Mission of the Program: Offers studies leading to the Master of Arts degree in Art History under Plan I (thesis option) as preparation for professional work or further graduate study.
Health: If you are feeling unwell, please follow the guidelines provided by your institution or local authorities to report any symptoms of respiratory illness.

Physical Activity: Engage in regular physical activity as recommended by health authorities. This can help maintain physical fitness and overall well-being.

Vaccinations: Stay updated on your vaccination schedule and consult with healthcare providers to ensure you are protected against preventable diseases.
Art History Graduate Program Administrator
Melany Miners – Art History Graduate Program Administrator
530.752.8710
mjminers@ucdavis.edu

Visual Resources Facility Staff
Leah Theis – VRF Librarian – Manager
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lctheis@ucdavis.edu
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lazdybel@ucdavis.edu

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Karen Nofziger - Chief Administrative Officer
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knofziger@ucdavis.edu
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lboggeri@ucdavis.edu
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Nancy Louks – Financial Manager
530-752-3671
nlouks@ucdavis.edu

Barbara Olivier - Undergraduate Program Coordination (Art History and Music)
530.752.5530
baolivier@ucdavis.edu

Kim Pearson- Academic Personnel Office
kdpearson@ucdavis.edu

Vivian Reyes-Johnson – Business Office (Travel, entertainment reimbursements)
530.752.0106
vjohnson@ucdavis.edu

Student Services Assistant
530.754.8116
artoffice@ucdavis.edu
CURRICULUM

Program of Study

Admission Requirements: The program requires a minimum background of four upper division (junior or senior level) art history courses, with at least one course in each of four thematic areas:
- Ancient Mediterranean art
- Art outside the European/American tradition
- European/American art before 1865
- European/American art since 1865

Students who have completed four upper division Art History courses may enter the program, even if the courses are not distributed across these four thematic areas. However, students who lack at least one course in each thematic area will be required to make up the deficit in addition to the course requirements for the M.A. degree.

M.A. (Plan I—Thesis) Degree Requirements:

A total of 36 course units at the graduate level including thesis work are required to complete the MA, as described below. An appropriate course of study should be developed in consultation with the Graduate Adviser during the first term in residence. Students should use the attached M.A. degree checklist to keep track of their progress. The curriculum is designed to be completed in two years or six quarters, and students must enroll in 12 units during each of the six quarters in residence in order to maintain full-time status. Since most courses carry four units, the normal load is three courses per quarter. Over two years full time residence will yield a total of 72 credits. The additional credits beyond 36 units required by the curriculum are typically fulfilled through Teaching Assistant Training Practicums, Independent Study (AHI 299), and through optional study in art history and cognate areas at both the graduate and undergraduate levels.

The 36 units required for the M.A. degree are distributed as follows:

Methodology—art historical theory, research and writing 8 units
(AHI 200A and AHI 200B)

Topical study: breadth requirement— 12 units
At least three topical seminars at the 200-level in three of the four thematic area of Art History as defined above. If a topical seminar is used to satisfy one of the breadth requirements for admission, it may not be used to satisfy this requirement.

Additional graduate level study— 12 units
Three additional graduate seminars in the areas of the student’s choosing. These can be topical seminars at the 200 or 400 level, internships (AHI 292), a directed group study (AHI 298), or an independent study (AHI 299).

Thesis research and writing— 4 units
By the end of the fourth quarter, students choose a seminar or independent study paper prepared during the previous four quarters, discuss it with a thesis committee that has agreed to work with the student
on the chosen topic, and develop the paper into an MA thesis. During the fifth quarter in residence, the student will take a three-unit independent study (AHI 299) with the thesis adviser and AHI 200C, a one-credit thesis-writing discussion group made up of all second year students and supervised by the instructor of 200B. Students are expected to present the main arguments of their thesis in a public lecture of approximately 15 minutes at a colloquium, normally held near the end of spring quarter.

Recommended foreign language study— [0 units]
Reading proficiency in one or more languages suitable for the research area of the student is strongly recommended but not required. The program offers translation exams in most pertinent languages and notes the successful completion of these exams on the student’s record.

TOTAL 36 units

Thesis Committee: The thesis committee will consist of the major professor, who can be any member of the Art History graduate faculty, and two additional members, of whom at least one must be a member of the Art History graduate faculty. The third member may be a member of the Art History graduate faculty or a faculty member in another discipline, in accordance with Graduate Studies regulations. If the proposed third committee member is a scholar outside of the University of California system, the appointment will require approval from Graduate Studies. For more information, please see https://gradstudies.ucdavis.edu/sites/default/files/upload/files/grad-council/gc1998-01-uc-davis-graduate-council-policy-rev-06-final.pdf

PELP and Filing Fee Status: The M.A. degree program in Art History is designed to be completed in two years. Under special circumstances (i.e., illness, temporary employment away from the University or research away from the campus, financial or personal problems) students can apply for the Planned Educational Leave Program (PELP). The duration of PELP may vary from one to three quarters. The Graduate Adviser approves such requests and forwards the form to Graduate Studies for final approval. Students who have completed all coursework and research and plan to not use any of the campus facilities (i.e., students who are finalizing their thesis), may apply for Filing Fee status. The Filing Fee allows students to complete their degree within an approved timeframe while not being registered.

EXPECTED DEGREE PROGRESS

FOR FIRST-YEAR STUDENTS
• Satisfy the sequence of the two methods courses in first and second quarters (200A in fall, 200B in winter).
• Satisfy any outstanding prerequisites and distribution requirements as early as possible; ideally, have these completed by the end of the first year.
• Aim to take the minimum 3 topical seminars to satisfy the MA breadth requirement during the first year, plus one or more additional topical seminars or a 4-unit 299 Independent study course. Consider these seminars/independent study courses as providing the base of papers, one of which you will select in the fourth quarter to develop further as your thesis.
• If you take an individual-study course (AHI 299), treat the opportunity as seriously as any topical seminar with regard to production of written work. Remember that in every paper you write, you are
preparing an initial draft for a potential thesis. The more carefully developed the draft, the further along your thesis will ultimately be.

• Endeavor to complete coursework on time and to satisfy Incompletes within the first weeks of the following quarter

EXPECTED DEGREE PROGRESS FOR SECOND-YEAR STUDENTS
Specific thesis advancement is required for satisfactory progress throughout the second year. Students are responsible for reporting progress to the Graduate Advisor as indicated.

• By end of fall quarter classes—select principal advisor to serve as thesis committee chair and two additional committee members; inform Graduate Advisor of their committee selection; students circulate thesis proposals to their committees.

• No later than beginning of exam week fall quarter—meet with committee to discuss the thesis proposal and distribute a report of the suggestions made at the meeting to committee members (with electronic copy to Graduate Advisor).

• By second week of winter quarter—submit paper to be developed as thesis to committee chair (with electronic copy to Graduate Advisor). Revise in AHI 200C, Thesis Colloquium and in independent study with committee chair (AHI 299).

• Two weeks before the last Friday in January—submit completed candidacy forms to department office.

• No later than beginning of exam week winter quarter—submit revision of thesis to committee chair (with electronic copy to Graduate Advisor). Obtain committee chair’s comments and determine whether the next draft can be circulated to the committee.

• For a June degree, Graduate Studies recommends you begin circulating completed draft of thesis to committee for final corrections by April 20 (six weeks before the submission deadline). For completion by June 30, submit corrected draft to committee no later than six weeks prior to that date, May 15.

• In seventh and eighth week of spring quarter, prepare for oral presentations, which will normally be delivered at the end of spring quarter.

• The deadline to submit thesis to Graduate Studies for June degree is usually the first Tuesday in June. Consult the Graduate Studies website for exact date.

• Inform thesis committee chair, Graduate Advisor, and Graduate Program Coordinator when final thesis is submitted. Submit one unbound photocopy of submitted thesis to Visual Resources Library.
Art History M.A. Program Degree Requirements Checklist

Student Name: ________________________________

Email: _______________________________________

Previous Degrees: ______________________________

Prerequisites
- Four upper-division courses in art history; must be satisfied prior to matriculation in the program
- Student must complete one advanced undergraduate course in each of four areas indicated below. This may be completed prior to entering the program or during the first year. Indicate by code letter the courses satisfying the distribution requirement:

  A = Ancient Mediterranean art
  B = Non-Western art
  C = Western art to 1865
  D = Western art after 1865

- Courses taken while a graduate student to fulfill pre-admission breadth prerequisites do not count towards the 36 MA unit requirement.

<table>
<thead>
<tr>
<th>Distribution code</th>
<th>Upper division/graduate course #1</th>
<th>Date completed:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Upper division/graduate course #2</td>
<td>Date completed:</td>
</tr>
<tr>
<td></td>
<td>Upper division/graduate course #3</td>
<td>Date completed:</td>
</tr>
<tr>
<td></td>
<td>Upper division/graduate course #4</td>
<td>Date completed:</td>
</tr>
</tbody>
</table>

Degree requirements
- A total of 36 units are required to complete the M.A. degree, excluding prerequisites

Methodology Courses: 8 units

<table>
<thead>
<tr>
<th>AHI 200A, Visual Theory and Interpretive Methods, 4 units</th>
<th>Term completed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHI 200B, Research and Writing Methods, 4 units</td>
<td>Term completed:</td>
</tr>
</tbody>
</table>

Breadth Seminars to satisfy Graduate Distribution Requirement: 12 units
- Graduate-level study in art history: AHI 200 level work, which must include a minimum of three 200-level topical seminars in each of three different areas. The three seminars must be in three of the four different areas above (A, B, C, D)

<table>
<thead>
<tr>
<th>Distribution code</th>
<th>Breadth seminar #1</th>
<th>Term completed:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Breadth seminar #2</td>
<td>Term completed:</td>
</tr>
<tr>
<td></td>
<td>Breadth seminar #3</td>
<td>Term completed:</td>
</tr>
</tbody>
</table>
**Additional graduate-level study:** 12 units
- Three additional graduate-level courses in Art History or museum studies: AHI 200- and 400-level work. This can include additional independent study in addition to 5th quarter thesis research (AHI 299), a directed group study (AHI 298), and Internship units (AHI 292).

<table>
<thead>
<tr>
<th>Additional AHI grad study</th>
<th>Term completed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional AHI grad study</td>
<td>Term completed:</td>
</tr>
<tr>
<td>Additional AHI grad study</td>
<td>Term completed:</td>
</tr>
</tbody>
</table>

**Thesis progress:** 4 units

<table>
<thead>
<tr>
<th>Consultation with thesis committee, end of fourth term, 0 units</th>
<th>Completed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHI 299 thesis writing in fifth term, 3 units</td>
<td>Completed:</td>
</tr>
<tr>
<td>AHI 200C, thesis-writing colloquium in fifth term, 1 unit</td>
<td>Completed:</td>
</tr>
<tr>
<td>Oral presentation of thesis in sixth term, 0 units</td>
<td>Completed:</td>
</tr>
</tbody>
</table>

**Foreign language**
- Although the M.A. Program in Art History does not require proficiency in a foreign language, students who plan to pursue a Ph.D. in Art History are strongly advised to complete at least a year of study in French, German, or another language relevant to their proposed field of concentration.

**Coursework plan**

<table>
<thead>
<tr>
<th>1st quarter, Fall ___</th>
<th>2nd quarter, Winter ___</th>
<th>3rd quarter, Spring ___</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHI 200 A</td>
<td>AHI 200 B</td>
<td></td>
</tr>
<tr>
<td>TA/Reader for:</td>
<td>TA/Reader for:</td>
<td>TA/Reader for:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th quarter, Fall ___</td>
<td>5th quarter, Winter ___</td>
<td>6th quarter, Spring ___</td>
</tr>
<tr>
<td></td>
<td>AHI 200C: Thesis colloquium</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AHI 299: Thesis writing</td>
<td></td>
</tr>
<tr>
<td>TA/Reader for:</td>
<td>TA/Reader for:</td>
<td>TA/Reader for:</td>
</tr>
</tbody>
</table>

**Thesis calendar**

- Declare thesis topic and choose adviser and committee members by end of fourth quarter.
- Consult with thesis committee on thesis proposal by end of fourth quarter.
- Oral presentation of completed thesis near end of sixth quarter
- Thesis submitted to Graduate Studies by end of sixth quarter
- Turn in the Graduate Program Exit Information form to Graduate Assistant (currently Melany Miners)
- Copy of approved thesis placed in the Visual Resources Facility
MENTORING GUIDELINES

Graduate Council recognizes that the mentoring of graduate students by faculty is an integral part of the graduate experience for both. Faculty mentoring is broader than advising a student as to the program of study to fulfill coursework requirements and is distinct from formal instruction in a given discipline.

Mentoring encompasses more than serving as a role model. Because of the uncertainty as to the nature of mentoring, the UC-Davis Graduate Council has outlined the following mentoring roles to guide the relationship between faculty and graduate students. Faculty and graduate students must realize that, while the major professor will be the primary adviser during a student's career at UCD, many of the mentoring "functions" defined below may be performed by program faculty other than the major professor. An important corollary to this recognition is that faculty members must realize that much of their interaction with all students has an important mentoring component to it. Graduate students also have responsibilities to insure successful mentoring and these are also indicated below.

*Faculty have a responsibility to mentor graduate students. Mentoring has been defined as*....

I. Guiding students through degree requirements. This means:

1. Providing a clear map of program requirements from the beginning, making clear the nature of the coursework requirements and qualifying examination, and defining a timeline for their completion.

2. Providing clear guidelines for starting and finishing dissertation or thesis work, including encouraging the timely initiation of the dissertation or thesis research.

II. Guiding students through thesis or dissertation research. This means:

1. Evaluating clearly the strengths and weaknesses of the student’s research.

2. Encouraging an open exchange of ideas, including pursuit of the student’s ideas.

3. Checking regularly on progress.

4. Critiquing written work.

5. Providing and discussing clear criteria for authorship of collaborative research.

6. Assisting in finding sources to support dissertation research; such as, teaching assistantships, research assistantships, fellowships, etc.

7. Being aware of student's research needs and providing assistance in obtaining required resources. For example, serve as the student’s advocate for necessary desk and/or laboratory space.
III. Guiding students through professional development. This means:

1. Providing guidance and serving as a role model for upholding the highest ethical standards.

2. Treating students respectfully.

3. Encouraging and critiquing oral and written presentations.

4. Encouraging participation in professional meetings of regional groups as well as of learned societies.

5. Facilitating interactions with other scholars, on campus and in the wider professional community.

6. Assistance with applications for research funding, fellowship applications, and other applications as appropriate for the respective discipline.

7. Being the student’s advocate in academic and professional communities.

8. Providing career guidance, specifically assistance in preparation of CV and job interviews, and writing letters of recommendation in a timely manner.

9. Recognizing and giving value to the idea that there are a variety of career options available to the student in her/his/your field of interest and accepting that the student's choice of career options is worthy of your support. For example, guiding the student to teaching opportunities when appropriate for the student's goals.

As partners in the mentoring relationship, graduate students have responsibilities. As mentees, students should:

I. Be aware of their own mentoring needs and how they change through their graduate tenure. Graduate students should discuss these changing needs with their mentors.

II. Recognize that one faculty member may not be able to satisfy all of a student's mentoring needs. Seek assistance from multiple individuals/organizations to fulfill the mentoring roles described above.

III. Recognize that their mentoring needs must respect their mentor’s other responsibilities and time commitments.

IV. Maintain and seek regular communication with their mentors, especially their major professor.
FUNDING

Navigating University Funding Financing your Graduate Education -

EMPLOYMENT - Reader, Teaching Assistant (TA) and Graduate Student Researcher (GSR) Positions and Tuition Remission

Working as a Graduate Student Researcher (GSR), Reader, Teaching Assistant (TA), or Associate Instructor (Associate In_) is a good way to gain professional experience and advance your career, as well as earn a paycheck and obtain fee remissions. A minimum 3.0 cumulative GPA is required to hold an academic appointment. GSR appointments, above 25% and not exceeding 50% time, provide full remission of in-state fees; TAship and Reader appointments, above 25% and not exceeding 50% time, provide partial remission of in-state fees. This policy is reviewed for renewal each year. As a graduate student you may work a total of 15 quarters as a Graduate Student Researcher and a total of 15 quarters as a Teaching Assistant or Associate In_. You may be appointed up to 18 quarters in either category by exception to policy. The 18-quarter limit is absolute and no exceptions will be granted.

Fee Remissions for Academic Titles - A graduate student working as a Graduate Student Researcher is eligible for a remission of all in-state tuition. Teaching titles such as TA, Reader, Associate In_, and Tutor receive a full remission of their health insurance/student services health fee, registration, and educational fees. Local fees, including GSA fee, Memorial Union fee, facilities and campus enhancement fee, and student services safety fee, are not included in the fee remission. For information on FEES, see http://budget.ucdavis.edu/studentfees/index.html. To avoid late fees, get your hiring paperwork done ASAP so that fee remissions can be properly credited to your fee statement before fees are due.

For more information about Reader, TA, Assistant In_ positions, see http://gradstudies.ucdavis.edu/current-students/employment/ase-unit.

Reader and TA Appointments are usually made at either 25% (10 hours/week) or 50% (20 hours/week) per quarter. At a 25% appointment, partial in-state fee remissions apply. The salary scale for TAs and Readers is available as a pdf at this link: http://gradstudies.ucdavis.edu/faculty-staff/academic-personnel/salary-scales. These positions are governed by a union agreement, which is available at http://gradstudies.ucdavis.edu/current-students/employment/ase-unit.

READER (25% appointment = 2 hours per each student registered)

1. Definition - The title Reader is given to a student employed for the ability to render diverse services as a "course assistant," which will normally include the grading of student papers, and examinations. A Reader will not be given the responsibilities customarily accorded a Teaching Assistant, and also is not required to hold office hours. A reader is an hourly appointment.
TEACHING ASSISTANT (TA) (25% appointment = 10 hours/week; 50% appointment = 20 hours/week)

1. Definition - A Teaching Assistant is a registered graduate student in full-time residence, chosen for excellent scholarship and for promise as a teacher, and serving an apprenticeship under the active tutelage and supervision of a regular faculty member.

GRADUATE STUDENT RESEARCHER (GSR)

1. Definition - A Graduate Student Researcher is a graduate student who performs research related to the student's degree program in an academic department or research unit under the direction of a faculty member or authorized principal investigator (APM 112).

SCHOLARSHIPS & FELLOWSHIP OPPORTUNITIES

http://gradstudies.ucdavis.edu/current-students/financial-support/internal-fellowships

TRAVEL GRANTS

For information about eligibility, amount and application process for travel awards is available here:

http://gradstudies.ucdavis.edu/current-students/financial-support/internal-fellowships/travel-awards

or the application form, use this link:


TRAVEL AWARD APPLICATION DEADLINES: Applications for the Graduate Student Travel Award are accepted and reviewed on a semiannual basis: Applications for travel during calendar year January 1 through December 31 are due to the graduate programs by March 15 each year. Applications for travel during the period of July 1 of one year through June 30 of the following year are due to graduate programs by October 15 each year.

CALIFORNIA RESIDENCY FOR TUITION PURPOSES

Information available at: http://registrar.ucdavis.edu/tuition/residence/index.cfm#WhoResident

FINANCIAL AID

http://gradstudies.ucdavis.edu/current-students/financial-support/financial-aid

FINANCING YOUR GRADUATE EDUCATION


http://gsa.ucdavis.edu/Funding (GSA guide to funding sources)

http://financialaid.ucdavis.edu/graduate/index.html (graduate financial aid)
See also Scholarships and Fellowships section above in this Handbook, and the following text is taken from the Graduate Student Guide.

Graduate student financial support is a particularly complicated process with many players involved. The amounts and types of support available to graduate students vary by graduate program. The amount and type available to you may also vary each year, depending on what your program can offer, and the sources of funding for which you apply. This section details sources of student financial support, funding your research, some helpful warnings for anticipating the tough times, and resources to help you in a financial emergency.

**FAFSA**

Annually, all graduate students who are U.S. citizens, permanent residents or immigrants are required to file a Free Application for Federal Student Aid (FAFSA). Although the FAFSA can be filed at any time, it is strongly suggested that you file by the priority filing date of March 2. This form, submitted directly to the U.S. Department of Education, Iowa City, Iowa, is used to determine financial need. The FAFSA is used for consideration for fellowships, block grants, GAANN fellowships, stipends, loans, and work-study funds that pay some Graduate Student Researcher salaries. The FAFSA is available at the UC Davis Financial Aid Office in Dutton Hall or online at [http://www.fafsa.ed.gov](http://www.fafsa.ed.gov). Include the UC Davis School Code (001313) on the FAFSA.

**Fellowships and Scholarships**

UC Davis fellowships and graduate scholarships are awarded once a year for the following year, beginning in the fall quarter. Unless otherwise specified, awards are for one academic year. You must apply in subsequent competitions for fellowships in succeeding years. New students apply online at [http://gradstudies.ucdavis.edu/prospective-students/financial-support/about-internal-fellowships](http://gradstudies.ucdavis.edu/prospective-students/financial-support/about-internal-fellowships) by December 15 for the following academic year. Continuing students apply online at [http://gradstudies.ucdavis.edu/current-students/financial-support/internal-fellowships](http://gradstudies.ucdavis.edu/current-students/financial-support/internal-fellowships) by December 1 for the following academic year.

The deadline to apply for fellowships is listed in the online application. Awards are generally offered beginning March 1 and must be accepted or refused, in writing, by April 15 or by the date that is stated on the offer letter, whichever is later. Awards not accepted by the response date may be withdrawn. NOTE: Letters of admission to graduate study and fellowship award letters will be mailed separately. Fellowship award procedures may vary by program.

**Criteria for Internal Fellowships and Scholarships**

Awards are made as a mark of honor, on the basis of your record of scholarship and promise of outstanding academic contributions. Evaluation will include quality of your previous undergraduate and graduate work, evidence of ability in research or other creative accomplishments, evidence of
promise of productive scholarship, Graduate Record Examination (GRE) scores, statement of purpose, letters of recommendation, and other documentation, such as publications and awards. A minimum cumulative grade point average of 3.0 in undergraduate or any graduate work already completed is required for consideration. Financial need or the availability of other sources of support to you is generally not relevant to the evaluation of academic merit. However, some awards have financial need as a criterion.

Graduate programs and committees must ensure that no applicant is discriminated against because of race, color, religion, national origin, marital and family status, handicap, sex, sexual orientation, or age. It is inappropriate or illegal for review and selection committees to ask personal questions of applicants about their financial need, the number of children they have, etc. If you need to take the GRE, you must do so by the December test date for the scores to be received in time for the fellowship competition. Fellowship applications submitted without GRE scores will not be considered.

TEACHING

TEACHING ASSISTANT DISCUSSION SECTIONS

If you are assigned as a TA in a course, the primary instructor in that course should schedule a meeting with you to discuss expectations for leading discussion sections and all other aspects of the course in which you will be involved. A TA Training session happens early in the Fall quarter for first-year graduate students, and at this session you will be given a number of resources to help you through the process of becoming a successful TA. It is important for the primary instructor and the TA to maintain clear and timely communication throughout the quarter, in order to avoid undue stress and delays in grading and evaluation of students at the end of the quarter. It is also important that faculty respect the time limit in terms of total workload that a TA is paid for, and to this end, the faculty should arrange their syllabi and grading expectations accordingly and also check in with their TAS on a regular basis to inquire how much time work has taken thus far. The clearer the expectations and communication, the more rewarding will be this part of your education as you learn how to teach by on-the-ground experience, doing it in action.

ONLINE GRADING AND COURSE WEBSITES

Course websites and grading run through SmartSite and are served through Information Educational Technology, https://smartsite.ucdavis.edu/xsl-portal

The SmartSite Help Desk phone number is (530) 754-HELP.
There are training sessions in SmartSite if you find you need help navigating its functions. For most courses, the primary instructor is responsible for creating the course website and adding Readers and TAs onto the course, allowing them access to administrative functions of the site as is determined appropriate.

Note that SmartSite will be permanently replaced by “Canvas” by the end of winter quarter 2017.

6. GRADUATE STUDENT Support and Resources

http://gradstudies.ucdavis.edu/current-students/support-resources

7. GRADUATE STUDENT Guide


UC Davis Graduate Student Bill of Rights and Responsibilities

PREAMBLE

Graduate student rights and responsibilities rest on their roles as junior colleagues who are critical to the university’s mission of teaching and research. All members of the university community are responsible for securing and respecting the general conditions conducive to a graduate student’s unique role as student, researcher, and teacher. This document is a revised and updated version of the 1990 UC Davis Graduate Student Bill of Rights and Responsibilities, produced by the UC Davis Graduate Student Association, and endorsed in principle by the Graduate Council and Graduate Division of the UC Davis campus on November 7, 1990.

GRADUATE STUDENTS ARE RESPONSIBLE FOR THE FOLLOWING

1. Graduate students have a responsibility to conduct themselves, in all educational activities, in a manner befitting a junior colleague. Graduate students’ behavior should be a credit to themselves, the higher academic unit and the university. They have the responsibility to respect and uphold all relevant university policies regarding professional conduct, including but not limited to the Code of Academic Conduct and the University Policy on Nondiscrimination, Sexual Harassment and Student Records and Privacy. Graduate students have the responsibility to uphold and respect all of the aforementioned rights for fellow graduate students. Graduate students have a responsibility to provide accurate and honest reporting of research results and to uphold ethical norms in research methodology and scholarship. Graduate students are responsible for informing the University of changes in address, phone number, enrollment changes which might affect financial aid or assistantship awards, and/or any other circumstances which could affect satisfactory progress towards a degree.
2. Graduate students have a responsibility to fulfill their teaching and/or research obligations to the best of their knowledge, training and ability. Graduate student employees should carry out their job responsibilities in a conscientious and timely manner. They have the responsibility to inform the University of any changes or circumstances that would prevent them from carrying out these obligations, and to do their best to ensure stability for faculty, programs and departments. Graduate student employees have a responsibility to seek accurate information about the conditions of their employment contract, including vacation and sick time, work-study policies, and the impact of their wages on eligibility for student loans and stipends. Graduate students holding Graduate Student Researcher (GSR) positions have a responsibility to maintain regular communication with their employer, to maintain integrity in their research activities and to perform their research duties as outlined and in accordance with institutional guidelines and policies. They have a responsibility to report any questionable or unethical research procedures. Graduate students holding Teaching Assistant (TA) or Associate Instructor (AI) positions have a responsibility to maintain regular communication with the Instructor of Record. TAs and AIs have a responsibility to uphold the highest level of academic integrity in their teaching practices. This includes maintaining student confidentiality, avoiding any exploitation of student vulnerability, and avoiding personal relationships with students. TAs and AIs have a responsibility to foster academic integrity in their students, including timely and accurate reporting of any academic misconduct, and serving as mentors to undergraduates when possible and appropriate.

3. Graduate students have a responsibility to participate in the campus community to the extent that each is able, and to enrich the campus in whatever ways possible. This may include contributing to the academic development and the social and intellectual environment of their particular program or involvement in decision-making and policy creation relative to graduate student issues at the program and campus-wide levels. Graduate students have a responsibility to uphold the public service aspects of the mission of a public university, at a level appropriate to their ability and graduate program. They have the responsibility to provide high quality and ethical teaching to undergraduate students, and to provide valuable research and support to the faculty and other graduate students.

4. Graduate students are responsible for devoting an appropriate amount of time and energy toward achieving the advanced degree within “normative time,” except when special circumstances apply. They are responsible for attending class and completing all assignments in accordance with the expectations established by their instructors and programs of study. Graduate students have a responsibility to take the initiative in asking questions that promote their understanding of the academic requirements and the financial particulars of their specific graduate program. They have a responsibility to take the initiative in accessing any necessary resources for mental and physical well-being, to optimize their academic achievement and their contribution to the university overall.
5. Graduate students have a responsibility to understand their role in the development of the professional relationship between faculty mentor and graduate student, including having an awareness of time constraints and other demands imposed on faculty members and program staff. Graduate students should recognize that one faculty member may not be able to fulfill all of a student’s mentoring needs, and have the responsibility to seek assistance from multiple individuals and organizations as needed. Furthermore, graduate students are responsible for communicating regularly with faculty mentors and advisers, especially in matters related to research and progress within the graduate program and/or for maintaining a mutually agreeable schedule of evaluative/supervisory conferences with Major Professors and Graduate Advisers.

Endorsed by the UC Davis Graduate Council and the Graduate Student Association.
Dean, Graduate Studies; Chair (2006-2008), Graduate Council; President, Graduate Student Association
Rev. 8/09 This version supersedes any earlier revisions. GS-401 5

**Departmental Policies**

1. Teaching assistants, Readers, and graduate students are not allowed to send or receive faxes from departmental fax machines.

2. Keys to the Graduate Student room are available from Marisa Kline in 170 Everson.

3. Mail is for business purpose only. The mail is metered so do not send out anything with stamps on it. Intercampus mail is also for business purposes only. Please do not send personal correspondence through campus mail. Please do not have personal mail sent to your department address.

4. You may review your teaching evaluations each quarter. Evaluations are submitted on line at eval.ucdavis.edu/home unless faculty opts for paper evaluations. In this instance, you may request copies for job interview purposes only.

5. There is a grad student computer lab to be used for working on TA/AI materials (quizzes, exams, etc.). Please do not save confidential material on these computers. If you encounter a problem with one of these computers, contact TAAG I.T. staff at artshelp@ucdavis.edu.

6. Paychecks are issued on the first day of the month. If the 1st falls on the weekend, paychecks are issued on Friday (except the January 1 paycheck). Mail delivery, however, only occurs Tuesday and Thursday after 2pm, so you’re highly encouraged to sign up for direct deposit so you don’t end up having to wait one or more days to get your check.

7. Your TAship provides health benefits through the Student Health Center unless you requested a waiver. For more information see http://shcs.ucdavis.edu/insurance/.

Should you have any questions or need further clarification, please see the Graduate Adviser or your TA Supervisor. Thank you for your careful attention to these matters; we appreciate your cooperation.
ART DEPARTMENT Visual Resource Facility

The Visual Resources Facility (VRF) is a multi-use facility consisting of an image collection and computer lab providing image resources for teaching and research for the Department of Art & Art History at the University of California at Davis. The VRF provides a continually growing collection of digital images, DVDs, periodicals, art and art history reference materials and an archive of the Art History Program’s MA Theses. VRF staff manage image production and preservation, provide collection orientation and circulation, offer reference and research support and training, and supplement the collection with new materials. For scanning requests, speak directly with the VRF librarians or submit a Scanning Request Form or PDF Request Form (available in the VRF).

VRF contact information:
Leah Theis: lctheis@ucdavis.edu
Lisa Zdybel: lazdybel@ucdavis.edu
530-752-3138
web: http://arts.ucdavis.edu/visual-resources-facility-vrf
blog: http://ucdvrf.wordpress.com

The VRF also has computer resources available. The lab has scanning stations (3 computers with large format Epson 10000XL flatbed scanners attached (including 1 with transparency adaptors for scanning film), Adobe Creative Suite, Microsoft Office, Luna Insight and ARTstor Offline Viewer, and a DVD / VHS player. Circulating resources include data projectors, laptops (Mac and Windows), an iPad, dual monitor equipment (Matrox boxes, faculty and TA use only), a Nikon D50 digital camera, VGA adaptors, VGA cables, flash drives, ethernet cables, extension cords, slide projectors and carousels.

VRF Image Database
The VRF has an online catalog for access to digital images, videos and MA theses. The database is available at http://images.ucdavis.edu. Password and registration are required for home access or to access large files. Please contact the VRF staff for assistance. The video collection is available to faculty, graduates and undergraduate students and to a limited degree can be searched using the Image Database -- please use the Advanced Search option. Old fashioned browsing also works. Some videos have limited circulation or are reserved for in-house use only. Loan periods are negotiable but in general, undergraduate students can borrow videos for 24 hours, graduate students for 1 week, and faculty for a quarter.

ARTstor
UC Davis has a subscription with ARTstor, which should be accessed via the Shields Library (http://www.lib.ucdavis.edu/ul/research/databases/). Students need to register to use ARTstor on campus as well as at home. Information on using ARTStor is available from the staff of the Visual Resources Facility.

From ARTstor:
The ARTstor Digital Library is a nonprofit resource that provides more than one million digital images in the arts, architecture, humanities, and sciences with accessible suite of software tools for teaching and research. Our community-built collections comprise contributions from outstanding international museums, photographers, libraries, scholars, photo archives, and artists and artists’ estates.
The Digital Library serves educators, scholars, curators, librarians, and students at more than 1,350+ universities, community colleges, museums, libraries, and K-12 schools in 46 countries worldwide. Collections are used for teaching and study in a wide range of subject areas, including art, architecture, music, religion, anthropology, literature, world history, American Studies, Asian Studies, Classical Studies, Medieval Studies, Renaissance Studies, and more.

The ARTstor Digital Library is available by subscription to nonprofit organizations, and fees help sustain the ongoing maintenance and development of the collections and software. Institutions typically enter a site-wide license through their library and access is granted through IP authentication. Site licenses allow unlimited numbers of simultaneous users to access the Digital Library, both onsite and remotely. In addition, our dedicated support team and online training program are available to address all questions.

INFORMATION RESOURCES AND TECHNOLOGY

University Libraries There are six main libraries on campus, as well as several specialized libraries, such as those in the Women’s Center, Center for Child and Family Studies, Cross-Cultural Center, the Internship and Career Center, and others. Your registration card acts as your library card. You can navigate the library databases online, beginning at: http://lib.ucdavis.edu. In Shields Library, located on the south side of the Quad, volunteers provide information and assistance in getting to know the library and databases. You can access the library databases from off campus if you have Internet access through UC Davis, or if you obtain a library password from the information booth in Shields Library.

IT Express is the university’s service center for technology. It’s the place you go to set up your computing and e-mail accounts, get help connecting to the university’s servers, or just for troubleshooting your technology challenges. IT Express is located in room 182, Shields Library. For a list of services, see: http://itexpress.ucdavis.edu/about or call: IT Express at (530) 754-HELP (4357).

SmartSite is the UC Davis course management and collaboration system powered by Sakai, a software development effort, bringing together over one hundred educational institutions who have collaboratively created a sophisticated, easy-to-use, extendable set of course management and collaboration tools. SmartSite is built on open-source making it easier to update. With a dedicated group of institutions contributing to the project, the tools and features have the opportunity to evolve alongside our rapidly changing technological environment. For more on SmartSite go to http://smartsite.ucdavis.edu. Please email all general questions, inquiries and requests for support to smartsite-help@ucdavis.edu. For immediate technical support call IT Express (above). SmartSite is being phased out by the end of Winter 2017 and will be replaced with “Canvas”.

MyUCDavis integrates several UC Davis Web applications and online services into one convenient and secure location. After logging in, the system will recognize you as a faculty member, student, or staff member and present you with information, tools, and resources of special relevance to your job functions or academic pursuits. You can access your e-mail, student records, financial aid, transcripts, Web-based course management, and other tools and information through MyUCDavis. SmartSite (above) is replacing many of the functions of MyUCDavis, but MyUCDavis still can be helpful. Find it at http://my.ucdavis.edu.

Learning and Professional Development Resources and Programs

Though most of your learning and professional development may take place through your graduate program and your relationship with your Major Professor, the University knows that there are some services graduate
students need that cannot be provided through a graduate program. Here are a number of resources available to UC Davis students. For more information on each one, visit their Web sites or their offices.

**Student Judicial Affairs (SJA)**
The Office of Student Judicial Affairs supports the University's educational purposes and goals and serves the campus by administering a fair and effective disciplinary system, by enforcing student conduct standards, by upholding student rights and by responding to student grievances. SJA works with students and faculty to promote academic integrity, ethics, responsible behavior, and student learning in a safe and civil campus environment. For more information about Student Judicial Affairs (SJA), call (530) 752-1128 or visit: [http://sja.ucdavis.edu](http://sja.ucdavis.edu).

**The Principles of Community**
The University of California, Davis, is first and foremost an institution of learning and teaching, committed to serving the needs of society. Our campus community reflects and is a part of a society comprising all races, creeds and social circumstances. Choices in Applying the Principles of Community - The UC Davis Principles of Community set forth ideals and expectations for campus interactions. Members of our community are expected to treat each other with respect and dignity, to refrain from displays of inappropriate anger or intimidating conduct, to shun epithets or abusive language, and to find effective means to disagree, to persuade and to inform through rational discussion. Although the Principles of Community are not enforced by punishment unless the act is a crime or breach of conduct standards, the Principles provide guidance for addressing the full range of behavior and interactions. For more on the Principles of Community: [http://occr.ucdavis.edu/poc](http://occr.ucdavis.edu/poc).

**The Cross-Cultural Center (CCC)** fosters a multicultural community through education and advocacy regarding systematic group oppressions, ethnic and cultural diversity, and establishing an environment of cross-cultural learning and exchange for the entire campus. Ethnic-themed rooms (Asian/Pacific Islander, Native American, African American and African, and Chicano/o and Latina/o) provide space to meet, work, interact, and study. The CCC serves as a community center for the students, faculty, and staff at UC Davis. It supports student success by offering academic, leadership, cultural and social resources, educational programs, student internships, funding opportunities and knowledgeable staff. Contact the CCC for more information and for information about scholarships relating to gender and sexual identities. The CCC is a dynamic, responsive organization that serves the UC Davis and surrounding region by providing a comprehensive range of programs and services, outreach and advocacy. Inherent in this mission are the values respect, pride and unity for all individuals. [http://ccc.ucdavis.edu](http://ccc.ucdavis.edu).

**GradLink** is a weekly electronic publication coordinated through the Office of Graduate Studies. GradLink offers information on upcoming social and professional events for graduate students and postdoctoral scholars, and highlights resources available to you. You might receive a weekly GradLink e-mail automatically through your Graduate Program Coordinator. If not, you can subscribe directly to GradLink by sending an e-mail to listproc@ucdavis.edu and writing SUBSCRIBE gradlink <your first name and last name> in the text of the message. Leave the subject line blank.

**The Internship and Career Center (ICC)** provides career development services for all graduate students at UC Davis. Career coordinators provide confidential one-on-one career advising and guidance for academic careers, careers in the public or private sectors and other options. Services also include career development workshops on CV writing, career options, transferable skills, applying and interviewing for faculty positions, and many other topics relevant to those with an advanced degree. The Career Opportunities and Careers in Higher Education Colloquiums are offered winter quarter and provide exploration of career opportunities in a variety of fields both inside and beyond academia. [http://iccweb.ucdavis.edu](http://iccweb.ucdavis.edu)
The annual Pathways Career Symposium in the spring, co-hosted by Graduate Studies, assists graduate students and postdoctoral scholars with career development through a day of panel discussions and workshops. The ICC maintains a placement file service for credential and graduate students. Letters of recommendation are distributed upon request for academic and K–12 positions through this service. A variety of Web-based resources geared specifically for graduate students and postdocs can be found at http://iccweb.ucdavis.edu. For an appointment or more information, please contact the Graduate Student and Postdoctoral Career Services assistant at 752-7841.

Professional Development Series (PDS) provides a variety of training opportunities on professional development topics of interest to graduate students and postdoctoral scholars. PDS is offered by Graduate Studies and co-sponsored by other UC Davis units. Examples of workshops: Hand's On Teaching Workshop, Women on the Market: The Gendered Experience of Job Hunting, Grant Writing, etc. Workshops are free and registration is not required. For more information about the PDS, please contact Teresa Dillinger, Coordinator, Professional Development Services, Office of Graduate Studies at: tldillinger@ucdavis.edu

The Center for Excellence in Teaching and Learning offers a number of services for evaluation and improvement of teaching, professional development of graduate students and professors, test scoring, teaching technology, and Web-based course management. In addition, it also offers a collection of teaching resources available to instructors and teaching assistants, and administers the Chancellor's Teaching Fellowship. Find out more at: http://cetl.ucdavis.edu or 752-6050.

The Learning Skills Center offers academic support for all students; group and individual services in reading, writing, English as a second language, science, mathematics, and study skills; pre-arranged, ongoing group tutoring in mathematics and science courses, as well as drop-in tutoring in mathematics, science and writing; and pre-arranged, ongoing one-to-one tutoring in writing. Staff includes experienced professionals in various disciplines who provide direct services to students and training for the center's paid peer tutors. All services are free to registered UC Davis students. See http://lsc.ucdavis.edu for more information.

Transfer Reentry Veterans (TRV) Center/Student Academic Success Center offers support and assistance to graduate students who are 30 or older, or student parents. The Reentry Student Services office provides students with information and referrals to a network of campus services. TRV Center sponsors special programs and activities for reentry students. Visit the TRV Center in 1210 Dutton Hall or call 752-2200, or visit the Web site at http://reentry.ucdavis.edu for more information.

The Veterans Affairs Office housed in the TRV Center (above) assists veterans, reservists or dependents of a disabled or deceased veteran. The office certifies course attendance to the Department of Veterans Affairs and processes Cal-Vet Fee Waivers. It also provides information about benefit eligibility and tutorial assistance, as well as advice about GI Bill and educational benefits. To initiate a benefit claim, contact the office and complete the necessary paperwork. The Veterans Affairs Office can be reached directly at 752-2020.

Student Disability Center (SDC). UC Davis is committed to ensuring equal educational opportunities for students with disabilities. An integral part of that commitment is the coordination of specialized academic support services through the Student Disability Center (SDC). The SDC is staffed by professional disability specialists with expertise in various areas of disability: learning, vision, hearing, medical, psychological, and mobility. These professionals each work with an assigned caseload of students, determining their eligibility for academic accommodations and ensuring the provision of accommodations necessary to allow the students to participate meaningfully in educational opportunities on campus. Visit http://sdc.ucdavis.edu.
The Women's Resources and Research Center (WRRC) offers graduate women academic and personal resources through the Graduate Outreach Intern and professional staff. In addition to holding drop-in office hours, the intern coordinates the Graduate Women's Network, a great way to connect with other graduate women, discuss concerns and learn how to navigate graduate school. The Center also maintains a Child Emergency Notification service and offers a Graduate Parent Handbook for student parents. The Center helps women of diverse backgrounds achieve their intellectual, professional and personal goals, and advocates for women’s full inclusion, equality and advancement. The WRRC offers an extensive library, educational programs, advising and referrals, academic support, a welcoming space, and a caring, accessible staff. For more information on the WRRC’s wide range of programs and services, call 752-3372 or stop by 113 North Hall. Visit their Web site at http://wrrc.ucdavis.edu.

The Lesbian, Gay, Bisexual, Transgender (LGBT) Resource Center is housed at the Student Community Center. The LGBT Resource Center offers many resources for LGBT/Queer students and allies. Resources include an extensive library of over 1100 books, a collection of current magazines and newspapers, a growing DVD and VHS video library of both entertaining and educational films, several varieties of organizational and educational pamphlets, and much more! http://lgbtcenter.ucdavis.edu.

Information & Educational Technology is a team of professionals who program course content for delivery online and in a wide variety of media formats (i.e. CD/DVD). Our multitude of media services includes Video, Audio, Photography, Art, Illustration and Animation. Information & Educational Technology services support the University's mission/mandate of instruction, research and outreach. http://iet.ucdavis.edu/

Craft Center There are over 100 classes, ranging from one-day workshops to seven-week courses. They provide an atmosphere that encourages creative skills. After taking a class or workshop, you may use their facilities any time with Day Use or Quarter Use passes.

The UC Davis Arboretum The 95-acre UC Davis Arboretum is a living museum with a documented collection of more than 22,000 trees, shrubs and perennials for use in teaching and research, arranged in a series of gardens along Putah Creek's historic north fork. Outstanding plant collections include Shields Oak Grove, Mary Wattis Brown Garden of California native plants, Ruth Storer Garden of flowering perennials and shrubs, T. Elliot Weier Redwood Grove and Arboretum Terrace home demonstration garden. Arboretum education programs promote sustainable and environmentally appropriate gardening practices. Internships are available in nursery management, landscape design and maintenance, environmental education, conservation biology, Integrated Pest Management (IPM) and Geographic Information Systems (GIS). Arboretum Headquarters (530) 752-4880; http://arboretum.ucdavis.edu.

Berkeley Bus The Intercampus Bus service provides transportation between the UC Davis and Berkeley campuses for faculty, staff and students. There are two round trips daily, Monday through Friday. The bus service may not be used for commuting to a place of non-university employment or by non-university personnel. Reservations are recommended. The bus picks up and delivers passengers at the Library receiving dock on the south side of Shields Library on the Davis campus. In Berkeley the pick up/drop off area is the West Gate entrance. For more information, visit http://www.fleet.ucdavis.edu/buses/shuttles/berkeley/schedule.php.

Transportation and Parking Services (TAPS) facilitates the access and mobility needs of the campus community through coordination between TAPS units and other campus departments and non-university entities, and ensures that services are provided in a professional, efficient, and service-oriented manner. For
information on parking services, including maps and rates, see the TAPS Web site at: http://www.taps.ucdavis.edu/parking.htm.

The Community Housing Listing service is offered by the ASUCD (undergraduate student government) but is available to all UC Davis students and other Davis community members. You can access the service at http://chl.ucdavis.edu/.

The Cowell Student Health Center provides the health and wellness resources that students need to successfully achieve their academic goals. This on-site clinical facility is available to all registered UC Davis students. Cowell Student Health Center staff includes board-certified physicians, nurse practitioners, registered nurses, therapists, dietitians and health educators. The center is subsidized by the registration fees of students, allowing services to be provided at discounted rates. Services include preventative/self-care, primary care and specialty care. Urgent, same-day and scheduled appointments are available depending on the severity of the health problem. For student convenience, an in-house pharmacy, diagnostic laboratory, x-ray facility and insurance services are also available.

Student Health Services (SHS) and Counseling and Psychological Services (CAPS) have merged to form one department called Student Health and Counseling Services (SHCS). This merge recognizes the close relationship between physical health, mental health, and wellness, and aims to take a student-centered approach to better serve our campus. This unified approach provides our staff additional opportunities for collaboration and synergy that will enhance quality of care and services for students. The website from the two departments have been integrated and can be found here: https://shcs.ucdavis.edu/

SHCS Counseling and Psychological Services (CAPS) offers short-term, confidential individual and group counseling, crisis intervention, psychological and psychiatric assessment, and psychological testing for students with educational, career, emotional, personal, cross-cultural, and social concerns; conducts psycho-educational programs for psychological, multicultural, and interpersonal issues for members of the campus community; consults with faculty and staff on student needs, including students in crisis and disruptive students; assists in enhancing communication between individuals and groups; and trains peer counselors, pre-doctoral and postdoctoral psychology interns, psychology practicum students, and psychiatry residents. CAPS services are funded through student registration fees. Professional staff includes an ethnically diverse group of psychologists, psychiatrists, and social workers.

The House offers drop-in or phone peer counseling for students with personal and social concerns, support groups, and outreach and education programs. CAPS services are confidential and free to registered students. Visit http://caps.ucdavis.edu/thehouse for more information.

Graduate Student Association
http://gsa.ucdavis.edu

Grad Student Guide
http://gradstudies.ucdavis.edu/students/handbook

Grad Studies Website
http://www.gradstudies.ucdavis.edu
FINANCIAL INFORMATION

CALIFORNIA RESIDENCY FOR TUITION PURPOSES

As a resident of California, you will not have to pay the nonresident tuition charge. Therefore, it is to your advantage that you investigate the steps necessary to becoming a legal resident. The following are some of the things you should know and do.

Who is Eligible to Establish Residence?

Adult citizens (18 years or older), permanent residents of the United States (green card holders), refugees, asylees and asylee applicants, and some students with visas of type A, E, G, I, K, or L may establish legal residence.

Do I Have to Have Financial Independence?

Not necessarily. A student who is financially dependent in the current and preceding calendar year shall be found to be a California resident for reclassification purposes only if no factors exist to support the student’s continuing residence in another state.

How Do I Establish Residence?

You must take steps to establish California residence at least one full year before the start of the quarter in which you wish to be classified as a resident and THE SOONER THE BETTER! For tuition purposes, physical presence and intent must be demonstrated for more than one year. Intent includes, but is not limited to, having a California driver’s license or ID card, registering to vote and voting, using a California permanent address on all records, and paying state income tax as a resident. Vehicles must be registered in California within 20 days of arrival.

Pick up a petition from the Residence Deputy, located in the Registrar’s Office, during the quarter preceding the one for which you seek reclassification. Return the completed petition at least two weeks before the start of the quarter.

For more information, contact the Residence Deputy at 752-0879. The Residence Deputy is the only person authorized to give advice, information, and final determination on residence matters.

FINANCING YOUR GRADUATE EDUCATION

Financing your graduate education can be a particularly complicated process with many players involved. The amounts and types of support available to graduate students vary by graduate program. The amount and type available to you may also vary each year, depending on what your program can offer, and the sources of funding for which you apply. This section details sources of student financial support, funding your research, some helpful warnings for anticipating the tough times, and resources to help you in a financial emergency.
FAFSA
Annually, all graduate students who are U.S. citizens, permanent residents or immigrants are required to file a Free Application for Federal Student Aid (FAFSA). Although the FAFSA can be filed at any time, it is strongly suggested that you file by the priority filing date of March 2. This form, submitted directly to the U.S. Department of Education, Iowa City, Iowa, is used to determine financial need.

The FAFSA is used for consideration for fellowships, Art Department Fellowships, GAANN fellowships, stipends, loans, and work-study funds that pay some Graduate Student Researcher salaries. The FAFSA is available at the UC Davis Financial Aid Office in Dutton Hall or online at www.fafsa.ed.gov. Include the UC Davis School Code (001313) on the FAFSA.

Fellowships and Scholarships
Fellowships and graduate scholarships are awarded once a year for the following year, beginning in the fall quarter. Unless otherwise specified, awards are for one academic year. You must apply in subsequent competitions for fellowships in succeeding years. Application materials are available on the Graduate Studies Web site (www.gradstudies.ucdavis.edu) after October 1 for the following academic year. International students may only apply after they have been enrolled as a graduate student at UC Davis for one year.

The deadline to apply for fellowships is January 15. If a program has an earlier admissions deadline, fellowship applications share that deadline. Awards are generally offered beginning March 1 and must be accepted or refused, in writing, by April 15 or by the date that is stated on the offer letter, whichever is later. Awards not accepted by the response date may be withdrawn. NOTE: Letters of admission to graduate study and fellowship award letters will be mailed separately. Fellowship award procedures may vary by program.

Criteria for Internal Fellowships and Scholarships
Awards are made as a mark of honor, on the basis of your record of scholarship and promise of outstanding academic contributions. Evaluation will include quality of your previous undergraduate and graduate work, evidence of ability in research or other creative accomplishments, evidence of promise of productive scholarship, Graduate Record Examination (GRE) scores, statement of purpose, letters of recommendation, and other documentation, such as publications and awards. A minimum cumulative grade point average of 3.0 in undergraduate or any graduate work already completed is required for consideration. Financial need or the availability of other sources of support to you is generally not relevant to the evaluation of academic merit. However, some awards have financial need as a criterion.

Graduate programs and committees must ensure that no applicant is discriminated against because of race, color, religion, national origin, marital and family status, handicap, sex, sexual orientation, or age. It is inappropriate or illegal for review and selection committees to ask personal questions of applicants about their financial need, the number of children they have, etc.

Online Funding Discipline-specific Resources
Check the main associations and academic organizations for your discipline. Most list funding opportunities in their monthly journals. Many also offer pamphlets or booklets with funding resources and discipline-specific proposal writing tips. Be sure to check for associations in your subfield; there are many smaller organizations that may offer information on funding applicable to your specific research
interests. Also check into e-mail discussion groups or listserves that cater to your interests; these can be great sources of funding information, and also give you a chance to network with others who share your interests.

Research Site Resources
Do you need to travel to conduct archival or library research? Check and see if your destination institution (library, museum, etc.) offer research grants. Many offer travel funds or research stipends.

Campus Resources
The Graduate Studies Student Support Web page offers helpful links to:

* External Fellowship Programs and Grant Announcements
* Search Engines for Extramural Support
* Graduate Student and Postdoctoral Extramural Grant and Fellowship Application Procedures

Resources on Grant Writing
Anthropology 206

Each year, the Anthropology Department at UC Davis offers an extensive course on proposal writing. It is a great way for procrastinating social sciences and humanities students to narrow down that dissertation topic and force themselves to write a grant proposal! Plus, you’ll get good feedback from knowledgeable faculty.

You must apply for need-based financial aid every year, which involves, at a minimum: filling out an application for various types of financial aid, available on the Financial Aid Office Web site; and...

* submitting a FAFSA (Free Application for Federal Student Aid), by the March 2 deadline.
For more information on applying for general financial aid, see either the Graduate Studies Student Support Web page, or the Financial Aid Office Web site.

Work-Study is a good way to make yourself more competitive in applying for certain graduate student positions, particularly research jobs. Work-study is a program for students with financial need; the federal government pays for a percentage of the costs of research employment (including wages and fee remission). In order to get work-study, you must apply for it (this means checking a box on the general Financial Aid application that says “If eligible, are you interested in work study?”). There are only a certain number of work study units to go around for all graduate students at the university, so even if you are eligible, your program may not have the units to give you. However, it’s always worth checking the box.

Loans are available to complement the other types of aid you receive in order to meet, but not exceed, the Graduate Student Budget. Applying for loans is done at the same time as applying for all other aid. For eligible students, the interest on your loans will be deferred until you are no longer enrolled in full-time study. But eventually, all loans must be paid back. First-time borrowers of any type of loan offered at UC Davis must complete Entrance Loan Counseling before money will be released.

Travel Grants for Presentations and Networking: Traveling to conferences is a great way to develop professionally, to network, and to get your research/work known to potential employers, whether university or private sector. There are a number of ways to fund travel to professional conferences.
Your Graduate Program: Graduate programs are occasionally able to offer full or partial funding for their graduate students to travel to professional conferences out of a general pool of funds for graduate students.

Student Accounting
2100 Dutton Hall ·
Phone: (530) 752-3646
Fax: (530) 752-5718
E-mail: myaccount@ucdavis.edu
http://studentaccounting.ucdavis.edu
Hours: Monday - Friday, 9:00 a.m. - 4:00 p.m.

Financial Aid
Phone: 530-752-9246; 8 a.m. to 5 p.m., M-F
FAX: 530-754-7022
E-mail: gradfinaid@ucdavis.edu; 8 a.m. to 5 p.m., M-F
http://financialaid.ucdavis.edu
Assistant/Short-Term Loan Application Review Office Hours: Mondays, Wednesdays, Thursdays, and Fridays: 8:30-9:30 a.m. Tuesdays: 11:00 a.m. to 12 noon

GRADUATE STUDENT FELLOWSHIPS AVAILABLE IN HUMANITIES

Please read the following eligibility criteria and fellowship restrictions carefully. New eligibility criteria and award information is forthcoming on the website. If the student does not meet all of the application restrictions or fails to submit a complete application, they will not be selected to receive an award. A number, in parentheses, in front of the fellowship name represents the maximum number of applications that each graduate program can submit for that fellowship. If there is no number listed, the program may submit all eligible applications they received.

Internal Fellowships:
https://gradstudies.ucdavis.edu/current-students/financial-support/internal-fellowships

External Fellowships:
https://gradstudies.ucdavis.edu/current-students/financial-support/external-fellowships

Continuing Academic Graduate Student Internal Fellowship Application:
https://gradstudies.ucdavis.edu/current-students/financial-support/internal-fellowships/application-and-descriptions
ACADEMIC EMPLOYMENT OPPORTUNITIES

Working as a Graduate Student Researcher, Teaching Assistant, or Associate In is a good way to gain professional experience and advance your career, as well as earn a paycheck and obtain fee remissions. As a graduate student you may work a total of 15 quarters as a Graduate Student Researcher and a total of 15 quarters as a Teaching Assistant or Associate In. You may be appointed up to 18 quarters in either category by exception to policy. The 18-quarter limit is absolute and no exceptions will be granted.

Each department has its own applications for Teaching Assistant positions, which you should fill out annually if you are interested in a TA position. To obtain research jobs, the best way to start is to inquire within your own graduate group or department.

Academic Appointments for Students: Definitions

**Associate In (title codes 1501 & 1506)**
The title Associate In is assigned to a graduate student of excellent scholarship and teaching promise, who is temporarily employed as the instructor of an entire lower division course or group of students in a lower division course. An Associate In should be competent to conduct instruction independently and without supervision.

**Teaching Assistant (title code 2310)**
A Teaching Assistant is a registered graduate student in full-time residence, chosen for excellent scholarship and for promise as a teacher, and serving an apprenticeship under the active direction and supervision of a regular faculty member. A Teaching Assistant is responsible for the conduct of recitation, laboratory or quiz sections under the active direction and supervision of a regular member of the faculty to whom final responsibility for the course’s entire instruction, including the performance of Teaching Assistants, has been assigned.

**Graduate Student Researcher (title code 3282)**
A Graduate Student Researcher is a graduate student who performs research related to his or her degree program in an academic department or research unit under the direction of a faculty member or authorized Principal Investigator.

To look for open positions for graduate students, check the Office of Graduate Studies Student Appointment Openings Web page.

**GRADUATE STUDIES TRAVEL AWARDS**

For Travel to Professional Meetings: *TRAVEL AWARD PERIODS*
http://gradstudies.ucdavis.edu/ssupport/internal_travel.html
The Committee on Support and Welfare is now accepting applications for graduate student awards for travel to meetings of nationally and internationally recognized professional societies held from January 1
through December 31 each year. The new travel time periods have been extended to allow greater flexibility for applicants. Each award period allows nine months for future conferences and three months for conferences that have already taken place.

Spring application deadline: Applications for travel during January 1 through December 31 are due to the graduate programs by March 15
Fall application deadline: Applications for travel during July 1 through June 30 are due to the graduate programs by October 15

Eligibility
Graduate students at or near the completion of their studies who have not previously received this award and who are presenting a research paper (acceptance of paper may be pending at time of application) are eligible. Students must be in good academic standing and are required to hold and maintain a minimum GPA of 3.0. Applicants must be registered graduate students. Students on PELP (Planned Educational Leave Program) are not eligible for this award. Students on Filing Fee status may apply. Travel must take place during the award period (see above).

Award
Any expenditure allowed under UCD Policy & Procedure on the Travel Expense Voucher is reimbursable:
- All international travel - $1,500
- Domestic travel outside of California - $1,000
- Hawaii & Alaska (exception) - $1,500
- Travel within California - $500
Disabled student applicants whose disabilities require the assistance of a personal attendant may also request an award for the attendant's travel.

Application Procedure
GRADUATE STUDENT SUBMITS TO GRADUATE PROGRAM CHAIR:
- Please submit the Application for Graduate Student Travel Award form with the following attached supporting materials:
  - An abstract of the paper or presentation.
  - A letter of acceptance, a formal invitation, or a printed program as evidence of acceptance.
  - Indicate "Pending" on the application if written confirmation has not yet been received. Funds, if awarded, will be released when the Office of Graduate Studies has received evidence of acceptance
  - A list of applicant's publications and awards
  - A copy of academic record or transcript SISWeb NOT accepted
  - A letter of recommendation from major professor

GRADUATE PROGRAM CHAIR SUBMITS A MAXIMUM OF FIVE RANKED APPLICATIONS TO:

Office of Graduate Studies
University of California
250 Mrak Hall
One Shields Avenue
Davis, CA 95616
For further information, contact:

Ruth Lee
(530) 752-7484

**Graduate Student Association**
The Graduate Student Association (GSA) also offers a limited number of travel awards twice per year. The GSA travel award is supplementary to the Graduate Studies travel award, and the deadline for the GSA awards always comes after the Graduate Studies awards have been announced. So, if you don’t get a Graduate Studies travel award, you can apply for a GSA travel award. You cannot receive a GSA travel award if you have received an award from Graduate Studies for the same instance of travel. For current information on the GSA travel award, see the GSA Web site.

**Other Resources**
There are a few other resources on campus for travel to professional meetings, including some academic departments. Keep scanning the e-mails you receive from Graduate Studies, your graduate program coordinator, and the Internship and Career Center for more opportunities.

**RESOURCES FOR FINANCIAL CRISIS**
Whether your student aid checks are delayed or the money just didn’t stretch as far as you thought it would, there are a few resources on campus to help you through a difficult financial situation.

**Paycheck Advance**
Assistance loans for a maximum of one month’s salary are available for Teaching Assistant, Graduate Student Researcher, and Associate In positions. Payments are payroll deducted. The maximum repayment period is six months; loans must be repaid within the academic year or by your expected graduation date, whichever comes first. This service is available through the Graduate Financial Aid Office. Inquire here or visit the office in Dutton Hall.

**Emergency Loans through the Financial Aid Office**

**Emergency Loans**
Emergency loans of up to $300 are available after the beginning of the quarter and only after the student’s fees are paid. Repayment is due within 30 days. This loan is made as a cash voucher redeemable at the Cashier’s Office in Dutton Hall. Inquire here or by visiting the office in Dutton Hall. (Law, Medical and Vet Med students should contact the Office of the Dean of Student Programs for specific information about emergency funding sources.)

**Assistance with Filing Taxes**
As always, there are some certainties in life, and taxation is something you can count on. However, graduate student taxes are complicated. Some of your stipends and fellowships will have taxes withheld automatically, some won’t. Some fellowship monies are not taxable, some are. Federal taxes will probably be taken out of your TA or GSR paycheck, but California taxes won’t. So it would be wise to seek assistance with doing your taxes.
IMPORTANT NOTES AND GUIDELINES

**Money Matters:** Bookkeepers are located in Everson Hall 170. They are in charge of the bookkeeping and purchasing for the department. You can obtain grant purchase orders from them. Please call directly to schedule an appointment.

**T.A. Assignments:** Teaching Assistant applications are submitted yearly. You may also apply for positions in other departments as long as your total appointment does not exceed 75%. If you are on Financial Aid, you must declare your T.A. income on your income tax statement each quarter or you will have to pay the money back to the University. In addition to the T.A. salary, there is a fee remission each quarter.

**Registration:** When holding a TA appointment, the normal “full load” for an AHI grad student is 12 units. To sign up for your independent study course, you will need to complete a form with the faculty person you will be working with and see the Graduate Program Coordinator for a CRN.

**Computer Access:** There are many computer labs throughout the campus that are listed on MyUCDavis. In addition, the Digital Lab in Art 55 has computers that you can use.

**Mail/Xeroxing:** We have a graduate mailbox in Everson 166, which serves internally as a communication center. We expect you to check the box at least once a week. In addition, there is a departmental photocopy machine, which is available only for departmental business. Do not have your personal mail delivered to the office. NB: when you move, mail cannot be forwarded.

**Keys:** Marisa Kline in Everson Hall (170) will issue you a key to the Graduate Student Office and to Everson Hall. Be very careful with your keys – do not lend them to anyone!! If you lose your keys – you must pay $10.00 for each key that is replaced. Keys will be replaced one time only. Return your keys before you move away from Davis. Please note, if we do not receive your keys upon graduation or leaving campus, no letters of recommendation will be written or sent on your behalf nor will other services be performed. In addition, your final degree will be withheld.

**Everson Building Hours:** 7am – 8pm Daily. There is a noted high theft warning on campus after hours. We ask for your help – do not prop open doors after the building is locked. By propping the doors open you invite theft and security issues in the building.

**Visual Resources Facility:** The Visual Resources Facility is located in Everson Hall. This is normally open Monday-Thursday, 8 AM – 4 PM. Leah Theis is the facility manager. Talk to her about facility use. This facility houses some DVDs for the department, on-line image resources, and some equipment that can be checked out for classroom use only. Keys are not available to students for the VRF so this facility must be used during business hours. (More on the VRF in Art Department Resources).
HELPFUL INFORMATION

THE ARTS ON CAMPUS

The Mondavi Center
The Mondavi Center brings a wide variety of world-class performing artists to UC Davis to serve the campus and surrounding communities. During the academic year, Mondavi Center offers concerts and recitals by classical, jazz and folk music artists; drama; classical and modern dance; and lectures by eminent public figures. Tickets for events may be purchased at the Mondavi Center Ticket Office at (530) 754-ARTS or toll free at (866) 754-ARTS. Robert and Margrit Mondavi Center for the Performing Arts, Mondavi Center Administration Building (530) 754-5000; http://www.mondaviarts.org

Department of Music
(530) 752-5537; http://music.ucdavis.edu
The Department of Music sponsors the UC Davis Symphony Orchestra, Chorus and Chamber Singers, Early Music Ensemble, Gospel Choir, Concert Band and Wind Ensemble, Jazz Band and chamber music groups. Music majors and other interested students can receive credit for participating in these groups, which perform at concerts and recitals open to the university community. The department sponsors artists-in-residence who give concerts, recitals and lectures. Free noon concerts featuring individual performers and ensembles—both professional musicians and music students—are a favorite weekly event during the school year. The Empyrean Ensemble is in residence on campus. The Department of Music sponsors nearly 100 public events yearly.

Department of Theatre and Dance
(530) 752-0888; http://theatredance.ucdavis.edu
The Department of Theatre and Dance has one of the finest theater facilities in California, with an unusually good stock of scenery, props, costumes, and state-of-the-art lighting and sound equipment. Facilities are complemented by an excellent faculty, the Granada Artists-in-Residence program (which brings a major director, choreographer or playwright to the department each quarter), Shakespeare's Globe, London, exchange program, and graduate students working on Master of Fine Arts degrees in acting, directing, choreography or design, and Ph.D. degrees in 20th Century Performance and Culture, all of whom contribute to the fine quality of UC Davis drama and dance productions.

Each year’s schedule includes: undergraduate festivals in theatre, dance and film; opportunities to work with professional directors and choreographers in three main stage productions; and performance projects and established scripts developed by M.F.A. students. These productions take place on our proscenium (Main), thrust (Wyatt), black box (Arena), performance studio (University Club) stages as well as in the Mondavi Center’s Studio Theatre and Jackson Hall. These productions are part of the academic program of the department and serve an important purpose in the study of theatre and dance. Participation is open to all students.
ART GALLERIES

Design Museum
124 Cruess Hall; (530) 752-6150; http://designmuseum.ucdavis.edu
The Design Museum is known for its exhibitions of national and international design-related material. These world-class theme exhibitions are available to the campus community and surrounding region. Changing installations of architecture, interiors, graphic design, costumes, textiles, folk art, and popular culture reflect the curriculum of the Design program and the multi-faceted nature of design. Through exhibitions and accompanying curator lectures, the Design Museum introduces visitors to the breadth of design found in technological societies and in third world cultures.

Jan Shrem and Maria Manetti Shrem Museum. The Jan and Maria Manetti Shrem Museum, the new university Art Museum, is scheduled to open in November 2016. It will house the collection of the Nelson Gallery and other university resources, and will include classroom space for use in arts instruction. The museum is located south of the Buehler Alumni Center and adjacent to the Mondavi Center.

CONTACT:
Main Line: 530-752-8500
manettishrem@ucdavis.edu

Rachel Teagle – Founding Director
rteagle@ucdavis.edu

Saba Mohtasham - Assistant to the Director smohtasham@ucdavis.edu

Basement Gallery
Art Building basement
The Basement Gallery is a student-directed gallery that exhibits the artwork of advanced UC Davis art majors. There are approximately three shows per quarter.

C.N. Gorman Museum
1316 Hart Hall; (530) 752-6567; http://gormanmuseum.ucdavis.edu
Monday-Friday 12-5
The C.N. Gorman Museum is committed to exhibiting contemporary artworks by leading Native American artists from throughout North America, as well as Indigenous artists globally. Established in 1973, the museum is named after Carl Nelson Gorman, a Navajo artist, World War II code talker and one of the founders of the Department of Native American Studies.

SACRAMENTO MUSEUM

Crocker Art Museum
http://www.crockerartmuseum.org

SAN FRANCISCO MUSEUMS

SFMOMA
http://sfmoma.org

DeYoung Museum
http://deyoungmuseum.org

California Palace of the Legion of Honor
http://deyoungmuseum.org

Asian Art Museum
http://www.asianart.org

Oakland Museum
http://www.museumca.org

UC Berkeley Art Museum
http://bampfa.berkeley.edu

San Jose Museum of Art
http://www.sjmusart.org