

DESIGN MFA HANDBOOK
2016-17

Do not use this handbook as a good example of graduate level writing, as it is plagiarized from many documents written by many people published in various places, (but all from UCD and all, hopefully, current and accurate). Forms and links are subject to change at a moment's notice, with the guarantee that you can always ask someone for help if you can't find what you need.

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1. ORGANIZATION OF THE M.F.A. PROGRAM

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LOCATIONS

ON-CAMPUS: For a searchable map for all campus buildings, see:
<http://campusmap.ucdavis.edu/>

Cruess Hall – Main Design Program Building

Cruess Hall, First Floor: Classrooms; Studios; Sewing Lab; Dye Lab; staff and faculty offices; Design Museum; Design Library.

Cruess Hall, Second Floor: Studios, classrooms, faculty offices, drop-in computer lab, teaching computer lab

Food Science and Technology Building (FSTB) (behind the Cruess Hall back parking lot)

1st floor – Rooms 124 and 126 - MFA studio – Graduate Student Shared Office

2nd Floor – faculty offices, weaving lab, classroom

Art Building, 1st floor, east end - Staff office of Ariel Collatz (undergraduate advising) – useful to pick up student course evaluation forms at the end of quarters if there is an issue getting them; **2nd floor middle, room 216B** – Melany Miner’s office.

Wright Hall, Second Floor (up stairs to the right past the vending machines if you enter through the main doors near the entrance to the Art Building) - Head administrative offices for the Arts Group (offices of Karen Nofziger):

Hoagland Annex, 521 Kleiber Hall Drive, Design Collection storage, between parking lots 26 and 27, Hoagland and Mann Laboratory, neighboring with the ReproGraphic service.

The Hoagland Annex houses the Design Collection. An appointment is needed to visit the collection. Please contact Adele Zhang, at 530-752-3623, or email her at azhang@ucdavis.edu

Everson Hall, First Floor, South Wing (Just south of Walker across Hutchinson Dr.)

Everson Hall houses the Visual Resource Facility (VRF), staffed by Leah Theis and Lisa Zdybel, who help faculty and students locate digital images and slides of art, architecture and design works, mostly as related to art, architecture and design history coursework.

OFF-CAMPUS

California Lighting Technology Center <http://cltc.ucdavis.edu/>

633 Pena Drive, Davis, CA 95618 (530) 747-3838

CLTC houses lighting classrooms and labs, faculty offices of Kosta Papamichael and Michael Siminovich, staff offices for CLTC staff, and a large meeting room.

2. CURRICULUM

NORMAL PROGRESSION THROUGH PROGRAM:

72 units required; Minimum of 22 units of 299/299D are required;

Maximum of 12 units upper-division undergraduate courses permitted.

Please note that DES 396 courses do not count towards unit requirements.

FIRST YEAR SUGGESTED SCHEDULE:

FALL QUARTER

- DES 221 Theories and Issues in Design (4)
- DES 225 Studio Practice in Design (4)
- DES 299 (4) -or- Elective (4)

WINTER QUARTER

- DES 222 Research Methods and Critical Writing for Design (4)
- DES 223 Professional Practices and Ethics in Design (4) (may be offered in Winter or Spring, in which case, depending, you have a DES 299 or elective here)
- DES 299 (4) -or- Elective (4)
- End of winter or spring quarter, finalize your committee chair and committee members.

SPRING QUARTER

- DES 290 Professional Presentations Seminar in Design
- DES 223 Professional Practices and Ethics in Design or DES 299 (4) -or- Elective (4)
- DES 299 (4) -or- Elective (4)
- End of quarter, first-year review presentations to all faculty and separate critique after with full committee.

We strongly encourage taking at least one or two electives outside of the design department during your first or second years.

SUMMER QUARTER

Suggested Des 292 for Summer Internship, Variable Credit, or Taking Independent Study Units (Des 299) with Faculty to gain credit for this coursework in the Fall Quarter, Second Year.

SECOND YEAR SUGGESTED SCHEDULE:

FALL QUARTER

- By week 5, initial thesis proposal due.
- 3 courses to total 12 units in DES 299 (4) -or- Elective (4)
- End of quarter, 2nd year review with full committee with recommendations to advance to candidacy by January 15th.

WINTER QUARTER

- 3 courses to total 12 units in DES 299 (4) -or- Elective (4)
- Advancement to Candidacy forms due to Graduate Studies by January 31 or February 1

SPRING QUARTER

- Written thesis of approximately 3000 words due by June 1 (see below).
- DES 299D (12) – MFA EXHIBITION
- Thesis presentation in conjunction with the opening of the MFA Exhibition
- Final Review of Student's Thesis Projects with full committee usually held during the first week of June. Thesis pdf, approved by committee chair, due by the last day of final exams to the Graduate Chair.

M.F.A. GRADUATE COURSE DESCRIPTIONS

221. Theory and Issues in Design (4) Seminar—3 hours; independent study. Prerequisite: graduate standing in Design or consent of instructor. Perspectives on theoretical and aesthetic issues related to the design professions such as methodology in historical and contemporary contexts, implications of technology on design theory and practice, and design relationships to environmental sustainability, recycling, and other social issues. —I. (I.)

222. Research Methods and Critical Writing for Design (4) Seminar—3 hours; independent study. Prerequisite: course 221; graduate standing in Design or consent of instructor. Focused on research methods and critical writing related to design topics including case studies, original and secondary sources, critical reviews. Expectation of a paper meeting professional standards suitable for publication at end of course. May be repeated once for credit.—II. (II.)

223. Professional Practice and Ethics in Design (4) Seminar—3 hours; independent study. Prerequisite: courses 221 or graduate standing in Design or consent of instructor. Introduce students to issues of professional design practice: business ethics, contracts and business practices, social responsibility through case studies, guest lectures and field trips, and readings. Short written assignments and presentations will be required.—III. (III.)

224. Seminar in Design Research and Teaching (4) (FYI this is not a required or common course, but an option) Independent study—6 hours; extensive writing—4 hours; discussion—2 hours. Prerequisite: courses 221, 222, 223; concurrent academic appointment (TA) in courses 142A, 142B, 143, 144, 145; graduate standing in Design; consent of instructor. Student will work closely with instructor on a research and writing project related to subject matter of undergraduate history courses noted above with the goal of introducing student to advanced historical research processes and development of writing skills. May be repeated two times for credit.—I, II, III. (I, II, III.)

290. Design Presentations Seminar (4) Seminar—4 hours. Prerequisite: graduate standing or consent of instructor. Selected topics in design methodology, research, communication, and education. May be repeated for credit.—III. (III.)

292. Practicum/Internship in Design (1-12) Prerequisite: graduate standing in Design or consent of instructor. Interaction with a working professional in the student's field of interest to apply theories and concepts to working practice. (S/U grading only.)

298. Directed Group Study for Graduate Students (1-5) Studio. Prerequisite: consent of instructor. (S/U grading only.)

299. Individual Focused Study (1-12) Prerequisite: graduate standing in Design or consent of instructor. Advanced study in studio practice on independent projects with faculty consultation. May be repeated for credit; S/U grading only.

299D. Project Concentration (1-12) Prerequisite: graduate standing in Design or consent of instructor. A minimum of 22 units must be taken in Project Concentration and Individual Focused Study. Student creates a body of original work at a professional level, with written and visual documentation of process and concepts underlying the project, culminating in public presentation. (S/U grading only.)—III. (III.)

396. Teaching Assistant Training Practicum Prerequisite: graduate standing. This is recorded on your transcript simply as a placeholder to show that you have been a TA for a class that quarter. It does not count as units towards our degree program.

ELECTIVES

You may take electives from a wide variety of departmental and program offerings as they pertain to your own interests and needs for your graduate education, as worked out in consultation with your first year mentor and the chair of the graduate program. Some courses in other departments may require permission of the instructor for enrollment; please see this as a chance to meet new faculty in other areas that will add an interdisciplinary aspect to your graduate coursework. Furthermore, taking classes outside of Design will introduce you to graduate students in other fields, which will further enrich your education. **WE STRONGLY ENCOURAGE YOU TO TAKE AT LEAST ONE OR TWO ELECTIVES OUTSIDE OF THE DESIGN DEPARTMENT DURING YOUR MFA COURSEWORK.**

Suggested Electives that other grad students have taken and found helpful, or that faculty recommend, include:

As of this edition of the MFA Handbook, suggested courses are:

ANT 138 Ethnographic Research Methods in Anthropology
CMN 170 Communication, Technology, and Society
CMN 172 Computer-Mediated Comm.
GEO 298 Translating Research Beyond Academic to Policy-Makers, Decision-Makers, and Stakeholders
LDA 202 Methods in Design and Research – Community Participation
MGT 240 Marketing Research
PSC 100 Introduction to Cognitive Psychology
PSC 130 Human Learning and Memory
PSC 131 Perception
PSC 135 Cognitive Neuroscience
PSC 151 Social Psychology
PSC 155 Environmental Awareness
PSC 154 Psychology Emotion
UWP 102J Writing in the Fine Arts
UWP 104T Technical Writing
TTP 289A-006 D-Lab I
TTP 289A-006 D-Lab II

THESIS PROJECT PROPOSALS

The MFA thesis project is an opportunity to initiate work that is important to your identity as a Designer and the choices you intend to make in your career.

The thesis should be a PRACTICAL attempt to answer these three questions:

1. Who am I as a designer and what distinguishes my work?
2. What is my purpose in being a designer?
3. What kinds of collaborations are necessary in the pursuit of my goals?

The thesis project results in a body of work suitable for public exhibition, together with a written support paper discussing the actual project, methodologies, and supporting documentation, including high-resolution digital images.

GUIDELINES FOR THESIS PROPOSAL AND WRITTEN THESIS

The initial drafts of the thesis proposal are due during week five in fall quarter of your second year. You should email all members of your Thesis Committee an abstract (250 words) and a proposal (2-3 pages long) summarizing your project, and if you have a research paper on the same topic as your thesis from DES 222, please also send this to your Committee members at least 10 days before the date of your late-fall second year review. The thesis project process is directed by the chair of your committee, your Thesis Advisor. The draft of the thesis proposal should be sent to all members of the thesis committee, and it should include your topic, state of the field of your topic, research methods, and goals. If you need to receive IRB approval for your research project, it should include this and you should begin IRB in the summer before or by latest Fall of your second year.

Written thesis of approximately 3000 words is DUE by June 1 of your second year (send to your committee). The written component should frame your work in the field and also discuss the methodology for your specific project. The first part will likely be a distillation of things you've already researched and written about which places your work in context of the field, while the second part is more of a step by step "how you did it and why" explanation about your methodology. Illustrations/images of your project should be included.

The final version of the thesis paper should be saved in a pdf format, and after the student passes their final second year committee review after their MFA exhibition, it should be emailed to the Chair of the Graduate Program by the end of the last day of final exams of the spring quarter, and also deposited in a UC Davis online "Box" accessible to all faculty and graduate students. We would like the student to select a few "best" photos, and upload high-resolution versions of these photos onto the "Box" site, along with the paper pdf. These images may be used on the website or in promotional needs of the graduate program.

Note: You do NOT need to submit a thesis paper to the Office of Graduate Studies. The thesis paper is only kept by the Dept. of Design for use by faculty and other graduate students and interested parties. Your faculty thesis committee recommends pass or fail primarily based on your project supported by your paper.

IRB APPROVAL FOR HUMAN SUBJECT RESEARCH

If your thesis research project involves the use of and/or participation by human subjects, you very well may need to apply for and obtain approval from the Institutional Research Board (IRB) *before* you begin your research. This means, if you are nearing the end of your first year and have an idea what your thesis research will be, then you should likely consider submitting your IRB forms late in your first year or in summer or in fall quarter of your second year, at the very latest. Sometimes it takes months to get IRB approval, and sometimes only weeks. Since it is a wild card, better to apply as soon as you know what your research methods will be and how you will be using human participation. IRB information and application forms can be found at <http://research.ucdavis.edu/policiescompliance/irb-admin/>. BEFORE you submit your application to the IRB, you must first submit it to your Thesis Advisor (and, suggested, your whole committee) to receive and incorporate their comments before submission to the IRB.

FIRST-YEAR AND SECOND-YEAR REVIEWS

Any student may request a review at any time with the committee and invited others. Each student should meet once a quarter with their committee during their second years to

have progress updates and faculty input. Each student is subject to two official interim reviews and one final review. *Students are responsible for scheduling their own reviews with their committee.*

1. For **first year** students a first-year review is held **late in spring quarter** of the first year. It entails a 20-minute visual presentation by each student presented to the faculty and graduate students, followed by 10 minutes of discussion. Students are encouraged to present all of the work they've completed during the year, even work that won't be applied to their final thesis. After the presentation to the faculty and graduate students, the student will also schedule and meet with their Thesis Committee to discuss their work to date. The student will be informed if he or she will be permitted to continue to the second year based upon his or her progress. If the results of the review show a student's progress to be unsatisfactory and the student is put on probation, the Graduate Advisor is notified by the student's Advisor and in turn notifies the Office of Graduate Studies. See Section below on Academic Probation for more information on this process. If the results of the review are satisfactory, no notifications are made to Graduate Studies and the student continues merrily through the program.

2. For **second year** students an interim review is held at the **end of the fall quarter** in order to present and discuss the thesis proposal with the Thesis Committee. Full committee recommendations to advance to candidacy are due by the end of January, but are usually turned in at the end of the Fall Quarter. For the interim review of the thesis proposal, students are encouraged to prepare a 20-minute visual presentation about their progress to date on their thesis research and their plans to complete their research. The result of this review is permission to advance to candidacy (forms due by end of January) and to begin work on the Design 299D (exhibition or thesis project) course in spring quarter. You should meet with your committee once during the winter quarter also in order to update them on your progress and receive feedback.

3. In conjunction with their MFA exhibition, **at the end of the spring quarter** all **second-year** students will make a 20-minute visual presentation to the faculty and graduate students near the time of the official opening of the MFA Exhibition. This presentation will be followed by a 10-minute question and answer discussion. Each graduate students also schedules and holds a final review with their full Thesis Committee usually during the first week of June. This review usually takes place in the exhibition space where the student can speak in detail about the exhibition and answer questions from the committee. After observing the work and reviewing the final support paper the thesis committee makes a recommendation about awarding the degree of MFA. The Thesis Advisor completes the Form GS340 (see appendix for links to forms) and gives it to the Graduate Advisor/Chair of the Graduate Program for processing.

PROBATION

Academic Probation: (Taken from the Graduate Student Guide)

Pending the results of the first-year review, students whose academic performance is less than satisfactory or who are not meeting program requirements are placed on academic probation and given a timeline for removing their deficiencies and returning to good standing. Students on academic probation are subject to disqualification.

Disqualification

Disqualification means that, for one or more of the academic reasons listed below, a student is no longer eligible to continue graduate study at the University of California, Davis. A student may be disqualified ONLY by the Dean of Graduate Studies and in accord with the procedures outlined below. The term “disqualification” should NOT be confused with “dismissal.” Dismissal is removal from graduate study based on behavior or conduct.

Unsatisfactory Progress/ Probation/Disqualification

A student whose progress is judged unsatisfactory is regarded as a student on probation. This includes the student whose annual evaluation indicates unsatisfactory progress or the student who receives written notice from the Advisory/Guidance Committee or Graduate Adviser that progress is unsatisfactory. If the student fails to meet the requirements specified in the notices sent by the Dean of Graduate Studies or by the Advisory/Guidance Committee, the student will be subject to disqualification from further graduate study in the graduate program. For a full explanation of disqualification, go to http://gradstudies.ucdavis.edu/facstaff/policies/disqual_appeal.pdf.

Appeals

A student who is subject to disqualification, or who has been disqualified, may submit an appeal within 30 days for reconsideration for cause to the Administrative Committee of the Graduate Council. Such appeals will be considered only if based upon appropriate cause such as (a) procedural error, (b) judgments based upon non-academic criteria, (c) verifiable evidence of personal bias, or (d) specific mitigating circumstances contributing to the student’s performance. Questions of academic judgment or evaluation will not be considered as an appropriate basis for submission or consideration of a student’s appeal of disqualification. The Administrative Committee will make a recommendation to the Dean of Graduate Studies as to the disposition of the case and the Dean will make the decision. The Dean will review the appeal and a final decision rendered within 60 days. The outcome of the appeal is final. For appeal procedures, see the *Graduate Studies Adviser’s Handbook*.

LEAVE OF ABSENCE (PLANNED EDUCATIONAL LEAVE PROGRAM – PELP) Information about taking leaves of absence can be found at:
http://gradstudies.ucdavis.edu/forms/GS338_PELP.pdf

3. ADVISING & MENTORING GUIDELINES (including Thesis Committees)

Students entering the MFA program will be introduced to the full Design faculty and their research areas. By the end of winter quarter, students should have selected their Thesis Advisor and their committee for the thesis project, and should inform the Graduate Advisor of the constitution of their committee. The Thesis committee is comprised of at least three Senate faculty, including the Thesis Advisor. At least two committee members need to be Design faculty. The Thesis Advisor provides academic advice and direction and will usually be the faculty member most immediately concerned with their thesis project. The Graduate Program Coordinator provides administrative and practical advice to all graduate students. Between the Thesis Adviser, the Chair of the Graduate Program, and the Graduate Program Coordinator, the full range of advising support is available.

Should students not be able to resolve an issue or answer a question in consultation with their Thesis Advisor or with the Graduate Program Coordinator, they should arrange to meet with the Chair of the Graduate Program. The Department Chair should be contacted if the above stated contacts do not resolve the issue of concern.

Graduate Programs Coordinator/Student Affairs Officer: (Melany Miners) The Graduate Programs Coordinator advises students on grants, funding, Graduate Student Researcher opportunities, and registration for courses, teaching assistantships, and other areas of administrative direction. Information about deadlines for fellowships and related issues can be obtained through the Graduate Programs Coordinator.

Graduate Council recognizes that the advisor of graduate students by faculty is an integral part of the graduate experience for both. Faculty advising is broader than advising a student as to the program of study to fulfill course work requirements and is distinct from formal instruction in a given discipline. Advising encompasses more than serving as a role model. The UC Davis Graduate Council has outlined the following advising rules that govern the relationship between faculty and graduate students. Faculty and graduate students must realize that, while the advising professor and thesis advisor will be the primary advisor during a student's career at UCD, many of the "functions" defined below may be performed by program faculty. An important corollary to this recognition is that faculty members must realize that much of their interaction with all students has an important advising component to it. Graduate students also have responsibilities to ensure successful advising and these are indicated below.

Faculty has a responsibility to advise graduate students. Advising has been defined as:

Guiding students through degree requirements. This means:

1. Providing a clear map of program requirements from the beginning, making clear the nature of the course work requirements and defining a time line for their completion.
2. Providing clear guidelines for starting and finishing thesis work, including encouraging the timely initiation of the thesis research.

Guiding students through the thesis. This means:

1. Evaluating clearly the strengths and weaknesses of the student's research.
2. Encouraging an open exchange of ideas, including pursuit of the student's ideas.
3. Checking regularly on progress.
4. Critiquing oral, written, portfolio and performed work.
5. Providing and discussing clear criteria for authorship of collaborative research.
6. Assisting in finding sources to support thesis research, such as teaching assistantships, graduate student researcher assistantships, fellowships, etc.
7. Being aware of student's research needs and providing assistance in obtaining required resources. For example, serve as student's advocate for necessary desk and/or lab space.

Guiding students through professional development. This means:

1. Providing guidance and serving as a role model for upholding the highest ethical standards.
2. Treating students respectfully.
3. Encouraging and critiquing oral, written, portfolio and performed presentations.
4. Encouraging participation in professional meetings of regional groups as well as learned societies.

5. Facilitating interactions with other scholars and practitioners, on campus and in the wider professional community.
6. Assistance with applications for research funding, fellowship applications, and other applications as appropriate for the respective discipline.
7. Being the student's advocate in academic and professional communities.
8. Providing career guidance, specifically assistance in preparation of CV and job interviews, and writing letters of recommendation in a timely manner.
9. Recognizing and giving value to the idea that there are a variety of career options available to the student in his or her field of interest and accepting that the student's choice of career options is worthy of support. For example, guiding the student toward teaching opportunities when appropriate for the student's goal. As partners in the advising relationship, graduate students have responsibilities.

As Advisees, students should:

1. Be aware of your advising needs and how these change throughout your graduate tenure. Graduate students should discuss these changing needs with their faculty advisor.
2. Recognize that one faculty member may not be able to satisfy all your advising needs. Seek assistance from multiple individuals/organizations to fulfill the advising roles described above.
3. Recognize that you need to respect your advisor's other responsibilities and time commitments.
4. Maintain and seek regular communication with your advising professor.

Approved by UC Davis Graduate Council, June 24, 1999

from <http://www.gradstudies.ucdavis.edu/gradcouncil/mentoring.pdf>

4. FUNDING

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

For more information, see: <https://gradstudies.ucdavis.edu/current-students/employment>

Working as a Graduate Student Researcher (GSR), Reader, Teaching Assistant (TA), or Associate Instructor (Associate In_) is a good way to gain professional experience and advance your career, as well as earn a paycheck and obtain fee remissions. A minimum 3.0 cumulative GPA is required to hold an academic appointment. GSR appointments, above 25% and not exceeding 50% time, provide full remission of in-state fees; TAs and Reader appointments, above 25% and not exceeding 75% time, provide *partial remission* of in-state fees. This policy is reviewed for renewal each year. As a graduate student you may work a total of 15 quarters as a Graduate Student Researcher and a total of 15 quarters as a Teaching Assistant or Associate In_. You may be appointed up to 18 quarters in either category by exception to policy. The 18-quarter limit is absolute and no exceptions will be granted. THE DESIGN FACULTY RECOMMEND NO MORE THAN 50% TA APPOINTMENT IN ANY QUARTER. If s/he is offered TA appointments at 50% or 75%, it is the graduate student's choice whether s/he prefers to TA at 50% or 75%, or, if possible, only 25% during any given quarter.

Fee Remissions for Academic Titles - A graduate student working as a Graduate Student Researcher is eligible for a remission of all in-state and nonresident fees. (Effective fall 2004, this will also include nonresident tuition.) Teaching titles such as TA, Reader, Associate In_, and Tutor receive a full remission of their health insurance/student services health fee, registration, and educational fees. Local fees, including GSA fee, Memorial Union fee, facilities and campus enhancement fee, and student services safety fee, are not included in the fee remission. For up- to-date information on fees, see <http://budget.ucdavis.edu/studentfees>. To avoid late fees, get your hiring paperwork done ASAP so that fee remissions can be properly credited to your fee statement before fees are due.

For a listing of TA/Reader Opportunities outside of Design in the College of Letters and Science, go to: <http://gradstudies.ucdavis.edu/employment/index.html> and login.

For more information about Reader, TA, Assistant In_ positions, see this section of the Academic Personnel Manual: <http://manuals.ucdavis.edu/APM/II-B.htm> as well as <http://gradstudies.ucdavis.edu/employment/ase.html>

Reader and TA Appointments are usually made at either 25% (10 hours/week) or 50% (20 hours/week) per quarter. At a 25% appointment, partial in-state fee remissions apply. The salary scale for these union agreement-governed TAs and Readers is available as pdf at this link: <http://gradstudies.ucdavis.edu/employment/>.

READER (25% appointment = 10 hours/week; 50% appointment = 20 hours/week; 75% = 30 hours/week)

1. Definition - The title Reader is given to a student employed for the ability to render diverse services as a "course assistant," which will normally include the grading of student papers, and examinations. A Reader will not be given the responsibilities customarily accorded a Teaching Assistant.

Much more detailed information about Reader positions is available in the Academic Personnel Manual at this section, APM 420, Reader, available through this link at the section on Readers: <http://manuals.ucdavis.edu/APM/II-B.htm>

TEACHING ASSISTANT (TA) (25% appointment = 10 hours/week; 50% appointment = 20 hours/week; 75% = 30 hours/week)

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

ASSOCIATE INSTRUCTOR (ASSOCIATE IN)

1. Definition - An Associate In_ is a teacher employed temporarily to conduct the entire instruction of a lower division course or of a group of students in a lower division course. An Associate In_ may conduct the entire instruction of an upper division course only with the prior written approval of the Chair of the Academic Senate Committee on Courses of Instruction [[Academic Senate Regulation 750\(B\)](#)].

2. Additional criteria for appointment - The minimum qualifications for appointment to the title Associate In_ shall be in possession of a master's degree and at least one year of teaching experience, including any time served as a Teaching Assistant. Completion of 30 units of graduate work will be considered equivalent to completion of a master's degree.

Unless you meet the above criteria, you cannot be appointed to an Associate In position.

GRADUATE STUDENT RESEARCHER (GSR)

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

2003, the Graduate Student Researcher replaces both the Research Assistant title and the Student Postgraduate Researcher title at UC Davis.

2. Academic credit for research - It is permissible for departments to grant course 299 credit to students for work done as a Graduate Student Researcher, provided research performed is to meet the degree requirement.

SCHOLARSHIPS & FELLOWSHIP OPPORTUNITIES

http://gradstudies.ucdavis.edu/ssupport/internal_fellowships.html<http://dhi.ucdavis.edu/archive/g-rad-resources-2/graduate-funding-opportunities>(lists outside funding opportunities for Humanities grad students)

TRAVEL GRANTS

For information about eligibility, amount and application process for travel awards is available here: http://gradstudies.ucdavis.edu/ssupport/internal_travel.html. For the application form, use this link: <http://gradstudies.ucdavis.edu/forms/> and select Travel Award Application.

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

CALIFORNIA RESIDENCY FOR TUITION PURPOSES

Information available at: <http://registrar.ucdavis.edu/tuition/residence/>

FINANCING YOUR GRADUATE EDUCATION

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

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

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

FAFSA

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

FELLOWSHIPS AND SCHOLARSHIPS

UC Davis fellowships and graduate scholarships are awarded once a year for the following year, beginning in the fall quarter. Unless otherwise specified, awards are for one academic year. You must apply in subsequent competitions for fellowships in succeeding years. Continuing students apply online after October 1 for the following academic year. If you are in a professional degree program (i.e. D.V.M., J.D. or M.D.) apply directly to the appropriate school.

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

Criteria for Internal Fellowships and Scholarships

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

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

5. TEACHING

TEACHING ASSISTANT DISCUSSION SECTIONS

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

ONLINE GRADING AND COURSE WEBSITES

Course websites and grading run through SmartSite or Canvas and are served through Information Educational Technology, <https://smartsite.ucdavis.edu/xsl-portal>. The SmartSite Help Desk phone number is (530) 754-HELP. We are currently transitioning this year to Canvas for all classes for next year, so you may have either for your courses. There are training sessions in SmartSite and Canvas if you find you need help navigating its functions. For most courses, the primary instructor is responsible for creating the course website and adding Readers and TAs onto the course, allowing them access to administrative functions of the site as is determined appropriate.

6. GRADUATE STUDENT RIGHTS AND RESPONSIBILITIES

http://gradstudies.ucdavis.edu/forms/GS401_StudentRightsResponsibilities.pdf

UC Davis Graduate Student Bill of Rights and Responsibilities

PREAMBLE

Graduate student rights and responsibilities rest on their roles as junior colleagues who are critical to the university's mission of teaching and research. All members of the university

community are responsible for securing and respecting the general conditions conducive to a graduate student's unique role as student, researcher, and teacher. This document is a revised and updated version of the 1990 UC Davis Graduate Student Bill of Rights and Responsibilities, produced by the UC Davis Graduate Student Association, and endorsed in principle by the Graduate Council and Graduate Division of the UC Davis campus on November 7, 1990.

GRADUATE STUDENTS HAVE THE FOLLOWING RIGHTS

1. Graduate students have the right to information about specific and concrete degree requirements as approved by the Graduate Council. These requirements shall be communicated clearly upon entrance to the graduate program.**i** No graduate student shall be held to program requirements instituted after their initial acceptance,**ii** unless the student so chooses.**iii** Prospective and current graduate students have the right to know the “normative time to degree” and the “average time to degree” within a specific graduate program **iv**; a program's student attrition rate and, if available, the predominant reasons for lack of program completion; and a program's placement record.

2. Graduate students have the right to an accurate description of the availability and the likelihood of financial and resource support within their programs. Programs shall provide a thorough description of the requirements, qualifications, and applicable deadlines necessary for academic employment, training or financial support at the University. **v** Assignments of office or lab space, or any necessary materials for teaching and research, should consider the need for adequate graduate student space and resources.**vi**

3. Graduate students have the right to receive objective evaluations of progress based on criteria that are understood by the Graduate Adviser and the student. Evaluations shall be factual, specific, and shared with the student within a reasonable period of time. **vii** Annual progress reports and reports of split decisions on oral examinations should be in writing. Graduate students should be given a fair opportunity to correct or remedy deficiencies in their academic performance, and the reasons for unsatisfactory performance on programmatic examinations shall be stated clearly to the student in a written evaluation. **viii** Any intent to disqualify a student from a graduate program for academic reasons must be preceded by specific, written performance information, well in advance of actual disqualification. Only the Dean of Graduate Studies can disqualify a student from a graduate program for academic reasons. **ix** When presented with the opportunity to evaluate their professors, graduate students have the right to do so without fear of retribution and with the assurance of confidentiality.

4. Graduate students have the right to accurate information in selecting a major professor and in recommending other members of their committees. Graduate students have the right to change their major professors if necessary. If a graduate student's major professor departs from the institution once the student's work is under way, the program shall strive to provide the student with alternative supervision, external to the institution if necessary. If a degree program is to be discontinued, provisions shall be made for students already in the program to complete their course of study. Rev 8/09 This version supersedes any earlier revisions. GS-4012

5. Graduate students have the right to expect reasonable training opportunities, and have the right to refuse to perform tasks if those tasks are not closely related to their academic or professional development. The student's lesser status, authority and/or experience should not be exploited to the personal advantage of a faculty member. **x** Graduate students have the right to accurate and timely information pertaining to the conditions of their employment at the university, including vacation and sick time, work-study policies, and the impact of their wages on eligibility for student loans and stipends. The university should strive to provide training and/or direct teaching experience appropriate for each student's career focus. Graduate students have a right to explore professional development opportunities for a range of academic and non-academic careers, not limited to research positions, and to expect access to accurate information about the job market and placement assistance.

6. Graduate students have the right to co-authorship in publications involving significant contributions of ideas or research work from the student. Where applicable, students shall receive "senior authorship" for publications comprised primarily of their creative research and writing. As early as possible, faculty and graduate students shall agree upon authorship positions commensurate with levels of contributions to the work. **xi** Ideas derived from seminar discussion or lab meetings should be treated as shared intellectual property between the faculty, post-doctoral scholars and students involved. Graduate students have the right to work with faculty mentors to develop original research and work toward independent scholarship.

7. Graduate students have the right to expect that graduate programs incorporate student representatives into decision-making processes. This provides for increased communication of student ideas and concerns, as well as evidence that graduate students are "in training" as future academicians. Graduate students have the right to raise concerns with the program administration and to be given reasonable policy explanations without fear of unprofessional response. If a satisfactory explanation is not given, the student has a right to raise the concern at the level of the Dean of Graduate Studies. **xii**

8. Graduate students have the right not to be discriminated against, such as actions based on a student's race, color, national origin, religion, political beliefs, economic standing, sex, gender identity, pregnancy (including pregnancy, childbirth, and related medical conditions), disability, age, medical condition, ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran in admissions and throughout their education, employment, and placement. **xiii** Graduate students have the right to "be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled." **xiv** Graduate students have the right to be free of reprisals for exercising their rights.

9. Graduate students have the right to reasonable confidentiality in their communications with faculty and staff. **xv** The performance of a graduate student shall not be discussed with other students by professors or staff. Discussion of the student's performance among faculty shall be of a professional nature, being limited to academic performance. The substance of the communication shall be based on a need to know relevant information. In accordance with the Federal Family Education Rights and Privacy Act, graduate students have the right to review their academic records and files, to know which authorized personnel have access to their file,

and to seek amendments to their files. Graduate students should have the right to direct that items be added to or removed from their placement center dossiers as facilitated by the Internship and Career Center. **xvi** Rev 8/09 GS-401 3

10. Graduate students have the right to appeal for cause any decision affecting their academic standing, to file complaints against the graduate program or members thereof, and to petition for redress of grievances. Where a graduate student presents reasonable evidence regarding misconduct by a faculty member or probable cause that such misconduct took place, the program shall attempt to provide a way by which the student can avoid working directly with the accused faculty member. Graduate students have a right to file grievances outside the university structure with an appropriate regional association. **xvii**

11. Graduate students have the right to form clubs and organizations within their programs, colleges, ethnicities, shared interests, or any other constituencies, for the purposes of academic, professional, or social networking, sharing, and advocacy. Graduate student employees have the right to join a collective bargaining unit that has been authorized to represent them.

GRADUATE STUDENTS ARE RESPONSIBLE FOR THE FOLLOWING

1. Graduate students have a responsibility to conduct themselves, in all educational activities, in a manner befitting a junior colleague. Graduate students' behavior should be a credit to themselves, the higher academic unit and the university. They have the responsibility to respect and uphold all relevant university policies regarding professional conduct, including but not limited to the Code of Academic Conduct and the University Policy on Nondiscrimination, Sexual Harassment and Student Records and Privacy. Graduate students have the responsibility to uphold and respect all of the aforementioned rights for fellow graduate students. Graduate students have a responsibility to provide accurate and honest reporting of research results and to uphold ethical norms in research methodology and scholarship. Graduate students are responsible for informing the university of changes in address, phone number, enrollment changes which might affect financial aid or assistantship awards, and/or any other circumstances which could affect satisfactory progress towards a degree.

2. Graduate students have a responsibility to fulfill their teaching and/or research obligations to the best of their knowledge, training and ability. Graduate student employees should carry out their job responsibilities in a conscientious and timely manner. They have the responsibility to inform the University of any changes or circumstances that would prevent them from carrying out these obligations, and to do their best to ensure stability for faculty, programs and departments. Graduate student employees have a responsibility to seek accurate information about the conditions of their employment contract, including vacation and sick time, work-study policies, and the impact of their wages on eligibility for student loans and stipends. Graduate students holding Graduate Student Researcher (GSR) positions have a responsibility to maintain regular communication with their employer, to maintain integrity in their research activities and to perform their research duties as outlined and in accordance with institutional guidelines and policies. They have a responsibility to report any questionable or unethical research procedures. Graduate students holding Teaching Assistant (TA) or Associate Instructor (AI) positions have a responsibility to maintain regular communication with the Instructor of Record. TAs and AIs have a responsibility to uphold the highest level of academic integrity in their teaching practices.

This includes maintaining student confidentiality, avoiding any exploitation of student vulnerability, and avoiding personal relationships with students. TAs and AIs have a responsibility to foster academic integrity in their students, including timely and accurate reporting of any academic misconduct, and serving as mentors to undergraduates when possible and appropriate. xviii Rev. 8/09 This version supersedes any earlier revisions. GS-401 4

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

4. Graduate students are responsible for devoting an appropriate amount of time and energy toward achieving the advanced degree within “normative time,” except when special circumstances apply. They are responsible for attending class and completing all assignments in accordance with the expectations established by their instructors and programs of study. xix Graduate students have a responsibility to take the initiative in asking questions that promote their understanding of the academic requirements and the financial particulars of their specific graduate program. They have a responsibility to take the initiative in accessing any necessary resources for mental and physical well-being, to optimize their academic achievement and their contribution to the university overall. xx

5. Graduate students have a responsibility to understand their role in the development of the professional relationship between faculty mentor and graduate student, including having an awareness of time constraints and other demands imposed on faculty members and program staff. Graduate students should recognize that one faculty member may not be able to fulfill all of a student’s mentoring needs, and have the responsibility to seek assistance from multiple individuals and organizations as needed. Furthermore, graduate students are responsible for communicating regularly with faculty mentors and advisers, especially in matters related to research and progress within the graduate program and/or for maintaining a mutually agreeable schedule of evaluative/supervisory conferences with Major Professors and Graduate Advisers. xxi

Endorsed by the UC Davis Graduate Council and the Graduate Student Association.

Dean, Graduate Studies

Chair (2006-2008), Graduate Council

President, Graduate Student Association

Rev. 8/09 This version supersedes any earlier revisions. GS-401 5

i *Graduate Studies Adviser’s Handbook*, Prepared by the Office of Graduate Studies, February 2008. *Graduate Student Guide*, University of California Davis, 2008. UC Davis Graduate Council Policy GC2005-04 (rev. 1):

- ii *Graduate Student Guide*, p.29.
- iii Graduate Council Grandfathering Policy for Degree Requirements, April 2000.
<<http://gradstudies.ucdavis.edu/gradcouncil/grandfathering.pdf>>
- iv Graduate Council Policy GC2005-04 (rev. 1). UC Davis Graduate Council Time to Degree Policy
<http://www.gradstudies.ucdavis.edu/gradcouncil/timetodegree.pdf>
- v *Graduate Studies Adviser's Handbook. Graduate Student Guide*.
- vi UC Davis Policy and Procedure Manual, 360-21.
- vii Faculty Code of Conduct, *Academic Personnel Manual*, University of California Davis, Section APM-015. Grading Policies, Faculty Guide from University of California Davis Office of the Registrar, 2007-08, p.9-14.
- viii *Graduate Studies Adviser's Handbook*, p.51-56. *Graduate Student Guide*, p.31-33.
- ix Graduate Studies Policy GS2005-01. UC Davis Graduate Studies Disqualification and Appeal Policy http://www.gradstudies.ucdavis.edu/facstaff/policies/disqual_appeal.pdf.
- x Faculty Code of Conduct, *Academic Personnel Manual*, University of California Davis, Section APM-015.
- xi *Graduate Studies Adviser's Handbook*, p.56-58. *Graduate Student Guide*, p.32.
- xii *Graduate Student Guide*, p.34-36.
- xiii University Policy on Nondiscrimination:
<<http://registrar.ucdavis.edu/UCDWebCatalog/appendix/nondesc.html>>.
- xiv American Association of University Professors, "Joint Statement on Rights and Freedoms of Students," <http://www.aaup.org/AAUP/pubsres/policydocs/contents/stud-rights.htm>.
- xv Faculty Code of Conduct, *Academic Personnel Manual*, University of California Davis, Section APM-015.
- xvi UC Davis Policy and Procedure Manual, 320-21.
- xvii UC Davis Policy and Procedure Manual, 280-05.
- xviii UC Davis Code of Academic Conduct.
- xix *Graduate Student Guide*, p.29-31.
- xx *Graduate Student Guide*, p.44-48.
- xxi *Graduate Student Guide*, 27-29.

7. COMPUTER LABS

The Design Program has a drop in computer lab in Cruess 205. 3D printing, large format printing, laser cutting/engraving, and digital prints on fabric are available on a fee for service basis. These labs are overseen by staff member Rob Brower, and more information can be found at <http://arts.ucdavis.edu/design-computer-studios>

8. STUDIO AND GRAD STUDENT OFFICE SPACE

The Graduate Student shared office is located on the first floor of the Food Science Building after its remodel and also in the Design Annex nearby, in the parking lot behind Cruess Hall. Graduate students will need to get keys to both rooms from the Tool Room Supervisor.

9. DESIGN EVENTS GENERAL CALENDAR

Fall

Week before Fall courses begin: **Welcome and Orientation Week (WOW)**

At Orientation or early in the Fall Quarter - Graduate **TA Training Session**

Arts Luncheon for faculty and grad students in all programs in the Arts Groups

Late in Fall Quarter – Second Year MFAs have their **Interim Reviews** discussing their Thesis Proposals

Winter

First-Year Students: By 1/15 complete the Continuing Fellowship/Scholarship application.

Second-Year Students: By 1/15, complete the Advance to Candidacy Forms

Spring

Picnic Day in April – Fashion Show and other Design Activities

MFA Exhibition near the end of the quarter, with final presentations, usually held on the opening day of the exhibition

First-Year Reviews held on same day as MFA final presentations, usually on the opening day of the exhibition Commencement

10. EXHIBITION SPACES ON CAMPUS

The Design Museum, 124 Cruess Hall,(530) 752-6150, <http://arts.ucdavis.edu/design-museum>

The Design Museum explores diverse topics and media with an emphasis on ethnographic arts and consumer cultures. The museum is internationally known, with innovative exhibitions based on design from a global perspective. Historical cultural artifacts, contemporary functional objects and creative installations are presented in changing spaces designed specifically for each exhibit. The museum also serves as a studio/laboratory for the design exhibition classes. It is open Sunday through Friday and closed on holidays.

To view or work with the Design Collection:

Contact Adele Zhang, Collection Manager, 203B Walker Hall, 530-752-3623, or azhang@ucdavis.edu. The Design Collections is housed at the Hoagland Annex, 521 Kleiber Hall Drive, and an appointment is needed for visiting the collection.

Richard L. Nelson Gallery and Fine Arts Collection has been closed and materials have been moved to the new **JAN SHREM and MARIA MANETTI SHREM MUSEUM OF ART**, which will have its grand opening November 2016. (530)752-8500

<http://manettishremmuseum.ucdavis.edu/>

Carl N. Gorman Museum

1316 Hart Hall, (530) 752-6567

The Carl N. Gorman Museum is one of only a few galleries in the nation featuring contemporary Native American Art. It is named after Carl Nelson Gorman, a Navajo artist and advocate, and a founding faculty member of the Native American Studies Department at UC Davis. The gallery hosts four exhibits a year and is open Tuesday through Friday.

Memorial Union Gallery

Second Floor, Memorial Union Building, (530) 752-2885 hmmikolaj@ucdavis.edu

The Memorial Union Art Gallery features a changing series of exhibitions devoted primarily to contemporary and historical California Art. All exhibitions are free of charge, and they are intended to complement and enhance the educational and cultural activities available to the campus community. The gallery is open Monday to Friday.

Basement Gallery

Basement of Art Building, (530) 752-0105 basementgallery@hotmail.com

The Basement Gallery is a student-run gallery featuring shows by undergraduate students of the UC Davis fine art program.

Craft Center Gallery

South Silo, (530) 752-1475

The Craft Center Gallery exhibits work of staff, participants and friends of the Craft Center. Often the shows are the first public exposure of an artist's work, but just as often they present the most recent crafts of long-practicing artisans. Craft Center shows can be composed of a variety of media or they can feature the potential of a single art form.

Art in the Library

Shields Library, (530) 752-6561, (530) 752-1167 for hours libinfo@ucdavis.edu

The University Library collects the works of current and former members of the UC art department. Art on display includes works by Robert Arneson, Squeak Carnwath, Roy DeForest, David Gilhooly, David Hollowell, George Longfish, Roland Petersen, Hassel Smith and Wayne Thiebaud. Also featured in the Shields Library are black-and-white photographs from the "American Farm" collection, a portrait of the nation's agriculture and the profound transformation it has undergone over the last 200 years. As a whole, the full collection spans more than a century and the work of over 80 photographers. The collection was created by Maisie and Richard Conrat, and a copy of their book, *The American Farm*, is on reserve in Shields Library.

11. INTERDISCIPLINARY OPPORTUNITIES: DAVIS HUMANITIES INSTITUTE

<http://dhi.ucdavis.edu/> The DHI has strong support for grad students in the Humanities, through faculty collaboration in research clusters, funding and fellowship opportunities, and conference opportunities. This page also has a link to Graduate Funding Opportunities.

12. STUDENT AND DAILY LIFE

INFORMATION

GRADUATE STUDIES EVENTS

<http://gradstudies.ucdavis.edu/students/calendar.html>

ACADEMIC CALENDAR

<https://registrar.ucdavis.edu/calendar/quarter.cfm>

LIBRARY

<http://lib.ucdavis.edu/>

Tips on accessing the library from off-campus: From the main link above, notice in the left column there is a “Quick Links” heading with a box “VPN” beneath it. If you click on the VPN link from off campus, and then log in with your username and Kerberos password, you can search all resources from anywhere online. This is useful to share with students if you are a TA, since many undergrads don’t know this either.

GRADUATE STUDIES INFORMATION

<http://gradstudies.ucdavis.edu/about/>

GRADUATE STUDENT ASSOCIATION (GSA) – STUDENT GOVERNMENT

<http://gsa.ucdavis.edu/>

The GSA serves as your voice on campus and this site has information about news and events, health coverage updates, interdisciplinary graduate conferences, benefits updates, software deals, a great resources section (more through than this MFA Handbook)!

HEALTH & COUNSELING SERVICES

<https://shcs.ucdavis.edu/>

(Student Health and Counseling Services - Counseling and Psychological Services are free to students and their partners through couples counseling)

HOUSING <https://chl.ucdavis.edu/> (community housing listing)

http://www.housing.ucdavis.edu/current/movingout_housingoptions.asp

ACTIVITIES & RECREATION CENTER (ARC)

<https://cru.ucdavis.edu/content/1-activities-and-recreation-center-arc.htm>

BARGAIN BARN, AKA AGGIE SURPLUS

<https://aggiesurplus.ucdavis.edu/>

The Bargain Barn is the place to find fabulous deals on office equipment, vintage furniture, cameras, microscopes, in fact any and all equipment that is owned by any UC Davis entity that is no longer wanted and being sold for (usually) highly affordable costs. It is great deal central, especially if you like the industrial look in stainless steel or need a filing cabinet. They sell to the university community and to the general public. If you want a good deal, act like you don’t think something is valuable – otherwise Michelle Borba, its director, catches on and raises the prices. The Bargain Barn is central to UCD’s mission of sustainability and recycling.

EMAIL & INFORMATION TECHNOLOGY IT Express Help Desk: 530-754-HELP

<http://iet.ucdavis.edu/>

Classroom Technology Problems Hotline: 752-3333

Student Technology Guide: <http://studentcomputing.ucdavis.edu/>

STUDENT ACADEMIC SUCCESS CENTER, INCLUDING WRITING ASSISTANCE & TUTORING: <http://success.ucdavis.edu/>

13. THE LOCAL SCENE AND BEYOND

GETTING AROUND - TRANSPORTATION

UC DAVIS TRANSPORTATION AND PARKING SERVICES, INCLUDING

BIKE REGISTRATION REQUIREMENT, BERKELEY BUS, ETC.:

<http://taps.ucdavis.edu/>

MAP OF DAVIS

All kinds of maps of Davis are available at this link: <http://cityofdavis.org/city-hall/information-systems/gis>

PUBLIC TRANSPORTATION VIA BUS

<http://www.unitrans.ucdavis.edu/> IN DAVIS, \$1 FARE

GETTING TO THE SACRAMENTO AIRPORT AND BACK: YOLOBUS ROUTE 42A AND 42B:

<http://www.yolobus.com/routes> and select 42A or 42B

42A goes from Davis up to Woodland to the airport;

42B goes from the airport to Woodland to Davis

It takes about an hour and costs \$2.50. If you live in East Davis and are tempted to take these routes in the opposite direction, to get to the airport faster without going through all of Davis and Woodland, don't do it, because the buses don't run continuously in a loop, but stop and hang out in West Sacramento.

AIRPORT SHUTTLE - <http://www.davisairporter.com/>

<http://www.villagecab.com/> (cheaper if you schedule the day before)

REGIONAL TRAIN – AMTRAK <http://www.amtrak.com/home>

SHUTTLE TO UC BERKELEY - 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 website for schedule and more information). <http://www.fleet.ucdavis.edu/Bus/jitney>

BAY AREA RAPID TRANSIT - There is good public transportation in the Bay Area. BART is the commuter train line service that connects the suburbs and gets you across the bay from Berkeley to SF. <http://www.bart.gov/>

LOCAL AND REGIONAL ARTS LISTINGS

Sacramento Bee: <http://www.sacbee.com/>

San Francisco Chronicle: <http://www.sfgate.com/entertainment/>

San Francisco Arts Listings: <http://www.sfarts.org/#>

East Bay Arts and Culture: <http://www.eastbayexpress.com/ebx/arts-and-culture/Section?oid=1063827>

THE ARTS IN DAVIS AND OTHER ON-CAMPUS ACTIVITIES:

Friday Nights in Downtown: Downtown Davis comes alive every Friday evening in July and August with a free concert series. Combined with the year-round Friday Open-Late program there are plenty of shops to browse before or after the concert.

Davis Farmers Market: Every Wednesday evening from April to September, the Farmers Market hosts live music along with other activities for children and adults. Every Saturday morning (8am to 1pm) throughout the year.

Varsity Theater: Varsity Theater is located in the heart of downtown Davis. They feature a variety of international movies and an assortment of movie festivals.

Veterans Memorial Theater: A variety of performances are hosted, at the Veterans Memorial Theater including musical, theatre, dance and community events.

Mondavi Center: The Robert and Margrit Mondavi Center for the Performing Arts features state-of-the-art 1,800-seat Jackson Hall, the versatile 250-seat Studio Theater, reception rooms, a grand lobby, a landscaped entry plaza, convenient parking and many other patron amenities. Mondavi Center builds on the legacy of the UC Davis Presents – the leading presenter of world-class performing arts in the Sacramento region for nearly 50 years.

Ticket Office: Front of Mondavi Center, (866) 754-ARTS toll free
(530) 754-ARTS (530) 754-2787 for patrons with disabilities

The Mondavi Center Ticket Office handles ticket sales for the Robert and Margrit Mondavi Center for the Performing Arts, the Department of Music, and the Department of Theatre and Dance. The Mondavi Center office is open 10am to 6pm Monday to Friday and, during the regular academic year, from noon to 6pm on Saturday. The office opens one hour before performances.

Campus Cinema, 194 Chemistry, (530) 752-7570 campuscinema@yahoo.com. Campus Cinema is the student-run movie theater for students and the public alike. The Theatre, in Room 194 of the Chemistry Building, is equipped with professional 35mm projectors and digital sound systems. Admission to Campus Cinema, is usually about \$3. E-mail Campus Cinema to receive notices of upcoming films.

UC Davis Ticket Office:

Lobby of Freeborn Hall, (530) 752-915 (530) 752-7117 fax

The UC Davis ticket office is located at Freeborn Hall handles ticket sales for Aggie Athletics, Associated Students of UC Davis and other ticketed events at Freeborn Hall and Recreation Hall. It is open from 10 to 5 p.m. Monday to Friday. The UC Davis Ticket Office generally opens one hour prior to show time at the venue in which the ticketed event is being held.

Campus Arboretum (530) 752-4880 arboretum@ucdavis.edu

Popular with strollers, joggers and cyclists, the 100-acre Arboretum stretches along the banks of the Putah Creek to form a three-mile loop on the south side of campus. It is an outdoor classroom, research laboratory and public garden. The Arboretum has more than 4,000 kinds of plants and trees, with a specialization in plants adapted to the Mediterranean climate with hot, dry summers and cool, wet winters. Trained docents lead free public tours at 2 p.m. on Sundays during the academic year. An annual plant fair draws hundreds of visitors.

California Raptor Center Off Old Davis Road, south of Interstate 80, Rehab (530) 752-6091; Education office (530) 752-9994. The California Raptor Center rehabilitates injured and orphaned raptors. It receives over 250 injured or ill raptors each year and is able to release more

than 60 percent of these birds. The Center provides hands-on training in the care and management of birds of prey as well as educational programs for the general public. The center is open to the public Monday through Saturday.

14. APPENDIX – DEGREE AND GRADUATION FORMS

GENERAL INFORMATION ABOUT ADVANCE TO DEGREE CANDIDACY

http://gradstudies.ucdavis.edu/students/degree_candidates.html

CANDIDACY FOR THE DEGREE OF MASTER OF FINE ARTS APPLICATION

<http://gradstudies.ucdavis.edu/forms/> and go down to the “Master’s Specific” and select “Candidacy for the Master of Fine Arts.”

MASTER OF FINE ARTS REPORT FORM:

<http://gradstudies.ucdavis.edu/forms/> and go down to “Master’s Specific” and select “Master of Fine Arts Report Form.”

COMMENCEMENT RELEASE FORM

<http://gradstudies.ucdavis.edu/commencement/> and search for the commencement release form. This site only works starting around February to prepare for June commencement. In general, if you intend to participate in the graduation ceremonies but in fact won’t finish all the requirements for your degree until the Summer session, you must fill out this form and advance to candidacy by approximately April 16, in order to walk.