

Department of Ecology & Evolutionary Biology



Graduate Handbook 2011-2012

**University of California
Santa Cruz**

EEB GRADUATE HANDBOOK 2011-2012

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EEB GRADUATE (Ph.D. & M.A.) PROGRAM OVERVIEW

The Ecology and Evolutionary Biology (EEB) Graduate Program at UCSC reflects the remarkable local and global diversity of species and environments studied by the EEB faculty and students. The vision of the EEB graduate program is to provide a nurturing and creative intellectual environment conducive to the development of world-class scientists. The small size of the EEB graduate program encourages close working relations between students and faculty in an informal atmosphere promoting rapid learning and professional growth. Interdisciplinary collaborations with oceanographers, geologists, applied mathematicians, toxicologists, and others enable students to explore the conceptual connections between related fields as they acquire mastery in their areas of specialization.

The graduate program in Ecology and Evolutionary Biology (EEB) at UC Santa Cruz is one of the premier EEB programs in the country. UCSC EEB graduate students regularly win prestigious awards for their presentations at international meetings and publish their work in the best journals of their fields. In addition to taking advantage of local field sites and state-of-the-art departmental laboratories, more than two-thirds of our faculty also participate in field studies throughout the world, especially in Africa, Latin America, and around the Pacific Rim.

Research in EEB comprises three core tracks:

(1) ecology (2) evolutionary biology (3) physiology and behavior.

A special strength of our program is the integration of terrestrial and aquatic perspectives across all research tracks. The course requirements and exams emphasize both breadth and depth.

PARTICIPATING FACULTY

Giacomo Bernardi * *Fish biology, phylogenetics, evolution*

Mark Carr * *Marine ecology, applied marine ecology*

Daniel P. Costa * *Physiological ecology of marine mammals and birds*

Donald A. Croll * *Ecology and conservation of islands and seabirds*

Laurel R. Fox * *Terrestrial population and community ecology, plant-animal interactions*

Kathleen Kay * *Plant evolutionary ecology*

A. Marm Kilpatrick * *Disease ecology, population biology*

Bruce E. Lyon * *Behavioral ecology, evolutionary ecology, avian ecology*

Rita Mehta * *Comparative marine physiology*

Ingrid M. Parker * *Plant ecology, plant-pathogen interactions, biological invasions*

Jarmila Pittermann * *Plant physiology*

Grant H. Pogson * *Molecular population genetics, ecological genetics, marine invertebrates and fishes*

Donald C. Potts * *Coral reef ecology, genetics, evolution, and geological history; marine biodiversity;*

Peter T. Raimondi * *Marine ecology, evolutionary ecology, experimental design, applied ecology*

Barry Sinervo * *Animal behavior, evolution, physiological ecology*

John Thompson * *Coevolution and the organization of biodiversity*

Terrie M. Williams * *Large mammal physiology, bioenergetics, exercise and environmental physiology*

Lecturers

Baldo Marinovic

Jill Thompson

Emeritus Faculty

Ralph Berger

Lynda J. Goff

Charles (Leo) Ortiz

William Jackson Davis
William Doyle

Jean Langenheim
Burney LeBoeuf

A. Todd Newberry
John Pearse

Adjuncts and Affiliates

Jim Estes * *Marine sciences, community ecology, species interactions*

Samantha Forde * *Experimental evolutionary ecology*

Greg Gilbert * *Disease ecology, conservation biology, tropical forest ecology, microbial ecology*

Karen D. Holl * *Restoration ecology, conservation biology, landscape ecology*

Raphael Kudela * *Ecological modeling and remote sensing, satellite oceanography, phytoplankton ecology and harmful algal blooms*

Bruce MacFarlane * *Physiological ecology of marine, estuarine, and anadromous fishes*

Marc S. Mangel * *Mathematical modeling of biological phenomena*

Devon Pearse * *Evolutionary and ecological genetics, conservation biology*

Bernie Tershy * *Ecology and conservation of seabirds and island ecosystems*

M. Tim Tinker * *Foraging ecology and demography of the southern sea otter*

Robert Vrijenhoek * *Maine Biology, Genetics and Evolution, Conservation*

Kerstin Wasson *Evolutionary ecology, invasion biology, conservation science*

Jonathan Zehr * *Aquatic microbial ecology, biological oceanography*

GRADUATE ADVISORY COMMITTEE

The EEB Graduate Advisory Committee (EEB-GAC) is the primary link between EEB students, the department and the university. It has the following general responsibilities:

1. Admissions - Responsibilities include advertising the program, reviewing applications, providing the final acceptance of students and developing offers of support.
2. Advise and ensure timely progress toward degree - Responsibilities include student orientation, advising and monitoring academic progress.
3. Enforcing rules and committees – Responsibilities include ensuring that comprehensive, proposal and dissertation committees are consistent with EEB and Graduate Division regulations, and that deadlines and responsibilities are met.
4. Provide authority for resolving disputes involving graduate students and faculty.
5. Funding – Responsibilities include pursuing funding sources to support graduate student activities and allocating University and departmental support for students.

GRADUATE STUDENT REPRESENTATIVES

Two graduate representatives are selected by the students to act in a leadership role within the department. The representatives are invited to attend faculty meetings (excluding those parts where confidential information is discussed), and may be asked to gather and present information on graduate student opinion on a range of issues, including graduate program policy and hiring decisions. The graduate representatives also help organize departmental social events and seminars.

DESCRIPTION OF CORE GRADUATE COURSES

BIOE 200A Scientific Skills (Fall)

Exposes graduate students to teaching skills, understanding the scientific method, searching and organizing literature, grant proposal and scientific writing, data management and presentation, and scientific speaking. Students are evaluated on their participation and the quality of a written research proposal. Enrollment restricted to graduate students. *Must be taken in first year. Optional for M.A. students but highly recommended.*

BIOE 200B Advanced Organismal Biology (Fall)

Consists of lectures focusing on pivotal topics in ecology, evolution and physiology. Relevant background material is developed followed by a critical analysis of readings from the primary literature. Designed to give graduate students direct contact with major areas of research that are currently at the forefront of organismal biology and research in the department. *Must be taken in first year.*

BIOE 279 Evolutionary Ecology (Winter)

Formal lectures will be given on ten major topics in Evolutionary Ecology: (1) Natural Selection and the Demographic Structure of Populations, (2) Populations and Metapopulations, (3) The Evolutionary Sizes of Populations, (4) Gene Flow and the Phylogeographic Structure of Species, (5) Evolutionary Structure of Ecological Specialization, (6) The Geographic Mosaic of Coevolution, (7) Evolutionary Ecology of Antagonistic Trophic Interactions, (8) Evolutionary Ecology of Competitive Interactions, (9) Evolutionary Ecology of Mutualisms and (10) Species Interactions, Speciation, and Communities. Each lecture will be accompanied by readings from recent primary literature. *To be taken in first year.*

BIOE 293 Readings in Ecology and Evolution (Winter & Spring)

Weekly readings and discussions of recent research papers in ecology, evolution, and related topics from organismal biology. Focuses on skills and topics particularly useful to newer students. Enrollment restricted to graduate students. *To be taken twice (W, S) in first year, once by M.A. students.*

BIOE 295: Advanced Specialized Seminar (Varies)

The intent of these courses is to focus on a current, advanced theme or themes in theoretical or applied evolutionary biology, ecology, physiology, behavior, or other aspect of organismal biology. These courses are more narrowly focused and more advanced than 293s, and participation is invited from advanced grad cohorts, postdocs, and additional faculty. Faculty members will teach these seminars depending on perceived need in the graduate student body, and students are welcome to approach faculty members with suggestions for new 295 courses. *Must be taken twice by Ph.D. students (up to two additional 293s may be substituted). Must be taken once by M.A. students (one additional 293 may be substituted).*

BIOE 294 Ecology and Evolutionary Biology Seminar (Fall, Winter, Spring)

Selected topics of current interest to ecologists and evolutionary biologists presented by weekly guest speakers. *Must be taken every quarter by all students; attendance is expected.*

BIOE 281: Lab Meetings with Advisors (Fall, Winter, Spring)

Students should always sign up for their advisor's 281 course unless they have too many credits in their schedule.

BIOE 297: Independent Studies (Fall, Winter, Spring)

Independent study for graduate students who have not yet settled on a research area for their thesis.

BIOE 299: Thesis Research (Fall, Winter, Spring)

Thesis research study for Ph.D. graduate students who have advanced to candidacy.

Other EEB graduate courses include:

BIOE 208	Marine Ecology
BIOE 233	Exercise Physiology
BIOE 245	Plant Ecology
BIOE 245L	Field Methods in Plant Ecology
BIOE 247	Community Ecology

BIOE 248 Quantitative Ecology for Conservation
BIOE 258L Experimental Marine Ecology
BIOE 267 Ocean Ecosystems
BIOE 272/L Population Genetics & Laboratory
BIOE 274 Evolutionary Game Theory
BIOE 286/L Experimental Design and Analysis & Laboratory

PH.D. PROGRAM IN ECOLOGY & EVOLUTIONARY BIOLOGY

To earn the Ph.D. degree in EEB, students must complete the required coursework (usually within the first two years), pass the comprehensive exam and the qualifying exam, TA for two quarters, submit at least one paper for publication, and defend a dissertation.

REQUIRED COURSEWORK

Ph.D. students must take BIOE 200A (Scientific Skills) and 200B (Organismal Biology) in the fall of the first year, and 279 in the Winter of the first year. Two quarters of Biology 293 are taken in the Winter and Spring of the first year. In addition, two quarters of BIOE 295 should be completed at the end of the year two, with the possibility of substituting up to two 293 courses for the 295 requirements. Biology 281, 294, and 297/299 must be taken every quarter the student is in residence. All students must be enrolled in at least 15 units per quarter, unless on approved Part-Time, Absentia or Leave of Absence status.

TEACHING ASSISTANT (TA) REQUIREMENT

Because learning to teach is a fundamental aspect of graduate training, Ph.D. students must serve as TA for at least two quarters during their graduate career.

EXAMS

The program includes two sets of exams, a Comprehensive Exam (written and oral) and a Qualifying Exam (proposal defense) by which the student advances to candidacy.

COMPREHENSIVE EXAMINATION

The first major exam is called the Comprehensive (“Comp”) or Prequalifying (“Prequal”) Exam, also sometimes called “orals,” and it generally takes place during fall of year 2. This is a two-part exam, written and oral, the goal of which is to examine the student's breadth and depth of knowledge of Evolution, Ecology, Organismal Biology including Physiology and Behavior, and General Biology. A committee is comprised of four examiners selected by each student and his/her supervisor. Each student's area of research together with the stated goal of the exam should guide the composition of his/her committee. However, in all cases the makeup of the committee is expected to follow these guidelines:

- All committees are expected to represent expertise in ALL of the following three areas: Organismal Biology (including Physiology and Behavior), Evolution, and Ecology, plus a fourth member who focuses on a conceptual area or areas chosen by the student and advisor.
- No committee should be made up entirely of faculty whose primary taxonomic expertise is in a single area (e.g. all plants, all invertebrates, all vertebrates).
- No committee should be made up entirely of faculty from either main campus or Long Marine Lab. The point of this is to maintain ties between the “two campuses.”
- All members of the committee are responsible for ensuring coverage of general Biology questions (up to ~25% of the material).

Based on these criteria, the composition of the committee is such that breadth of knowledge in the biological sciences in general, and the student’s focal area of interest in particular, should be tested.

The Chair of the committee must be a regular faculty member from within the department; committee members from outside of the department are allowed but not required. A student's supervisor will usually be part of the committee but may not be chair. The proposed committee should be emailed to GAC via the Graduate Coordinator, specifying which faculty member will cover which of the three required areas. Approval from GAC is automatic as long as the departmental rules have been followed.

In both the written and the oral exams, the expected level of knowledge of basic Biology ranges from introductory textbook level in fields most removed from a student's focus area, to a more substantial and advanced level in fields closer to the student's focus area.

The written exam is comprised of questions posed by the four examiners. Students will have 4 days to complete the exam. The content and format of his/her question(s) is up to each committee member. The Chair compiles the questions and checks them for redundancy and reasonable workload. During the exam the student may communicate with the committee about questions or problems. Within one week of completing the written exam, the student will go on to take the oral portion of the Comprehensive Examination. The three-hour oral exam explores the student's answers to the written exam, as well as a broader sample of relevant scientific areas. The committee as a whole deliberates and decides on the merits of the student's performance. If a student passes the written portion of the exam but fails the oral portion, the committee immediately assigns appropriate remedial work and asks the student to schedule the oral re-examination. Even in cases where the student passes the exam, the committee may suggest or require additional coursework to make up for deficiencies noted during the exam.

If the student fails the written portion of the exam, s/he is not allowed to take the oral exam until the deficiencies of the written exam are remedied. Ordinarily, the rescheduled exam must be passed by the end of Term 5. A second failure will result in the student being dismissed from the program. All dismissals will be reviewed by GAC.

A student may choose to take the comprehensive exam earlier (e.g. Term 3), but if a student wishes to delay the exam to a later term, the request, including justification from both the student and sponsor, must be made in writing to EEB-GAC.

DISSERTATION PROPOSAL / QUALIFYING EXAM COMMITTEE

As early as possible after passing the Comprehensive Exam, the student should form a Dissertation Proposal/Qualifying Exam Committee in consultation with his/her supervisor. The student proposes the committee members to GAC, which has ultimate authority to ensure that the committee is consistent with departmental and University goals and standards. The Committee consists of at least four members. At least two members of the committee must be active faculty in the EEB department, and the Chair of the committee must be a tenured faculty member from within the department other than the student's supervisor. At least one member of the committee must come from outside the department; this outside member may be: (1) a tenured faculty member from a different discipline from the Santa Cruz campus, (2) a tenured member of the same or a different discipline from another campus or, (3) a professional biologist from an outside institution (e.g. Government agency or NGO) who has specific expertise relevant to the dissertation. University rules require that any outside member from a non-academic institution present credentials that show this person to have experience equivalent to that of a tenured professor. The outside member's CV will need to be reviewed and approved by the Graduate Dean, and students should allow two months for this process.

After the qualifying exam, this Committee becomes the Dissertation Reading Committee (requiring a

new form); however, individual members of the committee may change at the discretion of the student and supervisor. Committee amendments require Graduate Division approval, and students are requested to inform committee members of changes in the committee.

DISSERTATION PROPOSAL / QUALIFYING EXAM

The student submits a dissertation research proposal to his/her Dissertation Proposal/Qualifying Exam Committee and defends it in an oral examination. The dissertation research proposal should be written as a formal proposal, in the format of an NSF Doctoral Dissertation Improvement Grant. One criterion of a satisfactory proposal is that it is of the quality required for submission to a granting agency, and submission of the proposal for funding is encouraged. The proposal must be submitted to the Committee at least ten days before the defense.

The committee meets for about 10 minutes prior to the start of the examination to review the student's file and discuss any specific issues relevant to the examination. Students are called in and asked to give a presentation of their proposal, which may either be a short (10-15 minute) summary, or an extended outline used to structure discussion by the committee. Committee members should be consulted on their preference for the format. The student may be interrupted at any time during this presentation and asked to elaborate on or clarify points. Usually the exam will be confined to scientific areas directly concerned with the research proposal. The examination typically lasts about 3 hours, after which the student is asked to leave the room. The committee discusses the performance and comes to a consensus. The student is invited back in and informed of the outcome of the examination. Students may pass, fail or receive a conditional pass. A "Qualifying Exam Report" is prepared by the chair, reviewed and signed by all committee members. A copy is provided for the student and a copy placed in their file. In the case of a conditional pass, the committee will define any deficiencies in the proposal or performance in the exam and provide a timetable during which the student must rectify the problems. If the student fails, they may be given the option of re-taking the examination with the same committee after appropriate preparation and guidance. If a student fails twice, they will be dismissed from the program. All dismissals will be reviewed by GAC. If explicitly invited to do so by the examination committee, students who fail the Dissertation Proposal Defense Examination may have one quarter to produce a Master's thesis on research completed at that time.

The proposal defense generally takes place in Term 6-7 and *must* be completed by Term 9 (spring of year 3). If the student fails the exam or is asked to rewrite the proposal, the final, modified proposal and exam retake must still be completed no later than Term 9.

DISSERTATION PROPOSAL / QUALIFYING EXAM SEMINAR

The final requirement before advancement to candidacy is the departmental seminar on the student's research proposal. Students are encouraged to schedule their student seminars during the standard time block: Monday from 3:30-4:30 in EMS A340 or Friday from 4:30-5:30 in the COH Conference Room. This seminar should be scheduled so that at least three of the four members of the student's Qualifying Exam Committee can attend.

ADVANCEMENT TO CANDIDACY

The student advances to candidacy (ATC) only after completing all coursework, passing the written and oral portions of the Comprehensive Examination, writing and defending a dissertation research proposal and presenting a candidacy seminar on his/her proposed research. Ordinarily, students ATC in Term 9 (Spring of Year 3), however they may advance as soon as they have successfully completed the above requirements. Neither does the timing of ATC necessarily have to follow immediately upon the proposal defense and seminar, depending on completion of coursework and other factors. The timing of

ATC must be considered carefully, taking into account the financial benefits for the student (see below) and also that the doctorate must be completed within three years of ATC. Foreign students pay out-of-state fees until they advance, and by advancing earlier, they greatly reduce the fee costs to themselves and the department. Therefore, foreign students are strongly encouraged to advance relatively quickly.

A student who advances to candidacy:

- automatically qualifies for the In-Candidacy Offset Fee Grant (ICFOG) for six consecutive quarters. ICFOG is a small reduction off the registration fee and changes on an annual basis (~estimated reduction \$300 per quarter).
- moves from Graduate Student Researcher (GSR) Step IV to Step V.

To complete the ATC process, students submit their Dissertation Reading Committee form, the Qualifying Exam Report and the advancement fee to the Graduate Division, via the EEB Graduate Coordinator. Advancement to Candidacy takes effect on the first day of the quarter following the receipt of forms and payment.

DISSERTATION READING COMMITTEE

Once a student advances to candidacy, the advisor becomes the chair of their Dissertation Reading Committee. According to university rules, the Dissertation Reading Committee must include at least three members, and a majority must be faculty members of the UCSC Academic Senate. This means that a majority of the members must be ladder-rank faculty in the tenure-track system; adjunct faculty members cannot count toward this majority.

In most cases, the Proposal Defense Committee will simply metamorphose into the Dissertation Reading Committee. When changes are made at this stage, it is recommended that the student inform all the members of the committee about the change.

NORMATIVE TIME

Past EEB students have completed the Ph.D. in as little as four years, target time is five years, and “normative time” for the Ph.D. degree within the University of California is six years. Students who fail to complete their dissertations within this time must request an extension from the Graduate Division. A written request signed by the student and advisor detailing the timetable to finish must be countersigned by the GAC chair prior to submission to the Graduate Dean. Multiple extensions are not automatic.

According to Academic Senate Regulation 18.6, if the Ph.D. degree is not awarded within seven years from the date of advancement to candidacy, the student's candidacy shall lapse and the student will be required to pass a new qualifying exam prior to submitting the dissertation. The result of this examination shall be transmitted in writing to the Graduate Council.

ANNUAL COMMITTEE MEETINGS

After ATC, Ph.D. students are expected to meet annually with their dissertation reading committee. Regular committee meetings are essential to the progress and final quality and success of the dissertation, and therefore they are extremely strongly recommended. Committee meetings are documented in Annual Progress Reports (see below).

PENULTIMATE COMMITTEE MEETING

Six to 15 months before the planned date of completion, the student must have a “penultimate

committee meeting” at which a proposed timeline and plan for all dissertation chapters is reviewed and agreed to by the committee. This meeting helps to set expectations and avoid unfortunate surprises. It also allows students and faculty to work around scheduling conflicts with faculty research travel, etc. A special form for the Penultimate Committee Meeting includes the timeline, titles of dissertation chapters, and an acceptable backup plan in case progress is delayed; this form is signed by all participants and submitted to the Graduate Coordinator by the student. This form provides written confirmation for the student that the committee has agreed to the overall plan for the completion of the dissertation.

DISSERTATION PREPARATION

When the student's advisor and dissertation committee have agreed that the research is at the stage to be submitted, the student may proceed according to the guidelines prescribed by the University Library and the Graduate Division. Although the topic and nature (e.g. theory, field work) of the dissertation is the domain of the student and the dissertation committee, all dissertations should reflect:

- A high level of personal scholarship as evidenced by independent design and implementation of a research project, and creativity in questions and approach.
- The ability to carry to completion a complex research project.
- The synthesis of new empirical results or new theory with existing results and theory.
- A demonstrated ability to understand the broader significance of the dissertation research.

Within EEB, a dissertation is usually three or four significant “data chapters,” plus a short introduction (acts as a 2-4 page summary of what is in each of the chapters) and a conclusion/synthesis. The conclusion is not a regurgitation; this short essay (2-5 pp recommended) synthesizes the results of the dissertation as a whole, reflects on how novel insights come from the whole body of work, and may point the reader toward future research directions. It can be thought of as an exercise to prepare the student for (1) their completion seminar and (2) their research statement for a job application.

DISSERTATION DEFENSE

The student must submit all the data chapters of his/her doctoral dissertation to the Dissertation Committee by at least 30 days before the defense. Usually chapters are shared with the committee much earlier, as they are completed, and it is only the final chapter, along with the second or third draft of the other chapters, that will be submitted to the committee as late as 30 days before the defense. At that time, it is recommended that the student negotiate with each committee member to set expectations for when comments on the dissertation will be provided. Ideally, major concerns about the work should be shared with the student and advisor *before* the defense meeting, so that the defense is not the first time the student hears about problems that will require major revision. The introduction and conclusion chapters of the dissertation must be submitted to the committee no later than one week before the defense.

All the members of the student's Dissertation Committee should be in attendance at the defense. The external member of the committee may participate by conference call, if his or her attendance would constitute a financial or other hardship.

There are no formal rules governing the dissertation defense. However, to pass the defense it is required that all members agree that the dissertation as written meets the standards of the University and Department. If the Committee determines that the dissertation meets its standards, at that time the Committee, with the exception of the Chair, may sign the cover page of the student's dissertation. If the committee determines that the dissertation does not meet the standards, within 1 week the committee must produce a written document that lists the deficiencies and indicates a timeline for correcting the deficiencies. If the dissertation ultimately does not gain the committee's approval the student will be dismissed from the program. All dismissals will be reviewed by GAC.

Finally, a formal, public doctoral research seminar will be presented by the student. This seminar should

be scheduled during the regular time slot when possible, and may not be scheduled for less than a week after the Defense of the Dissertation in front of the Committee. It is important to leave enough time before the public seminar for the student to make changes to the dissertation as requested by the Committee.

PUBLICATION

Before the dissertation is accepted for signature by the Chair, at least one chapter must be submitted as a paper (not an abstract) to a refereed journal for publication. Delays in refereeing, acceptance, and printing may well delay actual publication of the paper until after the doctoral degree has been granted.

The Chair signs the cover sheet only after all requirements for the Ph.D. are completed, including revision of the dissertation, the public seminar, and submission of part of the dissertation to a refereed publication.

Ph.D. PROGRAM TIMELINE (Summary timetable for the Ph.D. degree, Course offerings subject to change)

Year 1

Fall

Advisory Meeting
BIOE 200A – Scientific Skills
BIOE 200B – Advanced Organismal Biology
BIOE 294 Seminar in Ecology and Evolutionary Biology (Departmental Seminar)
BIOE 281 (Lab meetings with your advisor)
Other courses as determined by advisory meeting
BIOE 297 – Independent study (as needed to come to 15 total units)

Winter

BIOE 293 Readings in Ecology and Evolutionary Biology
BIOE 294 Seminar in Ecology and Evolutionary Biology (Departmental Seminar)
BIOE 279 Evolutionary Ecology
BIOE 281 (Lab meetings with your advisor)
Other courses as determined by advisory meeting
BIOE 297 – Independent study (as needed to come to 15 total units)

Spring

BIOE 293 Readings in Ecology and Evolutionary Biology
BIOE 294 Seminar in Ecology and Evolutionary Biology (Departmental Seminar)
BIOE 281 (Lab meetings with your advisor)
Other courses as determined by advisory meeting
BIOE 297 – Independent study (as needed to come to 15 total units)
FORM YOUR COMPREHENSIVE EXAM COMMITTEE

Summer

Independent Studies (297)

Year 2

Fall

WRITTEN AND ORAL COMPREHENSIVE EXAM
BIOE 294 Seminar in Ecology and Evolutionary EE Biology (Dept. Seminar)
BIOE 281 (Lab meetings with your advisor)
Other courses as determined by advisory meeting
BIOE 297 – Independent study (as needed to come to 15 total units)
FORM YOUR DISSERTATION PROPOSAL COMMITTEE

Winter

BIOE 293/295 Readings in Ecology and Evolutionary Biology
BIOE 294 Seminar in Ecology and Evolutionary Biology (Departmental Seminar)
BIOE 281 (Lab meetings with your advisor)
Other courses as determined by advisory meeting
BIOE 297 – Independent study (as needed to come to 15 total units)

Spring

PROPOSAL DEFENSE (may be deferred to fall)
BIOE 293/295 Readings in Ecology and Evolutionary Biology
BIOE 294 Seminar in Ecology and Evolutionary Biology (Departmental Seminar)
BIOE 281 (Lab meetings with your advisor)
Other courses as determined by advisory meeting
BIOE 297 – Independent study (as needed to come to 15 total units)

Year 3-5 – The primary focus will be thesis research and class units will be mainly BIOE 299. While you are in residence (not in the field) you are expected to attend BIOE 294, 281, and 299. Annual committee meetings are strongly suggested.

Year 4-5 – Penultimate Committee Meeting. Submit chapter for publication.

Year 5-6 – Dissertation defense and public seminar.

MASTER'S PROGRAM IN ECOLOGY & EVOLUTIONARY BIOLOGY (M.A.)

The purpose of the Masters Program in EEB is to allow a student to complete graduate level research that is usually more directed and shorter-term than that done by doctoral students. Students in the Masters program share some coursework requirements with Ph.D. students but do not take the Comprehensive or Qualifying exams. A thesis is required.

REQUIRED COURSEWORK

M.A. students must take BIOE 200B (Organismal Biology), BIOE 279, and two quarters of BIOE 293 (or one quarter of 293 and one quarter of 295) within their first two years. Biology 281, 294, and 297 must be taken every quarter the student is in residence. BIOE 200A (Scientific Skills) is recommended but not required. All students must be enrolled in at least 15 units per quarter, unless on approved Part-Time, Absentia or Leave of Absence status.

THESIS COMMITTEE

Academic Senate Regulation 17.4 states that a committee to read and pass upon the thesis is appointed by the candidate's department, and the department shall at the same time notify the Graduate Studies of the membership of the committee by the end of the second week of the quarter in which the degree is to be granted. The majority of the membership of a thesis committee shall be members of the Santa Cruz Division of the Academic Senate. Membership of the committee must be approved by the Graduate Dean.

EEB requires that each student must, in consultation with his/her supervisor, assemble a thesis committee no later than Spring quarter of their first year. The student's supervisor will serve as the chair of the committee. The thesis committee has the responsibility for ensuring the standards and goals of the Department and University.

University rules require that any outside member from a non-academic institution present credentials that show this person to have experience equivalent to that of a tenured professor.

A CV should be submitted along with the Master's Thesis Reading Committee form to the EEB Graduate Coordinator, who will secure approval from GAC before sending to the Graduate Division.

THESIS PROPOSAL MEETING

Each Masters student must present his or her thesis research project to the Thesis committee for review and approval, no later than Fall of the second year. The primary responsibility for the committee at this point will be to evaluate and guide revision to the student's written thesis proposal. Each student must submit a Thesis research proposal to his/her Thesis Committee at least ten days before the committee meeting. The research proposal should be written as a formal proposal, in the format of an NSF Doctoral Dissertation Improvement Grant (DDIG). Although the topic and nature (e.g. theory, field work) of the thesis is the domain of the student and the thesis committee, all theses should reflect the same qualities as those required in the Ph.D. program, with the exception of the degree of emphasis on independence and creativity. This exception recognizes that many Masters projects are projects of special opportunity crafted by the thesis advisor (or other committee member).

A report of the student's progress toward degree and approval of the research project should be submitted by the chair to the EEB department no later than 1 month following the meeting. If the student is unsuccessful in convincing the Thesis Committee of the merit of the proposed research project, the proposal must be modified until it is acceptable. If the committee ultimately decides that the proposed research cannot meet thesis standards, a new project must be proposed. If the committee

determines that the student cannot carry out Masters level research, the student will be dismissed. (All dismissal cases will be reviewed by GAC.) Except for unusual circumstances, the final, modified proposal must be completed no later than the beginning of Term 5 (Winter of Year 2).

ANNUAL COMMITTEE MEETINGS

Masters students are expected to meet annually with their thesis committee. Regular committee meetings are essential to the progress and final quality and success of the thesis, and therefore they are extremely strongly recommended. Committee meetings are documented in Annual Progress Reports (see below).

NORMATIVE TIME

The target time for the Master program is two years. Normative time is 3 years. Students who fail to complete their thesis within this time must request an extension from the Graduate Division. A written request signed by the student and advisor detailing the timetable to finish should be countersigned by the GAC chair prior to submission to the Graduate Dean. Multiple extensions are not automatic.

THESIS DEFENSE

The student must submit his/her Masters thesis to the Thesis Committee at least 30 days before the defense. It is recommended that the student negotiate with each committee member at that time to set expectations for when comments on the thesis will be provided. Ideally, major concerns about the work should be shared with the student and advisor *before* the defense meeting, so that the defense is not the first time the student hears about problems that will require major revision. All the members of the student's Committee should be in attendance at the defense. All the members of the student's Thesis Committee should be in attendance at the defense. The external member of the committee may participate by conference call, if his or her attendance would constitute a financial or other hardship. There are no formal rules governing the thesis defense. However, to pass the defense it is required that all members agree that the thesis as written meets the standards of the University and Department. If the Committee determines that the thesis meets its standards, at that time the Committee, with the exception of the Chair, may sign the cover page of the student's Masters thesis. If the committee determines that the thesis does not meet the standards, within 1 week the committee must produce a written document that lists the deficiencies and indicates a timeline for correcting the deficiencies. If the thesis ultimately does not gain the committee's approval the student will be dismissed from the program. All dismissals will be reviewed by GAC.

Finally, a formal, public research seminar will be presented by the student. This seminar should be scheduled during the regular time slot when possible, and may not be scheduled for less than a week after the Defense of the thesis in front of the committee. It is important to leave enough time before the public seminar for the student to make changes that are requested by the committee.

The Chair may sign the cover sheet only after the research has been presented in a public seminar.

PUBLICATION

There is no requirement but it is highly recommended that at least one thesis chapter be submitted as a paper to a refereed journal for publication. The submitted thesis must have a general introduction and summarization that gives it coherence as a report on the candidate's research.

MASTERS PROGRAM TIMELINE (Summary timetable for the Masters degree, Course offerings subject to change)

Year 1

Fall

Advisory Meeting

BIOE 294 Seminar in Ecology and Evolutionary Biology (Wed. Departmental Seminar)

BIOE 281 (Lab meetings with your advisor)

Other courses as determined by advisory meeting

BIOE 297 – Independent study (as needed to come to 15 total units)

Highly Recommended: 200A - Scientific Skills

Winter

BIOE 200B Advanced Organismal Biology

BIOE 279 Evolutionary Ecology

BIOE 293 Readings in Ecology and Evolutionary Biology

BIOE 294 Seminar in Ecology and Evolutionary Biology (Wed. Departmental Seminar)

BIOE 281 (Lab meetings with your advisor)

Other courses as determined by advisory meeting

BIOE 297 – Independent study (as needed to come to 15 total units)

Spring

BIOE 293/295 Readings in Ecology and Evolutionary Biology

BIOE 294 Seminar in Ecology and Evolutionary Biology (Wed. Departmental Seminar)

BIOE 281 (Lab meetings with your advisor)

Other courses as determined by advisory meeting

BIOE 297 – Independent study (as needed to come to 15 total units)

FORM YOUR THESIS COMMITTEE

Year 2 - 3

Fall

REQUIRED THESIS PROPOSAL MEETING

BIOE 294 Seminar in Ecology and Evolutionary Biology (Wed. Departmental Seminar)

BIOE 281 (Lab meetings with your advisor)

Other courses as determined by advisory meeting

BIOE 297 – Independent study (as needed to come to 15 total units)

Winter

BIOE 294 Seminar in Ecology and Evolutionary Biology (Wed. Departmental Seminar)

BIOE 281 (Lab meetings with your advisor)

Other courses as determined by advisory meeting

BIOE 297 – Independent study (as needed to come to 15 total units)

Spring

BIOE 294 Seminar in Ecology and Evolutionary Biology (Wed. Departmental Seminar)

BIOE 281 (Lab meetings with your advisor)

Other courses as determined by advisory meeting

BIOE 297 – Independent study (as needed to come to 15 total units)

Year 3: Research and writing should be completed no later than the end of your third year. You should now be doing thesis research and writing, and your class units will be mainly BIOE 297. While you are in residence (not in the field) you are expected to take BIOE 294, 281 and 297.

GRADUATE PROGRAM POLICIES

All paperwork, forms, applications, etc. in connection with the Graduate Division must go through the EE Biology Graduate Coordinator.

ANNUAL PROGRESS REPORTS

A standardized Progress Report is required annually from every student in the program. Up-to-date Annual Progress Reports are a prerequisite for eligibility for fellowships and funding opportunities in the department. The deadline is April of each year.

SCHEDULING EXAMS & SEMINARS

Exams may only be given during an academic quarter in which the student is registered. Exams should NOT be scheduled to conflict with Friday faculty meetings or during the department seminar series. Exam scheduling is coordinated by the student, who communicates directly with committee members and notifies the Graduate Coordinator when a date has been set.

Seminars may only be given during Fall, Winter or Spring quarter and during the department's Graduate Student Seminar time blocks (Monday in EMS A333, 3:30-4:30 p.m.; Friday in COH Conference, 4:30-5:30 p.m.). Seminars should be scheduled at least one week following an exam, and with the input of the committee such that all committee members can attend if at all possible. Seminars are scheduled through the Graduate Coordinator. The title of the seminar should be sent to Department Administrative Assistant for advertisement at least one week prior to the scheduled seminar time.

LEAVE OF ABSENCE, *IN ABSENTIA*, AND PART-TIME ENROLLMENT

EE Biology graduate students are expected to work full-time towards their degrees and each student should enroll for 15 units or more every quarter.

Students are expected to engage in their graduate student activities continuously (including in the summer) from the time of admission until completion of the thesis or dissertation. However, sometimes students must travel extensively for research purposes, or for personal or professional purposes they must leave their studies temporarily. There are three types of leave: formal Leave of Absence (LOA), "*In-Absentia*" status, and part-time enrollment.

LEAVE OF ABSENCE (LOA)

Leave of Absence is only for the case in which a student has completely discontinued their research and studies, either for personal reasons or to temporarily pursue another professional position. LOA is not for students who are continuing to do research but just happen to be off campus (see "*In-Absentia*" below). According to the Graduate Division website, Leaves of Absence will be granted for educational purposes, health reasons, financial problems, and family responsibilities. Other reasons will require extra justification.

1. Any leave of absence must be authorized in advance through the Graduate Coordinator and the Graduate Dean. Requests for leave must be submitted in writing to EEB GAC and must include justification and the consent of the student's advisor and EEB GAC.
2. LOA students are not allowed to use university facilities while they are on leave. This includes the university library, laboratory facilities, departmental equipment, etc. A student on LOA wanting health insurance coverage will need to contact the UCSC Health Insurance Office directly.
3. All financial aid, including fellowships, terminate when a student is on LOA.
4. Time spent on leave continues to count toward all departmental and university time requirements, including, but not limited to, passing the qualifying exam, the three-year limit

after advancement to candidacy, and the six-year limit on normative time for completion of graduate work at UCSC.

5. Foreign students have additional responsibilities to meet any restrictions imposed by their visas, and must also have approval from International Services. Please refer to the International Programs Coordinator, 831-459-2858.
6. Readmission to the program after a leave is contingent upon any conditions set by the department or the Graduate Dean. Responsibility lies with the student to be aware of relevant university regulations and file necessary paperwork on time.
7. A Leave of Absence will permanently terminate a Ph.D. student's eligibility for the In-Candidacy Offset Fee Grant (ICFOG).
8. Students on approved LOA are eligible for Filing Fee their last quarter at UCSC.

Students are directed to the Graduate Division website for more information on Leave of Absence.

IN ABSENTIA REGISTRATION

Unlike LOA, *In Absentia* status is intended for graduate students who are continuing to work on their research, but who are doing it away from campus. According to the Graduate Division guidelines:

1. Only doctoral students who have advanced to candidacy, or Masters students who have completed a year of coursework, are eligible for *In-Absentia* status.
2. Students must be enrolled full-time in regular UC units to be eligible for the reduced *In-Absentia* fee.
3. The research or coursework must be of a nature that makes it necessary to be completed outside of California for at least one full academic term.
4. The research must involve no significant studying or in-person collaboration with UC faculty during the *In-Absentia* period to ensure that units do not entail direct access to UC resources or learning environment.

Students are directed to the Graduate Division website for information on the fees for *In-Absentia* students and other details.

PART-TIME ENROLLMENT

A graduate student may go on part-time status (2-8 units), pending faculty advisor, GAC and Graduate Division approval. A part-time student is eligible for Graduate Student Health Insurance, but will not be assessed the Health Insurance Fee. A part-time student electing to participate in the Graduate Health Insurance Plan should contact the Cowell Health Center. Contact the Graduate Coordinator on how to obtain Part-Time status approval from the department.

EXAMINATION DEADLINES

The deadlines for the Ph.D. Comprehensive Exam and for the Proposal Defense (both Masters and Ph.D.) are designed to ensure appropriate and timely progress toward the degree. If a student wishes to delay any of these requirements to a later term, the request must be made in writing, including justification from both student and sponsor, to EEB-GAC via the Graduate Coordinator prior to the quarter when the exam should have been scheduled. If deadlines are not met, the student risks that they will be put on academic probation.

COMPLETION OF PREVIOUS DEGREE

No student may enroll as a graduate student at UCSC until a bachelor's degree has been completed. Newly accepted students who are currently completing another graduate degree normally will not be permitted to enroll in the EEB Graduate Program until the previous degree has been completed (or

abandoned).

Under special circumstances, the EEB-GAC Program committee may permit a student to initiate or complete another graduate degree after entering the Masters or Ph.D. Program. Approval must be obtained from EEB-GAC before enrolling for the first time, along with a timetable for completion of the non-EEB degree. If inadequate progress is made toward the completion of the EEB graduate degree, GAC reserves the right to:

- A. Require the student to withdraw from the other degree program. If the student chooses not to follow GAC's requirement,
- B. Dismiss the student from the EEB graduate program

ACADEMIC PROBATION

All graduate students are required to maintain satisfactory academic progress towards degree while in the EEB graduate program.

1. A student whose academic progress is judged not satisfactory by GAC will be placed on academic probation until such time (one academic year, maximum) as her or his progress has become satisfactory once again and the Dean of Graduate Studies has been so informed in writing by the department.
2. A student whose academic progress has been found not satisfactory by GAC in two successive annual reviews will be subject to dismissal from the program.
3. A full-time student who has been enrolled in the same graduate program for four calendar years without advancing to candidacy for the Ph.D. is not considered to be making satisfactory progress and will be placed on academic probation until advancement is achieved. Any exceptions to this policy will have to be made in writing by the student's faculty sponsor (or EEB committee member) prior to the beginning of Fall Quarter of the fifth year, and approved by GAC.
4. A student who has been advanced to candidacy for more than three calendar years is not considered to be making satisfactory academic progress and may be placed on probation for up to one academic year by the department. Any exceptions to this policy will have to be made in writing by the student's faculty sponsor (or EEB committee member) prior to the beginning of the fourth year of advancement, and approved by GAC.
5. A full-time Masters degree student is considered not to be making satisfactory progress beyond three calendar years of enrollment and may be placed on probation for up to one academic year by the department. Any exceptions to this policy will have to be made in writing by the student's faculty sponsor (or EEB committee member) prior to the beginning of Fall Quarter of the fourth year, and approved by GAC.
6. A student who fails to register promptly following expiration of an approved leave of absence is not in good standing.
7. Students who are neither registered nor on an approved leave of absence are not in good standing.

PROGRAM WITHDRAWAL & DISMISSAL

All dismissal cases will be reviewed by GAC.

1. Students not registered or not on leave for any given quarter must turn in the required paperwork the following quarter (summer excepted) or they may be dropped from the program.
2. Students who are formally withdrawing from the program without the successful completion of either a thesis or the qualifying examination must submit formal notification to EEB-GAC.
3. Ph.D. candidates who fail the Comprehensive Exam will be allowed one re-test. A second failure will result in the student being dismissed from the program.
4. Ph.D. candidates who fail the Dissertation Proposal Defense Examination may be given the option of

re-taking the examination with the same committee after appropriate preparation and guidance. If a student fails twice, they will be dismissed from the program.

5. Ph.D. candidates who fail to meet the department's dissertation standards will receive a written document from their committee, within one week of the final dissertation defense, specifying deficiencies and a timeline for correcting the deficiencies. If the dissertation ultimately does not gain the committee's approval the student will be dismissed from the program.
6. M.A. candidates who are unsuccessful in convincing the Thesis Committee of the merit of the proposed research project may modify the proposal until it is acceptable or propose a new project. If the committee determines that the student cannot carry out Masters level research, the student will be dismissed.
7. M.A. candidates who fail to meet the department's thesis standards will receive a written document from their committee, within one week of the final thesis defense, specifying deficiencies and a timeline for correcting the deficiencies. If the thesis ultimately does not gain the committee's approval the student will be dismissed from the program.
8. A student whose academic progress has been found not satisfactory in two successive annual reviews will be subject to dismissal from the University.

TEACHING ASSISTANTSHIPS & FUNDING REQUESTS

The Graduate Coordinator will send out an email notice, four weeks before the end of each quarter, requesting each student to send their projected funding needs (GSR, TA, or Fellowship) for the upcoming quarter. The same notice is sent to faculty sponsors. At this time students should confirm with their advisor as to what their anticipated funding will be for the coming quarter. Funding information is linked to TA allocations, course schedules, payroll and faculty accounting. Last minute funding changes can drastically affect the department, and may delay TA assignment and delay paychecks. Therefore, it is extremely important that each student inform the Graduate Coordinator of any funding changes throughout each quarter.

TA PERFORMANCE, POLICY & ALLOCATIONS

A student's TA performance is evaluated by the faculty member for whom they TA. Duties should take up no more than 20 hours a week and may include weekly office hours and sections, as well as grading, proctoring examinations, field trips, and preparation of course material for distribution (e.g. handouts, taping lectures). Graduate students are usually asked to provide comments on each student to be incorporated into narrative evaluations, but the instructor takes responsibility for the final form of the evaluations and their submission. At the end of each academic year, the student and their advisor will be surveyed about their teaching needs for the next academic year.

TA assignments are made by balancing financial needs of students, past performance and assignments, requests of the instructor, and needs of the department. Although there is no guarantee, every effort is made to accommodate everyone's preference. Assignments are generally sent out two weeks before the end of the quarter. Please keep in mind that TA positions are an official employment position with the department. It is imperative that graduate students consider their request for a TA position as confirmation of acceptance and commitment. Please keep the Graduate Coordinator informed of any funding changes as soon as possible. Last minute funding changes can drastically impact the department's enrollment and course support. If a student decides s/he would prefer not to TA after assignments have already been made, then the student will be held to their assignment until a replacement is found either through the department or the student.

USEFUL INFORMATION

MAIL

Each lab is assigned a mailbox, located in the mailroom in either EMS or COH. Student mail is directed to the laboratory mailbox. The student may also use that address for outside mail related to their professional career. The student must use their home address for personal mail, bills, packages, etc. The university may return personal mail to the sender.

OFFICE SUPPLIES

Graduate students are responsible for purchasing their own office supplies for use in classes. The EEB Office does not provide these supplies. However, if the student is serving as a teaching assistant (TA) for a course they can obtain the necessary supplies from the EE Biology office in order to perform their TA duties. Examples of the types of supplies available to them are: overhead transparencies and markers for discussion sections, pens to use in correcting papers, paper for documentation. If the student is working with a faculty member on a research grant, they should check with that faculty member to make arrangements for supplies. Office supplies may be provided by the department if they are to support work on a federally-funded grant with overhead that comes back to the university.

PHOTOCOPYING

There are photocopiers available on the third floor of EMS and the work area in COH for instructional and research copying. A specific card is issued to the instructor for each course. If a student needs to photocopy for a course in their capacity as a Teaching Assistant, they should make arrangements with the instructor for use of the card. If a student is photocopying for the research of a faculty member, they need to use the card assigned to that individual. The Department is unable to provide photocopying without charge for students' own class work copying and or other personal matters. Copy cards for personal use can be bought at the libraries or the copy center.

DEPARTMENTAL VEHICLE USAGE

Departmental vehicles, located on campus and at the Long Marine Lab, are for multiple passenger use and not for individual student research purposes. Students may not use these vehicles to move their own research equipment, travel to research sites, or for personal use.

FINANCIAL SUPPORT

The department supports graduate students during the school year with TAs, GSAs, and fellowships. Students are eligible to apply for fellowships with the SCWIBLES NSF GK-12 training grant, and some students may qualify for support under the department's GAANN grant from the Department of Education. In addition, the university runs a number of fellowship opportunities for continuing students, including the Dissertation Year Fellowship and TA Sabbatical program. Faculty and students are expected to pursue as many opportunities as possible for external funding.

Some fellowship opportunities require students to have a current FAFSA form on file to be eligible. Students should always keep their FAFSA updated.

When funds are available, GAC distributes a moderate amount of summer funding intended for students who do not have full-year fellowships and who have no other source of summer support. When grants can be used to support students during the summer, faculty are strongly encouraged to provide their students with support. Students receiving summer support are expected to register for five units of Independent Studies/Thesis Research in the summer.

PAYROLL INFORMATION

Paychecks for Teaching Assistants, Graduate Student Researcher, Fellowship recipients and Financial Aid are disbursed through the Student Business Services (831- 459-5122) or the Physical & Biological Sciences (PBSCI) Accounts Payable Office (831- 459-2662).

- Student Business Services is responsible for financial aid, fellowship and scholarship checks. SBS sends checks to your local or permanent addresses, depending on the funding classification and student account.
- PBSCI Accounts Payable distributes your Teaching Assistant (TA) and Graduate Student Research (GSR) checks to your local address, unless your account is set up as direct deposit.

Both offices use the mailing address information indicated in your student portal, therefore it is extremely important to keep your student portal information up to date on a quarterly basis.

TAXABLE SCHOLARSHIPS & FELLOWSHIPS

Most financial aid grants, scholarships and fellowships awarded from the university and outside sources are taxable, with the exception of amounts used to pay for:

1. Tuition and fees required for enrollment or attendance at the university
2. Books, supplies, and equipment required for classes (not field research)

You can deduct these expenses from your income and should keep records of and receipts for them. You must pay taxes on any part of a scholarship, fellowship or even a tuition reduction that can be attributed to any teaching, research or other services that you have performed, are performing or will perform (regardless of if the service is required for your degree), whether or not you receive a W-2. In addition, if you receive money for room and board, travel expenses, research expenses, clerical help or non-required equipment and supplies, all that money is considered taxable income. These items are termed "incidental expenses" because the item(s) are not required for enrollment in or attendance at your university. Fellowship money spent on incidental expenses must still be reported as taxable income. If you are not sure if your scholarship or fellowship is tax-free then contact the grantor or check with the Financial Aid Office (831-459-2963). Specific questions regarding education tax incentives and personal taxes should be addressed to the Internal Revenue Services, www.irs.gov.

The Graduate Student Association holds an annual graduate student tax workshop to assist you with tax questions. Additional information regarding taxed fellowships is available through the Graduate Division.

You are responsible for withholding your own taxes (federal and state) on the taxable portions of your grants, scholarships, fee reductions and fellowships.

CONTACT INFORMATION

Department Administrative Assistant	(459-xxxx) 9-5358
Graduate Coordinator	9-2193
Department Manager, Susan Thuringer	9-4715
Department Chair, Pete Raimondi	9-5674
Graduate Division Administrative Assistant	9-4975
Graduate Division Current Student Services Director	9-2335
Registrar's Office	9-4412
Student Business Services	9-5221

CURRENT COMMITTEE MEMBERS

Graduate Advisory Committee (GAC):

Giacomo Bernardi (Chair), Rita Mehta, Bruce Lyon and Kathleen Kay

Graduate Student Representatives:

Jennifer Maresh and Maya Friedman

Graduate Student Committee on Diversity Enhancement:

Contacts: Alexis Jackson, Carla Fresquez, Erin McCreless, Jimmy O'Donnell