

Department of Geography

Graduate Manual

Academic Year

2016 – 2017

NOTE: Some contents of this manual derive from the University General Catalog and various Graduate Division publications.

This manual is intended as a resource for graduate students in the Department of Geography. Students are strongly encouraged to read the relevant sections of the University Catalog that provide updated details about University rules, regulations, and policies as well as discuss questions or concerns with the Student Affairs Officer.

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INTRODUCTION

Geography at UCLA

Like other long-lived disciplines, geography has evolved and continues to evolve in its subject matter, concepts, and methods. Bringing together methods and concepts from the social sciences, the natural sciences, and the humanities, geographers today address questions about the spatial organization of human and physical phenomena, the nature of the places and landscapes that form the human and physical environment, and the relationship between that spatial organization and those places and landscapes. The work of geographers is expressed in diverse forms, in works as seemingly different as theoretical models and historical narratives, philosophical analyses and digital maps. The faculty and students in the Department of Geography at UCLA work in all of these areas.

Aims of the Graduate Program

Designed primarily for students pursuing the Ph.D., the principal goal of the graduate program is to produce scholars and scientists able to produce geographical work of the highest quality. The M.A. exists here as a foundation for the Ph.D., and we admit to the M.A. program only those students who have the Ph.D. as their ultimate goal. Graduate students are a core part of the scholarly and scientific community that constitutes the Department. Their research and teaching contributions are regarded as central to its mission.

These goals generate a number of objectives within the program:

- To bring graduate students as rapidly and fully as possible into the collegial, scholarly, scientific, and teaching life of the department;
- To provide a common foundation for graduate research in geography that socializes students into the discipline as fully as possible, while respecting both the nature of geography as a broad academic endeavor and the need for research specialization;
- To provide within the Department a variety of courses that are relevant to student research and training needs and to provide adequate information on opportunities for such courses outside the Department;
- To provide opportunities for students to become familiar both with current research within geography (especially as practiced within the Department) and with the culture of research presentation and criticism as related to the work of others but also to their own work;
- To support as far as possible, the financial needs of graduate students through a variety of teaching and research assistantships, fellowships, and stipends.

As scholars actively involved in the production of knowledge, graduate students are expected to take every opportunity to present research at scholarly meetings and to publish their work. The number and quality of published papers, conference presentations, and external grants and fellowships are important criteria used by hiring committees to select candidates for academic positions.

Admission

Complete information about applying for Graduate Admissions, as well as program requirements, may be found at www.gdnet.ucla.edu. For information on the Department, go to www.geog.ucla.edu.

The Department admits applicants for the degrees of M.A. and of Ph.D. However, it admits only those applicants whose ultimate objective is the Ph.D. Students must apply online through the Graduate Division website: www.gdnet.ucla.edu. Any materials that must be submitted in hard copy should be sent to the following address: *Graduate Advisor, UCLA Department of Geography, 1255 Bunche Hall, Box 951524, Los Angeles, CA 90095-1524*. A complete application includes the following:

- 1) Statement of purpose (no page limit)
- 2) Transcripts of all prior college and university coursework (**one sealed, official hard copy of all transcripts must be mailed directly to the Department**)
- 3) Three letters of recommendation (academic references are strongly recommended)
- 4) Writing sample: Evidence of one's ability to conduct substantive research and articulate ideas clearly in writing. For those with an M.A. or equivalent degree, the sample should be in the form of a single-authored published paper, thesis chapter, or the equivalent.
- 5) Official results of the Graduate Record Examination (GRE) are required for domestic applicants. While the GRE is not required for international students, the Graduate Admissions Committee strongly recommends that international applicants also submit GRE scores.
- 6) TOEFL or IELTS scores: More information regarding the English requirements may be found at <http://www.gdnet.ucla.edu/gasaa/admissions/ENGREQ.HTM>.

In general, a successful applicant will have (1) completed an undergraduate degree with a major in geography or a related field, (2) attained at least a 3.3 grade-point average (GPA) in courses taken in the junior and senior years and in the major for admission to the M.A. program or a 3.5 GPA in graduate courses for students entering the Ph.D. program with an M.A., (3) attained an acceptable GRE score, and (4) provided strong letters evaluating past academic, and possibly professional, performance and potential for high achievement in graduate studies. Exceptions to these guidelines may be made for students whose records indicate unusual promise.

Admission to the M.A. or Ph.D. program requires that a faculty member from the Department of Geography express a willingness to serve as an interim advisor to the applicant. Students are therefore strongly advised to establish personal contact with potential advisors before applying to the program. For a list of faculty and their research interests, please visit www.geog.ucla.edu and click on "People" and/or "Research."

Major Fields or Sub-disciplines

Students commonly specialize in one or more of the following areas of geographical knowledge: environmental studies, biogeography, GIS, remote sensing, climatology, demography, geomorphology, hydrology, cultural, economic, historical, political, regional, social, or urban geography. However, because geographical knowledge and its associated research questions frequently transcend disciplinary and sub-disciplinary boundaries, the student, in consultation with knowledgeable faculty members, is expected to

further refine and deepen his or her research interests, within, across, and beyond these organized research and teaching areas.

UCLA General Policies and Regulations Governing Graduate Study

Definitions and guidelines outlined in this manual should be compatible with the regulations imposed on graduate study outlined in the University Catalog. If conflicts arise, University regulations take precedence, although the Department does have the right to set its own requirements in a number of areas.

A note on terminology: At UCLA, the term “Graduate Advisor” is used to refer to what is often termed the “Graduate Director” or “Director of Graduate Studies,” and you will see all three terms used interchangeably in this manual. Each student is, upon arrival, assigned a faculty member as an “Interim Advisor.” That person often, though not always, becomes the “Chair of Advising Committee” or “Committee Chair” or, simply, “Advisor.” “Student Affairs Officer” refers to the Departmental Advisor in 1255B Bunche.

Registration and Enrollment

Registration consists of paying fees and enrolling in classes. Graduate students must be registered and enrolled or be on an official leave of absence every term until completion of the degree. Failure to register or be on an official leave of absence for any term constitutes withdrawal from UCLA.

Registration fees and other enrollment charges are paid through the UCLA Student Billing statement, also referred to as “BruinBill” or “BAR.”

Enrollment is completed via myUCLA at www.my.ucla.edu.

The Department, following University guidelines, requires that each student enroll in at least 12 units by Friday of Week 2 of each quarter. These units will consist of a combination of 100-500 level courses (though see more detailed requirements throughout the manual). The student’s choice of courses should be determined in consultation with the advisor. Typically, a student who has completed all required coursework will thereafter register in 12 units of 500-series (independent study) courses for the grade of S/U until the completion of the degree. Students generally take additional classes beyond the minimum required for their degree.

For important dates and deadlines, please refer to the academic calendar:

www.registrar.ucla.edu/calendar. Registration Fee deadlines: **September 20 for Fall; December 20 for Winter; and March 20 for Spring.**

Students hired as Teaching Assistants (TA) or Graduate Student Researchers (GSR) may request a fee deferral, which extends the fee-payment deadline. For more information, contact the Student Affairs Officer.

Standards of Scholarship

UCLA requires at least a B (3.0) average in all courses taken in graduate status at the University and in all courses applied toward advanced degrees. A student is considered on probationary status and subject to dismissal if the cumulative scholarship in all work attempted in graduate status falls below a B (3.0) or if the student’s work in any two consecutive terms falls below a B (3.0) average. In courses graded on an S/U basis, the grade of S (satisfactory) is awarded for work that would otherwise receive a B or better. Grades S and U are not included in calculating grade-point averages.

Students should avoid receiving “I” (Incomplete) grades whenever possible. Incomplete grades automatically lapse to an “F” if the coursework is not completed by the end of the subsequent quarter (i.e. for an “I” in the Spring, students have until the end of the Fall). Incompletes affect graduate funding and may affect extramural fellowships.

Standards of scholarship outside the classroom will be discussed and evaluated at the Spring Review by the Geography faculty. In the Spring Review, students’ progress toward degree will be evaluated as “Favorable”, “With Reservations,” or “Unfavorable”. “With Reservations” or “Unfavorable” reviews could result in dismissal from the Geography graduate program.

Leave of Absence (LOA)

Graduate students in good standing (GPA>3.0) may be granted leaves of absence (LOA) on approval from the Department and the Graduate Division. **International students** must first consult with the Office of International Students and Scholars (www.internationalcenter.ucla.edu). Students must discuss their reasons for requesting leaves and receive permission from their faculty advisor. **Students may only take an LOA for a maximum of 3 quarters and only for the following reasons: family obligations (parenting), medical, emergency, military, and outside employment.**

The Leave of Absence Request form (<http://www.gdnet.ucla.edu/gasaa/library/loarequest.pdf>) must be submitted to the Student Affairs Officer by the end of the first week of the quarter in which the leave is to begin. Students on an LOA are not eligible to receive University financial support. It is anticipated that a student on LOA will not use more than 12 hours of University facilities and faculty time. Students are not supposed to be carrying out any university business, even conducting research. Students on leave may wish to purchase a library card.

Graduate students who fail to register and enroll for a quarter and who do not take an official LOA are considered to have withdrawn (considered lapsed status) from the University and must compete for re-admission with other applicants.

***In Absentia* Registration**

If graduate students are not eligible for an LOA, students may petition for *in absentia* Registration if they are conducting research directly related to their degree program **outside** of California. **Doctoral students may petition for *in absentia* for up to two years (six quarters)** and must be advanced to candidacy (otherwise, an exception must be requested). While registered *in absentia*, students are responsible for paying 15% of Tuition, 100% of health insurance fees, and 100% of Non-Resident Student Tuition (if applicable). If a student receives external funding for field work outside California and is registered *in absentia*, the department may pay *in absentia* tuition fees (15% regular tuition), but not health insurance and Non-Resident Student Tuition, on an as-available basis.

The *in absentia* petition (<http://www.gdnet.ucla.edu/gss/library/abspetition.pdf>) must be submitted no later than one month prior to the beginning of each quarter based on the Registrar’s Office calendar (<http://www.registrar.ucla.edu/calendar/>). For the differences between an LOA and In Absentia, visit <http://www.gdnet.ucla.edu/gasaa/library/loacomparison.pdf>. While registered as In Absentia, students are eligible to receive a fellowship, hold a GSR appointment, and maintain health insurance benefits.

Standards and Procedures for Graduate Study at UCLA

Further details on University rules and regulations mentioned in the sections throughout this manual may be found in the *Standards and Procedures for Graduate Study at UCLA* on the Graduate Division website: <http://www.gdnet.ucla.edu/gasaa/library/spfgs.pdf>.

This essential booklet provides detailed information and sets forth general policies, many of which emanate from the Academic Senate and its Graduate Council, regarding completion of degree requirements, master's and doctoral committees, examination and foreign language requirements. General regulations concerning graduate courses, standards of scholarship, disqualification, appeal, leave of absence, normal progress toward degree, withdrawal, and a number of other matters are included.

THE MASTER OF ARTS PROGRAM

The Master of Arts degree in Geography is designed as a two-year program of study.

Course Requirements

General Requirements

The student must complete at least nine courses, seven (28 units excluding 298A, EOS and SOPHOS) of which must be at the graduate level (200 level), for a minimum of 36 units.

Type	Number required	Details
Graduate core course	1	Geog 297A
Required Seminar	1	Geog 298A (one-unit course that does not count towards the minimum MA course requirements)
Methods Requirement	1	<p>The Methods Requirement can be fulfilled either through coursework (graduate courses or elective courses) or other means (independent study, language program, etc.). If the method is not in the form of a course, the student must take an additional course to satisfy the nine-course requirement. Students who fulfill the methods requirement through some other means than a for-credit course must still take a 4-credit course to reach required 36 units. This course must be at the Graduate or Upper Division level, but does not need to be in Geography.</p> <p>Fulfillment of the methods requirement should be agreed upon by the student's advisor early in the student's career and certified via departmental form (obtained from Student Affairs Officer).</p>
Graduate courses	5	Geography or another department (200 series)
Elective courses	2	Graduate (200) or Upper Division (100 series) courses from inside or outside Geography, and/or one 500 series course with a Geography professor

Students must take Geography 297A and 298A during the first Fall quarter they are in residence. All coursework must be completed within two years and with a grade of B or better in each course with the exception of 500-level courses. Quarterly course enrollment plans should be approved by the student's advisor.

Additional Requirement (EOS / SOPHOS)

The student must also enroll in either C296A (EOS – physical) or 296E (SOPHOS – human) during each quarter in residence until graduation. Students may alternate enrollment in either course or enroll in both during the same quarter. Both courses take place on Mondays from 12p – 1p in the Green Room (Bunche 1261); EOS takes place on the SECOND and FOURTH Monday of every month and SOPHOS takes place on the FIRST and THIRD Monday of every month (some exceptions in schedule occur).

Failure to enroll and consistently attend either EOS or SOPHOS every quarter until graduation will result in a “With Reservations” report at the student’s Spring Review.

Individual Study Courses

The following rules pertain to *Geography 596: Directed Individual Study* and *Geography 598: Research and Preparation of M.A. Thesis*.

- Before enrolling in a 500-series course, students must consult with the responsible faculty member and develop a program of study.
- All 500-series courses must be taken for S/U grading only.
- Students may enroll in Geography 596 and 598 for the M.A. degree as often as required. Only one such course (for at least 4 units) may count toward the M.A. coursework requirement, and these courses do not count toward the minimum graduate-course (200 level) requirement.

Pedagogy courses

Geography 375 and 495 may not be applied toward course requirements for the M.A. degree.

M.A. Advancement to Candidacy

Once students have completed the required coursework, they are eligible for advancement to candidacy. In order to formally advance, students must do the following no later than the second week of the quarter in which the award of the degree is expected:

- 1) Complete an *Advancement to Candidacy* form: **Ask the Student Affairs Officer for this form.**
- 2) Nominate a Master’s Thesis Committee: <http://www.gdnet.ucla.edu/gasaa/library/masnomin.pdf>

The required forms can also be found at www.gdnet.ucla.edu under “Forms.”

Students should submit forms to the Student Affairs Officer for final approval after obtaining all necessary signatures. Copies of all documents must be made for the student’s file.

Candidates have one calendar year from the date of advancement to candidacy in which to complete all requirements for the degree.

Courses taken after advancement to candidacy may, by petition, be applied toward the Ph.D. course requirements. A formal letter of request must be submitted to the Graduate Committee for consideration.

The M.A. Thesis

The M.A. is regarded as a research training program, in which active mentoring is a primary expectation. The student must complete a thesis based on original research. Selection of a thesis topic, development of a thesis proposal, and conduct of the research proceed under the supervision of the student's M.A. committee. In some sub-disciplines, this may mean students being allocated research topics by their advisors.

Work toward the development of a thesis topic should begin early in the student's first year in the program. To ensure progress, each student should finalize a thesis title by Week 4 of the third quarter following enrollment in the program (normally Spring quarter). The thesis title and proposal should be approved by the student's M.A. committee by the end of the third quarter following enrollment in the program. Students may submit their titles to the advising office for inclusion in their files.

Thesis Proposal

The thesis proposal should be at least ten pages in length (~ 4,000 words). The proposal consists of a description of the problem to be researched and the proposed methods of research, a preliminary outline, an assessment of the originality and significance of the project, and a timeline describing the anticipated time of completion of the various stages of the study.

Once it has been approved by the advisory committee, the student must submit an electronic copy of the thesis proposal to the Student Affairs Officer.

Failure to meet primary deadlines for the proposal will be regarded by the Graduate Committee as a negative element in considering admission to the Ph.D. program.

Thesis

Instructions on the preparation and submission of thesis are available on the Graduate Division website. Thesis are now submitted electronically. For detailed information, visit <http://www.gdnet.ucla.edu/gasaa/etd/index.html>.

The aim of the Master's thesis is to expose the graduate student to self-directed research and to allow the faculty to evaluate the student's potential for doctoral study. The entire thesis project must be carried out in close consultation with all members of the thesis committee.

The thesis should generally be less than 20,000 words in length, exclusive of appendices and bibliography.

In addition, in consultation with the advisor, the student should choose a style guide (e.g., Chicago Manual of Style) appropriate to the student's sub-discipline and ensure that the finished thesis adheres to the bibliographical, citational, grammatical, and organizational standards set out therein.

Each quarter, Graduate Division offers **Thesis and Dissertation Meetings** to present guidelines for manuscript preparation and completion of degree requirements (for workshop schedule, visit www.gdnet.ucla.edu/gasaa/library/thesismtg.htm). Filing dates are listed on the Graduate Division website under "Deadlines." Students are responsible for following these guidelines and for filing their theses by the appropriate deadline. The specific content, organization, and length of the dissertation are determined through discussion with the advisor and committee members.

As a condition of receiving the degree, students must provide to the Department a bound copy of the thesis for inclusion in the Department's library. Ask the Student Affairs Officer for further details.

Thesis Committee

The Master's thesis committee consists of a minimum of three faculty members who hold regular professional appointments at UCLA: Professor (any rank), Professor Emeritus, Professor-in-residence (any rank), Acting Professor (any rank). The chair of the committee and at least one other member must hold academic appointments in the Geography Department, which are referred to as "internal members" (affiliated, zero-appointment faculty of the Department are considered internal members). Additional members above the minimum from any of the aforementioned titles, as well as Adjunct Professors or Lecturers, may be appointed to the committee and/or serve as co-chairs. By petition, one of the minimum three members may be a faculty member from another UC campus who holds an appropriate appointment as listed above.

M.A. Filing Fee (only for students not continuing into the PhD program)

During the quarter in which the degree is to be awarded, M.A. students who have fulfilled all requirements for the degree, except for filing the thesis, may be eligible to pay a filing fee in lieu of registration and educational fees. In such cases, two conditions must be met:

- 1) The student must have been registered in the preceding quarter.
- 2) All formal requirements for the degree, except for filing the thesis, must be completed before the first day of classes of the quarter in which the filing fee is to be paid.

Note: Unless the student was registered in the quarter immediately prior to the one in which the thesis is filed, the student must register and enroll during the filing quarter. If the student wishes to file during the summer and was not registered during the preceding spring quarter, he or she must wait until the Fall quarter to file.

The Filing Fee form may be found on the Graduate Division website:

<https://grad.ucla.edu/gasaa/etd/filingfee.pdf>. Students must submit a copy of the form to the Student Affairs Officer. Upon submission, a fee will be billed to the student's BruinBill account.

Suggested M.A. Timetable

The student should aim to complete all coursework as soon as possible and work toward completion of the thesis within five quarters from admission. It is recommended that the M.A. student meet with the advisor on a weekly basis. The following plan is based upon a regular Fall Quarter admission.

Year 1

Fall

Meet with interim advisor at the start of the quarter to decide appropriate classes to take. Register in Geog 297A or 298A and at least two additional classes. Students must enroll in EOS or SOPHOS (minimum 12 units total).

Begin to explore thesis research areas with interim advisor and other faculty.

Winter

Meet with interim advisor at the start of the quarter to decide appropriate classes to take.

Register in one of the graduate courses and at least two additional courses. Students must enroll in EOS or SOPHOS (minimum 12 units total).

Develop a potential thesis topic in conjunction with the thesis advisor.

Spring

Meet with thesis advisor at the start of the quarter to decide appropriate classes.

Register in one of the graduate courses and at least two additional courses. Students must enroll in EOS or SOPHOS (minimum 12 units total).

In consultation with the thesis advisor and other faculty, establish a thesis committee and finalize the thesis.

Meet with faculty advisor to prepare for the Spring Review of graduate students.

Summer

Use the summer and following months to conduct research and begin writing the thesis.

Year 2

Complete any remaining course requirements. Enroll in GEOG 495 in fall of the year of the first TA appointment. Students must continue to enroll in EOS or SOPHOS during every quarter. Submit the Methodology Substitution Request Form to the Student Affairs Officer.

The thesis committee may decide, in conjunction with the student, that additional courses beyond the required minimum are necessary. Submit *Nomination of Master's Committee* and *Advancement to Candidacy* forms before the 2nd week of Winter Quarter to the Student Affairs Officer. Complete research and submit the thesis by the end of the Winter or Spring Quarter.

Request for Continuation from M.A. to Ph.D.

Students completing their M.A. degree at UCLA must submit the following materials (electronically preferred) to the Student Affairs Officer for consideration by the Graduate Advisor before progressing to the Ph.D.:

A letter requesting admission into the Ph.D. program (can be as simple as the body of an e-mail)

Statement of purpose (no more than two pages): This should include the student's research plans, prospective doctoral committee members, etc.

*A letter of support from a faculty member willing to serve as Doctoral Advisor

*One additional letter of reference from a faculty member

*Faculty can send their letters directly to the Student Affairs Officer electronically.

These materials must be received no later than the end of the quarter in which the thesis is filed. Continuation to the Ph.D. is contingent upon successful completion of a Master's Thesis and approval from the Graduate Advisor.

In some cases, students may be asked to provide a preliminary draft of the thesis or other materials to the Graduate Affairs Committee. The M.A. student will be admitted to Ph.D. student status in the quarter following the filing of the Master's thesis.

THE DOCTOR OF PHILOSOPHY PROGRAM

The Ph.D. is designed to be a four-year program, but under special circumstances may take additional time.

Course Requirements

General Requirements

The Ph.D. student must successfully complete two courses requirements: 1) Geog 297A with a grade of B or better, and 2) Geog 298A and a methodology requirement that is established by the student's advisor/committee and certified via departmental form.

Students continuing from the M.A. program are not required to retake Geog 297A and 298A, but are required to fulfill a second methodology requirement unless the student's advisor certifies (via departmental form) that the fulfillment of the requirement for the M.A. also provided sufficient training in research methods to allow the student to conduct research at the Ph.D. level. Classes that a continuing M.A. student takes beyond the M.A. course requirements before the M.A. thesis is filed may be used to satisfy course requirements for the Ph.D. with approval from the Graduate Director.

Eight classes (32 units excluding 298A, EOS and SOPHOS) are required in addition to the core courses. Four of these should be graduate-level Geography classes (200 level). The three remaining elective classes must be upper division or graduate classes drawn from one or two fields outside geography, related to the student's major research area or sub-disciplinary specialization, and approved by the student's interim committee (the formal doctoral committee must be constituted prior to oral qualifying exams). Students who fulfill the methods requirement through some other means than a for-credit course must still take a 4-credit course to reach 32 units. This course must be at the Graduate or Upper Division level. All courses must be taken for a letter grade.

Type	Number required	Details
Graduate core course	1	Geog 297A
Required Seminar	1	Geog 298A (one-unit course that does not count towards the PhD requirements)
Methods Requirement	1	The Methods Requirement can be fulfilled either through coursework (graduate courses or elective courses) or other means (independent study, language program, etc.). Fulfillment of the methods requirement should be agreed upon by the student's advisor early in the student's career and certified via departmental form (obtained from Student Affairs Officer). Students who fulfill the methods requirement through some other means than a for-credit course must still take a 4-credit course to reach required 32 units (excluding the core courses). This course must be at the Graduate or Upper Division level, but does not need to be in Geography.

Graduate courses	4	Geography Courses (200 series)
Elective courses (outside Geog)	3	Graduate (200) and/or Upper Division (100 series)

Students must take Geography 297A and 298A during their first quarter in the program. All coursework must be completed within two years and with a grade of B or better in each course. Quarterly course enrollment plans should be approved by the student's advisor.

Additional Requirement (EOS / SOPHOS)

The student must also enroll in either C296A (EOS – physical) or 296E (SOPHOS – human) during each quarter in residence until graduation. Students may alternate enrollment in either course or enroll in both during the same quarter. Both courses take place on Mondays from 12p – 1p in the Green Room (Bunche 1261); EOS takes place on the SECOND and FOURTH Monday of every month and SOPHOS takes place on the FIRST and THIRD Monday of every month (some exceptions in schedule occur).

Failure to enroll and consistently attend either EOS or SOPHOS each quarter until graduation will result in a “With Reservations” report at the student’s Spring Review.

Individual Study Courses

The following rules pertain to *Geography 596: Directed Individual Study*, *Geography 597: Preparation for Ph.D. Qualifying Examination*, and *Geography 599: Research and Preparation of Ph.D. Dissertation*.

- Before enrolling in a 500-series course, students must consult with the responsible faculty member and develop a program of study.
- All 500-series courses must be taken for S/U grading only.
- Students may enroll in Geography 596, 597, and 599 for the Ph.D. degree as often as required. Courses will not count towards course requirements.

Pedagogy Courses

Geography 375 and 495 may not be applied toward course requirements for the Ph.D. degree.

Written Qualifying Examinations

The main goal of the written qualifying examinations is to ensure that students develop a command of published literature in at least two sub-disciplines or fields of geography so as to secure adequate breadth of background to inform their dissertation research. Command of that literature is demonstrated through the writing of two “Field Statements” or review papers. A Field Statement (no more than 12,000 words including bibliography) consists of a substantial document prepared over the course of 3 months with content and quality approximately commensurate with a review article such as might be submitted to a review journal (e.g. *Progress in Human Geography*, *Progress in Physical Geography*). The two Field Statements should differ sufficiently so as to demonstrate command of the literature in two or more sub-disciplines or fields of geography. Expectations for the exam are to be determined by the examining committee. The department does not keep a list of acceptable fields, but the expectation is that the fields to be covered will

be among those accepted within the discipline as significant areas of inquiry. In general, the first field statement will pertain to a broader intellectual territory than the second, which is typically narrower and more in depth.

The second goal of the written qualifying exams is to require students to demonstrate their skills in conceptualizing a research problem related to their field of specialization and in designing and carrying out a small-scale project to address this research problem. This is accomplished by a mandatory “Practical” Examination, in which the student will be asked to (a) develop research questions and specific tasks for the project; (b) collect and analyze relevant data, e.g. from the field or archive, interviews, questionnaire, phone surveys, or laboratory tests; and (c) summarize how they approach the research problem, describe the materials they collect, and interpret their findings in a short report. The Practical Examination may take **no more than 48 hours** to complete. It does not have to be taken after completion of the field statements.

The advisor is responsible for providing the student with any necessary specialized equipment and advice prior to the exam, e.g., need for transportation, maps, security, or risk assessment. While the specific question may not be divulged prior to the exam date, the advisor may discuss with the student the general goals and scope of the exam. The exam must test the student’s ability to undertake primary research beyond UCLA libraries and labs and should be written in the form of a research report.

Administering of Examinations

The written qualifying examinations, including the Practical Exam, are administered by the committee chair in consultation with the written exam committee. The written exam committee consists of three faculty members, two of whom must hold regular appointments within the Department of Geography. A maximum of one affiliated faculty member may serve but may not act as chair. The student must secure the agreement of members to serve and the committee must be approved by the student’s advisor. The student should meet with committee members to discuss the Field Statements and Practical Exam after they have been read. Members of the written exam committee often become members of the student’s official Doctoral Committee.

It is expected that the student and advisor will meet with all members of the written exam committee to ensure that the format, rules and expectations related to the qualifying examinations are clearly understood, and the best way to achieve this is through close communication with the Advisor. It is the student’s responsibility to understand fully what is to be expected in each examination. In case of uncertainty, the Graduate Advisor should be consulted.

The written qualifying exams, including the Practical Exam, are to be completed no later than the student’s sixth term of residence. Exceptions may be made for students who enter the program without a Geography degree. In case of failure, the student may retake the examination once (with different topics), but no sooner than three months and no longer than one year after the original examination. Students must be registered during the term in which they hold their written exams. If the student was registered during the immediately preceding Spring Quarter, the student may take the written exam during the summer without being registered in summer sessions.

All written exams must consist of 100% original writing done solely by the student. Any replication of the words of others in any written exam will result in failure of the examination and possible termination from the program, as determined by the examining committee.

Nomination of the Doctoral Committee

At least one month prior to holding the oral qualifying examination (also known as Advancement to Candidacy), students must officially nominate their official Doctoral Committee and have the committee approved by Graduate Division. Oral exams cannot be held until Graduate Division has approved the Committee. In order for the nomination form to be accepted by the Department, each nominated committee member must indicate in writing (or by email) his/her willingness to serve on the committee.

Students must submit the Nomination of Doctoral Committee form (<http://www.gdnet.ucla.edu/gasaa/library/docnomin.pdf>) to the Student Affairs Officer once the appropriate signatures are obtained. A copy must also be kept in the student's file.

The Doctoral Committee consists of a minimum of four faculty members holding regular professorial appointments at UCLA: Professor (any rank), Professor or Associate Professor Emeritus, Professor-in-residence (any rank), Acting or Acting Associate Professor (any rank). Three members (internal members) must hold appointments within the Geography Department (affiliated, zero-appointment faculty in the Department are considered internal members), one of whom must be the chair. One member (external member) must be from a department other than Geography and may act as a co-chair. Two of the four committee members must hold the rank of professor or associate professor. Additional members may be nominated and serve as co-chair; these may include adjunct professors, adjunct associate professors, visiting professors, or visiting associate professors. By petition, one of the minimum four members may be a faculty member from another UC campus who holds an appropriate appointment as listed above. Also by petition, the external member may be a faculty member from another university inside (not UCLA) or outside of the UC system and from the same field as that of the student. For more information on the Doctoral Committee and exceptions to the Committee policy, refer to the *Standards and Procedures for Graduate Study at UCLA*.

Reconstitution of Doctoral Committee

Changes to Doctoral Committees may be made at any time after consultation between the student and committee chair(s). Any changes initiated by either student or faculty should be bound by rules of common courtesy and prompt notification. The Committee Chair(s) should be consulted about committee changes. Faculty cannot remove themselves from committees without discussion involving both student and committee chair. In cases of grievance, the student should appeal to the Graduate Advisor. To reconstitute one's committee, the following form must be submitted to the Student Affairs Officer: <http://www.gdnet.ucla.edu/gasaa/library/docreconst.pdf>.

Oral Qualifying Examination (aka Advancement to Candidacy)

The oral qualifying exam consists of a defense of the dissertation proposal. The maximum length of time permitted between written and oral exams is six months. Oral exams are normally scheduled no later than the end of the quarter following completion of written exams. Students must be registered during the term in which they hold their oral exam. If the student was registered during the immediately preceding Spring Quarter, the student may take the oral exam during the summer without being registered in summer sessions.

All members of the student's committee must be physically present for the oral exam (for exception to this policy, contact the Student Affairs Officer). The date of the exam must be one in which the student and committee members are available. Once a date is chosen, the student must consult with the Student Affairs Officer for department room availability and to prepare the appropriate paperwork.

Dissertation Proposal

Presentation of the dissertation proposal follows successful completion of the written qualifying examinations. The proposal must specify: the research question, describing in some detail the problem to be studied, its scientific background and an outline of the subject matter; the proposed methods of research; the degree of originality involved; and a timetable for completion of the degree. The proposal is written in consultation with the official doctoral committee and should be no more than 12,000 words in length in an easily legible point size. Once the proposal is accepted, significant changes in the project must be approved by the committee. Committee members should receive the dissertation proposal at least two weeks before the oral exam. Once approved, the student must submit an electronic copy of the dissertation proposal to the Student Affairs Officer.

Advancement to Candidacy

Students are eligible for advancement to candidacy after passing the oral qualifying examination with no more than one negative vote, completing four quarters of academic residence, completing the required coursework, and maintaining a 3.0 GPA in graduate standing. Upon advancement to candidacy, the student receives the C. Phil. degree. In instances of failure, the oral qualifying examination may be repeated once. Students have one year to repeat the examination.

On the day of the exam, all members of the doctoral committee must sign the Report on the Oral Qualifying Exam and Advancement to Candidacy Form obtained from the Student Affairs Officer. At this time, the committee will decide on the certifying members (who will read, approve, and certify the dissertation). A minimum of four members must be certifying members, three of whom are from the student's department and one from an "outside" department. The chair of the doctoral committee (or both co-chairs, if applicable) must serve as certifying member(s).

The candidacy fee will be billed to the student automatically on receipt of the completed form in Graduate Division (Graduate Admissions/Student and Academic Affairs, 1255 Murphy Hall).

Dissertation

The dissertation is the ultimate focus of the Ph.D. program and should clearly demonstrate the student's ability to conduct original investigation in a chosen field of study. The dissertation should be designed and executed in such a way as to make a significant original contribution to geographic knowledge, worthy of publication, in part or in whole, in a reputable scholarly or scientific medium.

Doctoral Dissertation Guidelines

Instructions on the preparation and submission of dissertations are available on the Graduate Division website. Dissertations are now submitted electronically. For detailed information, visit <http://www.gdnet.ucla.edu/gasaa/etd/index.html>.

In addition, in consultation with the advisor, the student should choose a style guide or manuscript style (e.g., Chicago Manual of Style or major journal in the discipline) appropriate to the student's sub-discipline and ensure that the finished dissertation adheres to the bibliographical, citational, grammatical, and organizational standards set out therein.

Each quarter, Graduate Division offers **Thesis and Dissertation Meetings** to present guidelines for manuscript preparation and completion of degree requirements (for workshop schedule, visit

www.gdnet.ucla.edu/gasaa/library/thesismtg.htm). Filing dates are listed on the Graduate Division website under “Deadlines.” Students are responsible for following these guidelines and for filing their dissertation by the appropriate deadline. The specific content, organization, and length of the dissertation are determined through discussion with the advisor and committee members.

As a condition of receiving the degree, students must provide to the Department a bound copy of the dissertation for inclusion in the Department’s library. Ask the Student Affairs Officer for further details.

Filing Fee

During the quarter in which the degree is to be awarded, doctoral candidates who have fulfilled all requirements for the degree, except for filing the dissertation, may be eligible to pay a filing fee in lieu of registration and educational fees. In such cases, two conditions must be met:

- 1) The student must have been registered in the preceding quarter.
- 2) All formal requirements for the degree, except for filing the dissertation, must be completed before the first day of classes of the quarter in which the filing fee is to be paid.

Note: Unless the student was registered in the quarter immediately prior to the one in which the dissertation is filed, the student must register and enroll during the filing quarter. If the student wishes to file during the summer and was not registered during the preceding spring quarter, he or she must wait until the Fall quarter to file.

The Filing Fee form may be found on the Graduate Division website:

<http://www.gdnet.ucla.edu/gasaa/etd/filingfee.pdf>. Students must submit a copy of the form to the Student Affairs Officer. Upon submission, a fee will be billed to the student’s BruinBill account.

Final Oral Examination

The Department of Geography requires a final oral examination for all Ph.D. students. This examination will consist of a public 45-minute oral presentation of the dissertation that is open to the public, followed by a closed-door examination by members of the doctoral committee only. All members of the doctoral committee (whether certifying the dissertation or not) must be present during the public and private examination. The candidate will not be considered to have passed the Final Exam with more than one “not passed” decision, regardless of the size of the doctoral committee.

Doctoral students who have failed to file the dissertation after ten years from the date of advancement to candidacy must provide a letter from the Committee Chair to the Graduate Division, indicating why the student should not be required to repeat requirements (coursework, qualifying examinations). The Graduate Division requires a final oral examination (defense of the dissertation) of all such candidates.

Guidelines for completion of a Ph.D.

The Ph.D. degree is designed as a three or four-year program of study, but may take longer depending on the topic and methods. The following is a set of guidelines that students may use to plan their course of study.

- 1) Coursework requirements should be completed as soon as possible within the first two years of study.

- 2) During Year Two, the student should complete the written qualifying examinations and develop the dissertation proposal.
- 3) Years Three and Four are generally devoted to dissertation research and writing.

In addition,

- 4) Student should meet with their faculty advisor at the start of each quarter to decide the appropriate classes or research plan. In their first year, they must register for Geog 297A and 298A.
- 5) Students must enroll in EOS or SOPHOS every quarter, unless they are out of state during the entire quarter, in which case a waiver may be sought from the Graduate Committee.
- 6) Students should meet with their faculty advisor during each Spring Term in preparation for Spring Review.
- 7) During the Summer of their first year, students should conduct preliminary research on potential dissertation topics.
- 8) If the student has been offered a TA position, Geog 495 must be taken in or before the first term in which the student teaches.
- 9) Students generally take the Qualifying Examination during the second year. The examining committee is generally in place by Fall of the second year, and is usually comprised of faculty who will be on the Doctoral Committee, although this is not a requirement. The examining committee is established by the student in consultation with the faculty advisor. Students should speak with potential members of the examining committee to obtain their consent to serve prior to starting the Written Qualifying Examination.
- 10) Before or upon completion of the Written Qualifying Examination, the student should develop a research proposal in consultation with the faculty advisor and doctoral committee. This means the doctoral committee is generally in place by the time the student completes the Written Qualifying Examination. Students should speak with potential members of the doctoral committee to obtain their consent to serve.
- 11) In consultation with the advisor and committee members, the student may be required to take additional courses for credit.
- 12) The dissertation proposal defense (i.e. Oral Qualifying Examination) and advancement to candidacy should be completed by the end of the term after completion of the Written Qualifying Examination.
- 13) The following years are generally devoted to dissertation research and writing. The actual length of the research and writing phase depends on a number of factors, including topic and methods. The department recognizes that these factors influence time to completion. The actual timetable for completion is determined by the doctoral committee in consultation with the student.
- 14) The Department requires a final Dissertation Defense. As soon as this has been scheduled with the committee, the SAO and Departmental Cartographer should be informed so that the Defense can be announced and publicized.

15) The Doctoral Committee may require revisions before members sign off on the final dissertation.

FACULTY AND STUDENT ADVISORY RELATIONSHIP

Smooth and timely progress through a graduate degree is facilitated by a constructive and supportive relationship between the student, faculty advisor, and committee members. Both faculty and student conduct are bound by University codes. The shared goal is an environment that supports scholarly inquiry and intellectual development. It is the joint responsibility of faculty and student to protect and enhance this environment.

In achieving these goals, the faculty-student advisory relationship is critical. This relationship depends upon early agreement of the following issues:

- Regularity of meetings
- Deadlines/timetable for the completion of degree requirements and/or other work
- General nature of potential research topics
- Turnaround and commentary on written materials
- Active mentoring
- Issues of authorship and data ownership from research

During the first weeks of the first quarter, the student and advisor may draw up an informal contract that governs the responsibilities of both. At the minimum, this contract should specify the responsibilities of both parties, the regularity of meetings, and both submission and return of written work. A copy of this contract may be filed with the Student Affairs Officer in 1255B Bunche.

At the stage of the Ph.D. written exams, the names of the committee should be filed with the Graduate Director via the Student Affairs Officer. Thereafter, any change to this committee must be filed with the Graduate Director and requires Graduate Director approval. With respect to the M.A., once the M.A. advisor has been chosen, that name should be filed with the Graduate Director and any change thereafter requires Graduate Director approval. All information should be given to the Student Affairs Officer to be kept in the student's file.

In addition to the relationship between a student and advisor, the Department encourages an environment of supportive scholarship. Departmental colloquia and student-organized seminars are important vehicles for achieving that aim and attendance at these gatherings is expected. Faculty also offer informal periodic academic training sessions on such themes as publishing, applying for research funds, jobs, etc.

Part II, Section A, of the Faculty Code of Conduct now sets forth ethical principles and unacceptable conduct with regard to faculty members and their students. The revised policy prohibits a faculty member from entering into a romantic or sexual relationship with any student for whom that faculty member currently has or prospectively might have academic responsibility (as defined). The policy also prohibits a faculty member from exercising academic responsibility for any student with whom that faculty member has a romantic or sexual relationship.

For more information, go to <http://www.ucop.edu/academic-personnel/files/apm/apm-015.pdf>.

Students should be aware that faculty often conduct research off-campus during the summer months and may not be available for meetings, exams, or reading work during that time.

THE STUDENT AND THE DEPARTMENT

Graduate students are full members of the academic community within the Department. They participate actively in its scholarly and administrative life, attending colloquia, social events, faculty meetings, and some departmental committee meetings. Much of the educational benefit to be derived from graduate school comes in the daily interaction between students and faculty. Students should review correspondence from faculty and departmental staff closely and respond as necessary in an efficient and thorough manner.

Office Space

The graduate offices are professional places of work. They belong to the Department and are not intended for use as living or storage space. They may also not be used for TA office hours. Use of an office is revocable by the Department at any time. Graduate students are assigned shared office space at the time of matriculation. M.A. students have use of office space for two years, Ph.D. students for four. Change of office space must be cleared with the Department in advance. Students are expected to vacate the office space during extended leaves of absence and upon completion of the program.

Computer Labs and Department Rooms

Registered and enrolled graduate students have access to other departmental facilities, such as the Graduate Student Computer Lab, other specialized labs, and departmental rooms, for academic purposes only.

All graduate students have access to the Graduate Student Computer Lab in Bunche 1250. Students may obtain a key and the computer password from the departmental staff. To use the printer, students may purchase reams of paper from the Front Office staff for \$3.50/ream (cash and exact change only).

Students should consult with the Student Affairs Officer prior to utilizing various department space. Graduate offices and labs are professional work places and must be kept clean and confined to legitimate work activities.

Keys

Students are provided keys to their offices, computer lab, and the TA office, if necessary. These keys must not be transferred to anyone else and must be returned to the Department at the end of the program. Each lost key will incur a \$10.00 charge.

Mailboxes and Department Address

All graduate students have a personal department mailbox, which can be found in the Graduate Student Computer Lab in Bunche 1250. Students are welcome to have mail sent to the Department and should check their mailboxes regularly whether expecting mail or not.

As members of the Department, graduate students may request use of the departmental address and letterhead from the Student Affairs Officer for such things as correspondence concerning letters of recommen-

dation, scholarly publications, professional meetings, research collaborations, and academic positions. The Department address may not be used for personal or non-academic mail. Students must use their home address on all official University databases and employment records. Please be sure to keep your contact information as up to date as possible on myUCLA and with the Student Affairs Officer.

Under no circumstances may departmental letterhead be used to convey personal opinions or imply departmental or university endorsement of an issue.

Graduate Student Representatives

All graduate students are represented by the official Graduate Students Association on campus (<http://gsa.asucla.ucla.edu/>). Within the Department, graduate students can (and are encouraged to) participate in departmental committees, including faculty meetings, department colloquia, graduate and undergraduate affairs, etc. Graduate students as a whole decide on who is chosen for each committee position prior to the start of the academic year.

Spring Review

During each Spring Quarter, an annual review of graduate student progress is conducted by the faculty. Spring Review is used to ensure that students are making satisfactory progress toward their degrees. The criteria are timely completion of coursework with satisfactory grades; timely completion of examinations; timely preparation of thesis/dissertation proposals; satisfactory research progress; adherence to rules and norms concerning academic and professional integrity, and timely completion of the degree. Additionally, regular participation in the EOS (C296A) and SOPHOS (296E) courses is also evaluated. Each year, before the Spring Review faculty meeting, the student should meet with his/her committee members to discuss the student's progress (a Spring Review form will be sent by the Student Affairs Officer to all students). The student's advisor brings the results of the discussion to the Spring Review table. Hence, it is important that early in the first year, the student begins to construct at least a provisional committee. In the event that a student has not decided on a committee, the Graduate Advisor shall, in consultation with the interim advisor, choose a reviewing committee. Results of the Spring Review assist the Graduate Affairs Committee in awarding TAships and other departmental fellowship funds.

Each student is informed of the review's outcome in a letter written by the committee chair and co-signed by the Graduate Advisor. Three outcomes are possible:

Favorable - student is making good progress towards the degree in keeping with the suggested timetables outlined in the Graduate Manual.

With Reservations - student has made visible progress since the previous Spring Review (for example, has completed additional required coursework, has finished a thesis/dissertation proposal, has passed the written or oral qualifying examinations), but has made insufficient progress overall. The committee chair will detail the reasons why "reservations" were given and what steps the student should take to receive a favorable review at the next Spring Review. Students who receive "reservations" will not be eligible for departmental funding in any form (i.e. stipends, teaching positions) until a favorable review is given or until the Graduate Director issues an exemption.

Unfavorable - student has made little, if any, visible progress toward the degree since the last Spring Review or has violated rules and norms of academic/professional integrity. The committee chair will detail the reasons for the "unfavorable" grade and specify steps to rectify the situation. Usually, the student will be asked to complete a specified thesis/dissertation-related task within a given period of time. Failure to

meet this deadline may result in termination from the program. Students who receive “unfavorable” will not be eligible for departmental funding in any form (i.e. stipends, teaching positions) until a favorable review is given or until the Graduate Director issues an exemption.

The faculty recognize that due to unforeseen professional or personal circumstances, not all students will precisely follow the typical timetable. Students are expected to account for such delays to their advisor for report at Spring Review.

FINANCIAL SUPPORT

Graduate Division and Department Funding/Publications

You will receive an Offer of Admission/Funding letter from the Department. This letter is our commitment to you. Please read and know the contents of this financial commitment and how it will be awarded. The main departmental mechanism for student support is through TAs, though limited funds may be available to fund students through other means. If a student is offered support through a TA in any quarter but cannot/will not serve as a TA (even if they have extramural funds), the Department cannot guarantee other means of support, even in cases where the Admission/Funding letter states a commitment of support.

Graduate Division annually publishes a brochure to acquaint students with the range of opportunities for support of graduate study at UCLA (Graduate Student Support for Continuing Students). Included are fellowships, traineeships, and teaching and research assistantships. The brochure may be downloaded from <http://www.gdnet.ucla.edu/asis/stusup/stusup.htm>. Application forms for certain awards may also be found on this website or by visiting the Graduate Division Fellowships Office located at 1228 Murphy Hall. Deadlines for submission of applications vary and are listed in the brochure.

Common open competition fellowships for Ph.D. students include the Dissertation Year Fellowship (DYF), Graduate Research Mentorship Fellowship (GRM), and Graduate Summer Research Mentorship Fellowship (GSRM). Application forms are available on the Graduate Division website as well as a list of eligibility requirements and deadlines. The Student Affairs Officer will also regularly send funding opportunities to students, including those listed above.

The Special Fellowships Office also announces extramural funding opportunities through a listserv, GRADFELLOWSHIPS-L. The list is open to UCLA graduate students, staff, and faculty. Subscription information can be found at www.gdnet.ucla.edu/asis/infoserv/gflist.htm.

The Graduate Division also publishes an online guide called Graduate and Postdoctoral Extramural Support (GRAPES), which lists the commonly sought fellowships that are available from non-UCLA sources. This guide is available at <http://www.gdnet.ucla.edu/grpinst.htm>.

Miscellaneous Funding

Financial aid (e.g. loans) is administered through the Financial Aid Office, which is located in A129 Murphy Hall.

In addition, students are encouraged to seek funding from extramurally administered programs, such as the Fulbright Program, the MacArthur Foundation, the National Science Foundation, the National Aeronautics and Space Administration, the Social Science Research Council, the Switzer Foundation, and others.

Students are strongly encouraged to apply for ALL types of aid for which they may qualify. Eligibility for any award is dependent on registration as a full-time student.

Departmental Fellowships

The Department of Geography administers graduate student fellowships. Calls for applications are sent out to all students via email throughout the academic year. The award of these fellowships and other competitive funds is made by the Graduate Committee, which determines the criteria for award and rules of competition. Students should know that in making such decisions, committee members take every care to ensure fairness and openness, commensurate with appropriate confidentiality.

Graduate students who are recipients of fellowships are expected to maintain satisfactory progress throughout their tenure in addition to being registered as full-time students.

Graduate Conference Travel and Research Funding

Travel funding is administered through the Graduate Division. To encourage UCLA doctoral students to present their work and network at conferences in their field, to support travel associated with off-campus research and to enable students to take advantage of off-campus professional development opportunities, each new and continuing UCLA doctoral student will be provided up to \$1,000 total reimbursement (\$100 minimum for each reimbursement request) that can be used, in whole or in part, at any time through the student's seventh year in the doctoral program, as long as the student and the activities meet the eligibility requirements. You can review these guidelines, go to: <https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/doctoral-student-travel-grants>.

Non-Resident Student Tuition (NRST)

The Department may give awards for non-resident student tuition (NRST) as part of a funding package for incoming students. Due to limited funding resources, the Department cannot guarantee assistance beyond the initial offer.

If you are a U.S. Citizen or Permanent Resident, but not a California Resident, it is imperative that you work toward becoming a California Resident as soon as possible. As a California Resident you will not need to pay the NRST fees of \$15,102 per year. It is important to start this process as soon as you get to California, since it takes one year to complete. For more information about residency, go to www.registrar.ucla.edu/residence/. All students who are US Citizens or Permanent Residents are expected to gain California Residency before the residency deadline in their second year. The Department will not pay NRST for eligible students who miss the residency deadline for their second year.

Taxes and Fellowships

Fellowship stipend income is taxed differently than most other types of income you may have encountered in the past.

Amounts spent on fees, tuition, or required course expenses are not taxable. However, the portion of fellowship stipend income you spend on items other than fees, tuition, and required course expenses will likely be considered taxable by the IRS. U.S. citizens and permanent residents who are California residents (for tax purposes) do not have taxes withheld from their fellowship stipend checks. Nonetheless, these individuals may be required to make estimated quarterly tax payments and to report the income on their tax returns.

Foreign students and those who live outside of California and file tax returns as California nonresidents will have state and/or federal taxes withheld directly from their checks. Information about fellowship taxation is available in IRS Publication 520, "Scholarships and Fellowships," available for download from the IRS website at www.irs.ustreas.gov. Another IRS publication available from the same website offers information on paying estimated tax when your residency status does not permit the tax to be withheld directly from your check: Publication 505, "Tax Withholding and Estimated Tax."

Students are advised to retain "Offer of Graduate Student Support" agreements, fellowship and traineeship offer letters, payroll wage stubs, and other documents and receipts related to fellowship stipends and course expenses. The Graduate Division website also has information that answers questions about UCLA fellowship tax withholding and reporting.

Teaching Assistantships (TA)/Graduate Student Researchers (GSR)

Academic assistantship positions include Reader, Teaching Assistantship (TA), and Graduate Student Researcher (GSR). These positions are intended to provide qualified students with relevant training for academic and academic-related careers in teaching and research and to augment limited university resources for graduate student support.

Limited TA positions are available within the Geography Department (priority is given to students with guaranteed TA funding in their admissions offer letter). A call for applications is sent by the Student Affairs Officer via email during Winter Quarter for the subsequent academic year. Limited Reader positions are available every quarter, depending on faculty's needs. The Department adheres to University-wide policies and procedures, including any collective bargaining units governing the selection, appointment, supervision, and training of all student assistantships published in the Academic Apprenticeship Personnel Manual: <http://www.gdnet.ucla.edu/gss/appm/aapmstudent.pdf>.

Students in assistantship positions must register and enroll in at least 12 units each quarter (including TA courses, such as 375 or 495). Students holding academic apprentice appointments who are enrolled in fewer than 12 units, take a leave of absence, or withdraw will have their appointments terminated.

Each TA must enroll in Geog 375 (4 units), "Teaching Apprentice Practicum," with their faculty supervisor every quarter they are working as a TA.

Students are also encouraged to apply for TA or GSR positions from other departments and study centers (e.g., Global Studies, Institute of the Environment & Sustainability (IoES), Center for Pacific Rim Studies, the Center for Chinese Studies). A listing of available assistantships throughout the campus may be found at <http://www.gdnet.ucla.edu/gss/ase/opportunities.pdf>.

The Geography Department restricts financial support for Master's degree students to two years and Ph.D. students to four years. Graduate students continuing from the M.A. to the Ph.D. program are normally eligible to receive a total of four years of support from the Department. Departmental support will generally not be available beyond year two for M.A. students and year four for Ph.D. students.

TA Training (495 and TA Workshop)

In order to TA in the Geography Department, all students are required to complete the following requirements in the first year they are offered a TA position in the Department (this is also required of non-Geography graduate students offered a TA position in Geography):

- Complete Geog 495 (2 units), “Teaching College Geography,” during the Fall quarter. The course typically meets once a week for 2 hours and is taught seminar-style by the TA Consultant (TAC) under the supervision of the Graduate Advisor.
- Participate in the one-day Geography TA Workshop, which is held in September before the quarter begins.

The class and workshop may be repeated for credit and can be taken again later for review. Experienced TAs may be called upon to participate as a “panel of experts” for the new TAs in both Geog 495 and the TA Workshop.

Should concerns arise regarding teaching performance, TAs may be asked to re-enroll in GEOG 495 for professional development.

In addition, all TAs should attend the one-day “TA Training Conference” hosted by the Office of Instructional Development in September of each year. For information, go to <http://www.oid.ucla.edu/content/ta-conference>.

TA Appointments

Continuing students who have not been guaranteed a TA position and would like to be considered for any available appointments in the following academic year must complete the TA application during the Winter Quarter, which is sent via e-mail by the Student Affairs Officer. All applicants will be placed on a waitlist and notified via email should a TA appointment become available. Due to the uncertainty of enrollment numbers and numbers of TA allocations, no fixed dates can be established.

Questions concerning the Department's allocation of TA appointments should be addressed to the Student Affairs Officer.

Criteria for Appointment

Due to the limited availability of TA positions within the Department, priority is generally given to departmentally-funded students and Ph.D. students. The Graduate Affairs Committee reviews applications and makes appointments accordingly.

Below is a list of some of the most important criteria used in making TA selections:

- **Academic Record:** Students must be in good academic standing (measured in terms of GPA, degree progress, and recommendations of faculty). Incompletes may have a negative impact on the record.
- **Stage of Research:** Priority is given to Ph.D. students and those who have completed the requirements for the Master's degree.
- **Teaching Record:** Students who have previously held TA positions must have received satisfactory teaching evaluations from both student and faculty.
- **Curricular Needs:** Curricular needs will be considered in making appointments (e.g. experience with computer cartography or quantitative analysis).

- Oral Proficiency in English: Graduate Division requires that all non-US citizens, including permanent residents, pass the TOP (Test of Oral Proficiency) exam before they are permitted to serve as TAs. However, students who hold a bachelor's degree from an institution in the US are automatically exempt from the exam. For more information, go to <http://www.oid.ucla.edu/training/top>.

All appointments are made without discrimination on the basis of race, ethnicity, religion, national origin, gender, sexual orientation, veteran status, or disability.

Teaching Ranks

There are three teaching ranks at UCLA:

- Teaching Assistant (title code 2310): No experience necessary
- Teaching Associate (title code 1506): Has a master's degree or has completed at least 36 units of graduate coursework (not including courses 375 or 495) and has at least one academic year of UCLA TA experience. Advancement to teaching associate is made at the discretion of the Department.
- Teaching Fellow (title code 2300): Formally advanced to candidacy, has demonstrated professional maturity and excellence as a scholar and teacher, and has at least two academic years of UCLA TA experience. Advancement to teaching fellow is made at the discretion of the Department.

For more information in this regard, refer to the Academic Apprentice Personnel Manual for Students: <http://www.gdnet.ucla.edu/gss/appm/aapmstudent.pdf>.

Benefits Associated with Assistantship Appointments

For detailed information, you may consult the Academic Apprentice Personnel Manual or the Fee Remission Benefits & Statement of Understanding 2013-2014 found at <http://www.gdnet.ucla.edu/gss/appm/feeremission.pdf>.

Fee Remissions

Medical insurance: All UCLA graduate students are required to carry medical insurance. Graduate students holding TA or GSR appointments at 25% time or more for the entire term qualify to have their medical insurance paid by the university for that term.

Educational and Registration fee: Graduate students holding TA or GSR appointments for at least 25% time for an academic term qualify to have a portion of their education fee paid by the University for that term.

For complete details on fees, remissions, and pay scales, go to: <http://www.gdnet.ucla.edu/gss/library/feesintro.htm>.

Fee Deferrals

Students appointed as a TA/GSR are eligible to receive, upon request, a fee deferral for registration fees assessed during the quarter in which they are serving. The deferred payment deadline is two months after the regular Registration Fee deadline. Students must contact the Student Affairs Officer for information.

TA Advance Loans

TAs are eligible to receive an interest-free advance on their student funding, which will be repaid by payroll deductions from TA compensation. One-half of the loan is deducted from the student's second paycheck and one-half from the third paycheck. Requests for loans should be made prior to the start of the quarter from the Student Affairs Officer.

Declining an Appointment

Students wishing to decline a TA position for a particular quarter must inform the Graduate Advisor and Student Affairs Officer as soon as possible but no later than the eighth week of the preceding quarter. Please note that students cannot decline a TA offer for a particular quarter and "bank" it for use in the future.

Department of Geography Teaching Assistant (TA) Guidelines

The Department is dedicated to providing undergraduate students with a strong background in the fundamentals of the discipline as well as helping them to develop general skills in analysis and critical thinking. Discussion sections in introductory courses, which are led by TAs, are an important part of this process.

The following is designed to clarify the roles and responsibilities of TAs and their supervising faculty so that they can work together to create valuable undergraduate courses. Students should also refer to the Department's *Geography TA Handbook* with additional TA information that can be obtained from the Student Affairs Officer.

TA Rights

This section is derived substantially from the [Academic Apprentice Personnel Manual for Students](http://www.gdnet.ucla.edu/gss/appm/aapmstudent.pdf): <http://www.gdnet.ucla.edu/gss/appm/aapmstudent.pdf>.

A TA is a registered graduate student in academic residence at UCLA, "a student teacher" selected for his or her scholarship and promise as a teacher and serving an apprenticeship under the active tutelage and supervision of regular faculty members who are responsible for curriculum and instruction in the University.

TAs supervise assignments in small discussion and lab sections of undergraduate courses. Their assignments are expected to include an appropriate range of supportive activities, such as assisting the faculty member with the preparation of course materials and/or laboratory demonstrations; attending the faculty member's lectures, laboratory instruction periods, and/or scheduled instruction periods in non-traditional formats; reading student papers and examinations; assisting with student performance evaluations and grading; holding office hours; giving tutorial or small group assistance to students; teaching in scheduled or nonscheduled discussion, quiz, laboratory, or field sections for the faculty member in charge of the course to which he/she is assigned. TAs are not to be given primary responsibility for determining instructional content of any course, for selecting student assignments, for planning examinations, for assigning the term grade for students, or for instructing an entire course (with the exception of summer courses). Teaching Assistants are not to be utilized exclusively as Readers.

TA Responsibilities

Workload

TAs are generally appointed at no more than 50% time per quarter. TAs should not work more than an average of twenty hours per week over the three months of employment (this includes time attending lectures, preparing for sections, holding sections, holding office hours, and grading assignments). Any concerns about the hours worked should first be raised to the supervising faculty and adjustments made accordingly. If no resolution is reached, the Graduate Advisor or Department Chair should be notified.

Enrollment and PTEs

Although TAs are not expected to enroll students beyond the capacity set in the class schedule, PTE (permission to enroll) numbers may be distributed to students at the professor's discretion in consultation with the TA. Workloads associated with variations in section size should be adjusted accordingly. TAs may access PTE numbers through myUCLA or from the professor or Student Affairs Officer.

Curriculum

TAs are expected to meet with every scheduled discussion section and to begin on time. In case of any emergencies, the supervising professor and Student Affairs Officer should be notified immediately.

Discussion sections should be designed to enable the students to better understand course lectures and readings. They should be conducted as discussions or labs, rather than lectures. Students should be encouraged to participate actively in order to develop their ability for critical and creative analysis.

While section curriculum is ultimately the responsibility of the faculty member, TAs should feel encouraged to develop new lesson plans or modify existing ones.

Desk Copies

TAs are entitled to a free copy of the required texts for use in their assigned course before instruction begins by contacting the publisher directly. If desk copies have not arrived in time from the publisher, TAs should contact the Student Affairs Officer for assistance. Desk copies should be returned to the Student Affairs Officer for use in subsequent quarters.

Copier Use

TAs may use the department copier in Bunche 1253 for class-related copying only. Prior to the start of the quarter, a unique copier code is assigned to each course and distributed to the supervising faculty. To obtain the copier code, contact the supervising faculty or Departmental Staff.

Lectures/Meetings

TAs are expected to attend all course lectures. TAs are expected to arrive early to provide assistance when there are materials to be distributed (on the first day of classes and on exam days, for example). TAs may also be responsible for setting up and operating AV equipment. Although giving course lectures is not a requirement, TAs may accept an invitation or volunteer to give an occasional lecture.

TAs should expect a meeting with the professor before instruction begins. TAs are expected to attend any meetings scheduled by the professor throughout the term.

Office Hours/Location

The days and time of office hours for each TA should be given to the Departmental Staff prior to the start of the quarter. TAs are expected to hold office hours for at least two hours per week during times that are convenient for students in the course. Although there is no requirement to hold extra office hours as mid-term and final exams approach, TAs are encouraged to do so.

TAs are expected to hold office hours in appropriate locations, such as the Geography TA office in Bunche A185 or classroom labs. TAs may not hold office hours in personal graduate student offices out of respect for fellow officemates and in order to maintain privacy and confidentiality.

TA Office Keys

A key to the TA office will be issued to each student serving as a TA. This key must be returned to the Department Main Office at the close of the last quarter of service. Please do not hand your key over to another student. Lost keys will incur a \$10.00/key charge.

Submission of Assignments

TAs may have students submit assignments to the Geography Main Office in 1255 Bunche; do not have students submit assignments directly to your personal graduate student mailbox. If a large number of assignments are expected to arrive in the Geography Main Office, inform the Student Affairs Officer at least one week in advance and prepare for appropriate accommodation of exams (e.g. create a box with a label for multiple submissions).

Exams/Grading

TAs are expected to attend all exams and share the responsibility for proctoring. This includes assisting the professor in distributing and collecting exams, answering questions, and actively circulating around the testing area.

TAs may be asked to provide professors with advice regarding the nature of exams and other assignments; however, the professor has the primary responsibility for preparation of exams.

Each TA is responsible for grading the work of all students enrolled in their respective sections. The supervising professor, in consultation with TAs, should establish grading criteria as well as grading timetables.

TAs are expected to remain in residence until the end of the week following exams (appointments are at 50% for three full months). The Department strongly suggests that the professor and TAs schedule a final meeting time to settle all matters related to the class.

Any exceptions to the class schedule must be resolved in advance with the professor.

After final grades are assigned, copies of all section grading records as well as any graded materials not returned to students should be given to the supervising professor.

End of Quarter Filing of Course Materials

One set of TA materials from each course should be filed in the locked TA course files. This should include successful labs, discussion outlines, and section assignments. If there are several TAs for the

course, they should designate one TA to be responsible for filing this material, but all should contribute to the effort.

Emergency Absences

TAs are not eligible to accrue vacation or sick leave credit. In case of illness or other emergencies, below are a few broad guidelines that may be helpful.

Short-Term Absences

Arrangements should be made in advance to accommodate any absences (i.e. asking other TAs to lead sections or assist with grading). Supervising faculty and the Departmental Staff should be kept apprised of any absences.

Long-Term Absences

Departmental support for the TA will continue for the duration of the quarter under the following conditions:

- The faculty member and/or Chair authorizes the absence
- It is possible to distribute the extra workload to other TAs or hire a replacement

University policy provides that academic apprentice appointees who fail to meet their assigned duties may receive a corresponding reduction in pay. Failure to complete assigned duties for an extended period of time will constitute abandonment of the position and may result in termination of the apprentice position, denial of re-employment, or other appropriate sanctions.

Concerns/Issues

Supervising faculty and TAs should discuss any concerns regarding roles and responsibilities as they arise. However, students should feel free to consult with the Graduate Advisor for advice on unresolved issues.

For detailed information concerning grievance procedures or issues related to harassment, consult the TA Handbook (<http://www.oid.ucla.edu/content/ta-handbook>) distributed by the TA Training Program in the Office of Instructional Development.

Supervising Faculty Responsibilities

Supervisory role

Faculty should provide TAs with sufficient information to ensure confidence about the content, presentation, and implementation of materials in labs or discussion sections. This information may include rationale, goals and objectives of the session, specific content and appropriate emphasis on each topic, questions to ask or points to cover, potential problem areas and possible solutions, and references to assist in the TA's preparation.

TAs should not be given full responsibility for the instructional content nor instruction of any course, selection of student assignments, planning of examinations, or determining term grades for students. TAs are not to be utilized exclusively as Readers.

Grading

The supervising professor is responsible for setting grading criteria for exams and assignments. Every effort should be made to ensure consistency across sections, which may include providing TAs with answer keys to examinations with a detailed breakdown of the assignment with points and guidelines for grading. Faculty should be readily available to TAs who have questions concerning grading.

Weekly Meetings

Faculty and TAs are expected to schedule weekly meetings to discuss content and presentation of the lab or discussion section. If equipment is involved, the faculty member or other qualified person should provide equipment instruction.

Evaluations

Faculty will be required to submit evaluation forms for each TA at the end of the quarter. These may be used in determining TA allocations in the future.

Criteria for Assigning Classes

The Department Chair and Graduate Advisor, in consultation with the Student Affairs Officer, are ultimately responsible for assigning TAs to specific teaching assignments. Every effort is made to ensure that each TA gets their class choice and is working in their area. This is made easier to the extent that TAs are willing to compromise and to properly acknowledge past inequities and accommodations. Changes may have to be made based on need and changes in enrollment numbers.

First preferences are typically granted to TAs who are taking qualifying exams or finishing a thesis or dissertation; teaching for the first time; had a split assignment or an especially difficult assignment in a previous quarter; or are teaching in their last quarter and have never received the course assignment that they have wanted.

TA Appointments - Administrative Requirements

Each TA appointment is made for no more than one academic year at a time. Subsequent year appointments are contingent upon satisfactory evaluations from supervising faculty. Unsatisfactory evaluations during any quarter may result in warning and/or revocation of TA appointments.

Students with TA appointments must be registered and enrolled in at least 12 units.

Students who apply and are on a waiting list may receive an appointment at any time during the year depending on space/funding availability.

Limitations on Duration of TA appointments

a. Departmental Limitations:

M.A. students may serve as TAs for a maximum of six quarters.

Ph.D. students may serve as TAs for a maximum of 12 quarters, including the quarters served as a TA while in the M.A. program.

b. Graduate Division Limitations:

The Geography Department is subject to Graduate Division academic apprentice personnel policies, which stipulates that a graduate student can hold TA positions for a maximum of 12 academic quarters (4 years) and, by exception once advanced to candidacy, no more than 18 quarters (6 years). No exceptions beyond 18 quarters will be approved. Summer TA appointments do not count towards the 12- or 18-quarter counts.

Summer TA Appointments

Summer TA positions differ than academic year TA positions in that they do not count toward students' 12-quarter/18-quarter TA maximum and the student is solely responsible for constructing and teaching the course. In order to be eligible to teach in the summer, the student must be advanced to Ph.D. candidacy and be a Teaching Fellow. Applications for summer positions are sent by the Student Affairs Officer during the Winter Quarter.

GRIEVANCE PROCEDURES

Complaints of a scholastic or professional nature involving faculty (e.g. grades, workload) should first be discussed with the faculty member concerned. In cases where no resolution may be reached, the issue should be discussed with the Graduate Advisor or Department Chair. Should the issue involve the Department Chair, the Dean of the Social Sciences (2300 Murphy Hall) should be consulted.

Complaints of misconduct against individual students should be made to the Dean of Students Office, 1206 Murphy Hall.

Complaints concerning alleged violation of the policies and regulations governing graduate study should be made to the Dean or Assistant Dean of the Graduate Division, 1237 Murphy Hall.

Complaints from TAs about workloads and evaluations are governed by the provisions of the Teaching Assistant Grievance Procedures, which are spelled out in detail in the Academic Apprentice Personnel Manual: <http://www.gdnet.ucla.edu/gss/appm/aapmstudent.pdf>.

Office of Ombuds Services

The mission of the Office of Ombuds Services is to ensure that all members of the University community receive confidential, fair, and equitable treatment in matters of concern or complaint. The Ombuds representative acts impartially and may assist in conflict resolution through mediation. The main office is located in the Strathmore Building Room 105, (310) 825-7627. For more information, visit <http://www.ombuds.ucla.edu/>.

HELPFUL LINKS

Geography Website: www.geog.ucla.edu

My UCLA (enroll in courses, pay bills, update contact information, TA website, Study List): my.ucla.edu

Academic Calendar: <http://www.registrar.ucla.edu/calendar/>

Schedule of Classes: www.registrar.ucla.edu/schedule

Dashew Center for International Students & Scholars (DCISS): www.internationalcenter.ucla.edu/

Graduate Division: www.gdnet.ucla.edu

Standards and Procedures for Graduate Study at UCLA:
<http://www.gdnet.ucla.edu/gasaa/library/spintro.htm>

Graduate Students Rights and Responsibilities: www.gdnet.ucla.edu/asis/library/academicintro.htm

Graduate Division Forms: www.gdnet.ucla.edu/forms.asp

Orientation Handbook for Entering Students: <http://www.gdnet.ucla.edu/orientation.html>

Thesis & Dissertation Meetings: <http://www.gdnet.ucla.edu/gasaa/library/thesismtg.htm>

Graduate Students Association: <http://gsa.asucla.ucla.edu/>

Graduate Student Resource Center (& Graduate Writing Center): <http://gsrc.ucla.edu/>

Arthur Ashe Student Health Center and Insurance info: www.studenthealth.ucla.edu

At Your Service Online: <http://atyourservice.ucop.edu/>

Housing Office: www.housing.ucla.edu

Off-Campus, non-UCLA Housing: www.cho.ucla.edu

Student Legal Services: www.studentlegal.ucla.edu/

Counseling and Psychological Services: <http://www.counseling.ucla.edu/>

Office of Ombuds Services: <http://www.ombuds.ucla.edu/>