

UNIVERSITY OF CALIFORNIA DAVIS

DEPARTMENT OF ART & ART HISTORY

ART STUDIO PROGRAM

M F A H A N D B O O K

2016-2017

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THE ART STUDIO PROGRAM

DEPARTMENT OF ART AND ART HISTORY

POLICIES AND PROCEDURES IN THIS HANDBOOK ARE GUIDLINES AS LONG AS THEY DON'T
CONTRADICT GRADUATE STUDIES OR GRADUATE COUNCIL RULES OR POLICIES WHICH PREVAIL.

UPDATED JULY 22, 2016

Art Studio MFA Mission Statement:

The MFA in Art Studio engages students in a two-year, critically engaged studio program that provides an opportunity for interdisciplinary study in the visual arts. Students explore a wide range of media and approaches to studio practice. Drawing on the strengths of a multidisciplinary research campus, the program encourages research collaborations connecting the arts, humanities, social sciences and sciences. The program is committed to delivering an innovative educational curriculum that promotes the blending of art theory and creative practice, with a goal to prepare students for professional engagement in the arts including but not exclusive to academic careers. We aim to advance theories, methods, tools, and knowledge in emerging areas of studio art practice. The MFA degree in Art Studio at UC Davis demands the highest level of professional competency in the visual arts and contemporary practices, demonstrated through the generation of a comprehensive body of work, culminating in a Final Thesis Project and exhibition. This work should integrate concepts with materials, articulate visual experience across media, and explore visual communication across disciplines. Students should apply critical skills that encourage examination of the function of art from a variety of views and contexts. Regardless of the chosen area of concentration, an MFA candidate must be able to prove not only strong conceptual development, but also an accomplished command of tools, materials, and craft.

The MFA in Art Studio values a diversity of viewpoints, backgrounds, and experiences among its students. Diversity among students, faculty and staff is a key, integral factor in graduate education at UC Davis, and fosters the cultivation of an equitable, hospitable and inclusive educational environment. Such diversity strengthens and enriches our research, scholarship, and teaching. We are committed to a multicultural academic environment that supports the success of all graduate students.

ART STUDIO FACULTY CONTACT

For complete information, including faculty websites visit:

<http://arts.ucdavis.edu/art-studio-faculty>

Shiva Ahmadi, Assistant Professor
Painting
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Darrin Martin, Associate Professor
Video
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Lucy Puls, Professor
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Annabeth Rosen, Professor
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Youngsuk Suh, Associate Professor, Chair
Art Department Chair
Photography
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ART STUDIO LECTURER CONTACT

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Lisa Oxley
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Deidre White
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Jeremiah Barber
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ART STUDIO STAFF CONTACT

For staff directory see <http://arts.ucdavis.edu/staff-directory>

To Be Announced – Business Office (Contracts,
Income processing, instrument check-out,
reimbursements, honoraria, and room
reservations)
530.752.0105

Academic Peer Advisors
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Lisa Boggeri – Graduate Payroll
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Marisa Kline - Business Office (Purchasing,
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distribution and Textbooks)
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Kim Pearson- Academic Personnel Office
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Barbara Olivier - Undergraduate Coordinator
(Music and Art History)

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Courtney Kievernagel Ledger and accounts
support 530-752-0873
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Vivian Reyes-Johnson – Business Office (Travel,
entertainment reimbursements,)
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vjohnson@ucdavis.edu

Leah Theis – VRF Librarian – Manager
530.752.3138
lctheis@ucdavis.edu

Huy Tran – Computer Technician (Music & T&D)
530.752.4635
hqttran@ucdavis.edu

Don Yee – Computer Resource Specialist (CATS)
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Lisa Zdybel – VRF Library Assistant
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SHOP TECHNICIANS

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Brian Perkins – Ceramics Lab Technician
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Jesse Vasquez – Digital Lab Technician
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MFA 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.

Complete Art Studio MFA Requirements can be found here:

<http://arts.ucdavis.edu/general-information/requirements-mfa-art-studio>

[HTTPS://GRADSTUDIES.UCDAVIS.EDU/PROGRAMS/GART](https://gradstudies.ucdavis.edu/programs/gart)

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 Advancement to Candidacy (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 (3 units)
- * Art 299 Individual Study (4 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)

* Service on this committee is recognized by Graduate Studies, and is in keeping with our MFA Requirements. Attached are excerpts on Final Project Committees, from our MFA Requirements filed with Graduate Studies

Visiting Artist Lecture Series

There are approximately 7 lectures during the academic year. The roster for lectures in the coming year is determined by a committee, based on suggestions submitted by faculty and graduate students in late spring. Lectures typically take place on Thursdays at 4:30. On Friday the visitor conducts 30-minute studio visits with approximately 7 students. The graduate student coordinator will circulate a sign-up sheet prior to the date. This is a core component of the MFA program, and all MFA students are expected to sign up for as many studio visits as possible during the year. <http://arts.ucdavis.edu/visiting-artist-lecture-series>

SCHEDULE

	FIRST YEAR	SECOND YEAR	DEPARTMENTAL
FALL QTR	290 GRAD SEMINAR – 4 units 299 Independent Study - 4 units 299 Independent Study - 4 units	290 GRAD SEMINAR– 4 units 292 Comprehensive Qualifying – 1 unit 299 Independent Study - 7 units NOV 6 – 2nd Year Review	Studios Available SEPT 1 Arts Welcome Lunch- TBD. Art Studio, Art History, Design, Music, CaTS, Dramatic Art, Theater & Dance. Dedalus Nominations
WINTER QTR	290 GRAD SEMINAR - 4 units 291 Critical Evaluation – 1 unit 299 Independent Study -- 3 units Elective – 4 units Jan 29 – First Year Review	290 GRAD SEMINAR – 4 units 299 Independent Study -- 4 units 299D Comprehensive Project –4 units File Advance to Candidacy mid-January	JAN 22 - MFA Final Applicant Review Skowhegan Applications Due Headlands Applications Due MARCH 1 – Deadline to FILE FAFSA
SPRING QTR	290 GRAD SEMINAR - 4 units 299 Independent Study - 2 units 299 Independent Study - 2 units Elective – 4 units	299 Independent Study -- 4 units 299D Comprehensive Project – 8 units Images due to Announce mid-March JUNE 3 – THESIS REVIEW JUNE 11 THESIS EXHIBITION OPENING File Masters Plan I Report – which certifies degree is complete – Due to grad studies by end of Spring Quarter JUNE (Date TBD) - Commencement JULY 1 studio move out/inspection day. Extensions to AUG 06 inspection with permission of grad advisor	Departmental Awards & Nominations

Final Thesis Project Review Committee

*Upon completion of the Winter Art 291 Critical Evaluation Advancement to Candidacy, 2nd Year students select their **Final Thesis Project Review Committee**.

Instructions for committee nominations will be provided to the students by the Faculty Graduate Advisor.

The committee is an additional resource for students and does not replace any of the procedures we have in place for mentoring our students to a successful thesis, by faculty of the whole. Candidates continue to work with all faculty leading up to thesis. The candidate has the option of convening his/her group separately or together at his/her discretion, the timing and frequency of which is guided entirely by them.

The Final Project Review Committee is composed of three faculty from the program who are nominated by the student and the adviser, and approved by the Office of Graduate Studies.

After the Final Thesis Project review, all Art Studio faculty provide their recommendation on whether the student has presented an acceptable thesis to the Final Project Review Committee for their consideration.

After considering the recommendations from the entire Art Studio faculty, the Final Project Review Committee makes the final determination as to whether the student has presented an acceptable thesis, and submits the MFA Report Form for Plan I to the Office of Graduate Studies. The Final Project Committee has the responsibility to accept or not accept the final project.

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.

299: 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 cities of Davis, Sacramento, and/or San Francisco. This exhibition is known as the M.F.A. Thesis Exhibition. It takes place in early June. The student is required to present a packet which 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

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.

Criteria for gauging progress and success differ slightly for 1st and 2nd year review.

1st Year Review:

- 1) Candidate demonstrates ability to develop clear questions and strategies leading to work that reflects conceptual cohesiveness.
- 2) Candidate demonstrates the ability to engage in an open dialog in response to faculty member's review questions.
- 3) Candidate is engaged with sufficient experimentation (materials and conditions of presentation), as well as research, in order to develop work within stated intentions.

2nd year Review:

- 1) Candidate demonstrates ability/promise to create a body of artwork for Thesis Exhibition that reflects conceptual cohesiveness, creativity/originality and contribution to the field.
- 2) Candidate demonstrates ability to verbally describe what concepts are driving the art work in a clear and effective manner in response to faculty member's review questions.
- 3) Candidate solves creative research problems within stated intentions, including research and synthesis of technical, aesthetic, historical, and conceptual knowledge.

Candidates are informed of the outcome of the faculty vote individually, in person, by the Graduate 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 and the graduate advisor as they prepare their thesis show. Discussions and studio visits with directors of gallery venues where thesis work is presented, as well as with essayists and designers involved with MFA Thesis exhibition catalogue will be organized by the Graduate Advisor.

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. 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. There is a Final Thesis Project 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 house a binder collating 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 exhibition venue during the MFA Exhibition with copies made available to the public upon request.
4. The gallery location for each artist is determined in advance, collaboratively, by the gallery director(s) the Graduate Advisor, and the MFA candidates. This process should begin during the winter quarter of each year to allow for proper organization, planning and coordination of the shows. The number of exhibitors and amount of space for each exhibition in the participating venues are subject to the approval of the respective gallery staff.
5. The student will consult as needed with Thesis Committee Members to determine the content of the show and how the work will be installed and exhibited. The staff of each participating gallery may make studio visits to discuss exhibition issues. It is imperative that you accommodate these visits in a timely manner in order to aid the gallery in the assessment of what will be shown. The show may not be able to include all pieces made after your advancement to candidacy. In consultation with the artist and Graduate Advisor, the gallery staff may suggest modifications if security/safety is an issue. No work or its installation can create a hazard for visitors to the exhibition.
6. Funding for the exhibition announcement will be determined by participating venues and the department in conversation with the Faculty Graduate Advisor and Department Chair. Depending on budget, a printed announcement card may or may not be produced. The Graduate Advisor will approve all images and writing for public dissemination (including all university departments, listserves, print and electronic media, social media etc.)
7. The production of a catalogue is also budget dependent, and is the responsibility of the MFA candidates in collaboration with the Graduate Advisor. If there is an opportunity to produce a catalog, students work with the Graduate Advisor, essay collaborators from Art History or Creative Writing, and the participating venue when appropriate, in a professional manner. Design and production coordination is handled in house by a UC Davis designer in collaboration with the Graduate Advisor, and must conform to UC Davis standards.
8. The participating venue will prepare and distribute a press release for all exhibitions sometime in late April to early May.
9. The participating venue will attempt to provide basic installation materials and equipment as deemed appropriate or necessary (paint, pedestals, lights, hangers, etc.) The participating venue cannot provide custom framing or other specialized services, or materials or equipment that exceeds the amount

budgeted for the show. Where possible, participating staff will assist in the installation of all shows and will coordinate all organization and installation details in consultation with the Graduate Advisor.

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 galleries will provide beverages, napkins, cups and service at the opening reception, as per their individual protocols. The department may choose to supplement the cost of these items should they not be provided by the venue. Any additional items (food, etc.) are the responsibility of the exhibiting artists.

14. The galleries will maintain regular hours and monitor security for the exhibitions, subject to funding available for support staff. Each venue will provide their own policies regarding hours.

15. EACH ARTIST IS RESPONSIBLE FOR DISMANTLING THEIR OWN WORK and must pick up their work in a timely fashion as determined by the exhibition venue. Each artist is responsible for any shipping involved to and from the exhibition.

16. It is possible that the Manetti Shrem director will invite an MFA student to donate a piece into the permanent collection. If accepted by the Acquisition Committee, the donated works would then be accessioned into the Museum and become the property of the Regents of the University of California, Davis. 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 Manetti Shrem Museum

17. ALL MFA CANDIDATES MUST SUBMIT A PACKET OF MATERIALS TO THE FACULTY AT THE MFA FINAL REVIEW: format listed below subject to change.

REQUIREMENTS FOR 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 an archive location TBD.

Examples of this information may be viewed by advance appointment in the Fine Arts Collection at the Manetti Shrem Museum (530) 752-8500. If you have any questions about preparing this information please consult the faculty Graduate Advisor.

IMPORTANT ART STUDIO MFA GUIDELINES

WIRELESS SET UP:

Instructions can be found here:

Mac OS X: <http://kb.ucdavis.edu/?id=132>

Windows 10: <http://kb.ucdavis.edu/?id=653>

Windows 8: <http://kb.ucdavis.edu/?id=131>

Windows 7: <http://kb.ucdavis.edu/?id=130>

iPhone: <http://kb.ucdavis.edu/?id=151>

Android: <http://kb.ucdavis.edu/?id=152>

As for computing accounts, according to the Graduate Student Guide (<https://gradstudies.ucdavis.edu/sites/default/files/upload/files/publications/gs201-gradstudentguide.pdf>) you are able to sign up for the computing accounts any time after you are enrolled. You will need your student ID number. Get your ID card first or find the ID number in other documentation.

MONEY MATTERS: Bookkeepers are located in Everson Hall 170. They are in charge of the bookkeeping and purchasing for the department. You can obtain grant purchase orders from them. Please call directly to schedule an appointment. Marisa Kline's direct number is 530-754-8871.

REGISTRATION: You should be registered for 12 units. To sign up for your independent study course, you will need get written approval from the faculty person you will be working with, in email form is fine, and then ask Melany for a CRN.

AUDIO VISUAL EQUIPMENT/COMPUTER ACCESS: AV equipment may be checked out to graduate students. Visit the Academic Technology Services at <http://ats.ucdavis.edu/contact-us/>. We also have some equipment for check out in the Digital Lab.

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. Additionally you may use computers and scanners in the Visual Resources Library in 163/165 Everson Hall, Monday to Thursday, 8:00 am to 4:00 pm, Friday by appointment. <http://visualresources.ucdavis.edu/>

SHARED RESOURCES/TOOLS:

Each area in Art Studio (**Sculpture, Ceramics, Photo, Printmaking/Painting**) has a related lab which is available to all graduate students during their tenure at UCD, provided all proper training has been satisfactorily completed. Unless granted permission by faculty member, labs are not open for general use while classes are in session.

Additionally, there is a tool cabinet in the main Grad Building, containing basic tools for use of a check-out basis. Under no circumstances should these tools leave the building, or be kept in a studio. Tools located in the various shops are NOT available for check out to graduate students.

Each lab has training protocols which students are expected to follow. Shop locations and staff technician names and contact information can be found here:

<http://arts.ucdavis.edu/shop-studio-and-laboratory-staff>

ALL STUDIO EQUIPMENT: Please do not lock the ladders or the vacuum cleaner or hand-truck in your studio over night or for extended periods of time. Each lab area has strict guidelines for tool check-out. If you borrow tools from any lab, they must be returned within the time frame determined by lab technician. As a general rule, no tools should leave the labs. These tools should never be kept in your studio, and should be signed out each time they are used.

MFA CAMERA and LIGHT KIT – Please follow all camera use guidelines, signing out, returning the key, taking care of all equipment in the closet located in the Main Grad Building.

TOXIC MATERIALS: The following materials/processes are not allowed in studios.

Spray paint, resin, turpentine, burning of plastics or any synthetic materials.

The only approved painting medium/thinner is Gamsol.

In some cases there are special facilities for their use. Shop technicians will have this information.

All students are expected to procure Material Safety Data sheets for all studio materials in their possession, and provide copies to lab supervisor when/if requested.

FLAMMABLE MATERIALS CABINETS - are 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.

Mail/Xeroxing: We have a graduate mailbox in Art 125A, 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: You are expected to use your own cell phone available for all calls. The office phones or the office fax phone are not available for student use.

Keys: Marisa Kline is in Everson Hall (168) 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 – 10pm 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. We now have key cards for all undergraduate students enrolled in classes, which are activated each quarter.

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. See Dan Quillan in the Printmaking lab (ART 309 and 311) for locker checkout. They are not checked out in the Art Office; do not send students to the Art Office for locker check out

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, on-line image resources, and some equipment that can be checked out for classroom use only. Visual Resources Library is located in 163/165 Everson Hall. It is open Monday to Thursday, 8:00 am to 4:00 pm, Friday by appointment. <http://visualresources.ucdavis.edu/>

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 Faculty Graduate Advisor and/or Staff Graduate Advisor well in advance. If you make any alterations, you will be required to revert the studio to the original condition it was in when you assumed occupancy.

You are required to follow the safety guidelines for studio use. You may not use extension cords in the studio in lieu of permanent wiring. In other words, they can be used on a temporary basis. 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.

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 Areas: Common areas are 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 the Graduate Advisor. Please do not use open spaces for material or work storage.

Extended Work Spaces and 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. Graduate students will typically not be allowed more than one extra space outside of their studio at any given time. In the rare instance where additional space is assigned, yet underused and needed by another graduate student, the space will be re-assigned at the discretion of the Graduate Advisor.

Hallways: Please keep free of any kind of obstruction (shelving units, chairs, etc...) at all times. All art work and materials must be kept in your studio.

Furniture, Kitchenware: Should stay in the common areas and NEVER be used with art materials (mixing paints, pigments, etc.). Please take care of your dishes, clean up after yourself, and keep all food in the refrigerator. There will be a student appointed to enforcing regular clean up of all common areas.

Cleaning: There will be a mandatory clean-up of all common graduate spaces at the end of each quarter, date to be determined by faculty Graduate Advisor. Additionally, there will be one mandatory clean up at the end of the year, prior to the MFA Thesis Party. All students must participate

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, daily, cleaning.

Custodial Services: Trash will be picked up once a week by Custodial Services. Make sure to have all of your trash in advance in the entry area *in bags* for them to pick up. Every other week the common hallways and common critique area will be swept and mopped by Custodial Services. It is important that nothing be stored in these areas.

Custodians will provide the restrooms with supplies. You 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.

Pests: Rats, cockroaches, raccoons, ticks etc. can be problems on campus. If you plan to cook and eat in the building, it is imperative that these areas be kept clean, with no food or garbage left out, *ever*.

Repairs: Please notify staff Graduate Advisor Melany Miners of any repair needs. If she is unavailable 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.

Recycling: 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 Sustainable 2nd Century Vision for waste reduction: http://sustainability.ucdavis.edu/progress/waste_reduction/. There is also an excellent resource for purchasing used materials/equipment from the UC Davis Aggie Surplus store: <https://aggiesurplus.ucdavis.edu/>

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.

STAYING IN TOUCH: Please leave your forwarding address and phone number with the staff Graduate Advisor 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 the Graduate Advisor as well as Leah Theis all show announcements, honors, and awards you receive so that they may be appropriately disseminated to the campus and art community at large.

FACILITIES – 530-752-1655 – If a light in your studio needs repair or one of the johns 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.

INSPECTIONS: Physical Plant personnel, Fire Department, and other university staff may enter the studios from time to time. 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 Graduate Advisor who will inform the Chief Administrative Officer.

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. This is not a parking place. Loading/Unloading is for a maximum of 30 minutes.

SMOKING: UC Davis is 100% smoke and tobacco free. Do not smoke ANYWHERE on campus.
<http://breathefree.ucdavis.edu/policy/index.html>

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.

MOVING OUT OF YOUR STUDIO BETWEEN YEARS AND WHEN YOU GRADUATE:

JULY 01 IS THE DEADLINE TO MOVE OUT OF GRAD STUDIOS FOR BOTH 1st and 2nd YEAR GRADS OR AUG 06 BY PERMISSION OF FACULTY GRAD ADVISOR. KEYS MUST BE RETURNED AFTER STUDIO INSPECTION IS APPROVED.

NO EXCEPTIONS

Those given extensions from the Grad Advisor will have inspections on AUGUST 06th, or on a date agreed upon by the student and Grad Advisor and must be arranged at least a week in advance with the staff Graduate Advisor and the faculty Graduate Advisor.

The studio walls must be painted white paint specified below, holes spackled, nails and screws removed. The floors must be cleaned, paint and epoxy scraped off, and mopped. Floors should be painted with grey paint specified below.

Students are responsible for the purchase of all paint and should expect to purchase a minimum of 2 gallons each of the **following paints ONLY:**

BEHR Premium 1-gal. #PFC-63 Slate Gray Low-Lustre Porch and Patio Floor Paint

<http://www.homedepot.com/p/BEHR-Premium-1-gal-PFC-63-Slate-Gray-Low-Lustre-Porch-and-Patio-Floor-Paint-669501/100129386>

and

BEHR Premium Plus 2-gal. Flat Interior Ceiling Paint

<http://www.homedepot.com/p/BEHR-Premium-Plus-2-gal-Flat-Interior-Ceiling-Paint-55802/100183930?N=5yc1vZbbbv>

Note: if you do not meet these expectations for clearing out and painting 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.

Any alterations you made must be removed and the studio returned to original configuration.

If you are leaving a desk or a chair, make sure it is in good condition.

Do not take university furniture or furniture donated to the grad studios with you.

Your keys MUST be returned to Marisa Kline 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.

NOTE:

Make sure you document all of your work as you make it. Work that goes into storage may not see the light of day for a long time, or work you may be throwing away (tests, models, small drawings, notes and notebooks) - are invaluable resources. Images of your studio may also be important in the future. 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, 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.

ART STUDIO AWARDS, GRANTS AND FUNDING

AI and TA Opportunities (see Teaching section for more details) -

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. 1st year students MAY NOT teach as AI's. During the summer session I and II, 2nd year students have the opportunity to teach undergraduate studio classes in teams of two. Students will be notified of the official position listings, and will apply the same way a professional in the field would, through RECRUIT, UC Davis' online application system. Graduating students applying for summer positions DO NOT need to supply references, but must put names in the application in order for the application to be complete, and visible to reviewers.

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).

Graduate Student Fellowships in Humanities

Davis Humanities Institute:

Through the generous support of philanthropist Margrit Mondavi, the Humanities Institute awarded 10 grants of \$5,000 each to graduate students in Ph.D. and M.F.A. programs in the division of Humanities, Arts, and Cultural Studies to support travel, research, workshops and other project-related work in the summer of 2015. Mrs. Mondavi and the UC Davis community look forward to all the great work that this funding will seed in the arts and humanities. The awards will support a wide and exciting array of projects, both creative and scholarly, including musical compositions, works of visual and sound art, and studies of diaspora and social identities.

<http://dhi.ucdavis.edu/research/margrit-mondavi-fellows>

Graduate Studies:

UC Davis uses a variety of internal fellowship funds to support academic graduate students. Internal fellowships can provide financial support in the form of a stipend (or "living allowance"), tuition & fee, nonresident supplemental tuition, research, travel or any combination of these. The value of the fellowships varies from \$1,000 to as much as a \$50,000/year award. Internal fellowships are paid in a single academic year (October through June) unless otherwise noted.

<https://gradstudies.ucdavis.edu/current-students/financial-support/internal-fellowships/application-and-descriptions>

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).

The Gadberry – Helps support student fellowships and residencies at the Headlands and Skowhegan, as well as discretionary funding for special MFA programming, including stipends for MFA Thesis exhibition.

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 1 student - to attend a summer residency. There is no guarantee that a UC Davis student will be selected.

All 2nd year graduate students are eligible to apply. To see past UCD recipients visit:

<http://www.skowheganart.org/alumni-search>

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 Graduate Fellowship. <http://www.headlands.org/program/grad-fellowships/>. 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. All 2nd year MFA students are eligible to apply, and the Headlands makes the final determination as to which UC Davis candidate it accepts. 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, and graduates in any discipline may apply for the Affiliate Program.

Art Studio Program 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.

Student Eligibility for Graduate Studies Awards:

1. All domestic students must have filed the FAFSA (see below).
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.

FAFSA

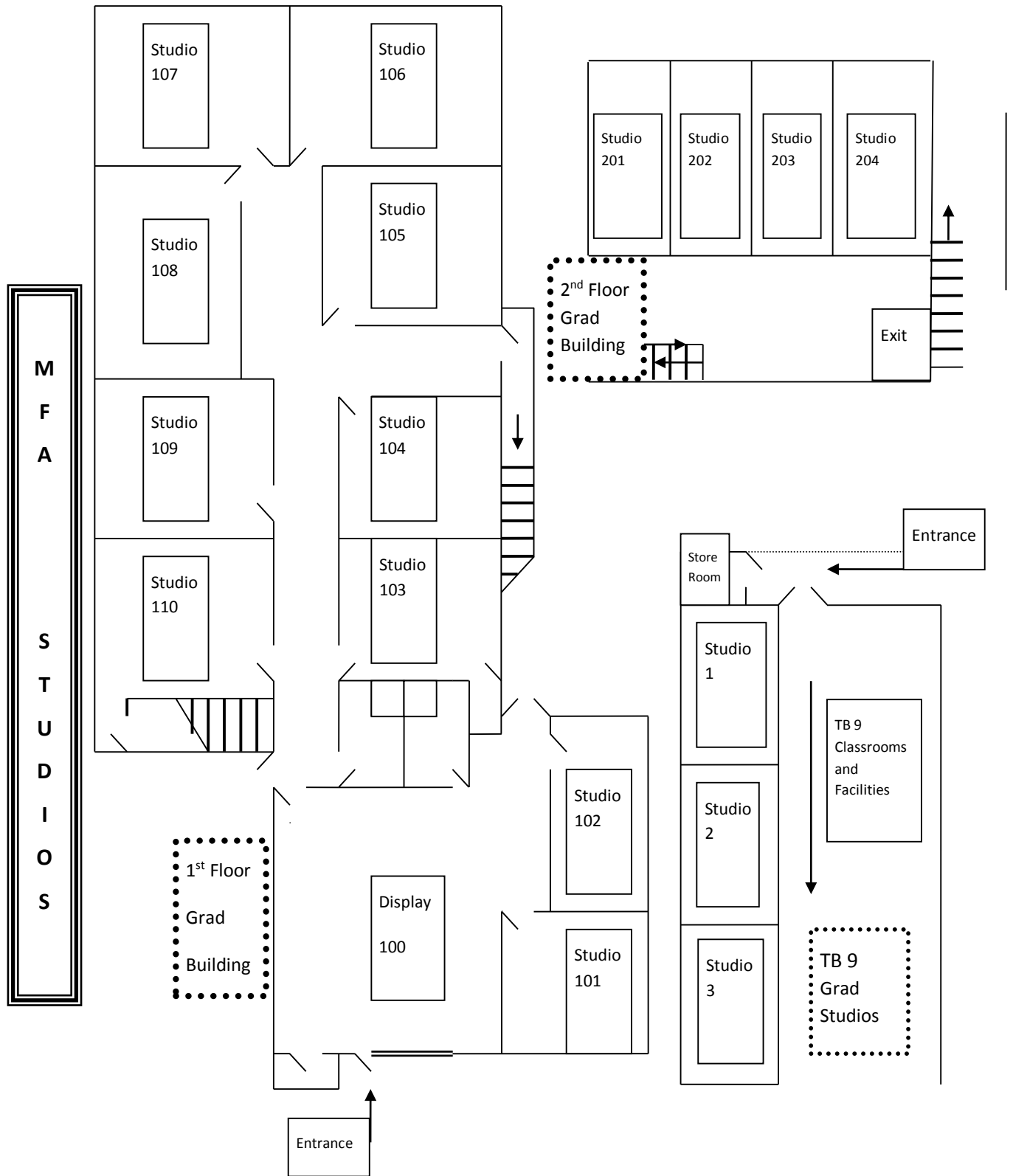
MARCH 1 is the deadline to file FAFSA. Students may file the FAFSA after this date, but may not receive Graduate Studies Awards until the FAFSA is on file. All graduate students must file the FAFSA to receive Art Department Fellowships or other internal fellowships.

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 non-resident 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 for residents and nonresidents of California and include registration, education, health insurance, Graduate Student Association, and 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 approximately \$1450 per quarter or \$4350 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.



OTHER UCD ARTS PROGRAMS:

CINEMA & DIGITAL MEDIA

<http://arts.ucdavis.edu/cinema-and-digital-media>

ART HISTORY PROGRAM

<http://arts.ucdavis.edu/art-history>

DEPARTMENT OF MUSIC

<http://arts.ucdavis.edu/music>

PERFORMANCE STUDIES

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

DEPARTMENT OF DRAMATIC ART

<http://arts.ucdavis.edu/theatre-and-dance>

DEPARTMENT OF DESIGN

<http://arts.ucdavis.edu/design>

STUDIO ART PROGRAM

RESOURCES

Photo Equipment

The graduate students have their own lights, a tripod, and a Nikon D 70 Camera available for sign out, for graduate use only. The equipment is kept locked in the grad studios building. Please consult with the graduate advisor for sign out procedure. The Photo lab also has equipment for checkout. See Photo Lab technician for up-to-date list.

Shields Library and Other Data Bases

Shields Library subscribes to many arts databases, including JSTOR and ARTSTOR. You are strongly encouraged to familiarize yourselves with the system, and use it often:

<https://www.lib.ucdavis.edu/ul/research/databases/index.php>

Visual Resources Facility (VRF) Image Database

The VRF is located in 163/165 Everson and can be accessed here: <http://visualresources.ucdavis.edu/>

It has an online catalog for access to digital images and videos. The database is available at <http://images.ucdavis.edu>. Password and registration are required for home access or to access large files. Please contact the VRF staff for assistance:

Leah Theis, Librarian: lctheis@ucdavis.edu

Lisa Zdybel, Assistant Librarian: lazdybel@ucdavis.edu

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>

The Manetti Shrem Museum

Grounded in the legacy of UC Davis' world-renowned first generation art faculty, the [Jan Shrem and Maria Manetti Shrem Museum of Art](#) will be a hub of creative practice for today's thinkers, makers and innovators, now and for generations to come.

The Manetti Shrem Museum will serve as the primary showcase for the Art Studio MFA Thesis Exhibition, with the possibility of supplemental exhibitions at satellite venues in the Greater Bay Area and Sacramento Valley. It has a collection of fine art totaling almost 4,000 objects. Students are encouraged to make appointments to view the collection in advance. The museum maintains its schedule and other information on its web site; the collection can be previewed there as well. There are many opportunities to work in a hands-on capacity with the collection. <http://shremmuseum.ucdavis.edu/about/index.html>

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.

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. <http://arts.ucdavis.edu/art-studio-basement-gallery>

C.N. Gorman Museum

1316 Hart Hall; (530) 752-6567; <http://gormanmuseum.ucdavis.edu>

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.

THE ARTS OFF CAMPUS

SAN FRANCISCO

<http://www.sfbayareagalleryguide.com/>

<https://www.timeout.com/san-francisco/things-to-do/the-best-san-francisco-art-galleries>

https://en.wikipedia.org/wiki/List_of_museums_in_the_San_Francisco_Bay_Area

<http://artforum.com/guide/country=US&place=san-francisco>

SACRAMENTO

<https://sacramento.downtowngrid.com/arts-organizations/art-galleries-and-studios/>

<https://www.timeout.com/sacramento/art>

DAVIS

https://localwiki.org/davis/Art_Galleries

INTERCAMPUS EXCHANGE PROGRAM

This program is for graduate students in state-supported programs who seek opportunity for contact with scholars, fields of study, and facilities not available on her/his home campus. Intercampus exchange students may not be given the same privileges as students in the host campus's department. Instructions: Please submit this form to your home campus Graduate Division / Graduate Studies Office at least FOUR WEEKS prior to the beginning of the school term for which you are applying. Separate applications are required for each term. You should register and pay fees at your home campus by the regular deadlines. Penalty fees for late enrollment may apply. If you do not enroll in the Intercampus Exchange Program, please notify both your home campus and the host campus to cancel your application.

<https://gradstudies.ucdavis.edu/sites/default/files/upload/files/current-students/icx-form-rev-2013-mar.pdf>

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).

UC Davis Canvas is replacing **SmartSite** as UC Davis' learning management system (LMS), but SmartSite will be available for teaching through spring quarter 2017. Faculty can move to UC Davis Canvas starting this summer. We will continue to post information about the transition on this website, and will add updates as needed throughout 2016-17. <http://movetocanvas.ucdavis.edu/>

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. 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 professors, 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.

The Principles of Community

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

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: tdillinger@ucdavis.edu

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

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

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

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

Student Disability Center (SDC). UC Davis is committed to ensuring equal educational opportunities for students with disabilities. An integral part of that commitment is the coordination of specialized academic support services through the Student Disability Center (SDC). The SDC is staffed by professional disability specialists with expertise in various areas of disability: learning, vision, hearing, medical, psychological, and mobility. These professionals each work with an assigned caseload of students, determining their

eligibility for academic accommodations and ensuring the provision of accommodations necessary to allow the students to participate meaningfully in educational opportunities on campus. Visit <http://sdc.ucdavis.edu>.

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

The Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual (LGBTQIA) Resource Center is housed at the Student Community Center. The LGBTQIA 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://lgbtqia.ucdavis.edu/>

Academic Technology Services is an arm of the university providing services such as [Faculty Website Network](#), [Recharge programming](#), [iTunesU](#), [Academic YouTube](#), which support the University's mission/mandate of instruction, research and outreach. <http://ats.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. <https://cru.ucdavis.edu/craftcenter>

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/>.

Student Health and Counseling Services or SHCS provides a wide variety of medical, mental health and wellness services to all registered UC Davis students regardless of insurance coverage. Most services are provided through scheduled appointments, however [urgent care](#) (services without appointments) for acute medical and mental health needs are also available. Services are provided at two primary locations: The Student Health and Wellness Center and North Hall. All registered students are automatically enrolled in the [UC Student Health Insurance Plan \(UC SHIP\)](#). If you have comparable insurance and do not want to be enrolled in UC SHIP, you must complete the [waiver](#) by the stated deadlines. All SHCS resources and services are still available to students who have waived SHIP, and there are no hidden fees for non-SHIP students. <https://shcs.ucdavis.edu/>

Office of Student Support & 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>

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

Graduate 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

The faculty Graduate Advisor is responsible for assigning all TA positions in the Art Studio Program. It is possible that a student will be offered an additional 25% position within Art Studio or in another department. Anything over 50% requires the written permission of the Faculty Graduate Advisor, as mandated by Graduate Studies. While well-developed skill sets in the subject in which you are TA'ing is preferred, you may be assigned to a class in which you have no prior experience. The grad advisor will make appropriate assignments based on the overall needs of the program.

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. A TA contract will be provided, which will reflect the particular needs of the faculty member responsible for the course. 30 hours per quarter will be earmarked for general departmental lab hours.

A 25% TA is hired to work for the department for 110 hours. After appointed, student is given a course to support for 80 of those hours and 30 hours of work are dedicated to support laboratory hours. 30 hours per quarter of mandatory lab hours (approx. 3 hours per week), are written into all TA contracts. All lab hours are to be served after class hours (weekends, evenings & Fridays) in any given area, to facilitate open use of labs (with the exception of painting/drawing. These lab hours should be served during the week)

Graduate Advisor will direct students to a sign-up sheet for lab hours.

- There are 5 labs that need monitors. Each area has a maximum of grad students who can serve in that area. Sculpture (8), Ceramics (1) Printmaking (1), Photo/Video (2), Ceramics (1), Painting/Drawing (1) (Painting/Drawing is the one area that needs a tech during class time/during the week)

-TA's serve lab hours on Friday, Saturday, Sunday in addition to ALL weekday evenings (NOT when classes are in session).

-Sculpture typically has a greater need due to safety issues, and number of students served, and the fact that undergrad student monitors are not allowed.

Most of you will NOT be working in the area where you are TA'ing, but you are advised to consult with the faculty member to determine need in the area first.

SUPERVISION

TA's are supervised by the faculty member who teaches the course. The faculty member is responsible for course content and grading policies.

TA's are required to attend all classes for 6 hours per week.

Class preparation should be coordinated with the needs of the faculty. When possible, post class handouts to the SmartSite (soon to be replaced by Canvas). The copy machine is for instructional purposes only.

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.

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.

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.

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.

T.A. TRAINING GUIDELINES

MANDATORY Teaching Assistant Orientation

The Orientation for New Teaching Assistants takes place prior to the first week of the Fall quarter. It 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.

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.

TA Duties for Specific Areas:

Please consult with faculty member teaching the course you are assigned to as well as individual lab technicians for specific duties.

<http://arts.ucdavis.edu/shop-studio-and-laboratory-staff>

Always coordinate with lab technician to contact Environmental Health and Safety (EHS) for removal of hazardous materials. Waste pick up requests can be made online at

<https://wayf.incommonfederation.org>

Teaching Assistant 25% - SAMPLE JOB DESCRIPTION

Course: ART 110A Title: Intermediate Photography: B&W Analog

Professor: _____ Section: _____ Studio: 4 Unit Hours _____ Student: _____

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, of which a total of 30 hours (3 hours per week) are relegated to lab monitoring. A TA should not 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; 10. Help and participate in grading.

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.)

Attend class	hours
Class preparation: prepare and set up materials, photocopy, etc.	hours
Lab Hours (4 per week)	30 hours
Meet with Faculty Instructor	hours
Make class presentations	hours
Assist in evaluating student work	hours
Perform individual and/or group tutoring, instruction in use of materials	hours
Maintain/submit student records, enter scores/grades on SmartSite	hours
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 _____

Faculty Name _____

Student Signature _____

Student Name _____

ASSOCIATE INSTRUCTORSHIPS

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. It is up to the Faculty Graduate Advisor to assign AI positions based on program need, and the abilities of the students with regard to the respective discipline.

ASSOCIATE IN TEACHING SUPPORT: 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 the CETL at cee.ucdavis.edu or 530-752-6050. To schedule an individualized consultation, please visit <http://cetl.ucdavis.edu/consultations/general> and fill out a request form.

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 Videotaping

Watching a videotape of your self-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 for free. To schedule a videotaping, please visit <http://cetl.ucdavis.edu/consultations/video> and fill out a request form.

3. Individualized Consultations:

contact Grad Studies: <https://gradstudies.ucdavis.edu/professional-development/gradpathways/teaching-and-mentoring>

FINANCIAL INFORMATION

CALIFORNIA RESIDENCY FOR TUITION PURPOSES

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

Who is Eligible to Establish Residence?

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

Do I Have to Have Financial Independence?

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

How Do I Establish Residence?

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

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

For more information, contact the Residence Deputy through the Registrar at 752-3639. The Residence Deputy is the only person authorized to give advice, information, and final determination on residence matters. You can also email them at: residence deputy@ucdavis.edu.

FINANCING YOUR GRADUATE EDUCATION

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

FAFSA

Annually, all graduate students who are U.S. citizens, permanent residents or immigrants are required to file a Free Application for Federal Student Aid (FAFSA). Although the FAFSA can be filed at any time, it is strongly suggested that you file by the priority filing date of March 1. This form, submitted directly to the U.S. Department of Education, Iowa City, Iowa, is used to determine financial need.

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

Fellowships and Scholarships

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

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

Criteria for Internal Fellowships and Scholarships

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

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

Online Funding Discipline-specific Resources

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

Research Site Resources

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.

The Davis Humanities Institute also offers quarterly workshops and individualized mentoring for grant writing. <http://dhi.ucdavis.edu/>

Work-Study can make you 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:

The Graduate Council Subcommittee on Graduate Student Support accepts applications for graduate travel to meetings of nationally and internationally recognized professional societies twice annually. Each award period allows nine months for future conferences and three months for conferences that have already taken place. 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) and prior to the student submitting their thesis or dissertation.

<https://gradstudies.ucdavis.edu/current-students/financial-support/internal-fellowships/travel-awards>

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.

Graduate Studies

Internal Fellowships

Financial support for graduate study at UC Davis is available in the form of fellowships, teaching and research assistantships, and financial aid. Graduate Studies administers several campus-based fellowship programs, including awards to support campus diversity. These fellowships provide financial support for stipends, Tuition & Fees, nonresident supplemental tuition, research and travel.

Deadlines and information can be found here:

<https://gradstudies.ucdavis.edu/current-students/financial-support/internal-fellowships>

External Fellowships

Pre-doctoral and postdoctoral fellowships and grants are available from a number of outside agencies, including private foundations, nonprofits, state and federal sources. A variety of support is offered, from one-time awards to multi-year support for living expenses, educational fees, conference travel and/or research for beginning to advanced graduate student and postdoctoral levels. Aside from the obvious financial benefit, receipt of external funding exemplifies excellence in research, writing and scholarship.

Deadlines and information can be found here:

<https://gradstudies.ucdavis.edu/current-students/financial-support/external-fellowships/apply-external-fellowship>

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

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

GRADUATE STUDENT FELLOWSHIPS AVAILABLE IN HUMANITIES

Davis Humanities Institute:

Through the generous support of philanthropist Margrit Mondavi, the Humanities Institute awarded 10 grants of \$5,000 each to graduate students in Ph.D. and M.F.A. programs in the division of Humanities, Arts, and Cultural Studies to support travel, research, workshops and other project-related work in the summer of 2015. Mrs. Mondavi and the UC Davis community look forward to all the great work that this funding will seed in the arts and humanities. The awards will support a wide and exciting array of projects, both creative and scholarly, including musical compositions, works of visual and sound art, and studies of diaspora and social identities.

<http://dhi.ucdavis.edu/research/margrit-mondavi-fellows>

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 or GSR (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.

ADDITIONAL FINANCIAL RESOURCES

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.)

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 consult with a tax professional for your individual situation.

RECYCLED MATERIALS RESOURCES

DAVIS

UC Davis Aggie Surplus

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

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

<https://www.goodwillsacto.org/>

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

916.381.8300 **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

S.C.R.A.P. (comprehensive list of recycled material resources: <http://www.scrap-sf.org/creative-reuse/creative-reuse-resources>)

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

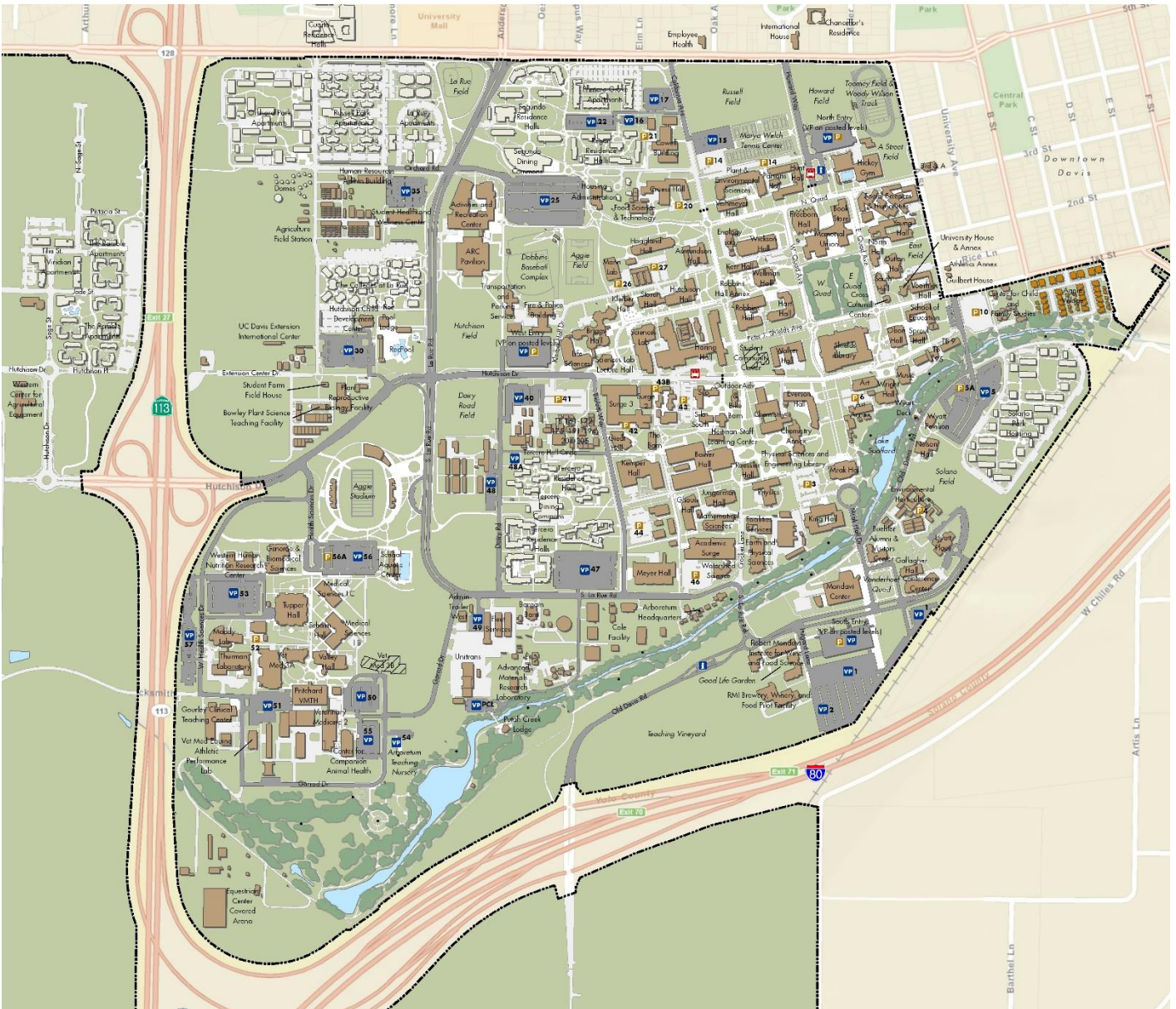
Whole House Building Supply
1955 Pulgas Rd., E. Palo Alto
650.856.0634
650.328.8731

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

APPENDIX

For a detailed map of Davis go to:

http://cpcr.ucdavis.edu/gis/documents/campus_map_2014_8.5x11.pdf



University of California Standards of Conduct for Students

The following is excerpted and adapted from: *UC Policies Applying to Campus Activities, Organizations, and Students*
<http://www.ucop.edu/ucophome/coorddev/ucpolicies/aos/uc100.html>

<p>101.00 Student Conduct. Students are members of both society and the University community, with attendant rights and responsibilities. Students are expected to comply with all laws and with University policies and campus regulations.</p> <p>102.00 Grounds for Discipline. Chancellors may impose discipline for the commission or attempted commission (including aiding or abetting in the commission or attempted commission) of the following types of violations by students, as well as such other violations as may be specified in campus regulations:</p> <p>102.01 All forms of academic misconduct including but not limited to cheating, fabrication, plagiarism, or facilitating academic dishonesty.</p> <p>102.02 Other forms of dishonesty including but not limited to fabricating information, or furnishing false information.</p> <p>102.03 Forgery, alteration, or misuse of any University document, record, key, electronic device, or identification.</p> <p>102.04 Theft of, conversion of, destruction of, or damage to any property of the University, or any property of others.</p> <p>102.05 Theft or abuse of University computers and other University electronic resources such as computer and electronic communications facilities, systems, and services.</p> <p>102.06 Unauthorized entry to, possession of, receipt of, or use of any University services; equipment; resources; or properties.</p> <p>102.07 Violation of policies, regulations, or rules governing University-owned, -operated, or -leased housing facilities or other housing facilities located on University property.</p> <p>102.08 Physical abuse including but not limited to sexual assault, sex offenses, and other physical assault; threats of violence; or other conduct that threatens the health or safety of any person.</p> <p>102.09 Sexual, racial, and other forms of harassment, defined as conduct that is so severe and/or pervasive, and objectively offensive, and that so substantially impairs a person's access to University programs or activities, that the person is effectively denied equal access to the University's resources and opportunities on the basis of his or her race, color, national or ethnic origin, alienage, sex, religion, age, sexual orientation, gender identity, marital status, veterans status, physical or mental disability, or perceived membership in any of these classifications.</p> <p>For both student and/or employee sexual harassment, please refer to the University of California Procedures for Responding to Reports of Sexual Harassment.</p> <p>102.10 Stalking behavior in which a student repeatedly engages in a course of conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her family.</p> <p>102.11 Deleted 10/9/09.</p> <p>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.</p>	<p>102.13 Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities.</p> <p>102.14 Disorderly or lewd conduct.</p> <p>102.15 Participation in a disturbance of the peace or unlawful assembly.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>102.19 Possession, use, storage, or manufacture of explosives, firebombs, or other destructive devices.</p> <p>102.20 Possession, use, or manufacture of a firearm or other weapon as prohibited by campus regulations.</p> <p>102.21 Violation of the conditions contained in the terms of a disciplinary action imposed under these <i>Policies</i> or campus regulations.</p> <p>102.22 Violation of the conditions contained in a written Notice of Emergency Suspension issued pursuant to Section 53.00 of these <i>Policies</i> or violation of orders issued pursuant to Section 52.00 of these <i>Policies</i>, during a declared state of emergency.</p> <p>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 <i>Policies</i> 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).</p> <p>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.</p> <p>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.</p>
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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 appicant: _____

Signature of Graduate Program Chair

Name of Graduate Program Chair (Please Print)

Date:



OFFICE OF GRADUATE STUDIES

One Shields Avenue, Davis, CA 95616, U.S.A.
(530) 752-0650
www.gradstudies.ucdavis.edu

**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: _____

UC DAVIS

OFFICE OF GRADUATE STUDIES

250 Mink Hall • One Shields Ave.
Davis, CA 95616
(530) 752-0450
ucdavis.gradstudies.edu

Candidacy for the Degree of Master of Fine Arts – Plan I

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.

Last Name		First Name		Middle Name	Student ID Number
Current Address		City		State/Zip Code	Telephone Number
Degree Sequence Number	Graduate Program (select one)			Program Code	E-mail
	<input type="checkbox"/> ART <input type="checkbox"/> DESIGN <input type="checkbox"/> DRAMATIC ART				

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: _____

GRADUATE STUDIES SECTION

Matriculation: _____ Project/Show Date: _____ Report Filed : _____
 Full Time: _____ Qtrs/Res: _____ Degree Conferred: _____
 G.P.A.: _____ Registered/Filing Fee: _____ (at time of submission)

Deficiencies: _____

APPROVED

Dean of Graduate Studies Signature: _____ Date: _____

Staff Initials: _____

[illegible]



OFFICE of GRADUATE STUDIES

250 Mrak Hall • One Shields Ave.
Davis, CA 95616
(530) 752-0650
ucdavis.gradstudies.edu

COMMENCEMENT RELEASE FORM 2013

FOR STUDENTS WITH DEGREES CONFERRED AFTER THE MARCH 2013 DEADLINE

Candidates who are not currently in "file to graduate" status or higher, but expect to complete their degree requirements after the March 2013 deadline, but by September 30, 2013 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 3, 2013**. (No late exceptions.)
Completion of this form does not automatically guarantee that the student may participate. Students can check their eligibility status online at Commencement Central. (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 actually 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 actually receive the graduate degree from UC Davis. **I agree that all degree requirements will be completed by this date:** _____ (Sept. 30, 2013 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 at Commencement Central by final deadline: May 3, 2013.
gradstudies.ucdavis.edu/commencement