

Pharmacology & Toxicology Graduate Group (PTX)  
Student Handbook

The information in this publication is just a guide. Every effort has been made to accurately include and precisely interpret materials found in the Pharmacology & Toxicology Graduate Group Bylaws and policies of the Office of Graduate Studies. **All changes to degree requirements and policies will be made available on the PTX Graduate Group website.**

**Introduction – Welcome:**

Welcome to the Pharmacology & Toxicology Graduate Group – you were hand-selected to join this program and we are delighted that you have chosen UC Davis.

The graduate group concept at times can be a little confusing in the beginning as UCD has both departmental programs and graduate groups. Pharmacology & Toxicology, a graduate group, is housed in the Environmental Toxicology Department, along with the Agricultural and Environmental Chemistry Graduate Group. Environmental Toxicology itself does not have a graduate degree.

Graduate groups are composed of individual faculty members from multiple departments with similar academic interests. The group structure, used extensively at UC Davis, permits faculty to be affiliated with graduate programs in more than one discipline and offers students an interdisciplinary graduate experience that crosses the administrative boundaries of the various departments, colleges, schools and sometimes campuses. In keeping with UC Davis' progressive spirit, the group structure also allows for evolution of established degree programs and facilitates the development of new ones. More than half of the 90 graduate programs at UC Davis are organized as graduate groups.

**Mission Statement:**

The Pharmacology & Toxicology Graduate Group trains students for both the PhD and the MS degrees in pharmacology and toxicology. Interpreted broadly, these sciences comprise the study of the interaction of chemicals with biological systems. In the case of pharmacology this involves all aspects of the development and understanding of how chemicals alter disease processes for the benefit of humans and animals; toxicology focuses on understanding how chemicals produce untoward effects on organisms. The training offered by the PTX program is intended to prepare graduates for careers in teaching, research and public service in areas germane to the disciplines.

**Organization:**

The PTX Graduate Group is your academic home. The Graduate Group is responsible for your curriculum, including coursework requirements, and the constitution of the committees that evaluate your performance and monitor your progress. It is your department home (the home of your major professor and his/her laboratory) that will provide your correspondence, office, and lab.

Your Home Department Details – this information may vary from department to department. Maybe you are a new student – or maybe you're getting ready to give your Exit Seminar – eventually you will need to know about keys, equipment, lab supplies, etc. Check below to see what services or facilities are available to you.

**Keys:**

You will need a key for the building your laboratory is housed in, a key or key card to your lab, and perhaps an animal room key. Some departments may charge a deposit fee. In most cases you will only be able to get keys to the building where your lab is located, i.e., if your lab is in the Genome Building, you generally won't get a key to Meyer Hall (where PTX is housed). But there are always exceptions: you would be able to get keys for Meyer Hall, for example, if you have animals housed there.

**Mail:**

If you are TAing for a department, you might ask to have a mailbox there so that your students can leave assignments and/or messages for you. NOTE: University policy prohibits use of outgoing US mail service for personal mail items. There are US mail boxes located in various areas on campus.

**Fellowship Checks and Payroll Checks:**

Checks paying you for being a teaching assistant, graduate student researcher (GSR), or many other funding sources, must be retrieved from the contact person in your home department or you can arrangement for them to be deposited directly into your bank account. To set this up, go to <https://studentaccounting.ucdavis.edu/fees-payments/direct-deposit>). This can be helpful if you plan to be out- of-town doing research for extended periods of time. You may also want to review the Student Accounting webpage at <http://studentaccounting.ucdavis.edu/>.

**Laboratory Supplies:**

Each lab and department has differing procedures for ordering lab supplies. Check with the contact person in your department to find out what the proper protocol is.

**General Supplies:**

Policies regarding the purchasing of general office supplies (transparencies, writing paper, stationery, envelopes, file folders, etc.) differ by department. See the contact person for your department for policies and ordering instructions.

**Photocopying:**

Check with your home department about their policies for being recharged for use of the departmental copier. TAs for specific classes and GSRs working on certain grants will have additional account numbers or cards for use in those cases. If you anticipate doing a lot of copying at Shields Library or the Health Sciences Library, you can purchase a copy card there.

**Audio/Visual Equipment:**

Most departments have laptop computers, projectors, laser pointers, slide and overhead projects that can be checked out for student use when making presentations in seminars or other classes.

**Conference Rooms:**

Some departments have jurisdiction over conference rooms of various sizes, from small cozy rooms for 6-8 people, to larger rooms that will sit 30. These rooms can be reserved for most class-related purposes, qualifying exam practices, group meetings, or study sessions. Please check with staff in your home department about rooms available there. Please check with the graduate coordinator regarding reserving the Environmental Toxicology Conference Room and the Foster Room, both located in Meyer Hall.

**Car & Parking Passes:**

For student parking permits, please check UC Davis Transportation and Parking webpage at: <http://www.taps.ucdavis.edu/> to learn all your options.

**Bus Service:**

The campus has excellent bus service in Davis. The main bus terminal is on Howard Way. For external transportation links – see <http://www.taps.ucdavis.edu/resources/transportation/>. On this webpage under Commute Options you will find information about the shuttle bus between the UC Medical Center and Davis, and about the bus that goes to UC Berkeley and back. For Unitrans service (bus schedules) see: <https://unitrans.ucdavis.edu/>.

**Fellowship Travel Money:**

If you have been awarded a fellowship that includes conference travel money, you must follow specific procedures to request these funds. Please contact the graduate coordinator for more information regarding this. **IMPORTANT: SAVE ALL YOUR RECEIPTS!** They must be presented to your department contact when you return.

**E-Mail Accounts:**

One of the very first thing you will want to do when you arrive is open your UC Davis e-mail account. This is easily done at the Information Technology (IT) office on the first floor of Shields Library. For more information about IT service, please visit their website at: <http://email.ucdavis.edu/>

**Overview of the Registration Process:**

To be considered a full-time student and eligible for your fellowship, you must be enrolled in a minimum of 12 units per quarter. The usual course schedule for 1<sup>st</sup> year students in the PTX Graduate Program's 1<sup>st</sup> quarter are:

PTX 201 (5 units)

PTX 290 – Meet the Faculty Seminar (1)

PTX 299 – 1<sup>st</sup> & 2<sup>nd</sup> rotations 3 units each (contact the graduate coordinator about getting a CRN to enroll with once you have set your rotations).

**Don't forget – you must enroll in a minimum of 12 units to be considered a full-time student. Be sure to meet this requirement!** If you are not considered a full-time student it will affect your eligibility for university employment and fellowships. If after enrolling in regular courses and seminars you find that you still do not have 12 units you should complete your schedule with research units (299's). Contact the graduate coordinator to get CRN#'s. Please note that 299 CRNs change each quarter and you will need to repeat this process each quarter. Be sure that you discuss research expectations with your Major Professor prior to starting the quarter.

After enrolling in courses, you should have received a fee statement via MyBill or SISweb. If you have been awarded fellowship funding, your fees and Non-Resident Tuition (if applicable) will show up as being paid. If this is not the case, please contact the graduate coordinator.

Please check on-line at the Office of the Registrar for courses being offered. If the scheduled meeting time of any of your courses overlap, the system won't allow you to register, so you must obtain a Permission to Add number (PTA) from the department that offers the course. You must also obtain a PTA for any course that is full. The department that oversees all PTX classes is Environmental Toxicology.

**Student Progress Assessment (SPA):**

The Dean of Graduate Studies **requires** that graduate students be evaluated annually for progress towards the degree. Graduate students are responsible for taking the lead in completing this yearly evaluation, so you should initiate it and obtain the approval for both your Major Professor and Graduate Advisor. This is submitted on-line and is completed during in spring quarter.

Generally, if your grades are satisfactory, you are meeting required benchmarks by each deadline, and you are making progress with your research (if applicable), your advisor will give you a satisfactory progress assessment. If a progress report is not submitted in a timely fashion the advisor may file an unsatisfactory progress assessment with the Graduate Dean's Office.

You will remain in good standing as long as your cumulative GPA remains above a 3.0 on a 4 point scale. If your GPA is less than 3.0 in any quarter, you will be placed on academic probation by the Office of the Registrar. If your overall GPA falls below a 3.00 you will not be eligible to advance to candidacy and this may affect your eligibility for University employment or fellowship. In addition, if you are a full-time student, failure to complete 12 units each quarter will lead to a "minimum progress" designation.

Finally, be careful about accumulating incomplete (I) grades. These change to an "F" grade after one academic year. Students who accumulate more than 8 units of "I" and/or "U" grades will also be placed on probation.

As part of the annual progress assessment process we highly recommend that you schedule an annual consultation with your Major Professor to discuss your funding for the following academic year.

### **Designated Emphases:**

Graduate students in certain Ph.D. programs may participate in a Designated Emphasis, a specialization that might include a new method of inquiry or an important field of application which is related to two or more existing Ph.D. programs.

The curriculum of the Designated Emphasis is offered by a faculty group organized in the manner of a Graduate Group.

The Designated Emphasis is awarded in conjunction with the Ph.D. degree and is signified by a transcript designation. The Designated Emphases that are associated with Pharmacology and Toxicology are: Biotechnology, Reproductive Biology, and Translational Research. For more detailed information see <http://www.gradstudies.ucdavis.edu/programs/de.cfm>.

**Please note:** Ph.D. (not Master's) programs listed among THESE PROGRAMS ONLY offer Designated Emphases. Please contact the staff person for the Designated Emphasis for a form once you have ascertained that it is offered in your chosen program. You will need the support of a faculty member in the chosen Designated Emphasis. You are strongly encouraged to contact the Designated Emphasis Chair for more information.

### **Funding Information:**

There are numerous sources of monetary support (stipend and research) for your time at UC Davis. The information is not located in a single location and you are encouraged to tap the following three primary resources:

1. Discuss your financial situation with your major professor early and frankly. You and your major professor have agreed to work together to develop an appropriate program of study for you. Discuss what is expected from you and what help your professor can provide.
2. Discuss with older students in the program what has worked for them. They are a rich source of information regarding funding possibilities.
3. Use the web to find sources of support both at UCD and outside UCD.

### **Fellowship and Extramural Support Information:**

A listing of University fellowships and extramural support can be found at the following website: <http://gradstudies.ucdavis.edu/ssupport/>

Items of interest are:  
Internal Funding  
External Funding  
Employment  
Travel Awards

Jastro Shields Research Fellowship (the amount of funding the PTX Graduate Group has available determines whether research awards are given each year – this is the decision of the PTX Chair). If all works out ok – Awards are given to students with outstanding research proposals whose major professors are in the College of Agricultural and Environmental Science. Awards are available in the summer. Applications are usually available in Winter or Spring Quarters – the graduate coordinator will be sending out the announcement. The amount of the award is based upon the allocation given to the group by the College of Agricultural and Environmental Sciences.

Graduate Student Travel Awards – for travel to professional meetings. There are Fall and Spring Awards.  
<https://grad.ucdavis.edu/current-students/financial-support/internal-fellowships/travel-awards>

## Miscellaneous Information:

### Graduate Student Health Insurance Program (GSHIP):

GSHIP fees are covered for any quarter in which you hold a fellowship, graduate student research position or teaching assistantship of 25% or greater. If you are on PELP (Planned Educational Leave Program) or Filing Fee you should make arrangements to continue your health insurance coverage with the Student Health Center. Information regarding the Cowell Student health Center can be found at: <http://healthcenter.ucdavis.edu>. If you have outside health coverage, you can have the option to waive the student health insurance.

**Graduate Student Association:** <http://gsa.ucdavis.edu>

### Establishing California Residency:

It is very important to pay close attention for establishing residency in California (for US citizens and permanent residents only). You are considered a non-California resident for a full calendar year. The application for reclassification to a California resident is due each year in early September. Additional information can be found at: Graduate Student Guide – page 19 - or you can contact the Residency Deputy in the Office of the Registrar. NOTE: For US citizens or permanent residents, the University CANNOT pay Non-Resident Tuition for you beginning your 2<sup>nd</sup> year so it is important to get your residency established.

### Tax Policies Affecting Graduate Students:

Refer to Internal Revenue Service Publication 970. Fellowships and scholarships are taxable, except for the amount paid for tuition, required fees, books and course-related expenses. The university neither withholds taxes, nor reports such payments to the IRS or State Franchise Tax Board for U.S. citizens and permanent residents. Individuals are required to report this income themselves and to make arrangements with the federal and state tax services to make estimated quarterly tax payments on fellowship income. Information on tax reporting is available in the Government Documents section of the university library, or you may contact the campus tax accountant at (530) 757-8936.

International students – Refer to Internal Revenue Service Publication 519. Fellowships are paid through the payroll office and taxes are withheld and reported to the Internal Revenue Service (IRS) and the State of California, Franchise Tax Board. Certain individuals from countries with which the United States has a tax treaty may be exempted from federal withholding (<https://www.ucop.edu/financial-accounting/units/payroll-coordination-and-tax-services/index.html> ). More information is available from Services for International Students and Scholars (SISS): [https://siss.ucdavis.edu/resources/resources-everybody/taxes/filing\\_resources.html](https://siss.ucdavis.edu/resources/resources-everybody/taxes/filing_resources.html).

### Campus Programs of Interest to Graduate Students:

Campus Violence Prevention Program – <https://sexualviolence.ucdavis.edu/>

Campus Writing Center – 109 Voorhies Hall, 752-6283

<http://writing.ucdavis.edu/programs-services/writing-across-curriculum/opportunities-and-writing-resources>

Cross Cultural Center – Student Community Center, 752-4287 <http://ccc.ucdavis.edu>

Counseling Center – 219 North Hall, 752-0871 <http://www.counselingcenter.ucdavis.edu> The Counseling Center has offered support groups for graduate students

Disability Resource Center – 160 South Silo, 752-3184, 752-6833 TTY, <https://sdc.ucdavis.edu>

Harassment and Discrimination Resources - <https://hdapp.ucdavis.edu/>

Student Support & Judicial Affairs - <http://sja.ucdavis.edu/>

Information Technology - <http://it.ucdavis.edu>

Student Computing Guide - <http://scg.ucdavis.edu>

International House – 10 College Park Drive, 7523-5007, <http://www.internationalhousedavis.org/>

Services for International Students and Scholars (SISS) - 752-0864, <http://siss.ucdavis.edu/>

Internship and Career Center - Second Floor, South Hall, 752-2855, <http://icc.ucdavis.edu>

Student Academic Success Center - 2205 Dutton Hall, 752-2013,  
<http://success.ucdavis.edu/services/index.html>

Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual Resource Center - 397 Hutchison Drive, 752-2452, <https://lgbtqia.ucdavis.edu/>

Libraries - <http://www.lib.ucdavis.edu>

For Instructions on using the library, <http://lib.ucdavis.edu/Instruction>

Teaching Resources Center - 17 Wellman Hall, 752-6050, <http://success.ucdavis.edu/about/aat/index.html>

Transportation and Parking Services (TAPS) - 752-8277. Bike licenses and the bus to Berkeley  
<http://www.taps.ucdavis.edu>

Women's Resource and Research Center - North Hall, 752-3372, <http://wrrc.ucdavis.edu>  
The WRRC offers discussion groups including a support group for women graduate students.

Learning Your Way Around the Davis Community:

Quote from a first year student – "<http://daviswiki.org/> has been a complete life-saver and really made the whole community much more accessible, immediately".

## PTX Graduate Staff, Chair, Advisers, and Executive Committee

PTX Graduate Staff Advisor – make the Graduate Coordinator your best friend! This person, is the first person to contact when a need arises. It is also good to connect with the Graduate Coordinator in the department where your major professor and you are housed.

PTX Graduate Group Chair  
Laura Van Winkle  
[lsvanwinkle@ucdavis.edu](mailto:lsvanwinkle@ucdavis.edu)  
530-754-7547

Graduate Programs Coordinator  
Katharine Moffatt  
4139 Meyer Hall  
[etoxgradadvising@ucdavis.edu](mailto:etoxgradadvising@ucdavis.edu)  
530-752-4516

**PTX Advisors – IMPORTANT** - these folks are appointed by Graduate Studies and have signature authority on the majority of your paperwork that passes through Graduate Studies. You are assigned to a Graduate Advisor when you enter the program. If you do need a signature and your advisor is unavailable, it is fine to check with the other advisors to see if they will sign for you. A list of advisors can be found at <https://grad.ucdavis.edu/programs/gptx>.

**PTX Executive Members** list can be found at <http://ptx.ucdavis.edu/resources/excomm.html>

**Graduate Studies Office Contact** - Laura Young, 250 Mrak Hall, 752-2772, [leyoung@ucdavis.edu](mailto:leyoung@ucdavis.edu)

## UC Davis Principles of Community

The University of California, Davis, is first and foremost an institution of **learning** and teaching, committed to **servicing** the needs of society. Our campus community reflects and is a part of a society comprising all [races](#), creeds and social circumstances. The successful conduct of the university's affairs requires that every member of the university community acknowledge and practice the following basic principles:

"We affirm the **inherent dignity** in all of us, and we strive to maintain a **climate of justice** marked by respect for each other. We acknowledge that our society carries within it historical and deep-rooted misunderstandings and [biases](#), and therefore we will endeavor to foster **mutual understanding** among the many parts of our whole.

We affirm the right of [freedom of expression](#) within our community and affirm our commitment to the highest standards of **civility** and decency towards all. We recognize the right of every individual to think and speak as dictated by personal belief, to **express** any idea, and to disagree with or counter another's point of view, limited only by university regulations governing time, place and manner. We promote open expression of our individuality and our [diversity](#) within the bounds of **courtesy, sensitivity and respect**.

We confront and reject all manifestations of [discrimination](#), including those based on [race](#), [ethnicity](#), [gender](#), [age](#), disability, [sexual orientation](#), [religious](#) or political beliefs, status within or outside the university, or any of the other differences among people which have been excuses for misunderstanding, dissension or hatred. We recognize and **cherish** the richness contributed to our lives by our diversity. We take **pride** in our various achievements, and we **celebrate** our differences.

We recognize that each of us has an obligation to the community of which we have chosen to be a part. We will strive to build a true community of **spirit** and purpose based on **mutual respect** and caring."

To learn more about the history of how these principles were developed, plus other good information associated with them, check the following webpage - <http://principles.ucdavis.edu/>

### Mentoring Guidelines – Approved by Graduate Council in 1999

The most important relationship you will establish in your program is with your major professor. It is really important that you read the following to understand the dynamics and expectations of this relationship -

Graduate Council recognizes that the mentoring of graduate students by faculty is an integral part of the graduate experience for both. Faculty mentoring is broader than advising a student as to the program of study to fulfill coursework requirements and is distinct from formal instruction in a given discipline.

Mentoring encompasses more than serving as a role model. Because of the uncertainty as to the nature of mentoring, the UC-Davis Graduate Council has outlined the following mentoring roles to guide the relationship between faculty and graduate students. Faculty and graduate students must realize that, while the major professor will be the primary mentor during a student's career at UCD, many of the mentoring "functions" defined below may be performed by program faculty other than the major professor. An important corollary to this recognition is that faculty members must realize that much of their interaction with all students has an important mentoring component to it. Graduate students also have responsibilities to ensure successful mentoring and these are also indicated below. *Faculty have a responsibility to mentor graduate students. Mentoring has been defined as....*

Guiding students through degree requirements. This means:

1. Providing a clear map of program requirements from the beginning, making clear the nature of the coursework requirements and qualifying examination, and defining a timeline for their completion.
2. Providing clear guidelines for starting and finishing dissertation or thesis work, including encouraging the timely initiation of the dissertation or thesis research.



II. Guiding students through thesis or dissertation research. This means:

1. Evaluating clearly the strengths and weaknesses of the student's research.
2. Encouraging an open exchange of ideas, including pursuit of the student's ideas.
3. Checking regularly on progress.
4. Critiquing written work.
5. Providing and discussing clear criteria for authorship of collaborative research.
6. Assisting in finding sources to support dissertation research; such as, teaching assistantships, research assistantships, fellowships, etc.
7. Being aware of student's research needs and providing assistance in obtaining required resources. For example, serve as the student's advocate for necessary desk and/or laboratory space.

III. Guiding students through professional development. This means:

1. Providing guidance and serving as a role model for upholding the highest ethical standards.
2. Treating students respectfully.
3. Encouraging and critiquing oral and written presentations.
4. Encouraging participation in professional meetings of regional groups as well as of learned societies.
5. Facilitating interactions with other scholars, on campus and in the wider professional community.
6. Assistance with applications for research funding, fellowship applications, and other applications as appropriate for the respective discipline.
7. Being the student's advocate in academic and professional communities.
8. Providing career guidance, specifically assistance in preparation of CV and job interviews, and writing letters of recommendation in a timely manner.
9. Recognizing and giving value to the idea that there are a variety of career options available to the student in her/his/your field of interest and accepting that the student's choice of career options is worthy of your support. For example, guiding the student to teaching opportunities when appropriate for the student's goals.

*As partners in the mentoring relationship, graduate students have responsibilities. As mentees, students should:*

- I. Be aware of their own mentoring needs and how they change through their graduate tenure. Graduate students should discuss these changing needs with their mentors.
- II. Recognize that one faculty member may not be able to satisfy all of a student's mentoring needs. Seek assistance from multiple individuals/organizations to fulfill the mentoring roles described above.
- III. Recognize that their mentoring needs must respect their mentor's other responsibilities and time commitments.
- IV. Maintain and seek regular communication with their mentors, especially their major professor. While we have tried to provide examples of what mentoring means, we recognize that each discipline will provide its own special set of mentoring needs and challenges. We recommend that each graduate program meet to define what "good mentoring" means to and for its faculty and graduate students.