission criterion prescribed for the applied-for degree.

Conditional Status: Conditional acceptance does not constitute admission to a degree program because certain required materials are pending. Admission to the degree program is possible only after all required application materials have been received. Upon receipt, you will be admitted to either full or conditional status. Notice of conditional acceptance may be given to highly qualified applicants prior to receipt of the degree they are currently pursuing; however, all requirements for that degree must be completed prior to enrolling in the proposed graduate program at Clemson.
Prerequisites

Students must have a baccalaureate degree in science or mathematics, or a closely related discipline. Alternatively, at a minimum, students must have 30 semester hours in science or mathematics. For science, this includes at least two courses in physics, chemistry, and biology. In addition, students will be required to provide evidence of knowledge that should have been obtained from these courses during their teaching practicum.

If course deficiencies are specified as a condition of your admission, it is important that you take the necessary courses early in your program in order to provide you with background for graduate-level courses. Normally, you remove these deficiencies by taking and passing the required courses during a regularly scheduled course offering. These courses do not count toward the total number of semester hours of graduate credit required for graduation.

Pre-requisite courses must be completed before admission as a graduate student, whereas co-requisite courses must be completed before receipt of the advanced degree.

Transfer credits

University policy does not allow automatic transfer of graduate credit. Students with graduate credit earned at another institution, in another department at Clemson University, or earned before admission to this program must have prior work evaluated for transfer credit. Requests for transfer credit to the program must be recommended by your Advisory Committee and approved by the Program Coordinator, the department chair and the dean of the Graduate School. You must make your request in writing for each course or credited activity to be transferred. Each request must be accompanied by an official transcript, catalog description and syllabus or other supporting documentation. Grades earned for courses taken at institutions other than Clemson University will not be included in the student’s academic average. All transfer credits must be verified by an official transcript from the institution at which the work was completed. It is your responsibility, not your Major Advisor’s or the department’s, to request a transcript of transfer credits be sent directly to the Graduate School.

In any case, the number of credit hours that may be transferred from an accredited institution will not be greater than one-third of the graded course work required for a master’s degree. No more than 12 semester credit hours earned in a non-degree status at Clemson University can be applied to a degree program.

Transfer credit will not be awarded for research, internships, courses graded pass/fail, or course work in which you received a grade lower than a B or its equivalent. No credit will be given for continuing education units, correspondence, extension or in-service courses or for concentrated courses and workshops that award credits at a rate exceeding one credit per week. Course work completed outside the six-year time limit may not be
transferred to Clemson University or validated for graduate credit. See the Graduate School Announcements for more information regarding transfer credits (www.registrar.clemson.edu/html/catalogGrad.htm).

**Duplication of degrees**

The holder of a master’s degree in a given field, received at another institution, may not become a candidate for another master’s degree in the same field at Clemson.

**South Carolina residency**

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 you to establish legal ties with the state; you must generally wait one year before establishing legal ties. 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 Office of Residency Classification handles all the information regarding domicile requirements for residency status. Due to the frequency of changes implemented by the state legislature in past years, those criteria are not elaborated here. If you are interested in establishing South Carolina residency, review the up-to-date information at www.clemson.edu/SCRResident/. Questions should be addressed to the Office of Residency Classification (G-01 Sikes Hall, (864) 656-2281).

**University employee enrollment**

With the approval of the appropriate dean or director, a qualified employee of Clemson University may pursue graduate work for credit. However, no member of the faculty or staff who has a rank higher than instructor or its equivalent may be considered as a candidate for an advanced degree in the academic department where you are employed. Payment of the application fee is required.

Limitations on the number of hours taken per semester are explained under “Maximum Enrollment”. You must make up any time spent in class during normal working hours under a schedule acceptable to your employment supervisor. Flexibility will be given to accommodate class schedules, but you must work out conflicts with your supervisor. You must complete a master’s degree within six years of commencing the program; the PhD must be completed within five years of satisfactory completion of your preliminary examinations.
English language proficiency

International students whose native language is not English are required to submit a satisfactory score on the Test of English as a Foreign Language (TOEFL). International students who are applying for a graduate assistantship are encouraged to submit scores from the Test of Written English (TWE), which is administered simultaneously with the TOEFL at most locations.

If you are a non-native English speaker and your graduate advisor feels you should improve your English skills, you must complete English 111: English as a Second Language.

Computer proficiency

The School of Education has no formal requirements for computer literacy or competency. However, each graduate student is expected to be proficient in the use of digital computers. Use of computers and competency in various software programs will be necessary in many graduate courses and, in most cases, in both your teaching and research, and it is expected that you will acquire whatever skills are needed to use these resources as they are required.

Foreign language requirement(s)

The Secondary Math and Science Program does not have a foreign language requirement.

Admission Procedures

Upon receipt of all admission materials, the Graduate School will forward your application to the Graduate Coordinator. Please note that applications and application materials are sent to the Graduate School, not the department, and that the Graduate School does not submit application packages to the department for review until they are complete. Further, the department is unable to answer questions about incomplete or pending applications. All questions regarding application status should be directed to the Graduate School and can be checked electronically at http://www.grad.clemson.edu/ApplicationCheck.php.

The Program Coordinator examines your application packet and notifies faculty members in the specialization area that you indicated as your area of interest on the application. If a faculty member agrees to be your Major Advisor and you meet the minimum admission criteria, the Program Coordinator will approve your application. The Graduate School will then notify you of your acceptance as well as any existing provisions.

If you are not considered acceptable for admission, the Program Coordinator will indicate this on your application and return the decision to the Admissions Office.
School will then send you a letter of rejection. You may appeal the rejection to the Graduate School and, with sufficient cause, may be given a provisional acceptance.

**International Students**

*Student expenses*

International students must certify access to a minimum of one year’s estimated expenses. For more details or contact the International Affairs Office (E-303 Martin Hall, (864) 656-3614).

*Student visa*

You are responsible for maintaining legal status with the US Department of Homeland Security during your studies. Form DS-2019 (J-1 exchange visitor visa certificate) is usually issued to students who are funded by their home government or by an international organization. If no organizational sponsor is involved, an I-20 (F-1 student visa certificate) will be issued.

When your application to the Graduate School has been accepted and your language and financial abilities are certified, Campus Immigration Services will issue you an I-20 or DS-2019. Take this document to the nearest US Consulate to apply for a nonimmigrant student visa.

For more information and details about applying for your visa, see the Campus Immigration Services or contact them at (864) 656-3614.

*Social Security number*

If you are an international student receiving an assistantship, you must have your offer letter with you upon arrival. You should then go to the Social Security Administration in Anderson, S.C., for a Social Security Number or meet with the Social Security Administration representative in Martin Hall on the dates indicated by the Graduate School. The Office of the Director for the School of Education will provide you with the paperwork that you must take with your signed Social Security card to the Foreign National Payments Coordinator in E-208 Martin who will complete the necessary paperwork to assist you with getting on the payroll. Be sure to bring the following:

- U.S. Visa
- Unexpired foreign passport
- I94
- IAP-66/I-20

You must call for an appointment before going to the Foreign National Payments Coordinator’s office. The telephone number is (864) 656-5589.
Costs

For current tuition and fees, see www.grad.clemson.edu/Financial.php.

Graduate assistants may choose to defer tuition and fees. This is accomplished easily on the day of registration. Persons in the fee assessment area will have a list of all graduate assistants. Anyone listed may sign a note to defer these costs and these costs will be deducted from the first six full paychecks of the semester.

For more information about academic costs, financial aid and making payments, contact the Office of Student Financial Aid (G-01 Sikes Hall, (864) 656-2280) or the Bursar’s Office (G-08 Sikes Hall, (864) 656-2321).

Financial Assistance

Clemson University is proud to offer the National Science Foundation-funded TigersTeach Noyce Scholarship to qualified individuals. Eligible applicants entering the MAT for Secondary Science and Mathematics program can receive up to $12,500. Those interested in applying for a scholarship should contact Leigh Haltiwanger, program coordinator, to determine eligibility and admissions procedures prior to submitting an application for the MAT program. http://www.clemson.edu/hehd/departments/education/research/tigersteach/programs.html

CU Student ID, Username and Tiger 1 Card

CUID

When you are accepted into the Graduate School, you will be issued a unique student identification number as part of your admissions acceptance packet. Your student ID is a 9-digit number you will use on forms and other official University business. It is often referred to as your “CUID”.

Username

Also upon acceptance, you will be assigned a Clemson University computer user identification. This is a permanent, unique-to-you identifier that you will use every time you access the Clemson computer network. You may see or hear it referred to as your “username” or “USERID”. Your username is a 4-8 character identification that generally consists of some part of your first and/or last name and designates your official Clemson University email address (for example, Jones2@clemson.edu, where “Jones2” is the username). Your username gives you access to University systems such as Webmail, MyCLE/Blackboard, the Student Information System (SISWeb) and the online Web Registration. You may also need to use your student username to access department-specific networks and files.
Tiger 1 Card

Soon after you arrive, you will want to obtain your Tiger 1 Card. This is your official Clemson University photo ID card and gives you access to a variety of services throughout campus and around town, including:

- Library card
- Fike Recreation Center access card
- Athletic ticket privilege access
- Purchase discounted software through CCIT
- Personal debit card to access pre-deposited funds in a TigerStripe account (see http://www.clemson.edu/studentaffairs/tiger1/ for more information).

You must be registered for at least one class during the current semester to qualify for a Tiger 1 Card. Bring a photo ID (driver's license, state-issued ID card or passport) to the Tiger 1 Card office located in the lobby of Fike Recreation Center. There is no charge for your first ID card. Always remember to carry your Tiger 1 Card with you at all times.

Registration

Prior to registration for your first semester of study, you must report to your assigned advisor or the Program Coordinator. He/she will help you plan your initial program of study and identify a suitable Major Advisor. iroar.clemson.edu

Registration is conducted entirely online via iRoar. The iROAR system is available for faculty, staff and students to manage classes, enter grades, pay tuition fees, check financial aid, apply for graduation, all things related to registration and more. iROAR may not be compatible with some browsers. If you experience problems, please try another browser. If you continue to have problems, send a screen shot of the error to ithelp@clemson.edu. If you have any further questions, please contact the Program Coordinator.

Any student pursuing any phase of a graduate program must be registered. See “Maximum/minimum credit loads” under Assistantships/Financial Support for enrollment limits.

Orientation

All graduate students are required to view the orientation and academic integrity videos found here: http://www.clemson.edu/hehd/departments/education/students/#http://dle-mediasthehd.clemson.edu/mediasite/Viewer/?peid=0f05b73a72b44340811f3c6f9bbfb9ee1d. In addition, the program area may provide an orientation at the start of the fall semester of the year in which they will enter the program. The department also strongly
recommends that you attend the Graduate School orientation held on the Sunday before classes start in the fall.

GETTING THROUGH THE PROGRAM

Student Responsibilities

In general, the department expects you to approach your graduate study in a professional manner. The department expects all graduate students to put in the time and effort necessary to be successful, and graduate students may not be allowed all breaks/holidays afforded to undergraduate students.

Academic Integrity

A university is a community of scholars dedicated to the free inquiry of knowledge and truth. It follows as a basic tenet that students will conduct themselves with integrity in academic pursuits. In instances where the academic standards may have been compromised, Clemson University has a responsibility to protect this process and to respond appropriately and expeditiously to charges of academic misconduct. Academic misconduct includes, but is not limited to, submission of fraudulent admission credentials, academic dishonesty, falsification of data in research, and plagiarism in theses, dissertations or other final projects.

Academic dishonesty

A summary of the Graduate School’s policy on academic dishonesty follows. For a complete text of the policy, including rules and procedures, and specifics related to former students, academic research and revocation of academic degrees, see the “Appeals and Grievances” section of the Graduate School website at www.grad.clemson.edu/policies/Appeals.php#misconduct and the Graduate School Announcements at www.registrar.clemson.edu/html/catalogGrad.htm.

I. General
   A. Academic dishonesty includes giving, receiving or using unauthorized aid on any academic work.
   B. Plagiarism, a form of academic dishonesty, includes the copying of language, structure or ideas of another and attributing the work to one’s own efforts.
   C. All academic work submitted for grading contains an implicit pledge and may contain, at the request of the instructor, an explicit pledge by the student that no unauthorized aid has been received.
   D. Academic dishonesty includes attempts to copy, edit or delete computer files that belong to another person or use Computer Center account numbers that belong to
another person without the permission of the file owner, account number owner or file number.

II. Penalties

A. A student guilty of the first offense of academic dishonesty typically will receive a grade of F for the course. In flagrant cases, you may also be suspended for one or more semesters or may be permanently dismissed.

B. A student guilty of the second offense of academic dishonesty will receive a grade of F for the course, will be suspended for one or more semesters and may be permanently dismissed. Suspension and dismissal require approval of the president of the University.

III. Procedures

Academic honesty is the individual responsibility of each student. Students should report violations of this policy either to the instructor of the affected course or to any member of the administration. When, in the opinion of an instructor, a student has committed an act of academic dishonesty, the following procedure must be followed:

1. The instructor will inform the student in private of the nature of the alleged charge of academic dishonesty and will simultaneously request in writing that the department chair verify from the registrar if the incident is a first offense.

2. When this information has been received, the instructor will notify the student in writing of the charge of academic dishonesty and the penalty recommended by the instructor and approved by the chair of the department in which the course is taught. The notification will further state that if you regard the charge as unfair, you will have seven days from the date of receipt of notice to file a grievance with the Graduate Student Grievance Committee.

3. If no grievance is filed by the student, the instructor will forward copies of the written notification to the dean of the college and to the registrar.

4. Should the act of dishonesty not be in the college of the student’s major, the registrar will notify the major department chair.

5. A charge of academic dishonesty in a course must be made within 45 calendar days of the date printed on the grade report for the semester or session in which the course is completed. For grades that replace an original grade of “I” (incomplete), the 45 days begin the day the “I” is converted to the final grade.

It is the responsibility of every member of Clemson University to enforce the academic integrity policy.

*Plagiarism*

As noted above, the Graduate School defines plagiarism as “a form of academic dishonesty [that] includes copying of language, structure or ideas of another, and attributing the work to one’s own efforts” — the representation of another’s work as one’s own. Note that here there is no mention of intent or deceitful intent. This means that if
you submit plagiarized work, even if you do so unintentionally, it is still plagiarism. Ignorance of the rules is no excuse for breaking them.

Examples of plagiarism:
- Using ideas (i.e., to steal them) from someone else and passing them off as if the ideas were you own.
- Taking a source of material, words, diagrams or results and passing it off as your own.
- Copying someone else’s work and submitting it as your own.
- Copying words and ideas without giving appropriate credit.
- Quoting someone without using quotation marks.
- Changing the words in a sentence without changing its structure.
- Taking or copying a vast number of words or sentences or paragraphs from a paper, book, journal or any other literary source so that it makes up a large amount of your work — whether you give credit or not — is still plagiarism because this goes against United States government guidelines of “fair use”. Basically, if you have copied a text or diagram exactly as in the original source, then this is unlikely to be considered fair use. If in some way you have creatively rewritten the material then this more than likely will be considered fair use. However, the more you use or borrow from other sources the less likely it is to be considered fair use.
- Anything directly taken from copyrighted material is plagiarism unless permission is granted to use those materials from the author/publisher.

For more information about and examples of plagiarism visit http://www.plagiarism.org/plag_article_what_is_plagiarism.html

Academic research

The effectiveness of the research infrastructure throughout the world is based on the personal and professional integrity of the people involved. The basic assumption that is central to all research endeavors is that researchers have done what they say they have done. The School of Education is part of that infrastructure and the research conducted here must withstand the highest scrutiny. Consequently, we must all ensure that our scholarly work is conducted and reported with the highest ethical standards. We must be careful in our recordkeeping and diligent in our efforts to always attribute credit where it belongs. In particular, we must guard against any activity that would bring the integrity of the department or the individuals within it into question. Among the activities to be avoided are:
- Falsification of data – ranging from fabrication to deceptively selective reporting of results or methods, including the purposeful omission of conflicting data with intent to falsify results.
Plagiarism – representation of another's work as one's own.
Misappropriation of others' ideas – the unauthorized use of privileged information, however obtained.

Requirements for the Master's Degree

Minimum degree requirements for the master's degree

<table>
<thead>
<tr>
<th>Minimum Degree Requirements for the Master's in Secondary Math and Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total hours of course work</td>
</tr>
<tr>
<td>Core courses required</td>
</tr>
<tr>
<td>Specialty courses required</td>
</tr>
<tr>
<td>Intensive Practicum and Internship</td>
</tr>
</tbody>
</table>

Number of credit hours needed

A master’s degree program in Secondary Math and Science shall consist of a minimum of 42 semester hours of graduate credit beyond the bachelor's degree approved by the student’s Advisory Committee.

Prerequisite and co-requisite courses do not count toward the 42 semester hours of graduate credit required for the degree. Prerequisite courses must be completed before admission as a graduate student, whereas co-requisite courses may be taken concurrently but must be completed before receipt of the master’s degree.

All core pedagogical courses, delivered via distance learning, include field-based experiences. The discipline-specific methods courses, taken in the Fall Semester, require students to complete a field experience in a local high school. Students will spend two days per week in a secondary science or mathematics classroom during the semester in which the methods course is taken (prior to the student teaching experience). Classroom assignments will be associated with this field experience.

The student teaching experience and accompanying seminar occur within the Spring Semester. The seminar course is designed as a reflective component of the MAT program to promote discussion and problem solving of classroom concerns that arise throughout an internship; the seminar includes discussion of key issues and trends in education. All interns must also complete a professional digital portfolio.

The student teaching experience typically lasts 72 days; students who are absent more than 3 days must make up the extra absences. Students are expected to do as much full-
time teaching as time, energy, and skills permit. Team teaching is also a recommended strategy for much of this experience. During the latter part of the internship, the intern must complete a minimum of two weeks (10 consecutive days), full-time independent teaching, during which he/she handles all the duties of a teacher.

Sample Course of Study

**Summer Session I (6 credits)**
Educational Psychology
Content course

**Summer Session II (6 credits)**
Content Course
Foundations to Literacy

**Fall Semester (12 credits)**
Classroom Assessment Methods
Content Area Literacy
Adolescent Growth and Development
Classroom Management

**Spring Semester (12 credits)**
Directed Internship (student teaching)
Internship and Research Seminar

**Summer Session I (6 credits)**
Content course
Teaching Students with Individual Differences and Exceptionalities

Note: The content area courses are taken at the master's level in either mathematics or science, depending on certification area. MAT students schedule these courses based upon input from and approval of their advisers.

*Examination(s)*

The Secondary Math and Science program requires that each student submit a digital portfolio to your Advisory Committee prior to graduation. The portfolio involves application of content provided in required coursework and experiences. See also “**Nearing Graduation**”.

*Time required/limit*

Failure to meet program and Graduate School deadlines given is grounds for suspension of your stipend. Earlier completion is encouraged.
The department considers four academic semesters plus one summer sufficient time in which to obtain this degree. The Graduate School requires that all course work which is to be credited toward any master's degree must have been enrolled in and completed within six calendar years prior to the date on which the degree is to be awarded. (See the Graduate School Announcements at [www.registrar.clemson.edu/html/catalogGrad.htm](http://www.registrar.clemson.edu/html/catalogGrad.htm).)

**Waiver of requirements**

The requirements for achieving a graduate degree in Secondary Math and Science, as outlined in this handbook, are designed to provide a consistent minimum level of performance for all graduate students. At the same time, flexibility is provided to allow for the diverse areas of study and individual strengths of each student. Most of this flexibility is built into the existing requirements.

A course taken at another institution that is equivalent to one of the core courses or other course requirement of your Advisory Committee may be exempted by your demonstration of competency and/or providing evidence of equivalency to your Advisory Committee and the course instructor. A special examination may be offered to meet these requirements. Substitution of a structured core curriculum course requires the concurrence of your Advisory Committee and the Program Coordinator.

Under extreme conditions, you may petition for a waiver of other requirements. Your petition must be made in writing by your Major Advisor to the Program Coordinator and must be submitted at least six months prior to your expected graduation date. The Program Coordinator will not grant a waiver except in truly extraordinary circumstances.

**Academic Requirements**

**Maintaining academic standing**

A graduate student must maintain a minimum overall average of B (3.0) for all courses taken. If at any time you fail to satisfy this requirement, you will be automatically placed on probation for one semester during which time you will not be eligible for financial aid/assistantship. You are permitted only one probationary semester during the entire course of your graduate program. In addition, a failing grade (D or F) in a course in your major area may be cause for dismissal regardless of your overall average.

If you are admitted conditionally, you will be required to receive a grade of B or better in all graduate coursework. If you receive a grade of C or below, you will be dismissed from the program. Other conditions may apply to conditionally-admitted students on a case-by-case basis.

The awarding of an advanced degree does not merely attest to completion of academic requirements in courses, seminars and research activities, but also to the acquisition of acceptable professional standards, including standards of ethics (see the University's
**Academic Integrity Policy.** Violations of professional standards may result in disciplinary action, including dismissal from the program.

**Maximum enrollment**

Upper limits on graduate student enrollment per semester refer to graduate and undergraduate credits combined and should be attempted only by the most qualified students. Should the six-week and three-week sessions run concurrently, the total credits are not permitted to exceed the upper limit for the six-week session. Graduate students paid solely on an hourly basis are not classified as graduate assistants but are subject to the same limitation in credit loads.

<table>
<thead>
<tr>
<th>Student Category</th>
<th>Semester</th>
<th>6-Week Session</th>
<th>3-Week Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time Students</td>
<td>18</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>1/4-time Graduate Assistants</td>
<td>15</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>1/2-time Graduate Assistants</td>
<td>12</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>3/4-time Graduate Assistants</td>
<td>12</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Persons employed full time</td>
<td>9</td>
<td>3</td>
<td>1</td>
</tr>
</tbody>
</table>

Quarter-time, half-time and three-quarter-time graduate assistants are defined as those who contribute an average of 10, 20 and 30 clock hours per week, respectively, of service to the University for the entire semester. A person employed full time is defined as anyone employed five full working days per week regardless of the employer(s). A graduate student who becomes employed full time while the assistantship is in force must notify the Graduate School and the department providing the assistantship.

**Incomplete coursework**

A grade of Incomplete will be given only if you have not completed the course for some unavoidable reason that is acceptable to the instructor. Unless you complete the requirements for removal of the I grade within the time period stipulated by University policy, the Student Records Office will automatically change the I to an F. Extensions of the deadline for completing the course work are granted only in extreme circumstances. Students who have Incompletes cannot graduate, even if the incomplete courses are not part of your GS2 plan of study. Special courses that constitute multi-semester projects are exempt from this rule. Incomplete grades for those courses may be given until the project is complete.

**Enrollment on a Pass/Fail basis**

The only graduate courses that may be taken on a pass/fail basis are thesis and dissertation research and a small number of unstructured courses in which the pass/fail grading system appears in the course description.
Auditing courses

Permission for a student to audit a particular graduate course is at the discretion of the chair of the department, the coordinator of the program offering the course and/or the instructor. The principal factors involved in granting permission are that the auditor must possess the necessary academic background and space must be available.

Audited courses do not carry credit and the fact that a course has been audited is not noted on your official record. Graduate auditors are not required to stand tests or exams. However, the instructor, at his/her own discretion, may demand the auditor’s participation in class to whatever extent deemed desirable.

You may not satisfy by audit a stated prerequisite for a graduate course. Additionally, you may not establish credit through examination in any course for which you were previously registered as an auditor.

Withdrawing from courses

As a graduate student in the School of Education, you will be permitted to drop courses in which you are enrolled only in exceptional cases and with the prior approval of the Program Coordinator, your Major Advisor and the course instructor. If you drop a course when you have an assistantship, and your course load drops below nine credit hours, your assistantship may be revoked for that semester.

Repeating a course

Under some circumstances, graduate students may repeat courses in which they received a D or F. It is recommended that you repeat a course if you receive a C or less in any course required as a part of the degree program. If you repeat a course for which you received a grade of D or F, you do not receive additional credit. The grades from the two courses are averaged; the D or F is not dropped. You may not repeat any graduate course in an attempt to achieve a higher grade.

Continuous enrollment, leave of absence

Graduate students who do not maintain continuous enrollment are subject to the requirements in effect at the time you return. Only students who are enrolled are eligible to use University facilities and human resources. Note that you must meet minimum enrollment requirements to be eligible for financial aid (see Assistantships/Financial Support below).

All graduate students in the program are expected to maintain continuous enrollment during fall and spring semesters. The School of Education makes every effort to schedule relevant courses such that students can easily maintain enrollment.
To prevent the possibility of termination of financial support, you must request and be granted a leave of absence from the department. Your request must be approved by both the Program Coordinator and the department chair. Such leaves may be granted to students doing extended specialized training, field placements, or attending another university for specialized course work. Otherwise, a leave of absence will be granted only in exceptional cases. If you have an assistantship or fellowship and take a leave of absence, you are not guaranteed financial support upon your return, even if you did not use up all your support before your leave.

Students failing to enroll for a two-year period must apply to the Graduate School for readmission.

**Withdrawing from the program/University**

If for any reason you decide to withdraw from the program, inform your Major Advisor, then the Program Coordinator, who will inform you of the procedures to be followed to officially withdraw from the University. Failure to follow the procedures may result in your owing tuition and other fees to the University. This applies to both domestic and international students.

**Advisory Committee**

Each graduate student must have a faculty advisor who will also be the chair of the student’s advisory committee. The advisor must be a regular member of the School of Education faculty.

**Your Major Advisor**

You will be assigned a Major Advisor upon admission to the program. This Major Advisor will help you begin to plan your degree program and will be available to answer any questions you may have. Your Major Advisor also helps plan your curriculum.

**Advisory Committee**

You will form an advisory committee in consultation with your Major Advisor. Your Advisory Committee will approve your curriculum, supervise your graduate program, administer your comprehensive and/or final examinations, and initiate the recommendation for awarding your degree. Your Major Advisor will serve as the chair of your Advisory Committee.

A majority of your Advisory Committee must be regular members of the unit faculty. If you declare a minor, a member of the faculty of the minor department must be included on your committee. For the master’s degree, committee membership must total at least three.
You are responsible for forming your Advisory Committee and keeping them apprised of your progress.

Plan of study (GS2)

You must file a graduate degree curriculum (form GS2) with the Graduate School no later than the last day of classes of the term before the term in which you plan to graduate. It is recommended that the GS2 be filed by the middle of the second semester in the program. The GS2 represents the formulation of an individual student’s curriculum as approved by your Advisory Committee. It must adhere to Graduate School as well as departmental policies. Courses in excess of those required for the degree should not be listed on the GS2. Any questions concerning undergraduate deficiencies, transfer of graduate credit from other institutions, special program requirements, etc., should be resolved before the GS2 is submitted.

Advisory Committee approval of your plan of study is indicated by their signatures on the GS2. The form must also be approved by the major department chair, the minor department chair (if applicable), and the deans of the college and Graduate School. The form is available through the student’s iRoar account.

You must complete any class listed on your GS2 before graduation; if you fail to do so, you must file a revised GS2. Prior to graduation, you may revise your degree curriculum as needed subject to the necessary approvals; similarly, it is occasionally necessary to change committee membership. In either case, you must submit a revised GS2.

Assistantships/Financial Support

Description of assistance available

Though unlikely, it is possible that graduate assistantships may be available in teaching and research. Graduate teaching assistantships include both graders and laboratory assistants/instructors. These may be in the form of ¼-time (10 hours per week) or ½-time (20 hours per week) appointments. Graduate research assistantships are generally made by individual faculty members to conduct research on specific projects. These may also be either ¼-time or ½-time appointments.

Fellowships are available from organizations outside Clemson University. Information on these opportunities is available from the department and from the Graduate School website (www.grad.clemson.edu/fellowships.php).

Your responsibilities and details of your financial support are included in your official offer letter from the department chair. This letter requires your signature indicating your acceptance of the terms. (Teaching assistants will receive a separate communication with more detail as to their specific assignments, such as course sections, etc.) To
maintain your assistantship, you must complete the duties in a satisfactory manner and make satisfactory progress toward your degree.

Assistance funding

The School of Education uses two different sources for funding graduate students: State of South Carolina monies, and funds from contracts, grants and donations. Students supported by state funds normally are assigned teaching assistant duties while those supported by research contract funds are assigned research duties. All assistantships may be subject to time limits as described below (depending upon the degree being pursued) and are contingent upon your satisfactory performance and progress toward the degree.

- Assistantships for master’s students will normally extend for a maximum of two years. The same time limit applies to fellowships awarded to master’s students by the department.

- Continuation of assistantships and fellowships is contingent upon satisfactory academic performance, as well as satisfactory performance of assigned duties associated with the assistantship.

- All research contract- and grant-supported graduate assistantships are subject to continued funding by the contracting agency. If a research contract or grant is terminated before you have completed your degree program, the department will endeavor (on an individual basis) to provide financial support to allow continuation of your program. This might involve teaching assistant responsibilities, where appropriate. The foregoing statement should not be construed as an assurance of funding. You are expected to complete your degree program in a timely fashion.

- All graduate students holding a teaching, research or graduate assistantship appointment at Clemson University shall be compensated based on a standard full-time (100%) equivalent (FTE) rate (12-month basis) established by the department. This rate shall also serve as the basis for all rate adjustments described below. Two standard FTE rates shall be established: one for master’s students and another for PhD students. Generally, all such appointments shall be ½-time appointments (50% of the standard FTE rate).

- Compensation at a rate exceeding the standard FTE rate is allowed according to the following guidelines:
  - Funds for such additional compensation may be derived from a fellowship, traineeship or similar form of award (e.g. NSF, Edwards or Alumni fellowships) in which the awardee is selected competitively from a group of applicants on the basis of scholarly excellence. In this case, such additional compensation is limited to a maximum of 25% of the standard FTE rate. In the event that such an award exceeds this limit, the assistantship appointment shall be diminished in like proportion.
such that the total compensation does not exceed 75% of the standard FTE rate.

- Funds for such additional compensation may also be derived from a research grant or contract provided you had a significant intellectual role in preparing the research proposal leading to the grant or contract, as judged by your Major Advisor. In this case, such additional compensation is limited to a maximum of 25% of the standard FTE rate.

- The maximum compensation limit does not apply to students who do not hold a teaching, research or graduate assistantship appointment at Clemson University.

**Minimum enrollment**

A minimum enrollment is required for appointment as a graduate assistant. During the academic year, the minimum enrollment is nine semester hours for all graduate assistants. Minimum enrollment in the summer sessions is three semester hours per session. Undergraduate credits may be included in the minimum provided they are relevant to your degree program and required by your Advisory Committee. Credits in GS 799 may be included in the minimum in unusual cases cleared in advance with the Graduate School.

An assistantship may be withdrawn at any time for failure to maintain satisfactory enrollment status.

**Employment-related information:**

**Income taxes**  
The State of South Carolina, as well as the U.S. government, levies an income tax. Therefore, as a general rule, state and federal taxes will be withheld from your pay and you will need to file income tax returns with both the state and federal taxing agencies.

**Paydays**  
Paydays are alternate Fridays. When you go on the payroll for the first time, you will have a two-week lag before you will be paid. This “lag pay” is paid out after your termination from your position.

**Stipendless pay**  
Stipend checks must be direct-deposited through the University system. You must fill out an “Authorization for Deposit of Net Pay” Form upon starting your assistantship. This action is mandatory; no exceptions. Pay stubs will not be given/mailed to you, but are available electronically through MyCLE.

To view your pay stub and other employment-related information on MyCLE, go to [bb.clemson.edu](http://bb.clemson.edu), Enter your **employee ID** and password in the username and password
fields and click “Login”. (If you do not know your employee user ID, you can obtain it by presenting a photo ID at the CCIT Help Desk in Martin M-1.) Then select “View Paycheck” from the CU Faculty & Staff Resources list. Re-enter your employee ID and password to sign in to PeopleSoft. Your most recent pay stub will appear.

Work injury protocol
Should you be injured during the course of your employment responsibilities, you must immediately report the injury to your supervisor. Your supervisor should then immediately call the workers’ compensation insurance company. Their medical manager will gather information about the accident and direct you to a healthcare facility or physician for treatment. No coverage will be provided for work-related claims unless reported by your supervisor before you receive medical treatment at the authorized provider.

In the event of severe injury/emergency, call 911 first, and then execute the above procedures.

Workload
The normal ½-time graduate assistantship workload is 20 hours per week (average). Students are sometimes hired for 12.5% (5 hours), 25% (10 hours), 37.5% (15 hours) and 75% (30 hours) of full-time work, under appropriate circumstances. You should be aware of both your academic and work obligations, and are encouraged to discuss any problems with faculty.

Work product
Computer programs written, data generated, discoveries made, derivations developed, etc., in the course of your assistantship are the property of Clemson University.

Reduction of pay
Normally, your agreed-upon workload will be submitted as hours worked for each payroll period. However, if the amount of work you perform consistently deviates below the required workload, your pay will be reduced accordingly. Due to the procedure in which time sheets are currently used, it may be necessary to implement any pay reductions in the pay period following the one in which the work deficiency actually occurred. Pay also may be withheld from students who violate the vacation policy (see below).

Vacation policy
As a rule, graduate assistants do not accrue paid vacation time. Your work timeframe should not be perceived to be the same as the semester class schedule. Generally, graduate assistants work on the same calendar as faculty with 12-month appointments unless different work expectations are distinctly articulated in your offer letter. The department offers the following time off, without pay, to assistants in good standing: two weeks at Christmas, one week at Spring Break, and a few days in the summer. These days may be scheduled at other times, as long as any interference with teaching responsibilities and/or your research program is minimal. Consult your advisor and supervisor, as policies vary. Any leave beyond this allotment requires approval of your advisor and notification of the Program Coordinator and department chair. In the event of
a death in your immediate family, illness of a close family member or personal illness or hardship, you may request up to four weeks leave without pay per semester and one week of leave without pay per summer session from your immediate supervisor.

**Military leave policy**
The Graduate School has ruled that a graduate student on military leave, for example summer camp, will not receive a stipend for the period of that leave. Students planning to take military leave should notify the departmental secretary of the inclusive dates. Short periods of about one week can be taken as regular vacation with no interruption in pay. Students leaving the campus for six weeks to attend summer camp must obtain written permission from the dean of the Graduate School to be excused from the continuous enrollment provision.

**Holidays**
Graduate students are entitled to take as holidays the days on which the University is officially closed. See the official University holiday schedule at [http://www.clemson.edu/employment/benefits/holiday.html](http://www.clemson.edu/employment/benefits/holiday.html).

**Termination of pay**
Pay for any session will end when you leave Clemson or are no longer available for work assignments. Normal termination dates for the spring and fall semesters for students not continuing into the next session is graduation day. Any deviations from these dates must be approved by your Major Advisor or the department chair.

**Outside employment**

One of the purposes of a graduate assistantship (research, teaching or administrative) is to support your subsistence during your graduate studies. Therefore it is the policy of the department to disallow you from outside employment if you hold more than a ½-time assistantship. Exceptions to this policy include temporary consulting and/or tutoring jobs, which you may do if you receive approval from your advisor.

**Process and Procedures**

**Department and Graduate School forms**

You will be required to complete the following forms through the course of your studies. Up-to-date versions of the Graduate School forms are available at [www.grad.clemson.edu/forms/GeneralForms.php](http://www.grad.clemson.edu/forms/GeneralForms.php).

* See specific deadline dates for Graduate School forms at [www.grad.clemson.edu/Deadlines.php](http://www.grad.clemson.edu/Deadlines.php).
**Checklist/Worksheet of Requirements**

Use the following checklist to track your completion of program requirements.

<table>
<thead>
<tr>
<th>Checklist for Master’s Students in Secondary Math and Science</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What</strong></td>
</tr>
<tr>
<td>Appointment of Advisory Committee</td>
</tr>
<tr>
<td>Preparation of curriculum</td>
</tr>
<tr>
<td>File plan of study</td>
</tr>
<tr>
<td>Minimum of credit hours completed</td>
</tr>
<tr>
<td>Apply for diploma</td>
</tr>
<tr>
<td>Order cap and gown</td>
</tr>
<tr>
<td>Final Examination</td>
</tr>
</tbody>
</table>

* See specific deadline dates for Graduate School forms at [www.grad.clemson.edu/Deadlines.php](http://www.grad.clemson.edu/Deadlines.php).

**Ombudsman Information and Grievances Process**

The ombudsman is an independent, confidential resource that provides assistance to faculty, graduate students and post-doctoral students in resolving problems, complaints and conflicts when normal processes and procedures have not worked satisfactorily. The Ombudsman’s Office serves as a central information source on policies, procedures and regulations affecting faculty, graduate students and post-docs. The office refers individuals to persons able to resolve problems or handle appeals at the lowest possible level. Where appropriate, the ombudsman can facilitate and/or mediate communication between parties who find themselves in a dispute.

The ombudsman strives to ensure that faculty, graduate students and post-docs receive fair and equitable treatment within the University system. He provides an independent point of view in an informal and confidential environment. The ombudsman will not identify you or discuss your personal concerns with anyone without your permission.
Private confidential meetings can be arranged at your convenience. All communications will be treated with strict confidentiality. The ombudsman works toward resolutions based on principles of fairness. He is neither an advocate for faculty, administration or students, nor an agent of the University, but is an advocate of fair processes.

The Office of the Ombudsman provides fair and impartial counseling to faculty members, graduate students and post-docs by: 1) addressing problems and concerns, and identifying and evaluating options to reach resolutions; 2) providing available resources within the University, particularly as to policies and procedures; 3) serving as a neutral party in conflict resolution; 4) opening lines of communication through mediation; and 5) recommending changes in University policies and procedures when necessary. The ombudsman assists in issues of harassment, academics, unfair or inequitable treatment, or any other University policy that you feel has been applied unfairly or erroneously.

Code of ethics
The ombudsman, as a designated neutral, has the responsibility of maintaining strict confidentiality concerning matters that are brought to his attention unless given permission to do otherwise. The only exceptions, at the sole discretion of the ombudsman, are where there appears to be imminent threat of serious harm. The ombudsman must take all reasonable steps to protect any records and files pertaining to confidential discussions from inspection by all other persons, including management.

The ombudsman will not testify in any formal judicial or administrative hearing about concerns brought to his attention. When making recommendations, the ombudsman has the responsibility to suggest actions or policies that will be equitable to all parties.

Process
You should first take any complaint you may have to the faculty or staff member involved to reach a resolution. If no resolution is reached, you should consult with the department chair and the dean who will hear the complaint and act as referees. You, the ombudsman, the dean of the college, department chair and the involved faculty or staff member should make every effort to reach a solution. If a resolution cannot be made, you should then consult with the dean of the Graduate School. Graduate students should talk with the associate dean responsible for academic grievances if mediation is necessary. The Graduate School is located in E-106 Martin Hall, and the telephone number is (864) 656-4172.

Contact the Ombudsman
Concerns can be directed to the University ombudsman by letter, walk-in, appointment or telephone: R. Gordon Halfacre, University Ombudsman for Faculty and Graduate Students and member of the Ombudsman Association, 101 Clemson House; telephone (864) 656-4353 or (864) 656-4957; email ombudsman@clemson.edu.
Counseling services

The demands of graduate school can sometimes seem overwhelming. If you feel you could benefit from talking to a counselor — about grad school stress or any other issue — you may be eligible to receive services from the Counseling and Psychological Services program (CAPS), located in Redfern Health Center. To learn about their current programs, visit the CAPS website at stuaff.clemson.edu/redfern/caps or call them at (864) 656-2451.

Guidelines for faculty

Major Advisor
You, the student, have primary responsibility for ensuring that you meet all requirements; your Major Advisor is responsible for ensuring that you have met that responsibility. Your Major Advisor will present any requests for a waiver of a requirement to the faculty for approval.

Program Coordinator
The Program Coordinator serves an oversight role to 1) maintain departmental graduate student files; 2) ensure that students and committees meet all stated deadlines and requirements; 3) notify the faculty when GS2 forms and research study plans are placed on file for each student; and 4) to moderate disagreements over guidelines. The Program Coordinator shall also see that requests for waivers from the guidelines are presented to the faculty in a timely manner; judge matters of course equivalence; and serve as intermediary during challenges by the faculty of a graduate student’s program or performance. Furthermore, the Program Coordinator shall determine whether requests for changes in your plan of study (GS2), research study or Advisory Committee composition constitute “minor” changes, and may approve such changes on behalf of the faculty or consult with faculty to determine whether requested changes warrant full faculty approval.

Principal Investigator
The Principal Investigator (PI) in a research project must identify any circumstances under which a particular laboratory, field operation, procedure or activity requires prior approval, and must submit a research protocol if needed. The PI is also responsible for ensuring that all University and department safety regulations and protocol standards are met. This responsibility includes sufficient supervision of students and technicians to ensure adherence thereto.

General faculty
The faculty determine the guidelines for all graduate degree programs. The faculty may amend the guidelines for the graduate degree programs by a simple majority of those voting; all faculty will be polled. Program faculty have the authority to approve or reject candidates for graduate degrees. Any concern by individual faculty members about your plan of study or conduct in the program should be presented to the Program Coordinator as soon as possible. The Program Coordinator will communicate any concerns to your
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 Program Coordinator will bring the matter before the faculty at a regular meeting.

Administrative Policies & Procedures

CODES OF CONDUCT

SCHOOL OF EDUCATION POLICY FOR FIELD & CLINICAL EXPERIENCES

The principal of a school is legally responsible for all that takes place within the school, and the classroom teacher is responsible to the principal. The education program candidate must fit into the organizational framework of the school and is an ambassador for Clemson University and a guest in the schools. For this reason, the policies of the school must be obtained and followed in addition to the following:

- Candidates will arrive to school on time and check in at the main office.
- Candidates are assigned to a school based on a cooperative relationship with Clemson University. The school determines all aspects of the educational programs and policies within the school.
- Candidates are to conduct themselves as professionals in accordance with expectations for faculty members in the school.
- Candidates will maintain a professional appearance according to the standards for faculty members of the school. It is the candidate’s responsibility to know these standards.
  - If a candidate must be late or absent, the candidate must call the school 24 hours in advance or as soon as possible in an emergency. If in senior year field and clinical practice, the cooperating teacher and university supervisor must also be contacted immediately.
- Candidates should not become personally involved with students in social activities not sponsored by the school.

School of Education teacher candidates can be removed from field or clinical experiences at the request of the University Supervisor, the Classroom Teacher, the Cooperating School, the Cooperating School District and/or the Coordinator, Office of Field Experiences for violations of the School of Education Policy for Field and Clinical Experiences. Removal from field or clinical experiences can result in the failure of courses requiring field or clinical experiences.

FIELD EXPERIENCE/CLINICAL PRACTICE

Candidates have field and clinical experiences throughout the program, gradually increasing in scope and responsibility with placements. By the end of student teaching, candidates recommended for licensure will have a strong base of disciplinary/content knowledge, pedagogical content knowledge and skills and professional dispositions
including a deep understanding of foundational issues relates to academic success and educational equity.

When registering for these courses, candidates must be flexible about placement site assignments and committed to each experience. Candidates arrange and negotiate each field experience and placement with the course instructor, the Office of Field Experiences, and/or the setting during the work day hours relative to the assigned field placement by completing a request form. Under no circumstances should a candidate try to negotiate field placements without obtaining official permission from the Office of Field Experiences. Otherwise the Office of Field Experiences will not honor that placement. Transportation to sites is the responsibility of the candidate.

**CODE OF CONDUCT FOR SOUTH CAROLINA EDUCATORS**

Student teachers must conduct themselves in a manner consistent with professional, moral and ethical standards including the Eugene T. Moore School of Education code of conduct, the SC ADEPT teaching standards (including ADEPT 10-Professionalism), and the SC Code of Conduct for South Carolina teachers (http://ed.sc.gov/scdoe/assets/File/educators/teaching-in-sc/professional-practices/standardsofconduct.pdf)

**CRIMINAL RECORDS CHECK**

A prior criminal record could prevent a teacher education candidate from being licensed as a teacher in this State in accordance with State Board of Education guidelines.

Section 59-25-115 of the South Carolina Code of Laws specifies that before beginning the full-time clinical teaching experience in South Carolina, a teacher education candidate shall undergo a state criminal records check by the South Carolina Law Enforcement Division (SLED) and a national criminal records check supported by fingerprints by the Federal Bureau of Investigation (FBI). The cost associated with the FBI background checks are the responsibility of the candidate. Information reported relative to prior arrests or convictions will be reviewed by the State Department of Education, and the State Board of Education when warranted, according to board guidelines. A teacher education candidate with prior arrests or convictions of a serious nature that could affect his/her fitness to teach in the public schools of South Carolina may be denied the opportunity to complete the clinical teaching experience, and thus affect eligibility for initial teacher licensure. An individual who is denied this opportunity as a result of prior arrests or convictions, after one year, may request reconsideration under guidelines established by the State Board of Education.

The criminal records check will be handled through the Office of Educator Services at the South Carolina State Department of Education and will be considered a part of the Student Teaching pre-certificate phase of a person’s application for a teaching
credential. The Office of Field Experiences will contact candidates at the appropriate time to inform them of this requirement. The criminal background check is to be completed the semester prior to beginning the block/methods courses and no later than the deadline established by the South Carolina State Department of Education. The deadlines established by the South Carolina State Department of Education are June 15 for those entering the block/methods courses in the upcoming fall semester and February 15 for those entering the block/methods courses in the upcoming spring semester. **Failure to meet this deadline could prevent the candidate from student teaching.**

Provided the criminal records check is conducted within eighteen months of the time the teacher candidate formally applies for a teaching license, the fingerprinting will not have to be repeated at the time of application. A graduate of a teacher education program applying for initial teacher licensure must have completed the FBI fingerprint process within eighteen months of formally applying for initial teacher licensure or the fingerprint process must be repeated. The background check normally requires 6 to 8 weeks to process.

The Office of Field Experiences will contact candidates who are enrolled in teaching methods and early senior year field experience courses by the end of the registration period each semester with detailed instructions to complete the criminal background check. The fingerprint process is done through IdentoGo (by MorphoTrust USA) and candidates will register for an appointment online at the following website: [http://www.identogo.com/Home.aspx](http://www.identogo.com/Home.aspx). When registering for an appointment, the candidate will choose the reason for fingerprinting, SC920060Z SDE-Teacher certification so the results will be sent directly to the agency listed on the registration form.

Candidates submit personal information on IdentoGo’s online system at least 24 hours prior to the fingerprinting session. Candidates must have the following at the fingerprinting appointment: South Carolina driver’s license. If the candidate does not have a current South Carolina driver’s license, two forms of government issued ID such as another state’s driver’s license, passport, military ID, social security card, etc., one of which needs to be a photo ID, is required. Candidates will receive a signed receipt at the end of the fingerprinting session, which is to be kept by the candidate for personal records.

**Failure to complete this process by the deadline established by the South Carolina State Department of Education could prevent a candidate from senior year student teaching.**

**APPLICATION FOR TEACHING LICENSE**

Candidates must complete the *Application for Educator Licensure* which is the Student Teaching pre-licensure phase of an application for a teaching credential. This application is to be completed the spring semester prior to beginning the methods and
field experience prior to student teaching courses and no later than the deadline established by the South Carolina State Department of Education. The deadlines established by the South Carolina State Department of Education are June 15 for those entering the methods and field experience prior to student teaching courses in the upcoming fall semester and February 15 for those entering the methods and field experience prior to student teaching courses in the upcoming spring semester. **Failure to meet this deadline could prevent the candidate from student teaching.**

The Office of Field Experience will contact candidates at the time of eligibility for application. Candidates will complete the application and make an application fee payment online at the following South Carolina State Department of Education website: http://ed.sc.gov/educators/certification/applying-for-certification/ (The application fee does not include the FBI fingerprint processing fee.)

**Social Security Card** - A photocopy of the social security card is required for processing your application for licensure and must be mailed to the South Carolina State Department of Education to: Office of Educator Services, 8301 Parklane Rd., Columbia SC 29223.

The Office of Field Experiences will monitor lists prepared by the State Department of Education to determine which candidates have been cleared for student teaching. Candidates will be contacted by email and/or telephone if any tasks required for completion of your background check and clearance for student teaching have not been completed. **Failure to meet these requirements and state deadlines could prevent a candidate from student teaching.**

**Out-of-State Certification** - Contact the education department or commission in the state in which you are interested in receiving licensure for specific state requirements.

**PRAXIS II TESTS REQUIREMENTS**

Candidates are required to take the Praxis II Principles of Learning and Teaching (PLT) exam and the specialty area exam(s) for SC licensure. Scores must be reported to Clemson prior to graduation. The South Carolina State Department of Education website provides the PLT exam required for candidate’s licensure area. Exams, test dates and registration for exams are found online at: [www.ets.org/praxis](http://www.ets.org/praxis). The Praxis II specialty area exam(s) information is linked below by the candidate’s degree.

<table>
<thead>
<tr>
<th>Agricultural Education</th>
<th>Secondary Education – Mathematics/ Mathematics Teaching</th>
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</thead>
<tbody>
<tr>
<td>Early Childhood Education</td>
<td>Science Teaching</td>
</tr>
<tr>
<td>Elementary Education</td>
<td>Secondary Education – Social Studies (History)</td>
</tr>
<tr>
<td>Secondary Education – English</td>
<td>Special Education</td>
</tr>
</tbody>
</table>
When registering for PRAXIS tests, candidates must request that scores be sent to both Clemson University (code 5111) and to the South Carolina State Department of Education (code 8108). The South Carolina State Department of Education will not process the teaching license until passing Praxis scores are received directly from Educational Testing services (ETS). Scores must be on file with Clemson to receive a grade for student teaching. When registering a candidate must enter his/her correct social security number and Clemson record first and last name. If an incorrect social security number is entered or omitted on the registration form, scores will not be sent to the South Carolina State Department of Education.

If for some reason score reports are not sent to Clemson University by ETS, the candidate must contact ETS and request scores be sent to Clemson. Clemson University’s Office of Field Experiences will not process and sign off on licensure until the candidate has requested that ETS send scores to Clemson, scores have been received by Clemson, and scores have been uploaded into Clemson’s student database.

A candidate should take the Praxis II exams by the end of the semester immediately preceding the student teaching semester, at the beginning of the student teaching semester, or as early as is prescribed by your program area in the undergraduate catalog. The majority of major courses should be completed prior to taking the Praxis II specialty area examination(s). Candidates will not be recommended for licensure until the specialty area examination(s) are passed.

**STUDENT TEACHING**

The final clinical experience for the candidate is full-time student teaching under the guidance of a cooperating teacher and a university supervisor in a public school for a period of 14 to 16 weeks (64 - 72 days). All student teaching reference materials including the *Student Teacher Handbook* (syllabus) and *Roles and Responsibilities Handbook* is located on the [School of Education website](http://www.clemson.edu/soe/).

**TRANSCRIPTS**

In order to meet the requirements for teacher licensure, the South Carolina Department of Education requires official transcripts from *all* the colleges and universities attended. The Clemson University transcript does not list courses taken at other institutions. Candidates must request transcripts be sent from other institutions directly to the South Carolina State Department of Education, Office of Educator Services, 8301 Parklane Rd., Columbia, SC, 29223. Candidates may pick up a Transcript Request Form from
the Transcript Office in 104 Sikes Hall or find the form on the Office’s website. The form is to be completed and returned to 104 Sikes Hall no earlier than two weeks prior to graduation. The block on the Transcript Request Form labeled Held until degree is conferred should be checked to ensure conferred degree and graduation date are shown on official transcript. The Transcript Office charges a fee for each Clemson University transcript.

Harassment

Racial harassment
It is the policy of Clemson University to conduct and provide programs, activities and services to students, faculty and staff in an atmosphere free from racial harassment. Racial harassment is any behavior that would verbally or physically threaten, torment, badger, heckle or persecute an individual because of his/her race.

Racial harassment of University faculty, staff, students or visitors is prohibited and shall subject the offender to appropriate disciplinary action, including dismissal from the program.

Students who feel that they have been subjected to racial harassment can seek advice from the Office of Access & Equity (E-103 Martin Hall, (864) 656-3181).

Sexual harassment
Title VII of the Civil Rights Act of 1964, as amended, provides that it shall be unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without just cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment. Harassment of any employee on the basis of sex violates this federal law. The Equal Employment Opportunity Commission has issued guidelines as to what constitutes sexual harassment of an employee under Title VII.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when any of the following occurs:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or for arriving at academic decisions affecting an individual;
3. Such conduct unreasonably interferes with an individual's work or academic performance, or creates an intimidating, hostile or offensive working or academic environment.

Sexual harassment of University faculty, staff or students is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. In the event a claim of sexual harassment arises, the claimant
may use University grievance procedures that have been established for faculty, staff and students as appropriate. This policy also prohibits an employee from sexually harassing a superior and a student from sexually harassing a faculty member.

Employees or students who feel they are victims of this form of discrimination are encouraged to consult the Office Access & Equity (E-103 Martin Hall, (864) 656-3181) for advice and assistance in resolving complaints.

In the event a graduate student wishes to appeal the resolution of the Office of Access & Equity, the student must submit a written request for an appeal to the dean of the Graduate School, who in turn will convene an ad hoc committee that will review the process and/or sanction. The committee membership will come from faculty and students already appointed to the Graduate Council.

Amorous relationships

Amorous relationships that might be appropriate in other circumstances can be inappropriate when they occur between a faculty member, officer or supervisor of the University, and any student or subordinate employee for whom he/she has a professional responsibility.

Those in positions of authority inherently carry the element of power in their relationships with students or subordinates. It is imperative that those with authority neither abuse, nor appear to abuse, this power entrusted to them.

Officers, supervisors and members of the teaching staff should be aware that any romantic involvement with a student or subordinate employee could make them liable for formal action if a complaint is initiated. Even when both parties have consented to such a relationship, it is the officer, supervisor or faculty member who may be held accountable for unprofessional behavior. Difficulties can also arise from third parties who may feel that they have been disadvantaged by such relationships. Graduate assistants, research assistants, tutors and teaching assistants who are professionally responsible for students would be wise to exercise special care in their relationships with students they instruct or evaluate.

Any questions concerning these statements or Clemson University's Policy on Sexual Harassment should be directed to the Office Access & Equity (E-103 Martin Hall, (864) 656-3181).

Drugs, alcohol, smoking

Drugs
The use, possession, distribution or dispensation of illegal drugs is strictly prohibited. Violation could result in your dismissal from the University.
Alcohol
Alcoholic beverages are prohibited for any activity held in any College of Health, Education, and Human Development facility including Tillman Hall.

Smoking
In the interest of the safety and health of all the occupants of our buildings, the following smoking policy will be enforced: No smoking is allowed in any classroom, hallway, laboratory, office or other public spaces. These rules are necessary not only for health reasons but also for general building safety.

Computer access, use
Graduate students will have access to computers. Personal computers are also available for use in the Tillman Hall Computer Labs and CCIT computer labs. However, it is expected that graduate students have an updated personal laptop.

- Computers used in research labs are paid for through research funding by research professors.
- The departmental technician will give computer support as needed for computers in Tillman Hall, and will notify University computer support personnel if necessary. This includes software and hardware problems. Clemson computer support personnel will not work on a computer unless the primary visible language is English.
- Do not connect a computer to the University network without permission from the departmental technician. All computers connected to the University network must have the latest anti-virus software running continuously.
- Some software is available on the Clemson network. See the departmental technician for details. Computers in Tillman Hall will only run software for which a legal license is obtained. Pirated software is not permitted.
- All Clemson University and CCIT rules concerning computers will be followed.

Email access, use
Email is the most common medium used by the department and the University to communicate with you. Many events and information of importance to your success in the program are announced via email. It is very important that you check your email regularly, at least once a day. If you are requested to respond, you should do so in a timely manner. Note that if you have an assistantship, you will have both a student and an employee email account and will be responsible for checking both on a regular basis.

Mailboxes and personal mail
All personal mail is to be directed to your home address. The department is not to be used as your mailing address. The department assumes no responsibility for personal deliveries.
Outgoing mail, both U.S. and campus mail, can be placed in the appropriate receptacles in the reception area. You must provide adequate postage for any U.S. mail. International mail must be taken to the U.S. Post Office.

*Intra-department communications*

Notices of interest to graduate students will be posted in the department or, on occasion, mailed directly to you. Notices will be posted on Tillman Hall bulletin boards. To ensure receipt of any university or departmental mailings, you should have a current address and telephone number on file with the department.

*Keys*

You will be issued a key to your office (if assigned one). Students leaving the University through graduation, or for any reason, must return all keys to the Office of the Director in Tillman 102. A fee will be charged for any unreturned key.

The key(s) issued to you are for your use exclusively. You must never loan keys to anyone else, not even another graduate student. Failure to observe this rule may result in revocation of your key privilege. Unauthorized possession of a key to a University building is prohibited by South Carolina law.

You are responsible for locking all rooms to which you have gained access with a key.

*Building security, maintenance*

Tillman Hall is normally locked at night on weekdays, and throughout weekends. As you enter and leave the building, if it is locked, be sure that all doors are locked behind you.

On football weekends the building will be locked from Friday afternoon to Sunday. Persons entering or leaving Tillman Hall on those days should ensure that all doors are locked behind them.

Report building problems to the department chair. If something major is found wrong outside of normal office hours, inform your Major Advisor and/or the department chair after you have called the University Security Office at (864) 656-2222.

*Office supplies*

The department does not furnish office supplies to graduate students for personal use. All research contract-related use of office supplies, including letterhead stationery, must be authorized by your Major Advisor.
Equipment use/Modification

You may use existing equipment provided by the Media Center. It is a firm rule of the department that no instrument/piece of equipment is to be modified in any way without the express permission of the faculty member in charge of the particular equipment.

You will be personally responsible for any equipment signed out to you. Borrowing/lending of equipment between graduate students is prohibited.

Ordering supplies and equipment

If you order equipment or supplies without the permission of your Major Advisor or the department chair, you will be responsible for paying the bill. In addition, students placing orders are responsible for being cognizant of state purchasing regulations, and may be liable for paying the bill in the event of violations.

Recycling

Faculty, staff and students, out of a spirit of environmental sensitivity, collect and recycle aluminum, glass, two kinds of plastic, newspaper, white paper and cardboard. Recycle containers are located throughout Tillman Hall.

Administrative services

You must request secretarial services through your Major Advisor. Only faculty-approved requests for the use of departmental administrative staff will be honored.

Access to departmental files

All departmental files are off limits unless you have express permission to use them.

Faculty offices

Faculty members carry out numerous duties, of which teaching and research are but two. Please observe faculty office hours when posted and arrange appointments in advance whenever possible. Do not enter a faculty member's office unless invited to do so.

Dress code

On December 3, 1969, the Board of Trustees of Clemson University delegated the power to the student body of Clemson University to recommend rules that regulate student conduct on campus. Clemson University does not have a dress code beyond that defined by local, state and federal laws. Consequently, beyond enforcing dress appropriate to the occasion for safety purposes, the School of Education does not regulate dress codes.
However, the faculty strongly urges graduate students to dress appropriately for meetings and special occasions. Being poorly or improperly dressed for an occasion may impair your future success in obtaining employment. You are representing yourself, your Major Advisor, the department and the University when you attend professional meetings, seminars, guest lectures, etc. Accordingly, you should consider how you will present yourself at all professional occasions.

**Student travel**

Department-specific travel information and guidelines from the Clemson University Travel Guidelines Index have been incorporated into this section. The complete Guidelines Index, including authority references and guidelines specific to University administration, is available at [www.clemson.edu/procurement](http://www.clemson.edu/procurement) (CU Dept Info, Travel Guidelines). Direct any questions regarding travel to the Graduate Coordinator. Summarized departmental procedures are as follows:

Step 1. Complete “Request to Travel” form, obtain appropriate signatures (PI or faculty member responsible for the account number to which it will be charged) and submit to the Graduate Coordinator.

Step 2. Enter travel status according to guidelines outlined herein.

Step 3. Upon completion of travel, complete “Travel Worksheet”, obtain appropriate signatures, and submit to the Graduate Coordinator for reimbursement.

**Traveler's responsibilities**

When you file for reimbursement of travel expenses you are stating that:

- You have followed the University's travel policies;
- You have not nor will not receive reimbursement for these expenses from any other entity outside the University;
- None of the expenses are of a personal nature;
- All supporting documentation is on file with your department or business officer.

NOTE: Under the Progressive Discipline Policy of the University, any employee who falsifies records or documents or willfully violates written rules, regulations or policies can be suspended or terminated from their job.

You must file travel reimbursements within 60 calendar days of the completion of the trip and within the same fiscal year in which the trip occurred. Multiple trip reimbursement requests for trips of a repetitive nature should be claimed on a travel log form. These requests should be submitted at least quarterly. Reimbursement will be made only upon completion of the travel. Any reimbursement request that is not submitted when due will require you to submit and receive approval of a written request stating the reason for the delay with approval by the dean/department chair or the business officer and the Director of Procurement Services.
All travel vouchers submitted for reimbursement are required to have the signature of the traveler and one other person authorized to spend funds from the account numbers that appear on the travel voucher. All signatures must be original. No stamped signatures will be accepted.

Travelers are expected to exercise the same judgment when making travel arrangements and expenditures that a prudent person would exercise if traveling on personal business and expending personal funds.

- Excess costs, circuitous routes, delays or luxury accommodations unnecessary or unjustified in the performance of an assignment are not considered exercising prudence.
- Travel by commercial airlines will be in coach or tourist class, except where exigencies require otherwise.
- Transportation to or from points of arrival and departure will be by the most economical method.

**Expenses for spouses**
Reimbursements to an individual may cover only those expenses pertaining to that individual. It may not include expenses pertaining to other individuals, regardless of who paid the expense. Travel expenses for spouses, friends or other individuals not traveling on official University business are *not* reimbursable.

**Unauthorized costs**
You will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience. No reimbursement for reduced fare advance purchase tickets will be made directly to employees prior to the completion of travel if charged on a personal credit card, since direct payment by the University is available using the Departmental Purchase Card.

**Meals**
You must be in travel status (more than 10 miles from your residence or official headquarters) to be eligible for reimbursement of meals. While on official travel *within* South Carolina, actual expenses incurred in obtaining meals up to a maximum of $25 per day will be reimbursed. While on official travel *outside* South Carolina, actual expenses incurred in obtaining meals up to a maximum of $32 per day will be reimbursed. Actual reimbursement amounts depend on your departure and return times, as follows:

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<tr>
<th></th>
<th>If You Depart Before</th>
<th>If You Return After</th>
<th>In State</th>
<th>Out of State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>6:30 a.m.</td>
<td>11:00 a.m.</td>
<td>$6</td>
<td>$7</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:00 a.m.</td>
<td>1:30 p.m.</td>
<td>7</td>
<td>9</td>
</tr>
<tr>
<td>Dinner</td>
<td>5:15 p.m.</td>
<td>8:30 p.m.</td>
<td>12</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Total</strong></td>
<td><strong>$25</strong></td>
</tr>
</tbody>
</table>
If you receive reimbursements for meals on non-overnight travel, this amount could be considered income and be reported on your W-2 tax form. For instance, meals on day trips are subject to tax withholding except when a business purpose for the meal can be documented. If you are claiming reimbursement for such business meals, documentation must include the name and affiliation of the person sharing the meal and the nature of the business discussed.

**Lodging**
Lodging expenses will be allowed subject to the following limitations, provided an original, itemized receipt is furnished. Lodging arrangements and any required deposits are your responsibility and will be reimbursed as part of the lodging expenses upon completion of the trip.

- Actual lodging expenses will be reimbursed; however, more moderately priced accommodations must be made when a choice is available. Employees should request a state or government rate when available.
- No reimbursement will be made for overnight lodging within 50 miles of your residence or official headquarters.
- The expense for shared lodging may be reimbursed to one employee if only one original itemized receipt is obtained. If the room is shared with other than a University employee, the single room rate will apply.
- All necessary and reasonable tips for baggage handling will be reimbursed.

**Miscellaneous expenses**
Movies, bar bills, laundry, room service, safes and security insurance, health or spa fees, etc., will not be subject to reimbursement on the travel expense report. These are considered personal in nature and are your responsibility.

Employees are allowed one personal call, of short duration, per day. Charges for long distance telephone calls, telegrams, fax charges or Internet access made on official business will be allowed. A fixed charge by a hotel for telephone service may be reimbursed as part of lodging. It is the responsibility of the traveler and the department to substantiate whether calls are of a business or personal nature and whether they will be reimbursed.

**Foreign travel**
Travel outside the continental United States, Alaska, Hawaii, Canada, Puerto Rico or the Virgin Islands require approval prior to departure. Foreign travel funded from sponsored program activities must be approved in advance by Sponsored Programs Accounting.

While on foreign travel, actual lodging expenses will be reimbursed. Fees for the purchase of traveler's checks, passports and visas will be reimbursed provided a receipt is furnished. All expenses claimed must be converted to U.S. dollars and the conversion rate and computation should be shown on each receipt.
When an employee is on foreign travel, meal expenses not exceeding federal rates will be reimbursed.

The Provost Advisory Council approved a risk management recommendation to require all Clemson students to obtain international travel insurance when traveling abroad. This applies to both faculty-led and semester abroad programs. The cost is $31 per month and includes $100,000 basic medical (no deductible), medical evacuation/repatriation and up to $2,000 to transport a family member to a patient hospitalized for more than six days. Faculty and staff traveling with student groups may also be covered under the student policy at this cost. Contact the Office of Risk Management at (864) 656-3354 for additional information.

**Travel by automobile**
Automobile transportation may be used when common carrier transportation cannot be arranged satisfactorily, or to reduce expenses when two or more University employees are traveling together.

University employees may use their own automobile for official travel provided the University would incur no added expenses above that of other forms of transportation available.

Taxi fares and reasonable tolls will be reimbursed to the individual. Receipts must be furnished if claiming airport, hotel or parking garage parking of more than $5.00.

No reimbursement will be made to operators of state-owned vehicles who must pay fines for moving or non-moving violations.

A complete description of travel policies and reimbursement amounts can be found here: [http://www.clemson.edu/cfo/procurement/travel/employeeguidelines.html](http://www.clemson.edu/cfo/procurement/travel/employeeguidelines.html)

**Rental cars**
Travelers should check with several car rental agencies for the most competitive rates. Address insurance requirements with the rental agency. If you do not take the insurance from the vendor, your personal insurance will be required to provide the coverage. Clemson University will only cover you if the rental is in Clemson University's name. Most national car rental companies require a personal credit card which obligates the person renting the vehicle.

**Registration fees**
Registration fees in the amount necessary to qualify you to attend conventions, meetings, conferences, etc., are allowed. These fees can be paid using the Departmental Purchase Card or by completing a Direct Purchase Voucher (DPV) and sending it to Accounts Payable at least ten days to two weeks before the deadline of the meeting. If this is not prepaid, and is paid at the time of registration of the meeting, reimbursement will be made after the trip is completed. You *must* have a detailed receipt that indicates the means of payment.
Receipts
Student travelers must submit a receipt for each expense of $5.00 or more, except for meals, taxi fare, tolls and portage. All receipts and paid bills should be originals. If originals are not available, a memorandum, approved at the next level in the approval process, must accompany the travel voucher when it is submitted.

Travel awards
The Graduate Student Government (GSG) awards amounts of up to $500 to full-time graduate students toward their attendance at conferences and other professional development events. See the GSG website for application information http://www.clemson.edu/students/cgsg/.

Inclement weather
Cancellation of classes due to inclement weather is determined by University Administration and announced through local radio and television stations. University Administration attempts to alert students of any disruption of scheduled classes by 7 a.m. Separate announcements are made for the main campus and the University Center in Greenville, so you should listen carefully to the specific announcement.

Political, religious activities
The University cannot engage in political and religious activities. Therefore, it is departmental policy that no political or religious signs will be displayed in Tillman Hall. Nor should University email lists/systems be used to transmit political or religious messages.

Campus Facilities and Resources

Emergencies
You must call the Clemson University Police Department ((864) 656-2222) for all major emergencies: fire, medical, police. They will ensure that the proper authorities are dispatched.

Campus shuttle bus
Clemson University supplies a shuttle bus to transport students between the main campus and the Research Park during fall, spring and summer semesters. Trips are scheduled from 7 a.m. until 6 p.m. Monday through Friday (except during holidays and Fall Break). The shuttle makes one trip per hour from the Hendrix Center to the Research Park. The shuttle leaves the Hendrix Center on the hour and arrives at the Research Park at approximately 20 minutes after the hour. Stops are at AMRL, Rich Lab and Ceramic and Materials.
**Graduate Student Association**

The Graduate Student Association (GSA) is a University-wide organization of all graduate students for promoting graduate student interests. At the start of each fall semester, departmental GSA representatives are elected. The biweekly senate meetings are open to all graduate students. See the *Graduate School Announcements* (www.registrar.clemson.edu/html/catalogGrad.htm) for more information, or contact the GSA office at (864) 656-2697. Your active participation in the Graduate Student Association is encouraged.

**R.M. Cooper Library**

Located on campus adjacent to the reflecting pool, the main library (R.M. Cooper Library) houses more than 1.5 million items, including books, periodicals and microforms. Periodicals can be checked out for a maximum of three days ($1/day late fee) while books can be checked out for a maximum of six weeks ($0.25/day late fee). The card catalog is online and can be accessed from any campus computer. Gratis online literature searches can be conducted at the main library. An appointment must be made to complete the online search.

**Fike Recreation Center**

Graduate students may use these facilities. Lockers are available at the recreation center. For specific information about the facilities and activities offered, visit http://www.clemson.edu/campus-life/campus-recreation/index.html

**Sporting events**

Graduate students may purchase season tickets for Clemson football and basketball games. If interested, you should report to the IPTAY ticket office (Gate 9, Memorial Stadium) to complete an application. Further information can be obtained from the ticket office ((864) 656-2118). Baseball games are free with University ID. Tickets for soccer games may be purchased at the gate (usually $3 with University ID).

**Campus parking**

Parking on campus is restricted and requires a permit that can be purchased at Parking Services located on the ground level of the Edgar Brown University Union ((864) 656-2270) or via their website at http://www.clemson.edu/campus-life/campus-services/parking.
Professional Development

There are a number of opportunities for you to develop professionally in addition to your course work and research. These include presenting talks and/or posters at regional and national conferences, becoming a student member of professional organizations, and preparing for your eventual job search.

Career planning

The Michelin Career Center provides information about market conditions and gives assistance in acquiring knowledge about your career opportunities and job requirements. The Center hosts career fairs each fall and spring, and offers workshops in a variety of career-related topics. The Center also provides information about internships and part-time and summer work. For more information, see their website at career.clemson.edu or call (864) 656-6000.

Professional and student organizations

Membership in various scholarly and professional organizations is highly encouraged. Speak with your Major Advisor about suggested organizations.

Student government

The Graduate Student Government represents the interests of all graduate students at Clemson. Generally the GSG promotes student participation in University affairs and learning experiences. It also elects representatives to various University boards and committees. Participation in the GSG can provide valuable leadership experience.

Research

IRB information

All primary research with human subjects, conducted either on or off campus and including research involving questionnaires, interviews or other interaction with human subjects, must be reviewed and approved by the Clemson University Institutional Review Board (IRB). You must consult with your Major Advisor about the requirements for meeting IRB approval. You can also obtain more information about conducting research with human subjects from IRB’s website (www.clemson.edu/research/orcSite/orcIRB.htm).

If you will conduct research involving human subjects, you must complete an online course for conducting such research. No data collection may begin until IRB has approved your research project, including the research instruments. If you plan to engage in primary data collection for your thesis/dissertation, you should plan your project with
the consideration that IRB approval can be time consuming and may involve proposal revisions to meet expected standards.

NEARING GRADUATION

Final Examination(s)

*Master's Final Examination*

Candidates for the MAT must successfully present their student teaching portfolio prior to completion of the student teaching semester. This presentation will be evaluated by the University Supervisor of the student teaching experience, with the guidance of the classroom supervising teacher. A GS-7 must be on file according to the deadline established by the Graduate School.

Application for Diploma

You must submit a formal application for a diploma to the Graduate School. You must complete this form online in the first four weeks of the semester in which you intend to graduate. Early submission is not accepted (e.g., do not complete the form in January if you do not plan to graduate until August or December, only if you plan to graduate in May). If you miss the deadline, you must contact Enrolled Services to receive a hard-copy version of the application; late fees will accrue at $25 the first day after the deadline and an additional $5 each business day thereafter to a maximum of $125. If you submit the form and, for some reason, do not graduate in that semester, you must re-submit in each term in which you hope to graduate thereafter.

If your name in the student database is not as you want it to appear on your diploma (due to marriage, etc.), you must contact Enrolled Services prior to submitting the Diploma Application form online. Any degree/major changes via form GS2 must also be processed before you submit the Diploma Application.

There is no fee to receive a diploma if you attend the graduation ceremony or agree to pick up your diploma in the Enrolled Services office in Sikes Hall. There is a $10 fee assessed if you request that your diploma be mailed to you.

For more information, contact Enrolled Services at (864) 656-5339, if your last name begins with A-L, or (864) 656-5341 if your last name begins with M-Z.

If you choose to participate in graduation ceremonies, you should make arrangements for cap and gown purchase (or rental, if preferred, for PhD gowns) at this same time. See the Clemson University Bookstore’s website at [http://www.clemson.edu/campus-life/campus-services/book-store/graduationitems.html](http://www.clemson.edu/campus-life/campus-services/book-store/graduationitems.html) for deadlines and more information.
Final Check-Out/Exit Interview

When you leave the University due to graduation or any other reason, you must do the following pertaining to the department:

- Turn in all keys to the Office of the Director
- Be sure that all equipment and supplies which you have drawn are returned to stock.
- Be sure that any portion of the office that you occupied is clean and ready for another occupant. Please leave your office in the condition you would have liked to have found it originally.
- Return all borrowed materials (books, journals, etc.) to their appropriate location.
- Inform the Program Coordinator that you are leaving and have complied with all regulations, and schedule an exit interview.
- Complete the final Exit Survey.

Appendix A

Assessment

**LIVETEXT**

All education majors are required to make a one-time purchase of LiveText. LiveText must be purchased either at the Clemson University bookstore or online through the Clemson University bookstore. Clemson has the required version needed and has a cost agreement with LiveText. LiveText is an online web-based candidate performance assessment data collection, archival, and report generation system used by many colleges and universities for program accreditation. Candidates are required to upload to LiveText in various courses throughout the education program and instructors score using specific assessment scoring guides in LiveText. Candidates can see instructor scores in LiveText. Individual candidate performance data is aggregated, summarized and reported for continued accreditation and the data is used for our program improvement. Candidates may opt to use the LiveText portfolio feature to highlight work and accomplishments.

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<tr>
<th>CF Elements</th>
<th>Level 1</th>
<th>Level 2</th>
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<tbody>
<tr>
<td>Caring Beliefs</td>
<td>EDLT 8270: Assessment Project</td>
<td>EDSC 8921: Student Teaching Final Sum Eval</td>
</tr>
<tr>
<td>Caring Actions</td>
<td>EDLT 8270: Assessment Project</td>
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<tr>
<td>Capable Knowledge</td>
<td>EDLT 8270: Instructional Project</td>
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<td>Capable Practice</td>
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<td>Communication</td>
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<td>Connected</td>
<td>EDLT 8270: Assessment Project, Disciplinary Literacy Essay</td>
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<td>Integration</td>
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<td>NSTA</td>
<td>Assessment 1: Praxis</td>
<td>Assessment 2: Content Forms/GPA</td>
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<tr>
<td>Content Knowledge</td>
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<tr>
<td>1a. Concepts, principles, theories, laws, &amp; relationships</td>
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<td>1b. Supporting discipline content</td>
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<td>1c. State/National standards</td>
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<td>Content Pedagogy</td>
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<tr>
<td>2a. Variety of inquiry approaches</td>
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<td>2b. Active inquiry lessons</td>
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<td>2c. Naïve/Preconceptions</td>
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<tr>
<td>Learning Environments</td>
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<tr>
<td>3a. Variety of teaching strategies</td>
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<tr>
<td>3b. Inquiry, labs, field, NOS</td>
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<td>3c. Assessment</td>
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<td>3d. Safety</td>
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<td>Safety</td>
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<td>4a. Chemicals</td>
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<td>4b. Procedures</td>
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<td>4c. Living organisms</td>
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<td>Impact on Student Learning</td>
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<td>5a. Scientific Knowledge</td>
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<td>5b. NOS</td>
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<td>5c. Inquiry</td>
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<td>Professional Knowledge and Skills</td>
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<td>6a. Content PD</td>
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<td>6b. Education PD</td>
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## MAT Secondary Education Math

<table>
<thead>
<tr>
<th>Type and Number of Assessment</th>
<th>Name of Assessment (10)</th>
<th>Type or Form of Assessment (11)</th>
<th>When the Assessment Is Administered (12)</th>
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</thead>
<tbody>
<tr>
<td>Assessment #1: Licensure assessment, or other content-based assessment (required)</td>
<td>Praxis II Licensure Exams</td>
<td>State Licensure Test</td>
<td>PRAXIS II content exam – must be passed by end of program</td>
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<tr>
<td>Assessment #2: Content knowledge in secondary mathematics education (required)</td>
<td>Grades from Selected Math Courses</td>
<td>Grades from selected required math courses</td>
<td>Throughout program, completed prior to student teaching (undergraduate) Transcript analysis for admission /Remediation courses if necessary (MAT)</td>
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<tr>
<td>Assessment #3: Candidate ability to plan instruction (required)</td>
<td>Unit Plan</td>
<td>Methods Unit Plan</td>
<td>EDSC 4260/EDSC 8620 Methods course - semester before student teaching</td>
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<tr>
<td>Assessment #4: Student teaching (required)</td>
<td>Final Evaluation Form</td>
<td>Final Student Teaching Observation Form/Formal Lesson Observations</td>
<td>EDSC 4460/EDSC 8910 Student Teaching Internship - final spring semester of program</td>
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<tr>
<td>Assessment #5: Candidate effect on student leaning (required)</td>
<td>Impact on Learning Assignment</td>
<td>Impact on Learning Assignment</td>
<td>EDSC 4560/EDSC 8920 Student Teaching Seminar - concurrent with student teaching internship final spring semester of program</td>
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<td>Assessment #6: Additional assessment that addresses NCTM standards (required)</td>
<td>Historical Project</td>
<td>Historical Project</td>
<td>EDSC 4560/EDSC 8920 Student Teaching Seminar - concurrent with student teaching internship final spring semester of program</td>
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