

# CLEMSON<sup>®</sup>

---

SOCIOLOGY, ANTHROPOLOGY AND  
CRIMINAL JUSTICE

---

## MS in Social Science



## Graduate Student Handbook

2023-2024

## Table of Contents

Welcome!.....	1
Introduction .....	2
Admission Policies.....	3
Program Overview.....	4
Requirements for Degree .....	5
Course Map 2023 – 2024.....	6
Experiential Learning Tracks .....	7
Advisory Committee.....	10
Thesis Overview.....	11
Assistantships.....	15
Financial Support for Academic & Professional Development.....	16
International Students.....	17
Thriving as a Graduate Student.....	18
Policy Receipt Acknowledgement.....	20
Appendices	
Appendix A: GS2 Proposed Plan of Study Worksheet .....	21
Appendix B: Suggested Program Timeline .....	23
Appendix C: Program Deadlines.....	24

# Welcome!

---

The Department of Sociology, Anthropology and Criminal Justice at Clemson University is a multidisciplinary department committed to gaining a better understanding of human behavior in social context and in developing ways to improve and enrich the quality of life. In accordance with the Clemson Forward Strategic Plan, our department strives for inclusive excellence to epitomize the motto “Doing Well by Doing Good”. We champion social justice through activities such as research, teaching, advising, mentoring, community outreach, activism and advocacy. Employing both macro and micro level perspectives, we seek to address structural factors that exacerbate inequities, while also paying careful attention to interactions that take place on a daily basis. We acknowledge that our society faces a myriad of complex social issues, but we remain committed to fostering positive social change. We invite all to join us as we take on these endeavors. We sincerely hope that this department is one where everyone feels welcomed, valued, and empowered. The Department of Sociology, Anthropology and Criminal Justice welcomes all to our intellectual and physical spaces.

## Contact Information:

Katherine Weisensee, PhD

Chair, Professor

Office: 132 Brackett Hall

Phone: (864) 656-3238

Email: [kweisen@clemson.edu](mailto:kweisen@clemson.edu)

Natallia Sianko, PhD

Graduate Coordinator, Associate Professor

Office: 123B Brackett Hall

Phone: 864-656-3818

Email: [natalls@clemson.edu](mailto:natalls@clemson.edu)

Donna Jervis

Administrative Coordinator

Office: 132 Brackett Hall

Phone: (864) 656-3239

Email: [djervis@clemson.edu](mailto:djervis@clemson.edu)

Holly Riddle McCoy

Administrative Assistant

Office: 132 Brackett Hall

Phone: (864) 656-3238

Email: [hmccoy2@clemson.edu](mailto:hmccoy2@clemson.edu)



## Introduction

---

This handbook serves as a guide for students in the MS Social Science program at Clemson University. It provides important information about eligibility for the program, requirements of the degree, and relevant policies of Clemson University's Department of Sociology, Anthropology, and Criminal Justice and Graduate School. This handbook is subject to change. Graduate students are responsible for knowing the information contained in this handbook.

In addition to these guidelines, the policies and procedures outlined in the *Graduate School Policy Handbook* are a consistent set of standards across all Graduate School programs. It is the student's responsibility to adhere to the guidelines set forth by the Graduate School. They must also obtain and become familiar with the policies and regulations of the Graduate School as specified in the Graduate School Academic Catalog and the Guide for the Preparation of Theses and Dissertations.

The current version of the *Graduate School Policy Handbook* can be found here:

<http://www.clemson.edu/graduate/students/policies-procedures/>

Refer to the online Clemson Academic Calendar for registration deadlines, key semester dates, and holiday schedules: <https://www.clemson.edu/registrar/academic-calendars>

The Guide for the Preparation of Theses and Dissertations can be found here:

<http://www.clemson.edu/graduate/students/theses-and-dissertations/>

Graduate students are accountable for all applicable policies and procedures of Clemson University, The Graduate School, and the Department of Sociology, Anthropology and Criminal Justice. The Graduate Coordinator is available to provide clarification when necessary and can be reached at [natalls@clemson.edu](mailto:natalls@clemson.edu)

The policies and procedures of the Clemson University Graduate School have been established to ensure a consistent set of standards from the admissions process to the awarding of degrees for every Graduate School program. In general, students are subject to the policies in effect when they first matriculate into their graduate program. Minor changes in policy that will not affect students' progress toward a degree may be implemented immediately when that is determined to be in the best interest of students and/or the University, or if the changes are required by a legislative or regulatory body. These changes, along with all other substantive changes, will be noted in the "Changes to Graduate School Policy, Annotated" page(s) of the Graduate School Policy Handbook and summarized in a table on the Graduate School Policy & Procedures web page.

All [Graduate School policies and procedures may be found online](#), including the Graduate School Policy Handbook for 2019-2020, which includes important information about degree requirements, tuition, and academic integrity.

Other important resources include [guidance for newly admitted students](#), and Clemson's [Anti-Harassment and Non-Discrimination Policy](#).

## Admission Policies

---

The decision to admit an applicant to the MS in Social Science program is made by the Graduate Coordinator, in consultation with the Department of Sociology, Anthropology and Criminal Justice's Graduate Advisory Committee and the Department Chair. To be admitted, applicants must meet all requirements of The Graduate School and the Department of Sociology, Anthropology and Criminal Justice. The admission requirements for The Graduate School can be found here: <http://www.clemson.edu/graduate/admissions/>. The requirements for admission are reviewed annually by the Graduate Coordinator and the Departmental Graduate Advisory Committee.

### Admission Requirements for Degree-Seeking Students

The requirements for admission currently include the following:

- A Bachelor's degree from an accredited degree program;
- Completion of a minimum of 15 undergraduate semester hours in the social sciences or you may be required to take additional classes;
- A grade point average of at least 3.0 for the last four semesters of undergraduate school;
- Submission of Graduate Record Examination scores on the verbal, quantitative, and analytical sections;
  - A satisfactory set of scores normally includes a minimum score of 154 on the verbal section, 144 on the quantitative section and a 4.0 on the written section.
- Submission of three letters of recommendation;
  - These letters should come from faculty members of the applicant's previously attended college or university;
  - If you graduated ten years ago or more, letters from employers may be submitted instead of letters from former faculty members;
- Submission of a resume or curriculum vitae (CV); and,

Submission of a 500-word essay on your career aspirations and goals as well as how completion of the Master's Program in Social Science will assist in achieving these goals.

If there are any questions or concerns about supporting materials, a detailed description of supporting materials can be found here:

<http://www.clemson.edu/graduate/admissions/preparing-to-apply/supporting-materials.html>.

## Program Overview

---

The Department of Sociology, Anthropology and Criminal Justice offers the MS degree in Social Science emphasizing practical and theoretical knowledge in the areas of social science research methods and theory, focusing on the acquisition of social research skills, theory application and practical field experience. Thesis and non-thesis options are available.

Department faculty are multidisciplinary from four academic traditions: sociology, anthropology, and criminal justice. They are committed to providing students with opportunities for academic and professional development and believe that individuals continue to develop their expertise throughout their careers. The MS program provides a variety of opportunities to engage in scholarly and professional development activities outside the classroom, including participation in professional conferences, internships, and applied projects. Students are encouraged to become active members of national, regional, and state academic and professional associations, and to participate in as many of these development activities as possible while at Clemson to build network contacts in the discipline before graduation.

Students selecting the thesis option complete and publicly defend a project representing a significant contribution to the body of knowledge in the discipline that is the focus of the thesis project. Students selecting the non-thesis option must successfully complete a departmentally administered experiential learning track.

Additional information about the MS in Social Science may be found on the Department of Sociology, Anthropology and Criminal Justice's Graduate Program page, found here:

<http://www.clemson.edu/cbshs/departments/sociology/graduate/index.html>

## Requirements for Degree

---

Each student is required to follow an established curriculum for the Master of Science Degree in Social Science. The student should work closely with their faculty advisor and the Graduate Coordinator in planning an academic program that meets career needs as well as the requirements of the graduate program. The curriculum in Social Science specifies a minimum of 36 hours of coursework for the thesis option and 30 hours for the non-thesis option.

Course requirements for both thesis and non-thesis options include 18 hours of Social Science (SSCI) coursework including Departmental Research and Professional Development Seminar (SSCI 8970), Quantitative Methods for Social Sciences I (SSCI 8010), Qualitative Methods for Social Sciences (SOC 6060/SSCI 8060), Theoretical Models in Applied Social Research (SSCI 8100), and 6 hours of departmental methods electives, independent research, or field experience. Examples of options for these courses include Survey Designs for Applied Social Research (SSCI 8030), Evaluation Research (SSCI 8050), Quantitative Methods for Social Sciences II (SSCI 8070), Ethnographic Fieldwork (ANTH 6030), Independent Study (SOC / ANTH / JUST 8960), or Field Experience (SSCI 8950).<sup>1</sup>

Only courses numbered 6000 and above carry graduate credit. As a rule, undergraduate courses are not to be taken. The exception to this is that taking a specified undergraduate course may be permitted or required in cases where a course that should have been completed during undergraduate studies, or a poor grade was earned, and remedial (supplementary) instruction is needed. This sometimes happens when a student's undergraduate degree was vastly different than the current degree program in which the student is enrolled.

Below is the recommended course map for on-time completion of the degree.

---

<sup>1</sup> other courses may be substituted with Graduate Coordinator approval

## Course Map 2023 - 2024

---

This map illustrates the typical course progression through the Social Science curriculum. When planning their curriculum, students should be aware that some courses are not offered on an annual basis, but rather may be offered on a biannual basis. Thus, choosing not to take a core course will delay student progress toward the degree.

### **First Year, First Semester**

3 - SSCI 8970 Departmental Research and Professional Development Seminar

3 - SSCI 8010 Quantitative Methods for Social Sciences I

3 - General Elective\*

**Total: 9 hours**

### **First Year, Second Semester**

3 - SSCI 8060/SOC 6060 Qualitative Methods for the Social Sciences

3 - SSCI 8100 Theoretical Models in Applied Social Research

3 - Methods Elective\*\*

**Total: 9 hours**

### **Second Year, First Semester**

3 - SSCI 8910 Master's Thesis Research (thesis track only)

3 - Methods Elective\*\*

3 - Experiential Elective\*\*\*

**Total: 9 hours**

### **Second Year, Second Semester**

6 - SSCI 8910 Master's Thesis Research (thesis track only)

3 - Elective (if needed)

**Total: variable hours**

**Total hours: 36 (thesis) or 30 (non-thesis)**

**\*General Electives options:** SOC 6800 Medical Sociology, SOC 6610 Sex and Gender, SOC 6330 Globalization and Social Change, SOC 6590 The Community, ANTH 6270 Anthropology of Religion, Magic and Witchcraft, ANTH 6280 Law, Culture and Society, RS 6010 Human Ecology, SOC 6040 Sociological Theory

**\*\*Methods Electives options:** SOC 6030 Ethnographic Fieldwork, SSCI 8070 Quantitative Methods for Social Sciences II, SSCI 8030 Survey Designs for Applied Social Research, SSCI 8050 Evaluation Research

**\*\*\*Experiential Electives options:** SSCI 8910 Master's Thesis Research OR INT 8010 OR SOC 8960 (independent study)



## Program Tracks

---

Choosing an experiential learning track is a major step on the way towards completing degree requirements. This “choose your own journey” track marks an important transition from a more traditional phase of the program focused on coursework to an intensive phase involving independent work. Three options are available: (a) research (thesis) track, (b) professional experience (internship) track, and (c) teaching practicum. Regardless of the track, students must select an Advisory Committee.

To determine a learning track that fits with student’s interests, skills and career aspirations, some preparation is necessary. To finalize a track, a student must prepare a written memo stating how the chosen learning track meets the goals of the MS in Social Science program (see above) and how it will be useful to the student’s academic and professional development (e.g., launch a publishing career, improve teaching skills, improve grant writing skills, etc.). In consultation with their Advisory Committee, students submit a learning-track designation by the end of the 2<sup>nd</sup> semester of their first year.

### Research (thesis)

SSCI 8910 Master’s  
Thesis Research

### Professional experience (internship)

INT 8010 Graduate  
Student Internship

### Teaching practicum

SSCI 8960  
Independent Study



## **Research Track**

*Expected deliverable:* A scholarly thesis published in the Clemson Theses & Dissertations Database.

The thesis is intended to show the student's ability to plan, organize, research, and report on an original piece of scholarly work. Each thesis will accomplish this goal in an independent way. It also will reflect the student's professional maturity and autonomy. The thesis should be a contribution to the field of social science. The student is responsible for meeting with their Advisory Committee to work out all details of the actual scholarship that is being created.

All phases of the thesis research (including the topic, the proposal for the research problem, design of the research, collection and analysis of the data, and writing of the final report) are primarily the responsibility of the student and are supervised by the Thesis Advisor and Thesis Committee. In all phases of the thesis research, the student must work closely with their Committee Chair and other members of the Thesis Committee. The student must ensure that the completed thesis meets the format specifications of the Graduate School. Graduate students are expected to attend a workshop conducted by the Graduate School on how to format the thesis.

## **Professional Experience Track**

*Potential deliverables:* a grant proposal, report summary, literature review, concept analysis, survey design and administration, data management plan.

The internship is intended to give the student an opportunity to develop or hone specific professional competencies that are essential for launching a desired career. Each professional experience is individualized, and students work with their advisor to select appropriate scope of work. The deliverable should address a specific need within the organization (academic unit) where a student has an internship. The internship can be completed in one semester and repeated for up to two semesters. The grading for completing this will be done on a Pass or Fail system.

## **Teaching Practicum Track**

*Potential deliverables:* a developed course, including syllabus, learning outcomes, readings and learning activities, and the instructor's teaching materials (such as lecture and discussion notes); a teaching philosophy; reflection on teaching evaluation.

The teaching practicum is intended to give the student an opportunity to gain experience in preparing and delivering courses at the college level. In consultation with their Advisor, the student selects a course and discusses individual goals, the format of the practicum, the grading process, and timeline. The practicum can be completed in one semester and repeated for up to two semesters. The grading for completing this will be done on a Pass or Fail system.

## **Timeline for Completion**

**Research Track:** A total of 36 credit hours is required for the thesis option. Students who plan to graduate in May of their second year typically have Fall and Spring semesters to complete their thesis. To meet graduation deadlines, a thesis proposal should be prepared and defended by the end of the 1<sup>st</sup> semester of their second year and thesis defense should take place by the end of the 2<sup>nd</sup> semester of their second year.

Both proposal defense and thesis defense take place at least 2 weeks after members of the Advisory Committee have received the proposal.

**Professional Experience Track:** A total of 30 credit hours is required for the non-thesis option. Students should determine the time of their graduation based on their progress, including completed and remaining coursework. Refer to Appendix B for a more detailed outline of graduation deadlines.

Should a student fail to complete the requirements for the internship, they will be allowed to re-enroll in an additional semester. The student is responsible for amending Plan of Study and/or Committee composition and re-filing it with the Graduate School.

**Teaching Practicum Track:** A total of 30 credit hours is required for the non-thesis option. Students should determine the time of their graduation based on their progress, including completed and remaining coursework. Refer to Appendix B for a more detailed outline of graduation deadlines.

Should a student fail to complete the requirements for the practicum, they will be allowed to re-enroll in an additional semester. The student is responsible for amending Plan of Study and/or Committee composition and re-filing it with the Graduate School.

## Advisory Committee

---

All students, regardless of a learning track, should select an Advisory Chair by the middle of their second semester. From this point on, students will have two advisors: their Advisory Chair and the Graduate Coordinator. The Advisory Chair will be the student's primary advisor and will assist her or him in matters related to their learning track and general curriculum. The Graduate Coordinator handles any programmatic or institutional matters that come up (e.g., academic advising, assistantship matters, room assignments, ensuring progress toward degree, etc.), gives final approval of the student's course selections, and will remain available for consultation.

Students select members of their Advisory Committee in consultation with their Advisory Committee Chair and once a topic has been decided. Altogether, a minimum of three faculty members are needed to form an Advisory committee. Members of the Advisory Committee must hold the Graduate Faculty status, with the Chair holding the highest status - Graduate Directing. The majority of the committee, including the chair, must include full-time Clemson University Regular or Administrative faculty as defined in the [Faculty Manual](#). The full committee should be selected and approved by the start of the third semester (typically, Fall of the 2<sup>nd</sup> year).

Students should consult with the Graduate Coordinator regarding Graduate Faculty status of each member of the proposed Advisory Committee.

**Note:** The Department Chair automatically is an *ex officio* member of every thesis committee. Once the composition of the Thesis Committee has been determined, the student must submit the **GS2** (Plan of Study).

## Thesis Overview

---

### Thesis Credit

In order to remain enrolled, students must show satisfactory progress toward the completion of their thesis. Any student who fails to maintain adequate progress towards the completion of their thesis may at any time be placed on academic probation or be terminated from the program on the recommendation of the Graduate Advisory Committee, the Graduate Coordinator, and the Department Chair.

### Timing of the Thesis

In order to complete the degree within the normal time period of two years, the Master's thesis must begin (e.g. the written proposal accepted and presented) before or during the first semester of the student's second year in the program. The student is required to begin planning the thesis during the first year of graduate training by selecting a thesis chairperson and forming a thesis committee by the middle of their second semester.

Graduate students should expect to work on their theses during the regular semester and during the various breaks (e.g., summer, winter holiday, etc.). However, while thesis work may be conducted during the summer between the first and second years, committee members and other faculty members often are unavailable, since most faculty only serve a nine-month contract. *Students should not expect to have access to faculty members for thesis work during the summer unless specific arrangements have been made with these faculty members well in advance.*

### The Thesis, Thesis Proposal, Thesis Chairs and Thesis Committees

#### Topic Selection

Any research topic in the student's area of interest in social science that is acceptable to the Thesis Committee may be chosen as the thesis topic. The student is advised to discuss the proposed topic with their prospective chair and possible committee members before formalizing the thesis committee selection.

#### Thesis Proposal

Every student must write a formal thesis proposal. **This proposal must be completed and defended before any formal research can begin.** Thesis proposals must be defended no later than a semester prior to the completion and defense of the final thesis, with rare exceptions. In no case can the thesis proposal be defended less than two months prior to the defense of the final thesis. Students also must adhere to the proposal guidelines outlined by the Graduate School.

The thesis proposal is prepared by the student under the guidance of the Thesis Committee Chair. The proposal will include a detailed statement of the research to be conducted by the student. All proposals must include the following elements:

- A clear definition of the research problem/question;
- A review of the appropriate literature;
- A description of the research design, including specific hypotheses, with justification for these hypotheses and use of the design;
- Proposed methods for processing and analyzing the data (quantitative and/or qualitative) for the particular problem under study with justifications for using these methods; and
- A description of the anticipated results indicating how these or alternative findings will be interpreted

Students are to work with their Thesis Chairs to develop their proposals. They must take the initiative to meet with their Thesis Chairs and establish deadlines for stages of development of the proposal. Students must allow the Thesis Chair at least two weeks to review each iteration. The Thesis Chair will establish when it is appropriate to submit iterations for review.

Once the Thesis Chair has given approval, the proposal must be submitted in **final written form** to each member of the committee. This must be done **at least two weeks** before the meeting at which the proposal is to be defended. The Graduate Coordinator should also be provided with a copy of the proposal. Students should allow faculty at least **two weeks** to review the proposal. Committee members may suggest changes during this time.

### **Proposal Defense**

The Graduate Coordinator must be informed of the defense date 10 working days prior to the scheduled defense. An email is sufficient, so long as there is notification that the communication has been received. The student will then formally present the thesis proposal at a formal meeting of the **entire** committee. The defense should be open to all other interested persons as well. If a member of the Thesis Committee is unable to attend the defense, the Graduate Coordinator must be informed.

Voting to accept or reject the thesis proposal is limited to the members of the Thesis Committee. The committee can vote to:

- Accept the proposal as presented by the student;
- Accept the proposal contingent on minor changes stipulated by the committee (and approved by the chair) without holding another committee meeting;
- Require extensive revisions in the proposal stipulated by the committee and reschedule another committee meeting at which the revised proposal will be defended; or
- Reject the proposal and require the student to prepare a new proposal.

If the proposal is rejected by the Thesis Committee, the student has the option of choosing a new chair, committee, and/or topic. Committee decisions about the thesis proposal must be unanimous. When a proposal is defended and accepted, the Thesis Committee members will sign the appropriate Graduate School form (Approval of Thesis/Dissertation Research Proposal). No major changes (i.e., theoretical or methodological) can be made without the approval of the Chair and committee members.

## Conduct of the Research

Students should plan on beginning their thesis research no later than the end of the third semester. Thesis research cannot begin until:

- The thesis proposal has been approved by the Thesis Committee, and
- The research protocol has been reviewed and approved by the Clemson University Institutional Review Board, if applicable.

The Department of Sociology, Anthropology and Criminal Justice normally does not pay for costs involved in conducting thesis research. No expenses incurred by the student will be reimbursed without prior approval. The student is responsible for being familiar with professional and departmental policies, procedures, and ethical standards for conducting thesis research.

## Final Thesis Review

Students are expected to work with their Chair to ensure that a completed, error-free draft of the final thesis is submitted to the committee members. Committee members have three weeks to complete their **initial** reviews of this draft. Failure to complete an initial review within six weeks is grounds for removal of a committee member, including the Chair.

The student should then make corrections and additions to this draft, as suggested by the Chair and committee members. Upon approval by the Thesis Chair, the thesis must then be submitted in final form to members of the Thesis Committee **at least two weeks** before the thesis defense. As with the thesis proposal, students should not expect faculty members to read numerous drafts of the final thesis. This means that the version of the thesis that is defended during the defense is a **final** draft, with few, if any, minor errors. A digital copy should be provided to each member of the committee, the Graduate Coordinator, and the Department Chair, unless a member specifically requests a printed copy. Notices of the defense will be posted.

## Thesis Defense

The student will take a final oral examination where the student will defend the thesis to the Thesis Committee at a formal meeting open to all faculty members. This final examination must be passed at least three weeks before the student's proposed date of graduation. Members of the faculty, members of the Graduate Curriculum Committee, and the Dean of the Graduate School are invited to attend.

Check the Graduate School list of deadlines for additional information:

<http://www.clemson.edu/graduate/students/deadlines.html>.

The student must ensure that written notification of the thesis defense be submitted. This is done by submitting the Thesis Defense Form as designated by the Graduate School. This form can be accessed at: <http://www.clemson.edu/graduate/calendar/defense-form.html>

Following the thesis defense, the Thesis Committee will vote to:

- Accept the thesis without modification;
- Accept the thesis contingent on minor revisions stipulated by the committee and to be approved by the committee chair without holding another committee meeting; or,
- Reject the thesis until specified major revisions are made. In this case, a second defense date must be scheduled.

Decisions about the thesis are made by a majority vote of the Thesis Committee. When the thesis defense is accepted, the Thesis Committee members will sign the **GS7M** (Final Exam and Thesis Approval Form). Access this at: <http://www.clemson.edu/graduate/files/pdfs/GS7M.pdf>. Once filled out and signed by your Thesis Chair, Committee, and others as designated, take it to the office identified by the Graduate School *within three days* after the examination.

A student who fails the thesis defense may be allowed a second opportunity only upon the recommendation of the Thesis Committee. Failure of the second examination will result in dismissal from the Master of Science program in Social Science.

### **Submission of Final Thesis to the Graduate School**

The Graduate School uses an electronic thesis and dissertation (ETD) publishing system. Details about this process are available on the Graduate School website.

**Graduate students are required to consult the Graduate School regulations and website for more information and to adhere to the guidelines and procedures stipulated in these sources of information.**

Refer to Appendix B for suggested timelines for thesis and non-thesis tracks.



## Assistantships

---

Graduate assistantships are distributed by the head of the Department of Sociology, Anthropology and Criminal Justice in consultation with the Graduate Coordinator and the Graduate Advisory Committee. All students who are in good academic standing (as defined by GPA and progress toward degree, among other criteria), and who are enrolled full-time are eligible to apply for assistantships and other university support. Preference will be given to excellent students who are making continuous, consistent and acceptable progress toward completion of the degree requirements. Graduate students in the program will not be supported for more than four (4) regular academic semesters. Students are usually required to work 20 hours per week for their assistantship. Graduate assistants receive a tuition waiver along with their regular assistantship. Generally, graduate assistants in the Department of Sociology, Anthropology and Criminal Justice are assigned as Graduate Teaching Assistants (GTAs).

Teaching assistants will help grade exams, meet with students and hold review sessions, among other duties. All graduate assistantships are considered both professional work experiences and educational experiences. Thus, students should treat the assistantship as they would any paid, professional job in the “regular” workforce. And, students should take advantage of this opportunity to develop academic skills, learn more about various areas of research, and to form mentoring relationships with their faculty advisors. As employees, GTAs represent and reflect on the department and the program. Professional deportment and presentation of self are expected.

Students are not guaranteed continuation of financial support. Assistantship support is offered on a semester by semester basis and is contingent on the availability of funds and the student’s progress toward degree. Eligibility for continued support is defined in terms of academic performance in courses and reasonable progress through the program. That is, continuation of assistantship support depends on **academic and assistantship performance of high quality**. Grades below B, incompletes, inadequate job performance, and no or minimal progress toward degree are grounds for terminating assistantship support from semester to semester. Those graduate students who are receiving financial support from the program will be assessed on their progress toward thesis completion and on how well they are performing their assistantship duties.

Assistantships may be terminated by the department for poor performance, failure to meet academic requirements (GPA or credit hours), or lack funding. Every effort will be made to give adequate notice if an assistantship is being reduced or terminated.

You can check our additional positions for graduate students at the Clemson Job site:

<https://career.sites.clemson.edu/clemsonjoblink/index.php?type=student>

## Financial Support for Academic & Professional Development

---

The department values the professional development of graduate students enrolled in the master's program, including opportunities to participate in professional conferences and providing funding to support thesis research needs (i.e. incentive cards). Limited and competitive funding is available each year to support these activities for students. The following information outlines the process for applying for funding.

### **Policy**

Competitive and limited funding is provided on a reimbursement basis. Receipts must be provided to the main SACJ office before funding can be dispersed. Occasional funding can be provided up-front, for example entrance exams may be funded at the time of purchase, provided the applicant does so within the SACJ main office. Students can request up to \$500 to supplement their educational, or career-based opportunity needs.

Students applying for funding must provide a letter of recommendation from a faculty member or supervisor. It is the student's responsibility to secure this letter of support. No funding will be granted without a recommendation letter.

### **Procedures**

At least two weeks prior to the start of your experience, please complete the form linked below. Please send a separate email to [sacj@clermson.edu](mailto:sacj@clermson.edu), notifying the front office that you submitted a funding request.

[Funding Form Request](#)

## International Students

---

**International students who are graduate teaching or research assistants must arrive in the United States by August 1.**

### Academic Matters

All international students (new and continuing) are required to complete their SEVIS Check-In at the start of the Fall semester.

SEVIS Check-In is completed through the [iStart Portal](#) and students do not have to come in-person to International Services to complete this process.

The U.S. government requires all graduate international students to be enrolled full-time, 9 credit hours, each fall and spring semester. There are limited exceptions to this regulation, and each requires review by International Services prior to enrolling less than full-time. If a student has a question or issue with full-time enrollment, please ask them to contact International Services for guidance.

The U.S. government does not allow international students to enroll in more than one online course to count towards a full course of study during each semester.

### Authorization to Work

International students who are graduate teaching or research assistants must arrive in the US by August 1. This meets the requirement of being in the country for 14 days before applying for a social security number and getting hired in time for their contract to start on August 15. **Failure to obtain a timely employment authorization will result in a loss of pay.**

International students must work with Clemson's [International Services Office](#) which is part of [the Office of Global Engagement](#) to ensure the proper documentation is provided to be approved to work at Clemson. They may also want to make an appointment to meet the International Human Resource specialist to discuss their individual tax situation.

### Verification of English Skills Test (VEST) Requirements

All new international graduate students who have been offered student-facing assistantships\* are required to take the test if:

- TOEFL speaking score was below 26
- IELTS speaking score was below 8.0
- PTE below 74
- Overall Duolingo score was less than 130.

\*Does not include research assistants or graders unless they will teach the following semester, in which case it is required.

International students who never submitted English proficiency scores for admission must still be screened for English language proficiency. If a student wishes to be exempt from the VEST because they use English as a native language or have used English as their primary language from age 6 through high school, they will have the option through this [exemption form](#).

## Thriving as a Graduate Student

---

### **Academic Performance**

Graduate students in Social Science must maintain an academic performance level at or above a 3.0 GPA in all graduate work. Continuation in any type of university or external agency financial support and internship placement will be contingent on academic performance at or above the 3.0 GPA level. Although a “B” average is expected of all students receiving departmental assistantships, a cumulative GPA of higher than 3.0 is preferred and expected of students receiving such support.

Students who acquire a grade-point average below 3.0 are placed on academic probation. Students must complete all forms related to their proposed plan for success in order to be retained in the program while on academic probation. Students on academic probation may be terminated from the program on the recommendation of the Thesis Committee and with the approval of the Graduate Coordinator and the Chair of the Department of Sociology, Anthropology and Criminal Justice.

### **Professional Conduct**

Graduate students must recognize that graduate education is professional education. The awarding of an advanced degree requires more than a minimum grade-point average and the completion of academic requirements in courses, seminars, and research activities. It also requires the acquisition of acceptable professional standards. Thus, they must conduct themselves as professionals in their dealings with undergraduates, faculty, staff, and other graduate students. Student conduct during the field placement experience must reflect positively on them, the Department of Sociology, Anthropology and Criminal Justice, and Clemson University. Violations of these professional standards may result in disciplinary action, including dismissal from the program.

### **Office Space & Supplies**

Students have shared open space in 123 Brackett Hall on the campus of Clemson University.

Students may reserve a carrel at the Cooper Library in two- hour blocks.

Office supplies, the copier, and the scantrons are located in 123 Brackett Hall. Office supplies are meant to be used for work associated with assistantship tasks. If supplies are needed, students should contact their supervisor.

### **Student Responsibilities**

It is the student’s responsibility to initiate required actions and to meet the deadlines specified by the Department of Sociology, Anthropology and Criminal Justice, as well as the Graduate School. While the Graduate Coordinator and the Chair are committed to assisting students, it is the student’s responsibility to ensure that all necessary forms are properly completed and filed with the Graduate School, and/or, as appropriate, the Department Chair and Graduate Coordinator.

## **Communication**

MS in Social Science program, department and university announcements will be sent by E-mail to your Clemson email address. It is important to check your Clemson email account regularly.

## **Library Support**

Clemson Libraries offer extensive services to support students' research needs. [Visit the library's home page](#) to access these services. Amanda McLeod <amcleo2@clemson.edu>, is the Clemson librarian assigned to the MS program. Students should feel free to contact her directly or through the [library portal](#).

## **Health and Wellness**

Student Health Services strengthens Clemson University by providing quality medical and mental health care, public health leadership, and initiatives that enhance the academic success of our students and promote health, safety and well-being of the campus community. Visit their [website](#) or call them at: 864-656-1541

## **Resume/ Curriculum Vitae (CV)**

Students are encouraged to begin to prepare their resume and/ or CV from their first day in graduate school. For assistance, students should consult their advisor, fellow graduate students, and/or Clemson University's [Center for Career and Professional Development](#).

## **Clemson Student Resources**

Clemson University offers a wide variety of [resources for students](#), including clubs, student organizations, leadership, and advisory groups. Particularly for students located in the Upstate of South Carolina, there are many ways to get involved on campus.

## Policy Receipt Acknowledgement

---

I, \_\_\_\_\_ (please print) hereby acknowledge that I have read and understood the policies and requirements set forth by the Department of Sociology, Anthropology and Criminal Justice. I am fully responsible for being familiar with the **complete** content of the Department's *Graduate Handbook* as well as Clemson's *Graduate School Policy Handbook*. I understand that I must conduct myself professionally with undergraduates, faculty, staff and other graduate students. I acknowledge that any violation of these professional standards may result in disciplinary action, including dismissal from the program.

Please review the contents, then print and sign the Acknowledgement of Handbook Contents.

\_\_\_\_\_  
**Student name (printed)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**CUID #**

\_\_\_\_\_  
**Graduate Coordinator**

\_\_\_\_\_  
**Date**

Return this form to the Graduate Coordinator **before the first day of classes.**





## Appendix B: Suggested Program Timeline

	Coursework	Forms	Thesis	Non-Thesis
<b>By End of Fall 1</b>				
Exceeds expectations	3.67+ GPA		Very familiar with the thesis-track option	Very familiar with the alternative learning track option
Meets expectations	<b>3.0 GPA</b>		Begins to think about a thesis topic/ adviser	Begins to think about a learning track
Does not meet expectations	GPA below 3.0 or any Cs		Unfamiliar with learning tracks	Does not identify prospective learning track
<b>By End of Spring 1</b>				
Exceeds expectations	3.67+ GPA		Topic & method identified, Committee selected	Learning
Meets expectations	<b>3.0 GPA</b>	GS2 Drafted <sup>1</sup>	Topic identified, <b>Advisor Selected<sup>2</sup></b>	Advisor selected
Does not meet expectations	GPA below 3.0 or any Cs		Committee Not Selected	
<b>By End of Fall 2</b>				
Exceeds expectations	3.67+ GPA			Learning Track Deliverable Completed
Meets expectations	<b>3.0 GPA</b>	<b>Final GS2 Submitted</b>	Thesis Proposal Defended <sup>3</sup>	Learning Track Deliverable Drafted
Does not meet expectations	GPA below 3.0 or any Cs		Proposal Date Not Set	
<b>By End of Spring 2</b>				
Exceeds expectations	3.67+ GPA			
Meets expectations	<b>3.0 GPA</b>		Thesis Defended	Learning Track Deliverable Accepted
Does not meet expectations	GPA below 3.0 or any Cs		No Thesis Defense Planned	
Meets expectations			Graduation	

### Notes

<sup>1</sup> The GS2 Plan of Study should be submitted after the Thesis Committee has been selected and approved. It should be resubmitted again prior to the semester you graduate with coursework updated. If you plan to graduate in May, you should submit and have your GS2 Plan of Study approved before January (specific dates can be found on the Graduate website).

<sup>2</sup> The Thesis Advisor should be selected **by mid-semester of your second semester**. The Thesis Committee should be selected **by the beginning of Semester 3** (Fall).



<sup>3</sup>**The Thesis Proposal should be defended by the end of the semester prior to intended graduation.** If you plan to defend your thesis and graduate in May, you should defend your thesis proposal by December 31. Note that many faculty travel during winter break, so you should not expect committee members to be available after final exams.

For this program, the traditional graduation is the end of the 4<sup>th</sup> semester (May), however many students opt to spend part of the summer to complete their thesis and graduate in August (exactly 2 years post matriculation).

Many students choose to spend their summer interning or working on their thesis and/or other research projects. However, faculty are not obligated to any summer commitments, and if anticipated, you should discuss the possibility of summer work with your Chair/Advisor.

## Appendix C: Program Deadlines

### MS in Social Science Deadlines

<b>Milestone:</b>	<b>May 2024</b>	<b>August 2024</b>	<b>December 2024*</b>
<b>Select Learning Track**</b>	September 15, 2023	November 15 2023	December 15, 2023
<b>Thesis/ Project Proposal Defense**</b>	October 30, 2023	December 1, 2023	February 1, 2024
<b>IRB Approval**</b>	November 15, 2023	December 15, 2023	February 15, 2024
<b>Submit Final GS2 Form</b> (Plan of Study to Enrolled Services)	January 3, 2024	May 8, 2024	August 12, 2024
<b>Apply to Graduate</b>	January 31, 2024	June 4, 2024	September 10, 2024
<b>Last Day to Defend/ Present</b>	March 29, 2024	June 28, 2024	November 13, 2024
<b>Final Thesis or Project Approval</b> File <a href="#">GS7M</a> with Enrolled Services.	April 12, 2024	July 12, 2024	November 27, 2024
<b>Submit Thesis to Manuscript Review Office</b> <b>/ Final Project to Advisor</b>	April 19, 2024	July 19, 2024	December 2, 2024
<b>Required Revisions:</b> Obtain approval from the Manuscript Review Office on any revisions they requested. If you need to change your ETD after this date, consult your advisor about delaying your graduation until the following semester.	April 26, 2024	July 26, 2024	December 9, 2024
<b>Order graduation regalia</b>	Check with the <a href="#">campus bookstore</a>		
<b>Graduation Dates</b>	May 7, 2024	August 8, 2024	December 19, 2024

\*These dates are based on last year's dates as 2024 official Clemson dates for Fall 2024 are not yet posted.

\*\* These dates are internal to MS in Social Science program.