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digital version available at:
http://arts.ucdavis.edu/general-information/requirements-mfa-art-studio
Policies and procedures in this handbook are guidelines as long as they don't contradict Graduate Studies or Graduate Council rules or policies which prevail.
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IMPORTANT NOTES AND GUIDELINES

All Administrative information, contacts, and forms can be found at: http://arts.ucdavis.edu/administrative-services-and-resources
Refer to this site for the most up-to-date information

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

T.A. Assignments: Teaching Assistant applications are submitted yearly. You may also apply for positions in other departments as long as your total appointment does not exceed 50%. If you are on Financial Aid, you must declare your T.A. each quarter or you will have to pay the money back to the University. In addition to the T.A. salary, there is a fee remission each quarter.

Registration: You should be registered for 12 units. To sign up for your independent study course, you will need to complete a form with the faculty person you will be working with and see the front office for a CRN.

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

Mail/Xeroxing: We have a graduate mailbox in the mailroom on the ground floor of the Studio Art building, which serves internally as a communication center. Mail is delivered around 2:30 p.m. We expect you to check the box at least once a week. In addition, there is a departmental fax, which is only available for departmental business. Do not have your mail delivered to the office (when you move, mail cannot be forwarded).

Phones: Sorry, you may not use the Office phones or the office fax phone.

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

Art Building Hours: 7am – 8pm Daily. There is a noted high theft on campus after hours and occasional vandalism. We ask for your help – do not prop open doors after the building is locked. By propping the doors open you invite theft and security issues in the building.
**Sculpture Shop:** The shop is located in Room 114, in the Art Building. Before using the shop, each graduate must be certified through a class offered by the sculpture technician, Omar Arason. He will contact you directly to schedule a training session. As part of your TA position, you are required to put in some hours either in the shop or other labs in the department.

**Lockers:** Lockers are checked out during the first two weeks of classes only; the schedule is posted on the Art Office bulletin board and by the elevators. They are not checked out in the Art Office; do not send students to the Art Office for locker check out. See Dan Quillan in the Printmaking lab (ART 309 and 311) for locker checkout.

**Visual Resources Facility:** The Visual Resources Facility is located in Everson Hall. Leah Theis is the facility manager. Talk to her about facility use. This facility houses some DVDs for the department, online image resources, and some equipment that can be checked out for classroom use only. Keys are not available to the VRF so this facility must be used during business hours. (More on the VRF in Art Department Resources).

**Studios and Studio Building:** The studios are university property, and as such are subject to University regulations, maintenance, codes, and visits. Do not make repairs or alterations to your studio. Do not build any shelves or make any structural changes to the walls. If you have any needs, discuss them with the academic coordinator well in advance. If you make any alterations, you will be required to revert the studio to the condition it was in upon your occupancy. **Note:** if you do not clean up your studio at the end of your residence we will place a hold on your records which will prevent you from getting transcripts, or obtaining final clearance for graduation.

You are required to follow the safety guidelines for studio use. You many not use extension cords in the studio in lieu of permanent wiring. In other words, they can be used on a temporary bases. Power surge protectors and power strips are highly recommended but may not be "daisy chained" (plugged into one another) together. Welding must be done in designated areas. You are not allowed to live or sleep in your studio. Do not give your keys to others. Studio hallways must be kept clear and the walls and doors should not be painted on. You are responsible for keeping the lobby, hallways, patio areas, and your studio clean and free of trash, materials, and artwork. There are mops, brooms, etc. provided for general cleaning.

Custodians will provide the restrooms with supplies. We are responsible for the other sink areas. Paper towels and soap can be found under the sink areas or in the storage closet outside of ART 231. If you run out, contact the bookkeepers in Everson; they will order refills for you to pick up and take back to the storage closet.

Call Physical Plant for any repairs needed: 530-752-1655. Be sure to keep a record of the Physical Plant order number for future reference.

Physical plant, the Fire Department, and other University staff may come and go in the studios. However, they should be respectful of your privacy and should let you know if there is some reason for them to enter your studio. If you experience any inappropriate behavior from anyone, please bring it to the Chief Administrative Officer’s attention.
Cleaning: Students are required to clean the classrooms that they use and TAs are responsible for directing them. TAs are required to help clean their classrooms weekly.

Vandalism: Do not write, paint, hammer nails or make any alterations to the art building including the elevator. You will be billed for any repair charges the department receives with regards to any vandalism or general graffiti, in the art building, elevator, grad studios, and TB9.

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 you feel that such conduct has occurred you are 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, confidentially provisions, record keeping and references for further information.

Audio Visual Equipment: AV equipment may be checked out to graduate students. Call the Classroom Technology Services Helpdesk at 530-752-3553 to find out how. We also have some equipment for check out in the Digital Lab.

Teaching jobs: There is a binder of teaching opportunities and other professional position openings at the art office reception counter.

When you graduate: Please leave your forwarding address and phone number with the Art Office and please let us know your address as it changes after you graduate. Please give us information about your first employment after graduation and continue to update us with your current employment and exhibition notices. Leah Theis (lctheis@ucdavis.edu) organizes a monthly ART Department Newsletter. Please make sure you send her all shoe announcements, honors and award you receive for publication.
OVERVIEW AND REQUIREMENTS

The MFA in Art Studio at UC Davis is a two-year fine arts program intended for studio artists. Students may work in a specific area throughout the graduate program or explore a range of practices in a variety of media. Students are encouraged to explore what works most honestly for their artistic expression. Please refer to program requirements. The Art Department has facilities for the following media: drawing, ceramic sculpture, painting, photography, printmaking, video, and sculpture (we do not have a foundry). Graduate students are given large, individual studios on campus, which are located near the Art Building.

The entire art studio faculty share responsibility for the graduate program and teach both graduate and undergraduate courses. Our graduate students have opportunities to work with the faculty as teaching assistants, developing their skills as educators. The permanent faculty members are all productive, practicing artists.

REQUIREMENTS FOR M.F.A.

FIRST YEAR

Fall
* Art 290 Graduate Seminar (4 units)
* Art 299 Individual Study (4 units)
  * Art 299 Individual Study (4 units)
Winter
  * Art 290 Graduate Seminar (4 units)
  * Art 291 Critical Evaluation (1 unit)
  * Art 299 Individual Study (3 units)
    * Electives - upper Division or Graduate Class (4 units) in any subject on campus
Spring
  * Art 290 Graduate Seminar (4 units)
  * Art 299 Individual Study (2 units)
  * Art 299 Individual Study (2 units)
    * Electives - upper Division or Graduate Class (4 units) in any subject on campus

SECOND YEAR

Fall
  * Art 290 Graduate Seminar (4 units)
  * Art 292 Comprehensive Qualifying (1 unit)
  * Art 299 Individual Study (7 units)
Winter
  * Art 290 Graduate Seminar (4 units)
  * Art 299 Individual Study (4 units)
  * Art 299D Comprehensive Project (4 units)
Spring
  * Art 299 Individual Study (4 units)
  * Art 299D Comprehensive Project (8 units)
**Electives:** The elective courses serve to inform graduate student art. If a student wants to expand into a new medium where they don't have experience they can take upper division undergraduate courses to get some of the technical knowledge they will need. Students can take Art History, Critical Theory or Cultural Studies graduate seminars to better understand the context in which they work. In the past, students have taken everything from Philosophy to French. Electives allow students to take advantage of the resources of the entire university not just the Art Department. A list of suggested courses is listed under helpful information.

**299s:** 299 is an independent study session with an individual faculty member. It is up to you and the faculty you are working with to determine a meeting schedule for the quarter. Be diligent about following this schedule. You are welcome to meet with other faculty anytime by contacting them via email or Art Office mailboxes. You can try to schedule both faculty you may be working with to meet at the same time for discussions and can invite faculty from outside the Art Department to visit your studio for discussion.

During the second quarter, the student presents a body of work done at UC Davis for faculty review (Art 291). If Art 291 is passed, the conditional status is removed. In the fourth quarter, the graduate student presents a new body of work for faculty criticism and review (Art 292). Passing Art 292 indicates the student is ready to undertake the production of a comprehensive body of work.

During the final two quarters, the artist completes a body of independent artwork known as the comprehensive project. It is presented as an exhibition. If the faculty accepts the work, the M.F.A. degree is granted.

The final exhibition/comprehensive project (Art 299D) is a body of original work done instead of a written thesis. The work is required to show involvement and commitment of the highest quality. It should be of the depth and quality of a solo exhibition in a reputable commercial or public gallery or, in the case of site-specific works, of a similar professional quality in consideration of setting, process, and fabrication. The student will place this artwork in one of the galleries either on campus or in the city of Davis. This exhibition is known as the Annual M.F.A. Exhibition. It is usually scheduled in the month of June. To accompany the artwork, the student is required to present a "packet." This packet includes a résumé, an artist's statement, 15 -20 TIFF images on a gold disk and an annotated image index page. See page 16 for full details.

**GRADUATE REVIEWS**

REVIEWS and RE-REVIEWS

Graduate study comprises two years of focused work in the studio, discussion about the candidate’s work in critique, discussion of the work of their peers, reading about art and where their work is situated in world of contemporary art practice, and writing about their own investigations. For all of the reviews, including the Thesis Review, an MFA candidate employs deliberate decisions fabricating the work presented, in choosing the work, and for the requirements and scope of its installation. In addition it is expected that a level of discrimination is apparent, deciphering strong work from pieces less so. In as much as it is a difficult task to verbally pin point any given art works meaning, or written or spoken language equivalent, there is an expectation of MFA candidates to possess some basic and fundamental skills of articulation regarding their work presented as a statement at the beginning of each review. In the review, the extent of an individual’s research is in evidence, or if necessary, explained, and the work
described within the purview of current art practices. These are important issues for an artist and are underscored in the discussion at all reviews the MFA candidates are required to pass, and are part of the discussion in critique throughout the two-year course of study.

The candidate presentation is completed in two, thirty-minute periods, totaling an hour discussion, conducted with faculty members working in two groups. The review consists of an oral presentation by the candidate followed by a question-and-answer session conducted by the Art Studio faculty as a whole. The first and second year reviews most commonly take place in the candidate’s studio. Work presented should represent ongoing in-depth investigations in the artist’s medium(s). For the thesis show, the format may vary and the discussion is held in the gallery. It is centered on the work presented as the most up to date examples of the culmination of two years of intensive work in the studio. The presented artist statement and MFA Thesis exhibition is equal to a written thesis. After the reviews are completed, the entire faculty meets to discuss the work and vote on each candidate.

Candidates are informed of the outcome of the faculty vote individually in person by the grad advisor. The majority vote is relayed only. If a student receives a majority of ‘yes’ votes, they are passed on to the next review or they have passed their Comprehensive Project (299D) and receive their MFA degree. Department policy requires that a student who receives a majority of ‘no’ votes prepare work for another review OR in the case of the thesis show another exhibit, to be re-reviewed by the faculty. Further completed and/or new work is presented and faculty, as a group, can again review the work, engage the candidate in discussion and re-vote. The re-review is most commonly scheduled between four to seven weeks after the last review if it is during the regular two-year program. The re-review for the Thesis Exhibition is most commonly scheduled for the following fall in Davis. If a student fails the re-review, the faculty will vote on whether to schedule another, third review, or make a recommendation to the Dean of Graduate Studies for disqualification.

When the candidate is informed of the resulting vote, they are expected to make contact and confer with as many faculty members as possible, those who voted in support as well as those voted against their passing, in order to realize both strengths and weaknesses of the work and gather as much feedback as possible.

There is no graduate seminar held in the 6th quarter of the MFA curriculum. The students work independently and consult with faculty as they deem necessary. It is recommended that students continue ongoing discussions regarding their thesis work with faculty, the graduate advisor and with the Nelson Gallery director as they prepare their thesis show.

**Review Days:** Courses numbered ART 291 and ART 292 are critical review days. The entire faculty will come to your studio in two groups and critique your work. You are responsible to heed the advice offered in the critique. The first year review, ART 291, will be scheduled in February. The second review ART 292 is scheduled in late October or early November of your second year. The vote of ART 292 determines if you are qualified to working on ART 299D to prepare the work for your MFA exhibition. Then there is a final review in June after your exhibition is installed to determine if your degree will be granted.
MFA EXHIBITION GUIDELINES

1. Students are required to produce a body of work equivalent to that of a one-person show for their final review. The work selected for exhibition should represent the student’s progress since the advancement to candidacy. This body of work constitutes the Master of Fine Arts (MFA) Thesis.

2. The MFA Thesis exhibition must feature work completed after the December review. Earlier work is occasionally presented to provide a context for new work. If a student has good reason to show work not meeting these criteria, he/she must petition the faculty to make an exception.

3. Students will assemble a binder containing professional activity (CV or resume), their artist’s statement, and documentation of all their creative works and writings pertinent to their artistic practice generated during their time in the program. These binders will be housed at the front desk of the Nelson Gallery during the MFA Exhibition and made available to the public upon request.

4. The final layout of the exhibition, and gallery designation (should there be galleries other than the Nelson involved), is determined collaboratively by the gallery director(s) and the Graduate Advisor. This process should begin during the winter quarter of each year to allow for proper organization, planning and coordination of the shows. Space allocation for each candidate’s work in the participating gallery/museum is determined by gallery staff and Graduate Advisor.

5. Candidates will also collaborate with faculty and gallery staff within allocated time frames to consult about selection and placement of work, according to specific guidelines that will be provided prior to installation. While the candidate, in dialogue with faculty, is ultimately responsible for the thesis exhibition, the staff of each participating gallery may make studio visits to discuss the details of the exhibition. It is imperative that you accommodate these visits in a timely manner in order to aid the gallery in their space preparations. The exhibition may not be able to include all pieces made after your advancement to candidacy. The gallery staff reserves the right to edit work to best utilize available space, and to modify the installation of a piece should safety/security be an issue for visitors to the exhibition.

6. The Nelson Gallery will contribute to a print announcement. The Department will pay for labels and mailing. Announcements will be sent to the Nelson’s and other galleries’ regular mailing lists. Announcements are sent bulk mail; thus it is imperative that the materials be available FOUR (4) WEEKS in advance of the date of the opening reception. If received in time to be included with the bulk mailing, each grad may submit 15 typed addressed labels (zip code included). Additional mailings relevant to the exhibition may be at the expense of the Department if approved in advance by the Chair. Otherwise, expenses will be the responsibility of each MFA candidate.

7. The production of print announcements and distribution to the mailing lists of the participating galleries, and the production of an exhibition catalogue, is the responsibility of the MFA candidates, unless otherwise noted by graduate advisor. If there is an opportunity to produce a catalog, students are responsible to work collaboratively with the gallery director and graduate advisor in a professional manner. You are permitted to use printing services off campus after first consulting with Reprographics on campus. Data pertaining to the gallery on all printed materials must be reconfirmed with the Graduate Advisor and Nelson Gallery Director before and after typesetting.
8. The Nelson Gallery staff, or designated curator, will prepare and distribute a press release for all exhibitions in late April/early May. Collaboration with MFA Graduate students for press and catalog writing is a highly recommended option and will be determined by all 2nd Year students and the Graduate Advisor in early Fall of the final thesis year.

9. The host gallery will attempt to provide basic installation materials and equipment as deemed appropriate or necessary (paint, pedestals, lights, hangers, etc.) The galleries cannot provide custom framing or other specialized services, or materials or equipment that exceeds the amount budgeted for the show. Where possible, gallery staff will assist in the installation of all shows and will coordinate all organization and installation details.

10. Time lines will be established prior to the installation period. Normally, one week is reserved for the installation of the exhibitions, but this can vary according to the complexity of the installation or the demands of prior exhibitions at the gallery. All supplies, materials or equipment purchased by a gallery in conjunction with the exhibitions remain the property of that gallery.

11. Loan agreement forms will be executed by each of the campus galleries for insurance through the University’s Fine Arts policy. Off-campus galleries will maintain their particular procedures and policies regarding insurance.

12. Price lists will be made available at all galleries upon request during the exhibition. The University galleries do not take a percentage of sales and thus cannot function as a representative for sales. Inquiries from interested parties will be directed to the artists. Information on any sales negotiated by the student, should be made available to the galleries so that the availability of work on the price-list can remain current. At off-campus galleries, sales and commissions will be determined by their usual procedures and policies, unless changes are agreed upon previous to the exhibition.

13. The participating venue will provide beverages, napkins, cups and service at the opening reception. Any additional items (food, etc.) are the responsibility of the exhibiting artists.

14. The venue will maintain regular hours and monitor security for the exhibitions, subject to funding available for support staff.

15. EACH ARTIST IS RESPONSIBLE FOR DISMANTLING His/Her own work and must pick up their work 1 – 5 working days after the closing date of the show. Each artist is responsible for any shipping involved to and from the exhibition.

16. On occasion, the Director of the Nelson may invite an MFA student to donate a piece into the permanent collection of the Nelson. If accepted by the Acquisition Committee, the donated works would then be accessioned into the Richard A. Nelson Gallery and The Fine Arts Collection and become the property of the Regents of the University of California, Davis, and of the Richard A. Nelson Gallery and The Fine Arts Collection, UCD. This collection is used for teaching, exhibitions, and to maintain a visual history of the MFA program. If a student’s work is accepted, the student is responsible for delivery of the work to the collection within 5 days of the closing of the show. Complete data (title, date, medium (no “mixed media”), size and value) must accompany the piece. Loans are subject to lending criteria established by the Nelson Gallery.

17. ALL MFA CANDIDATES MUST SUBMIT A PACKET OF MATERIALS TO THE FACULTY AT THE MFA FINAL REVIEW
REQUIREMENTS FOR NELSON MFA PACKAGE FOR GRADUATION

1. Use a high quality GOLD disk to burn your 15-20 images onto - (same for DVD)
2. Images must be 3000 x 2000 pixels (or approximately) = 8" x 10" = 300 dpi
3. Images must be TIFF format
4. A Numbered Image Index corresponding to the images on the disk must be included with specific information describing the work:
   a. title
   b. date
   c. dimensions
   d. an articulated list of all specific materials used

5. Resume
6. Artist’s Statement

All documents must be on the disk.
All documents submitted in hard copy, including image index.

These materials should be presented unbound in an envelope. No MFA candidate will graduate without this material. It must be available at the time of the final show and will then be permanently deposited in the archives of the Richard L. Nelson Gallery and The Fine Arts Collection.
Examples of this information may be viewed by advance appointment in the Fine Arts Collection at the Nelson Gallery (530) 752-8500. If you have any questions about preparing this information please consult your Graduate Advisor.
## 2014 – 2015 SCHEDULE

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<th>FIRST YEAR</th>
<th>SECOND YEAR</th>
<th>DEPARTMENTAL</th>
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<tbody>
<tr>
<td><strong>FALL QUARTER</strong></td>
<td>290 GRAD SEMINAR – 4 units</td>
<td>290 GRAD SEMINAR – 4 units</td>
<td>Studios Available SEPT 1</td>
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<td>299 Ind Study - 4 units</td>
<td>292 Comprehensive Qualifying – 1 unit</td>
<td>Arts Welcome Lunch - Oct 8. Art Studio, Art</td>
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<td></td>
<td>299 Ind Study - 4 units</td>
<td>299 Ind Study - 7 units</td>
<td>History, Design, Music, Technocultural Studies, Theater &amp; Dance.</td>
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<td><strong>NOV 1 – 2nd Year Review</strong></td>
<td>Dedalus Nominations</td>
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<td><strong>WINTER QUARTER</strong></td>
<td>290 GRAD SEMINAR - 4 units</td>
<td>290 GRAD SEMINAR – 4 units</td>
<td><strong>JAN 24 – MFA Final Applicant Review</strong></td>
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<td>291 Critical Evaluation – 1 unit</td>
<td>299 Ind Study – 4 units</td>
<td>Skowhegan Nominations</td>
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<td>299 Ind Study – 3 units</td>
<td>299D Comprehensive Project – 4 units</td>
<td>Headlands Nominations</td>
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<td>Elective – 4 units</td>
<td>File Advancement to Candidacy mid-January</td>
<td>MARCH 1 – Deadline to FILE FAFSA</td>
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<td><strong>Jan 31 – First Year Review</strong></td>
<td>Meet Directors of Nelson &amp; MU Galleries</td>
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<td><strong>SPRING QUARTER</strong></td>
<td>• 290 GRAD SEMINAR - 4 units</td>
<td>• 299 Ind Study – 4 units</td>
<td>• Department Awards &amp; Nominations</td>
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<td>• MID Mar Images due for Announcement</td>
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<td>• MAY 29 – THESIS REVIEW</td>
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<td>• JUNE 5 THESIS EXHIBITION OPENING</td>
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<td>• JUNE 12 - Commencement</td>
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<td>• JULY 1 studio move out inspection day.</td>
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## ART DEPARTMENT AWARDS, GRANTS AND FUNDING

See also chapter IV

**AI and TA opportunities** - $900-$950 per month, plus tuition and fees.

There are a limited number of positions available for both Teaching Assistants (TA) and Associate Ins, (AI). TA’s are assigned by the Graduate Advisor. During the summer session I an II, 2nd year students have the opportunity to apply to teach undergraduate studio classes in teams of two. Please pay attention for the call for applications in the spring term.
TA/AI Appointments of 25% or greater, will receive a partial in-state fee remission. Per the labor contract (gradstudies.ucdavis.edu/old/facstaff/asemain.htm), TA fee remissions include 100% of the ED REG fees. With the exception of the Student Services Health Fee, campus-based fees are NOT included in the partial fee remission provided to students with TA appointments. TA/AI appointments do not include NRTR (nonresident tuition remission).

**Fee Remissions:** Students who have an appointment as a graduate researcher (GSR), teaching assistant (TA) or other teaching title, which together total 25% or more, will have all or a portion of their in-state fee paid through remissions. For current fee remission amounts please see: http://studentaccounting.ucdavis.edu/feeremissions.cfm

**Mary Lou Osborn** - MFA students must have: 1) completed a quarter at UC Davis, 2) have outstanding creative ability and sincere dedication to her/his work, and 3) a minimum GPA required of graduate students; voted on by entire Art Department faculty ($1000-2000).

**Fay Nelson** – The award is given to: 1) a 2nd year student, and 2) is based on merit, especially dedicated to provide financial support; voted upon by entire Art Department faculty ($1000-2000).

**The Arneson** – The award is given to: 1) a 2nd year student earning an MFA in Art Studio, and 2) is based on merit of performance, and voted on by entire Art Department faculty ($1000).

**Nelson Artfriends** - $1500 in the spring term for materials, look for departmental announcements from Rachel Teagle and the Nelson.

**The Gadberry** – Help supports student fellowships and residencies at the Headlands and Skowhegan.

**Skowhegan** - is an intensive nine-week summer residency program for emerging visual artists. Neither a “school” in the traditional sense nor a “retreat,” the program seeks to create stimulating and rigorous environment possible for artistic creation and interaction by providing a concentrated period of work, created with the support and critical assistance of a distinguished faculty of Resident and Visiting Artists. UC Davis is one of a small number of schools that participates in a matching program, supporting usually 1 student - to attend a summer residency. In January the faculty nominate up to 4 students who apply. The application deadline is early February for the following summer with notification from Skowhegan in April.

**Dedalus** - Two students, selected from a national pool are awarded a fellowship by the Dedalus Foundation, which is intended as a "bridge" between a student's MFA and professional work. The award is for one year of $20,000 paid in 2 installments. Students must be at the end of their first year of the program to be nominated. In March, faculty nominate two 2nd year students studying painting or sculpture who then apply to the foundation in June, the announcement is made by the foundation in November.
**Headlands** – Working in conjunction with selected universities, the Headlands provides a residency entitled the MFA Studio Award Program. The award provides studio space at the Headlands for one year with the opportunity to work in a lively creative atmosphere and participate in the three yearly open house events. The faculty nominates 4 to 6 candidates in April, who are then contacted by the Headlands with application instructions. Interviews take place in mid May with the residency commencing in June. Painting and drawing alumni have an opportunity to apply for the Tournesol Award offered by Headlands.

**Art Department Fellowships** - Graduate programs across campus receive an allocation of funds in the form of Art Department Fellowships to award fellowships to new and continuing students. These funds are restricted for use as living allowance (stipend), in-state fees or non-resident tuition fellowships. These funds can be applied toward a stipend or toward fees and normally the amount is less in the second year of study.

**FAFSA**

March 1 is the deadline to file FASFA. 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 Art Department Fellowships or other internal fellowships.

Art Department Fellowships can be awarded as living allowance, In State Fees/Nonresident Tuition, and/or Nonresident Tuition Fellowships (NRTFs).

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

The living allowance (stipend) can be awarded in one to nine month increments, October 1 through June 30. Payments are made one month in arrears in order to put Art 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, and memorial Union fees, etc. For the current fee structure, please see the Office of Research Management and Planning URL: http://www.ormp.ucdavis.edu/studentfees/.

The Student Health Insurance Plan (SHIP) fee is $500 per quarter or $1500 per year with an expected increase. Students who opt out of the SHIP will have their in-state fees reduced by this amount. The Art Department Fellowship to the student will be reduced accordingly. Students should not expect to receive the difference between the full amount and the reduced amount.
Student Eligibility for Graduate Studies Awards:

1. All domestic students must have filed FAFSA.
2. Students must be registered, enrolled and maintain a minimum of 12 units. Students who do not meet the minimum requirement are subject to withdrawal of the award. Students on PELP or Filing Fee do not meet the registered status requirement.
3. Recipients must meet the minimum GPA criteria established by the Graduate Council for eligibility. A GPA of 3.0 is required for living allowance/stipend fellowship, an in-state fee fellowship and for Nonresident Tuition fellowship (NRTF). Students who do not meet the minimum GPA requirement are subject to withdrawal of the award.

For information regarding TAX regulations, recipients should be referred to the form Regulations for Graduate Students Receiving Fellowships or a tax consultant.
THE NELSON GALLERY (to be the SHREM MUSEUM in 2016)

The Nelson Gallery, founded in 1976, is the fine arts museum of UC Davis. The Nelson is located at Nelson Hall (formerly the University Club); located across the Arboretum from the Art Building. The gallery is open Monday through Friday, 11 to 5, and Sundays 2 to 5, except when between exhibitions. Nelson exhibitions align with the quarterly teaching schedule, plus the MFA show, which takes place during the first three weeks of every June. The Nelson has a very useful collection of fine art totaling almost 4,000 objects. Students are encouraged to make appointments to view the collection in advance.

UC Davis will inaugurate the The Shrem Museum in 2016 as an institution dedicated to combining vanguard artistic and curatorial innovation with audience engagement. Exploring new means to connect visitors with art and participating in the process of art are two aspects of the new museum that are at the very center of its vision. The museum will encourage interdisciplinary exchange, provide means to make an impact on curricular development and create informal educational opportunities.

CONTACT:

Rachel Teagle - Director
530-754-6590
rmteagle@ucdavis.edu

Assistant Director - Randy Roberts
530-219-9598
rcroberts@ucdavis.edu

Robin Bernhard - Registrar
ribernhard@ucdavis.edu

Kyle Monhollen - Preparator
kdmohnollan@ucdavis.edu
GRAD BUILDING GUIDELINES

ALL STUDIO EQUIPMENT - is for everyone to use. Please do not lock the ladders or the vacuum or hand-truck in your studio over night or for extended periods of time. Do not check equipment out of the Sculpture Lab for long-term use. This includes all tools and pedestals.

THE CAMERA – Please follow all camera use guidelines, signing out, returning the key, taking care of all equipment in the closet.

FLAMMABLE MATERIALS CABINET - is for flammables only, all other paint can be stored in the big gray cabinet. It must be maintained yearly; see Dan Quillan if you have questions.

RECYCLE – We follow the strict university recycling programs, paper, plastic, cans all go onto their respective containers. Epoxy paint, epoxy and hazardous waste must be sorted separately and collected by EH&S at the end of each quarter. The university has a CRT recycling program as well, on the web at the Bargain Barn.

THE TRASH – The dumpster must be wheeled to the site of the dumpsters behind the sculpture studio to be emptied.

OUTSIDE AREAS – are for everyone’s use, if a project demands the space, please clean up after yourself within the week, tossing all refuse and taking left over materials back to your studio.

COMMON AREA - Common area is defined as all hallways, stairways, lounge area upstairs and downstairs, and the garden. Display area (entrance foyer) and Side Yard are considered common spaces at times, specifically for special events, but can be used for projects that demand more space on a permission basis by grad advisor. Please do not use open spaces for material or old work storage.

COMMON AREA FURNITURE, KITCHENWARE, AND UTENSILS – Should stay in the common areas and NEVER be used with art materials (mixing paints, pigments, etc.).

EXTENDED WORK SPACES & EXTRA STUDIOS – Extended work spaces (the entrance foyer and the side yard) may be used as work areas for specific projects whose scale can only be accommodated by the space and by permission from the graduate advisor. If we have extra studio spaces in any given year, those spaces will be able to be signed up for a set limit of time to be determined by the graduate advisor. Grad students will typically not be allowed more than one extra space outside of their studio at any given time. If a signed up space goes underused and is demanded by another grad student, the space may be revoked with permission of the graduate advisor. When vacating extended workspaces or an extra studio space, they must be returned to their original condition. Please see the guidelines for Moving Out of Your Studio below and follow them in the same manner when moving out of a temporary space or you will be fined accordingly.

RATS – If you plan to cook and eat in the building, do not complain about the rats.
**FACILITIES – 530-752-1655** – If a light in your studio needs repair or one of the bathrooms needs a plumber’s attention, etc; call in the work order, write down the work order number so you can follow up if they do not come by to fix the problem. Facilities can also let you into your studio if you are locked out.

**LOCK UP** – Please make sure the doors are closed. The heating and cooling is a sealed system, when it is running, in order for it to work properly the doors and windows must be closed. Please keep the front door shut at all times.

**PARKING** – Please be mindful of the LOADING ZONE PERMIT. Do NOT take it home with you.

**NO SMOKING** within 20’ of the building.

**HEATING & COOLING** - The building is a closed system; all of the ventilation, heating and cooling ductwork is linked. Please do not tinker with the vents and ductwork dampers. In the summer please keep all of the doors closed for the AC to be most effective.

**THE KITCHEN** - Please take care of your dishes and stored food in the refrigerator.

**MOVING OUT OF YOUR STUDIO**

**JULY 01 DEADLINE TO MOVE OUT OF GRAD STUDIOS FOR 2ND YEAR GRADS OR AUG 06 BY PERMISSION OF GRAD ADVISOR**

**DEADLINES FOR 1ST YEAR GRADS WANTING TO MOVE STUDIOS TBA**

**KEYS RETURNED AFTER STUDIO APPROVED INSPECTION**

**NO EXCEPTIONS**

**TUESDAY, JULY 01** there is an inspection of all graduated student vacated studios. Those given extensions from grad advisor will have inspections on AUGUST 06th. Arrangements for earlier inspections are possible but must be arranged at least a week in advance with Victoria Dye or Graduate Advisor.

**STUDIO & BUILDING AND WHEN YOU GRADUATE** - instructions below:

1. The studio walls must be painted a consistent white, holes spackled, nails and screws removed.
2. The floors must be cleaned, paint and epoxy scraped off, and mopped. Floors should be painted with enamel floor paint if necessary. Students are responsible for all paint.
3. Any alterations you made must be removed and the studio returned to original configuration.
4. If you are leaving a desk or a chair, make sure it is in good condition.
5. Do not take university furniture or furniture donated to the grad studios with you.
6. Your keys MUST be returned to the Business Office the week of inspection after all requirements have been approved.

FINE: Your student account will be charged a minimum of $100.00 and the cost of repairs if you do not restore your studio to its move-in condition. If an unpaid charge is on your account you will not receive your diploma, you not may order transcripts, nor access your records until it is paid.

PLEASE LEAVE ALL OF YOUR CONTACT INFORMATION WITH VICTORIA. PLEASE KEEP UC DAVIS ART DEPT ON YOUR MAILING LIST WITH CURRENT CONTACT INFO WHEN YOU MOVE.

NOTE:
As you find older work - make sure you document this if it has not been previously photographed, work that goes into storage and may not see the light of day for a long time, or work you may be ditching - tests, models, small drawings, notes and notebooks, they are invaluable resource not be overlooked or undermined; even shots of your work space may some day be a valuable tool for future work.
This is a good time to develop your archiving system, where pieces are shown, where they are stored, make sure you mark boxes and crates with photographs, in which collections the work ends up in, keep careful dates, insurance values, and all press, reviews and articles, not to mention show announcements, posters and your catalog. Set up a comprehensive system. Please take care and pay attention to all of these things as they take time -- do not wait until the last week to attend to these important tasks.

First Years: Moving Into Your Studio
Your newly assigned studio will be ready for you to move into on September 1. Although classes do not start until the 1st week of October, you are strongly encouraged to begin organizing your studio and addressing your supply/furniture needs. UC Policy states that may not start working until you have taken the Safety Training with our designated training supervisor, which takes place the week of orientation (on or around September 29) If you need to begin working before this training, please notify Victoria Dye, to schedule an earlier training.
ARTS ADMINISTRATIVE GROUP

The Arts Administrative Group provides support to the following academic departments and programs: Art, Art History, Cinema and Technocultural Studies, Design, Music, Theatre and Dance; we also provide support to the Design Museum and the Nelson Gallery. To find people, click the Staff Directory link.

For Information on all arts programs, please visit the websites below.

Program Course offerings can be found here:
http://catalog.ucdavis.edu/programs.html

CINEMA AND TECHNO-CULTURAL STUDIES
http://arts.ucdavis.edu/cinema-technocultural-studies-cats

ART HISTORY
http://arts.ucdavis.edu/art-history

DEPARTMENT OF THEATRE AND DANCE PERFORMANCE STUDIES
http://arts.ucdavis.edu/theatre-dance

THE MUSIC DEPARTMENT
http://arts.ucdavis.edu/music

DEPARTMENT OF DESIGN
http://arts.ucdavis.edu/design
ART DEPARTMENT RESOURCES
For a detailed map of UC Davis go to: http://maps.ci.davis.ca.us/gis/davis

THE ART DEPARTMENT DIGITAL LAB

Media/Video

The Digital Lab is located in Room 55 of the basement floor of the Art Building.
The newly renovated digital facility offers students digital media industry standard equipment, including:

* 20 iMac computers
* 1 Canon iPF8400 printer (44")
* 4 Epson Stylus Photo R2880 printers (13")
* 1 Imacon Flexight 848 Large Format "Drum" Scanner
* 2 Nikon Super Cool Scan 5000 35mm Film Scanners
* 3 Epson Stylus Perfection 2450 Photo Flat Bed Scanners
* 8 Wacom Tablets
* Canon EOS Rebel T2i DSLR cameras (HD video capable)
* Canon EOS Rebel T3i DSLR cameras (HD video capable)
* XT, XTi, and XSi DSLR cameras
* Various 35mm film cameras
* Various medium format film cameras
* Various 4x5 film cameras
* Data projectors

Large Scale Format Printer: Students who use the printer are responsible to reimburse the art department for ink and paper. Fees are posted in the lab. If you need to use the printer, you must sign up with the technician prior to actually using the printer to ensure it is not already in use.

The Digital Lab is also equipped with wireless internet access. The Digital Lab hours will be posted quarterly.

For more information on the Digital Lab, please contact the lab technician, Jesse Vasquez:

Digital Lab
Office: 55 Basement, Art
(530) 752-4175
ART DEPARTMENT Visual Resource Facility

The Visual Resources Facility (VRF) is located in Everson Hall. It is a multi-use facility consisting of an image collection and computer lab providing image resources for teaching and research for the Department of Art & Art History at the University of California at Davis. The VRF image collections consist of a continually growing collection of digital images and a collection of 35mm slides. We also have videos, DVDs, periodicals, art and art history reference materials and an archive of the Art History Program's MA Theses. VRF staff manage image production and preservation, provide collection orientation and circulation, offer reference and research support and training, and supplement the collection with new materials. For scanning requests, speak directly with the VRF librarians or submit a Scanning Request Form or PDF Request Form (available on the VRF website).

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

Resources at the VRF
The VRF is connected to the campus wireless network (moobilenet) (for instruction on how to access campus wireless please visit the Campus Wireless Network Services site: http://wireless.ucdavis.edu

Circulating:
2 laptops
3 portable data projectors
1 iPad
1 Nikon D50 digital camera
dual monitor equipment (matrox)
VGA adaptors

Non-circulating:
3 computers with large format flat-bed scanners (one supports scanning photos and transparencies). each station has Adobe Creative Suite, Microsoft Office and ARTstor OIV installed.

The VRF Image Database is our online catalog for digital images, videos and MA theses. The database is available at http://images.ucdavis.edu. Please contact the VRF staff for assistance accessing the catalog. Our video collection is available to faculty, graduates and undergraduate students and is searchable via the Image Database (use the Advanced Search option). Some videos have limited circulation or are reserved for in-house use only. Loan periods are negotiable but in general, undergraduate students can borrow videos for 24 hours, graduate students for 1 week and faculty for a quarter.

Image and Scholarly Journal Subscriptions

UC Davis has subscriptions to many databases. It is highly recommended that you schedule a library orientation with the Shields Art Librarian Daniel Goldstein to learn how to use these tools to their
fullest potential. danielg@lib.ucdavis.edu

ARTstor

The ARTstor Digital Library is a nonprofit resource that provides more than one million digital images in the arts, architecture, humanities, and sciences with accessible suite of software tools for teaching and research. Our community-built collections comprise contributions from outstanding international museums, photographers, libraries, scholars, photo archives, and artists and artists' estates.

JStor Journal Data Base
http://www.jstor.org/

JSTOR provides Full-Text access to back files of hundreds important scholarly journals in nearly 50 disciplines spanning the arts, humanities, social sciences and the sciences. Current issues are now included for selected titles. Holdings vary by journal. JSTOR is a not-for-profit organization established with the assistance of the Andrew W. Mellon Foundation.
THE ARTS ON CAMPUS

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

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

Department of Theatre and Dance
(530) 752-0888; http://theatredance.ucdavis.edu
The Department of Theatre and Dance has one of the finest theater facilities in California, with an unusually good stock of scenery, props, costumes, and state-of-the-art lighting and sound equipment. Facilities are complemented by an excellent faculty, the Granada Artists-in-Residence program (which brings a major director, choreographer or playwright to the department each quarter), Shakespeare's Globe, London, exchange program, and graduate students working on Master of Fine Arts degrees in acting, directing, choreography or design, and Ph.D. degrees in 20th Century Performance and Culture, all of whom contribute to the fine quality of UC Davis drama and dance productions. Each year’s schedule includes: undergraduate festivals in theatre, dance and film; opportunities to work with professional directors and choreographers in three main stage productions; and performance projects and established scripts developed by M.F.A. students. These productions take place on our proscenium (Main), thrust (Wyatt), black box (Arena), performance studio (University Club) stages as well as in the Mondavi Center’s Studio Theatre and Jackson Hall. These productions are part of the academic program of the department and serve an important purpose in the study of theatre and dance. Participation is open to all students.

ART GALLERIES

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

**Richard L. Nelson Gallery**
Nelson Hall (formerly the University Club); (530) 752-8500
The Richard L. Nelson Gallery, named in honor of the first chair of the Department of Art, organizes regularly changing exhibitions of historical and contemporary works of art. The gallery’s program reflects and complements the teaching program of the Department of Art and brings art to the university community and the Northern California area at large. The Nelson Gallery is also home to the Fine Arts Collection, which represents various historical periods and cultures and is the Davis campus’s major collection of art.

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

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

A graduate student registered on any campus of the university 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 in courses on the host campus are transferred to the home campus and entered on the student’s official graduate transcript.

Application forms (sample form included in appendix), may be obtained in Graduate Studies and must be submitted five weeks before the beginning of the quarter in which you wish to participate in the program. Petitions received after the first day of the quarter will not be processed.
INFORMATION RESOURCES AND TECHNOLOGY

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

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

SmartSite is the new UC Davis course management and collaboration system powered by Sakai, a software development effort, bringing together over one hundred educational institutions who have collaboratively created a sophisticated, easy-to-use, extendable set of course management and collaboration tools. 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. For more on SmartSite go to http://smartsite.ucdavis.edu. Please email all general questions, inquiries and requests for support to smartsite-help@ucdavis.edu. For immediate technical support call IT Express (above).

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

Learning and Professional Development Resources and Programs

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

Student Judicial Affairs (SJA)
The Office of Student Judicial Affairs supports the University's educational purposes and goals and serves the campus by administering a fair and effective disciplinary system, by enforcing student conduct standards, by upholding student rights and by responding to student grievances. SJA works with students and faculty to promote academic integrity, ethics, responsible behavior, and student learning in a safe and civil campus environment. For more information about Student Judicial Affairs (SJA), call (530) 752-1128 or visit: http://sja.ucdavis.edu
The Principles of Community
The University of California, Davis, is first and foremost an institution of learning and teaching, committed to serving the needs of society. Our campus community reflects and is a part of a society comprising all races, creeds and social circumstances. The UC Davis Principles of Community set forth ideals and expectations for campus interactions. Members of our community are expected to treat each other with respect and dignity, to refrain from displays of inappropriate anger or intimidating conduct, to shun epithets or abusive language, and to find effective means to disagree, to persuade and to inform through rational discussion. Although the Principles of Community are not enforced by punishment unless the act is a crime or breach of conduct standards, the Principles provide guidance for addressing the full range of behavior and interactions. For more on the Principles of Community: http://occr.ucdavis.edu/poc

The Cross-Cultural Center (CCC) fosters a multicultural community through education and advocacy regarding systematic group oppressions, ethnic and cultural diversity, and establishing an environment of cross-cultural learning and exchange for the entire campus. Ethnic-themed rooms (Asian/Pacific Islander, Native American, African American and African, and 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. Contact for more information and scholarships about gender and sexual identities. 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 the values respect, pride and unity for all individuals. http://ccc.ucdavis.edu

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

The Internship and Career Center (ICC) provides career development services for all graduate students at UC Davis. Career coordinators provide confidential one-on-one career advising and guidance for academic careers, careers in the public or private sectors and other options. Services also include career development workshops on CV writing, career options, transferable skills, applying and interviewing for faculty positions, and many other topics relevant to those with an advanced degree. The Career Opportunities and Careers in Higher Education Colloquiums are offered winter quarter and provide exploration of career opportunities in a variety of fields both inside and beyond academia. http://iccweb.ucdavis.edu

The annual Pathways Career Symposium in the spring, co-hosted by Graduate Studies, assists graduate students and postdoctoral scholars with career development through a day of panel discussions and workshops. The ICC maintains a placement file service for credential and graduate students. Letters of recommendation are distributed upon request for academic and K–12 positions through this service. A variety of Web-based resources geared specifically for graduate students and postdocs can be found at http://iccweb.ucdavis.edu. For an appointment or more information, please contact the Graduate Student and Postdoctoral Career Services assistant at 752-7841.
**Professional Development Series (PDS)** provides a variety of training opportunities on professional development topics of interest to graduate students and postdoctoral scholars. PDS is offered by Graduate Studies and co-sponsored by other UC Davis units. Examples of workshops: Hand’s On Teaching Workshop, Women on the Market: The Gendered Experience of Job Hunting, Grant Writing, etc. Workshops are free and registration is not required. For more information about the PDS, please contact Teresa Dillinger, Coordinator, Professional Development Services, Office of Graduate Studies at: tldillinger@ucdavis.edu

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

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

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

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

**Student Disability Center (SDC).** UC Davis is committed to ensuring equal educational opportunities for students with disabilities. An integral part of that commitment is the coordination of specialized academic support services through the Student Disability Center (SDC). The SDC is staffed by professional disability specialists with expertise in various areas of disability: learning, vision, hearing, medical, psychological, and mobility. These professionals each work with an assigned caseload of students, determining their eligibility for academic accommodations and ensuring the provision of accommodations necessary to allow the students to participate meaningfully in educational opportunities on campus. Visit [http://sdc.ucdavis.edu](http://sdc.ucdavis.edu).

**The Women’s Resources and Research Center (WRRC)** offers graduate women academic and personal resources through the Graduate Outreach Intern and professional staff. In addition to holding drop-in office hours, the intern coordinates the Graduate Women’s Network, a great way to connect with other
graduate women, discuss concerns and learn how to navigate graduate school. The Center also maintains a Child Emergency Notification service and offers a Graduate Parent Handbook for student parents. The Center helps women of diverse backgrounds achieve their intellectual, professional and personal goals, and advocates for women’s full inclusion, equality and advancement. The WRRC offers an extensive library, educational programs, advising and referrals, academic support, a welcoming space, and a caring, accessible staff. For more information on the WRRC’s wide range of programs and services, call 752-3372 or stop by 113 North Hall. Visit their Web site at http://wrnc.ucdavis.edu.

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

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

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

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

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

Transportation and Parking Services (TAPS) facilitates the access and mobility needs of the campus community through coordination between TAPS units and other campus departments and non-university entities, and ensures that services are provided in a professional, efficient, and service-oriented manner. For information on parking services, including maps and rates, see the TAPS Web site at: http://www.taps.ucdavis.edu/parking.htm.
The Community Housing Listing service is offered by the ASUCD (undergraduate student government) but is available to all UC Davis students and other Davis community members. You can access the service at http://chl.ucdavis.edu/.

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

Student Health Services (SHS) and Counseling and Psychological Services (CAPS) will merge to form one department called Student Health and Counseling Services (SHCS). This merge recognizes the close relationship between physical health, mental health, and wellness, and aims to take a student-centered approach to better serve our campus. This unified approach provides our staff additional opportunities for collaboration and synergy that will enhance quality of care and services for students. At this time, the websites from the two departments have not been integrated: http://shcs.ucdavis.edu

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

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

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

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

Grad Studies Website http://www.gradstudies.ucdavis.edu
TEACHING
MENTORING GUIDELINES

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

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

I. Guiding students through degree requirements. This means:
   1. Providing a clear map of program requirements from the beginning, making clear the nature of the coursework requirements and qualifying examination, and defining a timeline for their completion.
   2. Providing clear guidelines for starting and finishing dissertation or thesis work, including encouraging the timely initiation of the dissertation or thesis research.

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

III. Guiding students through professional development. This means:
   1. Providing guidance and serving as a role model for upholding the highest ethical standards.
   2. Treating students respectfully.
   3. Encouraging and critiquing oral and written presentations.
   4. Encouraging participation in professional meetings of regional groups as well as of learned societies.
   5. Facilitating interactions with other scholars, on campus and in the wider professional community.
   6. Assistance with applications for research funding, fellowship applications, other applications as appropriate for the respective discipline.
7. Being the student’s advocate in academic and professional communities.
8. Providing career guidance, specifically assistance in preparation of CV and job interviews, and writing letters of recommendation in a timely manner.
9. Recognizing and giving value to the idea that there are a variety of career options available to the student in her/his/your field of interest and accepting that the student’s choice of career options is worthy of your support. For example, guiding the student to teaching opportunities when appropriate for the student's goals.

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

As mentees, students should:
- Be aware of their own mentoring needs and how they change through their graduate tenure. Graduate students should discuss these changing needs with their mentors.
- Recognize that one faculty member may not be able to satisfy all of a student’s mentoring needs. Seek assistance from multiple individuals/organizations to fulfill the mentoring roles described above. Recognize that their mentoring needs must respect their mentor’s other responsibilities and time commitments.

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

While we have tried to provide examples of what mentoring means, we recognize that each discipline will provide its own special set of mentoring needs and challenges. We recommend that each graduate program meet to define what "good mentoring" means to and for its faculty and graduate students.

TEACHING ASSISTANTSHIPS

ART STUDIO T.A. JOB DESCRIPTION

QUALIFICATIONS
Applicants must have enough previous art-making experience to sufficiently direct undergraduate students in developing their unique artistic expression and must be familiar well with the methods, techniques and media specific to the particular class.

DUTIES
The teaching assistant will attend all scheduled class periods, prepare slide lectures and technical demonstrations as requested, lead in-class discussion and give technical and aesthetic guidance and criticism to undergraduate students. Teaching Assistant positions require a commitment of 10 hour per week related to teaching including preparation, classroom teaching activities, office hours, supervising field trips, criticism of the students' projects and papers, lab monitor hours, grading projects and assignments, and other duties as may be assigned by the professor in change. Duties also include the proper and safe maintenance of the art studio facility and its associated equipment and supplies.

SUPERVISION
TA’s are supervised by the faculty member who teaches the course. The faculty member is responsible for course content and grading policies.
T.A. TRAINING GUIDELINES

General guidelines and information for all classes:

1) TA’s are required to attend all classes for 6 hours per week. Our TA positions are 25%, which is the equivalent of 10 hours per week. TA’s will make up the difference by preparing for class or by supervising a lab such as photography, sculpture, printmaking, or the digital lab even if you are not working as a teaching assistant in one of those areas. TA’s doing lab supervision keep the area open for students working on projects outside of class. In this case, you will be contacted and required to take initial training and certification by the area technician.

2) Class preparation should be coordinated with the needs of the faculty. When possible, post class handouts to the SmartSite website. If something comes up without advance notice you may use the copy machine in Art 110. The copy machine is for class business only.

3) In the case of faculty absence you may be asked to be responsible for the class and should work out the proposed projects for that period.

4) Windows to the art building should be kept closed (open windows disrupt heating and air conditioning). Before leaving, the afternoon class is responsible for making sure any windows that happen to be open are closed.

5) Again, it is your responsibility to prepare the classroom for the next class session and to ensure that final projects are removed from the foyer, courtyard, etc. At the end of the quarter, you are responsible (along with the faculty person in charge) to see that debris, artwork, etc., is cleaned up by the students. We cannot be held responsible for work left beyond finals week. All work left beyond finals week will be thrown out. You may not leave student work in the office for pickup.

6) Health and safety guidelines and responsibilities: Review with your faculty and technical supervisor (or if you are a team teacher it is your full responsibility to know and adhere to their guidelines). Keep a watchful eye on your welfare and the welfare of the students. Dan Quillan in printmaking is the Department Safety Coordinator. Confer with him if you have questions.

TA Duties Unique to a Specific Area:

Ceramics

1) Primarily see to the students as they are working, engaging them in open discussion about their ideas and their work. This conversation should be carried into reviews and critiques, where discussion and participation are particularly important. This may include offering technical advice regarding the construction of work.

2) Assist in activities where one or more students are making clay, loading kilns, or moving large or heavy pieces. Assist in supervising individual cleanup responsibilities and helping the whole studio cleanups and cleanouts. Help maintain orderliness of kiln shelves, furniture, and glaze room when necessary.
3) If the TA has special knowledge or skills, s/he should be prepared to perform demonstrations of that special knowledge and/or skill. This may include a slide lecture of the individual’s particular field of interest.

4) Have an open minded and supportive approach to student work and an energetic attitude.

**Drawing and Painting**

1) Teaching assistants in drawing classes must make sure tables are clean and ready for the classes that follow. Coffee cups, candy wrappers, paper, etc. should be cleaned off of tabletops and thrown away or recycled. If the surfaces are wet with paint or smudged with oil sticks or charcoal dust they should be cleaned with soap and water (buckets, cleaner and sponges are available in a designated locker in your area.) Get your students to clean up after themselves after all classes. Place full garbage containers in the hallway for the night custodian to empty.

2) Painting and drawing classes are to carefully monitor the sink areas. Advise students not to put non-soluble materials down the sink, there are containers provided for that. Containers must remain closed. There are also containers in the labs for painting rag and paper towel disposal. The first class of the day is responsible for emptying the red and metal cans. Help keep an eye on the sinks to keep them clear of miscellaneous debris.

3) Drawings and paintings displayed for critiques should be in your designated class space or in the hallway. You must check how many classes there are and mark your space with a sign. Please be sure to check the schedule and be considerate of others teaching in the same areas.

4) Supplies: Soap and paper towels are available in the storage closet outside of ART 231. The printmaking technician is responsible for replenishing supplies. See Dan in the printmaking area. For Rooms 111 and 112, see the sculpture technician directly for replenishment of supplies.

5) If tables are moved for a special setup, return them back to their standard layout.

6) At the end of the quarter, you are responsible (along with the faculty person in charge) to see that debris, artwork or other materials are collected & cleaned up by the students.

7) Contact Environmental Health and Safety (EHS) to remove hazardous materials. Waste pick up requests can be made online at [http://safetyapps.ucdavis.edu/EHS/wasterequest/index.cfm](http://safetyapps.ucdavis.edu/EHS/wasterequest/index.cfm).

**Printmaking**

Please read painting TA job description above with the addition of:

1) At the end of the class, TA is responsible for organizing the students to make sure the acid baths are covered, the hot plates are turned off, the press blankets are released, the rosin box is closed, the brayers are cleaned, all the inks and chemicals are put away, the ink palettes are wiped clean, the floors are swept, and the tables are cleared off and are wiped clean.

2) TA's and the Print shop Technician, Dan, organize and maintain the list of lab monitors, who are responsible for the above-mentioned maintenance tasks during the lab hours.
Sculpture, Photography, and Digital Lab
Refer to instruction provided by area faculty members and technicians.

Teaching Assistant Orientation
The Orientation for New Teaching Assistants is an introduction to the Teaching Assistant (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 you will not be a TA until winter or spring quarter, you 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. You will consider what to do at the first class meeting, and you will discuss strategies for successfully interacting with your students. This is also an opportunity for you to become familiar with the many programs, resources and services available for graduate student instructors.

If you receive your TA appointment after the orientation, you should contact the TA consultants in the Center for Excellence in Teaching and Learning (CETL) to receive a TA Handbook and a brief, individualized orientation. Contact the CETL at 752-6050 or visit http://cetl.ucdavis.edu.

Quarterly, Teaching Assistants will be asked to fill out a form for the class they are TAing. Any questions should be taken to the faculty member for the class. The following pages show just one 2-page example. Forms vary from class to class.
Teaching Assistant 25% - JOB DESCRIPTION

Course: **ART 110A** Title: **Intermed. Photography: B&W Analog**

Professor: ______________ Section: __________ Studio: 4 ______ Unit Hours

**JOB DESCRIPTION**

A Teaching Assistant is responsible for the conduct of recitation, laboratory, or quiz sections under the active direction and supervision of the faculty to whom final responsibility for the course's entire instruction has been assigned. A TA is not responsible for the instructional content of a course, for selection of student assignments, for planning of examinations, or for determining the term grade for students. This position will begin on the first day of classes for the quarter appointed and terminates three days after the last day of finals.

A Teaching Assistant with a 25% appointment shall not be assigned a workload of more than 110 hours per quarter, nor should a TA work over 20 hours in any one week or more than 4 hours in one day. The number of hours worked in excess of 10 hours per week may not total more than 25 hours per quarter. This check sheet is designed to be distributed to all Academic Student Employees (ASE) except those who are designated as the Instructor of Record for the class.

**Description of specific duties for PHOTOGRAPHY**

1. Help instructor prepare class materials in advance (handouts, demo equipment, etc.);
2. Instruct students in the proper procedures for film developing and printing;
3. Instruct students in the proper use of the lab computers, printers, and scanners;
4. Prepare classroom properly for each day’s instruction and lab hours;
5. Participate actively in critique sessions;
6. Help organize students during the lab hours (help assign workspaces and check the progress of each student);
7. Communicate closely with the lab technicians to prepare demo equipment and help students check out equipment;
8. Make sure the labs are fully functional before and during the lab hours;
9. Instruct students to properly clean up their workspaces and help organize the lab/classrooms;

**SUPERVISION**

TAs are supervised by the faculty member in charge of all the sections. Problems, concerns, suggestions, or questions about all course aspects or policies—content material or references, grading practices, individual student needs, make-up policy—are directed to the faculty member in charge. The faculty member is responsible for monitoring hours worked.
### GENERAL TASKS & RESPONSIBILITIES (Approximate hours for the quarter.)

<table>
<thead>
<tr>
<th>Task</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attend class</td>
<td></td>
</tr>
<tr>
<td>Class preparation: prepare and set up materials, photocopy, etc.</td>
<td></td>
</tr>
<tr>
<td>Lab Hours (4 per week)</td>
<td>40</td>
</tr>
<tr>
<td>Meet with Faculty Instructor</td>
<td></td>
</tr>
<tr>
<td>Make class presentations</td>
<td></td>
</tr>
<tr>
<td>Assist in evaluating student work</td>
<td></td>
</tr>
<tr>
<td>Perform individual and/or group tutoring, instruction in use of</td>
<td></td>
</tr>
<tr>
<td>materials</td>
<td></td>
</tr>
<tr>
<td>Maintain/submit student records, enter scores/grades on SmartSite</td>
<td></td>
</tr>
</tbody>
</table>

| Quarter Average Total:                                               | 100-110 hrs. |

### EVALUATIONS

TAs will be evaluated during their last session of the quarter using the department survey form. The faculty member in charge will evaluate all TAs at the end of the quarter. Evaluations by the faculty member will state clearly the basis for the evaluation (i.e. two classroom visits, numerous student comments, personal observations of teaching of course related activities throughout the quarter, etc.). All evaluations will be made available to the TA in a reasonable amount of time. All evaluations will be kept in the TA’s permanent file.

**Faculty Signature** ________________________________

**Student Signature** ________________________________

**Student Name:** ____________________________________
ASSOCIATE INSTRUCTOR APPOINTMENTS

Associate Instructors (AI) teach courses with another graduate student. AIs are responsible for their courses and are expected to consult with the AI mentors before, during and after the quarter they teach a course.

ASSOCIATE IN TEACHING SUPPORT FROM THE CENTER FOR EXCELLENCE IN TEACHING AND LEARNING (CETL)

The Teaching Resources Center offers free and friendly support services and professional development opportunities for Summer Associate Instructors.

AIs can request:
1) mid-quarter interviews to get early feedback from students
2) videotaping of class sessions to improve presentation style
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.

For more information, please contact Michelle Yates, the Associate-In Teaching Consultant, at myates@ucdavis.edu.

1. Mid-Quarter Interviews
As an AI (and former TA), you are probably very familiar with end-of-the-quarter evaluations, but did you know that an increasingly common new teaching tool is the mid-quarter evaluation? In a mid-quarter interview, the Associate-In Teaching Consultant comes into your classroom to ask your students for information about the things they most and least appreciate in your section, as well as any suggestions they may have. You get immediate feedback on things you can do in the current quarter to improve your teaching and your classroom atmosphere. Students also tend to really appreciate AIs who make this extra effort! This is not a service only for new AIs; many highly experienced instructors regularly schedule a mid-quarter interview. To schedule a mid-quarter interview, please visit http://cetl.ucdavis.edu/consultations/mqi and fill out a request form.

2. Class Videotapings
Watching a videotape of yourself teaching may sound unappealing (or downright terrifying) at first, but the Associate-In Teaching Consultant knows how to make it a low-stress and high-profit experience. Videotaping your lecture or discussion will give you an insight into your communication skills that is difficult to get any other way. And including a notation in your C.V. about your videotaping is a great way to demonstrate to a potential employer that you are dedicated to improving your teaching skills.

All graduate students and post-docs are eligible for this service, and it is absolutely free! To schedule a videotaping, please visit http://cetl.ucdavis.edu/consultations/video and fill out a request form.

3. Individualized Consultations
Do you need help with designing your syllabus? Are you struggling with writing exam questions or a prompt for an essay? Would you like someone to review your statement of teaching philosophy? Sometimes even the most experienced teachers need assistance developing an aspect of their course.
The Associate-In Teaching Consultant is available for individualized consultations on a wide variety of in-classroom and teaching-related subjects, including but not limited to syllabus design, classroom management techniques, and peer review of teaching philosophy statements. To schedule an individualized consultation, please visit http://cetl.ucdavis.edu/consultations/general and fill out a request form.
CALIFORNIA RESIDENCY FOR TUITION PURPOSES

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

Who is Eligible to Establish Residence?

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

Do I Have to Have Financial Independence?

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

How Do I Establish Residence?

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

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

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

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

FAFSA
Annually, all graduate students who are U.S. citizens, permanent residents or immigrants are required to file a Free Application for Federal Student Aid (FAFSA). Although the FAFSA can be filed at any time, it is strongly suggested that you file by the priority filing date of March 2. This form, submitted directly to the U.S. Department of Education, Iowa City, Iowa, is used to determine financial need.

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

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

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

UCD & Humanities Graduate Research
Open to all continuing graduate students who will be registered during the 2007-2008 academic year. Students must have been registered in spring quarter 2007 to use the funds during the summer period (July-September 2007). 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. /www.gradstudies.ucdavis.edu/ssupport/internal_fellowships.html
Criteria for Internal Fellowships and Scholarships
Awards are made as a mark of honor, on the basis of your record of scholarship and promise of outstanding academic contributions. Evaluation will include quality of your previous undergraduate and graduate work, evidence of ability in research or other creative accomplishments, evidence of promise of productive scholarship, Graduate Record Examination (GRE) scores, statement of purpose, letters of recommendation, and other documentation, such as publications and awards. A minimum cumulative grade point average of 3.0 in undergraduate or any graduate work already completed is required for consideration. Financial need or the availability of other sources of support to you is generally not relevant to the evaluation of academic merit. However, some awards have financial need as a criterion.

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

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

Research Site Resources
Are you going to be doing archival or library research? Check and see if they offer research grants. Many offer travel funds or research stipends.

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

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

Resources on Grant Writing
Anthropology 206
Each year, the Anthropology Department at UC Davis offers an extensive course on proposal writing. It is a great way for procrastinating social sciences and humanities students to narrow down that dissertation topic and force themselves to write a grant proposal! Plus, you’ll get good feedback from knowledgeable faculty.
You must apply for need-based financial aid every year, which involves, at a minimum:
filling out an application for various types of financial aid, available on the Financial Aid Office Web site; and...
* submitting a FAFSA (Free Application for Federal Student Aid), by the March 2 deadline.
For more information on applying for general financial aid, see either the Graduate Studies Student Support Web page, or the Financial Aid Office Web site.

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

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

**Travel Grants for Presentations and Networking:** Traveling to conferences is a great way to develop professionally, to network, and to get your research/work known to potential employers, whether university or private sector. There are a number of ways to fund travel to professional conferences.

**Your Graduate Program:** Graduate programs are occasionally able to pay for their graduate students to travel to professional conferences out of a general pool of funds for graduate students.

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

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

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**UC Institute for Research in the Arts (UCIRA)**

Artists create meaning, solve problems and challenge expectations. [The University of California Institute for Research in the Arts](http://ucira.ucdavis.edu) supports creative research and critical discourse by University of California faculty and students working in all genres and with a wide array of community partners.
With more than 1000 artists/researchers currently employed, the University of California system is home to the largest group of nationally and internationally recognized artists anywhere in the world. The University of California is also a leader in interdisciplinary practices linking research in the arts and science, arts and technology, arts and the environment, arts and digital media, and arts and the public sphere.

As the only system-wide arts research unit, UCIRA seeks to support the most innovative and relevant arts research taking place at the University of California. We have an interest in work that encourages curricular development and innovative resource-sharing within individual campuses and/or across two or more campuses, as well as expanded praxis/participation-oriented work in which University of California 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 and new forms of cutting-edge practice that might not otherwise find University or extramural support and which both serve to enhance the rank and reputation of the University of California system and California’s dynamic geographic, cultural and economic profile.

The University of California Institute for Research in the Arts supports embedded arts research through critical exchange

**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 2010 cycle and Visual Arts Practice and Research, and Emerging Fields funded in 2011. 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 Grant**

UCIRA offers both planning grants and implementation grants for projects relating to any of our three current areas of interest: Social Ecologies: California-centric embedded arts research; Social Technologies: new models of value exchange; and Integrative Methodologies: re-negotiating the Art/Science paradigm. The UCIRA also has an excellent listserve with many opportunities for exhibitions, grants and collaborative projects.

[http://www.ucira.ucsb.edu/](http://www.ucira.ucsb.edu/)
GRADUATE STUDENT FELLOWSHIPS AVAILABLE IN HUMANITIES

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

VI. FELLOWSHIP DESCRIPTIONS AND CRITERIA
Awards are good for a period of one academic year (October through June) unless otherwise noted.

(3) Elliott, Marjorie and Charles - This is a one-year fellowship open to entering and continuing graduate students with financial need.

Faulkner, Richard and Kate - This is a one-year fellowship open to entering and continuing students from Placer County, California.

(2) Jones, Fletcher - This is a one-year fellowship open to new or continuing U.S. Citizens, Permanent Residents or Immigrants with financial need. All disciplines are eligible to apply except those in Physical Education, Business Management, Law and Medicine. One fellowship awarded each year.

Mahan, Laura Perrott - This is a one-year fellowship open to entering and 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 one-year fellowship open to graduates of any high school in Modoc, Lassen, Shasta or Siskiyou Counties, California.

Schwalen, Emily - This is a prize that is open to all graduate students in agricultural and/or environmental sciences that are closely connected to Native American culture or whose thesis research would benefit Native Americans. Also open to UCD graduate students whose thesis work is related to Native Americans or Ecology. One prize will be awarded.

Tryon, Herbert - This is a one-year fellowship open to entering and 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.

UCD & Humanities Graduate Research - Open to all continuing graduate students currently registered in any given academic year. Students must have been registered in spring quarter to use the funds during the summer period. 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.
Miguel Velez – This is a one-year fellowship open to entering and continuing graduate students. The 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 Columbia, South America, then to students from other Latin American countries.

Walker, Frank and Carolan - This is a one-year fellowship open to entering and continuing students who are residents of Humboldt County, CA.

Wood, Elizabeth P. - This is a one-year fellowship open to entering and 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 one-year fellowship open to all graduate students from Santa Rosa, with preference given to those who participated in Future Farmers of America, 4H or similar programs. One-two fellowships will be awarded.

(3) Zolk, George and Dorothy - This is a one-year fellowship that has no restrictions. It is open to new and continuing, Masters or Ph.D., International and Domestic graduate students. Approximately four fellowships will be awarded.
ACADEMIC EMPLOYMENT OPPORTUNITIES

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

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

Academic Appointments for Students: Definitions

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

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

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

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

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

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

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

Award
Any expenditure allowable under UC Davis Policy & Procedure on the Travel Expense Voucher are 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.

Application Procedure
GRADUATE STUDENT SUBMITS TO GRADUATE PROGRAM CHAIR:
Please submit the Application for Graduate Student Travel Award form with the following attached supporting materials:

* An abstract of the paper or presentation.
* A letter of acceptance, a formal invitation, or a printed program as evidence of acceptance. Indicate "Pending" on the application if written confirmation has not yet been received. Funds, if awarded, will be released when the Office of Graduate Studies has received evidence of acceptance
* A list of applicant's publications and awards
* A copy of academic record or transcript sisweb NOT accepted
* A letter of recommendation from major professor
GRADUATE PROGRAM CHAIR SUBMITS A MAXIMUM OF FIVE RANKED APPLICATIONS TO:

Office of Graduate Studies
University of California
250 Mrak Hall
One Shields Avenue
Davis, CA 95616

For further information, contact:

Ruth Lee
(530) 752-7484

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

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

You can find the Travel Award application in the Forms Appendix.
RESOURCES FOR FINANCIAL CRISIS

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

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

Emergency Loans Through the Financial Aid Office

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

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

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 754-5719.
HELPFUL INFORMATION
Area Galleries & Museums

Art Forum Art Guide
San Francisco Museums and Galleries
Sacramento Museums and Galleries
Second Saturday, Sacramento
CSUS Galleries
Crocker Museum
Oakland
Berkeley

Recycled & New Materials Resources

Local Thrift Stores
Local Art, Craft, and Building Supplies
Industrial Materials

SACRAMENTO AREA

Alling Iron Works
3000 Duluth St., West Sacramento
916.271.3135

Blue Collar Supply
4871 Florin Perkins Rd., Sacramento
916.383.1442

C&C Steel Products, Inc.
3400 Sunrise Blvd.
Rancho Cordova, CA 95742
916.635.6100
916.635.1130 FAX

CalMAX California Materials Exchange
http://www.ciwmb.ca.gov/CalMAX

California State Surplus
1700 National Dr., Sacramento
916.928.4630

Goodwill Industries of Sacramento Valley
120 Main St., Woodland
530.668.8249
6648 Franklin Blvd., Sacramento
916.395.9023
4040 Florin Rd., Sacramento
916.395.2319
2265 Arden Way, Sacramento
916.565.0729
5705 Hillsdale Blvd., Sacramento
916.339.2137
3641 Elkhorn Blvd., N. Highlands
916.338.0152
8031 Watt Ave., Antelope
916.331.0237
4126 Manzanita Ave., Carmichael
916.481.6412
7120 Auburn Blvd., Citrus Heights
916.723.7382

Habitat For Humanity ReStore
Sacramento County
Sacramento, CA
426 North 7th St.
916.440.1215

Habitat For Humanity ReStore
El Dorado County
Placerville, CA
180 Industrial Blvd., Ste. E
530.621.2111
530.621.3972

Habitat For Humanity ReStore
San Joaquin County
Stockton, CA
2050 East Fremont St.
209.465.5054

Habitat For Humanity ReStore
Stanislaus County
Modesto, CA
423 Seventh St.
209.575.4585

HSC Electronics
4837 Amber Lane, Sacramento
916.338.2545

Kimzey Welding Works, Inc.
http://www.kimzeymetalproducts.com
164 Kentucky Ave., Woodland
530.662.9331

Metal Craft Warehouse
http://www.metalcraftwarehouse.com
1992 Enterprise Blvd., W. Sacramento
916.374.9013 FAX
916.374.9003

Rustic Brick & Stone Co.
http://www.rustickbrick.com
3150 Power Inn Rd., Sacramento
916.452.8114

S&K Steel
5201 Florin Perkins Rd., Sacramento
916.381.5359

Sclamberg Iron & Metal
Sacramento
916.383.5588

Sims Metal
130 N 12th St., Sacramento
916.444.3380

Surplus Stuff (electronics)
3313 Julliard Dr., Sacramento
916.381.3596
916.381.830
Woodland Surplus Pipe & Steel
36826 County Road 24, Woodland
530.662.2025

Yolo County Central Landfill
44090 CR 28H, Woodland
530.666.8729

BAY AREA

Berkeley Architectural Salvage
1167 65th St., Oakland
510.655.2270

Building REsources
San Francisco
701 Amador St. (close to 3rd/Evans)
415.285.7814

C&K Salvage
718 Douglas Ave., Oakland
510.569.2070

Caldwells Building Wreckers
195 Bayshore Blvd., San Francisco
415.550.6777

East Bay Depot for Creative Reuse
6713 San Pablo Ave, Oakland
510.547.6470

EcoTimber
http://www.ecotimber.com
1611 Fourth St., San Rafael
888.801.0855

Gilman Salvage
808 Gilman St. (@ 6th), Berkeley
510.524.5500

M. Maselli & Sons, Inc.
http://www.m-maselliandsons.com
519 Lakeville St., Petaluma
707.763.1562

Ohmega Salvage
http://www.ohmegasalvage.com
2400 and 2407 San Pablo Ave., Berkeley
510.843.7368

Omega Too
http://www.omegatoo.com
2204 San Pablo Ave., Berkeley
510.843.3636

P.A.L. (Protect All Life) Foundation
http://www.recycletrees.com
1021 Third St., Oakland
510.992.7800

RAFT (Resource Area for Teachers)
http://www.raft.net

The Reuse People
2100 Ferry Point #150, Alameda
510.522.2722

The Sink Factory
http://www.sinkfactory.com
2140 San Pablo Ave., Berkeley
510.540.8193

Tamalpais NatureWorks
http://www.tamalpais.com
San Rafael
415.454.9948

This & That
1701 Rumrill Blvd., Richmond
510.232.1273

Urban Ore
900 Murray St., Berkeley
510.841.7283

Whole House Building Supply
1955 Pulgas Rd., E. Palo Alto
650.856.0634
650.328.8731

The Yard (recycling wood & trees)
2201 Wake Ave. Oakland
510.834.8257
Organizations.

102.12 Participation in hazing or any method of initiation or pre-initiation into a campus organization or other activity engaged in by the organization or members of the organization.

102.13 Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities.

102.14 Disorderly or lewd conduct.

102.15 Participation in a disturbance of the peace or unlawful assembly.

102.16 Failure to identify oneself to, or comply with the directions of, a University official or other public official acting in the performance of his or her duties while on University property or at official University functions; or resisting or obstructing such University or other public officials in the performance of or the attempt to perform their duties.

102.17 Unlawful manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of controlled substances, identified in federal and state law or regulations.

102.18 Manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of alcohol that is unlawful or otherwise prohibited by, or not in compliance with, University policy or campus regulations.

102.19 Possession, use, storage, or manufacture of explosives, firebombs, or other destructive devices.

102.20 Possession, use, or manufacture of a firearm or other weapon as prohibited by campus regulations.

102.21 Violation of the conditions contained in the terms of a disciplinary action imposed under these Policies or campus regulations.

102.22 Violation of the conditions contained in a written Notice of Emergency Suspension issued pursuant to Section 53.00 of these Policies or violation of orders issued pursuant to Section 52.00 of these Policies, during a declared state of emergency.

102.23 Selling, preparing, or distributing for any commercial purpose course lecture notes or video or audio recordings of any course unless authorized by the University in advance and explicitly permitted by the course instructor in writing. The unauthorized sale or commercial distribution of course notes or recordings by a student is a violation of these Policies whether or not it was the student or someone else who prepared the notes or recordings. Copying for any commercial purpose handouts, readers or other course materials provided by an instructor as part of a University of California course unless authorized by the University in advance and explicitly permitted by the course instructor or the copyright holder in writing (if the instructor is not the copyright holder).

102.24 Conduct, where the actor means to communicate a serious expression of intent to terrorize, or acts in reckless disregard of the risk of terrorizing, one or more University students, faculty, or staff.

102.25 Without the knowledge and express consent of the subject or all parties; (1) making or streaming any recording of a person or of private conversations or meetings; (2) viewing through any means the interior of a private location; or (3) posting or distributing photos or recordings of sexual
activity or nudity in a private place.

(Revised 9/2012)
APPLICATION FOR
GRADUATE STUDENT TRAVEL AWARD

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.

Name: ___________________________ ___________________________ ___________________________
Last First Middle

Student ID: ______________ Email Address: __________________________

Graduate GPA: _______ Degree Objective: ___________________ Anticipated Graduation Date: ____________

Years in Graduate Program: ___________ Date Passed Qualifying Exam (Ph.D. students only): ____________

Graduate Program: ___________________________ Home Department: ___________________________

Name of Meeting: ___________________________

Location of Meeting: ___________________________ Date(s): ___________________________

Have you previously received this award? [ ] No [ ] Yes If yes, when? ___________________________

Your Presentation (please check applicable box):
[ ] Paper
[ ] Poster with oral presentation
[ ] Poster with no oral presentation
[ ] Not determined at this time

Attach the following items in the order listed:

1. Abstract submitted for the meeting (limit to one page)
2. Notification of acceptance of paper, poster or program [ ] Acceptance Pending
3. Documentation of overall academic record or transcript (an unofficial copy is acceptable, but not from SISWEB)
4. List of publications and awards
5. Letter of recommendation from major professor
Please give a brief description of why it is important that you attend this meeting:

Research Statement: Please describe in 300 words or less the research you plan to present (do not assume that the reviewer will be an expert in your field):

THIS PORTION TO BE COMPLETED BY GRADUATE PROGRAM CHAIR:

Total number of applications: ________ Rank of this applicant: ________

________________________________________
Signature of Graduate Program Chair

________________________________________ Date: ___________
Name of Graduate Program Chair (Please Print)
Master's of Fine Arts Report Form
Plan I – Project of Show

Name: ____________________________ UC Davis Student ID #: __________________

Graduate Program:  □ ART  □ DESIGN  □ DRAMATIC ART

Date of Project/Show and Results: ________________________________________________

Project/Show/Committee Chair Signature: _________________________________________

Print Project/Show/Committee Chair Name: _________________________________________

ATTENTION GRADUATE ADVISER
Your signature on this form signifies that the above-named student has satisfactorily completed all requirements for the Master of Fine Arts degree (Plan I option) including the Project or Show, for your program. Upon receipt and approval of this form in Graduate Studies, the student's name will be added to the degree conferral list.

Graduate Adviser Signature: ____________________________ Date: __________________

Printed Name: ______________________________________________

This version supersedes any earlier revisions.
INSTRUCTIONS TO APPLICANT
This form is intended for Master of Fine Arts candidates only. Please complete both pages, secure appropriate departmental approvals, provide a copy to your graduate program coordinator, and file the original of this form with Graduate Studies. Please consult Graduate Studies and your graduate program for filing deadlines.

NOTE: A Thesis Submission Fee is not required for this form.

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All requirements including project/show to be completed by: (fill in one)

- June 20____
- September 20____
- December 20____
- March 20____

Applicant Signature:

Date:

Master of Fine Arts Project/Show/Committee: Once approved by Graduate Studies, a change to Project/Show committee membership requires submission of a Petition for Reconstitution of Committee Membership. The project/show committee chair must approve the final version of the project or show and sign the MFA Report Form.

Printed Name (First, Middle Initial, Last):

Academic Title (Prof., Assoc. Prof., etc.):

Home Department Chair:

Project/Show/Committee Chair Signature:

Date:

DEPARTMENT APPROVAL

Graduate Adviser Signature:

Date:

Printed Name:

Date:

GRADUATE STUDIES SECTION

Matriculation: Project/Show Date:

Report Filed:

Full Time: Qtrs/Res:

Degree Conferred:

G.P.A.: Registered/Filing Fees:

(at time of submission)

Deficiencies:

APPROVED

Dean of Graduate Studies Signature:

Date:

Staff Initials:

Rev: 3/11 This version supersedes any earlier versions. Submit to Graduate Studies, jumpsine, 240 Math Hall. 08.339

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# List Only Courses Relevant to Degree

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<th>Graduate level courses completed or to be completed for the Master’s degree</th>
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<th>Units</th>
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This space for Graduate Studies use only:

TOTAL UNITS/UNITS LISTED

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Rev. 1/11 - This version supersedes any earlier versions.
FOR STUDENTS WITH DEGREES CONFERRED AFTER THE MAY 2014 DEADLINE

Candidates who are not currently in “file to graduate” status or higher AND expect to complete their degree requirements after the May 2014 deadline but before September 30, 2014, may still participate in commencement IF their completed advancement to candidacy paperwork AND this completed Commencement Release Form is received in Graduate Studies by May 23, 2014. (No late exceptions.) Completion of this form does not automatically guarantee that the student may participate. Students can check their eligibility status online through the commencement website. (Note: You need to register online to participate in commencement.)

Print Student Name: ___________________________ UC Davis Student ID #: ___________________________

Program: ___________________________ Degree Objective: ___________________________

E-mail: __________ Phone: _______

I understand that my participation in commencement does NOT mean that I have completed all of my degree requirements and I understand that I must do so to receive my graduate degree from UC Davis. I agree that all degree requirements will be completed by this date: ____.

Student’s Signature: __

GRADUATE PROGRAM APPROVAL

This certifies that my master’s or doctoral student is nearing completion of his/her degree. I understand that this student’s participation in commencement does NOT mean that s/he has completed all degree requirements and I understand that s/he must do so to receive the graduate degree from UC Davis. I agree that all degree requirements will be completed by this date: ____ (Sept. 30, 2014 or earlier).

Print name of major professor for doctoral or master’s thesis students OR graduate adviser for master’s examination students:

________________________

Signature of major professor for doctoral or master’s thesis students OR graduate adviser for master’s examination students: ___________________________ Date: _______

Mail or drop off completed form to:
University of California, Davis
Graduate Studies
250 Mrak Hall
One Shields Avenue
Davis, CA 95616
Or fax completed form to: (530) 752-6222

Completion of this form DOES NOT constitute registration for commencement. You also need to register online by the final deadline: May 23, 2014. 
gradstudies.ucdavis.edu/commencement

Rev. 2/14 This version supersedes any earlier revisions GS-600