

# UC Davis Graduate Group in Geography

## Student Guide 2018-2019

### Chairperson:

Robert Hijmans  
2001 Wickson  
(530) 752-6555  
rhijmans@ucdavis.edu

### Graduate Advisors:

Robert Hijmans  
2001 Wickson  
(530) 752-6555  
rhijmans@ucdavis.edu

Lynette Hart  
3207 Vet Med 3B  
(530) 752-2181  
lahart@ucdavis.edu

Jay Lund  
3109 Engr. III  
(530) 752-5671  
jrlund@ucdavis.edu

Jim Quinn  
2120 Wickson  
(530) 752-8027  
jfquinn@ucdavis.edu

Patsy Owens  
177 Hunt Hall  
(530) 752-9145  
peowens@ucdavis.edu

### Graduate Program Coordinator:

Carrie Armstrong-Ruport  
133 Hunt Hall  
(530) 752-4119  
caruport@ucdavis.edu  
<http://geography.ucdavis.edu>

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## Introduction

The UC Davis Graduate Group in Geography (GGG) has about 70 graduate students, and 55 faculty members, drawn from 20 departments. In terms of the number and diversity of affiliated faculty, we are the nation's largest geography graduate program, and the group supports a wide range of geographic scholarship. See our website for more details: <http://geography.ucdavis.edu>

The Graduate Group's office is in 133 Hunt Hall. The Program Coordinator is Carrie Armstrong-Ruport. Her office hours are posted on the door of 133 Hunt Hall. Paperwork also may be left in the graduate program coordinator's mailbox in Room 131 Hunt Hall during normal business hours.

UC Davis Geography is a unique program because it offers graduate degrees not through a department but through an inter-departmental graduate group made up of a network of over 60 scholars, in more than 20 departments across campus, who use geographical perspectives and methods in their research and teaching. The program provides the opportunity for a very rich, flexible and dynamic educational experience. Students develop a strong foundation in geography through required core courses in the program but have substantial flexibility in designing an educational program that meets their own interests and goals.

The program's diversity and size can make it a challenge to navigate it, and this guide is intended to help you with that. If in doubt, do not hesitate to talk to your major professor (faculty advisor), the program coordinator, or a graduate advisor.

## Academic Advising

### *Major Professor*

A student's Major Professor serves as a mentor and is a primary resource for scholarly advising, obtaining external funding, and career development. The Major Professor's home department is also the student's home department, and students are encouraged to participate in their department's activities such as seminar series. The department is responsible for providing the graduate student with an office, mailbox, and laboratory space as available. There is also general use graduate student research room that GGG students can use in Hunt 158.

Major Professors will advise students on courses to take to formulate a program of study best suited to the student's research and other professional needs. The Major Professor serves as chairperson of the dissertation/thesis/master's exam committee. They guide

the student on exam preparation, thesis writing, and the preparation for the Ph.D. qualifying examination.

Although the Major Professor plays the lead role in providing guidance, students should also regularly consult with the Program Coordinator and a Graduate Advisor and report on their academic progress.

### *Graduate Advisors*

Graduate Advisors are nominated by the Chairperson of the Geography Graduate Group and appointed by the Dean of Graduate Studies to serve in matters affecting graduate students in their academic program. Currently appointed Graduate Advisors are listed on the front page of this guide. The Graduate Advisor's signature is the only signature officially recognized by Graduate Studies on a variety of forms and petitions used by graduate students.

In general, Graduate Advisors act as a source of academic program information and provide assistance with the requirements of the program. You should normally work primarily with a Graduate Advisor that has a similar area of interest to your own. Students should meet with their Graduate Advisor on a regular basis and keep them up to date on progress. In particular, the Graduate Advisors are responsible for:

1. Development of academic study plans with the student.
2. Reviewing and acting on requests by graduate students to drop or add courses or to take courses on a Satisfactory/Unsatisfactory basis.
3. Reviewing and approving petitions for advancement to candidacy for the Ph.D. degree and making recommendations for the composition of committees for M.A. theses and exams, doctoral dissertations, or qualifying examinations.
4. Periodic review of the student's progress towards degree objectives, and in particular, the filing of an annual report with Graduate Studies concerning each student's progress toward completion of degree requirements.
5. The approval of Planned Educational Leave (PELP).
6. For students without prior academic degrees in Geography, the Graduate Advisor is responsible for approving a preparatory program of courses in geographic theory and methods, in consultation with the student and their Major Professor.

### *Paper Work*

The Graduate Program Coordinator manages almost all paperwork related to the Graduate Group. The Graduate Advisors (see list on front page of this guide) need to sign most student forms. You can make arrangements to speak with them at any time. If all you need is a signature, you can also leave it with the Graduate Program Coordinator in 133 Hunt Hall, or in their mailbox in 131 Hunt Hall and it will be taken care of forthwith.

# Coursework and Planning Your Program Path

## *Entering the Program from outside Geography*

For students entering the graduate program without an undergraduate or prior graduate degree in geography, it will be necessary to evaluate your prior coursework and most likely take additional preparatory coursework in geography. This preparatory work must be agreed upon early in your program in consultation with your Major Professor and Graduate Advisor. A form for this purpose appears in the Appendices of this guide. Students wishing to enter the GGG from other graduate programs on campus should contact a Graduate Advisor.

Generally, a student with an undergraduate degree in a closely-allied field can expect to be required to complete the rough equivalent of a minor in Geography, consisting of one course each in human geography, physical geography, and geographic methods, plus an additional 9 units of geographic coursework.

The following courses offered at UC Davis (as well as other courses to be approved by the Graduate Advisers) are considered geography or equivalent courses:

### Human Geography

- ANT 101 --- Ecology, Nature, Society
- ANT 103 --- Indigenous People and Natural Resource Conservation
- ANT 105 --- Evolution of Societies and Cultures
- ANT 126B --- Women and Development
- CRD 140 --- Dynamics of Regional Development
- CRD 141 --- Organization of Economic Space
- CRD 142 --- Rural Change in the Industrialized World
- ESP 101 --- Ecology, Nature, Society

### Physical Geography

- ATM 110 --- Weather Observation and Analysis
- ATM 115 --- Hydroclimatology
- ATM 116 --- Modern Climate Change
- ATM 133 --- Biometeorology
- ATM 149 --- Air Pollution
- ESM 100 --- Principles of Hydrologic Science
- ESM 121 --- Water Science and Management
- ESM 141 --- Role of Fire in Natural Ecosystems
- ESM 144 --- Trees and Forests
- EVE 147 --- Biogeography
- GEL 115N --- Earth Science, History, and People
- GEL 134 --- Environmental Geology and Land Use Planning
- GEL 144 --- Historical Ecology
- SSC 100 --- Principles of Soil Science
- SSC 118 --- Soils in Land Use and the Environment
- SSC 120 --- Soil Genesis, Morphology, and Classification

WFC 155 ---Habitat Conservation and Restoration  
WFC 156 --- Plant Geography  
WFC 157 --- Coastal Ecosystems

### Geographic Methods

ABT/LDA 150 --- Introduction to GIS  
ABT 181N --- Concepts and Methods in Geographic Information Systems  
ABT 182 --- Environmental Analysis using GIS  
ESM 185 --- Aerial Photo Interpretation and Remote Sensing  
ESM 186 and 186L --- Environmental Remote Sensing  
ESP 123 --- Introduction to Field and Lab Methods in Ecology  
GEL 136 --- Ecogeomorphology of Rivers and Streams  
WFC 100 --- Field Methods in Wildlife, Fish & Conservation Biology

### *Courses*

A list of the geography courses offered at UC Davis is available on-line here: <https://ucdavis.pubs.curricunet.com/Catalog/geo-courses>. There are, however, many more courses that are of interest to geography graduate students that will be offered by several departments, including ad-hoc seminars on current topics that are offered each quarter. We encourage you to review the registrar's schedule of upcoming classes (<https://registrar-apps.ucdavis.edu/courses/search/index.cfm>), and to contact professors and departmental administrators, to learn about relevant coursework that may not be part of the regular geography offerings.

GGG students have created a list of courses they have taken in the past that are likely to be of interest to our diverse student body in the graduate group. You can find this list and contribute to it in the Geography Student Resources site on the "Canvas" system (more information under Miscellaneous Resources).

Courses vary year to year and a class taught one year may not be taught the next. It is good practice to directly contact professors that you are interested in taking a course from to find out their teaching schedule (usually planned 1-2 years in advance).

The goal of the GGG is to provide basic training in geography and specialized training. To meet this goal, the training of each student involves two essential components:

1. Core courses (GEO 200AN, 200BN, 200CN, 200DN and 200E) and seminars (GEO 297) in the discipline.
2. Methods and subject matter courses in an Area of Geographic Depth. Students select a consistent series of courses that fall within a broad subject area of specialization.

### *GGG Seminar*

The GGG organizes a weekly seminar series during spring quarter. The speakers are selected by the seminar committee based on nominations by faculty and students. The committee is chaired by a faculty member and consists of at least one other faculty members and at least two students. The Geography Seminar is our core intellectual and

social event, and all members of the group are expected to attend regularly. Students have been very actively involved in organizing these seminars and they have also been successful in securing additional funding to bring in outside speakers. Students are required to attend at least two entire seminar series (for which they get credit by enrolling in GEO 297 twice.)

### ***Designated Emphases for the Ph.D.***

The campus has approved several Designated Emphases (DE) for Ph.D. students. For a student to participate in one of these DEs, the graduate group must have been approved as a part of the DE. The GGG currently participates in three DEs: Native American Studies, International and Community Nutrition, and Feminist Theory and Research.

Other DEs may be added. For more information see:

<https://grad.ucdavis.edu/programs/designated-emphases>

## **Requirements for an M.A. in Geography**

### ***Basic Course Requirements for Master's Degrees***

Note that there are two plans that students may follow when pursuing an M.A. in Geography (see below). There are also a set of basic course requirements that students following either plan are required to adhere to as outlined below.

1. A total of at least 36 post-graduate units, (i.e., beyond the bachelor's degree) must be completed. (These 36 units include the 20 units in the core courses listed below.)
2. A series of requirements must be completed at UC Davis. These must include:
  - a. GGG Core courses (quarter offered is subject to change):
    - GEO 200AN - Geographical Concepts (4 unit, fall quarter)
    - GEO 200BN - Theory and Practice of Geography (4 units, winter quarter)
    - GEO 200CN - Quantitative Geography (4 units, spring quarter)
    - GEO 200DN - Socio-Spatial Analysis in Geography (4 units, spring quarter)
    - GEO 297 - GGG Seminar (2 units, taken twice in two spring quarters)

Students should take the core courses during their first year in the program to fully benefit from the curriculum and to maintain degree progress in a timely fashion.

- b. Area of Depth Core Course(s) and Methods Course(s).



3. Restricted electives within the Area of Depth or other area of specialization

### ***Transfer Units***

University regulations on transfer units towards master's degree requirements are specified by the UC Davis Graduate Council. More information in the UC Davis Catalog can be found at the following link: <https://grad.ucdavis.edu/resources/graduate-student-resources/academic-information-and-services/grading-courses-and-credit>

### ***M.A. Plan I (Thesis), Additional Requirements***

1. Of the above 36 units, at least 24 upper division (100 level) and graduate (200-level) course units must be completed (exclusive of 299 units and 396 units).
2. A thesis must be completed, and students should enroll for units in GEO 299 while working on their thesis. The thesis must be approved, and signed by a committee:
  - a. The Thesis Committee must have at least three members.
  - b. The Chair of the Thesis Committee is the student's major advisor and a Geography Graduate Group member.
  - c. At least one additional members of the Thesis Committee must be Geography Graduate Group.

### ***M.A. Plan II (Comprehensive Examination), Additional Requirements***

1. Of the above 36 units, at least 32 upper division (100 level) and graduate (200-level) course units must be completed (exclusive of 299 and 396 units).
2. Before sitting for the comprehensive exam, the student must submit a paper of journal style and quality to the examination committee for unanimous approval. This paper should be prepared in consultation with the examination committee members.
3. The student must pass a comprehensive examination administered by a committee. The format of the exam is typically an oral examination of up to two hours but may include a written component. The Chair of this committee will certify passing of the exam, which requires the unanimous vote of the committee, by letter to the Graduate Advisor. The examination committee requirements are:
  - a. The Comprehensive Examination Committee must have three members.
  - b. The Chair of the Thesis Committee is the student's major advisor and a Geography Graduate Group member.
  - c. At least one other member of the committee must be faculty members of the Graduate Group in Geography.
  - d. The Chair of the Committee will report the result of the examination by letter to the Graduate Advisor.

# Requirements for a Ph.D. in Geography

## Coursework

### *Basic Course Requirements for Ph.D. Students*

Students pursuing a Ph.D. have the opportunity to craft and pursue a program that best fits and supports their needs and research interests. With that in mind, there are some basic course requirements for all Geography students.

1. At least 48 post-graduate course units (200-level, except for the "minor specialization" courses) must be completed (exclusive of 299 and 396 units). The 48 units include the core courses listed below and 200-level courses in the major and minor specialization.
2. A series of core requirements (units) and elective courses totaling 38 units must be completed at UC Davis. These include:
  - a. GGG Core Courses and Seminar (quarter offered is subject to change):
    - GEO 200AN – Geographical Concepts (4 unit, fall quarter)
    - GEO 200BN – Theory and Practice of Geography (4 units, winter quarter)
    - GEO 200CN – Quantitative Geography (4 units, spring quarter)
    - GEO 200DN – Methods of Socio-Spatial Analysis in Geography (4 units, winter quarter)
    - GEO 200E – Advanced Research Design in Geography (2 units, fall quarter the second year in the program).
    - GEO 297 – GGG Seminar (2 units, taken twice)

Students are encouraged to take these core courses their first year in the program. The graduate advisor will not waive these core courses unless the student has transcript notation and a syllabus from a similar graduate-level course taken at another institution.

- b. Major specialization (Area of Depth) courses  
Every student is required to take at least 16 units of Geographic Depth Courses in their area of specialization. A list of pre-approved courses for four broad areas is provided in the appendices to this guide.
    - c. Minor specialization courses  
Students must take at least 12 units of to cover other area(s) of interest and specialization. These may include upper level undergraduate courses.
3. Coursework and specializations must be approved by the student's major professor and a Graduate Advisor.

4. Ph.D. students must be in residence for at least six quarters and accrue course units during that period.

### ***Transfer Units***

The Graduate Advisor can assist students who wish to transfer a limited number of courses from other institutions or through UC Extension (via petition) into their major and minor specialization program. University regulations on transfer units towards Ph.D. degree requirements are specified by the UC Davis Graduate Council. More information can be found at the following link:

<https://grad.ucdavis.edu/resources/graduate-student-resources/academic-information-and-services/grading-courses-and-credit>

## **Qualifying Examination**

As part of the Ph.D. program requirements, students are required to complete a Qualifying Exam. This exam tests the student's knowledge of Geography core competencies and their research interests. It also serves as integral part of the research process as it provides an official platform and feedback mechanism for the research proposal. Because GGG allows for flexibility in developing Ph.D. programs and students typically work with faculty from a wide range of departments, specific details on the Qualifying Exam process and expectations will be provided by the student's Major Professor and Qualifying Exam Committee Chair. With this in mind, GGG follows the below basic guidelines with regards to Qualifying Exams:

1. A Qualifying Examination must be administered by the student's Qualifying Examination Committee and passed according to the rules of Graduate Studies.
2. The Qualifying Examination will be both oral and written and cover general geography, the specializations (major and minor areas), and course preparation indicated in the student's program of study, and the area of proposed research.

### ***Ph.D. Qualifying Examination Committee***

1. The Qualifying Examination committee must have at least five members.
2. At least two members must represent the major specialization.
3. At least one member must represent areas of geography outside the area of the student's specialization (to ensure knowledge of the breadth of the discipline).
4. At least three members must be Geography Graduate Group members; and one member must be from outside the Geography Graduate Group. If there is no external member (i.e., if all belong to the GGG), a separate letter from a Graduate Advisor must be attached to the exam application stating why the committee

composition is appropriate (usually based on breadth of disciplinary expertise of faculty).

5. The Chair of the Qualifying Examination Committee must be a Geography Graduate Group member.
6. Unlike in some other graduate groups, the dissertation chair (Major Professor) may (and does) typically serve on the qualifying examination committee. However, the Major Professor may not chair the Qualifying Examination committee.
7. Members of the student's Qualifying Examination Committee are recommended by the Graduate Advisor, in consultation with the student, and appointed by the Dean of Graduate Studies.

#### ***Ph.D. Qualifying Exam Format***

1. Eligibility to take qualifying examination: The student must have passed all required coursework prior to the exam. A GGG Graduate Advisor must approve the coursework form, and it must be attached to the qualifying exam application. The student selects the five exam committee members in consultation with their major professor, and this committee must be approved by the Geography Graduate Advisor. The student should start this process at least 6 months before they intend to take the exam, as scheduling the exam can be difficult.
2. Filing to take the qualifying examination: The student must file with Graduate Studies to take the examination, and they must approve the candidate for examination and their committee. The date of the exam must be listed on this form, and Graduate Studies must be notified if the date or the approved committee changes. Graduate Studies sends the approved paperwork for the exam to the examination chairperson via e-mail.
3. Develop a reading list: A reading list must be generated that includes input from the student and all of the committee members. Many students find it helpful to conceive of this list as a group 2-3 major topics each for a total of 4-9 complete lists, each of which could form the basis of a graduate seminar.
4. Develop a field statement and bibliography: The student should develop a field statement that includes a detailed bibliography that defines the areas of student expertise and constitutes the basis for the qualifying exam. *The field statement must be turned in one month before the qualifying exam date.* The field statement is a review of scholarly literature (an extended literature review) related to but broader than a student's intended topic of Ph.D. research. The field statement helps define the student's areas of expertise, forming a foundation for dissertation research and later helping the student with professional identification when entering the job market as well as future teaching. The field statement should be a 'state of the art' essay, identifying one or more active areas

(or several inter-related areas) of contemporary research, sorting out the important topics and debates within it, demonstrating awareness of the history of debates within this research area(s) and suggesting future research directions. It should include, and refer to, a detailed and extensive bibliography, organized into sub-fields. The typical length is approximately 15 pages.

5. Written exam prior to oral exam: The student receives two questions from each member of the Exam Committee, selects one question from each committee member to answer (with a choice of which of the two to answer), and writes a response 1,500 to 2,500-word responses in length to each chosen question, for a total of 5 essays. The questions are collected by the exam chair from the faculty and sent to the student. *The questions should be compiled by the exam chair and given to the student at least 2 weeks before the oral exam but no earlier than 4 weeks before the oral exam.* The student is expected to take about one day to complete each essay and may write on these over consecutive or non-consecutive days. The essays should include citations to the literature. Questions and the five written essays must be returned to the exam chair who will distribute them to the full committee for review prior to the oral exam. There should be one full week lead time for the faculty to review these before the oral exam.
6. Dissertation proposal/prospectus: *The dissertation proposal should be given to the committee at least 2 weeks before the oral exam, and preferably a month before the oral exam.* A draft proposal may be given to the committee earlier in their discussions with the student about the content of the oral exam. The proposal must be approved as defensible for the oral exam by the major professor and exam chair. Proposals are generally 10-20 pages (double spaced) in length and contain introductory material, a working hypothesis (or clear research problem), a relevant literature review, and a clear iteration of the research plan including details on methods, field sites, data sources, and modes of analysis. The overall importance of the research problem must be made clear as well as the broader implications.
7. Oral exam content: The student is examined on the dissertation proposal, their declared area of geographic depth, and on general geography. The qualifying exam has 3 primary purposes: 1) to ensure the student is adequately and broadly trained in Geography generally; 2) to ensure the student has adequate expertise in their designated area(s) of emphasis within Geography; and 3) to ensure the student is adequately prepared to carry out the proposed research project with success.
8. Exam format: The format of the oral exam (which may last a maximum of 3 hours) is typically as follows:
  - a. Committee meets without student for 5-10 minutes to review exam format, discuss responses to written questions, and the student's overall performance in the program (as passing the exam is also a function of past performance and future potential). The written essays are also often discussed in part with the student during the exam.

- b. The committee brings the student in and asks the student to spend about 5-10 minutes on their academic history, career goals, etc. (This is kind of a warm-up period.)
- c. The student is then given about 10-15 minutes to present the dissertation proposal. This should be well organized but can be relatively informal. The student may use slides or/ppts and any other materials. The dissertation proposal should be given to the committee at least one week before the oral exam, and preferably a month before the oral exam.
- d. The committee then asks questions on the proposal, and this typically lasts 30-45 minutes.
- e. The group may then take a short break and come back for questions on the responses to the written questions, and on the specified areas of geographic depth, from each committee member. Each member will be given approximately 15-20 minutes to ask questions, with follow-up opportunities.
- f. If everyone is satisfied that they have asked enough questions, the committee asks the student to step outside while it confers. This typically takes 10 minutes, as everyone contributes to the discussion.
- g. Finally, the student is brought back in and told the outcome of the exam. Relevant paperwork is signed (advancement to candidacy form signed by the exam chair and given to the student, qualifying exam report/outcome and given to the Graduate Program Coordinator Carrie and sent to Graduate Studies).

***Timeline for qualifying exam and preparation:***

- 6 months before qualifying exam date: form committee, meet with chair, and begin discussions of reading lists. Set a tentative date for the exam.
- 4 months before qualifying exam date: circulate complete reading list to committee for comments and additions. Set an exact date for the exam. Apply for approval with Graduate Studies.
- 3 months before qualifying exam date: finalize reading list and circulate final list to committee
- 1 month before qualifying exam date: circulate final field statement to committee and draft research proposal. Set aside time for answering the essay questions.
- 1 week before qualifying exam date: return essay questions to the exam chair. Circulate final dissertation proposal to committee.

## **Dissertation Research**

Because of the flexibility of being a Graduate Group, specific details on dissertation research should be discussed with the Major Professor. There are two basic requirements for all UC Davis dissertation research (see below).

1. A dissertation must be completed which provides a significant contribution to the field of geography.
2. All members of the student's dissertation committee must approve the final dissertation.

Note that students may choose between two dissertation formats:

1. Book: the dissertation consists of a book-type manuscript that includes an introductory chapter, at least three main chapters, and a conclusion chapter.
2. Articles: the dissertation consists of at least three articles for publication in scholarly journals. These are presented together with a general introduction and conclusion that tie the articles together.

### ***Dissertation Committee***

- a. The Dissertation Committee must have at least three members.
- b. The Chair of the Dissertation Committee is the student's major professor and a Geography Graduate Group member.
- c. At least one other member of the Dissertation Committee must be Geography Graduate Group member.
- d. Members of a Ph.D. student's Dissertation Committee are recommended by the Graduate Advisor, in consultation with the student, and appointed by the Dean of Graduate Studies.

## **Financial Support**

It is the student's responsibility to obtain needed funding, although the Major Professor and program will also help. Many sources of financial support are available for students.

## Employment

### *Teaching Assistant*

Teaching assistant (TA) positions provide a great opportunity to get teaching experience, solidify your knowledge of subject matter, and to receive financial support at the same time. TA positions are often available for classes taught by GGG faculty members through their home departments. The GGG Graduate Program Coordinator has TA applications for the group's home department: Human Ecology, which includes CRD, LDA, and HDE courses. However, GGG students may apply for TA positions in any department on campus. Please contact faculty in charge of teaching particular courses or the management officer of each department to learn of TA opportunities. Some opportunities may also be found through Aggie Job Link or the Graduate Studies Job Listings site: <https://grad.ucdavis.edu/resources/graduate-student-resources/student-employment/job-listings>

Apply early, preferably between December and May for positions in the upcoming year. TA application forms should be submitted to the Department or Graduate Group offering the course on which the student wishes to assist. A minimum 3.0 cumulative GPA is required to be a TA. Appointments at 25% and above provide full remission of in-state tuition and fees for the quarter the appointment is held. TA positions are covered by a collective bargaining agreement between the University of California (UC) and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW) Local 2865. An electronic copy of the UC and UAW collective bargaining agreement can be accessed at <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html>.

### *Graduate Student Researcher*

Individual faculty members, as well as laboratories, research clusters, and student service centers, fund graduate student researcher (GSR) positions. They can provide excellent opportunities to gain experience in areas of importance to your graduate education and to receive financial support at the same time. Contact faculty in your area of interest to discover opportunities. Postings for institutional GSRs (such as for the Dean of Graduate Studies, Women's Resource and Research Center, LGBTQIA Center, or research clusters like in the Davis Humanities Institutes) can be found distributed through campus listservs or on Aggie Job Link. A minimum 3.0 cumulative GPA is required. Appointments at 25% and above provide full remission of fees, in-state and non-resident tuition and fees for the quarter the appointment is held.

### *Work-Study*

The Geography Graduate Group has a limited number of 25% work-study grants each year. Eligibility for these grants is related to individual income. Work-study grants are used to match funding from other employment on campus. A 25% work-study GSR appointment includes full remission of in-state tuition for the quarter the appointment is held. Deadlines and procedures for applying for work-study are available from the Graduate Program Coordinator. You must file a FAFSA by March 1 each year to determine eligibility.



### ***Other On-Campus Employment***

Other employment on campus may be available in technical and service capacities. See the Internship and Career Center for more information: <https://icc.ucdavis.edu/staff-faculty/student-employment/>

### ***Off-Campus Employment***

Off-campus employment opportunities exist in many areas of geography. These opportunities can often be discovered through the Internship and Career Center or through directly contacting agencies and firms doing work of interest to you. Job opportunities are also frequently sent to our email list for distribution.

## **Fellowships, Scholarships, and Grants**

### ***Geography Graduate Group Fellowships***

Graduate Studies allocates the GGG Fellowship awards to help fund students. Most fellowships go to incoming students. Awards may be used towards fees, non-resident tuition, or stipends. For continuing students, there is an annual call for fellowship applications.

### ***UC Davis Internal Fellowships***

The University offers several internal fellowships for new and continuing students. Fellowships are allocated on a competitive basis. Fellowship deadlines and applications for school-year fellowships (for research or writing) are available from the Graduate Program Coordinator, but are generally in December or January of the year prior to the award. You can find a list of internal fellowships and the online application at <https://grad.ucdavis.edu/financial-support/internal-fellowships>

Additional funding sources are available at UCD and UC system-wide. Further information may be found on our Graduate Studies and Office of Research campus websites. The following website has resources for navigating university funding:

<https://grad.ucdavis.edu/current-students/financial-support>

Internal summer research fellowships are usually distributed through listservs or posted on relevant department or research cluster websites in winter and spring quarters before the summer.

### ***Jastro Research Scholarship***

Henry A. Jastro Research Scholarship Awards are awarded to outstanding graduate students in recognition of their potential to carry out research related to the missions of the College of Agriculture and Environmental Sciences. Scholarships of up to \$3,000 will be awarded to students based on the quality of written proposals, the appropriateness of the work, and the proposed budget. Jastro Scholarships are awarded annually. The

Graduate Program Coordinator will notify all students when the application period opens (typically around Winter/Spring). Announcements of awards typically come towards the end of the Spring Quarter. Students are eligible for funding through the Jastro Research Scholarship a maximum of 3 times. Please see the Graduate Student Guide for Managing UCD Expenses at the end of this handbook for information on how to manage grant funds and reimbursements.

### ***External Fellowships***

There are many local, national, and international external fellowships for graduate students. Your eligibility may vary based on your subfield of geography, research method and plan, research site, work or scholarly background, and personal identity.

GGG students have been very successful in obtaining funding for their research projects from various private, state, and federal agencies. It is very important to work with your major professor to obtain external funding. Even, if you are not successful in obtaining funds, proposal writing is an important skill, and the text can be reused for other purposes as well.

GGG students keep an ongoing list of external fellowships that are likely to be of interest to our students regardless of specialization. You can find this list and contribute to it in the Geography Student Resources Canvas page.

## **Federal Financial Aid**

Financial Aid, which is only available to U.S. citizens, permanent residents or immigrants, is awarded on the basis of demonstrated financial need, and is administered by the Financial Aid Office. Federal financial aid includes student loans, grants, and work-study funding. Contact the Graduate Program Coordinator regarding the availability of work-study funding. All applicants (US citizens, permanent residents, and immigrants) are required to apply for financial aid. You may apply for financial aid before you have been admitted. As noted above, it is strongly suggested that you file the FAFSA by the priority processing date of March 1. A full-time counselor for graduate financial assistance is available for appointments and scheduled drop-in hours in the Financial Aid Office.

The minimum cumulative undergraduate or graduate grade point average required for a living allowance, in-state fee award, or nonresident tuition fellowship is 3.0 (A=4.00).

Financial need or the availability of other sources of support in your graduate program is not relevant to the evaluation of academic merit, but may be an additional criterion for some fellowships. Students must establish eligibility for need-based awards by filing a FAFSA with the Federal Student Aid Program by the March 1 deadline. To file the FAFSA online, go to <http://www.fafsa.ed.gov>.

# Campus Organizations and Activities Related to GGG

## *GGG Executive Committee*

The GGG Executive Committee meets quarterly (and sometimes more frequently) to conduct the work of the group in regard to curricula, awards, financial support, activities, and other matters. Two graduate students serve as elected members of the Executive Committee, along with the Chairperson, the Vice-Chairperson, the four Graduate Advisors, three Members-At-Large, and the Graduate Program Coordinator. Serving on this committee is a good way to learn more about how the University works!

## *Graduate Student Association*

The Graduate Student Association (GSA) is a campus-wide organization made up of a General Assembly and an Executive Committee. The General Assembly includes representatives of every Graduate Group and Department on Campus. The Executive Committee is made up of students elected by the General Assembly. The GSA works on a wide range of graduate student issues and concerns including but not limited to: social/networking events, student activism, union issues, sexual assault and harassment, mental health, and other student concerns/grievances. The GSA also has a pot of funding available for travel awards to conferences to present research.

Each year, GGG students select two primary representatives and one alternate to represent the Program on the GSA General Assembly. Typically, GGG selects one first-year student and one continuing student. The representatives are responsible for attending General Assembly meetings which take place three times a quarter (roughly once a month) for two hours (typically 6-8PM). In addition to being a part of the UC Davis graduate student government, representatives are lured with free pizza and sodas at every meeting. Finally, for every meeting attended by our representatives, GLOBAL (see below) receives a small amount of money for our student group account that can be spent on social, academic, or other activities we plan. For this reason, **it is imperative that the representatives attend the GSA meetings (or have the alternative attend in their place when needed)**. Students are selected during the Fall Quarter. Look for an email from GLOBAL (GLOBALucd@gmail.com) for more information.

## *GLOBAL*

GLOBAL is the Geography Graduate Student Group at UC Davis. Because of the closeness of both the Geography and the Community Development groups, GLOBAL is comprised of members of both Grad Programs. As GGG students, we have the ability to make GLOBAL what we want... to that end we have previously held social events (e.g. trivia night, pumpkin carving, corn maze, happy hours, gingerbread house decorating); volunteer activities; and academic needs meetings (review of the program; feedback to an external review process, etc.). In addition, GLOBAL is in charge of managing the Geography Swag (t-shirts, stickers, etc.)! Swag is typically ordered in the Fall.

Any student in Geography (or Community Development) is welcome to be part of GLOBAL. We are organized around an "executive committee" that is fairly flexible.

Meaning, we have a President and Treasurer per UC Davis rules, but we also have officers in other positions. Are you a planning guru? Are you a master of poetry? Mistress of soccer? Really the sky is the limit on officer positions (and titles) so if you want to get involved, we'd love to have you!

Information on joining GLOBAL will be shared during orientation in September, but you are always welcome to reach out to the GLOBAL group at any time ([GLOBALucd@gmail.com](mailto:GLOBALucd@gmail.com)). You can also follow Geography on twitter (currently managed by GLOBAL): @ucdGEOgrads.

### ***Gamma Theta Upsilon, Nu Iota Chapter***

The GGG recently started a chapter of Gamma Theta Upsilon (GTU), the International Geographical Honor Society. Those interested in being initiated into GTU must meet the following requirements:

1. Have a GPA of at least 3.3 (on a 4.0 scale) in geography courses
2. Rank in the top 35% of their class
3. Have completed a minimum of 3 geography courses (at any institution)
4. Have completed at least 3 semesters or 5 quarters of full-time college coursework

Calls for new member applications will be made in the winter or spring quarter. Many incoming students are eligible to join GTU after completing two quarters at UC Davis. Incoming students who have been initiated into GTU at another institution are welcome to join our chapter.

For more information, please contact the Graduate Program Coordinator, who can get you in touch with the current GTU student leader. More information about GTU can be found here: <http://gammathetaupsilon.org/>

### ***Annual Business Meetings of the GGG***

The GGG holds one or two business meetings per year which all students, staff, and faculty are encouraged to attend. These meetings are normally in the middle of the fall quarter and near the end of the spring quarter. These are enjoyable events with both a business and a social function. They provide an opportunity for students to share any concerns or questions they have about the program with staff and faculty. Additionally, GGG students typically nominate and select one outstanding faculty member to receive a "Mentor of the Year Award". This award is managed by GLOBAL.

### ***Geography Newsletter***

Each year current GGG students, under the advisement of the Program Chair, pull together content and design a Geography Newsletter. The newsletter covers stories on alums, recently published articles, conference presentations, ongoing in-the-field research, etc. A call for interested students will be sent out during the fall quarter. Newsletters are typically published on the GGG website during the spring quarter.

### ***GGG Seminar Student Committee***

During each academic year, the GGG hosts at least one seminar series for students and faculty. These seminars take place once a week and are part of the graduate program curriculum requirement (see Coursework section for details). The GGG Chair recruits a small group of graduate students to help plan the seminar series, solicit and welcome speakers, and advertise to students and faculty. The seminar series is typically held during the Spring Quarter. A call for interested students will be sent towards the end of Fall Quarter.

## **Miscellaneous Resources**

### **Office Space**

The primary office space for GGG students is provided by the department of the Major Professor (as available) and for TA or GSR positions, by the student's employer on campus. Access to a computer is not guaranteed. The GGG also has been assigned 158 Hunt Hall as a group office for our students. If you use this space as your office, please be considerate of others and their need for space, and personally secure any valuables you leave in the room. Please note that both GGG and Community Development students use this space. They also occasionally send out notifications for students to sign up to help with cleaning. If you use this space frequently, please consider volunteering for a few weeks.

### **Student Resources Canvas Page**

Using UC Davis' online course management system Canvas (<http://canvas.ucdavis.edu>) we created a repository of information and resources produced by previous students that might be of use to current and incoming students. The Canvas page is called "Geography Student Resources," and all incoming students are automatically invited and must accept the invitation to the course page. Included here are resources on funding, sample dissertation proposals and qualifying exam materials, and other resources of use to students.

### **Email Listservs for GGG Students**

There are two main Geography email listservs: 1) official capacity/school business and 2) social/outside of school business. Additionally, UC Davis has a number of other listservs that students can choose to subscribe to. More information is below.

#### ***Geography Student (official school business)***

The graduate group established an email list for administrative purposes and use among graduate students. The list is managed by the GGG Program Coordinator and all current students are automatically added during the Summer prior to starting at UC Davis. Any member of the listserv can email this list. It is typically used for Program announcements, funding opportunities, and GLOBAL events. The email is:

[geographystudent@ucdavis.edu](mailto:geographystudent@ucdavis.edu). Note that emails should only be sent to this listserv for official school items.

Note that GGG Program Coordinator also has a listserv for GGG alums and another for GGG faculty/staff. While students cannot email these listservs directly, they can send emails to Carrie Armstrong-Ruport ([caruport@ucdavis.edu](mailto:caruport@ucdavis.edu)) and she will forward them.

### *Geography and Community Development Social Listserv (social stuff)*

Graduate students from GLOBAL established an email listerv separate from the official school business email for non-GLOBAL social and personal email. Students need to sign-up to be added to this listerv, but anyone can join. Example emails that are appropriate for this listerv include things like housing requests or announcements, furniture for sale, requests for pet-sitters, questions on local hiking or camping, etc. The email address is: [cdxgggsocial@ucdavis.edu](mailto:cdxgggsocial@ucdavis.edu), but please note that students need to sign-up for the listerv (see below) before they can email the group.

Students that are part of the group are requested to use the following “subject line” structure when sending an email: [PURPOSE OF EMAIL] blah blah blah. For example: [HIKING WITH DOGS] Request for information on local dog-friendly hikes.

To join the social listserv:

1. Visit: <https://lists.ucdavis.edu/sympa/info/cdxgggsocial>
2. If you are not already, sign-in using your UC Davis username/password
3. Click on “Subscribe”

## **Other Campus Listservs**

There a wide range of listservs available on campus that cover everything from academics to social. You can find more information on them here:

<https://lists.ucdavis.edu/sympa/home>.

Note that some listservs are open to anyone, but others require special permissions.

Examples of listservs that GGG students join:

- [ecology - social](#) - VERY active, a ton of information and great network to join
- [data science - announce](#) - all things data related (including R, Python, etc. They also hold workshops throughout the year)
- [ej\\_grads](#) - group for students researching/interested in discussing or working on environmental justice issues
- [geospatial](#) - all things related to GIS, geospatial analysis, job opportunities, workshops, etc.
- [sciencesaysmembers](#) - social and academic opportunities around science communications

## **HELP!**

If you have any questions please let us know in person, by telephone, or by e-mail. We will do our best to help as fast as we can. Many questions regarding campus graduate policies can be answered by consulting the Graduate Student Guide, which is published over the web ONLY. This resource can be found here:

<https://grad.ucdavis.edu/resources/graduate-student-resources>

## **Appendices and Forms**



## Preparation for Geography Graduate Studies for Students without a Geography Undergraduate Degree

Name: \_\_\_\_\_

Degree Objective: MA or Ph.D.

B.A. from: \_\_\_\_\_ Major: \_\_\_\_\_ Date: \_\_\_\_\_

M.A. from: \_\_\_\_\_ Major: \_\_\_\_\_ Date: \_\_\_\_\_

Deficiency Area	Completion Equivalent	Term Completed	Qtr. Units	Grade
One course in human geography				
One course in physical geography				
One course in geographic methods				
Elective Geography Course 1				
Elective Geography Course 2				
Elective Geography Course 3				
Total:				

\_\_\_\_\_  
Major Professor Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate Adviser Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Original: ☐ Revision#: ☐ Please indicate changes below and attach previous undergraduate preparation agreements.

Comments:

Students without prior degrees in geography should expect to be required to complete additional courses or readings, beyond the above requirements, to overcome deficiencies in geographic theory and methods. These Deficiencies should be determined within the first year of the program by the Graduate Adviser, in consultation with the student and another GGG faculty member, usually the Chair of the student's thesis or examination committee. Generally, a student with an undergraduate degree in a closely-allied field can expect to complete the rough equivalent of a minor in geography, consisting of one course each in human geography, physical geography, and geographic methods, plus an additional 9 units of geographic coursework. For Ph.D. students, the student's guidance committee must certify definition of this requirement.

## GGG Program of Study for Master's Degree (MA)

Name: \_\_\_\_\_ Plan I (Thesis) \_\_\_\_\_ Plan II (Exam) \_\_\_\_\_

B.A./B.S. from \_\_\_\_\_ Major: \_\_\_\_\_

	Course Number	Title	Units	Quarter
<b>Geography CORE</b>	GEO 200AN	Geographical Concepts	4	
	GEO 200BN	Theory and Practice of Geography	4	
	GEO 200CN	Quantitative Geography	4	
	GEO 200DN	Socio-Spatial Analysis in Geography	4	
	GEO 297	Seminar in Geography (2 quarters required)	4	
<b>Geography Depth Courses (12 units)</b>				
<b>Electives</b>				

Transfer Units	School	Course Number	Course Title	UG/G

TOTAL UNITS	36 total required, exclusive of 299 and 396 units
UC Courses (except 299 & 396)	
Transfer courses (up to 6 units)	
Total units (courses plus 299 & 396)	

Major Professor: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Program Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

*This form must be completed and submitted to the Program Coordinator by December 1<sup>st</sup> every year.*

## GGG Program of Study for Doctoral Degree (Ph.D.)

Name: \_\_\_\_\_

B.A./B.S. from \_\_\_\_\_ Major: \_\_\_\_\_

M.A./M.S. from \_\_\_\_\_ Major: \_\_\_\_\_

	Course Number	Title	Units	Quarter
<b>Geography CORE</b>	GEO 200AN	Geographical Concepts	4	
	GEO 200BN	Theory and Practice of Geography	4	
	GEO 200CN	Quantitative Geography	4	
	GEO 200DN	Socio-Spatial Analysis in Geography	4	
	GEO 200E	Advanced Research Design in Geography	2	
	GEO 297	Seminar in Geography (2 quarters required)	4	
<b>Geography Depth Courses (16 units)</b>				
<b>Electives</b>				

Transfer Units	School	Course Number	Course Title	UG/G

Language Requirement	Language:
<b>TOTAL UNITS</b>	<b>48 total required, exclusive of 299 and 396 units</b>
UC Courses (except 299 & 396)	
Transfer courses (up to 6 units)	
Total units (courses plus 299 & 396)	

Major Professor: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Program Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

*This form must be completed and submitted to the Program Coordinator by December 1<sup>st</sup> every year.*

## **Pre-approved Geographic Depth Courses**

Note that this list is always out of date, as courses come and go.

### **Environmental Sciences (Physical Geography)**

#### **Depth Courses Offered by GGG Faculty**

GEO 210 Topics in Biogeography (W - alternate years)  
GEO 211 Physical Geography Traditions and Methods (alternate years)  
ECI 267 (GEO 212) Water Resources Management  
ECL 201 (GEO 213) Ecosystems and Landscape Ecology (W - alternate years)  
PBG 296 (GEO 214) Seminar in Geography Ecology  
LDA 280 (GEO 253) Landscape Conservation  
GEO 280 Field Studies in Geography (S)

#### **Other Depth Courses**

ECL 201 Ecosystems and Landscape Ecology (W - alternate years)  
ECL 205 Community Ecology (W)  
ECL 206 Concepts and Methods in Plant Community Ecology (F)  
ECL 207 Plant Population Biology (W - alternate years)  
ECL 208 Issues in Conservation Biology (W)  
ECL 214 Marine Ecology (S - alternate years)  
ECL 225 Terrestrial Field Ecology (S)  
ECL 231 Mathematical Models in Population Biology (F)  
ECL 232 Theoretical Ecology

### **Quantitative methods**

#### **Depth Courses Offered by GGG Faculty**

PLS 205 (GEO 270) Experimental Design and Analysis  
PLS 206 (GEO 271) Multivariate Systems and Modeling  
ECL 220 (GEO 272) Spatio-temporal Ecology  
HYD 273 (GEO 273) Introduction to Geostatistics  
ESP 228 (GEO 274) Advanced Simulation Modeling  
HYD 275 (GEO 275) Analysis of Spatial Processes  
WFC 222 (GEO 277) Advanced Population Dynamics  
ECL 231 (GEO 278) Mathematical Methods and Population Biology  
ECL 254 (GEO 279) Discrete Choice Analysis of Travel Demand  
TTP 200 (GEO 280) Transportation Survey Methods  
HYD 286 (GEO 281) Advanced Remote Sensing  
LDA 280 (GEO 253) Landscape Conservation

## **Nature & Society**

### **Depth Courses Offered by GGG Faculty**

ECL 211 (GEO 250) Advanced Topics in Cultural Ecology  
ARE 214 (GEO 251) Development Economics  
LDA 260 (GEO 252) Landscape and Power  
LDA 280 (GEO 253) Landscape Conservation  
CRD 244 (GEO 254) Political Ecology of Community Development  
HIS 201W (GEO 256) Empires of Nature: Imperialism and the Natural World in Africa

### **Other Depth Courses**

CRD 245 The Political Economy of Urban and Regional Development  
ECL 210 Advanced Topics in Human Ecology  
ECL 211 Advanced Topics in Cultural Ecology  
ECL 212A Environmental Policy Process  
ECL 216 Ecology and Agriculture  
ESP 170 Environmental Impact Reporting  
ESP 212A Environmental Policy Process  
ESP 212B Environmental Policy Evaluation  
ESP 278 Research Methods in Environmental Policy  
SOC 206 Quantitative Analysis in Sociology  
SOC 207A-207B Methods of Quantitative Research  
SOC 233 Gender, Culture, and Local/Global Transformation.  
SOC 245 Developing Societies  
SOC 295 Special Topics: Environmental Sociology, Social and Political Ecology, Environmental Philosophy

## **People, Place, and Region (Human Geography)**

### **Depth Courses Offered by GGG Faculty**

LDA 200 (GEO 230) Citizenship, Democracy, & Public Space  
LDA 201 (GEO 231) Theory and Philosophy of the Designed Environment  
LDA 202 (GEO 232) Methods in Design and Landscape Research  
LDA 205 (GEO 233) Urban Planning and Design  
LDA 270 (GEO 234) Environment and Behavior  
SOC 295 (GEO 235) International Migration  
TTP 220 (GEO 236) Transportation Planning and Policy  
CRD 240 (GEO 240) Community Development Theory  
CRD 241 (GEO 241) The Economics of Community Development  
CRD 245 (GEO 245) The Political Economy of Urban and Regional Development  
CRD 246 (GEO 246) The Political Economy of Transnational Migration  
CRD 248 (GEO 248) Social Policy, Welfare Theories and Communities

### **Other Depth Courses**

CRD 242 Community Development Organizations

CRD 247 Transformation of Work

ECL 217 Conservation and Sustainable Development in Third World Nations

ECL 222 Human Ecology of Agriculture CST 206 Studies in Race Theory

LDA 204 Case Studies in Landscape Design and Research

LDA215 Ecologies of Infrastructure

LDA 220 Public Space and Culture

LDA 230 Landscape and Memory

LDA 240 Historic, Cultural Landscapes: Concept, Perception, Preservation

LDA 250 Life-Place: Bioregional Theory and Principles

LDA 260 Landscape and Power

LDA 280 Landscape Conservation

SOC 215 Economy, Polity, and Society

SOC 225 Cultural Sociology

SOC 227 Sociology of Reproduction

SOC 230 Ethnic (Race) Relations

SOC 233 Gender, Culture, and Local/Global Transformation

SOC 234 Gender, Family, and Society

SOC 242AB Comparative Methods in Historical Sociology

SOC 243 Urban Society

SOC 245 Developing Societies

SOC 248 Social Movements

SOC 292AB Field Research Methods

## Graduate Student Guide for Managing UCD Expenses

If your funds have not been set-up with a UCD account number please first contact your Graduate Group Coordinator &/or Account Manager to establish the funds as needed. Be sure to include an account number with all processing requests.

### Reimbursements & purchases fall into the following categories:

- A. **Travel Purchases/Reimbursement:** (Please note there is a Pre-Trip form to use for conference registration and airfare that must be paid several months in advance. However if paid by personal means these purchases are not reimbursed until after the travel dates. These expenses can be purchased through the Business Processor on your behalf)

During your travel keep in mind:

1. The daily allowance while traveling in the USA for Meals, Incidentals and Tips is \$62 per day. For most recent allowances check site: [A&FS/travel](#) (International travel allows for a Per Diem set By the US State Department, search by country/city/season: [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp). Any amount spent over the daily allowance will be marked as *Personal/Non-Reimbursable* and will not be reimbursed.
2. Meal expenses should be claimed for only the amount spent, if maximum is claimed for all trip days, receipts may be required.
3. On the days you are traveling you may only claim meals consumed while actually traveling. (i.e. Return flights scheduled 8am to 2pm you may claim breakfast & lunch - NOT dinner)
4. Receipts, especially for airfare and lodging, need to include the method of payment (typically showing the last four digits of credit card used)
5. Airfare documents should include the purchase receipt and the flight itinerary.
6. Lodging has a domestic daily allowance of \$275 (pre-tax). The receipt needs to include the folio that will have a breakdown of daily expenses and is provided at check-out. (meals & incidentals charged to room will be applied to daily M&I allowance) (Parking charged to room will not count toward lodging allowance)
7. Meal receipts need to be itemized + credit card transaction slip (alcohol will NOT be reimbursed)
8. If needed there is a Lost Receipt Form on the Cluster 5 website (below) Note: Lost Receipt Form is not accepted for airfare or lodging expenses.
9. A good rule of thumb: Anything related to a trip i.e. printing needed during or before a conference or meals while traveling is part of Travel.

In addition, to avoid out-of-pocket travel expenses, flights can be booked through BDC in [AggieTravel](#) **NOTE:** New UC travel registration policy for international travel. Flights booked outside of AggieTravel need to be registered, with UC Away, found in your AggieTravel dashboard. Failure to register may cause deduction or disqualification of reimbursements. [Policy details](#) \*pg2

- B. **Entertainment Purchases/Reimbursements:** Venue, food, napkins, note pads, etc. purchased for meetings or events are covered under Entertainment.
1. Use Entertainment Expense Form
  2. Include all receipts (must show method of payment)
  3. Food & beverage receipts must be itemized.
  4. Guest list or sign-in sheet is required for Entertainment meal expenses. List to include: First & Last Name, email and their affiliation with UC Davis.

- C. **Supplies/Equipment, Misc. Purchases/Reimbursements** UCD prefers to avoid out-of-pocket expenses as much as possible. To prevent this, purchase requests should be sent to the Business Unit with the following information:

1. Item name with details. Specific URLs work best to ensure the exact size, color, etc. is purchased.
2. Approximate price of each item.
3. Quantity of each item.
4. The account number to use. (Multiple accounts can be used)
5. A brief Business Purpose for the item(s) purchased/ requesting to purchase.
6. Date needed.
7. Non-travel reimbursements over \$500 will result in obtaining a confirming order from the Dean's office that could be denied. Therefore any purchase that is over \$500 (including tax & shipping) must come through the Business Unit.

***\*\*It is important to confirm there are sufficient funds with your Account Manager before booking BCD travel or making large purchases.***

**Submitting receipts for reimbursement processing:**

1. Scanning and sending receipts via email is the most time efficient, however whatever works best for you is fine.
2. Please fill out the appropriate reimbursement form(s) which you will find on the Cluster 5 website: <https://cluster5.ucdavis.edu/forms>
3. Mileage form is required for multiple trips per month. List each start-finish address, check the appropriate box at the bottom for auto-calculation. If only 1-2 trips you may provide the start & finish addresses on the Travel Expense Form for processor to input with Google Map in Aggie Travel. Note on Expense Form: *Mileage Log attached.*
4. Signatures at the bottom of the forms:
  - a. Traveler, you. Turn in signed
  - b. P.I., Principle Investigator, monitors spending. Turn in signed. (Adobe digital signatures acceptable)
  - c. Account Manager, approves use of account based on funds & related UC policies. Processor will obtain Account Manager Approval.
5. Once the report is ready, give to Grad-Group Program Coordinator for review, then send/bring to your Business Unit Processor located in 1309 Hart Hall.
  - ESP: Corina Lopez, [cclopez@ucdavis.edu](mailto:cclopez@ucdavis.edu), 530-752-3558
  - ARE: Susan Sloan, [smsloan@ucdavis.edu](mailto:smsloan@ucdavis.edu), 530-752-3980
  - HE: HDE, LDA, CCFS: Cheryl Piety [cpiety@ucdavis.edu](mailto:cpiety@ucdavis.edu), 530-752-8916

The Business Unit staff will be glad to answer any questions regarding your UC Davis business processing needs.

Office hours: Monday-Friday, 8:00am-12:00pm & 1:00-5:00pm.