



**Department of Education and Human Development**

**M.Ed. in Learning Sciences  
Program Handbook**

Updated Fall 2024

101 Gantt Circle  
Clemson, SC 29634

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## INTRODUCTION

Welcome to the Department of Education and Human Development (EHD) at Clemson University's College of Education and the Learning Sciences master's program. We wish you success at every stage of your academic journey.

This handbook is intended to familiarize you with the requirements, policies and procedures involved throughout your graduate experience. The rules and regulations provided in this handbook govern our academic program and describe the duties and responsibilities of graduate students in the department. Each student is expected to be familiar with the contents of this handbook.

These rules and requirements are in addition to and subordinate to those described in the Graduate School Announcements, which you can find at <http://catalog.clemson.edu/>.

## PURPOSE OF THE LEARNING SCIENCES PROGRAM

The Clemson Master of Education in Learning Sciences is a 100% online graduate program for learners interested in developing expertise in designing effective learning environments, assessing human learning, and integrating interdisciplinary knowledge to apply theoretical and practical skills to their area of specialization. Our high-quality 30-credit hour program has two areas of concentration (Instructional Design and Effective Online Instruction\*), and each option can be completed in 2 years.

The Clemson Master of Education in Learning Sciences will prepare learners for careers in academia, industry, corporations, military, non-profit organizations, and beyond. Students will gain in-depth knowledge related to research concepts and skills, learning theory, human learning and assessment, instructional design of digital learning environments, and effective online teaching and learning. Students have the option to choose between two concentration areas: Instructional Design or Effective Online Teaching. Graduates of our program will utilize their knowledge to design effective learning environments, assess human learning, and integrate interdisciplinary concepts to apply theoretical and practical skills to their area of specialization. This program is open to learners in all discipline areas who have already earned a Bachelor's degree and are seeking to further their expertise in a related field.

The Master's of Education program in Learning Sciences will:

- Equip students with the ability to critically analyze and conduct research in the field of learning sciences, enabling them to apply evidence-based practices in educational settings.
- Provide students with a comprehensive understanding of various learning theories, including cognitive, social, and constructivist perspectives, and their application to instructional design and assessment.
- Prepare students to design, develop, and implement effective instructional materials and digital learning environments that cater to diverse learner needs and contexts.
- Train students in the principles and practices of effective online teaching and learning, ensuring they can create engaging and inclusive digital learning experiences.
- Integrate interdisciplinary approaches to teaching and learning by combining research, data, technology, and practices from various fields to address complex educational challenges.

*\*Students who choose the Effective Online Teaching concentration area have the opportunity to apply for the [Effective Online Teaching Certification](#)*

## PROGRAM CONTACTS

Learning Sciences Program Coordinator - Dr. Amanda Bennett, [abenne@clemson.edu](mailto:abenne@clemson.edu)  
 Student Services Program Coordinator – Julie Jones, [jgambre@clemson.edu](mailto:jgambre@clemson.edu) & Madison Hudson, [mhedden@clemson.edu](mailto:mhedden@clemson.edu)  
 Department Administrative Assistant – Suzanne Lusk, [lusk6@clemson.edu](mailto:lusk6@clemson.edu)  
 Department Chair – Dr. Kristen Cuthrell, [mcowanc@clemson.edu](mailto:mcowanc@clemson.edu)

The Program Coordinator is your first contact should any issue arise regarding your academic progress or the program curriculum.

## POLICIES AND RESOURCES

[University Policies](#)  
[Graduate School Policy Handbook](#)  
[Graduate School Resources](#)  
[Graduate School New Student To Do List](#)

## COHORT INFORMATION AND LOCATION OF DEGREE PROGRAM

The Learning Sciences Program accepts one cohort of applicants each year, to begin each fall. Application deadlines will be no later than April 15th of each year.

The location of the Learning Sciences Program is 100% online and asynchronous, with no requirement to be in-person at Clemson University.

## ACADEMIC REQUIREMENTS

### MINIMUM DEGREE REQUIREMENTS

Minimum Degree Requirements for the M.Ed. in Learning Sciences	
<b>Total hours of coursework</b>	<b>30 credit hours</b>
Core courses required	18 credit hours
Cognate courses required (choose 1): Concentration 1: Instructional Design Concentration 2: Effective Online Instruction*	12 credit hours

*\*Students who choose the Effective Online Teaching concentration area have the opportunity to apply for the [Effective Online Teaching Certification](#)*

### CORE COURSES

All graduate students are required to take all core courses below, constituting a total of 18 credits.

**Core Courses: 18 credit hours (6 courses)**

- EDF 8110: Foundations of Learning Sciences
- EDF 8070: Foundations of Instructional Design
- EDF 8040: Adult Learning and Development in Context
- EDF 8090: Assessment of Human Learning
- EDF 8120: Design of Equitable Digital Learning Environments
- HRD 8800: Research Concepts and Skills

**CONCENTRATION AREA COURSES**

All graduate students are required to choose 1 concentration area below, constituting a total of 18 credits.

- **Concentration 1: Instructional Design- 12 credit hours (4 courses)**
  - o HRD 8470: Instructional Systems Design
  - o EDF 8230: Instructional Design and Assessment
  - o HRD 8450: Learning Analytics
  - o EDF 8180: Cognitive Approaches to Instructional Design
- **Concentration 2: Effective Online Instruction- 12 credit hours (4 courses)**
  - o EDF 8200: Effective Online Teaching
  - o EDF 8210: Online Course Management
  - o EDF 8220: Web Tools to Enhance Online Engagement
  - o EDF 8230: Instructional Design and Assessment

**SAMPLE CURRICULUM MAP**

Semester	Instructional Design Concentration	Effective Online Instruction Concentration
Year 1, Fall 1	EDF 8110: Foundations of Learning Sciences	EDF 8110: Foundations of Learning Sciences
Year 1, Fall 2	EDF 8070 - Foundations of Instructional Design	EDF 8070 - Foundations of Instructional Design
Year 1, Spring 1	EDF 8040 - Adult Learning & Development in Context	EDF 8040 - Adult Learning & Development in Context
Year 1, Spring 2	HRD 8800 - Research Concepts and Skills	HRD 8800 - Research Concepts and Skills
Year 1, Summer 1	EDF 8120 - Design of Equitable Digital Learning Environments	EDF 8120 - Design of Equitable Digital Learning Environments
Year 1, Summer 2	EDF 8180 – Cognitive Approaches to Instructional Design	EDF 8200 – Effective Online Teaching

Year 2, Fall 1	HRD 8450 – Learning Analytics	EDF 8210 – Online Course Management
Year 2, Fall 2	HRD 8470 – Instructional Systems Design	EDF 8220 – Web Tools to Enhance Online Engagement
Year 2, Spring 1	EDF 8090 - Assessment of Human Learning	EDF 8090 - Assessment of Human Learning
Year 2, Spring 2	EDF 8230 – Instructional Design and Assessment	EDF 8230 – Instructional Design and Assessment

### KEY GRADUATE SCHOOL DEADLINES

The Graduate School sets deadlines for the following items. The specific dates are determined according to the academic calendar for the semester in which you plan to graduate (<https://www.clemson.edu/graduate/students/deadlines.html>).

Although regular communication will be provided each semester, you should be aware of the following key benchmarks:

Benchmark	When
Major Advisor and Advisory Committee Assigned	Upon acceptance into the program
Submit Plan of Study and Graduate Degree Curriculum ( <a href="#">Online GS2</a> ) <i>*See below for further information regarding GS2</i>	Middle of the second semester
Apply to Graduate through <a href="#">iRoar</a>	Final semester prior to graduation – for current deadlines see <a href="#">Graduation Deadlines</a> on the Graduate School website
Order diploma through <a href="#">iRoar</a>	After completing at least half of the prescribed coursework
Order cap, gown, and hood from <a href="#">University Bookstore</a>	Final semester prior to graduation – for current deadline, contact the <a href="#">University Bookstore</a>

*From the Graduate School Website: The final responsibility for ensuring compliance with these procedures rests with the graduate student. Special problems should be referred to the graduate dean.*

### COMPREHENSIVE EXAM

M.ED. in Learning Sciences graduate students will not take part in the traditional comprehensive exam, nor will students be required to complete the Graduate School’s corresponding GS7M form.

## PLAN OF STUDY (GS2)

You must complete all classes 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 Plan of Study as needed, subject to the necessary Advisory Committee and dean approvals. Failure to meet these deadlines may result in late fees and/or inability to graduate when desired.

## ADVISORY COMMITTEE

Your Advisory Committee, composed of one faculty member who serves as the chair of your Advisory Committee, will approve your curriculum, supervise your graduate program, ensure key competencies have been attained, and initiate the recommendation for awarding your degree.

## REQUEST FOR RE-ENTRANCE

Students who have separated voluntarily from the University and wish to return to pursue their graduate education may apply for readmission. This is accomplished by either completing the [Request for Re-Entrance](#) form or a new application. Readmission decisions must be approved by the program and the Graduate School.

All policies, course of study requirements, and tuition and fee levels in effect at the time of your readmission will be in effect for the remainder of your program of study. Courses that have exceeded the maximum time limit (which differs for master's and doctoral degrees) or in which you did not receive at least a C– will not be applied to your new program of study. Of those courses that meet the readmission criteria, programs have sole discretion as to whether they accept these courses. Programs also have the right to impose other requirements as part of the readmission, including (but not limited to) retaking qualifying or comprehensive exams, completing new courses or internships, etc. the same academic status as prior to the leave.

## ASSISTANTSHIPS

The M.Ed. in Learning Sciences program does not offer assistantship opportunities.

## ACADEMIC PROBATION

Graduate students who fail to meet the following minimum academic standards for graduate studies at Clemson University are placed on academic probation. These minimum standards include a minimum B average (3.0 grade point average) in:

- All graduate-level courses
- All courses listed in the Plan of Study (Form GS2)
- All courses (undergraduate and graduate) since admission to the Graduate School, excluding those taken on a pass/fail basis.

A minimum grade of C on any coursework must be made for the course to apply toward a degree. Students who fail to meet these requirements become ineligible for graduation and remain on academic probation until they earn the requisite 3.0 grade point average or are dismissed.

Graduate students placed on academic probation should meet with their major advisor and/or graduate program coordinator to ensure that the expectations for removal of the probationary status are clearly defined and understood. Graduate students on academic probation must submit an R1 Plan for Success or R2 Second Plan for Success form no later than the date specified in the probation notification (typically around the

beginning of classes for the next term).

Further details can be found in the [Graduate School Policy Handbook](#).

## ONLINE CONDUCT

With the support of [Clemson Online](#), Clemson uses the most advanced online technology to provide a rich, supportive, seamless learning environment. Courses are asynchronous, thus allowing students to access courses when and where they need them. While students have great flexibility in asynchronous learning, there are key deadlines in each course when learning modules must be completed. Students will be provided with timely support from instructors and technology personnel so that learning is maximized. [Canvas](#), a very user-friendly learning management system, is used for all courses to guide the learning experiences.

## ONLINE STUDENT AND INSTRUCTOR EXPECTATIONS

Each course in the M.Ed in Learning Sciences will include the following list of expectations for students and faculty.

### STUDENT EXPECTATIONS

Students in the M.Ed. Learning Sciences program are expected to comply with the following guidelines in each course that they take:

1. I will test all technology (both hardware and software as listed in the course syllabus) within the first week of class to ensure that I have the equipment/resources necessary to succeed in the course.
2. I will log into Canvas by the first day of class.
3. I understand that I am responsible for meeting deadlines even if I experience technical issues, including connectivity issues. I will find a backup as necessary (e.g. loaner technology, local computer lab, internet café).
4. Though courses are all asynchronous, I agree to meet module deadlines that may occur throughout the course.
5. In the event of a regional disruption to internet access (national disaster or political crisis), I will communicate with my instructor as soon as I'm able to get back online.
6. I will be professional and respectful in all my communications. I agree to follow the guidelines for online conduct as outlined in the syllabus.
7. I agree to do my part in any group or collaborative work, and I agree to participate actively throughout the course to improve the experience for others and me.
8. I will check Canvas announcements and other course-related materials regularly (as outlined in the course syllabus).
9. I will use official university channels (my Clemson email and/or Canvas's inbox) to communicate with my instructor/peers and respond to messages within 48 hours.

### INSTRUCTOR EXPECTATIONS

All instructors for the M.Ed. in Learning Sciences program have acknowledged and agreed to comply with the following expectations:

1. The instructor will introduce himself/herself via email and provide the course overview to the students at least 3 days prior to the start of the class.



2. The instructor will unlock courses via Canvas by 9:00 am the first day of class. Courses are not required to be unlocked prior to the first day of class.
3. The instructor will respond to communications within 24 hours (excluding weekends and holidays). The instructor will communicate with students in case of exceptions.
4. The instructor will post and be available for weekly virtual office hours as stated in the syllabus.
5. The instructor will meet with TAs/associate instructors (if any) as needed to make sure they know and are meeting their responsibilities.

## LATE WORK POLICY

The M.Ed. in Learning Sciences program have adopted the following program-wide policy on late work: Assignments are due by the date and time specified in the syllabus. All due dates and times are in Eastern Time (ET).

In cases where you are aware of a needed extension, be proactive and contact your instructor in advance. If a serious illness or emergency will prevent you from turning your work in on time, contact your instructor immediately. Documentation will be required.

## COMMUNICATION WITH INSTRUCTORS AND CLASSMATES

For security reasons, your instructors will only communicate with you through official University channels. You should also use official University channels to communicate with your instructors and classmates. Most communications will take place in Canvas, our learning management system.

## COMMUNICATING THROUGH CANVAS

Students should use Canvas's internal messaging system (available by clicking "Inbox" on the navigation menu on the left) to contact their instructors and classmates. It is important to note that Canvas is a professional tool utilized for Literacy Purposes. All conversations within Canvas are expected to be purposeful, professional, and enhance each student's learning process. For more information on sending and receiving messages in Canvas, consult the [Canvas Student Guide](#).

## SETTING YOUR CANVAS NOTIFICATIONS

Your instructors will also use Canvas to post announcements. To ensure that you receive communication from your instructors in a timely manner, you should elect to receive notifications for Canvas announcements and conversations. Visit Canvas' ["How do I set my notification preferences?"](#) guide for detailed instructions. You can also elect to receive notifications via text message, push notifications, or additional email addresses. For details on adding additional methods of contact to your Canvas account, visit Canvas' ["How do I add contact methods to receive notifications?"](#) guide.

## TWO-FACTOR AUTHENTICATION

To safeguard against phishing attempts and other cybersecurity threats, Clemson requires two-factor authentication (2FA) for several university systems. To access these systems, you will need to enter your password, then verify your identity with a physical device (mobile device or landline) that is in your possession at the time you request access. Visit [Clemson's 2FA site](#) to enroll in 2FA and register/manage devices.

## REQUIRED WRITING STYLE

M.Ed. in Learning Sciences (Online) students are expected to utilize APA (American Psychological Association) Style for all course assignments unless directed otherwise by your instructor. Information regarding APA style can be found on the [APA Style website](#) . [The Publication Manual of the American Psychological Association](#) is recommended for all students enrolled in the M.Ed. Literacy program.

## STATEMENT ON ARTIFICIAL INTELLIGENCE/GENERATIVE AI

Students are not permitted to use any generative AI writing tools (e.g., ChatGPT) without the express written consent of an instructor or advisor. Doing so will be a violation of the university's Academic Integrity policy.

Please be aware that large language models have been trained using biased data and may provide biased and/or inaccurate results. You are responsible for ensuring that your work does not replicate the biases or factual errors of any resources you draw on, including information provided by generative AI tools.

## REQUIRED TECHNICAL SKILLS

To be successful in this program, students must have a minimum working knowledge of their computer system, web browser, and word processing program. You will need to be able to:

- Use your password to log in to your class before the semester begins
- Attach files to email messages
- Compose written documents in a word processor such as Microsoft Word or Google Docs
- Complete word processing tasks (type, cut, paste, copy, name, save, rename, etc.)
- Download information from the Internet
- Navigate to a page on the Internet
- View online videos like those on YouTube
- Complete online forms
- Access and read files such as Microsoft Office documents and PDFs
- Backup your files
- Install and maintain an antivirus program and other software
- Use technology as required by course instructors and seek online tutorials and help features to support your use of required hardware/software

## TECHNICAL SUPPORT RESOURCES

There are multiple types of technical support available to Clemson students enrolled in online graduate programs. Below, you'll find an overview of each support service and guidelines on when to use each service.

**Note:** *If a problem with Canvas or another university system will prevent you from submitting an assignment on time, contact your instructor and CCIT immediately. If necessary, s/he can work with you to make alternative arrangements.*

## CLEMSON COMPUTING AND INFORMATION TECHNOLOGY (CCIT)

[CCIT](#) should be your first point of contact for any issues related to University systems and software. To access

CCIT support, you may email [ITHELP@clemson.edu](mailto:ITHELP@clemson.edu) or call (864) 656-3494. CCIT also offers support via [live chat](#).

Contact CCIT for help related to:

- [Usernames and passwords](#)
- [Email](#)
- [iROAR](#)
- [University software](#)
- [Two-factor authentication](#)

*Note : If you are having trouble logging in to Canvas, contact CCIT.*

## **CANVAS SUPPORT**

While you may contact CCIT for help with Canvas-related questions and/or issues, Canvas offers 24/7 on-demand technical assistance via [live chat](#). To access Canvas support, click "Help" on the Canvas navigation menu, then identify the type of support you need. You may also consult the [Canvas Student Guide](#) to learn more about functions within Canvas.

Contact Canvas support with Canvas-related problems or questions about how to perform different actions within Canvas, including:

- Accessing course content
- Submitting assignments
- Replying to discussion posts
- Uploading files
- Recording audio or video

## **RELEVANT UNIVERSITY RESOURCES**

### **REGISTRATION AND PAYMENT**

- [Registrar's Office](#)
- [iROAR](#)
- [Student Financial Services](#)
- [Financial Aid](#)

### **ACADEMIC SUPPORT SYSTEMS**

- [Writing Center](#)
- [Academic Success Center](#)
- [Clemson Libraries](#)

### **STUDENT SUPPORT SYSTEMS**

- [Student Accessibility Services](#)
- [Office of Access and Equity](#)

- [Preferred Name Policies and Procedures](#)
- [Counseling and Psychological Services](#)
- [Clemson Ombuds](#) (Conflict/Resolution)
- [Academic Grievances](#)
- [Center for Career and Professional Development](#)