

UCSD DEPARTMENT OF CHEMISTRY AND BIOCHEMISTRY

DOCTORAL STUDENT HANDBOOK

2009-2010

September, 2009

Welcome to UCSD and the Department of Chemistry and Biochemistry!

We have prepared this handbook and several orientation activities to answer many of the questions you may have about being a graduate student. We hope you find graduate studies and the continuing pursuit of your education to be challenging and rewarding.

Sincerely,
Daniel Donoghue
Vice Chair, Graduate Education

Contact List and Resources-see Table of Contents or <http://www-chem.ucsd.edu/academic/staresources.cfm>

Graduate Students First Year Computing: Urey Hall Addition, Room 2226

- Students are responsible for keeping the lounge clean and picked-up.
- Report any problems (e.g., broken computer), to Chem Help Desk (computing@chem.ucsd.edu)

Email Accounts

- Please understand that this is one of the primary means of communication with our 230+ graduate students. You must take responsibility for reading your email on a daily basis.
- Please be sure to continue reading your @ucsd email until the time of your graduation.
- For problems with your email, contact: Chem Help Desk (computing@chem.ucsd.edu)

Personal Access Codes (PAC)

- Grads with U.S. address were mailed directly to their permanent address.
- If you did not receive your PAC, go to the Registrar's Office with a photo ID to obtain.

Address, Phone, or Email Changes: TWO Places

- Notify the Doctoral Program Coordinator (x4-6781)!
- Update your student profile on TritonLink: go to "Personal Tools" heading and click "Addresses" at <http://www.ucsd.edu/current-students/my-tritonlink/tools/index.html>
- Name Change: follow steps detailed at <http://www.ucsd.edu/current-students/organizations/registrar/name-change.html>

Campus ID Card

- Follow steps at <http://www.ucsd.edu/current-students/finances/services/campus-cards/how-to-get.html>

Parking & Bus Passes:

- Once you have your Campus ID Card (see next item up), you may get a bus pass and/or a campus parking permit from the Parking Office <http://www.ucsd.edu/current-students/student-life/parking-and-transportation/>

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ACADEMIC CALENDAR

DEPARTMENT COLLOQUIUM, SEMINARS, AND THESIS DEFENSES

<http://www-chem.ucsd.edu/seminars/seminars.cfm>

ENROLLMENT AND REGISTRATION

<http://ogs.ucsd.edu>
<http://tritonlink.ucsd.edu>

UCSD ACADEMIC AND ADMINISTRATIVE HOLIDAYS

<http://tritonlink.ucsd.edu>

BIOCHEMISTRY ROTATION PROGRAM

First Rotation	Monday, Sept. 14 – Friday, Oct. 9
Second Rotation	Monday, Oct. 12 – Friday, Nov. 6
Third Rotation	Monday, Nov. 9 – Friday, Dec. 4
Advisor Choice/Winter Rotation	Friday, Dec. 4

INORGANIC, ORGANIC, AND PHYSICAL CHEMISTRY CONSULTATION PROGRAM

Consultation Choices due on or before	Friday, October 2, 2009
Signed Consultation Form (min. 4 faculty consults/signatures) due on or before	Friday, October 16, 2009
Advisor Choice Rankings (1 st , 2 nd , & possibly 3 rd)	Friday, Oct. 23, 2009

WHOM TO KNOW AND WHERE TO GO FOR INFORMATION

The people listed below are ready, willing, and able to provide information and assistance. Information from the department, Dean's office, and campus is usually sent via email. The chair of each committee appears in italics. Campus phone numbers are (858) 534-xxxx or (858) 822-xxxx; from a campus phone, only the last five digits need to be dialed.

Department Chair: Robert Continetti, 2050 Urey Hall Annex, 4-5489, rcontinetti@ucsd.edu

Vice Chair for Graduate Education: Daniel Donoghue, 6114 Urey Hall, 4-2463, ddonoghue@ucsd.edu

Graduate Affairs Committee: See Student Benefits, Representatives, and Organizations section for more information.

Michael Burkart, 6100D Pacific Hall, 4-5673, mburkart@ucsd.edu

Daniel Donoghue, 6114 Urey Hall, 4-2463, ddonoghue@ucsd.edu

Gourisankar Ghosh, 3103 Natural Science Bldg., 2-0469, gghosh@ucsd.edu

David Hendrickson, 4100A Pacific Hall, 4-5580, dhendrickson@ucsd.edu

Judy Kim, 3040B Urey Hall Annex, 4-8080, judyk@ucsd.edu

Staff Rep: Pam Murphy, 4010 York Hall, 4-6871, pmurphy@ucsd.edu

Student Reps: To be selected by graduate students

First-Year Advisers:

Organic: *Thomas Hermann, 6223A Pacific Hall, 4-4467, tch@ucsd.edu*

Biochemistry: Stan Opella, 3121 Natural Sciences Building, 2-4820, sopella@ucsd.edu

Hector Viadiu-Illaraza, 4316 Natural Sciences Building, 2-4486, Viadiu@ucsd.edu

Inorganic: F. Akif Tezcan, 6218 Urey Hall, 4-5598, tezcan@ucsd.edu

Analytical: Tim Bertram, 3050M Urey Hall Annex, 4-6371, tbertram@ucsd.edu

Physical: Francesco Paesani, 3242 Urey Hall, 2-3383, fpaisani@ucsd.edu

English Language Proficiency Examination:

James Whitesell, 6100E Pacific Hall, 4-5870, jwhitesell@ucsd.edu

Graduate Student Affairs Staff, 4010 York Hall:

Student Affairs Director: Irene Jacobo, 4-0780, ihjacob@ucsd.edu

Doctoral Program Coordinator: Pam Murphy, 4-6871, pmurphy@ucsd.edu

Financial Support:

Policies and Fellowships: Irene Jacobo, 4-0780, ihjacob@ucsd.edu

Grad Payroll: Iris Vazquez, x2-1824, ivazquez@chem.ucsd.edu

Fellowships binder and bulletin boards, Student Affairs Office, 4010 York Hall

OGS Web Site: <http://ogs.ucsd.edu/FINANCIALSUPPORT/Pages/default.aspx>

TA Assignments, 4010 York Hall:

Student Affairs Director: Irene Jacobo, 4-0780, ihjacob@ucsd.edu

TA Coordinator: Alejandro Vasquez, 4-2263, alvasque@ucsd.edu

Job Placement and Industrial Relations Resources:

Coordinator: Pam Murphy, 4-6871, pmurphy@ucsd.edu

Bulletin boards and Jobs binder, Student Affairs Office, 4010 York Hall

Career Services Center, Joseph Cribari, Graduate Student Career Advisor, 4-0141,

jcribari@ucsd.edu

Department World Wide Web Home Page: <http://www-chem.ucsd.edu/>

Office of Graduate Studies (OGS):

Admissions and Dean's offices: 518 & 520 University Center

Web Site (includes link to Graduate Student Association): <http://ogs.ucsd.edu/Pages/default.aspx>

TritonLink: <http://tritonlink.ucsd.edu>

STUDENT BENEFITS, REPRESENTATIVES, AND ORGANIZATIONS

UCSD offers a wide variety of organizations for development of your academic, career, political, religious, and recreational interests. For a comprehensive listing, see www-chem.ucsd.edu/Academic/staresources.html. Here are just a few:

GRADUATE AFFAIRS COMMITTEE AND STUDENT REPRESENTATIVES

The Graduate Affairs Committee reviews all issues pertaining to the UCSD Ph.D. program, the SDSU-UCSD Joint Doctoral Program, and the M.S. program. At the beginning of each Fall quarter, students elect two representatives to the Departmental Graduate Affairs Committee. Student representatives attend committee meetings and voice the opinions and concerns of their cohort on matters that are related to the graduate program but that are not of a confidential nature about personnel.

CHEMISTRY GRADUATE STUDENT ASSOCIATION

The goals of the Chemistry Graduate Student Association are to enhance the graduate school experience and to increase interactions between students and faculty in the department. The CGSA acts as a liaison between the graduate students, staff and faculty of the department. It organizes social events for the department, sponsors academic activities, and provides feedback to the faculty regarding the graduate program.

GRADUATE STUDENT ASSOCIATION (GSA)

<http://gsa.ucsd.edu/>

Student Center A, Second Floor (above Food Coop), 534-6504

Office Hours: M-F 8:30-4:30

gsa@ucsd.edu

The GSA is the official student government representing graduate and professional students. It is comprised of two or more representatives from each department and an internally elected executive board that leads bimonthly meetings. Functions of the GSA include allocation of the graduate student activity fee, the appointment of graduate students to campus-wide committees, and the sponsorship of academic and social events. Graduate students in the Department of Chemistry and Biochemistry elect two regular members and one to two alternate GSA representatives at the beginning of each Fall quarter.

PSYCHOLOGICAL AND COUNSELING SERVICES

http://psychservices.ucsd.edu/download_center_web/download_center_home.html

190 Galbraith Hall, 534-3755

Office hours: M-F 8:00-12:00 & 1:00-4:30

A staff of well-qualified psychologists and counselors provide assistance to students who may be experiencing academic, emotional, personal, marital, family or vocational problems. Individual and group counseling, psychotherapy, marriage or relationship counseling, sex therapy, family therapy, behavioral and hypnotic techniques are available. Individual counseling and psychotherapy are offered within the context of a short-term model. All services with the exception of specialized testing are available at no charge. Services are offered at all five college locations as well as the main center. Confidentiality is assured.

HEALTH AND DENTAL COVERAGE

<http://studenthealth.ucsd.edu/>

Student Health Center, 534-8089

Location: Student Health Service is located on Library Walk, west of the Price Center, south of Geisel Library.

Office hours: M-F 8:00-4:30, W 9:00-4:30

The Student Health Center provides primary care without charge during the academic year for all students who are enrolled and whose fees are paid. Summer Health Coverage and dental coverage has varied year-to-year; check with the Student Health Center for current information. Premiums for the Graduate Student Health Insurance Plan (SHIP) are paid as part of registration fees. This is a comprehensive group health plan mandatory for all graduate students. Students who have health insurance benefits equal to or better than those provided by SHIP may be waived from the SHIP requirement by following the procedures found by going to Tritonlink and clicking on Health Fee Waiver.

UCSD CROSS CULTURAL CENTER

<http://ccc.ucsd.edu/>

University Center 510, 534-9689

Location: The CCC is located between the Literature Building and Visual Arts Facility, off Lyman Lane on the UCSD Campus.

Office Hours: M-F 8-4:30

The CCC offers programs and services specifically designed to reflect UCSD's commitment to excellence, scholarship, and community through cross-cultural interactions. The center's focus areas include: faculty, staff, and student exchanges, educational material and resources, student outreach and retention activities, speakers, film series, community outreach, support and discussion groups, and leadership development.

WOMEN'S CENTER

<http://women.ucsd.edu/>

Student Center West Building 290

Office Hours: M-TH 9-5:30, F 9-3

The Women's Center provides education and support on gender issues affecting UCSD students, faculty, staff, and the community. The Center aims to advance women's intellectual, professional, and personal goals, and to increase awareness of the issues affecting women and men of diverse backgrounds and experiences. It offers quiet spaces for study and meetings, support groups and workshops, and children's play and care space (parent must arrange for supervision of their children at all times).

CAREER SERVICES CENTER

<http://career.ucsd.edu/>

University Center, 534-3750

Office Hours: M, T & TH 8-4:30, W 8:00-7:00, F 8:00-2:00

The Career Services Center helps UCSD students and alumni achieve their career goals through a variety of programs and resources including: career advising, on-line job listings, workshops, job fairs, special events and extensive reference rooms. Especially for Graduate Students URL: <http://career.ucsd.edu/sa/gettingstartPgsop.shtml>

ENROLLMENT AND REGISTRATION PROCEDURES

AVOID LATE PENALTIES AND TAX WITHHOLDINGS!

Students are responsible for knowing the deadlines for enrollment, registration, leaves of absence, and withdrawals. The student pays any fees or tax withholdings assessed as a result of missing deadlines. Deadlines for Fall, Winter, and Spring quarters are listed in the UCSD Schedule of Classes on TritonLink (see below). The first quarter in the Joint Doctoral program, students must meet the Registrar's enrollment and registration deadlines for new graduate students; in subsequent quarters, the deadlines are those for continuing graduate students. TritonLink is used to enroll in classes.

Students are officially registered at UCSD when they have enrolled in classes at UCSD and paid all required fees and tuition at SDSU each quarter. In Fall, Winter, and Spring quarters, there is a \$50 penalty for late enrolling late and a \$50 penalty for paying fees late, which means students could be assessed up to \$100 in late penalties. Additionally, students who do not register by the deadline during the academic year may be subject to up to 8.95% tax withholding from each paycheck that quarter.

TRITONLINK AND WEB-REG

tritonlink.ucsd.edu

All students should be familiar with the TritonLink Web site! From here they can access the quarterly UCSD Schedule of Classes, plan a course schedule, enroll in classes, add and drop classes, and change units or grading options. They can also look up grades, check enrollment and registration status, check billing statements, pull up unofficial or order official transcripts, and access a directory of UCSD students. Many other options are available, and more are in the planning stages.

To access TritonLink, each student must use a Personal Access Code (PAC). PACs are distributed to incoming students during advising hours of Orientation or are put in the Orientation folder. The PAC code does not change during a student's residency. If you forget or lose your PAC number, you must go to the Registrar in person with a photo ID in order to obtain a new one.

ACADEMIC ADVISING AND ENROLLING IN CLASSES

JDP students are advised about what courses to take at UCSD by the First-Year Adviser from their division (see the Orientation Schedule section). The SDSU adviser remains the student's Thesis Adviser and Doctoral Committee chair. Students enroll at UCSD the first Fall, Winter, and Spring quarter of their JDP studies; they do not enroll in a summer session. First-year students consult with their UCSD First-Year Adviser about what courses are recommended and required. The Academic Policies and Degree Requirements section outlines program expectations. TritonLink is used to enroll in classes (see above). The quarterly UCSD Schedule of Classes lists all courses offered within a quarter. It is on TritonLink. The UCSD General Catalog (www.ucsd.edu/catalog) has descriptions of the courses.

PAYING FEES

Central Cashier's Office: 401 University Center, 534-3725, 8:00-4:00

Other Student Business Service Units: 201 University Center, 822-4SBS(4727), 8:00-4:30, except Thurs. 10:00-4:30

JDP students pay registration fees to SDSU only, and do not have to pay fees or tuition at UCSD. The Student Business Services Office issues each student enrolled at UCSD a billing statement after the student has enrolled in classes. The billing statement reflects all debits and credits related to registration, housing, and other University services. Billing statements for JDP who already paid registration fees at SDSU should show a credit or waiver for UCSD registration fees. Students are responsible for paying any other debts. Checks should be made payable to the Regents of the University of California. Payments can be made at the Central Cashiers Office in person or by using the drop box. More information on fee payments and billing statements is in the Schedule of Classes and on TritonLink.

ACADEMIC POLICIES AND TIME LIMITS

ACADEMIC STANDING

To maintain good academic standing, a student must:

- Be registered in 12 units of upper-division or graduate level coursework at UCSD and/or SDSU, or be on official leave of absence (see below).
- Maintain a minimum overall GPA of 3.0 or higher coursework.
- Not accumulate more than a total of eight units of unsatisfactory grades overall.
- Make satisfactory progress in their program of study and thesis project (see Time Limits below).

Students who do not maintain these standards may be placed on probation by the Department and by the Dean of Graduate Studies or may be dismissed from the program.

TIME LIMITS

Campus policy has established maximum time limits for advancement to candidacy, for financial support, and for the total quarters registered. The UCSD Dean of Graduate Studies enforces these limits for UCSD doctoral students. The Department of Chemistry and Biochemistry has set and enforces earlier time limits for advancement to candidacy and financial support.

	Campus	Department
Advancement to candidacy	4 years	3 years
Financial support	6 1/3 years	4-5 years*
Registration	7 1/3 years	**

*JDP students are supported through SDSU.

** See Progress to Degree section

DIVISION TRANSFER POLICY

The feasibility of transferring from one division to another (e.g., from biochemistry to another division) depends on available resources in the division and other variable factors. Requirements of the doctoral program affected by a division transfer are the Placement Examinations, the courses taken, and the composition of the Departmental Examination and Doctoral Committee. Submit transfer requests to Pam Murphy at 46871, pmurphy@ucsd.edu.

LEAVES OF ABSENCE AND WITHDRAWALS

Contact Pam Murphy, Doctoral Program Coordinator at 4-6871, about policies and procedures for going on leave of absence (called "time out" at SDSU) or to withdraw from the program. Students who file for a leave or withdraw after classes begin will be responsible for paying fees according to the chart in the *Refund and Grading Information* section in *the Schedule of Classes*.

DEGREE REQUIREMENTS

BY YEAR

Programs of study are tailored to the needs of individual students, based on their prior training and research interests. Progress to degree is generally similar for all students. *The first year in the Joint Doctoral Program*, students take courses and fulfill their teaching requirement at UCSD. *Beginning the first summer*, the emphasis is on research, although courses of special interest may be taken at UCSD or SDSU throughout a student's residency. *In the second year*, students take a Departmental Examination, which includes critical discussion of a recent research article. *In the third year*, students advance to candidacy for the doctorate by defending the topic, preliminary findings, and future research plans for their dissertation. *Subsequent years* focus on thesis research and writing the dissertation. Most students graduate during their fifth year.

COURSE PROGRAM

An individualized course program is designed for each student in conjunction with his or her adviser. The Department has one specific course requirement: Chemistry 250, Seminar in Chemistry. Other course work may be prescribed by the First-Year or Thesis Adviser based on results of the Placement Examinations and the student's research concentration. First-year JDP students may wish to attend the Faculty Talks held during Orientation to learn about the on-going research and facilities available at UCSD. Attendance at talks is voluntary for JDP students.

- JDP students must spend at least three quarters in academic residency and complete 36 units at UCSD.** This is usually accomplished the first full academic year following admission to the Joint Doctoral Program. Students must enroll in a minimum of 12 units each quarter.
- To meet the units requirements in item 1 above, first-year students must follow these guidelines.**
 - Students normally enroll for 4 courses of 4 units each in Fall quarter.
 - A maximum of four units of Chemistry 500 (Teaching) counts toward the units requirement.
 - Chemistry 299 (Thesis Research) does not count toward either the 12 units/quarter or the 36 total units requirement.
 - Chemistry 297 and/or 298 may not count toward either the 12 units/quarter or the 36 total units requirement. Students must contact Pam Murphy, Doctoral Program Coordinator @ pmurphy@ucsd.edu to determine eligibility.
 - Chemistry 250 (2 units) is required. This is a seminar course in which students present brief seminars based on their first-year research experience or on a literature topic. It is the only seminar course that counts toward the 12 units/quarter or the 36 total units requirement.
 - Students are encouraged to enroll in the seminar courses (e.g., Chemistry 227, 293, 294, 295, or 296). However, these courses do not count toward the units requirements.
 - Advisers must approve any changes to a course program, including adds, drops, unit changes, and grading option changes.
 - Graduate courses (200 series and 500) are usually taken, although upper-division courses (100 series) are often appropriate or necessary to remedy deficiencies noted on Placement Examinations. No lower-division courses (numbers 1-99) may count toward units requirements.
- Courses from other departments (e.g., Biology, Physics, Mathematics, School of Medicine, and Scripps Institution of Oceanography) may be taken.** This may be particularly valuable in making contacts with faculty outside the Department for the Doctoral Committee.
- Students must be enrolled in 899, Dissertation, at SDSU the quarter/semester the dissertation is filed.**

GRADING

Graduate level courses at UCSD have two grading options: letter (e.g., A, B, C, D, and F) and S/U (satisfactory and unsatisfactory). First year students must take all courses for a letter grade unless the course is offered S/U only. ***Students who have not advanced to candidacy for the doctorate must take all courses within the Department for a letter grade, with the exceptions of Chemistry 500 and courses that are offered S/U only.***

PLACEMENT EXAMINATIONS

The purposes of the Placement Examinations are to assist with academic advising and to assure that students have the breadth and level of competence needed for graduate studies in the chemical sciences. These written examinations cover undergraduate course material and are given in biochemistry and in inorganic, organic, physical and analytical chemistry. By the end of Spring quarter of the first year, students must show proficiency in at least three of the five areas, including the one of their specialization.

Incoming JDP students are expected to have completed placement examination requirements with SDSU prior to start of first quarter of enrollment with UCSD. SDSU Program Advisor and UCSD First Year Advisors review the examination results and develop a prescribed course plan for each student who would benefit from additional training in one or more of the five areas. Students must pass their prescribed course(s) with grades of B or higher. *It may take more than one quarter to become proficient in an area, depending on a student's educational background.*

DEPARTMENTAL EXAMINATION, ADVANCEMENT TO CANDIDACY, AND DOCTORAL DISSERTATION

PROGRESS TO DEGREE

A student making good academic progress must pass the Departmental Examination before the end of the second year of doctoral work (sixth quarter) and the Qualifying Examination before the end of the third year of doctoral work (ninth quarter). In practice, students take the Departmental Examination in the fifth quarter because there may be a need to remedy deficiencies in the sixth quarter. Important information about the policies and procedures of these examinations is emailed to students in the Fall quarters of their second and third years. A well-prepared student may, in special cases, take either examination a quarter early. Past experience has clearly shown that students who wait until the last possible date to complete an exam do not fare as well as the average. Biochemistry students are expected to graduate in their fifth year, and students in other areas in the fourth year. Extensions to time limits must be approved by the Graduate Affairs Office and possibly by the Dean's Office of Graduate Studies.

DEPARTMENTAL EXAMINATION

The Departmental Examination is an oral exam consisting of a critical analysis of one or more recent journal articles. The purpose of the examination is to evaluate a student's progress in their graduate training overall, but especially in their particular field of study.

In Fall quarter of their second year, students are assigned a Departmental Examination Committee consisting of three faculty: two from the student's area, (a UCSD faculty, whom serves as chair, and a SDSU faculty) and a UCSD faculty from outside the student's area. This committee serves as the beginnings of the Doctoral Committee. It is selected by the Graduate Affairs Committee in consultation with the Thesis Adviser.

Two weeks before the examination, the student is assigned a published paper chosen by the committee chair in consultation with the Thesis Adviser. During the examination, the student summarizes and answers questions concerning the paper and its relation to the student's field of study and research. The student may also be asked to briefly summarize progress on their research project.

DOCTORAL COMMITTEE

The role of the Doctoral Committee is to provide a student with mentoring and guidance and to evaluate their progress toward the degree. They conduct the Qualifying Examination, supervise and sign on the dissertation, write annual evaluations of a student's progress, and administer the Doctoral Defense. As Chair of the Doctoral Committee, the Thesis Adviser takes the lead role. Both UCSD and SDSU must approve a Doctoral Committee at least two weeks before the Qualifying Examination; students should plan at least an extra week for obtaining required signatures from both campuses.

The Doctoral Committee, by University Regulation, must have a minimum of six members: three from SDSU and three from UCSD. Committee members from SDSU include the Thesis Adviser, who serves as Committee Chair, a faculty member, whose research is in a major area other than the student's, and a faculty member from another department. From UCSD Department of Chemistry and Biochemistry, the two members serving on the Departmental Examination Committee continue to serve on the Doctoral Committee and the third member is selected from outside the Department. The Thesis Adviser, in consultation with the student, selects both members from outside the Chemistry Departments at SDSU and UCSD. At least one member in the major department and one from outside must be a tenured faculty (an associate or full professor). There are other restrictions on committee members, and the Students Affairs Office provides detailed information to students in Fall quarter of the third year.

ADVANCEMENT TO CANDIDACY AND QUALIFYING EXAMINATION

To advance to candidacy for the doctoral degree, students must pass an oral Qualifying Examination. The topic for the examination is the student's proposed thesis project. Students meet with their Doctoral Committee and present their thesis research, both accomplished and planned.

FINISHING UP: DOCTORAL DEFENSE AND DISSERTATION

A student graduates after the thesis has been defended, signed by the Doctoral Committee, and filed at both UCSD and SDSU. This is a time for celebration!

PROFESSIONAL CONDUCT AND RESPONSIBILITY

Professional conduct and responsibility is expected of all students. Most students enter the graduate program with a solid grounding in these areas. However, they are often faced with new situations. The Department and University realize that professional growth is a part of graduate training, and they have developed written materials and informational forums to educate students about guidelines and policies. This training begins during Orientation and continues throughout a student's residency. Some of the most relevant Web sites are listed below.

If a student is ever in doubt about policies or appropriate behavior, the first step is to ask for guidance from an adviser, the Vice Chair for Education, the Graduate Affairs Committee, or the Dean's Office. Cases of misconduct are reviewed by the Graduate Affairs Committee, and possibly also by the Dean's Office, for action that may include up to dismissal from the University.

One of the expectations of professional conduct and responsibility is that students are prompt, reliable, and prepared for meetings, examinations, TA sections, and all other activities required as part of the graduate program. The only person authorized to approve an absence is the person in charge of the activity, such as the course instructor for TA duties. They should be contacted as far in advance as possible for approval of the absence and for making alternative plans to fulfill the requirement.

UCSD Notices are sent by email and also posted at adminrecords.ucsd.edu/index.html

Student Conduct Handbook: ugr8.ucsd.edu/judicial/22_00.html

Email: <http://www.ucop.edu/ucophome/policies/email/email.html>

Environmental Health and Safety: www-ehs.ucsd.edu/

Suspicious Mail: <http://adminrecords.ucsd.edu/Notices/1995/1995-01-17-1.html>

General Policies Governing Graduate Studies: 2007-2008 General Catalog, <http://www.ucsd.edu/catalog>

UCSD Integrity of Scholarship Policies: 2007-2008 General Catalog, <http://www.ucsd.edu/catalog>

Integrity of Research: <http://www.ucop.edu/research/policies/ucpols.html>

All students are encouraged to attend courses on ethics in science; students supported on training grants are required to attend. Watch for email announcements about these courses.

Sexual Harassment: <http://oshpp.ucsd.edu/>

TA Handbook: Hardcopy distributed at the departmental TA Training Seminar

Workplace Violence: <http://adminrecords.ucsd.edu/notices/1996/1996-08-29-2.html>

Principles of Community: <http://www.ucsd.edu/principles/>

GRADUATE STUDENT TEACHING

ACADEMIC TEACHING REQUIREMENT

In addition to any teaching requirement at SDSU, JDP students are required to successfully complete one quarter of teaching at UCSD. Course loads should be planned keeping in mind the quarter of UCSD teaching. Normally, JDP students teach at UCSD in one quarter of their first year, although sometimes fall or spring teaching are preferred based on the student's course program. Preferences for TA assignments are requested via the Web during specified dates: chem-admin.ucsd.edu/Acad/Instruc/Classes/TA.

Students enroll for four units of Chemistry 500 for a Satisfactory/Unsatisfactory (S/U) grade during the quarter they teach to fulfill the UCSD requirement. Students must attend the TA Training Seminar portion of Chem 500 (see Schedule of Classes). Performance standards, responsibilities, and duties of TAs are covered at the TA Training Seminar portion of Chemistry 500 and in the TA Handbook. They are also briefly described on the above referenced Web site. The TA Training Seminar is designed to provide training on the fundamentals of teaching as well as other useful information and techniques for becoming an effective TA. In the unlikely event that a U is earned in Chemistry 500, the teaching assignment must be repeated and a grade of S earned in order to fulfill academic degree requirements.

ENGLISH LANGUAGE PROFICIENCY REQUIREMENT

As part of the eligibility requirements for being a TA, all students whose native language is not English are required to take and pass an English Language Proficiency Examination by the end of the first year. Students first take a Pre-examination and then the English Language Proficiency Examination.

Pre-examination

During Fall Orientation, students take an oral Pre-examination with a linguist from the UCSD Center for Teaching Development. Based on the results of the Pre-examination, there are three possible outcomes:

- The student earns a Pass on the English Language Proficiency Examination (see below);
- The student is scheduled to take the English Language Proficiency Examination later during Orientation;
- The student is placed in an English and Communication class (see below) and does not take the English Language Proficiency Examination until the end of Fall quarter.

English Language Proficiency Examination

Department faculty and a linguist from the Center for Teaching Development give this oral exam. There are three possible outcomes:

- Students who earn a full Pass have met the English Language Proficiency Requirement and are eligible to TA. However, sometimes they are asked to attend an English and Communication class (see below).
- Students with a Provisional Pass have not met the proficiency requirement. Students will be told what they must do to earn a full Pass. This may include continuing the English Class (see below), taking the Proficiency Examination again, and TAing in the upcoming quarter (teaching evaluations will be taken into consideration in the grading of their Proficiency Examination).
- Students with a Fail have not met the proficiency requirement and are not eligible to TA. They must attend an English class (see below) in the upcoming quarter. In the eighth week of the quarter, they take the Proficiency Examination again.

Doctoral students who do not earn a Pass on the Proficiency Examination by the end of Spring quarter of their first year of graduate study are reviewed by the Graduate Affairs Committee and may be dismissed from the program.

English and Communication Class

A Learning Resource Specialist from the Center for Teaching Development teaches the English class. This specialized English class meets three hours each week. The class is provided free of charge by the University as a service to students. Students do not enroll in it for units. Sometimes students in this class also participate in a TA mentoring experience.