

German Graduate Program

HANDBOOK

Available online at <http://german.ucdavis.edu/graduate-program/resources>

German Graduate Student Handbook

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NAVIGATING UC DAVIS

Computing Accounts

To get a UC Davis computing account (email address) or change your passphrase, please visit <https://computingaccounts.ucdavis.edu/cgi-bin/services/index.cgi>.

Registering for courses

You can view the full class schedule and registration guide on the Office of the Registrar's website (<http://registrar.ucdavis.edu/csrg/>). In the guide you'll find instructions for enrolling online, deadlines, and course offerings. If you're looking for extended course descriptions for classes, you should visit the website for the department that is offering the course or the General Catalog: <http://registrar.ucdavis.edu/UCDWebCatalog/>. For information on required courses, please consult the degree requirements.

ID Cards & Library Privileges

To obtain an ID Card, please visit an AggieCard Office at 161A Memorial Union; located across the information counter in the MU's east wing. Office hours are Monday-Wednesday, & Friday 8:30-4:30p.m. (PST), Thursday 9:30-4:30p.m. (PST) <http://employeeid.ucdavis.edu/>. To activate your library privileges, you can apply online at <http://www.lib.ucdavis.edu/register/>. For more information on library privileges, see the UC Davis Library website: <http://www.lib.ucdavis.edu/dept/access/circ/borcirc/libcardsprivileges.php>.

California Residency

For information on obtaining California Residency for tuition purposes, please visit the Office of the Registrar's website at <http://registrar.ucdavis.edu/html/slr.html>. International students who enter the U.S. with a student visa are ineligible to establish California residency for tuition purposes.

As a resident of California, you will not have to pay [nonresident supplemental tuition](#). It is, therefore, to your advantage that you investigate the steps necessary to becoming a legal resident. The following are some of the things you should know and do.

Who can become a resident?

Adult U.S. citizens (18 years or older), permanent residents of the United States (green card holders), refugees, asylees and asylee applicants, and some students with visas of type A, E, G, I, K, or L can establish legal residence. Students who attended and graduated from a California high school may also be eligible.

Do I have to have financial independence?

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

How do I become a resident?

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

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

Ordering Transcripts & Diplomas

Transcripts and diplomas can be obtained through the Office of the Registrar in 12 Mrak Hall. To order a transcript, please visit Mrak Hall or order online at the following website: <http://registrar.ucdavis.edu/html/transcripts.html>. For diploma information and mailing requests, please visit: <http://registrar.ucdavis.edu/html/diplomas.html>.

Student Health and Counseling 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. Information on the Students Health and Wellness Center can be found at <http://shcs.ucdavis.edu/>. This website also

contains information on the Student Health Insurance Plan (SHIP), including coverage information and the procedure for waiving out of SHIP.

For more information...

For more information on navigating UC Davis, please see the Graduate Student Guide created by the Office of Graduate Studies:

<http://gradstudies.ucdavis.edu/students/handbook/index.html>. You may also contact the Graduate Program Coordinator, Falcia Savala in 210 Sproul.

ACADEMIC GUIDANCE PROCEDURES

Finding a major professor

Until the student chooses a major professor, the student develops a study plan in close consultation with the program Graduate Adviser. For Ph.D. students entering with the B.A., the student chooses a faculty member during the third year to serve as a major professor. For students entering with the M.A., the student chooses a faculty member during the second year to serve as a major professor.

Changing major professors

If a student wishes to change his/her major professor, a meeting should be arranged between the student, the Graduate Adviser, and the prospective new major professor in order to approve the student's decision.

Arranging an independent study (GER 299)

To arrange an independent study, students must get the approval of a faculty member and request a meeting with them to complete a variable unit course request form, <http://german.ucdavis.edu/graduate-program/resources>. The form outlines their topic of study and the grading criteria.

Enrolling in TA Training Practicum Units (GER 396)

You are eligible to enroll in TA Training Practicum (course 396) each quarter you are employed as a Teaching Assistant. If you hold a 50% TA appointment, you may register for up to 4 units. If you hold a 25% TA appointment, you may register for up to 2 units. Please email the graduate coordinator for the Course Registration Number (CRN). Please note that the practicum units are different than the "Teaching of German" course sequence (GER 390A, 390B, and 390C), which is the required sequence on teaching theories and methods for new German Teaching Assistants.

Thesis committee (M.A. Plan I)

During the second year, students, in close consultation with the graduate adviser, will develop a selection of primary works in German literature taken from the general 4 departmental reading lists that will serve as a bibliography that is relevant to the thesis required under Plan I.

For students who choose Plan I (thesis), the thesis is guided by a major professor, chosen by the student in consultation with the Graduate Adviser, and then read and evaluated by a Thesis Committee, made up of the major professor and two members of the faculty from the German program. These two secondary readers are chosen by the student in consultation with the major professor. Thesis committee nominations are then submitted to the Office of Graduate Studies for formal appointment in accordance with Graduate Council policy.

Comprehensive exam committee (M.A. Plan II)

During the second year, students, in close consultation with the graduate adviser, will develop a selection of primary works in German literature taken from the general departmental reading list that will serve as material basis for the comprehensive examination required under Plan II.

Plan II then requires a comprehensive examination consisting of three three-hour written segments and one 60-90 minute oral component which is taken upon passing the written portion of the exam, each part administered on separate days by three members of the Graduate Program in German. These members of the Graduate Program will create the relevant questions of the exam as well as grade the exam. The student has appropriate input into the composition of the exam committee through the Graduate Adviser. The exam should be given before the beginning of the third year, although additional time (until the end of nine quarters of study) may be allowed with approval of the Graduate Adviser. The exam may be repeated once.

Qualifying exam committee (Ph.D.)

The qualifying examination consists of three parts, to be taken in consecutive quarters (spring and fall are considered consecutive quarters). The examination committee will be the same for all three parts of the examination.

-- For students completing degrees with an emphasis on German Literature and Culture, the examination will be administered by four members of the Graduate Program in German and one extra-departmental examiner;

-- For students completing a degree with an emphasis on German linguistics or second-language acquisition, the examination will be administered by at least two members of the Graduate Program in German and at least one member of the Graduate

Group in Linguistics, with the other two members drawn from German, Linguistics, or another appropriate Graduate Group or department.

The examination committee will include the student's major professor, who cannot serve as its chair. The members of the examination committee are nominated, after consultation with the student, by the Graduate Adviser and are submitted to the Office of Graduate Studies for formal appointment in accordance with Graduate Council policy.

If the student has chosen to complete a Designated Emphasis, one member of the examination committee must represent that respective area.

Dissertation committee (Ph.D.)

The dissertation committee is composed of 3-4 members and is chaired by the student's major professor. The remaining members of the dissertation committee are nominated, after consultation with the student, by the Graduate Adviser and are submitted to the Office of Graduate Studies for formal appointment in accordance with Graduate Council policy. For students completing one or more Designated Emphases (DEs), a faculty member associated with each DE must serve on the committee and read the dissertation for that DE.

Participating in graduate commencement

Graduate commencement is held annually at the end of Spring Quarter. Registration for commencement takes place during Winter Quarter. Please see <http://gradstudies.ucdavis.edu/commencement/> for details and registration instructions.

Filing for graduation

You can find the information on filing your dissertation on the Office of Graduate Studies website: <http://gradstudies.ucdavis.edu/students/filing.html>

You will need to make an appointment with German's designated Student Affairs Officer in the Office of Graduate Studies, Jean Telford. At the appointment, you will hand in the items on the checklist (see the link above). Even though you will file your thesis/dissertation electronically, you will need to hand in the cover page with original signatures. The appointment will need to be after you have obtained all of the approvals from your committee, as it is the last step in the completion of your degree.

At the link above, you will also find information on acceptable margins, fonts, etc. Make sure to pay attention to these formatting requirements as dissertations will

not be accepted until they conform. Finally, when filing electronically, make sure not to submit your thesis/dissertation online until it is the final version approved by your entire committee. (There's no un-submit button.)

Your Grad Studies Student Affairs Officer will send you a letter that says you have completed the requirements for your degree (which you can use for job hunting), but your diploma will not be available for pick for another 4 months. See <http://registrar.ucdavis.edu/html/diplomas.html> for details and mailing information.

DEGREE REQUIREMENTS

M.A./Ph.D Degree Checklists

German M.A. Plan I (Thesis) ADVISING FORM

NAME: _____

DEGREE GOAL: _____

QUARTER ENTERED: _____

MA Degree

<u>Suggested Core Courses for the MA</u>	<u>Quarter Taken</u>	<u>Grade</u>
GER 101A	_____	_____
GER 101B	_____	_____
GER 206	_____	_____
GER 262 or GER 297	_____	_____
GER 202 or equivalent	_____	_____
GER 211 or GER 212 or equivalent course in CRI _____	_____	_____
GER 291	_____	_____

2 additional units of seminars in German Literature from GER 240 to GER 297:

GER _____ _____ _____

(Total units 30 units)

.....
M.A. EXAM DATE: _____

DECISION: _____

COMMITTEE MEMBERS: _____
.....

German M.A. (Comprehensive Exam Plan II)/Ph.D. ADVISING
FORM

NAME: _____

DEGREE GOAL: _____

QUARTER ENTERED: _____

MA Degree

<u>Suggested Core Courses for the MA</u>	<u>Quarter Taken</u>	<u>Grade</u>
GER 101A	_____	_____
GER 101B	_____	_____
GER 206	_____	_____
GER 262 or GER 297	_____	_____
GER 202 or equivalent	_____	_____
GER 211 or GER 212 or equivalent course in CRI _____	_____	_____
GER 291	_____	_____
Two more seminars in German Literature from GER 240 to GER 297:		
GER _____	_____	_____
GER _____	_____	_____

(Total units 36 units)

.....
M.A. EXAM DATE: _____ DECISION: _____

COMMITTEE MEMBERS: _____
.....

See back for additional PhD requirements

PhD Degree in German

PhD requirements *include* the courses for the MA in addition to the following: (student must successfully complete CRI 200A + six graduate courses in the German Program)

<u>Course</u>	<u>Quarter Taken</u>	<u>Grade</u>
CRI 200A	_____	_____
1: _____	_____	_____
2: _____	_____	_____
3: _____	_____	_____
4: _____	_____	_____
5: _____	_____	_____
6: _____	_____	_____

(TOTAL UNITS BEYOND THE MA: 28 units)

LANGUAGE EXAM I: _____ DATE: _____

DISSERTATION PROJECT SUBMITTED (DATE): _____

QUALIFYING EXAM TAKEN

PART I (BREADTH): _____ PART II (AREA): _____

ORAL EXAM: _____

COMMITTEE MEMBERS: _____

DISSERTATION DIRECTOR: _____

COMMITTEE MEMBERS: _____

Language Requirement

Students are required to acquire a reading knowledge of French or of any foreign language other than German pertinent to their research field. The foreign language requirement must be satisfied prior to being admitted to the Qualifying Examination. This requirement may be fulfilled either through a two-hour translation examination (with the aid of a dictionary) or through the completion of coursework equivalent to the end of second-year instruction at UC Davis with a grade of “B” or higher.

Students who elect to specialize in the older periods of German literature must also acquire a reading knowledge of Latin, to be demonstrated in the same manner as above.

Forms

Forms to apply to take the Qualifying Exam, apply for a Designated Emphasis, Advance to Candidacy, and more are available on the Office of Graduate Studies website: <http://gradstudies.ucdavis.edu/forms/index.html>. Please check with the Graduate Program Coordinator if you need assistance obtaining a signature.

GERMAN GRADUATE STUDENT ASSOCIATION

There is no formal German Graduate Student Association. Because the department is small, students are able to confer and come to a consensus in order to provide input and requests regarding matters relevant to German graduate studies on an ad hoc basis. Graduate students are consulted regularly on proposed changes that will potentially affect them.

FINANCIAL AID

Various forms of financial aid are available to graduate students in the Graduate Program in German. However, it is not possible to give financial aid to all deserving students because of limitations on funding. There are several kinds of funds: some are provided through UC Davis’ Office of Graduate Studies (Fellowships), others through the Dean’s office of the Division of Humanities, Arts, and Cultural Studies (Fellowships), others through the German Department (Teaching Assistantships). All forms of financial aid are processed through the Department if any UC Davis office is the source of the funds. This means that students interested in most kinds of financial support should begin their application by getting in touch with the Graduate Advisor.

Deadlines vary somewhat, but in general all material should be submitted by early to mid-January for support for the following academic year: after this time, some options may be closed.

Fellowships

The Office of Graduate Studies at UC Davis offers a number of fellowships for which graduate students in German may compete (fellowships to support campus diversity, dissertation fellowships, research mentorships). Nominations are made by the departmental Admissions/Fellowship Committee. Detailed information is included on the Office of Graduate Studies web site (http://gradstudies.ucdavis.edu/ssupport/internal_fellowships.html).

In addition to internal fellowships, the Office of Graduate Studies provides detailed information about external fellowship support opportunities.

Loans and Other Financial Aid

The Graduate Financial Aid Office is located in 1100 Dutton Hall. Their web site (<http://financialaid.ucdavis.edu/graduate/index.html>) contains detailed information about financial assistance programs available to Graduate Studies.

Note: Some funding competitions carry citizenship restrictions (for example, although Fulbright grants are available in many countries, you must apply through your home country; certain other opportunities are available only to U.S. citizens). Some fellowship applications must be made as nominations by the University.

Graduate Student Travel Funding

Due to limited department funding, students interested in attending conferences are encouraged to apply to these travel funding resources.

Graduate Studies Travel Awards

Are available to graduate students at or near the completion of their studies who have not previously received this award and who are presenting a research paper (acceptance of paper may be pending at time of application). Students must be in good academic standing and are required to hold and maintain a minimum GPA of 3.0. Applicants must be registered graduate students. Students on PELP (Planned Educational Leave Program) are not eligible for this award. Students on Filing Fee status may apply. You may receive only one Graduate Studies travel award.

Students should visit the Grad Studies website for award periods, application deadlines, and procedures. http://gradstudies.ucdavis.edu/ssupport/internal_travel.html



GSA Travel Awards

Are available to GSA members at the time of the application deadline. Students are automatically GSA members if they are a regularly enrolled graduate student (e.g., not on filing fee), enrolled in the Graduate School of Management, or enrolled in the Teaching Credential program.

Awards range from \$50-\$500 and are based on the relative ranking of applicants based on established selection guidelines. The number of awards will be based on the number of applicants and the merits of their applications. A minimum of 12 awards will be given in each period.

Awards are distributed as reimbursements. Reimbursement is contingent upon submission of original receipts and a completed Travel Expense Voucher.

GSA Travel Awards are granted twice per year. Late applications will not be considered.

Students should check the GSA website for award periods, deadlines, and selection guidelines. <http://gsa.ucdavis.edu/>



APPENDIX 1 - POLICIES & PROCEDURES FOR GRADUATE STUDENTS

The Department of German is open from 8:00 a.m. to 5:00 p.m. and is closed during the lunch hour (12:00 - 1:00 p.m.). Do not prop doors open to Sproul Hall after hours or on weekends. Also, make sure that the copy/mail room is closed and locked after hours.

Copies: If you need copies for your class, a copier is available in 414 Sproul. You are required to attend a short training session before you will be allowed to use the copier. After completing the training, you will be able to scan documents using the copier and

you will be able to print from your personal computer or the computer lab in 118 Sproul, directly to the copier. This copier is solely for instructional purposes. Each TA will be given a maximum number of pages for the quarter. If you use your allotment before the quarter ends, see Gloria Castillo-Wildman to request additional pages. Requests are not automatically approved but will be assessed on a case-by-case basis.

Your key unlocks Room 414. You may prop the door open during regular hours (8:00 a.m.-12:00 p.m. & 1:00-5:00 p.m.) but it must be closed during the lunch hour and after 5:00 p.m.

Please do not attempt to clear paper jams. Ask Chris Meares (211 Sproul or 2-0830) for help. Report any irregularities with the copier to him as soon as possible. He will replenish the paper as needed. Please let him know if you use most of the paper in the machine so he can refill it before it runs out.

Faxes: Teaching assistants and students are not allowed to send or receive faxes from departmental fax machines.

Keys: Keys are available from Dorian Signori in 207 Sproul.

Mail: Campus mail is for business purposes only. The mail is metered so do not send out anything with stamps on it. Intercampus mail is also for business purposes only. Please do not send personal correspondence through campus mail or use your campus address to receive personal mail. Each quarter you are teaching, you will have a mailbox in 222 Sproul. Please check your mailbox regularly.

Staff: The office staff is here to support the teaching and research missions of the department but our staff is limited. Therefore, we do not under any circumstances provide the following services:

Date stamping and/or collecting class assignments or exams

Posting or informing individual students of course grades

Proctoring make-up exams

Evals: You may review your teaching evaluations each quarter (see Falcia in Sproul 210). However, you may only request copies when you're applying for jobs and/or fellowships.

Computer Lab: There is a computer in 118 Sproul to be used in your capacity as a TA only (quizzes, exams, etc.). However, please do NOT save confidential documents to the hard drive as anyone with a Kerberos ID can log into these computers. Save your document to a flash drive or email it to yourself and then delete it from the hard drive. These computers are not to be used for the purpose of work in other classes, dissertation work, Internet surfing, etc. There are a number of computer labs on campus for those activities. If you encounter a problem with a computer in the lab, please contact Anthony Drown at harcshelp@ucdavis.edu.

Absences: If you are going to be absent from the class that you teach, please call your coordinator and have a substitute teach your class. If you are gone for more than a few days, please let Amy Lowrey (213 Sproul) know who will be substituting for you.

Student Issues: If a student in your class has a problem, do not send that person to the main office. Send that person to your course supervisor.

Dept. Library: You are welcome to use the department library. Materials are not to be removed from the library. After use, please be sure to reshelv the book(s) neatly and in the appropriate order.

Paychecks: Employment paychecks are issued on the first day of the month. We receive mail on Tuesdays and Thursdays after 3:00pm. If the 1st falls on the weekend, then paychecks are issued on the preceding Friday (except in January). You can pick up your checks from Rachel Taylor in 205 Sproul if you do not receive direct deposit. Your paychecks will not be placed in your mailbox. Fellowship & loan checks must be picked up from Student Accounting in Dutton Hall (if you have not signed up for direct deposit). We recommend electing for direct deposit available here, <https://accounting.ucdavis.edu/DirectDeposit/>.

Healthcare: Your TAsip provides health insurance through the Student Health Center unless you requested a waiver. See <http://healthcenter.ucdavis.edu/insurance/gship/index.html> for details.