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The Department of Music

Welcome

Welcome to the Graduate Program in Music in the Department of Music! The faculty, staff, and other graduate students wish you every success. We have compiled the following Graduate Student Handbook of useful things to have at your fingertips. We hope it complements (and agrees with) information you glean from other official websites and publications of the Davis campus. Please feel free to pass along corrections and suggestions for improvement.

The main Department of Music website is HERE.

The main policy documents for the Graduate Program in Music are posted HERE.

The main Graduate Studies website is HERE; for Graduate Program in Music HERE.

The main Graduate Student Guide published by Graduate Studies is HERE.

As you will read below, your lead contacts for 2012-13 are:

Chair: Henry Spiller
Graduate Advisers: Ross Bauer (composition and theory), D. Kern Holoman (ethnomusicology and musicology, conducting)
Graduate Coordinator: Marian Bilheimer
Front Office Lead Staff: Joy Li
Graduate Student Representatives: Michael Accinno (musicology) and Gabriel Bolanos (composition)

Music is a constituent department of the Arts Administrative Group: Art & Art History, Cinema & Technocultural Studies, Design, and Theatre & Dance. Chief Administrative Officer of this organization is Karen Nofziger.

The Graduate Program in Music is strongly committed to the professional mentoring of graduate students. You may read and print the Mentoring guidelines HERE. Additionally the Davis campus is guided by a fundamental document entitled Principles of Community, widely published, including HERE.

All of us welcome you and look forward to a close and fruitful association.
Overview

The Department of Music at the University of California, Davis, offers a curriculum based on a synthesis of music scholarship, performance, and composition. Undergraduate majors can pursue Bachelor of Arts degree tracks in performance, composition and theory, or history. A Master of Arts program leads to Doctor of Philosophy degrees in the fields of composition and theory, musicology, or ethnomusicology. The department also offers a master’s emphasis in conducting. A distinguished teaching faculty of 18 academic faculty and 25 applied faculty serves some 140 undergraduate music students and two dozen graduate students. Many of the department's graduates successfully continue their education in the best graduate schools and move into a variety of related careers. Department assets include a diverse collection of instruments and facilities, such as an extensive music library and an electronic music studio.

The Department of Music presents more than 100 events each year by a range of ensembles, including the UC Davis Symphony Orchestra, University Chorus, Empyrean Ensemble, Concert Band and Wind Ensemble, Early Music and Baroque Ensembles, Jazz Band, Hindustani Vocal Ensemble, Gamelan Ensemble, and Samba School. The department sponsors Artists-in-Residence program, bringing internationally renowned artists for performances and lectures. There is also a long running and quite popular series of free Thursday Noon Concerts, which features visiting artists, chamber ensembles, and student recitalists in an informal setting.

The first forty years of the Department of Music are treated in *Pastyme With Good Companye: Recollections from the First 40 Years of the UC Davis Department of Music*.

During 2011-12 and 2012-13 the Graduate Program in Music is completing a full-scale Graduate Program Review, in which the graduate students have participated (and will continue to participate). You are welcome to review the Summary (part I) of this long document, submitted on 13 July 2012. Feel free to ask Ms. Bilheimer or Prof. Holoman for access to the text.
Directory

Faculty and Students

The complete list of teaching faculty is HERE (click through for phone number, office location, and office hours.

The list of the Graduate Program in Music faculty is HERE.

The directory of Graduate Students is HERE. You will learn how to build your directory page during the Graduate Student Orientation.

Staff

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Program Structure and Rules

The official Degree Requirements are given HERE (Music) and HERE (Graduate Studies). Other official documents of the Graduate Program in Music are given HERE.

Registration

You may wish to begin your tenure at the University of California, Davis, by reading the UC Davis Graduate Student Guide. Full and specific information on how to register can be found in the Class Schedule and Registration Guide (CSRG), available online (only: no longer printed) through the Office of the University Registrar.

Each quarter, graduate students should be registered for a minimum of 12 units and a maximum of 16. To sign up for an independent study course (MUS 199), it is necessary to get permission from the supervising faculty member. Marian Bilheimer then sends students a correct Course Registration Number (CRN).

Unit Loads

Graduate Students must enroll in 12 units each quarter. On a case-by-case basis, the Dean of Graduate Studies can approve Graduate Students for enrollment as a part-time student. Part-time students are limited to no more than 6 units per quarter. Doctoral students advanced to candidacy are not eligible for part-time status. Teaching Assistants are expected to enroll in 12 units of coursework while serving as a TA. To bring enrollment up to 12 units, professional development units (MUS 396) may be used.

No graduate student may enroll in more than 16 units of 100, 200, and 300 level courses combined, or for more than 12 units of 200 level coursework, without approval of the Associate Dean of Graduate Studies.

Adding/Dropping

All courses are added through SISWEB. Graduate students are eligible to register at any point during the registration period, but are expected to consult with their Major Professor or the Graduate Adviser before doing so.

Grading, Courses, and Credit

Graduate students are individually responsible for fulfilling the requirements of their degree program as it is structured upon their entry into the program. The Graduate Council has approved the following statement regarding the responsibility of graduate students to meet new degree requirements: “Changes in program requirements normally should not affect students already in the program. The student should be able to complete a degree under conditions in effect at the time of her/his admission or re-entry.”

Standards of Scholarship

Only courses in which A, B, C, or Satisfactory are earned may be counted in satisfaction of degree or credential requirements. An average of at least 3.0 grade points per unit must be maintained in all upper-division and graduate courses. A course in which a student receives a D+ grade or lower does not count towards meeting the unit requirement for the MA.
degree. It does count in computing the grade point average. Lower-division courses are excluded when calculating the graduate GPA.

**Progress**

At the end of each year the graduate adviser will meet with each student individually to discuss his or her progress. The student’s Major Professor will write a written evaluation every year, available for the student to consult upon request.

**Part-time Status**

Part-time status is available only to students who are unable to pursue their studies full-time because of full-time employment, health conditions, or family obligations. Part-time students may enroll in no more than 6 units of credit during any quarter; they are not eligible for academic appointments that require a student to be enrolled full-time, or eligible for fellowships. Students on F-1 or J-1 visas are not eligible for part-time status unless they have approval from the Services for International Students and Scholars office (SiSS). Applications for part-time status are available in Graduate Studies and must be approved by the Associate Dean of Graduate Studies. Approved part-time students pay the full Registration Fee and one-half the Education Fee.

**Withdrawal and Leaves**

A student who withdraws or fails to register without filing for PELP (see below) is not guaranteed readmission; an Application for Readmission will be subject to the same review as a new application. There is a $40 processing fee. If readmitted, the student must fulfill all programmatic requirements in existence at the quarter of readmission.

Leaving the University during a quarter entails obtaining a withdrawal petition from the Registrar’s Office, having it approved as directed, and filing it with the Registrar. Failure to follow this procedure may result in an "F" grade being given for each course in which the student is enrolled.

**Planned Educational Leave Program (PELP)**

The Planned Educational Leave Program is designed to allow students to suspend their studies for good cause (for instance illness, temporary departure from the University for employment or research away from the campus, preparing for examinations if doing so at a distance from the campus, financial problems, personal problems), leave the campus, and be guaranteed the right to return later to resume academic work. A $40 fee is charged for application to this program. The signature of the Graduate Adviser on the PELP application guarantees the student re-admission for the quarter specified on the form. In giving approval for the leave, Graduate Advisers are certifying that there will be space available for the returning student. PELP is recommended for those students who are certain of the quarter in which they plan to return and who plan to be away no longer than three quarters. If they are not certain of their return date, it is suggested that the Readmission Application be used. PELP may also be used as a means of withdrawal if a student leaves in the middle of the quarter and the period of the leave is to be for more than one quarter.

All forms needed for above leaves may be downloaded from the Graduate Studies website [HERE](#).

**Duration of Leave**
The minimum Planned Educational Leave is one full quarter; the maximum is three quarters. Students may shorten leaves by submitting a written request at least eight weeks prior to the start of the quarter in which s/he plans to re-enroll. Both the Graduate Adviser and the Associate Dean of Graduate Studies must indicate their approval. A student may also lengthen the leave by obtaining a Time Extension Request form from Graduate Studies, having it approved as directed and filing it with Graduate Studies.

Availability of University Services

A student on leave shall not be eligible to receive University services during the period of the PELP, except as follows:

- Placement and Student Employment Services
- Advising and Counseling per Graduate Adviser's Handbook
- Housing. When a student returns from PELP she/he is considered a continuing student with similar housing priority as other continuing students. Students may remain in Student Family Housing for one quarter while on PELP.
- Financial Aid grants and other financial aids are discontinued for the period of the leave, but financial aid counseling is available.
- Fellowships. Students on PELP may not receive fellowship funds.
- Optional Health Services. A student on PELP may purchase, at her or his own option, a health card that will entitle her/him to full student health benefits. If students are out of the area, they may purchase an optional health insurance plan to provide coverage.

Academic Credit

Students on PELP are not eligible to enroll in concurrent courses on the Davis campus and shall not earn academic credit at Davis during the period of the leave.

Academic Appointments

University students on PELP (or any other non-registered status) are entitled to one quarter of student academic appointment. Appointments for more than one quarter require prior approval of the Associate Dean and are not normally granted.

Filing Fee Status

Filing Fee is a non-registered status available to graduate students who have advanced to candidacy for their degree. Filing Fee status maintains their eligibility to complete their degree while not registered, and within their approved time limitations. Students use this option when all courses and research have been completed and they no longer need to use campus facilities.

To prevent abuse of the Filing Fee procedures, definite limitations on eligibility for the fee have been established. In general, these limitations are based on the principle that students using University facilities or making demands upon faculty time—other than the time involved in the final reading of dissertations or theses or in holding final examinations—are not eligible to employ the Filing Fee procedure. Students paying only the Filing Fee are not registered students eligible for the privileges accorded regularly enrolled students. In particular, students using the Filing Fee may not:
• Use any University facilities (e.g. Health Center, Housing, the Rec Hall, laboratories, desk space). Student may purchase a library card and/or health insurance if needed;
• Make demands upon faculty time other than the time involved in the final reading of the thesis/dissertation or in holding final examinations;
• Receive a fellowship or financial aid, or hold any academic appointments beyond the one quarter is allowed while on Filing Fee or PELP (i.e., while in non-registered status) since matriculation;
• Take course work of any kind.

Students who plan to use Library or other facilities or to take courses must register as regular students. Students who plan to be away from the campus but plan to be in an instructional relationship with faculty members must register as regular students (a student outside the State of California may be eligible to register for reduced fees also referred to as Registration in absentia). Students planning to take the Qualifying Examination for the Ph.D. must register as regular students. Completion of formal coursework or residency requirements does not entitle a student to apply for the Filing Fee unless s/he will use no university facilities or faculty time except as noted above.

Students wishing to make use of the Filing Fee procedure should secure a Filing Fee application from Graduate Studies, obtain the signatures of the Graduate Adviser and Major Professor, and return the form to Graduate Studies before s/he stops registering. The Filing Fee must be paid at the Cashier’s Office (application must be presented for validation) before the application is filed with the Graduate Studies office.

The department must indicate length of Filing Fee eligibility on the application. If the student has not filed the thesis/dissertation by the deadline established by the department, the student may be required to register and pay full fees in order to fulfill all degree requirements, take additional coursework and/or examinations, or re-advance to candidacy. Failure to comply may result in termination from the program.

Requests for extension of Filing Fee eligibility must be made formally through the Graduate Adviser to the Associate Dean of Graduate Studies, using the Time Extension Request form.

**Intercampus Exchange Program**

In addition to the diversity of opportunities available for academic enrichment at UC Davis, course offerings at other UC campuses may be beneficial for graduate student progress. A graduate student registered on any campus of the University of California may become an intercampus exchange student with the approval of the Graduate Adviser, the chairperson of the department or group on the host campus and the Dean of Graduate Studies on both the home and the host campuses. An intercampus exchange student has library, health service, and other student privileges on the host campus, but is considered a graduate student in residence on the home campus. The grades obtained courses on the host campus are transferred to the home campus and entered on the student’s official graduate transcript.

Application forms may be obtained in Graduate Studies and must be submitted five weeks before the beginning of the quarter in which the student wishes to participate in the program. Petitions received after the first day of the quarter will not be processed.
General Policies and Procedures

Money Matters
Bookkeepers are located in Everson Hall 170. They are in charge of the bookkeeping and purchasing for the department. Grant purchase orders can be obtained through their office. As of this writing, duties of the staff were being redistributed. Contact Karen Nofziger, Chief Administrative Officer of the Arts Administrative Group, with your issue and she will forward it to the right staff member: knofziger@ucdavis.edu.

Health Insurance
All graduate students are required to have health insurance. The Student Health Insurance Plan (SHIP) is $740 per quarter, and is included as a benefit of Teaching Assistantship appointments. Students who opt out of UC SHIP coverage will not receive the balance between the full amount and the reduced amount.

Transportation
The University maintains strict rules regarding parking permits and timed parking zones. If a graduate student plans to bring a car to campus, s/he should consult the Transportation and Parking Services (TAPS) website for information on obtaining the necessary permits.

Alternative forms of public transportation are available. The University GoClub system is available to graduate students, providing incentives for bicycling, carpooling, and use of mass transit. The University and the city of Davis have distinguished themselves for their bike-friendly policies. More information about services available for cyclists can be found here.

The University also maintains its own bus system, Unitrans; graduate students are not eligible to ride for free, but discounted passes are available. To see pricing and schedules, please consult the Unitrans website. In addition, Yolo county runs the YOLOBUS system, providing transportation to various locations throughout Yolo county, including Sacramento Metropolitan Airport.

Teaching Assistantships
Most of our graduate students support themselves through Teaching Assistantships, ranging from 25% to 50% FTE (of full-time employment). Students may receive TA appointments for a maximum of four years. Most students work as TAs for the large general education courses. The Graduate Adviser assigns the TA-ships in consultation with the faculty and students. In addition to the TA salary, a partial fee remission is included for each quarter of employment.

Communication
All students, faculty, and staff at UC Davis are issued a unique UCD email address upon registering. This is assumed to be the student’s primary means of communication during his or her tenure at UCD. All graduate students must check their email regularly, most especially when teaching undergraduates as a TA or AI. Use only your UCD email address when communicating with your students.
All graduate students are expected to be competent speakers, writers, and readers of the English language. Any deficiencies in a student’s English language skills should be rectified as soon as possible. The Services for International Students and Scholars website lists numerous resources for helping to increase English language competency.

**Computer Access**

Computers for graduate student use can be found in both the Music 116E office and in Wellman 15. Students may contact Stephen Bingen to set up a username and password, which can be used on any of the computers. Computers for general use can also be found in the Listening Lab, located in the Music Building, as well as in the many computer labs throughout the campus. A full listing of available computers is accessible through MyUCDavis (see below).

**Printing/Xeroxing**

Copiers are located on the first and second floors of the Music Building. Each graduate student is given a three-digit copier code, which must be entered in order to print documents or make copies. It is possible to print from either the department computers or from personal laptop computers. To set up laptop printing, please contact Stephen Bingen to install the necessary printer drives.

It is expected that graduate students will be responsible about the volume of printing and copying they do. Default settings are for black and white copies on standard sized white paper. To use color copying, or to inquire about printing and copying procedures, please consult with Joy Li. A fax machine is located in the faculty mail room.

**Mail**

Graduate mailboxes are located in the instrument locker room across from the 103 offices. Students are expected to check their boxes at least once a week. Please keep in mind that department mailboxes are not for personal mail; personal correspondence should be delivered to the student’s home address.

**Keys**

Vivian Reyes-Johnson in Everson Hall 170 is in charge of issuing keys to graduate students. If Vivian is not available, please see Karen Olson (172 Everson). Expect to receive keys to the Music Building, including classroom and office keys, as well as keys to Wellman Hall and the graduate offices in Wellman 15. Additional keys are available upon request; for example, ethnomusicology graduates should obtain a key to the ethnomusicology classroom in Everson 266.

There is a one-time, $10.00 deposit for any new keys issued, payable by cash or check (checks should be made payable to UC Regents). Graduate students must keep careful track of their keys: never lend keys to other individuals. If keys are lost or stolen, contact Vivian Reyes-Johnson as soon as possible. A “Notice of Loss or Theft” form must be completed and an additional deposit paid before replacement keys will be issued. All keys issued throughout the student’s tenure must be returned before moving away from Davis. Failure to return keys upon graduation or leaving campus may result in withholding of the degree.
Music Building Hours

7am to 10pm daily. Hours are adjusted during breaks and holidays; a complete schedule is available on the Music Department website. Thefts increase on campus after hours, so students are asked not to prop open doors after the building has been locked and to insure that all doors are properly closed and locked after exiting. For after-hours access to buildings, call Custodial Operations, Building Unlocking and Locking Services at (530) 754-0122. There is a fee for this service.

Classroom and Office Maintenance

Please be considerate of others when using classroom or office spaces. Classrooms should be returned to their original orientation at the conclusion of each class. Media cabinets, if used, should be closed and locked at the conclusion of class. Be sure to turn off all lights and lock the doors before leaving if they are the last to use a classroom for the day. If problems arise, such as dirty or disorganized teaching spaces, please let Joy know.

Office space for graduate students is limited, so it is expected that each student will assist in the effort to maintain clean and orderly environments. Garbage should be discarded in the appropriate bins, papers should be kept in order, and every effort should be made to keep personal items from obstructing the flow of traffic.

No permanent changes to classroom or office space should be made without securing permission. For classrooms, contact Joy Li. For the graduate offices, adjustments are made on a more democratic basis. Consult with the other individuals in the program to ascertain how best to approach the subject.

If any repairs to graduate student offices are needed, ask Joy Li to contact Facilities at (530) 752-1655 to call in a work order. Please be sure to write down the work order number so it will be possible to follow up if they do not come by to fix the problem. Facilities can also unlock offices or buildings if students are locked out. There is a fee for this service.

Audio-Visual Equipment

Media cabinets are located in each classroom, and should provide all necessary equipment for teaching purposes. Keys to media cabinets are issued by Joy Li. Graduate students are welcome to reserve additional equipment if necessary. A portable projector is available through the Music Library, and additional resources can be obtained by contacting Stephen Bingen.

Sexual Harassment

Sexual harassment is illegal and is defined by law as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. If any graduate student feels that such conduct has occurred, s/he is to notify the Graduate Coordinator and Department Chair immediately. The University provides a full policy manual on sexual harassment, including definitions, reference to state and federal law, resolution processes, remedies and discipline, confidentiality provisions, record keeping, and references for further information.
**Teaching Jobs**

Any student who is thinking about entering the job market should set up a placement dossier at the Internship and Career Center (ICC). Faculty members are always willing to review students’ cover letters, vitae, and Career Services dossiers. They will be happy to set up practice interviews. Members of the department are available at national meetings of learned societies to coach job-seekers.

**When You Graduate**

Graduating students should leave forwarding addresses and phone numbers with the Music Office and update this information as it changes. They should also provide information about their first employment after graduation and continue to update the department with their current employment and list of works.
Music Department Resources

Music Graduate Program Colloquia
The department has a number of distinguished speakers every year (musicologists, composers, theorists, and ethnomusicologists). Scheduling of the colloquia varies by quarter. Graduate students are expected to attend. This is a unique opportunity to learn about new scholarship and to meet these visitors. Similarly, graduate students are expected to attend concerts of new music.

Music Department Ensembles and Concerts
The Department of Music presents more than 100 events each year, including quarterly concerts by the major ensembles, the historic Thursday Noon Concerts, distinguished guests appointed through the Artist-in-Residence provision, and the all-important concerts of New Music from UC Davis.

Information on the ensembles begins HERE.

Graduate students are encouraged to participate, and some ensembles have TA appointments assigned to them. Audition information is posted prior to each quarter on the bulletin board outside of the main office in the Music Building. Most auditions take place during the week prior to the first day of instruction. To schedule an audition, visit the main office in person or call (530) 752-5537.

Arts Calendars
The two primary arts calendars are HERE (Music) and HERE (Mondavi Center).

Additionally the principal campus events are listed under the rubric “Happenings” on the main campus webpage, with links to the master campus calendar. Similar links are to be found at the master Arts and Culture webpage, and at the DHI Calendar.

Music Library
The Music Library is located in Room 112C, Music Building, and houses a listening facility as well as an extensive recording collection consisting of over 10,000 compact discs and music-related videos in a variety of formats. There is a collection of standard reference materials, including music dictionaries and encyclopedias, thematic catalogs, foreign-language dictionaries, and study scores. Loan periods and restrictions are found in the circulation policy and vary by patron status.

The Music Library also holds class reserve materials, both printed and recorded, for department classes. Library staff assists students in locating and using reserve materials. Inquire at the circulation desk.

The UC Davis General Library has partnered with the Music Department to offer streaming audio via Naxos Music Library.

The main campus library, Peter J. Shields Library, owns the main collection of scores and books. Collection Development Officer in Music is Michael Colby.
**Electronic Music Studio**

Referred to as RE4M, this studio integrates complete software-based MIDI and digital audio editing systems with professional audio hardware to fulfill its use as both teaching tool and creative studio for the faculty. Software synthesis is employed using Csound, Cecilia, Audiosculpt, and Reaktor. Other sound production tools available are software and hardware based samplers, conventional synthesizers, and a classic Buchla Electric Musicbox. High fidelity microphones and ADC DAC hardware greatly enhance the studio’s capabilities.

**Musical Instrument Collection**

This collection includes pianos by Steinway and Baldwin, harpsichords by Phillips and Klinkhammer, a Schlicker pipe organ, a Brombaugh continuo organ, and a large collection of early musical instruments in replica.

The ethnomusicology classroom in Everson 266 houses the Calvin and Gwendolyn Schwabe Collection of Musical Instruments from around the world, including a Zimbabwean fertility harp, Ewe axatse and gankougui, a Javanese suling, Korean taiko drums, and much more. Two full gamelans will soon relocate to the Arts Annex between the Arts Quad and Everson Hall, the practice space of the UC Davis Gamelan Ensemble.

**Mondavi Center**

The [Robert and Margrit Mondavi Center for the Performing Arts](#) brings a wide variety of high-profile performing artists to UC Davis to serve the campus and surrounding communities. During the academic year, the Mondavi Center offers concerts and recitals by classical, jazz, and folk music artists; drama; classical and modern dance; and lectures by eminent public figures. Graduate students may contact Philip Daley for further information on obtaining tickets to these events.
The Department of Music is a constituent program of the Division of Humanities, Arts, & Cultural Studies (HArCS) in the College of Letters & Science. The divisional webpage is [HERE](#).

In addition to the resources offered by the Department of Music, the other arts and humanities departments at Davis offer numerous opportunities to expand and enrich the graduate student experience. For example, musicology and ethnomusicology graduate students from the department may take appropriate coursework in such programs as Anthropology, American Studies, African American Studies, Native American Studies, Critical Theory, Cultural Studies, and others.

**Other Arts Departments**

These are:

- Art & Art History
  - [Art Studio](#) | [Art History](#) | [Galleries](#)
  - [Cinema & Technocultural Studies](#)
  - [Design](#)
  - [Theatre & Dance / Performance Studies (Ph.D. program)](#)

**UC Davis Humanities Institute**

The [UCDHI](#) is an interdisciplinary research center that supports UC Davis faculty and graduate students in the humanities and humanistically-oriented social sciences. Through its core programs—faculty research seminars and research clusters—as well as public events and such special initiatives as the Digital Innovation Lab, the California Cultures Initiative and the Art of Regional Change, the DHI works to develop and nurture interdisciplinarity, collaboration, engaged scholarship, and intellectual community among scholars at UC Davis and beyond.

The DHI advocates broadly for the humanities through membership in the UC Humanities Consortium, a systemwide network of humanities centers that, along with the UC Humanities Research Institute and the UC Institute for Research in the Arts, provides a wide range of financial and intellectual resources for scholars in the arts and humanities throughout the state of California. The DHI is funded by the Office of the President through the Humanities Consortium Multi-Campus Research Initiative, the Dean of Humanities, Arts, & Cultural Studies, the Vice Chancellor of Research, and the Dean of Social Sciences.

The DHI also participates in national and international networks dedicated to promoting and supporting the arts and humanities. The DHI is a member of the American Council of Learned Societies (ACLS), a prestigious federation of 70 national scholarly organizations; Imagining America, a consortium of over 80 colleges and universities that supports public scholarship and practice; the Western Humanities Alliance, an organization of universities in the Western U.S. and Canada; and the Consortium of Humanities Centers and Institutes (CHCI), which has a membership of 154 organizations in the US, Europe, Asia, and Pacific Rim.
DHI Arts Initiative

The Humanities Institute, with the support of the UC Davis Dean of Humanities, Arts, & Cultural Studies, inaugurated an Arts Initiative in 2010-2011 aimed at promoting and supporting the creative work of the campus arts departments and programs: Theatre and Dance, Music, Art Studio, Creative Writing, Technocultural Studies, and Design.

As faculty assistant for the Arts Initiative, Laurie San Martin (Music) worked with an advisory board of arts faculty members to develop a list of future projects and opportunities for collaborations among the arts. Among the group’s accomplishments was the creation of this Arts Initiative page to announce and promote arts events on campus and the recruitment of undergraduate and graduate students to produce articles and previews for the Web site.

In 2011-2012, San Martin organized a mini-lecture series in Winter and Spring quarters showcasing the work of new UC Davis arts faculty and has assembled a corps of students (including musicology student Michael Accinno) to write about the arts for the Humanities Institute’s news pages.

University of California Humanities Research Institute (UCHRI)

The University of California Humanities Research Institute (UCHRI) was founded as a multicampus research unit of the UC Office of the President under the UC Humanities Initiative, established by former UC President David P. Gardner in 1987.

In 2009, a new UC Humanities Network was developed and funded by a five-year grant from the UC Office of Research and Graduate Studies, incorporating and expanding the original Humanities Initiative. The Network links UCHRI, a refashioned Humanities Advisory Committee, and a new UC Consortium of Humanities Centers into a dynamic new structure and vision for multicampus engagement and collaboration.

Based on the UC Irvine campus, UCHRI serves all ten campuses in the UC system, interacting with UC campus humanities centers, other campus research centers, and with individual faculty members to promote collaborative, interdisciplinary humanities research and pedagogy throughout the University of California system and within the larger communities they inhabit. Through the administration of its own funding programs and those of the UC Humanities Network, UCHRI supports fellows, working groups, seminars, conferences, workshops, and other research formations, on topics traditional to the humanities in such disciplines as literature, philosophy, classics, languages, and history, as well as the pressing human dimensions that arise in the social and natural sciences, technology, art, medicine, and the professions. Stressing interdisciplinary research, UCHRI bridges gaps between disciplines across the humanities and human sciences and seeks to overcome the intellectual and institutional barriers that can separate the humanities from other fields.

Recognized nationally and internationally for its leadership, UCHRI also directs its own robust program of intellectual collaborations and public events focused on crucial issues for the future of higher education and the humanities: global perspectives and partnerships; the past, present, and future of critical theory; California studies for the 21st century; and digital innovation for learning and research.
University of California Institute for Research in the Arts (UCIRA)

The University of California Institute for Research in the Arts is a statewide program dedicated to supporting and promoting arts practice and research across the University of California system. Through their grants program IRA offers support for individual and collaborative projects in all disciplines. They also support special projects affiliated with their three current areas of interest: Art+California, Art+Exchange, and Art+Science.
Campus Sources and Resources

Though most learning and professional development takes place via individual graduate programs and the student’s relationship with his or her Major Professor, the university also provides a broad array of campuswide services. Listed below are a number of resources available to UC Davis students. For more information on each one, visit either their campus offices or websites via the links provided.

UC Davis Office of Graduate Studies

The mission of the Office of Graduate Studies is to advocate on behalf of graduate students and postdoctoral scholars, to support the faculty and staff engaged in delivering graduate education, and to administer academic and administrative policies affecting graduate students and postdoctoral scholars in ways that foster a culturally and intellectually diverse environment characterized by high academic standards.

Graduate Student Association

The UC Davis Graduate Student Association (GSA) represents the academic graduate students and management students on the UC Davis campus. As the officially recognized student government, the GSA strives to empower students and build graduate student community through activities and advocacy. See the Government page for information on the Executive Council actions, GSA Committees, campus committees where graduate students have representation, and more.

The 2012-2013 GSA representative for the Music Department is Michael Accinno. Please contact him for more information regarding how to become an active and contributing member of the GSA.

University Libraries

The University Library embraces 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. The student registration card acts as a library card. Students can navigate the library databases online. In Shields Library, located on the south side of Main Quad, volunteers provide information and assistance in getting to know the library and databases. It is possible for students to access the library databases from off campus if they have internet access through UC Davis, a VPN password, or a library password obtained from the information booth in Shields Library. Books and other resources not available at Davis can often be obtained for free through use of the Inter-Library Loan system. Requesting books through ILL, as well as many other services, can be accessed through the UCD library website.

IT Express

IT Express is the campus service center for technology. This office configures computing and e-mail accounts, provides help with connecting to the university’s servers, and assists with troubleshooting technology challenges. IT Express is located in room 182, Shields Library. For a list of services, visit their website or call IT Express at (530) 754-HELP (4357).
**SmartSite**

SmartSite is the UC Davis course management and collaboration system powered by Sakai, a software development initiative, bringing together over a hundred educational institutions that have collaboratively created a sophisticated, easy-to-use, extendable set of course management and collaboration tools. Best of all, 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.

Introduction to SmartSite workshops are offered each quarter, providing insight on how to use this technology to best serve your course’s particular needs. Email all questions, inquiries and requests for support to the general service account. For immediate technical support call IT Express (above).

SmartSite provides the courseware for most large-lecture classes in Music.

**MyUCDavis**

MyUCDavis has been the University’s main platform for integrating several UC Davis Web applications and online services into one convenient and secure location. On log-in, the system will recognize the user as a faculty member, student, or staff member and present information, tools, and resources of special relevance to the job functions or academic pursuits. Graduate students can access their e-mail, student records, financial aid, transcripts, web-based course management, and other tools and information through MyUCDavis, accessible here. SmartSite (above) has replaced many of the functions of MyUCDavis, which will eventually be phased out.

**The Cross-Cultural Center**

The mission of the CCC is to foster 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 Chicana/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. It 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 values of respect, pride, and unity for all individuals.

**Services for International Students and Scholars**

SISS is helping to build a campus community that includes students and scholars from over 100 countries and six continents. SISS serves over 5,000 international students, faculty, and researchers and their accompanying family members who come to UC Davis each year.

A major role for SISS is to assist international students, scholars, and UC Davis departments with visa and immigration issues. SISS also provides orientation, assistance, information, and referral to international students, faculty members, and researchers regarding financial, personal, cultural, and academic concerns. For more information, visit their website.
GradLink

GradLink is the 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. Music Department students receive this e-newsletter automatically via the Music Graduate Student e-mail list.

The Internship and Career Center

The 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. 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 is available online. For an appointment or more information, please contact the Graduate Student and Postdoctoral Career Services assistant at (530) 752-7841.

The Career Opportunities and Careers in Higher Education Colloquiums are offered winter quarter and provide an exploration of career opportunities in a variety of fields both inside and beyond academia.

Pathways Career Symposium

Held each spring, this annual symposium is co-hosted by Graduate Studies and is designed to assist graduate students and postdoctoral scholars with career development through a day of panel discussions and workshops.

Professional Development Series

PDS provides a variety of training opportunities on professional development topics of interest to graduate students and postdoctoral scholars. The PDS is offered by Graduate Studies and co-sponsored by other UC Davis units. Examples of workshops: Hands-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.

The Center for Excellence in Teaching and Learning

The CETL 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. The CETL can be reached at (530) 752-6050.

The service most frequently used by Music Department faculty and TAs is the Scantron grading service, located in the CETL offices in 1350 Surge III. To use this service, it is necessary to set up an appointment with Barbara Mills, via testscore@ucdavis.edu. Be sure to include the course name and number, instructor name, and the preferred date for an appointment. Also be sure to obtain the Scantron answer key from the course professor.
before going to the test center. Please be aware that appointments are more difficult to get around high-volume periods such as midterms and finals. Plan accordingly.

**Teaching Assistant Consultants**

The teaching evaluation services offered by CETL are coordinated by Teaching Assistant Consultants, or TACs. TA Consultants are UC Davis graduate students with significant teaching/TAing experience who receive fellowships and work under the supervision of the Center for Excellence in Teaching and Learning. They serve as peer consultants to TAs (Teaching Assistants) and AIs (Associate Instructors) all over campus. The TA Consultants run the TA Orientation, consult as peers with their graduate student and postdoc colleagues about teaching, develop and deliver workshops on teaching topics, maintain a blog, and complete other campus projects of interest to the group. In addition, TA Consultants engage in ongoing professional development activities to expand their knowledge about teaching and learning.

**Graduate Teaching Community**

The GTC is an interdisciplinary collaboration designed to help graduate students reflect on their teaching practices. During their once-weekly meetings, attendees meet other graduate students and postdocs who are interested in becoming better educators. The group works across disciplinary boundaries, tackling relevant teaching and learning issues. Most important, GTCers enjoy a supportive environment to discuss their ideas about teaching and to develop their personal teaching styles. Each quarter offers workshops oriented around broad themes, and attendees have the option of completing a certification program administered by the GTC coordinators. New participants are encouraged to begin attending at any point throughout the year (including summers) and may sign up for the GTC mailing list via their website. They also maintain a blog describing their weekly workshops.

For more information, contact ethnomusicology graduate student Sarah Messbauer, the GTC coordinator for the 2012-2013 academic year.

**Student Academic Success Center**

The SASC (formerly 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. The SASC is located at 2205 Dutton Hall.

**Transfer Reentry Veterans Center**

The TRV 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 (53) 752-2200 for more information.

**Veterans Affairs Office**

The VAO is housed in the TRV Center (above) and is dedicated to assisting 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 VAO can be reached directly at (530) 752-2020.

**Student Disability Center**

UC Davis is committed to insuring 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. The SDC is located in Cowell Building, Room 54, and can be reached directly at (530) 752-3184.

**The Women’s Resources and Research Center**

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, advice 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 (530) 752-3372 or stop by the first floor of North Hall.

**LGBT Resource Center**

The [Lesbian, Gay, Bisexual, Transgender Resource Center](#) is housed at the Student Community Center across from the Silo. 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.

**Academic Technology Services**

[ATS](#) is a team of professionals who program course content for delivery online and in a wide variety of media formats. Media services offered includes video, audio, photography, art, illustration, and animation. ATS services support the University’s mission/mandate of instruction, research, and outreach by helping professors make course content more accessible to students with disabilities and to others with specialized instructional needs.

**Special Events Support**

SES is committed to providing audio/visual consultation for a wide variety of events that require professional sound or projection, including media events, conferences, ceremonies, and musical events. They also provide consultation on a wide variety of events where
technical expertise and equipment is necessary, and facilitate rentals of AV equipment such as data projectors, laptops, sound systems, easels, and digital video and still cameras.

**Facilities Reservation System and General Assignment Classroom Guide**

Just as graduate students will sometimes need access to additional AV equipment to facilitate their teaching needs, so too will the need arise for additional time in the classroom. Review sessions, special workshops or concerts, and other education-related events are all valid and welcome reasons for requesting additional classroom time.

Reservations for many seminar and conference rooms, along with other practice and meeting spaces, can be made through the Facilities Reservation System (FRS). Click [here](#) to check availability or to make a room request. Choose the Unit (current choices are Theatre and Dance, Music Department, and Music Practice Facilities; Art Department, including Art History). Then select the room or facility desired from the drop-down list. Use the “see details” button to get more information about the facility. To reserve one of the Music Department classrooms, students may also consult with Joy Li. Be prepared to provide the date and time, room number of any specific classrooms being requested, and the purpose of the reservation. Music practice facilities are currently reserved on paper sign-up sheets posted outside Music 112.

In addition, it is now possible to make room reservations through the FRS for Everson 157 (section room), Everson 148 (seminar room), and Art 210 (seminar room). Please see the Usage Agreement for detailed information about a specific room or space.

To reserve one of the 128 general assignment classrooms located throughout the campus, please consult the appropriate page of the registrar’s website or send an email to the registration system. Please include the course number, course instructor's name, room size, purpose and day/time room needed.

ADA accommodations, aids or auxiliary services, may be requested by contacting the Office of the University Registrar (530) 752-2989 or by email at sdc@ucdavis.edu. Please contact the Student Disability Center to obtain ADA accommodations and ADA services for students.

Equipment failures or problematic classroom conditions should be reported by calling the 'Classroom Hotline' (530) 752-3333 or by email.

**UCD 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.

**Davis/Berkeley Shuttle**

The Intercampus Bus service provides transportation between the University of California Davis and Berkeley campuses for UCD/UCB faculty, staff and registered students. There are two round trips daily (Monday through Friday, see [schedule](#)). The bus also carries interlibrary loan material and intercampus mail to and from the Davis campus and the Berkeley campus.

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, on West Crescent Circle. The bus service may not be used for commuting to a place of non-UCD/UCB employment or by non-UCD/UCB personnel. Reservations are required, and must be made through the online reservation system. The cost is approximately $10.00 each way. For students without cars planning to take courses at Berkeley, the library shuttle is the most cost-effective means of travelling between the two campuses.

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, call (530) 752-8277.

Community Housing Listing

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. This service can be accessed by visiting their website.

Student Health and Counseling Services

The SHCS provides the health and wellness resources that students need to achieve their academic goals. The resources available fall into two categories: medical services provided at the Student Health and Wellness Center (SHWC), and counseling services provided by Counseling and Psychological Services (CAPS) at the North Hall office.

Student Health and Wellness Center

The SHWC is an on-site clinical facility available to all registered UC Davis students. SHWC 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 discount 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.

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, predoctoral 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.

As teaching assistants, graduate students are in an excellent position to assess the emotional states of their students. If a student is acting in a manner that could be considered peculiar, or if a student appears overly distraught, TAs may wish to
provide support to that student. General resources can be found on the faculty and staff page of the CAPS website. *Graduate students should not as a rule provide counseling.* Staff at CAPS are trained to assess and intervene with emotional problems and disorders. In some interactions with emotionally distraught students, TAs may wish to refer them to CAPS. They may also call CAPS during our hours of operation to consult with one of the On Duty Counselors regarding the situation (752-0871).

**DavisWiki**

In addition to the many resources outlined above, the [DavisWiki](http://example.com) page has proven itself to be an invaluable resource to many graduate students, especially those entering the Davis area for the first time. DavisWiki is a user-run site: this means that the information contained within has been edited, commented upon, and expanded by the people who visit it. It is an amazing repository of reviews on everything from apartments to restaurants to napping spots around campus.
Financial Information

Financing Your Graduate Education

This 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

March 1 is the priority funding deadline to file the FAFSA. Students may file the FAFSA after this date, but may not receive Graduate Studies Awards until the FAFSA is on file. All graduate students must file the FAFSA to receive Music Department Fellowships or other internal fellowships.

Department Fellowships

Music Department fellowships can be awarded as a stipend, or as in-state fees / Nonresident Tuition.

Students must be registered and enrolled with fees paid before payment will be issued. Domestic students, both residents and nonresidents of California, will be paid through Student Accounting. International students will be paid through the Payroll and Personnel System. Graduate Studies will notify the department of required PPS entry for students paid through Payroll.

The living allowance (stipend) is awarded in nine-month increments, November 1 through June 30. Payments are made one month in arrears in order to put Music Department Fellowships on the same schedule as teaching or research employment pay.

Awards may be estimated to cover the cost of fees or partial fees for the upcoming year. Fees differ slightly for residents and nonresidents of California and include registration, education, health insurance, Graduate Student Association fees, and Memorial Union fees, etc. For the current fee structure, please consult the website of the Office of Research Management and Planning.

For information regarding tax regulations, including those pertaining to grants and fellowships, graduate students should refer to the Regulations for ‘Graduate Students Receiving Fellowships’ form, or a tax consultant.

Non-Resident Tuition

Nonresidents (those not able to establish California residency) must pay nonresident supplantal tuition (NRST) each quarter.

Nonresident doctoral students who have advanced to candidacy by the first day of the term will receive a 100% NRST remission. A Ph.D. candidate may receive the reduced NRST rate for a maximum of three years beginning with the first academic term following advancement to candidacy and ending three calendar years later. Any such student who
continues to be enrolled or who re-enrolls after receiving the reduced charge for three years will be charged the full NRST rate that is in effect at that time.

**California Residency for Tuition Purposes**

In order to be considered as a resident for tuition purposes, students must have established residency in California for more than one year. Eligibility includes physical presence in California with objective evidence of intent to make California the permanent home. Physical presence in the state solely for educational purposes does not constitute establishment of California residence regardless of length of stay.

**Who Is Eligible To Establish Residence?** Adult citizens, permanent residents of the U.S.A. (Green Card holders), refugees, asylees, and students with visas of type A, E, G, I, K, or L can establish legal residence.

**What Are the Steps for Residency?** Students must document their intent to make California their permanent home. These actions include, but are not limited to: obtaining a California driver's license (or ID card if a non-driver); registering to vote and voting; using a California permanent address on all records; and paying income taxes as a resident of California from the date of arrival in the state. (Avoid filing a full-year resident tax return in another state if claiming California residence for part of the year.) Vehicles must be registered in California within twenty days of arrival in the state.

**How Soon Must Steps be Taken?** Students should take these steps one full year before the start of the quarter in which they wish to be classified as a resident. The exact deadline can be obtained from the Residence Deputy. If the student waits to take these steps, s/he will delay the earliest time to be classified a resident for tuition purposes. This can amount to $5,000 per quarter in unnecessary expense! For information on establishing legal residence for tuition purposes, contact the UC Davis Residence Deputy at (530) 752-0879.

**Assistance with Filing Taxes**

As always, there are some certainties in life, and taxation is something you can count on. Graduate student taxes are complicated. Some of your stipends and fellowships will have taxes withheld; 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.

In some years, the Law School takes pity on graduate and professional students and offers free tax workshops for any and all students who need help. To find out if and when this service will be offered, contact the GSADC here or contact the Law School directly at (530) 754-5719.

**Assistance with Filing Taxes for International Students**

All non-immigrant international students and scholars who were in the U.S. during any part of the calendar year are responsible for filing a tax report to the U.S. Internal Revenue Service (IRS) by the April tax deadline. Filing a tax return is required whether or not you worked in the U.S., gained income in the U.S., or received a scholarship in 2011. The good news is that if you earned income in the U.S., you may be eligible for a tax refund if you overpaid, or even a complete reimbursement based on tax treaties.
Finding resources to help you file your international tax return can be complicated. Unless a person has received training from the IRS to give tax advice, it is against the law to do so. Services for International Students and Scholars (SISS) is not authorized to advise on tax matters. However, SISS has partnered with GLACIER Tax Prep to provide the assistance you need. For more information, visit their website.

**Fellowships and Scholarships**

The information provided below is a small sampling of fellowships and scholarships available to Music Department students through internal UC sources. There are, of course, hundreds of other sources of funding that should be enthusiastically explored by graduate students looking for further funding opportunities.

**Criteria for Internal Fellowships and Scholarships**

The UC Davis Internal Fellowship Application system is for continuing students in an academic degree program. These applications are due on December 1.

UC Davis has a variety of internal fellowships to support academic graduate students. Internal fellowships can provide financial support in the form of a stipend (or “living allowance”), fees, nonresident supplemental tuition, research, travel, or any combination of these. The value of the fellowships varies from $1,000 to as much as a $50,000/year. Internal fellowships are paid in a single academic year (October through July) unless otherwise noted. Awards are a mark of honor, primarily on the basis of scholarship and promise of outstanding academic and professional contribution.

In evaluating applications, consideration is given to the extent and quality of previous undergraduate and graduate work, evidence of ability in research or other creative accomplishment, evidence of intellectual capacity, and promise of productive scholarship. Items to be included in this evaluation are: graduate grade-point average (GPA), academic transcripts, statement of purpose essay, personal history statement essay, three letters of recommendation, and other documentation such as publications and awards. Students must have a minimum GPA of 3.0 in order to be considered for fellowships.

**Fellowships to Support Campus Diversity**

The Dean of Graduate Studies at the University of California, Davis, is committed to improving the quality and diversity of the student body, as the campus responds to the changing population and educational needs of California and the nation. The Academic Career Development Program is designed to facilitate the development of students who show potential to become excellent faculty members or researchers in institutions of higher education, as well as to foster multi-faceted diversity in graduate education at the University of California. Since diversity is critical to promoting lively intellectual exchange and the variety of ideas and perspectives essential to advanced research, and because graduate students form the pool of future academic leaders, high value is placed on achieving a diverse graduate student body and faculty as part of the endeavor to maintain academic excellence.

Awards are for a 12-month period unless otherwise noted. Applicants will be considered for all awards for which they are eligible. To apply, complete the Internal Fellowship Application's relevant additional sections.
Internal Fellowships Available to Graduate Students in the Arts, Humanities, and Cultural Studies

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 website 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 December 1. 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 vary by program.

Available fellowships for entering graduate students include:

- **Cota Robles**, Eugene. This is a 21-month fellowship for entering Ph.D. students in any discipline. Applicants must meet the “Diversity” criteria as outlined in the beginning of these instructions. Students will be awarded a $20,000 stipend, in-state fees will be covered and nonresident supplemental tuition during their first year if necessary. Students will not be allowed to hold academic appointments during the tenure of their fellowship. Nine fellowships will be awarded.

- **Elliott**, Marjorie and Charles. This is a nine-month fellowship open to entering graduate students with financial need.

- **Jones**, Fletcher. This is a nine-month fellowship open to entering students who are U.S. citizens, permanent residents, or immigrants with financial need. All disciplines are eligible to apply, excepting Physical Education, Business Management, Law, and Medicine. One fellowship awarded each year.

- **McNair**. This is a 12-month fellowship (October through September) open to entering Ph.D. graduate students who participated in an undergraduate McNair Scholars program. Applicants must meet the “Diversity” criteria as outlined in the beginning of these instructions. This fellowship provides a $25,000 stipend, in-state fees and nonresident supplemental tuition if necessary. Students will not be allowed to hold academic appointments during the tenure of the fellowship. One fellowship will be awarded.

- **Zolk**, George and Dorothy. This is a nine-month fellowship that has no restrictions. It is open to entering Master’s or Ph.D., international and domestic, graduate students. Approximately four fellowships will be awarded.

Available fellowships for continuing graduate students include:

- **Dissertation-Year Fellowship**. This is a 12-month fellowship open to continuing doctoral students who are in the final stages of their doctoral work who demonstrate strong potential for university teaching and research. Applicants must meet the “Diversity” criteria as outlined in the beginning of these instructions. Students must be advanced to candidacy for the Ph.D. degree by January 15, 2013, and must be making satisfactory academic progress toward completion of their dissertation to be able to complete all requirements by June 30, 2013. Recipients will receive a stipend of $20,000, and their in-state fees will be covered. They will also have a research fund of $500 and a travel allowance of $500. Students will not be allowed to hold
academic appointments during the tenure of their fellowship. Six fellowships will be awarded.

**Faulkner**, Richard and Kate. This is a nine-month fellowship open to continuing students from Placer County, CA.

**Graduate Research Mentorship.** This is a 12-month fellowship open to continuing Ph.D. students who will have completed at least three quarters of graduate study at UC Davis by the end of spring quarter 2012. Applicants must meet the "Diversity" criteria as outlined in the beginning of these instructions. Students may not have begun their dissertation research or be advanced to candidacy for the Ph.D. degree. This fellowship requires a commitment by a faculty sponsor to participate as the student’s major professor and mentor. Six fellowships will be awarded. Recipients will hold a Graduate Student Researcher position with a salary of $20,000. Students must meet all appointment eligibility requirements, and may not have other fellowships or hold additional academic appointments during their tenure on this fellowship. Recipients will also receive $600 toward research expenses.

**Mahan**, Laura Perrott. This is a nine-month fellowship open to continuing students who are graduates of a Humboldt County High School. Student must be a bona fide resident of Humboldt County at time of selection.

**McArthur**, Frank. This is a nine-month fellowship open to graduates of any high school in Modoc, Lassen, Shasta, or Siskiyou Counties, California.

**Tryon**, Herbert. This is a nine-month fellowship open to continuing graduate students with financial need. Students must be graduates of a high school in Del Norte, Humboldt, Siskiyou, or Trinity Counties, California. Preference is given to graduates of a high school in Del Norte County.

**UC Davis and Humanities Graduate Research.** Open to all continuing graduate students who will be registered during the upcoming academic year. Students must have been registered in spring quarter of the current calendar year to use the funds during the summer period (July-September). Students on PELP or Filing Fee status do not meet the registration requirement. Provides up to $1,500 for research projects. Recipients may receive a Jastro-Shields Research Scholarship during the same fiscal year; however, the total of the two awards may not exceed $3,000. Recipients may not receive a Floyd and Mary Schwall Dissertation Fellowship during the same fiscal year. Priority is given to Ph.D. students. Forty fellowships will be awarded.

**UC Davis Dissertation-Year Fellowship.** This is a 12-month fellowship open to continuing doctoral students who are in the final stages of their doctoral work and who demonstrate strong potential for university teaching and research. Students must be advanced to candidacy for the Ph.D. degree by January 15 of the current calendar year and must be making satisfactory academic progress toward completion of their dissertation to be able to complete all requirements by June 30 of the current calendar year. Recipients will receive a stipend of $20,000 and their in-state fees will be covered. They will also have a research fund of $500 and a travel allowance of $500. Students will not be allowed to hold academic appointments during the tenure of their fellowship. Six fellowships will be awarded.

**Velez**, Miguel. This is a nine-month fellowship open to continuing graduate students. The Miguel Velez Fellowship is awarded to students on the basis of character, ability,
with financial need. Preference is given first to students with citizenship/residency of Colombia, South America, then to students from other Latin American countries.

**Walker**, Frank and Carolan. This is a nine-month fellowship open to continuing students who are residents of Humboldt County, California.

**Wood**, Elizabeth P. This is a nine-month fellowship open to continuing students who are residents of Placer County, California. Special Criteria: Recipient shall agree to return to the Regents all or part of the sums received by them, without interest, when such a return can be made without a serious inconvenience to them.

**Wright**, Jarena. This is a nine-month fellowship open to continuing graduate students from Santa Rosa, California, with preference given to those who participated in Future Farmers of America, 4-H, or similar programs. One or two fellowships will be awarded.

**Online Funding & Discipline-Specific Resources**

Graduate students should check the main associations and academic organizations for their specific disciplines. Most list funding opportunities in their academic journals. Many also offer pamphlets or booklets with funding resources and discipline-specific proposal writing tips. Students should also be sure to check for associations in their subfields; there are many smaller organizations that may offer information on funding applicable to their specific research interests. Email discussion groups or LISTSERVs that cater to specific interests should also be consulted; these can be great sources of funding information, and also give a chance to network with others who share the student’s interests.

The Department of Music enjoys several named fellowships and funds, including the William Karl Schwarze Fellowship, the Barbara K. Jackson Fellowship in Conducting, and the D. Kern and Elizabeth R. Holoman Fund for musicological research. These funds figure in the financial packages offered graduate students each year.

The Graduate Studies [Student Financial Support](#) 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 that dissertation topic and force themselves to write a grant proposal. Plus, students receive good feedback from knowledgeable faculty.

Other grant and proposal-writing workshops are offered every quarter. More information about these one-day workshops will be forwarded to Music Department graduate students by Marian Bilheimer as they become available.

**Travel Grants for Presentations and Networking**

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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.

Both the GSA and the Graduate Studies Travel Award are awarded twice per year, and in both cases the award cycles cover January-December and July-June. Graduate Studies travel awards are typically due in March and October respectively, while GSA travel award applications are typically due in January and June. Other key differences between the awards are as follows: First, the Graduate Studies award applications are reviewed by your program chair and only a limited number of applications for awards are forwarded to Graduate Studies from each program. Second, a Graduate Studies Travel Award can only be received once in a career, whereas a GSA Travel Award may be received multiple times. Awards are weighed toward applicants who have not received a GSA Travel Award in the last 6-12 months. In addition, a GSA Travel Award cannot be awarded concurrently with a Graduate Studies Travel Award.

**Graduate Studies Travel Awards**

The Committee on Support and Welfare accepts applications for graduate student awards for travel to meetings of nationally and internationally recognized professional societies twice annually. 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 (current calendar year) are due to the graduate programs by March 15
- **Fall application deadline:** Applications for travel during July 1 (current calendar year) through June 30 (following calendar year) are due to the graduate programs by October 15

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).

Any expenditure allowable under UC Davis Policy & Procedure on the Travel Expense Voucher is reimbursable. All international travel: $1,000. Domestic travel outside of California: $500. Hawaii & Alaska (exception): $1,000. Travel within California: $250. Disabled student applicants whose disabilities require the assistance of a personal attendant may also request an award for the attendant’s travel.

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 printouts NOT accepted)


A letter of recommendation from the Major Professor

These materials must be submitted to the current Graduate Adviser(s) (D. Kern Holoman or Ross Bauer for the 2012-2013 academic year). The Graduate Adviser(s) will forward a maximum of three ranked applications to the Office of Graduate Studies. For more information, please contact Marian Bilheimer, or Ruth Lee in Graduate Studies at (530) 752-7484.

GSA Travel Awards

The GSA Travel Fund was established in 1993 as a result of a GSA fee increase that took effect Winter Quarter of 1993. The GSA has continued to grant awards on a semi-annual basis since that time. The awards are granted to students attending either professional meetings or any professional development meetings that deal with topics affecting the graduate students' future goals (e.g., leadership, community service). Presentation of original scholarly work at the meeting is not required, but does increase your chances for funding (see selection guidelines below).

GSA members at the time of the application deadline are eligible. Students are automatically a GSA member if they are a regularly enrolled graduate student (e.g., not on Filing Fee, PELP). If there are questions about an individual's eligibility please contact the Office Coordinator at (530) 752-6108.

Awards range from $50-$500 and are based on the relative ranking of applicants by established selection guidelines (see below). The number of awards will be a function of the number of applicants and the merits of their applications. A minimum of 12 awards will be given in each period. Awards are distributed as reimbursements. Reimbursement is contingent upon submission of original receipts and a completed Travel Expense Voucher.

Applications must be completed using the SmartSite submission system; email and paper submissions will not be accepted. Detailed instructions are listed in PDF form on the GSA website. Instructions and applications are available in the Resource Tab of SmartSite. Questions should be addressed to the GSA Treasurer, John A. Peterson.

UCDHI Grants

The campus Humanities Institute provides significant support for graduate research in the humanities, including dissertation fellowships and summer travel funds. The DHI also provides resources on other funding opportunities through the UC system and beyond. These fellowships and grants are made possible through funding from the UC Humanities Network and augmented by funding from the Dean of Humanities, Arts, & Cultural Studies, the Dean of Social Sciences, and Graduate Studies at UC Davis.

Dissertation-Year Fellowships

This fellowship program is open to advanced graduate students from doctoral programs in the division of Humanities, Arts, & Cultural Studies and in the humanistically-oriented social sciences. The awards facilitate the completion of dissertation research that will make significant and original contributions to research in the humanities.
Fellows receive a full academic year of funding support and become part of the UC Society of Fellows in the Humanities, an interdisciplinary network of outstanding graduate student and faculty fellows whose research receives support from the UC Humanities Network. The fellows present their work in a brown-bag lunch series hosted by DHI.

Students must be nominated by their departments to apply for this award. A call for nominations will be issued to departments in early 2013.

**Summer Research Stipend**

In addition to the four Dissertation-Year Fellowships, the Humanities Institute is pleased to be able to offer summer research stipends to additional fellowship applicants in 2012-2013. These awards supported dissertation research for promising doctoral students in the humanities.

**Summer Travel Grants**

Generously funded by the UC Davis Deans of Graduate Studies and Humanities, Arts, & Cultural Studies, these awards are open to doctoral students in the division of Humanities, Arts, & Cultural Studies and are designed to facilitate travel in support of dissertation research in the humanities.

Students may apply directly to the DHI for this award. A call for applications will be issued in early 2013. To receive notice when this call is posted, join the DHI mailing list.

**Margrit Mondavi Fellowship**

Through the generous support of Margrit Mondavi, the DHI will award up to 10 grants of $5,000 each to graduate students in Ph.D. and M.F.A. programs in the division of Humanities, Arts, & Cultural Studies to support travel, research, workshops and other project-related work in the summer of 2013.

Proposals may fall into two categories:

- **Creative Arts**: Students in the arts should address how the support will contribute to the genesis or continuation of a piece of creative work such as a musical composition, theatrical piece, visual art, and the like. More broadly, the proposal should situate the applicant’s work in relation to the applicable field, describe its significance both in terms of his or her own artistic work and that of the wider field, and explain how the work relates to the applicant’s completion of a degree.

- **Humanities Research**: Research applicants may be continuing graduate students in HArCS doctoral programs, and while students do not have to be ABD (“all-but dissertation”), the proposals should reflect a clearly defined research interest and justify the support in terms of future doctoral research. Applicants must also explain the significance of the project in relation their field.

Details regarding the application guidelines and process should be directed to DHI program coordinator Laine Keneller Bilinski Fellowship Program

UC Davis has been awarded a $500,000 grant from the Russell J. and Dorothy S. Bilinski Fellowship Fund, a program of the Bilinski Educational Foundation. The grant allowed the College of Letters and Science to offer dissertation fellowships in six of its top-ranked programs in the Division of Humanities, Arts and Cultural Studies.
(HArcS) and the Division of Social Sciences (DSS). This generous fellowship program is designed to support students as they begin the advanced stage of doctoral study by offering funding during the quarter immediately following advancement to candidacy, providing summer research and writing support, and providing for a full academic year fellowship for dissertation writing.

UCHRI Grants

The systemwide University of California Humanities Research Institute, based on the Irvine campus, offers fellowships or travel funding to support individual research projects by graduate students throughout the UC system. Two HRI grants fall under this category:

The Andrew Vincent White and Florence Wales White Scholarship

This scholarship is awarded to one or more regularly enrolled full-time UC graduate students working in appropriate fields. To be eligible for the Andrew Vincent White and Florence Wales White Scholarship, candidates must be current full-time UC graduate students whose research involves the humanities and medicine or theoretical social sciences and medicine; advance to candidacy by July of the period for which they are applying, and be enrolled at their home campus during the scholarship period. Preference is given to students who are more advanced in their dissertation research and writing. The scholarship, of up to $20,000, may be used for a mix of fees, living expenses, and research expenses for one academic year. The student will be based at his or her home campus; the scholarship is not a residency at UCHRI.

Graduate Student Research Travel Grants

As part of the University of California (UC) California Studies Consortium (CSC), the UCCSC Graduate Student Research Travel Grant is designed to assist later stage graduate students at UC campuses for travel and access to archives and collections for research in California Studies.

The consortium is interested in California as a site of global intersections and circulations—culturally, economically, and politically. By supporting and nurturing the work of graduate students and young scholars in the field, it hopes to unearth and build upon critical historical mappings and re-mappings of California and its cultures, as it is invested in sustained, multidisciplinary, and differently situated notions of intersection, power, history, language, migration and movement. The consortium wishes to supplement a more traditional sense of California Studies by dealing squarely with questions of public pedagogy that address the antagonisms comprising what it means to be a “Californian.” The steering committee seeks new research exploring and exploding current theoretical lenses that include topics as diverse as nativism and the environment to prisons, industry, and the military. To refocus the topic of California away from its common identifiers to its underlying layers of contradiction—labor, resources, scarcity, race, tourism, technology, recreation, suburbia, for example—would expand our understanding of California’s complex relationship(s) to the world at large.

These grants are intended for direct support of graduate student research; they are not intended for UC student fees and tuition. Travel should take place during the 2012-13 academic year (July 1 to June 30). Conference travel to professional meetings to disseminate research is NOT eligible for funding. Students advanced to
candidacy will be given preference. Applicants must be UC graduate students enrolled or ABD.

**UCIRA Grants**

The University of California Institute for Research in the Arts, based on the Santa Barbara campus, offers the following:

**UCIRA Major Grants Program**

Funding will be offered to proposals in disciplinary clusters on a two-year alternating cycle, with Performance Practice and Research and Literature funded in the 2012 cycle and Visual Arts Practice and Research, and Emerging Fields funded in 2013. In keeping with the mission of the Institute, UCIRA funding is intended to support projects, both individual and collaborative, that represent the most innovative and relevant arts research taking place within the UC system. Quality and depth of proposals will be the primary consideration for evaluation over questions of campus or disciplinary representation. We continue to have an interest in work that encourages curricular development and innovative resource-sharing within individual campuses and/or across two or more UC campuses, as well as expanded praxis/participation-oriented proposals in which UC faculty and/or students partner as co-researchers and co-learners with representatives from a broad range of off-campus communities, organizations, and agencies. UCIRA is committed to supporting risk-taking research that might not otherwise find funding from other University or extramural sources. We encourage you to consult with UCIRA staff before submitting a proposal.

**Initiative Planning & Implementation Grants**

UCIRA is offering planning and implementation grants for projects relating to any of their three current areas of interest:

- **Art+California**: California-centric embedded arts research;
- **Art+Exchange**: new models of value exchange;
- **Art+Science**: re-negotiating the Art/Science paradigm.

**Planning grants** are available for projects that may need further development before applying for implementation. [See application guidelines for Planning Grants.] This planning can include convening groups of faculty, students, and outside partners to explore the possibility for new collaborative area(s) of research and/or project. Applicants may request funds to support the costs of meeting(s) for a core group of participants including potential outside advisors to the project; travel to relevant sites / resource areas to learn from other similar projects and consult with advisors there, and/or to identify collaborating partners/organizations for subsequent stages of the potential project.

**Implementation grants** are offered to artists, collaborative teams, and organizations to move their ideas from planning into practice. Implementation grants support the final preparation or research that will enable the public presentation or engagement component of the work. Applicants for implementation grants should have already finished most of the planning for their projects, including the identification of the key themes, relevant
Resources for Financial Crisis

Whether your student 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 Instructor positions. Payments are deducted from later paychecks by Student Accounting. 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 online or visit the office in Dutton Hall.

**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 online or by visiting the office in Dutton Hall.
Teaching Assistants

Teaching Assistant Hiring and Training
Virtually all graduate students in Music except those on full external fellowship have teaching duties, typically .25 FTE per quarter. These are assigned by the Graduate Coordinator and Graduate Advisers in consultation with the graduate students themselves.

In general the teaching schedule is established to avoid conflicts of graduate seminars with TA-based classes. We would prefer not to appoint first-quarter graduate students to classroom duties, but that has not been possible owing to supply and demand.

Incoming graduate students begin TA training through a departmental TA Workshop on their first day of orientation. TA training is ongoing for all graduate-student teachers, especially via weekly staff meetings with Ms. Triest (for 3A and theory classes), Prof. Holoman (for 10 and history classes), and Prof. Thomas (for conductors).

Written Statements of Course Duties
These are co-signed, before each course, by the instructor and each member of the teaching staff. They outline the specific expectations of the course.

General Guidelines
For all classes:

1. A 25% TA-ship is the equivalent of 100 hours in a quarter, or an average of 10 hours a week.

2. TAs are typically expected to attend all lectures. Other hours include preparing for class, grading, or responding to student inquiries via email and (required) office hours.

3. Class preparation should be coordinated with the needs of the faculty in mind. When possible, post handouts to SmartSite.

4. In the case of faculty absence, TAs may be asked to be responsible for the class and should work to cover the required material for that period.

5. Again, it is the TA’s responsibility to prepare the classroom for the next class session and to ensure that all chalkboards/whiteboards are cleaned, media cabinets are closed and locked, and chairs are returned to their original setup. Be sure to discard all trash and remove any extra handouts or other miscellaneous papers left behind.

6. FERPA (the Federal Educational Rights and Privacy Act) has very strict guidelines regarding the collection, evaluation, and return of assignments and other student materials. Please be sure to consult the guidelines listed here or in the appendix before arranging for submission/return of assignments. For confidential shredding of graded work, please contact Joy Li in the Music Department office.

7. Health and safety guidelines and responsibilities should be reviewed with the faculty and technical supervisors prior to the start of instruction. Keep a watchful eye on your welfare and the welfare of the students. Karen Nofziger is the department safety coordinator. Confer with her if you have questions.
**Associate Instructorships**

Associate Instructors (AIs) teach courses with another graduate student. AIs are responsible for their courses and are expected to consult with the faculty mentor assigned to the course before, during, and after the course offering. In the Music Department, AI positions are few and mostly confined to summer sessions.

**TA Orientation by CETL**

The orientation for new teaching assistants provided by CETL (see below) is an introduction to the TA role and its value in graduate student professional development. All new TAs are required to attend this orientation, and many experienced TAs return to take advantage of sessions they missed in previous years. If a student will not be a TA until winter or spring quarter, he or she should still attend this orientation program. Everyone is welcome!

During the orientation, experienced TAs will share their insights and provide tips on the essential skills of being a TA: leading discussions, explaining clearly, grading and recording student work. New TAs will consider what to do at the first class meeting, and they will discuss successful strategies for successfully interacting with their students. This is also an opportunity for graduate students to become familiar with the many programs, resources and services available for graduate student instructors.

If a student receives his or her TA appointment after the orientation, he or she should contact the TA consultants in the CETL to receive a TA Handbook and a brief, individualized orientation.

**Support for AIs and TAs from the CETL**

The CETL (Center for Excellence in Teaching and Learning, formerly Teaching Resources Center) offers free and friendly support services and professional development opportunities for Teaching Assistants and Associate Instructors. The services listed below are facilitated by Teaching Assistant Consultants (TACs), experienced graduate students selected for their skill in the classroom and trained to provide the most beneficial consultation experience possible.

AIs and TAs can request:

1. **Mid-quarter interviews** to get early feedback from students. In a mid-quarter interview, the TAC comes to the classroom to ask the TAs/AIs students for information about the things they most and least appreciate in section, as well as any suggestions they may have. TAs/AIs get immediate feedback on things they can do in the current quarter to improve their teaching and classroom atmosphere. Students also tend to really appreciate instructors who make this extra effort!

2. **Videotaping of class sessions** to improve presentation style. Watching a videotape of a class session may sound unappealing (or downright terrifying) at first, but the TACs know how to make it a low-stress and high-profit experience. Videotaping a lecture or discussion will give instructors an insight into their communication skills that is difficult to get any other way. And including a notation in a C.V. about an instructor’s videotaping is a great way to demonstrate to a potential employer that TAs/AIs are dedicated to improving their teaching skills.
3. **Individualized consultations** on a variety of in-classroom and teaching-related issues, including but not limited to syllabus design, classroom management techniques, and peer review of teaching philosophy statements.

Further information and appointments can be secured by visiting the CETL consultation services page.