

**UCDAVIS**

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Masters of Preventive Veterinary  
Medicine

**Student Handbook**

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# 2015-16 ACADEMIC-ADMINISTRATIVE CALENDAR

Revised July 2015

## **SUMMER SESSION II 2015 – MPVM instruction begins for new students**

Instruction Begins Monday, August 3

MPVM Student Presentations, Friday, August 28

Labor Day Holiday Monday, September 7

Instruction Ends Friday, September 11

## **FALL QUARTER 2015**

Instruction Begins Thursday, September 24

Veteran's Day Holiday Wednesday, November 11

Thanksgiving Holiday Thursday - Friday, November 26 - 27

Instruction Ends Friday, December 4

Finals Week, December 7-11

## **Winter Holiday December 24–25, 31, 2015 and Friday, Jan. 1 2016**

## **WINTER QUARTER 2016**

Instruction Begins Monday, January 4, 2016

Martin Luther King Holiday Monday, January 18

President's Day Holiday Monday, February 15

Instruction Ends Monday, March 14

Finals Week March 15-19

## **Spring Break: Monday, March 21-23, 2016**

Cesar Chavez Day Holiday Friday, March 25

## **SPRING QUARTER 2016**

Instruction Begins Monday, March 28

Picnic Day Saturday, April 16, 2016

Memorial Day Holiday Monday, May 30

Instruction Ends Thursday, June 2

Finals Week June 4, 6-9

## ***IMPORTANT DATES TO REMEMBER***

Commencement: TBA

**August 28** MPVM research Project Presentations in room 2020 Valley starting @ 2:00 p.m.

**September 9** Deadline to register for WOW (see below)

**September TBA** Graduate Studies Week of Orientation and Welcome (WOW)

A week-long series of workshops, presentations, physical activities and events designed to introduce you to the resources and services available for new and continuing graduate students and postdoctoral scholars at UC Davis. All events and activities are free of charge. Pre-registration required.

**September (TBA)** Mandatory English Entrance Examination **All** International graduate students. **(If you had to submit a TOEFL score, you need to take the English Language Placement Exam)**, day/time/place TBA (Photo ID required). For complete details about the examination, refer to the International & Academic English Department at <http://iae.ucdavis.edu> .

## GENERAL INFORMATION

The MPVM Student Resource Manual provides students in the MPVM program general information regarding facilities, policies & procedures, school and campus services and student organizations. You will find quite a bit of information on our web page as well,

### ***Key PVMGG Faculty and Staff***

Tami Ali is the Graduate Group Coordinator and primary contact for the MPVM program and can be found in Vet Med 3A, Room 5015, phone (530) 752-2657 or [tali@ucdavis.edu](mailto:tali@ucdavis.edu).

Dr. Ashley Hill is the Chair of the Graduate Group in Preventive Veterinary Medicine (MPVM Program). The Director's Office is located in Valley Hall Room 2018 and office hours will be posted on the door, or her lab is located in the Thurman Lab. Dr. Hill can be reached at 530-752-4739 or [aehill@ucdavis.edu](mailto:aehill@ucdavis.edu).

Dr. Janet Foley, [jefoley@ucdavis.edu](mailto:jefoley@ucdavis.edu), is the MPVM Master Adviser. She can assist you in formulating a course plan, provide general guidance, and assist in finding a Research Project Adviser in your area of interest.

Dr. Nicole Stephenson, [nstephenson@ucdavis.edu](mailto:nstephenson@ucdavis.edu), is the MPVM Peer Adviser. She can provide peer feedback on courses and faculty, and can connect you with fellow current and former MPVM students.

### ***Research Project Advisers***

A requirement for the degree is completion of a research project that has been prepared in publishable form for a targeted journal. Each student will be appointed two faculty project advisers who will oversee and guide the student in the research project and in preparing a publishable document. Appointment of the advisers will be made by the Master Adviser, in consultation with the student, and based on the expertise of the proposed advisers, one with expertise in the subject of the student's project and the other in the quantitative methods that will be used by the student in his/her research.

**Identify your Research Project Advisers as soon as possible.** Think about your areas of interest, meet with the Master Adviser (Janet Foley) to identify potential Research Project Advisers, and contact potential Research Project Advisers as soon as possible. Faculty members in the Graduate Group can be found through the PVM website (though Project Advisers are not required to be members of the Group). The PVM website briefly outlines Group faculty members' activities on campus and their research interests. **The role of the Project Advisers is very important.** They will guide you through your research project, and may be able to assist in funding for your project.

### ***Peer Adviser Program***

The purpose of the peer advisor program is to provide each new PVM graduate student a current or recent PVM student as a resource. Your peer adviser (Nicole Stephenson, [nstephenson@ucdavis.edu](mailto:nstephenson@ucdavis.edu)), in addition to your Graduate Adviser and guidance committee, can help you select classes and refer you to appropriate faculty with similar research interests. Your peer adviser can also help you with questions regarding the campus, the city, and anything a person new to the area might need to know.

### ***Other Support Staff***

The Office for Academic Programs in Valley Hall is responsible for administration of the teaching facilities (room reservations, keys, audiovisual, and computing equipment). Mike Beech is located in Valley Hall Room 1052C and can be reached at 530-219-3426 or [svmacadprog@ucdavis.edu](mailto:svmacadprog@ucdavis.edu). He is responsible for maintaining the facilities and equipment (podium computers, projectors, etc.) and responding to all AV needs and online reservation requests. For IT help with laptops and tablets please email the SVM HelpDesk ([svmhelppdesk@ucdavis.edu](mailto:svmhelppdesk@ucdavis.edu)).

## **1. Teaching Facilities, Equipment, E-mail, Etc.**

### **Teaching Facilities**

Online maps are available at: <https://secure.vetmed.ucdavis.edu/facilities/default.cfm>

There are also touch panel kiosks in selected buildings.

Gladys Valley Hall (Valley Hall) is the veterinary medical instructional facility designed to create a collaborative learning environment for professional DVM and MPVM students. The building is wirelessly enabled and all students should have purchased a PC computer, which they are encouraged to bring to class. The MPVM classroom is Valley Hall, Room 2020. This room is used for MPVM instruction and can be reserved for other events by going to: <https://secure.vetmed.ucdavis.edu/facilityscheduler/>.

All instructional buildings in the Health Science District are new and were built for your use. Each of you is part of a team effort to keep them in the best condition possible. Please report if paper towel dispensers are empty, a faucet doesn't work, the carpet is stained, a light bulb is burned out, an outside door is broken or you have a safety concern. Report it to Mike Beech at 530-219-3426 or e-mail [svmacadprog@ucdavis.edu](mailto:svmacadprog@ucdavis.edu).

Valley Hall is termed a "green building" which means that it has been designed so that it has a LEED (Leadership in Energy and Environmental Design) Green Building Rating. This Rating System® is a voluntary, consensus-based national standard for developing high-performance, sustainable buildings. As such, students will be responsible for checking that doors and windows are opened and closed appropriately for energy conservation.

Trash and recycle bins are available in many areas. Please help keep all facilities clean by using these bins and removing food from all rooms. State regulations prohibit food and drink from laboratories and rooms with animals.

Flyers specific to MPVM students can be posted on pre-placed bulletin boards inside the classroom and homeroom. No material is to be added to the walls of classrooms or placed on walls within the building.

For personal safety and building security, do not let people without appropriate identification into the building at night and on weekends and do not prop doors open.

Smoking is prohibited in all buildings and within 20 feet of exits and outdoor areas.

### **MPVM Homeroom**

The homeroom for MPVM students is Valley Hall, Room 2018 and it has a kitchen, microwave, refrigerator and other amenities. This room must be kept clean and neat. The refrigerator must be emptied before each summer break.

### **Pets**

Under normal circumstances, animals are allowed in student homerooms in Valley Hall during the day if there is a specific medical reason or for company at nights and weekends. Since the homerooms are for student use we do allow the classes to decide on the animal policy during the day for their homeroom. When in the homerooms:

- animals may not be left alone unless they are in a crate (labeled with student contact information)
- animals must be quiet
- animals must not distract other students
- any messes they create must be cleaned up quickly and appropriately

## Room Reservations

All rooms (excluding study rooms) must be reserved for all non-course events (review sessions, club meetings, symposia, social events, etc.). Rooms must be left clean and neat for the next event. All remnants of food must be removed and disposed of properly in dumpsters. Cleaning supplies are available for your use. The online facility scheduler is accessible via VIPER at <https://secure.vetmed.ucdavis.edu/facilityscheduler/>

## Proximity/ID Badge

All faculty, staff and students in the school are issued a proximity/ID badge for security and access purposes. Your badge should always be worn while you are in the Health Sciences district. The badge allows access to specific outside doors of all teaching facilities in the Health Sciences district as the buildings are automatically locked during evening hours and over the weekend. Once inside the building, all interior rooms that students need to access will be unlocked at all times. Students will not be allowed into class without an ID badge. Students should report lost or damaged ID badges or name changes to [svmacadprog@ucdavis.edu](mailto:svmacadprog@ucdavis.edu).

Proximity/ID badges for MPVM students will be issued during the first week of instruction.

## Address, Phone Number, Name Changes and Confidentiality of Information

It is the student's responsibility to keep mailing (i.e., local) and permanent address records current with the University. Update your campus address record online at: <http://sisweb.ucdavis.edu/>.

To report a name change, complete a Petition for Name Change (available at <http://registrar.ucdavis.edu/PDFFiles/D023PetitionForNameChange.pdf>) and return it to the Office for Student Programs.

Students can direct the Office of the University Registrar to withhold their addresses and telephone listings by marking their preference on the [Directory Confidential Update Form](#) and submitting it to the Office of the University Registrar, 12 Mrak Hall. To designate an email address as confidential, go to <https://computingaccounts.ucdavis.edu> and select *Change your directory information* from the options. For more information, refer to the [UC Davis—Privacy and Disclosure of Information from Student Records](#).

## Mail boxes

MPVM student mailboxes are located in the class homeroom upstairs in Valley Hall. Please check your mailboxes frequently and make sure that they are not overfull. To receive mail on campus in your student mailbox, instruct your correspondents to address your mail to:

(Your name)  
MPVM Program  
Gladys Valley Hall  
School of Veterinary Medicine  
University of California, Davis  
One Shields Avenue  
Davis, CA 95616-8731

## Personal Lockers

Student lockers are available to MPVM students in Valley Hall in the homeroom. Students provide their own locks. Lockers must be cleaned out at the end of the academic year. These lockers are for personal items only. If you wish to use a locker, email your locker number to Tami Ali at [tali@ucdavis.edu](mailto:tali@ucdavis.edu).

## E-mail

E-mail or announcements are our primary means of communication with students. Announcements via CERE or SmartSite (which may also generate e-mail) will be used for important course information

whereas e-mail will be used for important general administrative information. Administrative information will have "ADMIN:" in the topic line. Be sure to check your e-mail frequently and periodically purge old messages from your mailboxes.

An MPVM class e-mail list has been set up to allow access to all class members. To decrease spam, these lists will only accept e-mail originating from UC Davis e-mail accounts. Please keep the volume of traffic on these lists to a minimum as it can very quickly fill e-mail in-boxes. To help students sort material, a keyword should be used in the subject followed by the topic, for example

ADMIN Administration business

CLUBS (Club Initials) Student club business

REPS (Company Name) Food/Drug company info

## **2. Course/Class Information**

VIPER (Veterinary Information Portal & Educational Resources)

<https://secure.vetmed.ucdavis.edu/default.cfm>

CERE (Collaborative Educational Research Environment) <https://cere.vetmed.ucdavis.edu/>

CREST (Curriculum Repository and Search Tool—aka Curriculum database)

<https://secure.vetmed.ucdavis.edu/crest/manage/default.cfm>

SMARTSITE: <https://smartsite.ucdavis.edu/portal>

### **Schedules and coursework**

The quarterly schedule is prepared as close to one quarter in advance as possible. Tami Ali is available to discuss specific concerns about the schedule.

The core and elective MPVM and statistics courses are listed on the MPVM website (<http://www.vetmed.ucdavis.edu/mpvm>).

➤ **Please Note:** The MPVM research project is to be presented within two years maximum of completing the required teaching units (core and electives). It can be presented only when all teaching units (core and electives) have been validated and graded. Any incomplete grade has to be validated prior to presenting the research project.

### **Registration**

MPVM course work for new students begins in Summer Session II. This means you will need to register prior to August and be prepared to be in Davis before the beginning of August.

You will find your class schedule on the MPVM website. Note that the class schedule lists only courses within the MPVM. There are many courses on campus through other departments that may meet your selected area of study. Elective options will be discussed at Orientation.

Register for classes online using **SISWEB** (<http://sisweb.ucdavis.edu/>). Class registration numbers (CRN) can be found on the MPVM website or on the registrar's website through SISweb. CRNs for electives offered through other departments can be found on their departmental websites or in SISweb. To be registered as a full time student, you **MUST** register for a minimum of 12 units per quarter.

**Resources:** <http://www.vetmed.ucdavis.edu/mpvm/>  
<http://sisweb.ucdavis.edu>  
<http://registrar.ucdavis.edu/UCDWebCatalog/programs.html>  
[http://bookstore.ucdavis.edu/generalcatalog\\_classschedule.cfm](http://bookstore.ucdavis.edu/generalcatalog_classschedule.cfm)

The Fall Quarter registration fee payment deadline is September 15. All registration fee payments must be made at the Cashier's Office, 1200 Dutton, either in person, by U.S. mail or placed in their night drop

box at Dutton Hall. Mailed payments must be received by the deadline, and cash payments must be made in person. Billing statements are available online [https://mybill.ucdavis.edu/C21642\\_tsa/web/login.jsp](https://mybill.ucdavis.edu/C21642_tsa/web/login.jsp)

### **Class Start Times**

All morning classes begin on the hour and end 10 minutes before the hour. Afternoon classes begin 10 minutes after the hour and end on the hour. Therefore an "8-9am" class meets from 8:00-8:50; a "2-5pm" lab meets from 2:10-5:00pm. This creates a 20 minute break from 11:50-12:10.

### **Requests to move sessions or exams**

Generally, the quarterly curriculum schedule is final once published. If a conflict is found or students would like a session or exam moved, a request should be made to Tami Ali via a class president. No sessions or exams can be moved without instructor permission and agreement from the MPVM administration. To move an exam also requires a vote by all enrolled members of the class and unanimous consent.

### **Mandatory Online Instructor/Course Evaluations**

Student evaluations of the instructors and courses are an important part of our curriculum. They are required for all courses and for instructors with significant teaching responsibilities in the School of Veterinary Medicine. Student evaluations are critical to the educational process and insure a quality curriculum. They provide informative feedback for ongoing course revision and instructor effort and are a necessary component of faculty merit and promotion actions. A concerted effort to provide constructive, collegial, and thoughtful evaluations that can be applied to improve courses and instructor effectiveness is greatly appreciated.

## **STUDENT ASSISTANCE RESOURCES**

### ***1. Disability Accommodations***

University of California, Davis, is committed to ensuring equal educational opportunities for students with disabilities. An integral part of that commitment is the coordination of specialized academic support services through the Student Disability Center (SDC) <http://sdc.ucdavis.edu>.

Role of the Student Disability Center

The philosophy of the SDC is to promote independence and integrated participation in campus life for students with disabilities. The SDC is staffed by professional Disability Specialists who specialize in different areas of disability: learning, vision, hearing, medical, psychological, and mobility. These professionals each work with an assigned caseload of students, determining their eligibility for academic accommodations and ensuring the provision of accommodations necessary to allow the students to participate meaningfully in educational opportunities on campus.

The SDC staffs are available to answer questions that prospective students may have about services for students with disabilities on campus. The SDC staff also provides information to faculty on working with students with disabilities. The SDC is housed in Student Special Services in 160 South Silo. Please call 530-752-3184.

Process within the School of Veterinary Medicine for Students with Disabilities

At the beginning of each quarter (or as soon as a student has been determined to be eligible for accommodations), the SDC will email the student, course leader and cc the Office for Academic Programs with the paperwork documenting the specific accommodations required. The Office for Academic Programs will meet with the student and the disability counselor to discuss the accommodations and the Offices for Student and Academic Programs will work to set in place these accommodations.

The School is not required to provide accommodations if these accommodations would lower academic standards or compromise the integrity of the school or program by not allowing student to gain skills or abilities that are fundamental to the practice of veterinary medicine or create undue burden.

## **2. Counseling and Psychological Services/<http://caps.ucdavis.edu/>**

An office for veterinary medicine students is located in 176 Schalm Hall and staffed by Dr. Jonathan Perterz, Dr. Zach Ward and Ms. Joanne Fuller (Licensed Clinical Social Worker, LCSW). They are available in this office 75% of the time for both emergency appointments and on a more regular basis and will work with veterinary students to find suitable times. To make a counseling appointment, email [vetmedcaps@ucdavis.edu](mailto:vetmedcaps@ucdavis.edu) or call 530-752-0871 or leave a voicemail message at 530-752-5665.

Campus services are located in 219 North Hall (second floor) from 8 AM – 4:30 PM on weekdays. The office is closed on weekends and holidays. A staff member is always available by phone (530-752-0871) in case of emergencies.

All counseling services are free and confidential; no record of a visit is accessible to any campus unit without permission.

## **3. Student Health Services/<http://shcs.ucdavis.edu/>**

Student Health and Counseling Services (SHCS) provides UC Davis students with wellness, illness, and injury care. Services are available to all registered students, regardless of insurance. Students pay small fees for most services. The new Student Health & Wellness Center is located on La Rue Road between Hutchison Drive and Orchard Road, across the street from the Activities and Recreation Center (ARC) and next to the Colleges at La Rue.

Your registration fees include mandatory coverage by the University Graduate Student Health Insurance Program (GSHIP). If your registration fees are paid by a sponsor, make sure the sponsorship covers the health insurance premium; if it does not, you must pay the additional cost for GSHIP. If you have other health insurance coverage and do not need to enroll in GSHIP, you may submit an [Application for Waiver from Participation in SHIP](#) with evidence of coverage to the Student Health Services. Visit the [Student Health Services website](#) for further information.

Students participating in the GSHIP must go to the Student Health & Wellness Center for treatment of illness and injuries (including animal bites). Please refer to the Student Health Services' s Web site for their summer and school year hours of operation. If you have questions regarding your GSHIP or Student Health Services, contact Todd Atwood at 530-752-2324 or visit the SHS website.

When illness or injury occurs outside of the health service's business hours, you may seek emergency treatment at a nearby facility, but must notify the health services of such treatment as soon as possible (preferably the next business day). Please follow these procedures to realize your maximum insurance benefits. For more information, call the insurance coordinators at 530-752-6055.

MPVM students enrolled in Davis SHIP have the option to enroll eligible dependents (spouse and children) in a voluntary plan. The plan provides medical insurance and the option to purchase dental/vision benefits. For more information, go to <http://shcs.ucdavis.edu/insurance/ship/dependents.html>.

## **4. Respirators**

If a student believes for any reason that a respirator is needed, please see Academic Programs in 1041 Valley Hall and they will provide the required forms and contacts.

## FINANCIAL RESOURCES

### ***Financial Aid***

Student loans are awarded to eligible domestic and permanent-resident students to fund direct educational and living costs. To apply, complete a Free Application for Federal Student Aid (FAFSA) on-line. For application and other Financial Aid Office information, visit their web site at <http://financialaid.ucdavis.edu/>.

The Financial Aid Office is located in 1100 Dutton Hall, phone **530-752-9246** or email [gradfinaid@ucdavis.edu](mailto:gradfinaid@ucdavis.edu). Office hours for e-mail or phone inquiries are 8:00am - 5:00 pm.

You are strongly encouraged to sign up for direct deposit service which allows UC Davis to deposit quarterly financial aid disbursements directly into personal bank accounts. For full details and enrollment instructions for direct deposit, visit the direct deposit website: <https://accounting.ucdavis.edu/DirectDeposit/>

### ***Costs***

Covering tuition, fees, and expenses is the responsibility of each student, but resources do exist to help you with some of these costs. If you have been offered a research or teaching assistantship (TA), you will not get your first paycheck until about five weeks after you begin work (usually November 1; *this is because you must work an entire monthly paycheck cycle before being paid, and pay checks are only issued once per month, so you need to budget wisely*). If you have been awarded a fellowship which includes a monthly stipend, you will typically not get your first check until November 1 as well. ***If you are not being offered any funding, you will need to cover your own living and tuition/fee expenses.***

Tuition and fees (including health insurance) for California resident MPVM and for non-residents tuition and fees (including health insurance) can be found at <http://budget.ucdavis.edu/studentfees/>. These costs are subject to change by California Legislature. It is recommended to have at least \$900 to \$1200 per month set aside for monthly living expenses. *Also, if you rent an apartment you will need to pay in advance, possibly for the first and last month's rent, and a security deposit. This is customary in the United States. Most places for rent are not furnished so you will need additional funds to outfit an apartment with furnishings and kitchen necessities.* Remember that credit cards are not accepted by the University cashier's office for payment of tuition and fees. More information will be provided later in this Survival Guide on how to find funding for your graduate degree.

**Go to:** <http://budget.ucdavis.edu/studentfees/> for the most up-to-date information on tuition and fees and a detail of what the student fees cover including **mandatory** student health insurance (covered in the fees).  
or <http://studentaccounting.ucdavis.edu>

### ***Funding***

Sources of funding for MPVM students include being awarded a fellowship, working part time as a Graduate Student Researcher (GSR) or writing your own grant(s). Your Research Project Advisers are the best resource to use to find a position as a GSR. If you work more than **10** hours per week (called 25% time), your in-state tuition, fees, and student health insurance are covered by your employer/faculty member. The **Office of Graduate Studies** website is an excellent site to visit for more information. In addition, the MPVM awards fellowships for first year students and the **Office of Graduate Studies** website contains a list of fellowships offered to new and continuing students every year. Criteria for fellowships vary for each specific fellowship. This is **THE** place to start looking for fellowships for which applications are due January 15<sup>th</sup> of each year.

**Go to:** <http://gradstudies.ucdavis.edu>

## **PROFESSIONALISM**

### ***Definition***

The core elements of a profession are possession of a specialized body of knowledge and commitment to service. The word “professes” represents a public commitment to a set of values as set out in the Veterinarian’s Oath.

“Being admitted to the profession of veterinary medicine, I solemnly swear to use my scientific knowledge and skills for the benefit of society through the protection of animal health, the relief of animal suffering, the conservation of animal resources, the promotion of public health, and the advancement of medical knowledge.

I will practice my profession conscientiously, with dignity, and in keeping with the principles of veterinary medical ethics.

I accept as a lifelong obligation the continual improvement of my professional knowledge and competence.”

Professions today are characterized by:

- Development of specialist knowledge not easily understood by the public, and for which they are given a monopoly over its use and are responsible for its teaching.
- Use of this knowledge in the service of individual patients and society in an altruistic fashion.
- Professional autonomy to establish and maintain standards of practice and self-regulation to assure quality.
- Responsibility for the integrity of their knowledge base, its expansion through research, and for ensuring the highest standards for its use.

### ***Standards of Professionalism***

As members of a profession, veterinarians should demonstrate core humanistic values such as:

- **Altruism** - unselfish concern for the welfare of others and society
- **Honesty and Integrity** - high ethical and moral standards
- **Empathy** - caring and compassion
- **Responsibility, Reliability and Accountability** - for oneself and accountability for oneself and for one’s colleagues
- **Respect** - for self, patients, clients, colleagues, technicians, and other health care professionals
- **Excellence and Scholarship** - continuing commitment to excellence, scholarship, advancing veterinary medicine and life-long learning

### ***Evaluating Professionalism***

Veterinary medical education involves both the acquisition of knowledge and skills and learning how to become a good veterinarian. Being a good veterinarian demands more than clinical competence, it also entails the highest standards of integrity and professionalism. Demonstration of integrity and professionalism are, therefore, essential elements of the competencies required for graduation. Faculty should provide students with timely feedback concerning professional behaviors so that students are able to attain the high standards expected by the School. Students that show repeated deficiencies in professional behavior or exhibit behaviors that are considered serious will be subject to discipline through either the Policy for Academic and Professional Difficulties or the Policy for Academic and Social Misconduct.

### ***Hygiene and Personal Grooming***

Students are expected to come to class clean, properly groomed and wearing clean clothes and shoes.

### ***Classroom Conduct***

Students are expected to treat all instructors with respect and courtesy. Students are expected to be on time for class. In the rare case when extenuating circumstances make tardiness unavoidable, students are expected to enter quietly and to take the nearest available seat. Tardy students owe the instructor the courtesy of an apology as soon as possible after class.

Students are expected to be attentive to classroom activity. Talking and other noisy behavior during class, or outside an ongoing class, is rude, disruptive and unprofessional. Sign-up sheets for extracurricular activities should be passed around between lecture classes or posted on the boards at the back of the classroom or outside the homerooms.

Students are expected to stay in class for the entire period, except when unusual extenuating circumstances require leaving early. In those cases, professional courtesy dictates that advance notice be given to the instructor.

## STUDENT HONOR CODE AGREEMENT

**As a student in the School of Veterinary Medicine, University of California, Davis, I acknowledge that it is my responsibility to both understand and uphold the Academic Code of Conduct**

**Examples of academic misconduct include, but are not limited to:**

- **Cheating**
  - Receiving or providing unauthorized assistance on exams
  - Discussing exams with students who have not yet taken the exam
  - Using unauthorized materials during an exam
  - Altering and submitting an exam for re-grading
  - Altering or tampering with laboratory unknowns or results
  
- **Unfair Advantage**
  - Denying others the opportunity to prepare for an upcoming examination. (Examples include, but are not limited to, sequestering old exams, specimens, slides, radiographs, reprints, etc.)
  
- **Unfair or Disruptive Conduct During Exams**
  - "Wandering eyes"
  - Talking in or around the exam area
  - Non-verbal communication
  - Having notes visible
  - Using electronic devices such as cell phones, PDAs, computers or MP3 players without permission of the instructor during a closed book examination.
  
- **Unauthorized Collaboration**
  - Working with others on graded coursework without faculty permission (e.g., papers, online quizzes/exams, take-home exams/assignments).
  
- **Plagiarism**
  - Using another's work without proper citation
  
- **Infringement of Copyright**
  - Obtaining or distributing intellectual property without the permission of the owner
  
- **Fabrication or Falsifying Information**
  - Including data, references, medical records or any document relating to the treatment, health, or disposition of any laboratory animal or patient in the school
  - Providing false excuses to obtain permission to extend a deadline including sitting an exam

### **As a student in the School:**

- I share group as well as individual responsibility for honorable behavior.
- I will make every effort to prevent and avoid academic misconduct.
- In the event that I witness academic misconduct, I will report the issue to the Associate Dean for Student Programs without discussing the incident with other students.

**My signature below signifies that I have read and agree to the above.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **PLAGIARISM**

Part of the Academic Integrity Project  
University of California, Davis  
Plagiarism and the Academic Community

As a UC Davis student, you are expected to create original work to fulfill the requirements of the courses you take. Fair evaluation can occur only when submitted work reflects each student's efforts and aptitude. As a scholar, you are expected to cite the sources you use to support your arguments. Acknowledging the words and ideas of others demonstrates respect for the contributions of other authors and confers value to your own original work.

### **The Code of Academic Conduct outlines University Policy on plagiarism:**

Know what plagiarism is and take steps to avoid it. When using the words or ideas of another, even if paraphrased in your own words, you must cite your source. Students who are confused about whether a particular act constitutes plagiarism should consult the instructor who gave the assignment. ("Code of Academic Conduct")

### **What is plagiarism?**

Plagiarism means presenting the words, phrases, ideas or work of another, including certain facts and statistics, as if they were your own. To avoid plagiarizing, you must clearly acknowledge the source of any borrowed language or ideas that you present in your own work. Quotation marks, followed by documentation, should be used to indicate the exact words of others. A signal phrase identifying a source and/or parenthetical citation or a superscript number should denote the summarized or paraphrased ideas of others, depending on the particular style the paper follows.\* Copying part or all of another student's homework or laboratory assignment or course project also constitutes plagiarism.

### **What types of work must be cited?**

The work of others includes not only written words and ideas, but also "art, graphics, computer programs, music, [. . .] charts, pictures, graphs, diagrams, data, websites, or other communication or recording media," including "formatting," images, statistics, and problem solutions ("Avoiding Plagiarism").\*

### **Which sources must be cited?**

Both published (in digital or traditional formats) and unpublished sources must be cited. Published sources include "books, magazines, newspapers, websites, plays, movies, photos, paintings, and textbooks" and online papers; unpublished sources include "class lectures or notes, handouts, speeches, other students' papers, or material from a research service" ("Avoiding Plagiarism").

### **Distinguishing "common knowledge" from original work**

Facts can be viewed as common knowledge if they are generally known and widely established. The term "common knowledge" implies that the audience and the author have agreed on certain facts, so accepted common knowledge might vary depending on your audience. For example, dates referring to well-known events can be viewed as common knowledge. So, when referring to December 7, 1941 as the date the Japanese forces attacked Pearl Harbor, you would not need to cite a source for your information—if Americans comprise your target audience.

Be wary, however, when treating information as common knowledge. When making this judgment, consider whether the information is both widely known and undisputed. As your expertise within your field grows, your base of common knowledge, as it pertains to that field of expertise, will also grow. When in doubt about the status of a piece of information, err on the side of caution and include a citation.

Note: While some facts may be viewed as common knowledge, the presentation of those facts is considered the unique work of an author. Again, when using the language or words of another, you must properly acknowledge his or her work.

## **Student Misconceptions about Plagiarism and the Internet**

Some students view all information on the Internet as equal to common knowledge simply because it is free, publicly shared, widely available, and indeed, quite "common." Nevertheless, the language, ideas, and work in electronic sources, even those without an identifiable author, must be cited.\*

Consequences for violating the Code of Academic Conduct, including cases of plagiarism, range from disciplinary sanctions such as disciplinary probation, deferred separation, suspension, and dismissal to educational interventions such as attending a workshop or writing a paper. In addition, any work that is the product of plagiarism is generally assigned a grade of zero by the instructor. For more information on student discipline, see "The Student Disciplinary System at UC Davis" at <http://sja.ucdavis.edu/FILES/StudentDiscSystem.pdf>

### Works Cited

"Avoiding Plagiarism: Mastering the Art of Scholarship." Student Judicial Affairs. University of California, Davis. 18 July 2003 <<http://sja.ucdavis.edu/avoid.htm>>.

"Code of Academic Conduct." Student Judicial Affairs. University of California, Davis. September 15, 2003 <<http://sja.ucdavis.edu/pdf/CAC.pdf>>.

"The Student Disciplinary System at UC Davis." Student Judicial Affairs. University of California, Davis. 18 July 2003 <<http://sja.ucdavis.edu/pdf/Integrity1.pdf>>.

## **ATTENDANCE POLICY**

The MPVM degree program is a one-year course of study. The MPVM curriculum established by the faculty of the Preventive Veterinary Medicine Graduate Group is expected to be the first priority. As such, students are expected to prepare for and attend class regularly. Many laboratory classes require attendance and the course leader may assign a failing grade for unexcused absence. If participation is considered a grading criterion for a course, the instructor will be expected to announce the grading policy during the first teaching session and will be expected to take attendance at each session.

### ***I. EMERGENCY ABSENCE***

In the event of a necessary emergency absence, students must notify the program Academic Adviser, Janet Foley, and the MPVM program coordinator. If there is need for an extended absence, the MPVM program will work with the Office of Graduate Studies to determine the best options for the student to remain in the program in an appropriate student status. It is the responsibility of the student to work with course leaders to take make-up examinations as soon as possible after the absence.

Instructors will attempt to assist students who miss course work due to emergency absence. Since the nature of work missed varies from course to course, the student is responsible for contacting instructors as soon as possible after the emergency to discuss a plan for catching up missed work.

### ***II. ELECTIVE ABSENCE (SHORT TERM)***

#### **A. Excused absence**

Under special circumstances, excused absence for outside activities related to MPVM education may be considered. (The School of Veterinary Medicine will uphold the official UC Davis policy pertaining to religious observances during the academic year and accordingly, will seek to accommodate student and faculty needs in the best way possible.)

Requests for an excused absence must be made to the Chair of the PVMGG, not to individual instructors. The Chair will review the request and contact instructors for their approval. The MPVM curriculum is the priority for the faculty and the students. Requests for elective short-term absences may be denied by the Chair or any of the instructors, and will not be allowed for students in academic difficulty.

Excused absences for activities unrelated to veterinary medical training will not be considered.

### **(i) Scientific Meetings**

Students who want to attend scientific meetings should select meetings that occur during breaks and vacation.

When scientific meetings conflict with the curriculum, students may attend those meetings only if **ALL** the following criteria are met:

1. Students must submit a request in writing to the Chair of the PVMGG. Requests must include justification and objectives, the program of events, the dates for the meeting and anticipated absence (including travel time). The Chair will review the request, consult with the Office for Academic Programs and the Office of Research, identify curricular conflicts, and clarify information in the request. Before any request is approved, all instructors affected by the student's absence will be contacted and notified of the request. In general, students in good academic standing will be allowed to go to one scientific meeting a year to present **their** research provided they: 1) have their research project signed off by their faculty mentor, 2) give a minimum of 12 weeks advanced notice, and 3) produce a copy of the abstract they are planning to present.
2. Students are responsible for all class material missed due to attending a meeting. Instructors are not obligated to provide alternative instruction or examinations.

### **B. Non-excused Absence**

Students are responsible for all class material missed due to a non-excused absence. Instructors are not obligated to provide alternative instruction or examinations and students who miss an examination may receive a failing grade.

### ***III. EXTENDED ABSENCE***

Absence from the MPVM program may be extended up to a maximum of one year through the Planned Educational Leave Program (PELP). Students considering PELP should make an appointment with the Major Adviser and Chair of the PVMGG and submit a letter documenting the reasons for the PELP for consideration and approval. Unless accompanied by medical documentation, a student in academic difficulty will not be granted a PELP. Generally, a PELP will start at the beginning of a quarter, however if it starts midway through a quarter then the student will receive no academic credit for that quarter, and financial aid will be affected. Students who do not return from PELP at the designated time will be withdrawn from the School and will need to petition for readmission.

Students who are absent from the MPVM program longer than one year must withdraw (without prejudice) and may petition for readmission at such time as the cause of absence has been resolved. Petition for readmission must be submitted to the Chair of the PVMGG. Petitions will be considered by the Admissions and Student Affairs Committee, who will make a recommendation to Graduate Studies. Readmission is not automatic and students will need to show cause why they should be admitted into the program. If admitted, the recommendation from the Admissions and Student Affairs Committee will provide information as to any remediation needed prior to admission as well as where in the curriculum the student will start. Depending on the absence time, the student may have to repeat previously passed courses.

## **EXAMINATION POLICY**

### ***Examinations***

All students registered for a course are required to take examinations at the time designated by the course leader, unless permission has been obtained from, and an alternative examination date agreed on, by the course leader prior to the examination. It is up to the instructor as to whether an alternative

examination time will be offered. A scheduled examination cannot be moved to another time unless all registered students vote in favor of the move.

A student is expected to be present at the examination at the designated start time. If a student is late, it is the prerogative of the course leader or the designated examiner to decide whether the student will be allowed to take the examination. No additional time will be given to students for completing an examination that is started late. Students must finish examinations within the scheduled time.

Take home examinations are due on the date designated for their return, unless permission has been obtained from, and an alternative arrangement agreed with, the course leader prior to the due date. A student who is unable to deliver the examination in person must make alternative arrangements for the delivery of the examination by the due date. A student who is unable to deliver the examination and has not made an alternative arrangement with the course leader must inform the Chair of the PVMGG by the day the examination should have been turned in. The Chair will inform the course leader. The course leader will determine whether the student will be allowed to submit the late examination or take a make-up examination.

Students should ask permission from the instructor prior to leaving the classroom to use the restroom. Examination papers must be left face down in the room and no materials should be taken from the room.

When a student has completed the examination it should be handed in to the instructor who should acknowledge acceptance of the examination by marking off the student's name. If this procedure is not followed and a student's paper is found to be missing, the fault lies with the student not the instructor.

Students who fail to adhere to these guidelines may be given a zero, and remediation options may not be available.

### ***Disability Accommodations***

Students requiring accommodations for documented disabilities must provide approved accommodation requirements from the Student Disability Center in writing, in sufficient advance of the exam date for arrangement of accommodation facilities.

It is the responsibility of a student with a disability, or a student who develops a disability and wants an accommodation, to notify the Student Disability Center. Adequate documentation of the general nature and extent of the disability must be submitted. The Student Disability Center will in turn notify the Office for Academic Programs regarding the nature of disability accommodations. Accommodations are only issued on a quarterly basis and therefore the student must reapply each quarter. It is the responsibility of the student to present their instructors with completed paperwork from the Student Disability Center documenting accommodations with adequate time for those accommodations to be put in place. The Office for Academic Programs/Curricular Support will work with the student and instructor to put in place the necessary accommodations.

### ***Emergency Absence***

The Office for Student Programs must be notified as soon as possible of absence due to illness, family emergency, or death in the family. In these circumstances, the Office for Student Programs will notify instructors of the student's absence. If an examination is missed as a result of illness, the student may be asked to submit a letter from the student's physician documenting the illness to the Office for Student Programs no later than 24 hours after the absence. If a student requests absence from an examination due to illness more than once per academic year, then each occurrence must be accompanied by a physician's letter. It is the responsibility of the student to work with course leaders to take make-up examinations as soon as possible after the absence. The student should also make sure that the Co-Directors of the program, Offices for Student Programs and Academic Programs are kept apprised of dates and times for make-up examinations.

### ***Personal or Family Issues***

Students who have family or personal issues that significantly disrupt their ability to study effectively should meet with the MPVM Chair or Academic Adviser during the affected quarter to best assess the impact and possible outcome on their coursework. Students should not wait until finals week to discuss these issues.

### ***Electronic Devices***

All electronic devices should be muted during an exam and, unless prior permission is given by the instructor, electronic devices should not be used in closed book exams. This includes computers, cell phones, PDAs and MP3 players.

### ***Podcasting***

The MPVM lecture room has facilities to record lectures and the Office for Academic Programs will make these available thru class sites in CERE or iTunes U. Students must ask permission of the instructor before recording a lecture.

(ii) The original course grade is final and retained in the student's transcript, but is no longer used in the computation of grade point average. The new grade earned by taking the Credit by Examination will be entered in the transcript as "course repeated" and used to compute the student's grade point average.

### ***(B) Basis for Delay of Promotion***

(1) Students will be evaluated by the MPVM Admissions and Student Affairs Committee every three quarters in the program. They will be advised that they:

- (a) Will be permitted to take course work in the next year (three quarter period) of their program,
- (b) Will be required to repeat a course by Credit by Examination or to repeat the entire course when it is next offered
- (c) Will be advanced to candidacy,
- (d) Have successfully completed all graduation requirements of the program and will be eligible to receive their degree, or
- (e) Will be dismissed from the program.

## **CLASS GOVERNANCE**

### **President/s:**

Presidential responsibilities include acting as liaison between the school administration (including the Chair of the PVMGG) and students in the MPVM class. President/s also help other officers with their duties as needed.

### **International Programs Committee Representative:**

The International Programs committee consists of the MPVM Class Officers and the PVM Executive Committee..

Student committee members attend the meetings as non-voting members, (usually only 1-2 per year); the meetings provide exposure to administrative activities relating to the subject matter discussed; and the students provide input in the meetings from a student's perspective.

### **Executive Committee Representative**

The Executive Committee instructs PVMGG standing committees and reviews their activities, and consults with the Chair regarding PVMGG operational and policy issues. The Executive Committee meets at least quarterly (excluding summer). The Executive Committee approves appointment of other faculty members to the Membership, Curriculum, Admissions, Recruitment, and other standing committees. The Committee develops and regularly updates criteria for Group membership (with approval of the Group faculty). Student representation consists of 2 MPVM students. Student committee members attend meetings as non-voting members; meetings provide exposure to administrative activities of the PVMGG and student members provide student perspective to the committee.

### **Curriculum Committee Representative**

The Curriculum (Educational Policy) Committee considers all aspects of education in the PVMGG, including required and elective courses, areas of emphasis, and the required research project. The Committee also plans and arranges Group seminars. Student committee members attend meetings as non-voting members, and provide student perspective to the committee.

### **Recruitment Committee Representative**

The Recruitment Committee is responsible for developing and carrying out recruitment policies and strategies, for obtaining funds from Graduate Studies to support recruitment events, for identifying faculty mentor for prospective students to meet and contact following his/her attendance at recruitment events, and for organizing orientation for incoming MPVM students. Student committee members attend meetings as non-voting members, and provide student perspective to the committee.

### **Social Chairs:**

The Social Chairs are responsible for organizing social/leisure activities for the class to enjoy during off hours (e.g., weekend fun, socials, etc.). They also assist School staff with organizing and setting up the year-end celebration for students and faculty.

**Please conduct elections during the second week of Fall Quarter and send the officer list to Tami Ali ([tali@ucdavis.edu](mailto:tali@ucdavis.edu)).**

## **SEXUAL HARASSMENT**

The School's faculty and administration seek to provide each student with an environment conducive to educational learning and free from any form of harassment. Re-printed below is the University's definition of sexual harassment. Each faculty, staff and student member of our School is encouraged and expected to exhibit appropriate, professional behavior consistent with a positive and productive community atmosphere.

Sexual harassment - unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition or instruction, employment or participation in other university activity
2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting such an individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's university performance or creating an intimidating, hostile or offensive university environment.

If you feel that you may be a victim of sexual harassment, and would like to discuss your situation with someone anonymously to receive advice or referral, call the Sexual Harassment A-CALL phone line at 530-752-2255 for confidential assistance. Many times sexual harassment can be ended using informal strategies which are emphasized at this level.

If you need some assistance in conciliation, and would like to work with someone to resolve your complaint, you may contact Dr. Sean Owens, Associate Dean for Student Programs, at 530-752-1383 for advice.

## **ANIMALS ON CAMPUS**

The School of Veterinary Medicine does not allow privately owned dogs or other animals to be brought into buildings and classrooms unless prior permission has been obtained from the Office of Academic Programs. The presence of these animals in the classroom represents a nuisance for many students and instructors. This could be interpreted as a disruptive influence on the learning environment and therefore a violation of the Student Code of Conduct. In addition, there is concern about potential health hazards to the animals themselves, University owned animals, and to your classmates.

University Policy and Procedure 290-90 (<http://manuals.ucdavis.edu/ppm/290/290-90.htm>) regulates the presence of dogs on Campus, and the spirit of those regulations apply to other privately owned animals as well. Dogs in violation of these regulations are subject to impound by the UCD Animal Control Officer.

1. Dogs, except for police dogs and guide, hearing, and service dogs used by disabled persons as defined by California Civil Code Section 54.1, are not permitted in posted campus buildings and must be on a leash in all areas of campus, except during approved sponsored events or training classes. Dogs in training may enter campus buildings with the department's approval.
2. Any dog causing a nuisance will be subject to impoundment and the owner may be cited under Yolo County Code.
3. Dogs are not allowed in posted livestock and field research areas.
4. A valid county dog license must be worn at all times by any dog on campus.
5. Fecal matter deposited by dogs on campus must be removed immediately by the owner.

The only exception to this policy is in the case where instructor permission has been granted for students to bring and use their own animals in for a specific laboratory exercise.

## **TRANSPORTATION**

### ***Bicycles***

Bicycling is the recommended mode of transportation for town and campus travel. All bicycles on campus must be licensed. Licenses are issued by the Bicycle Program Office at Transportation and Parking Services, 8:00 a.m.-4:00 PM, Monday through Friday. A new license costs \$10.00; renewal licenses are \$5.00. **KEEP YOUR BICYCLE LOCKED!** Always ride in bicycle lanes where they are marked. For complete details, visit the website: <http://www.taps.ucdavis.edu/bicycle/> Davis has many bicycle shops to buy new bicycles and used bicycles can be found in the local newspaper (the Davis Enterprise), from the Bike Barn on campus, and on bulletin boards on campus and throughout the town. Bicycles are known to be stolen *fairly frequently if not locked*, so be sure to invest in a good U-lock and try not to leave your bicycle overnight on campus.

### ***Buses***

The other major form of transportation is the bus. **Unitrans** ([unitrans.ucdavis.edu](http://unitrans.ucdavis.edu)) is the student run bus line that runs throughout the city. Buses leave from two on-campus hubs at the Silo and the Memorial Union and go to most parts of town. One line links the Health Sciences District (where MPVM courses are taught) to the hub at the Silo. Bus schedules can be found at the MU and at the website. A single-ride fare is \$1, and fares are less when you purchase a quarterly or annual pass. **Yolobus** ([www.yolobus.com](http://www.yolobus.com)) serves Yolo County and links Davis to downtown Sacramento and to Woodland.

### ***Cars on campus (TAPS)***

Parking permits are required for parking on campus between 7am and 10pm Monday-Friday throughout the academic year. Daily permits cost \$8/day; other longer-term permits (e.g. quarterly or annual permits) are available at a lower daily rate. Parking information and permits are available at Transportation and Parking Services (TAPS), phone 752-8277. Their office hours are 7:30 am-4:00, Monday through Friday. Visit their website at: <http://taps.ucdavis.edu>. Permits are required for parking in campus lots. You must present your student photo ID card with a current quarter's registration sticker when applying for a parking permit.

### ***Vehicle Registration and Driver's License Information***

Contact the Department of Motor Vehicles, 505 Poleline Road, Davis, phone 800-777-0133, <http://www.dmv.ca.gov/> Note: People who move to California from other states must register their vehicle in California within 20 days of arrival.

### ***Airport Information***

Davis is twenty miles from the Sacramento International Airport and ninety miles from the San Francisco International Airport. It is easier to fly into Sacramento, since transportation into Davis is less expensive and more straightforward. A taxi ride from the Sacramento airport will cost about \$35, or you can make arrangements with the less- expensive **Davis Airporter Service** ([www.davisairporter.com](http://www.davisairporter.com)) to have them meet you and take you to the address in Davis that you request. The ride costs \$23 (one-way) for one person and \$33 for two people. Contact them at least a day in advance before your arrival at (530) 756-6715 or (800) 565-5153. Even less expensive than the Davis Airporter is the **Yolobus** service ([www.yolobus.com](http://www.yolobus.com)). Refer to the link for cost and times.

In addition to Sacramento International Airport, there are two additional airports in the Bay Area. **Oakland International Airport** ([www.flyoakland.com](http://www.flyoakland.com)) is located 77 miles from Davis and **San Francisco International Airport** ([www.san-francisco-sfo.com](http://www.san-francisco-sfo.com)) is located 85 miles from Davis. Less expensive flights may be found into these two airports.

## **ADDITIONAL GRADUATE STUDENT RESOURCES**

### ***Services for International Students and Scholars (SISS)***

Services for International Students and Scholars (<http://siss.ucdavis.edu/contact.cfm>) can answer questions related to international student status, passport, visas, immigration advice, counseling and financial information.

### ***English language support***

A solid foundation in reading, speaking and writing English is required for coursework as well as for the completion of your project. English language courses available on campus are summarized at <http://linguistics.ucdavis.edu/esl-instruction/graduate-esl/graduate-english-exam>. If you need additional help in English, be sure to discuss this with your Major Adviser so that you can include an appropriate English course in your schedule.

### ***Office of Graduate Studies***

The Office of Graduate Studies (<http://gradstudies.ucdavis.edu>), commonly referred to as simply "Grad Studies," is located in 250 Mrak Hall. Grad Studies has a wealth of information on line, including information on fees, funding, living in Davis, deadlines, degree requirements, forms, teaching assistant (TA) Graduate Student Researcher (GSR) positions, residency status, etc.

## ***Campus Libraries***

The main library on campus is the **Shields University Library** ([www.lib.ucdavis.edu](http://www.lib.ucdavis.edu)). The library provides tours of its facilities throughout the year and also provides regularly scheduled tours during the first two weeks of fall quarter. The Shields Library is home to one of the many computer labs on campus and also houses **I.T. Express** (<http://itexpress.ucdavis.edu>), where you set up your UC Davis e-mail account and set your login ID and password. I.T. Express also sells software for installing the UC Davis e-mail program on your home computer for a small fee. As PVM students, you will mostly likely primarily use the **Carlson Health Science Library** ([www.lib.ucdavis.edu/healthsci/](http://www.lib.ucdavis.edu/healthsci/)). It is located in the Health Sciences District, near Scrubs Cafe

## ***Graduate Student Association (GSA)***

The UC Davis Graduate Student Association (GSA) is a student-driven representative organization, linking students of the diverse graduate programs. Funded by graduate student fees, GSA (<http://gsa.ucdavis.edu>) provides services to graduate students and protects and promotes their interests at all levels of University administration. Regularly enrolled graduate students, professional students in the Graduate School of Management, and professional students in the teaching credential program are automatically GSA members. The GSA offers coffee and donuts every Friday from 9 am to noon, holds social events throughout the school year, and offers travel awards to graduate students. The GSA office/lounge is located at 253 South Silo.

***Association of Graduate Student Employees*** (<http://www.uaw2865.org/>)

## **OTHER USEFUL INFORMATION**

### ***Photocopying and FAX'ing***

Photocopy machines are available for student use in the Health Sciences Library. Campus student ID cards are accepted to activate the machines, and charges are billed directly to student accounts.

On-campus FAX service (both sending and receiving) is located at Campus Copies/Classical Notes in Lower Freeborn Hall, phone 530-752-7638.

### ***Davis descriptive information***

**Davis** is a small northern California city with a population of 60,000, small enough that you are likely to run into someone you know while buying fresh food at the twice-weekly farmer's market, or riding your bicycle around town. The climate in the central valley is fairly temperate—summers are hot, sunny, and dry; winters are generally mild and rainy, *but can occasionally be chilly*. Davis is 15 miles from Sacramento, the state capital, an hour and thirty minute drive from the excitement and culture of San Francisco, and two and a half hours from the snow and camping of beautiful Lake Tahoe.

**Go to:** [www2.dcn.org](http://www2.dcn.org)  
[cityofdavis.org](http://cityofdavis.org)

### ***Housing***

The vacancy rate in Davis is extremely low, so competition for the best houses/apartments/duplexes/etc can be stiff and housing prices are expensive. The **UC Davis Student Housing Office** (530) 752-2033 will provide you with on-campus living and married/family student housing information. The Associated Students of UC Davis (ASUCD) maintains a **Community Housing Listing** database ([chl.ucdavis.edu](http://chl.ucdavis.edu)) of all off-campus housing for the Davis community. ***If you are an international student, be sure to organize housing as soon as possible.***

In addition to campus resources, many property management companies in Davis rent out houses, duplexes, condos, and apartments. **King Properties** (530) 753-0121 ([www.kingproperties.com](http://www.kingproperties.com));

**Acadian Properties** (530) 753-2303 ([www.acadianmanagement.com](http://www.acadianmanagement.com)); and **Tandem Properties** (530) 756-5075 ([www.tandemproperties.com](http://www.tandemproperties.com)) are three of the most popular and more can be found in the local phone book or on the web.

The local newspaper, the **Davis Enterprise** ([www.davisenterprise.com](http://www.davisenterprise.com)), **Craig's List** Sacramento ([sacramento.craigslist.org](http://sacramento.craigslist.org)), and **Davis Wiki** ([www.daviswiki.org](http://www.daviswiki.org)) are additional housing resources.

Most returning students begin looking in March or April for places to live in the fall. However, don't worry if you don't decide to come to UC Davis until later in the spring or even the summer. People are always looking for someone to fill a vacancy in a house or apartment or seeking someone with whom to share a house or apartment. Just check the resources above.

### ***Recreation***

Davis has too many recreation choices to list. Be sure to check out the UC Davis Campus Recreation website (<http://campusrecreation.ucdavis.edu>) for information on the on-campus options available at the **Memorial Union Games Area**, the **Craft Center**, **Experimental College** (<http://asu.cd.ucdavis.edu/services/ecollege/>), **Outdoor Adventures** and the brand new **Activities and Recreation Center** on campus. This facility contains state of the art exercise equipment, weight lifting equipment, racquetball, squash, exercises classes, pool, etc. Also check out the **City of Davis** website ([www.city.davis.ca.us](http://www.city.davis.ca.us)) and the Davis Community Network website for information on the Farmer's Market, local pools and parks, the indoor sports arena, Putah Creek, and much more. You should also consult campus recreation services.

Davis is located within driving distance of **Tahoe National Forest** (<http://www.fs.fed.us/r5/tahoe/>) and **Yosemite National Park** (<http://www.nps.gov/yose/index.htm>) where you can enjoy swimming, skiing, mountain biking, horseback riding, fishing, hiking, camping, etc. You can enjoy the beautiful beaches of the Bay Area at **Stinson Beach** (85 miles; <http://www.stinsonbeachonline.com/>) and **Santa Cruz** (140 miles; <http://www.santacruzca.org/>).

### ***The Post Office***

The Davis main post office is located at 2020 5th Street (at the corner of Pole Line Road) and is open Monday through Friday, 8:30 a.m.–5:30 p.m., and Saturdays, 10:00 a.m.–1:00 p.m. The Post Office offers a variety of services, including post box rentals, insurance, parcel post, postal money orders, and registered and certified mail. For more information, call them at 753-3496. In addition to the main post office, Davis has a few minimum service branches that provide basic services, such as selling stamps and mailing packages and letters within the United States. One of these is located in the UC Davis Memorial Union on campus and another is located on Third Street between C and D Streets.

### ***Shopping***

#### **Davis Shopping**

Davis has many businesses to fulfill all your shopping needs. For a full list, visit the Davis Chamber of Commerce website (<http://www.davischamber.com/directory/index.asp>), directory of businesses. The Student Book Store located in the Memorial Union on campus is a good source for office, computer, and art supplies. Davis Hardware has housewares, plants, and pet supplies; Office Max has office supplies; and Target is a large store with a variety of household supplies.

#### **Davis Farmer's Market**

Featured in national magazines and frequently voted "best thing to do in Davis," the **Davis Farmers Market** (<http://www.davisfarmersmarket.org/>) is open year round – rain or shine. You'll find a wide range of fruits and vegetables, including certified organic produce, as well as fresh baked goods, flowers and plants. Everything sold in the market is either grown by or made by the seller.

**Woodland County Fair Mall**

The only regional mall in Yolo County features a number of shops and restaurants and department stores. The mall is located at the corner of East Gibson Road and East Street in Woodland. Access is simplest by automobile, but Yolo bus also stops here. It is open Mon-Fri: 10:00 a.m.-9:00 p.m., Saturday: 10:00 a.m.-6:00 p.m., and Sunday: 11:00 a.m.-6:00 p.m. This mall is approximately 10 minutes from Davis.

**Arden Fair Mall-Sacramento**

The Arden Fair Mall ([www.ardenfair.com](http://www.ardenfair.com)) is another of Sacramento's larger malls. It is approximately a 25 minute drive from Davis.

**Old Sacramento**

This area ([www.oldsacramento.com](http://www.oldsacramento.com)), authentically restored to its Gold Rush-era style, houses more than 130 specialty and tourist shops and restaurants and features three museums. Many festivals and special events are held here annually.

**Vacaville Premium Outlets**

The Vacaville Premium Outlets are a quick 20 minute drive south on highway 80 towards San Francisco. Here you will find many of your favorite outlet stores.