

**The Platypus Guide to
The Population Biology Graduate Group
(Student Handbook)
2017-2018**

As of 7/6/17 – Version 1

This is your Platypus Guide – an overview of the program and the many resources available to you as you progress toward your Ph.D.

The information contained in the Platypus Guide includes a list of milestones you can expect to encounter in each year of study, along with definitions and general practices of the group.

Be sure to check out the UC Davis website for even more information. The Office of Graduate Studies also maintains a helpful website specifically for graduate students:

Graduate Studies Home Page:

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

Graduate Student Handbook:

<http://gradstudies.ucdavis.edu/faculty-staff/reports-publications/guides-handbooks>

We welcome you to the Population Biology Graduate Group and wish you every success.

Dr. Alan Hastings
Chair

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PH.D. TIMELINE

New Cohort: Getting Started

Beginning in September (or sooner) up to the 1st Week of Instruction

- Activate computing account: see link on this Graduate Studies website: <http://gradstudies.ucdavis.edu/current-students/newly-admitted-students> (student ID required).
- Confirm with Pop Bio coordinator that you've been added to CPB and CPB-students list serves: or visit <http://email.ucdavis.edu/eml/index.php>.
- Meet with your First-Year Guidance Committee to determine remedial course requirements (if any), and course requirements for the first year. (Appendix 1)
Make a copy for yourself; and then turn the completed form in to Sherri Mann to be placed in your academic file.
- Mandatory Teaching Assistant Training/TA Orientation Session (Fall Quarter: CEE website: <http://cee.ucdavis.edu/>).
- Begin establishing **California residency**. Refer to the Registrar's home page for additional information: <https://registrar.ucdavis.edu/tuition/residence/>.
- Obtain your UC Davis photo ID card, i.e., AggieCard. Visit the Office of the Registrar's AggieCard website for details: <https://registrar.ucdavis.edu/records/aggiecard.cfm>.

1st-Year Cohort (Enrollment and Expectations)

- Enroll in the Tuesday CPB Seminar (Center for Population Biology, PBG 290), and the Thursday Ecology and Evolution Seminar (PBG 292) **each quarter while in residence**. CRN's are available in the class search tool, <https://registrar.ucdavis.edu/courses/search/index.cfm>, or provided by the PBG coordinator. Please advise the coordinator if you encounter a "time conflict" in SISWEB.
- Enroll in your faculty specific research units PBG 290C and PBG 299: Should you need additional units to reach the minimum 12 unit enrollment requirement, please contact the program coordinator for research CRNs. Research units are specific to your mentor and are not listed in the catalogue nor class search tool. The CRNs change each quarter.
- PBGG students will take any combination of at least three classes from the following: PBG 270, PBG 271, PBG 298 or any graduate seminar for which the instructor of record is a member of PBGG. They will take at least one quarter of PBG 270 and at least one quarter of PBG 271.
- **PBGG students will present two CPB seminars (one of which is the exit seminar). The first seminar will occur by the end of the quarter following the quarter in which the Qualifying Examination is passed.**
- Complete courses required by your Guidance Committee. **(NOTE: All required coursework must be taken for a letter grade, unless the course is offered S/U only; and completed PRIOR to taking the qualifying exam.)**

Fall Quarter

- Enroll in PBG 200A, PBG 231, PBG 290, and PBG 292 along with any additional First-Year Guidance Committee requirements. Program coordinator will provide CRNs in Welcome Letter.
- If eligible, submit applications to NSF and EPA by deadlines in November (Refer to our program website for other fellowship opportunities within UC Davis and external to UCD: http://www.eve.ucdavis.edu/eve/pbg/Funding_External_Funding.html).
- Funding Opportunity: UC Davis Campus Fellowship Application. Refer to Grad Studies website for deadlines and access: <http://gradstudies.ucdavis.edu/prospective-students/financial-support/about-internal-fellowships>. The application opens in September/October and closes in December. The program will send an announcement when the application goes online.

Winter Quarter

- Enroll in PBG 200B, PBG 290, and PBG 292 along with any additional First-Year Guidance Committee requirements. Program coordinator will provide CRNs in December or earlier by request.
- Submit FAFSA. California application deadline is **March 2nd**...<http://www.fafsa.ed.gov/>
- Submit EVE TA applications by **March 31** deadline for positions in the next academic year. Applications are online: <http://www.eve.ucdavis.edu/eve/pbg/ta.htm>.
- Begin thinking about the **California Residency** application <http://registrar.ucdavis.edu/html/slr.html>.

PH.D. TIMELINE (continued)

1st-Year Cohort Continued:

- First-years, begin planning the First-Year Cohort Field Trip for the incoming first-years. See Appendix 2 at the end of the Guide for planning assistance; and talk with PBG past organizers.

Spring Quarter

- Enroll in PBG 200C, PBG 290, and PBG 292 along with any additional First-Year Guidance Committee requirements. Program coordinator will provide CRNs in February or earlier by request.
- Meet with your First-Year Guidance Committee to complete annual progress report and discuss Qualifying Examination (QE) committee and exam areas. The annual progress report form will be distributed to you in early/mid May.
- Complete First-Year Exam generally during finals week in June. Dates announced in late May.

Cohorts in Years 2-3

- Enroll in PBG 290 and PBG 292 (Tuesday & Thursday Seminars) each quarter **in residence**.
- Research Units PBG 290C and PBG 299: Should you need additional units to reach the minimum 12 unit enrollment requirement, please contact Sherri Mann for research CRNs. Research units are specific to your mentor and are not listed in the catalogue nor in the class search tool. The CRNs change each quarter.
- **Complete courses required by Guidance Committee. (REMINDER: All required course work must be taken for a letter grade, unless the course is offered S/U only; and completed PRIOR to taking the qualifying exam.)**
- **Take QE no later than the end of your 7th academic quarter – (Fall quarter of the 3rd-year). Refer to the section on QE's for detailed instructions.**
- **Upon passing the QE, identify Dissertation Committee members, and file the Ph.D. Candidacy – Plan B form with the Office of Graduate Studies: http://gradstudies.ucdavis.edu/forms/GS321_PhD_CandidacyB.pdf as soon as possible.**
- PBGG requires that students give two Tuesday CPB Seminar talks, the exit seminar and an earlier seminar, which should take place by the quarter after your QE. **Therefore, upon passing the QE, please contact the CPB Postdoc to schedule a seminar talk during the regularly scheduled Tuesday CPB Seminars.**
- If eligible, submit applications to NSF and EPA by deadlines in November (Refer to our program website for other fellowship opportunities within UC Davis and external to UCD: http://www.eve.ucdavis.edu/eve/pbg/Funding_External_Funding.html).
- CPB Funding Opportunity: Call goes out **via e-mail** to CPB students to submit proposals for CPB Research/Travel funding.
- Funding Opportunity: UC Davis Campus Fellowship Application. **Refer to Grad Studies website for deadlines and access:** http://gradstudies.ucdavis.edu/ssupport/internal_fellowships.html. The application opens in September and closes in December. The program will send an announcement when the application goes online.
- Submit FAFSA. California application deadline is **March 2nd**...<http://www.fafsa.ed.gov/>
- Submit EVE TA applications by **March 31** deadline for positions in the next academic year. Applications are online: <http://www.eve.ucdavis.edu/eve/pbg/ta.htm>.
- Annual Progress Meeting in Spring quarter. This is with your First-Year Guidance Committee; or your Dissertation Committee if advanced to candidacy. The annual progress report form will be distributed to you in early/mid May.

PH.D. TIMELINE (continued)

Cohorts in Years 4 - 6 (continued):

(Note: Normative time to complete the Ph.D. program is six years.)

- Enroll in PBG 290 and PBG 292 (Tuesday & Thursday Seminars) each quarter **in residence**.
- Research Units PBG 290C and PBG 299: Should you need additional units to reach the minimum 12 unit enrollment requirement, please contact Stephanie for research CRNs. Research units are specific to your mentor and are not listed in the catalogue. The CRNs change each quarter.
- Funding Opportunity: Call goes out **via e-mail** to CPB students to submit proposals for CPB Research/Travel funding.
- Funding Opportunity: UC Davis Campus Fellowship Application. **Refer to Grad Studies website for deadlines and access:** http://gradstudies.ucdavis.edu/ssupport/internal_fellowships.html. The application opens in September and closes in December. The program will send an announcement when the application goes online.
- Submit FAFSA. California application deadline is **March 2nd**...<http://www.fafsa.ed.gov/>
- Submit EVE TA applications by **March 31** deadline for positions in the next academic year. Applications are online: <http://www.eve.ucdavis.edu/eve/pbg/ta.htm>.
- Annual Progress Meeting in Spring quarter. This is with your First-Year Guidance Committee or your Dissertation Committee if advanced to candidacy. The annual progress report form will be distributed to you in early/mid May.

Units to Ph.D.

A typical program will usually involve 50 - 70 units of course work, including seminars. (For example, 17 units for the first-year core, plus 3 units for PBG 231, 12-20 for additional courses, and 20-30 seminar units).

To be a full-time student, the university requires a graduate student to enroll for 12 units each academic quarter (this includes 299 research units). The academic quarters are Fall, Winter, and Spring. A balanced load should not include more than 16 units of 100 and 200 level courses combined in any quarter and not more than 9 units of graded course work in quarters when serving as a teaching assistant (TA).

Exceptions to the 12 unit rule are: part-time students, first quarter international students, and other students with special circumstances. If you have special circumstances which make a 12 unit load difficult, please have your academic adviser contact Graduate Studies.

MENTORSHIP AND ADVISING

The First-Year Guidance Committee (See Appendix 1 for further details)

Each new student will be assigned a three-person First-Year Guidance Committee when they arrive on campus. This committee is made up of the student's first-year Faculty Mentor, an assigned Pop Bio Academic Adviser, and a third person (faculty) with interests close to those of the student. Generally the third person is decided upon by the student and their first-year Faculty Mentor. The committee will meet with new students within the first week of the Fall quarter, though prior to the start of the quarter is encouraged. Together, the committee and student will outline the courses that will be required to sit for the qualifying exam and for graduation. These requirements will be recorded on the First-Year Guidance Committee Report form (Appendix 1), which serves as a contract between the Group and the student. This contract may be changed at any time by mutual consent of the student and the Guidance Committee.

The Guidance Committee is also charged with overseeing all aspects of a student's academic life up to the Qualifying Exam (QE) and should meet as often as is useful, but at least once every year in the Spring quarter for completion of the annual student progress report.

First-Year Faculty Mentor

Every entering student is assigned a first-year faculty mentor. The Faculty Mentor is typically the person with whom the student intends to work for the duration of their Ph.D. Should you continue with the Faculty Mentor into your second year, this mentor will be officially recognized as your Major Professor. In other words, an official Major Professor is not assigned until the beginning of the second year.

Mentoring Guidelines

The faculty mentor/student relationship will be one of the most important relationships you will have during your graduate career. To that end, the UC Davis Graduate Council adopted faculty/student mentoring guidelines in 1999 that explain what mentoring is and the expectations faculty and students should have of one another. The full text is available on our website: http://www.eve.ucdavis.edu/eve/pbg/Program_Mentoring_Guideline.html.

Major Professor

In the beginning of the second year, the first-year Faculty Mentor on the Guidance Committee is replaced by the student's Major Professor, who may or may not be the same person. During the second year, the Guidance Committee, in addition to its role in academic advising, has the additional responsibility to recommend a committee for the Qualifying Examination (QE), which must be scheduled no later than the Fall Quarter of the third year.

Change of Major Professor

Students are encouraged to shop around for a different Major Professor if, for any reason, they feel that they will be more successful with someone other than their first-year Faculty Mentor. Though rare, this does happen from time-to-time. Sometimes, the material in the core can lead a student onto a different research path better suited to a change in faculty mentorship. Consider being co-advised if a complete change in mentorship does not seem necessary. If you are certain a change in Major Professor is necessary, it is up to you to make the inquiry with potential Major Professors. Please note that by changing Major Professors, the financial obligations of your former mentor terminate. Your new Major Professor will be responsible for summer support and any other obligations mutually agreed upon. A change of Major Professor is not official until approved by the Chair of Population Biology.

MENTORSHIP AND ADVISING (Continued)

Change of Major Professor (Continued)

The process of notification can be done through a simple e-mail exchange:

1. The student will e-mail the graduate coordinator of the intent to change Major Professor.
2. The graduate coordinator will communicate with the old and new Major Professors confirming the termination and initiation of the respective agreements and advise the Chair.
3. The Chair will review the request and communicate a decision via e-mail.
4. Approved changes will be printed and placed in the student's file along with notice to the Office of Graduate Studies.

Graduate Adviser (a.k.a. Academic Adviser)

Graduate Advisers are responsible for reviewing and approving the student's program of study, acting on all petitions, and making recommendations for the composition of exam and thesis committees. Please note that your Graduate Adviser is not the same as your Faculty Mentor/Major Professor. Graduate Advisers are usually assigned for a two-year term although many choose to advise beyond the term. Should your adviser change during your tenure, the program coordinator will notify you of the change via e-mail.

First-Year Peer Mentor

The Chair will assign each new student a Peer Mentor during the summer before their arrival on campus. The Peer Mentor is another Population Biology Graduate Group student typically in his/her third or fourth year in the program. Your Peer Mentor can provide advice on a full array of topics pertaining to getting off to a good start in the program. Students should plan to meet with their Peer Mentors during the first week and last week of Fall Quarter, and then once towards the end of Winter Quarter and mid-Spring (before the core exam). The peer mentorship program is an attempt to facilitate the transfer of cultural wisdom from our more senior students to incoming students. But on the most basic level, we want you to stay connected during the intense first-year core.

CURRICULUM

Remedial Courses *

Students entering the graduate group are expected to have completed a set of courses that are typical in undergraduate biology majors. Certain courses are viewed as sufficiently important that entering students who have not taken them will be required to do so. These courses are:

1. A one-year course in introductory biology for biology majors.
2. A one-year course in calculus.
3. A course in statistics.
4. An upper-division course in general ecology or population biology
5. An upper-division course in genetics.
6. An upper-division course in evolution.

The requirements for evolution and ecology/population-biology may be met by demonstrating proficiency in these courses while working as a teaching assistant. The Guidance Committee is charged with the assignment of courses that will fulfill these requirements.

The Core: PBG 200 (A, B and C)

The core course for the graduate group, PBG 200 A, B, and C, is a one-year, five to six-unit per quarter course. The course consists of formal lectures and discussion sessions. It is comprised of six to nine modules, each running three to five weeks, covering topics that include population genetics, population dynamics, community ecology, quantitative genetics, genomics, macroevolution and systematics. This course will be supplemented in the Fall by PBG 231, Quantitative Methods in Population Biology.

Seminar Requirements

Students will enroll in PBG 290 (Center for Population Biology Seminar Series) and PBG 292 (Ecology and Evolution Seminar Series) each quarter in residence.

Required Courses

PBGG students will take any combination of at least three classes from the following: PBG 270, PBG 271, PBG 298 or any graduate seminar for which the instructor of record is a member of PBGG. They will take at least one quarter of PBG 270 and at least one quarter of PBG 271.

Supporting Courses

Students are normally expected to take three additional courses as determined by their Guidance Committee. These courses may consist of formal lecture courses, laboratory and field courses, or graduate seminars (excluding one-unit seminars such as PBG 270, PBG 290 and PBG 292), as appropriate to achieve a balance between training in organismal biology and quantitative methods. Generally, these will include at least two 100/200 level courses in mathematics and/or statistics. More or fewer courses may be required by the Guidance Committee depending on the student's background and interests.

<p>Special Note: Not all courses are offered each year. Therefore, it will be important for you revisit your Guidance Committee Report at each meeting with your Academic Adviser to insure you are on track. Determine if any changes need to be made and update the guidance report accordingly. <u>Any courses that are labeled as "required" MUST be completed BEFORE you sit for your qualifying exam.</u> Refer to the section of the Qualifying Exam for additional details.</p>
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CPB Seminars

PBGG students will present two CPB seminars (one of which is the exit seminar). The first seminar will occur by the end of the quarter following the quarter in which the Qualifying Examination is passed. The second will be an exit seminar.

First-Year Examination

In June, during the period of Spring Quarter finals (or just prior to), all first-year students will take a written examination based on the content of the modules that make up the core curriculum (PBG 200 A, B, and C). The faculty in charge of the lecture modules will supply questions and evaluate the answers. The questions may include material from the discussion groups as well as the formal lectures. Passing this written exam satisfies the 'breadth' component of the general Population Biology subject area – a requirement toward the qualifying examination, allowing the Population Biology examiner on the Qualifying Exam to focus instead on the 'depth' component (i.e., questions closely related to the student's proposed research). The core exam is meant to identify weaknesses in a student's understanding of population biology and to help determine what additional course work or study might be appropriate. On occasion, the exam may be used to dismiss a student from the program who, by failing to exhibit a mastery of the material, is judged to be unsuitable for continuation in the graduate group.

When the examination is completed, the examining committee (the instructors for each module) will reach one of three decisions for each student: *pass*, *conditional pass* with a requirement of further study and examination on some aspect of the material, or *fail*. In cases of failure, the student must retake the portion of the written exam he/she failed. The retest is taken in September allowing the student to study during the summer. Failing the second exam will result in dismissal from the graduate group.

Policy Statement: "NO PASS" Outcome for First-Year Exam (Effective: Fall 2007)

The Executive Committee met to discuss and formalize policy for outcomes of the First-Year Exam (pass/not pass). The long-standing policy of the group is that students can fail one section of the exam and still receive a "Pass" outcome on the exam as a whole. Students who fail two or more sections of the exam will receive a "No Pass" on the exam as a whole. In these cases, the student will be given the option to retake (by the end of the summer) the portions of the exam that were initially failed OR, at the discretion of the examining committee, other requirements may be substituted (such as writing papers, TA'ing courses in the area where weakness was apparent, or doing a small research project). Students retaking portions of the exam must fail no more than one section in order to convert their "No Pass" to a "Pass" for the First-Year Exam.

Annual Student Progress Report

It is the policy of Graduate Council that graduate students will receive an annual written progress evaluation. The annual progress review provides an important opportunity for you to receive constructive feedback on your progress and your plans for the coming year. During Spring quarter, you will be notified via e-mail to make contact with either your Guidance Committee (pre-qualifying exam status cohort years 1 and 2), or your Thesis Committee (advanced to candidacy cohort years 3 and higher). The notice will either come from the Chair of Pop Bio or the graduate coordinator.

CURRICULUM (continued)

Annual Student Progress Report (continued)

Our administrative expectation is a face-to-face meeting with the entire committee. We also ask that you prepare a very brief (1-2 page max) summary of your progress over the past year and your plans for work during the coming year. This can help to organize the discussions with your committee. In some cases, you may wish to revise your plans for the coming year after you complete your meeting with your committee, and circulate the revised document to your committee members after the meeting. This is a really good way to solicit helpful advice and to ensure that everyone is on the same page.

Possible Outcomes of the Annual Progress Report

If a student's progress is Unsatisfactory, the Graduate Adviser must share this information with the student. In addition, the student will receive a *written notice* to this effect from the Associate Dean for Graduate Students. This letter will inform the student of probation status, indicate the work to be completed to attain a Satisfactory evaluation and specify the time limit within which to complete the work.

If a student's progress is Marginal, the Graduate Adviser must share this information with the student and the report is placed in the student's file in the Office of Graduate Studies. No letter is sent from the Associate Dean for Graduate Students.

If the report indicates that a student's progress is Satisfactory, it must also inform her/him of the steps necessary to attain her/his degree objective. This information must also be shared with the student and this report must be maintained in the student's graduate program file.

The Qualifying Examination

Teaching Experience

Each student is encouraged to have at least two quarters of experience as a Teaching Assistant prior to the qualifying exam. It is the opinion of many of our faculty that TAs help students "think on their feet" as students prepare for the QE.

The qualifying examination is intended to test the student's ability to design and execute a research project leading to significant publishable results. A research proposal provides a point of departure for the examination. In that proposal the student must demonstrate an ability to formulate general scientific questions and to build and test hypotheses. The student must also demonstrate a thorough understanding of the discipline encompassed by the proposal.

Qualifying examinations will normally be taken in the sixth quarter and absolutely no later than the seventh quarter, according to the regulations of Graduate Studies. A four-person committee will examine the student in four designated areas. At least two of the examiners, including the chair, must be members of the Population Biology Graduate Group. The examination will focus on a written research proposal submitted by the student at least one month prior to the exam. The proposal should demonstrate the student's ability to design and execute a research project leading to publishable results. The proposal should follow the guidelines for an NSF research grant (maximum 15 pages, single spaced – guidelines available from the Graduate Program Staff).

CURRICULUM (continued)

Qualifying Exam (continued)

Before taking the qualifying examination, the student must complete all course requirements set by Graduate Studies, the graduate group, and the student's Guidance Committee. Students will be examined in four subject areas chosen in consultation with the Guidance Committee, and representing distinct but broad research specializations. Representative choices include: population ecology, population genetics, molecular genetics, evolution, community ecology, systematics, conservation biology, environmental physiology, mathematical theory in population biology, statistical and experimental methods in population biology, resource economics and management, paleontology, and biology of a particular taxon (e.g. mammalogy, ornithology, entomology, invertebrate zoology). For all students, one of the four designated areas will be some aspect of quantitative methods (statistical or other mathematical techniques). The student, in consultation with the Guidance Committee, will propose examination areas and a faculty member to act as examiner for each area, and will designate one of these faculty members to chair the qualifying exam. The graduate adviser and master adviser will review the recommendations and, on approval, will have the Graduate Program Staff forward them to the Dean of Graduate Studies, who appoints the committee.

In accordance with University policy, there are three outcomes for the qualifying examination: pass, not pass, or fail. A failure will mean dismissal from the Graduate Group. In case of a not pass, the student will be allowed to retake the exam a second time and/or will be required to meet specific course work requirements. A fail on the second exam will mean a dismissal from the Graduate Group. A student subject to dismissal from the Graduate Group may be awarded a M.S. degree.

Schedule of the Examination

1. The Qualifying Exam is taken after the introductory core sequence, PBG 200ABC & PBG 231, and the First Year Exam, which thoroughly tests the students' knowledge in areas of ecology and evolution.
2. Qualifying examinations will normally be taken in the sixth quarter and absolutely no later than the seventh quarter, in accord with the regulations of Graduate Studies.
3. Before taking the qualifying examination, the student is expected to complete all course requirements set by Graduate Studies, the Population Biology Graduate Group, and the student's Guidance Committee.

Faculty Membership on the Examination Committee

1. A five-person committee will examine the student in population biology and three other designated areas.
2. At least three of the examiners, including the chair, must be faculty members of the Population Biology Graduate Group. The student's major professor is not eligible to serve on the examination committee.
3. At least one of the examining faculty members must be from outside the Population Biology graduate group faculty. See the Population Biology graduate group faculty listing here - http://www-eve.ucdavis.edu/eve/pbg/People_Faculty.html#R. Any qualified faculty within the UC system and a member of the Academic Senate may sit on the committee. Faculty outside of the UC system may sit on your committee by exception. Non-faculty subject experts may sit on your committee by exception. (Refer to "Documents Required" for committee exceptions.)

CURRICULUM (continued)

Qualifying Exam/Faculty Membership on the Examination Committee (continued)

4. The student, in consultation with the Guidance Committee, will propose three examination areas in addition to population biology (four areas total) representing sub-disciplines of population biology such as behavior, population genetics, molecular genetics, genomics, evolution, community ecology, systematics, conservation biology, environmental physiology, mathematical theory in population biology, statistical and experimental methods in population biology, resource economics and management, paleontology, or the biology of a particular taxon (e.g., mammalogy, ornithology, entomology, invertebrate zoology). One faculty member will act as an examiner for each of these areas. A fifth faculty member will be designated to chair the qualifying exam.
5. The Graduate Adviser and Major Professor will review your committee membership recommendations and, on approval, will have the graduate program staff forward the committee form to the Dean of Graduate Studies, who officially appoints the committee. Once approved, Graduate Studies will send a fully signed copy of the form via PDF to you, your QE chair, and the program coordinator. Concurrently, your QE chair will receive instructions for the administration of the exam.
6. Given that the general area of population biology will have already been extensively covered in the First-Year Exam, the faculty member assigned the area of population biology will be expected to examine the student in only those areas of population biology that relate directly to the proposed dissertation research.
7. The primary role of the Chair, who is not assigned a specific area for questions, is to oversee the examination.

Documentation Required for the Qualifying Exam

Documentation to apply for the qualifying exam can be found on the Graduate Studies webpage "forms" section: <https://gradstudies.ucdavis.edu/sites/default/files/upload/files/current-students/g319-qualifying-exam-app-phd.pdf>. To assure timely processing, please submit the application to Graduate Studies at least three weeks prior to the scheduled exam. There are specific documents that will be sent to the chair of your QE committee once the application is approved. Note: You may have faculty outside of the UC system on your committee or non-faculty subject matter experts *by exception*. In this case, an External Committee Membership Application will be required along with your QE application <https://gradstudies.ucdavis.edu/sites/default/files/upload/files/current-students/g311-external-committee-membership-app.pdf>. Although not mentioned on the form, a complete CV for the outside faculty or non-faculty subject matter expert will be required as well. Please see your program coordinator if you need assistance. Hint: When completing the external exception form, approach your narrative from the following perspective: Why are you selecting someone outside of UC considering our diverse faculty/subject matter experts?

Topics and Focus for the Examination

1. The exam will focus upon the student's ability to design and execute a research project leading to publishable results.
2. It will address the formation of general scientific questions, building and testing hypotheses, and reformulation of both general questions and hypotheses as a result of evidence, analysis, and interaction with committee members.
3. The examination will be initiated by a written proposal describing the student's planned dissertation research.

CURRICULUM (continued)

Qualifying Exam/Topics and Focus for the Examination (continued)

4. The research proposal and exam will emphasize three subject areas chosen in consultation with the Guidance Committee, and representing subdisciplines of population biology such as population genetics, molecular genetics, evolution, community ecology, systematics, conservation biology, environmental physiology, mathematical theory in population biology, statistical and experimental methods in population biology, resource economics and management, paleontology, or the biology of a particular taxon (e.g. mammalogy, ornithology, entomology, invertebrate zoology).
5. All proposals will include some treatment of the essential quantitative methods to be integrated into the research. These include statistical analysis or other mathematical techniques.

Structure of the Research Proposal

1. The proposal will be a written document that follows the style of an NSF research proposal. The proposal will be a maximum of 15 single-spaced pages.
2. After a one-page summary, the proposal should present a rationale for the proposed research. The body of the proposal should focus upon a few important, related ideas that lead to a small number of coherent objectives. The objectives should be possible to accomplish within the student's graduate career.
3. A final section of the proposal should address the broader scientific significance of the objectives, and future directions that could be taken from different possible outcomes of the proposed research. The "future directions" portion of the proposal should be brief, outlining some courses of investigation that could follow from possible outcomes of the research in the body of the proposal.

Preparation for the Qualifying Exam: Student and Faculty Responsibilities

1. The student will give the proposal to each member of the committee no later than six weeks prior to the examination.
2. No later than *two weeks* prior to the exam, the student will discuss the proposal with each committee member. The committee members should have read the proposal carefully before this meeting and should be prepared to offer substantive feedback, if necessary, to the student.
3. A "perfect" draft of the proposal is not an objective of the examination process, and the student should not revise the written document before the examination.
4. Instead, the proposal is seen as a focal point for discussions about carrying out science in the areas chosen by the student. The examination will proceed by working outward from the proposed research, into related areas and ideas.

Hint: Students who interact with their QE Chair and committee members prior to the QE are more prepared for the exam. Dr. Strauss makes a fine point, "The Qualifying Exam is an unbelievable opportunity. At no other time in your career will you have five experts in their fields, possessing this level of subject diversity, with the sole purpose of reviewing and improving your thesis project."

CURRICULUM (continued)

(Qualifying Exam continued)

Conduct of the Examination

1. A typical exam will begin with a 15 to 20 minute oral presentation by the student of the research proposal. The next component of the exam will be faculty questions pertaining to the proposal and the broader scientific issues of the student's three specialty areas.
2. In these discussions, the student should be able to respond to faculty perceptions, reactions, and criticisms of the proposal in some detail.
3. It is the student's responsibility to place the proposed research within the broader context of science and it is the responsibility of the examining committee to explore the student's understanding of scientific concepts, issues, and techniques that relate to the research.

Results of the Examination

1. In accordance with University policy, there are three outcomes for the qualifying examination: *Pass, Not Pass, or Fail.*
2. A failure will mean dismissal from the Graduate Group. In cases of a Not Pass, the student will be allowed to retake the exam a second time.
3. In the case of either a Not Pass or a Fail, the committee will provide a written explanation of its decision.
4. If a second examination is necessary, the only possible outcomes are Pass or Fail. A Fail on the second exam will mean dismissal from the Graduate Group.
5. A student dismissed from the Graduate Group may be awarded an M.S. degree, if all course requirements have been successfully fulfilled.

Advancement to Candidacy

The Advancement to Candidacy PhD– Plan B form will be given to you by the chair of your committee after you pass your qualifying exam. The chair of your QE will sign the top of the form as evidence you may proceed to candidacy. On this form you will list your dissertation committee members, and obtain signatures from your graduate (academic) adviser, and dissertation committee chair (usually your major professor). The application fee is currently \$90 (effective July 1, 2008). The fee must be paid before the Office of Graduate Studies will review the form. Bring the completed form and payment to Student Accounting at Dutton Hall. There, the cashier will stamp the top of the form as paid. Submit the stamped form to the Office of Graduate Studies. When approved, Grad Studies will send a fully signed PDF of the form to you, your dissertation chair, and program coordinator. **It is important that you complete your Plan B form and process as soon as possible following your QE.**

Note to International Students: You will continue to be charged non-resident tuition until you advance to candidacy. Passing the QE alone does not automatically advance you to candidacy nor does it begin your three-year waiver of non-resident tuition. Candidacy requires the submittal of the Advancement to Candidacy – Plan B form. In order for non-resident tuition to be waived, you must turn in your advancement to candidacy form prior to the start of the next academic quarter. In other words, if you QE in Winter, the candidacy form must be turned in prior to Spring quarter for non-resident tuition to be waived.

CURRICULUM (continued)

Dissertation Committee

When a student passes their qualifying exam, their Guidance Committee will propose a Dissertation Committee with at least three members. At least two members, including the chair, must be members of the Population Biology Graduate Group. Per Graduate Studies policy, at least one of the examining faculty members must be from outside the Population Biology graduate group faculty. See the Population Biology graduate group faculty listing here - http://www-eve.ucdavis.edu/eve/pbg/People_Faculty.html#R. The committee will be appointed by the Dean of Graduate Studies.

Students are encouraged to discuss potential members in detail with their major professor and academic adviser. Faculty outside of the UC system are permitted with exception. An External Committee Membership Application will be required along with your Advancement to Candidacy – Plan B application <https://gradstudies.ucdavis.edu/sites/default/files/upload/files/current-students/g311-external-committee-membership-app.pdf>. Although not mentioned on the form, a complete CV for the outside faculty member will be required as well. Please see your program coordinator if you need assistance. Hint - When completing the external exception form, approach your narrative from the following perspective: Why are you selecting someone outside of UC considering our diverse faculty/subject matter experts? The committee will be appointed (confirmed) by the Dean of Graduate Studies. Any changes to the committee after Dean's approve require a "reconstitution of committee" form and must be reconfirmed by the Dean.

The Dissertation Committee will now take the place of the Guidance Committee to help guide the student's research and review the student's progress each year. The student will meet with the committee at least once a year for the annual student progress report.

Filing Your Dissertation

Contents of the thesis must be approved by the committee at least six months before the submission of the dissertation. In cases where a committee member is not in residence (outside of UC Davis), suitable alternative arrangements may be made.

Insofar as it is consistent with the regulations of Graduate Studies, the dissertation will normally be presented in a form suitable for publication with minimal modifications. Students will be encouraged to present their theses in the form of several manuscripts suitable for publication in major peer-reviewed journals.

Information pertaining to formatting of the dissertation is available on the Graduate Studies website: <http://gradstudies.ucdavis.edu/students/filing.html>. Information on submittal deadlines is located at <http://gradstudies.ucdavis.edu/students/calendar.html>. In order to file your dissertation, you are *required* to make an appointment with the Graduate Program Liaison, Laura Young (752-2772, leyoung@ucdavis.edu). Be prepared to spend 15-20 minutes in the Graduate Studies office, while the dissertation and degree requirements are checked. **NOTE: You must submit either a PDF (CD) or bound copy of your dissertation to the graduate coordinator to be included in your file. (Updated 9/22/08)**

CURRICULUM (continued)

Filing Your Dissertation (continued)

Effective September 20, 2010, for all degrees to be awarded on the Fall 2010 degree list and thereafter, theses and dissertations submitted to the Office of Graduate Studies must be filed electronically using the ProQuest-UMI Electronic Thesis and Dissertation (ETD) Administrator. This policy formalizes the current electronic submission option, which has gained increasing acceptance over the past 3 years. Manuscripts must meet all formatting requirements as outlined on the ProQuest-UMI ETD Administrator web site at <http://www.etdadmin.com>. Students will continue to complete the agreement form and Copyright forms, where applicable, with ProQuest-UMI through the ProQuest-UMI ETD Administrator web site. In addition, students must meet with Office of Graduate Studies staff to submit required forms and an original signature page to complete the filing process.

With the written agreement of their dissertation committee chair (major professor), students may elect to formally embargo electronically submitted manuscripts for a period of six months, one year or two years without the need to obtain prior Graduate Council approval. Students may request to embargo the manuscript for a period of more than two years, but not to exceed five years. Such requests for exception to policy must be submitted to Graduate Council for review and approval.

In selecting an embargo period, students are urged to consider the implications of electronic availability of theses and dissertations with respect to prior publication restrictions of journal and book publishers as well as patent protections of new ideas. Concerns about protecting disclosure of information must be balanced against the public's expectations of access to new knowledge.

Dissertation Seminar and Defense

Prior to filing a dissertation with Graduate Studies, the student is **required** to present a seminar based on the contents of her/his dissertation. Normally, the seminar will be given as part of the Tuesday CPB Seminar series. If this is not possible, the seminar may be scheduled for an alternate date with proper notification made to the CPB listserv. An announcement of the seminar to the entire Population Biology Graduate Group membership must be circulated at least one week prior to the seminar.

Contact the CPB Seminar series coordinator or program coordinator one quarter in advance of your expected file date in order to secure a seminar date.

CURRICULUM (continued)

Masters Degree

You may choose to obtain a Masters degree while working towards your Ph.D. The Masters degree requires the completion of 36 units of upper division and graduate level courses in addition to satisfactory performance on the first-year exam. At least 18 of the 36 units required must be strictly graduate courses in the major subject. No more than 9 units of research (299 courses or equivalent) may be used to satisfy the 18-unit graduate course requirement.

An application for the Masters degree can be obtained from your program coordinator or online from the Office of Graduate Studies website. Your graduate adviser's signature is required. (Remember, your graduate adviser is different than your major professor. If you have forgotten who your adviser is, or if the adviser is unavailable, please contact the program coordinator for assistance.)

Two forms are required:

- Master's Report Form, Plan II (GS-315):
<https://gradstudies.ucdavis.edu/sites/default/files/upload/files/current-students/g315-masters-report-planii.pdf>
- Candidacy for the Degree of Master (of Science), Plan II – Comprehensive Exam (GS-314):
<https://gradstudies.ucdavis.edu/sites/default/files/upload/files/current-students/g314-masters-candidacy-planii.pdf>

At present, campus has a \$55 candidacy fee that the graduate student must pay at the Cashier's Office prior to presenting Masters forms to Graduate Studies. This fee is subject to change without notice.

After Graduate Studies has processed the Masters paperwork, the MS degree will appear on the student transcript. The student will also receive a diploma – please visit the Registrar website for diploma particulars, <https://registrar.ucdavis.edu/records/diploma.cfm>. At this time, once available the student may choose to have the diploma mailed to them or they may pick it up at the Office of the University Registrar.

REGISTRATION: NUTS & BOLTS

UC Davis utilizes web registration to enroll students in course work. The website is called SISWEB (the Student Information System on the Web): <http://sisweb.ucdavis.edu/>. Course registration numbers (CRN) can be obtained from the *Class Schedule & Registration Guide* for most courses. CRNs for variable unit courses such as research (290C and 299), and seminars PBG 270, PBG 271, PBG 298 or any graduate seminar for which the instructor of record is a member of PBGG must be requested from the program coordinator. **Please note that every quarter the CRNs will be different.**

To be considered a full-time student, and to maintain eligibility for fellowships and employment, you **MUST** enroll in **12 units** every quarter. As a graduate student, no appointment time is necessary to register, since you will have access to the system during the entire registration period. Remember to **register EARLY**:

1. **Remedial undergraduate courses fill quickly. Register early to avoid being closed out of a required course. Your status as a graduate student does not assure priority placement in undergrad courses.**
2. **Your funding is linked to the registration database. Fees will not be credited to your account nor will checks be issued to students who do not register by the end of Pass 1. This could result in the assessment of a campus late fee, and you not getting paid your stipend.**

When registering for variable research units (299), it is also necessary to register for research conference (290C) – a fixed 1-unit course that will give your faculty adviser teaching credit for the time you spend in research consultation.

Permission to Drop (PTD)

Courses are either 10 day or 20 day drop. The 10 day drop deadline comes up very quickly in each quarter! To determine which your course might be – refer to the Office of the Registrar, Class Search Tool, under the Detail ‘view’ option: <https://registrar.ucdavis.edu/registration/schedule/class-search.cfm>. To drop a course after the deadline, complete the Permission to Drop Petition: <https://registrar.ucdavis.edu/registration/schedule-adjustments/late-actions.cfm>. You are required to explain why you did not drop during the designated period. Complete the form, have your academic adviser or program chair sign, deliver the signed forms to the Office of Graduate Studies. If Grad Studies approves the petition, you will be e-mailed a special PTD CRN and your student account will be assessed a \$3 fee. The program will not cover the fee.

Planned Educational Leave Program - PELP

The Planned Educational Leave Program is designed to allow you to suspend study for good cause (illness, temporary departure from the University for employment or research away from the campus, financial problems, personal problems). PELP guarantees the right to resume academic work with a minimum amount of red tape to re-enroll. Applications are submitted to Graduate Studies through the PBGG program office. Instructions to initiate PELP are located on the Grad Studies website: http://gradstudies.ucdavis.edu/forms/GS338_PELP.pdf .

Each application must be approved by several offices and must be received by the Registrar *no later than the first day of instruction*, so it is important to submit them early. The current application fee is \$70. <https://registrar.ucdavis.edu/registration/leave/pelp.cfm>.

PELP (Continued)

Note: You cannot go directly from PELP to Filing Fee status!

NEW Effective 10/01/2010: "The blanket exception which allowed graduate students on PELP to be employed in a student title for one quarter has been eliminated."

NEW: In Absentia Registration

Research must be of a nature that makes it necessary to be completed outside of California for at least one full academic term; the work away from the UC campus is directly related to the student's degree program as evidenced by UC faculty approval; the work involves only indirect supervision (correspondence or review of written work) from UC faculty during the *in absentia* period; the work involves no significant collaboration with UC faculty during the *in absentia* period. Doctoral students who want to register *in absentia* for a second academic year must reapply. The health insurance fee, non-resident tuition (if applicable), campus based fees, and reduced Educational and Registration fees are charged to all students registered *in absentia*.

The complete *in absentia* policy is at http://www.gradstudies.ucdavis.edu/forms/in_absentia_policy.pdf.

Filing Fee

Filing Fee is a reduced fee paid in lieu of Registration Fees. You are eligible for Filing Fee Status when you have advanced to candidacy and completed all requirements for your degree except filing your thesis. **IMPORTANT:** While on Filing Fee Status you may not use any University facilities (health center, library, etc.), you may not use faculty time for anything other than activity leading to the final reading of your thesis; and you may not hold any academic student title, receive a fellowship or financial aid, or take course work of any kind. Forms are online: http://gradstudies.ucdavis.edu/forms/GS305_FilingFeeApp.pdf. The application fee is \$150 and must be paid before submitting the form to Graduate Studies. *Note: You must be a registered student prior to going on filing fee status. (i.e. you cannot go from PELP directly to Filing Fee status.) Please contact the program coordinator if you have any questions on your eligibility to file. You may also refer to the Graduate Student Guide found on the Grad Studies website: <http://gradstudies.ucdavis.edu/students/handbook/>.*

Satisfactory/Unsatisfactory (S/U) Grading Option

The grade of S is awarded for work in graduate courses that otherwise would receive a letter grade of B- or better, and for work in undergraduate courses that otherwise would receive a grade of C- or better. This grading option may not be used for courses that have been determined to be required by your guidance committee. You may petition to take no more than one course per quarter on an S/U grading basis. See Stephanie for a S/U petition. The deadline for applying for S/U grading without the Dean's approval is the *fifth week of instruction*. After the fifth week, a petition must be signed by your instructor and graduate adviser, and a \$3 fee must be paid prior to submitting the petition to the Office of Graduate Studies.

**** Please note: If you need to drop the course, and fail to do so in the time allotted by the Registrar, the class will default to a "no grade" (NG) and then to FAIL status if not handled at the NG status. Please be sure to handle all drops, regardless of grading option, as quickly as possible to avoid grades lapsing into FAIL status.****

FINANCIAL AID and EMPLOYMENT

Program Support Package

The Population Biology Graduate Group agrees to provide support of up to \$5,855 per quarter during the academic year in years one through five. Students in years six and beyond are responsible for providing their own funding (which can include TAs, campus GSR/external resources, faculty resources when available). Effective entering Fall 2007 cohort, admitting faculty will provide one quarter of summer support from their available funding resources (most commonly grant funded GSR support) that a student may choose to accept or decline. This too is for students in years one through five. Faculty may provide additional support at their discretion.

Let the program coordinator know immediately if you anticipate any changes in your financial plans. Often these changes will require extra paperwork and can ultimately have an effect on the resources we use to support other students within our program.

To be eligible to receive **any form** of UC Davis financial aid, the Office of Graduate Studies requires all graduate students complete a FAFSA (Free Application for Federal Student Aid). FAFSA applications are due to their processing center by the **March 2nd**. **Please apply online:** <http://www.fafsa.ed.gov/>.

Campus Based Fellowships

University fellowships are usually 9-month awards, and will typically cover all of your fees, your health insurance (GSHIP) plus an approximately \$5,000 living allowance. The award amounts will vary with extramural fellowships. The minimum GPA for holding a fellowship is 3.50. A student receiving a nine-month fellowship may be appointed 25% time (as a TA, GSR, or Reader) in each of the three academic quarters; or 50% in one quarter and 25% in a second quarter, and no appointment in the third quarter. The terms of your fellowship will assist us in determining if and when you are eligible to TA, GSR, or Read. However, students are strongly encouraged to devote fulltime to graduate study/research during their fellowship appointment. Besides the annual call for the UC Davis Internal Fellowship for Continuing Students, programs receive notices throughout the year of internal fellowship. Such opportunities will be announced via e-mail using the CPB student listserv: cpb-students@ucdavis.edu.

UC Davis fellowship applications are due December 1 (except travel awards). The application for UC Davis fellowships is available online: http://gradstudies.ucdavis.edu/ssupport/internal_fellowships.html. The application is reset each year and should be available in early October. The Office of Graduate Studies will send a general announcement close to the start date prior to Fall quarter. The program coordinator will provide "unofficial" copies of transcripts and GRE scores to supplement the applications.

NOTE: The Office of Graduate Studies requires that **all** fellowship applicants file a FAFSA application. The applications can be submitted online at: URL: <http://www.fafsa.ed.gov/>. The deadline for FAFSA is **March 2nd**.

The Center for Population Biology (CPB/PBGG) Joint Funding Application is announced in Winter quarter; award announcements will follow in late Spring.

FINANCIAL AID and EMPLOYMENT (Continued)

External Based Fellowships – The Process

A listing of university fellowships and extramural support can be found at the Graduate Studies web site: <http://www.gradstudies.ucdavis.edu/ssupport/>. When applying for external grants/fellowship, please let Ruby Wu, EVE grants administrator, know you are submitting. In some cases, the Office of Research, needs to review your submittal package before it is sent to the grantor. The review is necessary to insure that the terms and conditions of the potential award do not violate university policy. Tonya can also advise if there are any other internal forms required and assist you with their completion. Either way, we are fortunate to have a grant administrator within our department, and she can assist you with forecasting and other submittal related questions you may have.

Teaching Assistantships (TAs)

Teaching Assistants (TAs) may be appointed at 25% (10 hours/week) employment or at 50% (20 hours/week). Duties vary, but may include running lab or discussion sections, holding office hours, and grading papers and exams. The minimum GPA requirement to hold a TA appointment is 3.00. Graduate students may be appointed a maximum of 9 quarters in one or a combination of academic titles (e.g. TA, GSR, or Reader) prior to Advancement to Candidacy. Appointment as a TA alone, or in combination with other University employment may not exceed 50% during the academic year unless by exception and approval by Grad Studies. Academic year for the purpose of employment is defined as October 1 – June 30.

Students serving as a TA for 25% time or greater will receive in-state fee remission and GSHIP (health insurance) coverage. NOTE: The “local fee” component of in-state fee remission IS NOT covered. **As forecasted for AY17-18, TA's and Readers will need to pay approximately \$271.84 of campus fees not covered by the position unless the program has agreed to cover the difference with fellowship/block grant.** Refer to your support letter for confirmation. For Pop Bio students in years one – five, the Pop Bio program will cover this. Though it is generally not feasible, IF additional funds are available, the program may also cover the local fees component for students in years six and higher. **The amount of the fee remission changes yearly, so it is important for students to check their fee balance in the quarters they are serving as a TA.** NOTE: It is the student's responsibility to pay the remaining registration fees by the fee payment deadline. The graduate program will not cover the late fee charge.

There are many departments that offer TAships. The College of Biological Sciences (CBS) has one application for most of its departments (Microbiology; Molecular & Cellular Biology; Neurobiology, Physiology & Behavior; and Plant Biology). Their application website is: <http://www.mcb.ucdavis.edu/jobs>. The EVE/BIS 2B TA application is available from our website: <http://www.eve.ucdavis.edu/eve/pbg/ta.htm>. Please visit department websites to learn of the most recent course listings and employment requirements.

Don't be fooled by the department names listed on the application. You may be qualified to teach at least one course in each department. For example:

BIS 2A Essentials of Life on Earth (natural selection, cellularity, origin of life) is administered by Microbiology

BIS 2C Biodiversity and the Tree of Life (organismal diversity, Phylogenetics reconstruction) is administered by Plant Biology

BIS 10 General Biology (general biology for NON-science majors) is administered by Neurobiology, Physiology & Behavior

BIS 101 Genes and Gene Expression (function and regulation) is administered by Molecular & Cellular Biology

FINANCIAL AID and EMPLOYMENT (Continued)

Teaching Assistantships (continued)

Besides the sciences, you may also want to look to departments in the College of Agriculture and Environmental Sciences or Letters and Science. Your advanced knowledge in Math, English and composition along with other areas of training may qualify you for other opportunities beyond what we can provide. The TA and Readership opportunities provided by Evolution and Ecology are only one of the many department/subject areas available to you. Explore the possibilities!

A small number of TA and Reader positions are available in the summer. Watch for special application procedures and deadline announcements. Additional information on TA employment opportunities can be found at the Office of Graduate Studies website:

<http://www.gradstudies.ucdavis.edu/employment/index.html>. Note: Your program coordinator can provide photocopies of your transcripts and/or GRE scores to submit along with your TA applications.

**Teaching Assistantships and Readerships are covered by a collective bargaining agreement (CBA).*

Please refer to the following CBA website for further information:

<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/>.

Readership

A Reader grades papers and exams and may be requested to attend lectures. This position can be valuable to the student in their final stages of thesis writing. This position is sporadically demanding, but the hours tend to be more flexible than a TAship. **However, when called to grade exams, you will be expected to turn the material around pursuant to the instructor's request.** Graduate students may be appointed a maximum of 9 quarters in one or a combination of academic titles (e.g. TA, GSR, or Reader) prior to Advancement to Candidacy.

Students serving as a Reader for 25% time or greater will receive in-state fee remission and GSHIP (health insurance) coverage. NOTE: The "local fee" component of in-state fee remission IS NOT covered. **Readers will need to pay approximately \$271.84 of campus fees not covered by the position unless the program has agreed to cover the difference with block grant.** Refer to your support letter for confirmation. For Pop Bio students in years one – five, the Pop Bio program will cover this. Though it is generally not feasible, IF additional funds are available, the program may also cover the local fees component for students in years six and higher. The amount of the fee remission changes yearly, so it is important for students to check their fee balance in the quarters they are serving as a Reader or TA. NOTE: It is the student's responsibility to pay the remaining registration fees by the fee payment deadline. The graduate program will not cover the late fee charge.

**Teaching Assistantships and Readerships are covered by a collective bargaining agreement (CBA).*

Please refer to the following CBA website for further information:

<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/>.

Graduate Student Research Assistantships (GSR)

Graduate students may be appointed a maximum of 9 quarters in one or a combination of academic titles (e.g. TA, Reader, or GSR) prior to Advancement to Candidacy. Students serving as a Graduate Student Research Assistant (GSR) are supported by the research grant of their major professor (or first year mentor). Duties will vary with each faculty and research grant. Appointment as a GSR alone, or in combination with other University employment may not exceed 50%. Students serving as a GSR for 25% or greater will receive a full fee remission and GSHIP coverage.

It is important that you discuss potential GSR opportunities early on with your major professor. Last minute resignations can cause hardships for instructors, the program, and our student support resources.

FINANCIAL AID and EMPLOYMENT (Continued)

Work-Study

Work-study is a federal aid award that, when combined with a research assistantship, is a tremendous savings to your major professor. He/she will only need to cover 25% of the total cost of your salary and fees. To be eligible for this “need based funding” you must complete a FAFSA. The deadline for FAFSA is: **March 2. You can apply online:** <http://www.fafsa.ed.gov/>

Loans

In addition to traditional education loans, Student Financial Aid can also provide emergency student loans (ESL), short-term loans (STL), and assistant loans (AL). Each loan has specific terms and conditions. Please refer to the Short Term Loan application for eligibility, terms, and conditions: <http://financialaid.ucdavis.edu/undergraduate/types/Loanintro.html>. Repayment is based on a verifiable source of repayment and may not be extended for longer than six months depending on the type of loan issued. Call 752-9246 or e-mail gradfinaid@ucdavis.edu for questions or to make an appointment.

TAXES and PAYROLL

Tax Policies Affecting Graduate Students

Fellowships: Block Grants, First-Year Fellowships, Dissertation Awards, NSF, EPA, DOD, and the like...

Refer to Internal Revenue Service Publication 520. Fellowships and scholarships are taxable, except for the amount paid for tuition, required fees, books and course-related expenses. The university will neither withhold taxes nor report such payments to the IRS or State Franchise Tax Board for U.S. citizens and permanent residents. **Individuals are required to report this income themselves and to make arrangements with the federal and state tax services to make estimated quarterly tax payments on fellowship income.** Refer to the Student Accounting website for additional tax information: <http://studentaccounting.ucdavis.edu/taxes/index.cfm>.

International students receiving fellowships are paid through the Payroll Office; awards are reported to the Internal Revenue (IRS) and State Franchise Tax Board, and taxes are withheld as prescribed by the home country's tax treaty and the IRS tax code. Individual circumstances will vary.

Social Security (FICA) and Medicare:

Services performed by a student in the employment of a college or university are exempt from FICA taxes while the student is enrolled and regularly attending classes at the school. IRS interpretation stipulates that a student employee will be exempted from FICA taxes only if the student's course of study is "substantial" and the services performed are "incidental" to the course of study. Thus, a course work test AND an employment test must be satisfied for a student to achieve exempt status.

As outlined in Directive No. 95-038, during the academic year graduate students who are appointed at 50% or less, and are enrolled in a minimum of six units, for each pay period will be exempt from DCP (FICA) and Medicare withholding. While the IRS interprets that graduate students enrolled and approved for advancement to doctoral candidacy are not subject to a units requirement during the academic year, this does not take into consideration that University of California policy requires students advanced to candidacy to maintain minimum enrollment status (12 units) to be eligible for an academic appointment. Students on Filing Fee do not meet the registered/enrolled student test, and are therefore non-exempt. Students must meet both the appointment percent and minimum unit test. If not, they will be required to contribute 7.5% of their total earnings to the Defined Contribution Plan, and 1.45% to Medicare. Additional example: Summer employment as a GSR, TA, or Reader.

Tax Publications

The Internal Revenue Service has two publications that are particularly relevant to students:

1. Publication 4: Student Guide to Federal Income Tax
2. Publication 520: Scholarships and Fellowships
3. IRS publications available for downloading:
<http://www.irs.ustreas.gov/individuals/index.html>

Payroll Information

Unless advised otherwise, stipends are distributed once per month for student employment titles TA, Reader, and GSR and for Block Grant and various other fellowships. Depending on the type of fellowships awarded, pay dates may vary.

Block Grant and Fellowship Payroll: These funds are paid out from Student Accounting (Dutton Hall). Pay dates range each month between the 23rd and 27th. Taxes are not taken and the amounts awarded will appear on **IRS Form 1098** for you to claim accordingly. *Depending on the amount earned, you may need to pay estimated quarterly taxes.* Refer to the various tax publications listed above.

TAXES and PAYROLL (Continued)

TAship, Reader, and GSR Payroll: These positions are administered through your hiring department via the campus employee payroll system – PPS. Paydays are generally around the 1st of the month. Taxes are withheld and you will receive a **W2** form for you to claim accordingly.

The dates listed below are *approximations* for the 2017-2018 academic year. Depending on the type of funding you receive, pay dates will follow one of these tables. (*Basically note that you are paid in arrears* - either on one of the very last few days of the month, or the 1st of the month following.)

Block Grant/NSF: Fellowship and Stipend Supplements Funding Resources Paid through Student Accounting (Dutton Hall)				Employee Payroll Paid via Employee Payroll (TAship, Readership, and GSR Appointments)			
Fall 2017	~28-Oct	~21-Nov	~19-Dec	Fall 2017	~1-Nov	~1-Dec	~ 4-Jan
Winter 2018	~27-Jan	~27-Feb	~29-Mar	Winter 2018	~1-Feb	~1-Mar	~1-Apr
Spring 2018	~24-Apr	~26-May	~21-Jun	Spring 2018	~1-May	~1-Jun	~1-Jul
These dates may be subject to change by Student Accounting				Summer 2018		~1-Sep	~1-Oct

Direct Deposit: Both Student Accounting and campus employee payroll offer direct deposit as an option. You may apply for direct deposit for Student Accounting items (block grant and fellowships) immediately upon enrollment. However, to implement direct deposit for employee payroll, an appointment must be entered into the database before you are able to request direct deposit. Hiring departments will address this issue and provide the option at the time of hiring.

The link to setup Direct Deposit: <https://accounting.ucdavis.edu/DirectDeposit/>.

Change of Address : Moving? It is important to keep the university up to date on your current address. The easiest method of changing your listing is via SISWEB: <http://sisweb.ucdavis.edu/>. Alternatively, you may notify the Registrar's Office of the changes in Dutton Hall. Don't forget to notify your payroll department as well. NOTE: The payroll system is separate from SISWEB. Changing your address in SISWEB WILL NOT change your address in the payroll system. To have your end of year tax documents reach you, please update your address with your payroll department.

REGISTRATION FEES & NON-RESIDENT TUITION

Registration Fees for AY 2017-2018

	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>	<u>Total</u>
California Residents	\$5,959.28	\$5,959.27	\$5,929.27	\$17,877.82
Non-Residents	\$5,959.28	\$5,959.27	\$5,929.27	\$17,877.82
Non-Resident Tuition	\$5,034.00	\$5,034.00	\$5,034.00	\$17,581.30

The program cannot act on our support package if you are not enrolled in 12 units. Ultimately, it is the student's responsibility to pay registration fees by the fee payment deadline. If you do not enroll on time, and you are charged an enrollment late fee, the graduate program will not cover the late fee charge of ~\$150. You are encouraged to check your fee balance by using MyBill or SISWEB. **Effective Fall 2008, specific to graduate students, if your fees are not paid by the eighth week of quarter, you will be dropped from registering for the next quarter until such time your outstanding balance is paid. Additionally, any past due amount of \$200 or more on your student account will cause the same to happen by the eighth week of quarter if unpaid.** Please check the Registrar's website with regard to drop for non-payment - <https://registrar.ucdavis.edu/tuition/non-payment.cfm>.

If you are on a fee fellowship, be aware that the amount of the award was based on *fee estimates*. It is possible that the cost of fees increased since notice of the original award, and therefore you may have to pay a few dollars out of pocket. Please check the figures in your offer letter with the most recent fee statement, or call Student Accounting to check your balance. TA's and Readers will need to pay approximately \$271.84 of campus fees not covered by the position unless the program has agreed to cover the difference with block grant. Refer to your support letter for confirmation.

With all types of funding, you must register by the end of pass 1 for fees and living stipends to be disbursed by the computer system. A delay in registration will result in a \$150 late fee. The graduate program will not cover this late fee assessment. Deadlines for fee payment are generally available at the Office of the University Registrar's website - <https://registrar.ucdavis.edu/calendar/fees.cfm>.

<p>Updates for fees, tuition, enrollment dates, and course changes are available on the Registrar's website: https://registrar.ucdavis.edu/</p>
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REGISTRATION FEES & NON-RESIDENT TUITION (continued)

Graduate Student Health Insurance Program (GSHIP)

The Graduate Student Health Insurance Plan (GSHIP) is designed to assist you with your medical expenses while you are affiliated with UC Davis. Primary care for all GSHIP members is provided by Student Health and Wellness Center.

As a registered UC Davis graduate student, you are required to enroll in GSHIP. In order to waive this requirement, you must provide proof of comparable insurance. Please advise your program coordinator if you are going to waive GSHIP so adjustments can be made to your program funding package.

If you are on filing fee status or on PELP (for up to one year), you have the option of purchasing GSHIP. Also, graduating students may purchase coverage for the three month period after the last quarter/semester for which full Registration Fees have been paid. As an enrolled student in Spring quarter, you automatically receive GSHIP coverage during the Summer months (July 1 through Sept 30). If you are required by your academic program to be away from the UC Davis campus for a quarter or longer, your GSHIP coverage will be limited. Contact the Student Health and Wellness Center GSHIP/USHIP Coordinator for details.

A complete description of GSHIP eligibility and benefits can be found at the Student Health and Wellness Center website: <http://shcs.ucdavis.edu/services/>.

CALIFORNIA RESIDENCY

It is extremely important to begin establishing California residency immediately upon arrival in Davis. If you fail to meet the residency requirements, the Graduate Program in **Population Biology will not pay your Non-Resident Tuition during your second year in the program.** Non-Resident Tuition is \$15,102 for the 2017-2018 Academic Year. If you have any questions at all regarding residency, please contact the Residence Deputies at residencedeputy@ucdavis.edu. The Residence Deputy coordinates residency for the entire campus. TIP: Start your correspondence early; reply response can take up to 10 days or more depending on how close to the beginning of the quarter you correspond. **Effective Spring 2010: The Statement of Legal Residence form is now available online from the Office of University Registrar: <https://registrar.ucdavis.edu/tuition/residence/processes/slr-basics.cfm>.**

Please note: If you plan to be out in the field (out of state) performing research your first summer, please check with the Residency Deputy to find out specific requirements you need to fulfill **before** leaving the state. Resident applications must be submitted during the *quarter preceding* the one for which you seek reclassification. **The average application can take up to 6 weeks to process. DO NOT WAIT.** The Population Biology program will not pay non-resident tuition during your second year. General information on residency can be found on the Office of Registrar web site: <https://registrar.ucdavis.edu/tuition/residence/processes/slr-basics.cfm>.

RESOURCES

Graduate Student Association (GSA)

The UC Davis Graduate Student Association (GSA) is an assembly representative of graduate students campus wide. Its goal is to link students of diverse graduate programs. Funded by graduate student fees, GSA provides services to graduate students and protects and promotes their interests at all levels of University Administration. Visit the GSA website at: <http://gsa.ucdavis.edu/>

PBGG GSA Representatives for AY 2017-2018:

Katherine Corn, kacorn@ucdavis.edu

Sivan Yair, ssyair@ucdavis.edu

Transcripts

Official transcripts may be ordered online, by mail, or in person through the Office of the University Registrar. Detailed instructions are available on their website:

<http://registrar.ucdavis.edu/records/transcripts/index.cfm>.

Note: An official transcript is printed on UC Davis/Registrar paper, contains security marks for authenticity and may be in a sealed envelope if requested.

Unofficial transcripts may be obtained in several ways:

1. MyUCDavis: Log in to MyUCDavis; choose the "Academics" tab ; click on Student Records; and choose either the "Unofficial Transcript" or the "Official Transcript" link - your choice based on wherever you're submitting them and what they require. Choosing the Official Transcript takes you to a third party vendor - where you can also choose to have that transcript emailed to you if you like.
2. Online: <http://sisweb.ucdavis.edu/> (will not print your name or ID#, plus they are lengthy and somewhat difficult to read...)
3. From Pop Bio coordinator: for PBGG students only and as time permits.

Computing Services

Computing accounts are available to all registered students through Information and Educational Technology (IET). When you first arrive at Davis, you should activate your account – instructions available on the IET website, https://ucdavisit.service-now.com/ess/knowledge_detail.do?sysparm_article=KB0000196. NEW STUDENTS: Please advise the program when you have your UC Davis e-mail address. Your new address will be added to the Pop Bio and relevant CPB listservs.

For more information about listservs and campus computing services, please visit the IET website: <http://iet.ucdavis.edu/>.

Storer Hall Computer Resources (open to students housed with EVE faculty)

Contact for setting up an account: Ken Tran, EVE/PBG Computer Support

1. NT 4.0 Workstation
2. EVE office copier is also a scanner
3. 35mm slide scanner
4. Slide maker
5. Color printer

UC Davis Computing Support & Facilities

Student Computing Guide web site: <http://scg.ucdavis.edu>

IT Express: <http://itexpress.ucdavis.edu>

Computer Labs: <http://lm.ucdavis.edu>

UC Davis Wireless Computing

The wireless network on campus supports most devices (802.11 a/b/g/n) and is available to all eduroam and UC Davis computing account holders. In addition, the UCD Guest wireless network is available to guests on campus. For assistance, contact Ken Tran, EVE Department; or visit the campus IET website, <http://itcatalog.ucdavis.edu/service/wireless-guest-access>. For information regarding wireless through the City of Davis, visit the Davis WIKI: http://daviswiki.org/Front_Page.

UC Davis Library Online Catalogs

Additional information on catalogs and library resources can be found on the Shields Library Home Page: <http://www.lib.ucdavis.edu/ul/libcoll/shields.php>

News and Publications

GRADLINK

GradLink is an on-line newsletter, published weekly for graduate students, postdocs, and the campus community. It includes news of interest about graduate programs, graduate student accomplishments, updates from the Dean of Graduate Studies, and other information to keep readers aware of campus and office news. The URL for the GradLink is:

<http://www.gradstudies.ucdavis.edu/publications/gradlink/index.html>

Dateline

Dateline is a weekly news and informational newspaper highlighting faculty research, campus highlights, seminars, arts, and entertainment. Dateline can be accessed on line at

<http://www.dateline.ucdavis.edu/>. Our faculty are featured on a regular basis.

California Aggie

The California Aggie is the student publication for UC Davis. This great little publication is on line at <http://www.californiaaggie.com/>. It features campus news, city news, special features, arts & entertainment in the area, and much more.

Dean Witter Funds

Want to get to know a faculty member better? You can take him or her to lunch using Dean Witter Funds. Contact Marie McDermott by phone 752-9296, email mmcdermott@ucdavis.edu, or stop by her office located at 250 Mrak Hall. Requests for funds must be made PRIOR to the event. Funding guidelines can be found at: <http://gradstudies.ucdavis.edu/ssupport/deanwitter.html>

ARTS & ENTERTAINMENT

Here are a few resources to help balance out your academics with some fun...

Campus Events and Visitor Services/UC Davis Ticket Office

Provides ticket sales for most UC Davis events. Tickets for other Northern California events are sold through the tickets.com system. Visit the CEVS website for hours of operation:

<http://www.cevs.ucdavis.edu/dept/to/index.cfm?contid=72>

Associated Students of UC Davis – Information Network

Provides information about our campus student body, governance, and fun activities such as the annual Picnic Day event, the Whole Earth Festival, and campus movies! Visit: <https://asucd.ucdavis.edu/>

Campus Recreation (Lots to do and places to go)

The Campus Recreation Center has multiple links and offerings. Among the links are: Craft programs, Fitness and Wellness, Outdoor Adventures (white water rafting), equestrian programs, summer youth programs, [intramural sports](#), and much more. Visit their home page for more information and direct links to the programs listed above: <http://campusrecreation.ucdavis.edu/>

Experimental College (EC)

Offers classes that are completely different than those offered by the University (yoga, martial arts, organic gardening, cooking, drum making, juggling, bridge, guitar, and others.) You can even get a gardening plot in the EC gardens. Check out their library of books on a full-range of topics. EC is located in 260 South Silo (530-752-2568). <http://ecollege.ucdavis.edu/>

Mondavi Center for the Performing Arts

The Mondavi Center is a world class orchestral and performance hall. Mondavi Presents features world renowned artists ranging from music, theatrical/acrobatic, and dance. Visit their website for performances scheduled for their upcoming season: <http://mondavicenter.ucdavis.edu/>. Tickets for these events vary by performance. Visit Mondavi Students for free tickets, special promotions and more: <http://www.mondavistudents.org/>

Departments of: Music; and Theater and Dance

If you enjoy live musical performances, theater, and dance, our Departments of Music; and Theater and Dance are for you. Please visit their individual websites to see events scheduled for the upcoming season. Students receive discounted rates with presentation of proper student ID. Department of Music: <http://music.ucdavis.edu/>. Theater and Dance: <http://theatredance.ucdavis.edu/>.

DIRECTORY of Campus Resources

This is only a few resources available to you. Please visit the UC Davis website and type in what you are looking for - <https://www.ucdavis.edu/>.
If you are unable to find the resource, please let us know so we may help.

- Center for Educational Effectiveness** 530/752-6050 1342 The Grove
<http://cee.ucdavis.edu/contact/index.html>
- Childcare Information and Referral** 530/752-5415 HR Admin Bldg (Orchard Road)
<http://www.hr.ucdavis.edu/worklife-wellness>
- Counseling and Psychological Services** 530/752-2349 219 North Hall
<https://shcs.ucdavis.edu/about/contact>
- Disability Resource Center** 530/752-3184 160 South Silo <http://sdc.ucdavis.edu/>
- EVE Accounting** 2320 Storer Hall
Carla Munoz, Managing Services Officer (MSO) camunoz@ucdavis.edu
Resources include: Purchasing, Payroll, Accounts Payable, and Grant Administration
- Extramural Fellowships** 250 Mrak Hall <http://gradstudies.ucdavis.edu/ssupport/>
Maria Garcia 530/752-6577 is PBG contact
- Financial Aid Office** 530/752-2390 1100 Dutton Hall, 1st Floor
Loans for Graduate Students: <http://financialaid.ucdavis.edu/graduate/Types/Loans.html>
- Graduate Student Association (GSA)** 530/752-6108 253 South Silo <http://gsa.ucdavis.edu/>
- Graduate Studies, Office of** 530/752-0650 250 Mrak Hall
<http://gradstudies.ucdavis.edu/index.cfm>
Laura Young, Student Affairs Officer (Bio Sci) leyoung@ucdavis.edu, 530/752-2772
- Housing Listing Service** 530/752-1990 21 South Hall <http://www.housing.ucdavis.edu/>
Additional Information and links are on our Pop Bio website:
http://www.eve.ucdavis.edu/eve/pbg/Helpful_Links_Main.html#Move
- Information and Educational Technology (IET)** 530/754-HELP e-mail: ithelp@ucdavis.edu
Student Computing Guide: <http://scg.ucdavis.edu/>
- Judicial Affairs (Student)** 530/752-1128 3200 Dutton Hall <http://sja.ucdavis.edu/>
Student Conduct Standards: <http://sja.ucdavis.edu/scs.html>
- Library (Shields)** 530/752-6561 100 NW Quad <http://www.lib.ucdavis.edu/ul/about/directories/>
Biological and Agricultural Sciences Subject Specialist:
Ruth Gustafson ragustafson@ucdavis.edu 752-1883
- Population Biology Graduate Group** 2320 Storer
Sherri Mann, smmann@ucdavis.edu, 530/752-1274
- Residence Deputy** 530/752-3639 Dutton Hall <http://registrar.ucdavis.edu/faq/slr/>
- SISWEB** (online enrollment system) 530/752-3639 Dutton Hall <http://sisweb.ucdavis.edu/>
- Student Health Center** 530/752-2300 Student Health & Wellness Center - La Rue Road between Hutchison Drive and Orchard Road - <http://shcs.ucdavis.edu/about/location.html>
Appointment Desk 752-2349 <http://healthcenter.ucdavis.edu/services/appointments.html>
Advice Nurse 752-2349 (refer to site for hours: <http://shcs.ucdavis.edu/about/closed.html>)
Insurance Information (GSHIP) <http://healthcenter.ucdavis.edu/insurance/index.html>
GSHIP Coordinators 752-6055 <http://healthcenter.ucdavis.edu/contact.html>
Pharmacy Refill Line 752-2338 <http://healthcenter.ucdavis.edu/contact.html>
- Women's Resources Center** 752-3372 North Hall <http://wrrc.ucdavis.edu/>

APPENDIX 1

INSTRUCTIONS FOR FIRST-YEAR GUIDANCE COMMITTEE MEETING & ANNUAL GUIDANCE COMMITTEE MEETINGS (PROGRESS REPORTS) POPULATION BIOLOGY GRADUATE GROUP

The meeting will include the student, the student's first-year Faculty Mentor, an assigned Academic Adviser, and a third person (faculty) with interests close to those of the student.

The committee will meet with new students within the first week of the Fall quarter, although prior to the start of quarter is encouraged. Together, the committee and student will outline the courses that will be required in order to sit for the qualifying exam and courses needed for graduation. These requirements will be recorded on the First-Year Guidance Committee Report form which serves as a contract between the Group and the student. This contract may be changed at any time by mutual consent of the student and the Guidance Committee.

- a. Coursework requirements – Are entry requirements complete?
- one-year introductory biology series for biology majors
 - one-year calculus series
 - statistics course
 - upper-division course in general ecology or population biology
 - upper-division course in genetics
 - and upper-division course in evolution

Students entering the graduate group are expected to have completed a set of courses that are typical in undergraduate biology majors. Certain courses are viewed as sufficiently important that entering students who have not taken them will be required to do so. The requirements for evolution and ecology/population-biology may be met by demonstrating proficiency in these courses while working as a teaching assistant. The Guidance Committee is charged with the assignment of courses that will fulfill these requirements.

- b. Core courses: PBG 200 A, B, and C and PBG 231

c. Required courses: Students are normally expected to take three additional courses as determined by their Guidance Committee. These courses may consist of formal lecture courses, laboratory and field courses, or graduate seminars (excluding one-unit seminars such as PBG 270, PBG 290 and PBG 292), as appropriate to achieve a balance between training in organismal biology and quantitative methods. Generally, these will include at least two 100/200 level courses in mathematics and/or statistics. More or fewer courses may be required by the Guidance Committee depending on the student's background and interests.

Special Note: Not all courses are offered each year. Therefore, it will be important for you to revisit your First-Year Guidance Committee Report at each meeting with your Academic Adviser to insure you are on track. Determine if any changes need to be made and update the guidance report accordingly. Any courses that are labeled as "required" MUST be completed BEFORE you sit for your qualifying exam. Refer to the section of the Qualifying Exam for additional details.

- d. Recommended supporting courses

The First-Year Guidance Committee determines if any additional coursework is needed to augment a student's breadth and depth of understanding in any areas of population biology. Courses frequently recommended are:

Most frequently required:
PLS 205 Experimental Design and Analysis
PLS 206 Applied Multivariate Models
MAT 022 A or B Linear Algebra and Differential Equations
MAT 135 A or B Probability and Stochastic Processes

APPENDIX 1

INSTRUCTIONS FOR FIRST-YEAR GUIDANCE COMMITTEE MEETING & ANNUAL GUIDANCE COMMITTEE MEETINGS (PROGRESS REPORTS) POPULATION BIOLOGY GRADUATE GROUP

d. Recommended supporting courses (continued)

Next level of frequency:

EVE 112 Biology of Invertebrates
EVE 211 Applied Phylogenetics
EVE 220 Species and Speciation
EVE 231 Principles in Biology Data Analysis

Followed by:

ECL 205 Community Ecology
ECL 214 Marine Ecology
ECL 225 Terrestrial Field Ecology
ECL 232 Theoretical Ecology
ENT 294 Topics in Insect Ecology, Evolution and Systematics
EVE 103 Phylogeny/Macroevolution
PBG 207 Plant Population Biology
STA 130 Series Statistics
WFC 222 Advanced Population Dynamics

e. Seminar requirements: refer to Ph.D. timeline for frequency (PBG 270, PBG 271, PBG 298, PBG 290, and PBG 292)

II. Qualifying examination requirements:

In the first-year meeting or no later than the annual progress review in Spring of the first year, the Committee must recommend 3 examination fields (in addition to the general field of Population Biology) and 5 Qualifying Examination Committee members (an examiner for each field, plus a chair)

III. Dissertation requirements:

At all meetings of the Committee after the first year, Committee must set/review date by which all degree requirements, including dissertation, should be met. Normative time to degree is 6 years.

IV. At the conclusion of each meeting:

a. At initial first-year Guidance Committee meeting, the Committee should fill out the "First-Year Guidance Committee Report"—writing down all recommendations as specifically as possible—sign the form, and return it to the staff graduate adviser.

b. At subsequent Spring annual Guidance Committee meetings, the Committee should fill out the "Annual Progress Report"—noting all requirements yet to be met—sign the form, and return it to the staff graduate adviser.

**FIRST-YEAR GUIDANCE COMMITTEE REPORT
POPULATION BIOLOGY GRADUATE GROUP**

STUDENT _____ DATE _____
ADMISSION DATE Fall _____

The requirements established by the First-Year Guidance Committee become part of the student's permanent record and are official requirements that must be completed before the student can advance to candidacy.

I. **COURSES:** The Committee should indicate below all courses that are needed to correct deficiencies in undergraduate preparation and provide a coherent curriculum related to the student's goals.

a. Entry requirements (**write in name of course/series that fills requirement**—e.g., MAT 021A-C—or “exempt” if applicable)

<u>Lower division requirements</u>	<u>Upper division requirements</u>
Introductory biology series for bio majors _____	Genetics _____
Calculus series _____	_____
Statistics _____	_____

b. PBG core courses (**write in quarter requirement fulfilled**—e.g., Fall 2010 [note “exempt” for PBG 231 if applicable])

PBG 200A _____, PBG 200B _____, PBG 200C _____, PBG 231 _____.

c. Three required supporting courses (**write in name of course and quarter completed**)

100- or 200-level course in math or statistics: _____	Completed: _____
100- or 200-level course in math or statistics: _____	Completed: _____
Other required course: _____	Completed: _____
(Other required course if judged necessary: _____)	Completed: _____

d. Recommended supporting courses (**write in name of course and quarter completed**)

Course: _____	Completed: _____
Course: _____	Completed: _____
Course: _____	Completed: _____
Course: _____	Completed: _____

e. Seminar requirements (**note quarter[s] of participation**— Any combination of at least 3 classes from PBG 270, PBG 271, PBG 298 (*at least 1 quarter of PBG 270, 1 quarter of PBG 271*) and 3 quarters of each seminar series required)

Seminars PBG 270, 271, or 298: Fall 20_____, Winter 20_____, Spring 20_____.
 PBG 290 (Pop Bio Seminar Series): Fall 20_____, Winter 20_____, Spring 20_____.
 PBG 292 (Ecology & Evolution Seminar Series): Fall 20_____, Winter 20_____, Spring 20_____.

II. **QUALIFYING EXAMINATION:**

<u>Recommended field</u>	<u>Suggested faculty examiner</u>
(1) <u>Population Biology</u> _____	_____
(2) _____	_____
(3) _____	_____
(4) _____	_____
	Chair: _____

III. **OTHER REQUIREMENTS/RECOMMENDATIONS:** (use back of page if needed)

Student _____ Date _____ Major Professor/First-Year Mentor _____ Date _____

Faculty Academic Adviser _____ Date _____ Guidance Committee Member _____ Date _____

APPENDIX 2

Cohort Field Trip – Planning Guide

The Annual PBGG First-Year Cohort Trip

The First-Year Cohort Trip is an annual event planned by the advancing second-year students for the incoming first-year students. The trip is usually two nights/three days depending on the location of the reserve. The program will cover transportation, lodging, and food within the guidelines expressed below. Of course, each event may require some adjustments; therefore, we request that you ask questions along the way to insure the trip stays within our budget.

The budget ranges between \$1500 - \$2500. Therefore, your goal is to plan a trip within this budget that will accommodate transportation, lodging, and food needs for the First-Year Cohort, hosting students, and other Pop Bio/CPB students/faculty/staff in attendance. Be sure to keep Sherri in the loop as needed as fees and other expenses become known. This is the University and there is a form or regulation for everything. It's much easier to comply with regulations prior to the event. Be sure to plan early and follow-up along the way...ask questions when you are not sure of something.

Things to consider when planning:

Begin Planning: Students have suggested starting in March...any later, and the best reserve sites are already booked.

Dates: The average field trip is two nights/three days. Find out what other campus or program events are taking place during the suggested dates. The Pop Bio program orientation is generally held within seven days of the start of instruction. Therefore, there is some flexibility if this will help with location reservations for the trip. Mandatory TRC TA training usually takes place on the Monday or Tuesday before instruction begins.

Location: The UC System has multiple reserves to choose from. Consider a location that is within 1 to 5 hours drive. Campus vans are available by reservation. Find out what usage or lodging fees the reserve may charge. What kind of security/entry access is necessary (just incase those driving up separately require a passcode or card key to enter the reserve). See Stephanie for account information if fees are involved.

Group Size: As stated above, you may need to restrict the number of students who can attend in order to stay within the budget. Past trips (including the new students) averaged around 20 participants. Know your audience: The group may also include post-docs, staff, and partners. Participants outside of PBGG are required to pay for themselves.

Transportation: The campus has a fleet of 8-passenger vans available for our use. Three vans usually do the trick. Make van reservations very early as they book up!

Physical Abilities: Use common sense. We want everyone to have a fun time. Feel free to e-mail the incoming first-years and ask about any physical limitations that may come into play.

Supplies Per Person: Be sure to produce a list of supplies that your group will need...clothing, weather specific items, sleeping bags, water bottles, medications, and anything else that will make the trip comfortable and safe for all.

Food Supplies: Food is usually purchased by one or two students on behalf of the group. The receipts are turned in to Ruby Wu and reimbursed accordingly. Again, the budget is limited, so keep it simple and inexpensive between \$750 - \$900. Think Costco, Pack'n Save, Target, Walmart, etc. As many of you camp, be sure to ask about items that can be borrowed such as cooking equipment, ice chests, etc. Keep in mind the number of meals to be served each day, including during travel, any special dietary needs, snacks, water and other beverages, ice, cooking equipment if applicable, eating utensils, trash bags...you get the point. Also, alcohol will not be reimbursed nor is it recommended on the trip. Be sure to check with the reserve for prohibited items.

APPENDIX 2

CPB Student Workshops – Planning Guide

The CPB provides funding each year for two student run workshops – usually Winter and Spring quarters. CPB students select the topics, arrange for the speakers, determine the length of the workshops, and make all other arrangements for the events. There is no set model for the workshops and most of the instructions have been handed down over the years. The student goals of the workshop determine the setup of the workshop.

The items below are a gentle reminder of things to consider when organizing a workshop.

Budget: Each workshop has a budget of up to \$2,750. Of this amount, a maximum of \$1,000 may be used for speaker honoraria leaving the balance, \$1,750, for expenses. Of course, less honoraria means more for expenses.

Topic: As this is a student organized workshop, it is up to the students to determine the topic.

Workshop vs. Seminar Style:

The choice of topic will help narrow the format.

Is a weekend workshop with group activities appropriate; or is the topic better suited to a week long event, seminar style each day?

Guest Speaker:

Does the topic require one or more guest speakers?

Will the guest(s) require honoraria to come in addition to reimbursement for travel expenses?

Will honoraria exceed the \$1,000 maximum permitted?

What dates work for the speaker? Get as many open dates as possible so you have a better choice of venue and speaker accommodations.

Is the speaker able to book travel arrangements (preferred)?

Will the speaker stay at a hotel, with a student, or other arrangements?

Does the speaker have special physical or dietary needs?

Will the speaker(s) just give a talk or be expected to meet with students/faculty as well?

Does the speaker go the person requesting the meeting, or do they come to him?

Who will be the one student to help coordinate the speaker's meeting schedule?

This student may need to prod people to sign up for appointments as well.

If the speaker has reimbursable expenses, he will need to have a vendor setup sheet so Ruby Wu can initiate the reimbursements.

APPENDIX 3

CPB Student Workshops – Planning Guide continued

Scheduling the Workshop: Lead-time is key to a successful workshop. It takes time to setup the logistics of the workshop and the itinerary for the guest speaker(s).

Is there free building space available such as the Storer Hall conference rooms or 1022 LSA?

Will there be a rental fee if held at a different campus building or off-campus venue?

Can the space hold the number of participants anticipated and support the different events scheduled during the workshop?

Do you need projectors, mics, or the like? Does the room come equipped? Do you need to reserve equipment with EVE?

Do you have enough time to advertise the event through listservs, fliers, and the CPB website?

Travel and Lodging Expenses: As listed above, there are a variety of expenses that come into play. For every expense there is a form or regulation that requires we maintain evidence of a receipt. All receipts must be maintained in order to reimburse the person who paid. So, if the speaker makes his own travel arrangements (preferred), advise him to keep his receipts and payment confirmations. Also, there is nothing wrong with advising the speaker you are working within a budget, and he needs to keep his travel within "x" dollars. If you will place the speaker at a hotel, be sure to get a purchase order from Sally Olivares or Joe Patrocinio in EVE. We have agreements with many of the local hotels for preferred rates. We also have agreements with Davis Airporter if they need a taxi from the airport (although proper etiquette is to pick-up and drop-off the guest from the airport). Again, Sally or Joe can issue a purchase order so the guest does not have to pay at the airport. If the speaker needs us to pay for the airfare, we have travel agents we can work with so you are not paying for it out-of-pocket (again we prefer they pay for it themselves and then get reimbursed).

Food Expenses:

Alcohol is neither permitted nor reimbursable at the workshop or at off-campus lunches or dinners.

Because the student host will pay for the meal, it is in your best interest to inform the speaker up-front that alcoholic beverages are not permitted in your budget. If alcohol will be consumed, please have the waiter charge the alcohol on a separate receipt – leaving the meal receipt for food and non-alcoholic beverages. Again, we will not pay for alcohol.

Know your budget in advance of the meal so you can plan and select a restaurant accordingly.

When turning in the itemized meal receipt (to include the specific items purchased), be sure to have the names and affiliations of the people in attendance. An example: If your budget allows for a dinner with the guest, student host, and two additional students, be prepared to advise us the guest's name and institutional affiliation, the student host's name, and the names of the two additional students.

If purchasing food and beverages for a light breakfast, snacks, group lunch, or reception, stay within your allocated budget and maintain the receipts. Because these items are intended for a group, you are required to maintain a list of the participants. This can be accomplished by either a sign-in sheet or assigning the task of a head-count to a member of the workshop. If doing a pizza lunch like Woodstocks, please let Joe Patrocinio know 48 hours in advance, and he can issue a purchase order so you are not paying for this out-of-pocket.

This section will be updated as more helpful information becomes available.