

Agricultural and Environmental Chemistry (AGC) Student Handbook

Revised Summer 2018

The purpose of the AGC Handbook is to supplement graduate student resources from Graduate Studies, <https://grad.ucdavis.edu/resources/graduate-student-resources>.

Introduction:

Welcome to the Agricultural and Environmental Chemistry (AGC) Graduate Group! We are delighted that you have chosen UC Davis and AGC for your graduate work.

Graduate education at Davis is delivered through both Graduate Programs, which are based in one department, and Graduate Groups, which are composed of faculty with similar academic interests from multiple departments. Over half of the almost 100 graduate programs at UC Davis are organized as Graduate Groups. The group structure gives students an interdisciplinary graduate experience that crosses administrative boundaries of departments, colleges, and schools.

Agricultural and Environmental Chemistry, the graduate group, is housed in the Department of Environmental Toxicology along with the Pharmacology and Toxicology Graduate Group. Environmental Toxicology itself does not have a graduate degree.

Mission Statement:

Agricultural and Environmental Chemistry is dedicated to using applied chemistry to address the needs and problems of California and the world.

Organization:

The AGC Graduate Group is your academic home, responsible for your curriculum, coursework requirements, and the committees that judge your performance. Your department home (i.e., the home of your major professor and his/her laboratory) will provide your keys, office, and lab.

Keys:

You will need an entrance key for the building your laboratory is housed in, a key or key card to your lab, and perhaps other keys for your research. Many departments require a student to fill out a key permission form. In most cases you will only be able to get keys to the building(s) where you will do your research.

Mail:

Home departments often provide some form of mailbox, such as a folder or cubby, where you will get both campus and US mail. If you are TAing for a department that is not your home department, you might ask to have a mailbox there also so that your students can leave material. [University policy prohibits use of outgoing US mail service for personal mail items.](#) There are US mail boxes located in various areas on campus (e.g., one by the north entrance of campus and one west of Meyer Hall) as well as a Post Office downtown.

Fellowship Checks and Payroll Checks:

The easiest way to receive your pay checks (e.g., for your work as a teaching assistant (TA) or graduate student researcher (GSR)) is to have them deposited directly into your bank account. Sign up for this at <https://studentaccounting.ucdavis.edu/fees-payments/direct-deposit>. If you don't sign up for direct deposit, you'll need to get checks from your home department. Additional information about payroll and student accounting is available at <http://studentaccounting.ucdavis.edu/>.

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Laboratory and General Supplies:

Departments have different procedures for ordering lab supplies. Check with the contact person in your department to find the proper protocol. In most departments, general office supplies (pens, paper, etc.) that you will use for research also need to be purchased by your lab group.

Photocopying:

Check with your home department about their policy for recharge of department copier costs. TAs for specific classes and GSRs working on certain grants will have additional account numbers or cards for use in those cases. If you anticipate doing a lot of copying at Shields Library or the Health Sciences Library, you can purchase a copy card or use your Aggie ID card. For information go to <https://www.library.ucdavis.edu/guide/cards-and-costs/#using-a-student-id-1>.

Audio/Visual Equipment:

Most classrooms have computer projectors. In addition, most departments have laptop computers, projectors, and laser pointers that can be checked out for student use when making presentations in seminars or other classes.

Conference Rooms:

Some departments have control over conference rooms of various sizes, which generally can be reserved for class-related purposes, qualifying exam practices, group meetings, or study sessions. Please check with staff in your home department about room availability and reservations. The AGC Graduate Coordinator can help you reserve the Environmental Toxicology Conference Room (Meyer Hall room 4206) and the Foster Room (Meyer Hall room 1138).

Departmental Libraries:

The Environmental Toxicology departmental library, located in Room 4202 Meyer Hall, has some computers, scanner, printer, and quiet spaces available for your use. Your home department might also have a library.

Campus Computer Laboratories:

Campus has several computing laboratories available for student use, listed at <https://computerrooms.ucdavis.edu/hours.html>. In addition, ETX has two computer labs in Meyer Hall that you can use, rooms 1131 and 1154.

Email Accounts:

One of the very first things you will want to do when you arrive is open your UC Davis e-mail account. This is easily done at the Information Technology (IT) office on the first floor of Shields Library. For more information about IT service, please visit their website at: <https://computingaccounts.ucdavis.edu/cgi-bin/services/index.cgi>

Car & Parking Passes:

For information about student parking permits, please check the UC Davis Transportation and Parking webpage, <http://www.taps.ucdavis.edu/>.

Bus and Train Service:

The campus has excellent bus service in Davis through Unitrans. The main bus terminal is on

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Howard Way (north of the Memorial Union) and there's another terminal just north of the Silo. For Unitrans information and bus schedules see <https://unitrans.ucdavis.edu/>.

UC Davis also runs a shuttle between the main campus and UCD Medical Center, <http://www.ucdmc.ucdavis.edu/parking/intercampus/> and between UCD and UC Berkeley, <https://facilities.ucdavis.edu/fleet-bus-services>. Downtown Davis is on the Capitol Corridor line for Amtrak, which goes to San Francisco and other Bay Area cities; see <https://www.capitolcorridor.org/>. Finally, for an overview about external transportation, go to <http://taps.ucdavis.edu/transportation>.

Fellowship Travel Money:

If you have been awarded a fellowship that includes conference travel money or research reimbursement, you must follow specific procedures to request these funds. Please call the Graduate Coordinator for more information regarding this and save all of your receipts, which will be needed by your department contact for reimbursement.

Registration:

You must be enrolled in a minimum of 12 units each academic quarter to be a full-time student; this is required for university employment and fellowships. Generally, graduate students enroll in courses and seminars and then add research units (e.g., AGC 299) to make a total of 12 units. Your research units will be with your major professor or the professor who is hosting you for a rotation. Contact the Graduate Coordinator to get the professor's CRN number; this number changes each quarter. You should discuss research expectations with your Faculty Advisor/Major Professor prior to starting the quarter.

After enrolling in courses, you should receive a fee statement via MyBill (https://mybill.ucdavis.edu/C21642_tsa/web/login.jsp) or SISWEB (<https://sisweb.ucdavis.edu>). If you have been awarded a fellowship, your fees and Non-Resident Tuition (if applicable) will show up as being paid. If this is not the case, please contact the Graduate Coordinator.

For deadlines and information about adding and dropping classes and the different drop deadlines, go to <https://registrar.ucdavis.edu/registration/schedule-adjustments/add-drop>. If the scheduled meeting times of your courses overlap, the system won't allow you to register, so you must obtain a Permission to Add number (PTA) from the department that offers the course. You must also obtain a PTA for any course that is full.

The course catalog is available online at <http://registrar.ucdavis.edu/UCDWebCatalog/>

Class Schedule: To search for classes by quarter, go to <https://registrar-apps.ucdavis.edu/courses/search/index.cfm>. To set up your schedule go to <https://my.ucdavis.edu/schedulebuilder/>

Student Progress Assessment:

Graduate Studies requires that graduate students be evaluated annually for progress towards their degree through the on-line Student Progress Assessment (SPA). The Graduate Coordinator will send an e-mail each Spring with instructions and deadline (generally June 30). You should then initiate your evaluation and meet with your Major Professor and Graduate Advisor to discuss your progress and get their approvals. Once the form is completed and electronically submitted it is placed in your file.

Generally, if your grades are satisfactory (cumulative GPA above a 3.0), you are making progress with your research (if applicable), and you are meeting deadlines for any required benchmarks, your advisor will give you a satisfactory progress report.

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Be careful about accumulating incomplete (I) grades, which change to an "F" after one academic year. Students who accumulate more than 8 units of "I" and/or "U" grades will be placed on probation. If SPA is not received in a timely manner, the program will be contacted by Graduate Dean's Office.

As part of the yearly progress assessment we recommend that you discuss your funding for the following academic year with your Major Professor.

Designated Emphases:

Graduate students can participate in a Designated Emphasis (DE), a specialization that might include a new method of inquiry or an important field of application related to two or more existing Ph.D. programs. The curriculum of the DE is offered by a faculty group organized in the manner of a Graduate Group.

The Designated Emphasis is awarded in conjunction with a Ph.D. degree and is signified by a transcript designation (<https://gradstudies.ucdavis.edu/programs/designated-emphases>). Please contact the staff person for the Designated Emphasis for information.

Graduate Academic Certificates:

A Graduate Academic Certificate (GAC) is a sequence of courses and training that focuses on an area of expertise not offered by a graduate degree program. GACs are administered by a UC Davis instructional unit (e.g., professional school, department, or graduate group).

GACs consist of a minimum of 12 units of graduate instruction, and are recognized by transcript notation and an official certificate issued by UC Davis with the gold seal of the University of California. More information about GACs, and a list of current programs with contact information, is available at <https://grad.ucdavis.edu/programs/graduate-academic-certificates>.

Funding Information:

You should discuss your financial situation with your major professor early and frankly, including his/her expectations and the plan for your funding. In addition to funding from your major professor, there are a number of potential internal and external fellowships: information is available at <https://gradstudies.ucdavis.edu/financial-support/external-fellowships/z-listing>. Continuing students in the program are a good resource for information on funding possibilities.

A list of University fellowships and extramural support can be found at <https://grad.ucdavis.edu/current-students/financial-support>.

Internally, the annual Crosby Fellowship in Environmental Chemistry is often awarded to an AGC student; you can apply for this, and other internal fellowships, through the annual call from Graduate Studies.

Domestic AGC students are also eligible to apply for ARCS funding; the annual call for this will come from the AGC program.

In some years AGC will announce a call for proposals for the Jastro Shields Research Fellowship, which awards up to \$3000 to support research expenses for students who have a major professor in the College of Agricultural and Environmental Sciences.

Graduate Studies also has competitive Graduate Student Travel Awards that are available in the Fall and Spring to support your travel to professional meetings. Information is at

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

Graduate Student Health Insurance Program (GSHIP):

GSHIP fees are covered for any quarter in which you hold a fellowship, graduate student research position or teaching assistantship of 25% or greater. If you are on PELP (Planned Educational Leave Program) or Filing Fee you should make arrangements to continue your health insurance coverage with the Student Health Center. Information regarding the Cowell Student Health Center can be found at: <http://healthcenter.ucdavis.edu>. If you have outside health coverage, you may waive your student health insurance.

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

Establishing California Residency:

It is very important that US citizens and permanent residents begin establishing residency in California as soon as you arrive in Davis since it takes a full year from when you initiate the process until you are officially a California resident. The application for reclassification to a California resident is due annually in early September. Additional information can be found at: <https://registrar.ucdavis.edu/tuition/residence> or you can contact the Residency Deputy in the Office of the Registrar. If you do not properly establish residence soon after you arrive in Davis, it is possible that in your 2nd year you (personally) will need to pay non-resident tuition, which is very expensive.

Tax Policies Affecting Graduate Students:

Some scholarships, grants, fellowships, traineeships, and other forms of gift aid that exceed the costs of tuition, fees, required books, and supplies are taxable. For information about taxes related to education, review IRS Publication 970 at <https://www.irs.gov/publications/p970>. More Information is available at http://afs.ucdavis.edu/our_services/student-accounting/tax-information/index.html.

Fellowship stipends to international students are paid through the payroll office; taxes are withheld and reported to the Internal Revenue Service (IRS) and the State of California Franchise Tax Board. Certain individuals from countries with which the United States has a tax treaty may be exempted from federal withholding. More information is available from Services for International Students and Scholars (SISS) at <https://siss.ucdavis.edu/resources/resources-everybody/taxes/index.html> and Tax Accounting at <http://afs.ucdavis.edu/systems/glacier/index.html>

Campus Programs of Interest to Graduate Students:

Campus Violence Prévention Program – <https://sexualviolence.ucdavis.edu/>

Campus Writing Center – 109 Voorhies Hall, 752-6283

<http://writing.ucdavis.edu/programs-services/writing-across-curriculum/opportunities-and-writing-resources>

Counseling Center – 219 North Hall, 752-0871 <http://www.counselingcenter.ucdavis.edu> The Counseling Center often offers support groups for graduate students.

Cross Cultural Center – Student Community Center, 752-4287 <http://ccc.ucdavis.edu>

Davis Wiki: Quote from a first year student – “<http://daviswiki.org/> has been a complete life-saver and really made the whole community much more accessible, immediately”.

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Disability Resource Center – 160 South Silo, 752-3184, 752-6833 TTY, <https://sdc.ucdavis.edu>

Harassment and Discrimination Resources - <https://hdapp.ucdavis.edu/>

Information Technology - <http://it.ucdavis.edu>

International House – 10 College Park Drive, 7523-5007, <http://www.internationalhousedavis.org/>

Internship and Career Center - Second Floor, South Hall, 752-2855, <http://icc.ucdavis.edu>

Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual Resource Center - 397 Hutchison Drive, 752-2452, <https://lgbtqia.ucdavis.edu/>

Libraries - <http://www.lib.ucdavis.edu>

For Instructions on using the library, <http://lib.ucdavis.edu/Instruction>

Services for International Students and Scholars (SISS) - 752-0864, <http://siss.ucdavis.edu/>

Student Academic Success Center - 2205 Dutton Hall, 752-2013,
<http://success.ucdavis.edu/services/index.html>

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

Student Support & Judicial Affairs - <http://sja.ucdavis.edu/>

Teaching Resources Center - 17 Wellman Hall, 752-6050,
<http://success.ucdavis.edu/about/aat/index.html>

Transportation and Parking Services (TAPS) - 752-8277. Bike licenses and the bus to Berkeley
<http://www.taps.ucdavis.edu>

Women's Resource and Research Center - North Hall, 752-3372, <http://wrrc.ucdavis.edu>
The WRRC offers discussion groups including a support group for women graduate students.

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UC Davis Principles of Community

The University of California, Davis, is first and foremost an institution of **learning** and teaching, committed to **servicing** the needs of society. Our campus community reflects and is a part of a society comprising all [races](#), creeds and social circumstances. The successful conduct of the university's affairs requires that every member of the university community acknowledge and practice the following basic principles:

We affirm the **inherent dignity** in all of us, and we strive to maintain a **climate of justice** marked by respect for each other. We acknowledge that our society carries within it historical and deep-rooted misunderstandings and [biases](#), and therefore we will endeavor to foster **mutual understanding** among the many parts of our whole.

We affirm the right of [freedom of expression](#) within our community and affirm our commitment to the highest standards of **civility** and decency towards all. We recognize the right of every individual to think and speak as dictated by personal belief, to **express** any idea, and to disagree with or counter another's point of view, limited only by university regulations governing time, place and manner. We promote open expression of our individuality and our [diversity](#) within the bounds of **courtesy**, **sensitivity** and **respect**.

We confront and reject all manifestations of [discrimination](#), including those based on [race](#), [ethnicity](#), [gender](#), [age](#), disability, [sexual orientation](#), [religious](#) or political beliefs, status within or outside the university, or any of the other differences among people which have been excuses for misunderstanding, dissension or hatred. We recognize and **cherish** the richness contributed to our lives by our diversity. We take **pride** in our various achievements, and we **celebrate** our differences.

We recognize that each of us has an obligation to the community of which we have chosen to be a part. We will strive to build a true community of **spirit** and purpose based on **mutual respect** and caring."

To learn more about the history of how these principles were developed, plus other good information associated with them, check the following webpage - <http://principles.ucdavis.edu/>

Mentoring Guidelines – Approved by Graduate Council in 1999

The most important relationship you will establish in your program is with your major professor. It is important that you read the following to understand the dynamics and expectations of this relationship:

Graduate Council recognizes that the mentoring of graduate students by faculty is an integral part of the graduate experience for both. Faculty mentoring is broader than advising a student as to the program of study to fulfill coursework requirements and is distinct from formal instruction in a given discipline.

Mentoring encompasses more than serving as a role model. Because of the uncertainty as to the nature of mentoring, the UC-Davis Graduate Council has outlined the following mentoring roles to guide the relationship between faculty and graduate students. Faculty and graduate students must realize that, while the major professor will be the primary mentor during a student's career at UCD, many of the mentoring "functions" defined below may be performed by program faculty other than the major professor. An important corollary to this recognition is that faculty members must realize that much of their interaction with all students has an important mentoring component to it. Graduate students also have responsibilities to insure successful mentoring and these are also indicated below. *Faculty have a responsibility to mentor graduate students. Mentoring has been defined as....*

I. Guiding students through degree requirements. This means:

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

II. Guiding students through thesis or dissertation research. This means:

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

III. Guiding students through professional development. This means:

1. Providing guidance and serving as a role model for upholding the highest ethical standards.
2. Treating students respectfully.
3. Encouraging and critiquing oral and written presentations.
4. Encouraging participation in professional meetings of regional groups as well as of learned societies.
5. Facilitating interactions with other scholars, on campus and in the wider professional community.
6. Assistance with applications for research funding, fellowship applications, and other applications as appropriate for the respective discipline.
7. Being the student's advocate in academic and professional communities.
8. Providing career guidance, specifically assistance in preparation of CV and job interviews,

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and writing letters of recommendation in a timely manner.

9. Recognizing and giving value to the idea that there are a variety of career options available to the student in her/his/your field of interest and accepting that the student's choice of career options is worthy of your support. For example, guiding the student to teaching opportunities when appropriate for the student's goals.

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

I. Be aware of their own mentoring needs and how they change through their graduate tenure. Graduate students should discuss these changing needs with their mentors.

II. Recognize that one faculty member may not be able to satisfy all of a student's mentoring needs. Seek assistance from multiple individuals/organizations to fulfill the mentoring roles described above.

III. Recognize that their mentoring needs must respect their mentor's other responsibilities and time commitments.

IV. Maintain and seek regular communication with their mentors, especially their major professor. While we have tried to provide examples of what mentoring means, we recognize that each discipline will provide its own special set of mentoring needs and challenges. We recommend that each graduate program meet to define what "good mentoring" means to and for its faculty and graduate students.