

Fall 2019

WELCOME PACKET

IGG Graduate Group
University of California, Davis

Greetings IGG first year students!

We would like to congratulate you on your admission and welcome you to the IGG program at UC Davis. We received your Statement of Intent to Register (SIR) and look forward to seeing you in the fall at UC Davis!

Established in 1932, students in the Integrative Genetics and Genomics graduate program (formally the Genetics program) have the opportunity to apply genomic, molecular, and classical genetic approaches to study model organisms, a broad range of native and agricultural species, humans, and companion animals. Students experience an unsurpassed breadth of research and instructional opportunities from the most fundamental to applied aspects of genetics. This packet has been designed to help you navigate the program from the first week you arrive to the time you graduate with your degree.

Please read the packet very carefully as it contains a lot of important information to help you get prepared before the fall quarter begins. We have included information about setting up computing accounts, orientations and trainings, enrolling in classes, laboratory rotations, finding housing, and other helpful resources. Soon, you will be assigned an academic advisor. If you are an international student, you will receive additional information about your student visa application and work closely with [Services for International Students and Scholars](#).

One reminder is that incoming students will not receive their first paycheck until November 1st. We understand this can cause some financial concerns for our students, so we encourage you to start planning for that delay in payment as early as possible. Graduate Studies requires you to provide them with final transcripts including proof of graduation. Information regarding where to send your transcripts can be found on the following website: gradstudies.ucdavis.edu/official-transcripts. If you are a domestic student, but not a California resident, you should begin the process of establishing residency as soon as you arrive in Davis. It takes one full year to establish residency and to be eligible for resident tuition rates.

If you have any questions, please contact the IGG program director Mona Finucane mfinucane@ucdavis.edu or one of the Co-Chairs Sean Burgess (smburgess@ucdavis.edu) and Dave Segal (djsegal@ucdavis.edu).

We are excited that you selected the IGG program at UC Davis. We will be in touch!

Best,

Integrative Genetics and Genomics Graduate Group

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IMPORTANT DATES and DEADLINES

September

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6 *Register for Classes <hr/> *Pre-register for New TA Orientation	7
8	9	10	11	12 Holistic U	13 Holistic U <hr/> *International Graduate Student Orientation	14
15	16 Graduate Student Orientation	17	18	19	20	21
22	23 *New TA Orientation	24 *IGG Graduate Student Orientation <hr/> *CBS Graduate Group Fall Welcome	25 Instruction Begins	26	27	28
29	30	1	2	3	4	5

**Required*

September 6	*Pre-register for Orientation for New Teaching Assistants
	*Register for Classes
September 12-13	Graduate Diversity Orientation Program: Holistic U (<i>recommended</i>)
September 13	*International Graduate Student Orientation (<i>for international students only</i>)
September 16	Graduate Studies Week of Welcome and Orientation
	*Sexual Violence Prevention Training
September 23	*Orientation for New Teaching Assistants
September 24	*IGG Graduate Student Orientation
	*CBS Graduate Group Fall Welcome Reception
September 25	Instruction Begins

HOUSING and TRANSPORTATION

The [Graduate Student Guide](#) contains useful information concerning transportation and housing. Once you have a UC Davis email address, you will be placed on the student listservs and you are welcome to send an email message to biosci-ggg-stu@ucdavis.edu (all of the graduate students in our graduate group) if you are interested in finding a roommate/house-mate within the program.

Housing in Davis fills up very quickly, so it is important to start looking as soon as you can. As a friendly reminder: many rentals require the first and last month's rent and/or a security deposit when you sign your lease. Information to obtain California Residency can be found [here](#). It takes one year to obtain California residency so it is important to start this process soon after arriving in the Davis area.

If you are starting to look for housing, here are some helpful websites:

UCD Graduate Student Housing	https://housing.ucdavis.edu/graduate-and-professional-housing/
Davis Wiki – Renting	https://localwiki.org/davis/rental_housing_guide
Community Housing Listing	http://chl.ucdavis.edu/
Sacramento Area Craigslist	https://sacramento.craigslist.org/
UCD Grad and Professional Housing Facebook Group	https://www.facebook.com/groups/286762898448011/?ref=share
UCD Off-Campus Housing Facebook Group	https://www.facebook.com/groups/763250590497811/?ref=share
Davis Housing Facebook Group	https://www.facebook.com/groups/418689684823205/?ref=group_browse
UCD Sublease & Short-Term Housing Facebook Group	https://www.facebook.com/groups/519626841396155/?ref=group_browse

Here are some other useful resources for transportation and furnishings:

UCD Go Club	https://goclub.ucdavis.edu/commuteoptions
UCD Transportation Options	https://taps.ucdavis.edu/transportation
UCD Bike Program	https://taps.ucdavis.edu/bicycle
Davis Wiki – Parking	https://localwiki.org/davis/Parking
Davis Area Rideshare Facebook Group	https://www.facebook.com/groups/243044995791686/?ref=group_browse
UC Davis Sale or Trade Facebook Group	https://www.facebook.com/groups/655874594426741/?ref=group_browse
UC Davis Free and For Sale Facebook Group	https://www.facebook.com/groups/418689691489871/?ref=group_browse

CREATE A COMPUTER ACCOUNT

All new students must establish a campus computing account and a UC Davis email account. Go to the [Information Technology website](#). Follow the instructions for establishing a computing account, Kerberos ID (your campus login ID) and password. It may take up to 48 hours after submitting the Statement of Intent to Register (SIR) before you are able to access this function. This must be completed before registration for orientation and trainings.

ORDER AGGIE CARD

You will need to order your AggieCard (the UC Davis identification card) in order to access certain services on campus. Go to the [AggieCard website](#) and follow the steps listed for a graduate student to obtain an AggieCard.

REGISTERING FOR CLASSES

You will soon be assigned an academic faculty advisor and student mentor who can assist you in designing a program of study to meet your specific interests. Advisors can also answer academic questions as they occur during the year and provide official signature, as required. **Please email your academic advisor to schedule a one-on-one meeting before the quarter starts.**

Registration will remain open until September 14th. You can build your Fall quarter schedule through [Schedule Builder](#) at any time without requiring a [specific appointment time](#). You should be enrolled in the majority of your courses by **September 6th**. Complete instructions for using SISWEB will be included in the registration materials you will be receiving via email from the Registrar's Office mid-late July. If the system is saying that you are missing prerequisites, please write a petition for exception, which will pop up when you attempt to register-this will save your spot in line. Faculty and staff are unable to approve those exceptions until after mid-August so please be patient.

Fall 2019 Required Courses for PhD students

GGG 201A (5 Units) - Advance Genetic Analysis

GGG 205 (6 Units) - Laboratory Rotations

GGG 291 (1 Unit) - Seminar in the History of Genetics

Optional seminar GGG 292 (2 units) Genomics and Epigenetics

Fall 2019 Required Courses for MS students

GGG 201A (5 Units) - Advance Genetic Analysis

GGG 205 OR GGG 299 (6 Units) - Laboratory Rotations

GGG 296 (1 Unit) – Scientific Professionalism and Integrity

Optional seminar GGG 292 (2 units) Genomics and Epigenetics

A full course-load is 12 units. You will mostly be engaged in course work and rotations during the first two quarters. Typically, you will commence your thesis research the spring quarter of your first year. **We expect that you will remain on campus to work and study during the summers following your first year and that you will remain solely employed as a graduate student during your Ph.D. studies. International students will need to work with Services for International Students and Scholars to make sure all work eligibility requirements are met.**

ORIENTATIONS and TRAININGS

All details about campus graduate student orientations can be found on the [Office of Graduate Studies Orientation Page](#). Registration is now open.

**1. Graduate Diversity Orientation Program (Holistic U, GDOP), September 12-13
(encouraged but optional)**

This orientation focuses on diversity issues in higher education and success in graduate school. Register for GDOP at <https://grad.ucdavis.edu/orientation> after creating your computing account and ordering your AggieCard.

**2. International Graduate Student Orientation (IGSO), September 13
(mandatory for all international students)**

Register for IGSO at <https://grad.ucdavis.edu/orientation> after creating your computing account and ordering your AggieCard.

**3. Graduate Studies Week of Welcome and Orientation, September 16
(encouraged but optional)**

Register for the Graduate Studies Orientation (GSO) at <https://grad.ucdavis.edu/orientation> after creating your computing account and ordering your AggieCard.

**4. Orientation for New Teaching Assistants, September 23
(mandatory)**

This orientation is required for all potential teaching assistants and is only offered once a year. You must pre-register by the September 6th deadline here: <http://cee.ucdavis.edu/tao/index.html> For more information, contact: cee@ucdavis.edu or 530-752-6050.

**5. IGG Student Orientation, September 24
(mandatory)**

Introduction to program expectations and presentation of the advising roadmap.

**6. CBS Graduate Group Fall Welcome, September 24
(encouraged but optional)**

Mixer for all the graduate groups in the College of Biological Sciences held at the Life Sciences Courtyard. Light refreshments provided.

**7. Sexual Violence Prevention Training (SVPT)
(mandatory)**

Register for SVPT at <https://grad.ucdavis.edu/orientation> after creating your computing account and ordering your AggieCard. SVPT is mandatory for all incoming graduate students. For more information on the training please send a message to the Sexual Violence Prevention program at SVPT@ucdavis.edu.

**8. Laboratory Safety Training
(mandatory)**

Complete your mandatory [online Laboratory Safety Training](#), preferably prior to arriving. The training takes 2-3 hours and includes testing. Be sure to save the certificate you receive, as it may need to be submitted at a later date.

ADVISING AND MENTORSHIP

You are not expected to navigate graduate school on your own. Faculty and student advisors and mentors will provide you with resources to ensure your success. Each student has two official faculty mentors recognized by the Office of Graduate Studies: (1) an academic advisor and (2) a major professor (also known as the dissertation advisor or thesis advisor). Others can serve as mentors, including students in the program. The UC Davis Graduate Council recognizes that the mentoring of graduate students by faculty is an integral part of the graduate experience for both. In general, faculty and students at UC Davis are very friendly and happy to help students be successful.

Major Professor/PI

This person will play the most important role for your time in graduate school. You will carry out your research in your major professor's lab and most likely rely on them for funding your research efforts and paying your stipend (when possible). Most people refer to their major professor as their PI (principal investigator). Major professors serve as a role model and provide formal instruction in a given discipline as well as helping students identify and achieve their individual short and long-term educational goals. Major professors should mentor students in developing writing and presentation skills and promote you in developing a professional network (e.g. by encouraging you to present your work at scientific conferences). Graduate students have important responsibilities to ensure they are open to and accepting of faculty mentoring and articulate their needs effectively. It is recommended that students complete an Individual Development Plan (IDP) to freely discuss expectations of mentors and mentees.

Master advisor

The master advisor is the faculty coordinator of the advising team. While your advisor can sign all IGG and Grad Studies forms, other advisors have the authority to do this. You can see the list of all current advisors here: <https://grad.ucdavis.edu/programs/gigg>. You can petition to change your advisor by contacting the current master advisor, Anne Britt.

Academic advisor

Academic advisors play an essential role in providing graduate students with an excellent, comprehensive educational experience. Academic advisors have program signature authority recognized by Graduate Studies for submitting certain forms, petitions, and nominations of student Committees. That is, every form that requires an advisor's signature will be signed by your advisor. You can expect your advisor will perform the following duties:

- ensure that you have completed any prerequisite for the courses you take
- ensure that required coursework is taken
- monitor your progress in finding your research home (major professor)
- obtain periodic review of progress
- help navigate University bureaucracy
- discuss any difficulties or problems affecting your academic progress
- approve/sign forms and petitions (e.g. late drop/PELP/Advancement to Candidacy/progress reports)
- get career advice

Please keep your advisor informed if your status in the graduate group changes. This would include changing your degree status, passing your QE, advancing to candidacy, graduating.

Wellness coordinator

The Wellness coordinator is a faculty member who has received formal university training as a "Gatekeeper" with skills and knowledge "to comfortably and confidently speak with students about mental health concerns and refer them to appropriate mental health resources." The current IGG Wellness Coordinator is Fred

Chedin. He is a former chair of IGG and has intimate working knowledge of the group. A student wellness coordinator will also be available for advice.

LABORATORY ROTATIONS

1st rotation: Wednesday, September 25–Friday, November 1

2nd rotation: Monday, November 4–Friday, December 6

Fall Quarter instruction ends on December 6; finals are December 9-13.

3rd rotation: Monday, January 6–Friday, February 7

4th rotation: Monday, February 10–Friday, March 13

Winter Quarter instruction ends on March 13; finals are March 16-20.

What are laboratory rotations?

The purpose of laboratory rotations is to find a Major Professor, who will be your mentor for your PhD. Rotations are a wonderful thing. They are a period of time to try out hands-on experimental work in different laboratories. Two of the goals of your rotations are to “learn by doing” and to impress any professors with whom you might want to do a thesis. They are both a means of garnering new technical skills and a dating period to find a lab to commit to. The most important aspect of every rotation is to identify an advisor who can support your research ambitions intellectually, interpersonally, and financially.

What are rotation expectations?

Rotations are a once in a lifetime opportunity to sample different areas of genetics and genomics research and to demonstrate your potential to future mentors and supporters - take full advantage. You should try to be in your rotation lab whenever possible. It may be that nights or weekends are excellent times to conduct research without the distractions of classes. Professors will expect you to be working in the lab a minimum of 20 hours per week, and your funding support is contingent on you actively engaging with a laboratory. Make sure to let your rotation mentor know when you have class or need to prepare for class so they'll know you are serious about being in the lab whenever you can. Training you to work in any specific laboratory environment is a significant commitment and energy investment on the part of your host laboratory, make it worth their while. While it's a tall order to get any significant science done in 5 weeks; focus, careful thinking, and hard work can enable discoveries during a rotation that turn into a thesis.

Where to rotate?

You can rotate with IGG affiliated faculty: <https://igg.ucdavis.edu/faculty>, and also with faculty who are willing to join the IGG group. We will also supply you with [survey results](#) from professors indicating whether they are interested in taking rotation students and supporting thesis student research. **Until you have a thesis laboratory confirmed, rotate only in labs that will be able to mentor and support your PhD research.** This list is a good place to start considering labs to contact, but do not restrict yourself to it. We encourage you to contact any UC Davis faculty member whose interest sparks your imagination.

You are responsible for setting up your own rotations. We advise you to begin setting up a first rotation immediately. Look at faculty web sites and read their publications. Contact professors you are interested in working with by email. If you get a response, great! If you do not, wait a week and try again. The first rule of emailing faculty is: a non-response means nothing. We are all incredibly busy. Write short informative messages with optional information attached or postscript. Make it easy for a professor to read and reply to your email in less than 2 minutes. Do not send this exact email, but feel free to use this template as a reference:

Dear Professor [Surname],

I am a first-year student in the IGG graduate program. I have laboratory experience with A and B. My curriculum vitae and graduate application are attached. From your website and publications I've seen you are studying D, which I have a keen interest in. Might you have a moment to chat by phone about the possibility of a laboratory rotation?

Sincerely,
[Your Name]

Your top priority is arranging a first rotation. Contact professors, rank order who you think you would most like to work with and starting with #1, ask if they might be willing to mentor your first rotation. Resist the temptation to commit to further rotations before you arrive. You will learn much more meeting face to face and seeing their lab. When you have committed to a rotation please inform Mona Finucane.

Once you arrive in Davis, your goal is to find at least three more professors with whom you could rotate. You will be enrolled in a course requiring faculty meetings to facilitate and encourage this process. **Meet and talk with as many professors as possible as early as possible.** This should be an active selection process. Approach faculty in whose research you are interested. Ask them if they could recommend specific papers about their current research. You can also ask them if they are open to taking rotation students in the winter and whether they are open to taking a thesis student this year. Do not necessarily commit to a rotation at first meeting, take time to reflect and consider your options before signing on. Before agreeing to a rotation, do some investigating into what spending precious years in their lab might be like. **Talk to people in their labs.** Talk to their lab members privately and see if you could foresee happily spending forty plus hours a week in their company. Ask them in confidence whether they think you could be a good fit in the lab.

Ask the professor how they could financially support you through your thesis. Once rotations are over, your tuition and stipend need to come from somewhere. While you can work as a teaching assistant to support yourself, this will take time away from research. Some but not all students are awarded fellowships. Laboratory supplies are expensive. Think about how much certainty is in a laboratory's funding situation, and how you would feel if their uncertainties became your uncertainties. Four rotations may seem like a plethora of options, but choose wisely. Devote your time to laboratories you would be excited to join. Make these rotations a rich slice of life!

Suggestions for starting a rotation

- Ask the professor with whom you are rotating for background papers to read. The Professor may give you reprints from his/her own lab, may give you a list of references or may just give you some names or topics to search in PubMed or Google Scholar.
- Read the papers and **ask questions** about things you don't understand. Find out when lab meetings are held and go to them. Learn about the general area of your rotation lab's research beyond your individual project.
- Discuss and agree on a project outline with your professor. Make sure you can define the specific problem being addressed and the hypothesis being tested. Don't be satisfied with just doing tasks in lab.
- Start your rotation early, if possible. Eagerness to engage in research never fails to impress.
- **Please complete the mandatory online training course entitled "UC Laboratory Safety Fundamentals" before you start your Fall quarter rotation.** You will need your UC login ID and passphrase. Ask your rotation mentor which safety courses are relevant to your research project and complete them ASAP. Many of these courses are available online.

<http://safetyservices.ucdavis.edu/training/uc-laboratory-safety-fundamentals>

- If you rotate in a lab in the Shriners Hospital in Sacramento, there are extensive background checks that need to be completed before you can rotate. Talk to the professor ASAP to start the process so your rotation starts on time.

How to rotate

Let your enthusiasm for research be palpable. Show up in the lab whenever you can. Take written notes on everything anyone in the lab tells you. Research the subject matter of your notes and come back with further questions. Read, read, read. Think, think, think. Understand what you are doing, what the reagents are, how the instrument works. Plan carefully for experiments. Treat equipment with the utmost care. Nothing will impress as much as experiments carried out thoughtfully and carefully. First impressions make deep imprints. Give these rotations 100% attention and you will be rewarded with an auspicious start to a graduate thesis. Try to speak with current students of the lab about the mentor style of the PI; do they expect to meet daily/weekly/monthly? How hands on or hands off are they in designing experiments and experiments?

Timing

If you find a good match with a lab that has funding for you to do a research project, you may stay there for a second rotation, or join their lab permanently. If you find yourself in a rotation that is obviously not a good match, contact one of us. We may encourage you to move on to a new rotation early. Keep an open mind about what labs would be interesting. Graduate school is a time to broaden your interests and experience. Make the best use of this valuable time, learn passionately!

MENTAL HEALTH RESOURCES

Our program is working to support the efforts of UC Davis to create a culture of student mental health beyond the clinical setting that includes all members of the campus community who regularly interact with and support students. The Graduate Student Association has compiled a comprehensive list of mental health resources available to students that can be found [here](#). Additionally, Each Aggie Matters is a mental health movement on campus and provides a calendar of all mental health related activities [here](#). You can find a summary of the state of mental health on-campus and the Mental Health Task Force recommendations [here](#) and the full report [here](#). Mental health is an intersectional issue and there are many non-mental health centered student groups who touch on mental health that focus on traditionally marginalized student populations. Below we highlight several of these resources and student interest groups:

Student Health and Counseling Services	https://shcs.ucdavis.edu	SHCS offers two major types of mental health resources: Counseling Services and Psychiatric Services. Counseling Services provides issue focused, short term care, typically eight sessions or less. Within this time, the therapist and student will determine whether a referral to an outside provider is necessary. Psychiatric services include psychiatric assessment, medication management, and medication monitoring. On-line counseling is also available. (www.livehealthonline.com ; use coupon code: UCDCOUNSELING).
24-Hour Phone and e-Messaging Hotline	530-752-2349	This phone line and e-messaging service can provide both crisis assessment and counseling services.
LGBTQIA Resource Center	https://lgbtqia.ucdavis.edu	The LGBTQIA Resource Center promotes education as well as space for self-exploration about all sexes, genders and sexualities and their intersections with other identities. The center provides a wide range of resources and support.
Student Disability Center	https://sdc.ucdavis.edu/	The SDC is staffed by a team of professionals who have expertise in the education of students with disabilities. SDC Specialists approve services and coordinate accommodations to ensure equal access to the University's educational programs.
Graduate Diversity Resources	https://grad.ucdavis.edu/about-us/priorities-initiatives/diversity	UC Davis values a diversity of viewpoints, backgrounds, and experiences among its graduate student population and remains committed to facilitating a campus atmosphere well suited to this diversity. As part of this commitment UC Davis offers numerous services, workshops and trainings, and well as key faculty, staff, and students situated to promote and address the needs of diverse students and those allied in this mission.

*****Information for students in crisis*****

Call 911 for emergencies. Text "RELATE" to 741741 to communicate with someone by text immediately. The Yolo County Suicide hotline can be reached by calling 530.756.5000. For after-hours crisis counseling call the 24-hour phone line at 530-752-0871 and follow the prompts to speak with a counselor over the phone. Crisis Consultation service (walk in) at North Hall is from 11 am - 4 pm (M-F) and the Acute Care clinic at Student Health and Wellness Center is from 8 am - 5 pm (M, T, H, & F) and 9 am - 5 pm (W).

THE FIRST-YEAR CHECKLIST

Summer 2019

- ☐ Find Housing As Soon As Possible (*Information on Page 4*)
- ☐ Setup Computing Account (*Information on Page 5*)
- ☐ Get AggieCard (*Information on Page 5*)
- ☐ Register for Fall Classes by September 6 (*Information on Page 5*)
 - You will have the option to change your course registration after this date.
- ☐ Health Insurance Waiver
 - If you would like to opt out of the UC SHIP (Student Health Insurance Plan) and qualify for the waiver, the [form](#) must be completed by September 10.
- ☐ Setup First Lab Rotation (*Information on Pages 7-9*)
- ☐ Attend Graduate Student Orientations (*Information on Page 6*)
- ☐ Contact your assigned Academic Advisor

Fall Quarter 2019

- ☐ Explore Faculty Research Labs and Meet with Potential PIs
- ☐ Set up first quarter guidance meeting
- ☐ Setup Second Lab Rotation
- ☐ Present First Rotation Project at Weekly Seminar on November 1
- ☐ Setup Third Lab Rotation
- ☐ Register for Winter Classes starting November 4
- ☐ Present Second Rotation Project at Weekly Seminar on December 6

Winter Quarter 2020

- ☐ Setup Fourth Lab Rotation
- ☐ Register for Spring Classes starting February 3
- ☐ Present Third Rotation Project at Weekly Seminar on February 7
- ☐ Choose Research Advisor and Complete Mentoring Contract
- ☐ Discuss and Finalize Spring Quarter Funding Situation With PI
 - Begin looking for teaching assistantship early in the quarter if necessary
- ☐ Present Fourth Rotation Project at Weekly Seminar on March 13

Spring Quarter 2019

- ☐ Register for Fall 2020 Classes
- ☐ Begin First Research Project Chosen With PI
- ☐ Apply for Fellowships, Grants, and Travel Awards
- ☐ Complete myIDP Assessment and Student Progress Report with Academic Advisor and/or Research Advisor (PI, Major Professor)