

**INTERDEPARTMENTAL GRADUATE PROGRAM IN MARINE SCIENCE
GRADUATE STUDENT HANDBOOK**



2016 - 2017

INTERDEPARTMENTAL GRADUATE PROGRAM IN MARINE SCIENCE

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Career Resources

- **Bren School of Environmental Science and Management – Career Development**
 - http://www.bren.ucsb.edu/career/mesm_students/employment/employment_links.html
- **UCSB Career Services**
 - <http://career.sa.ucsb.edu/>
- **UCSB Graduate Student Resource Center**
 - <http://www.graddiv.ucsb.edu/profdev/home>
- **UCSB GradPost**
 - <http://www.gradpost.ucsb.edu/>

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OVERVIEW OF PROGRAM

The primary goal of this handbook is to centralize and make available all sorts of information dealing with departmental, campus, and off-campus research resources relevant to graduate students in our department. It also includes information about other departmental and campus resources for graduate students, such as teaching resources, departmental committees, and personnel. By serving as a single, all-purpose site for information, hopefully this site will function to improve awareness of resources that can increase graduate student efficiency in the completion of their degrees.

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Mail Address

Interdepartmental Graduate Program in Marine Science

Mail Code 9620

University of California

Santa Barbara, CA 93106-9620

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HOST DEPARTMENT FACULTY LIASONS

Ecology, Evolution and Marine Biology

Mark Brzezinski

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mark.brzezinski@lifesci.ucsb.edu

Molecular, Cellular and Developmental Biology

Kathy Foltz

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Earth Science

David Valentine

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(805) 893-2973

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Geography

Libe Washburn

5818 Ellison Hall/4306 MSRB

(805) 893-7367

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Mechanical Engineering

Eckart Meiburg

Engineering II, Room 2351

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Bren School of Environmental Science & Management

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ACADEMIC RESOURCES AND REQUIREMENTS

These guidelines incorporate both University and Department regulations, and are designed to help ensure that students finish their M.S. or Ph.D. degrees successfully and in a reasonable amount of time. They are not designed to tie the Department's, or the student's hands. Thus, most "rules" are flexible. It is highly recommended that both masters and doctoral students work closely with your advisor to plan your schedule for advancing to candidacy, doing field/lab work, and writing your dissertation. Each advisor has his/her own set of requirements for Ph.D. students to advance.

IGPMS M.S. REQUIREMENTS

The Master of Science (M.S.) degree is viewed as a goal in its own right, rather than as a stepping stone to a Ph.D. The M.S. degree in Marine Science is by thesis only. The M.S. requirements are designed to provide maximum flexibility to accommodate individual student interests while also assuring a basic level of competence within Marine Science. M.S. candidates follow an integrated course of study recommended by their thesis advisor and thesis committee. The thesis committee will be nominated by the end of the first year in consultation with the student and the thesis advisor/major professor. It will consist of 3 faculty from the Interdepartmental Program, with the major professor serving as Chair. The requirements for the M.S. degree in Marine Science include:

1. Completion of the 4 course, Marine Science core curriculum:
 - EEMB 243 (Biological Oceanography)
 - GEOL 266 or GEOG 267 (Chemical Oceanography)
 - GEOL 276 (Geological Oceanography)
 - GEOG 263 (Introduction to Physical Oceanography)
2. Twenty-four additional units of graduate and upper-division coursework in the student's area of interest, of which no more than 8 may be courses numbered 596 and above.
3. Presentation of one seminar per year at the Marine Science Graduate Seminar (MARSC 595).
4. Submission of a satisfactory thesis.
5. Presentation of a research seminar in open forum at the completion of the thesis.

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M.S. COMMITTEES

Students should form an MS committee by the beginning of their second year. They should consult with their major professor in determining who would be the most appropriate committee members. The primary role of a student's committee is to act as a support system and resource, provide multiple perspectives and broaden the expertise beyond that which a single major professor could offer. The committee will work with the major professor on advising the student on classes and on the student's specific research. The committee will also review the student's progress and identify any problems that may arise.

At a minimum the committee will consist of the major professor and two other UC faculty members, one of whom must be associated with the IGPMS. The third member can come from another department or even another UC campus if appropriate. Adjunct faculty, Professional Researchers, or people who are not associated with UC may be added to the committee, but only in addition to the three core UC members. The formal thesis committee must be determined before the thesis can be submitted. The Program Assistant prepares a form formally establishing the thesis committee, which will be submitted to the Graduate Division by the Marine Program.

IGPMS PH.D. REQUIREMENTS

The student must demonstrate by coursework and a written and oral examination superior competence in the field of specialization, broad knowledge of the field of marine science, and satisfactory knowledge of sciences other than marine sciences that are relevant to the dissertation topic. Ph.D. candidates will follow an integrated course of study recommended by their thesis advisor and dissertation committee. The dissertation committee will be nominated by the end of the second year in consultation with the student and the thesis advisor/major professor. It will consist of at least 3 UC faculty of whom at least 2 faculty must be from the Interdepartmental Program, with the major professor serving as Chair. The requirements for the Ph.D. degree in Marine Science include:

1. Completion of the 4 course, Marine Science core curriculum:
 - EEMB 243 (Biological Oceanography)
 - GEOL 266 or GEOG 267 (Chemical Oceanography)
 - GEOL 276 (Geological Oceanography)
 - GEOG 263 (Introduction to Physical Oceanography)

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2. Completion of 16 additional units of upper-division and graduate level courses in marine science and in the student's area of specialty, exclusive of courses numbered 596 and higher.
3. Presentation of one seminar per year in the Marine Science Graduate Seminar (MARSC 595).
4. Satisfactory performance on a written qualifying exam covering a broad synthesis of marine science at the end of the first year. All students will take the same exam.
5. Satisfactory performance on an oral qualifying exam administered by the student's dissertation committee. The exam will include the student's area of specialty and the dissertation prospectus. It should be taken by the end of the third year of study, at the latest. Students petition to be advanced to candidacy after passing this exam.
6. Submission of a satisfactory dissertation.
7. Presentation of a research seminar in open forum at the completion of the dissertation.

Ph.D. Committees

Students should form a Ph.D. committee by the end of their second year. They should consult with their major professor in determining who would be the most appropriate committee members. The primary role of a student's committee is to act as a support system and resource, provide multiple perspectives and broaden the expertise beyond that which a single major professor could offer. The committee will work with the major professor on advising the student on classes and on the student's specific research. The committee will also review the student's progress and identify any problems that may arise.

At a minimum the committee will consist of the major professor and two other UC faculty members, one of whom must be associated with the IGPMS. The third member can come from another department or even another UC campus if appropriate. Adjunct faculty, Professional Researchers, or people who are not associated with UC may be added to the committee, but only in addition to the three core UC members. The membership of an advisory committee may change as a student's interests and directions shift. When a student registers with the Marine Program Assistant for their oral exam, the make-up of the formal thesis committee must be determined. The Program Assistant prepares a form formally

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establishing the dissertation committee which will be submitted to the Graduate Division by the Marine Program when the orals are passed.

PH.D. WRITTEN QUALIFYING EXAM

Procedures for IGPMS First-Year Written Qualifying Exams for Students in Ph.D. Degree Programs

The qualifying exam is a written, two-day exam of about 2-2.5 hours each day. On Day 1 students answer a choice of 2 out of 3 short-essay (about 15 minute) questions in each of the 4 core course areas (biological oceanography, geological oceanography, physical oceanography, and chemical oceanography). On Day 2 students answer a choice of 2 out of 3 integrative questions, each requiring about 1 hour to complete. Thus there are five sections with two questions in each section, = ten questions total.

The questions are composed and graded by the instructors teaching the core courses. The questions are generated and reviewed by sub-committees of two people for each of the five sections. Integrative questions are reviewed by all participating faculty. This will help to ensure that the questions are fair, explicit, and written clearly. As in the past, each question will be graded by the principal author of the question; however, if a student "fails" a question, their answer to the question will also be reviewed by the second member of the sub-committee. If the sub-committee cannot agree, the Program Chair may provide or seek a third opinion.

To pass the written exam, students must receive a pass on 8 out of the 10 questions, and must not fail two questions in the same section.

Students that fail three or more questions overall on the written exam in Spring quarter must take an oral exam by the end of November before a faculty committee of three or more members, comprised of faculty representing the core subject areas of the failed questions plus the student's faculty advisor. The outcome of the oral exam must be one of the following: 1) no pass; student is out of the IGPMS program; 2) pass with conditions specified by oral exam committee (e.g., student must take certain courses and earn at least a B, etc.); 3) pass with no conditions. Students that fail two questions in the same area on the written exam in Spring quarter must take an oral exam by the end of November before two faculty members in the core subject area of the failed questions. The outcome of this oral exam must be one of the following: 1) pass with conditions specified by oral exam committee; 2) pass

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with no conditions. If the failed area is the research area of the student, then the student's advisor also must be on the oral exam committee as a third member, and a possible outcome of the exam includes 3) no pass; student is out of the IGPMs program. The scope of the oral exams will be limited to core course material and focused on the subject area(s) where a student's proficiency on the written exam was inadequate.

Students will receive letters signed by the IGPMs director informing them of the outcomes of all written and oral exams. These letters will be placed in the students' files, and copies will be sent to their advisors.

When progress reports are sent to students and their advisors at the end of each academic year, students with outstanding conditions on their qualifying exam will be informed that they cannot schedule their oral PhD Candidacy exam (which should be taken no later than the end of Fall quarter of the third year) until they either have fulfilled the specified conditions and hence passed their qualifying exam, or they have obtained a letter of postponement or waiver for their file that is approved and signed by the IGPMs Chair.

ORAL EXAMINATION

Satisfactory performance on an oral qualifying exam administered by the student's dissertation committee is required in third year. The exam will include the student's area of specialty and the dissertation prospectus. Students who do not pass their oral exam by the end of their fourth year are placed on academic probation by the Graduate Division. Students petition to be advanced to candidacy after passing this exam. The following clearly lists steps necessary to take and pass orals.

- Choose a committee in consultation with your Advisor and then invite each to participate.
- Formally set up your committee with the Marine Program Assistant. If one of the 3 official members of the Committee is a Professional Researcher than formal permission must be obtained by the Marine Program Chair from the Graduate Council to allow this person to serve in the place of a faculty member. This adds time so be sure to allow for that in scheduling the orals.
- Visit each committee member to find out what they would like you to study for the orals, if anything.
- Write an 8-12 page thesis prospectus (single spaced). The prospectus should include approximately the following: (Make sure this format is acceptable to your Advisor.)
 - Background
 - Clear Statement of the Problem to be addressed by the research.

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- Outline of basic chapters. Include a summary of any data already collected and any conclusions drawn.
 - Timeline for completion
 - Run through a draft with your Advisor.
- Set a date for the oral exam with your committee and then set it up formally with the Marine Science Graduate Program Assistant (Azure Stewart). The Program Assistant will pass the appropriate paperwork to your major advisor to bring to the oral exam.
 - (Do not set up orals with Home Department!)
- Give the prospectus to all committee members at least 2-3 weeks before the orals.
- Take the oral exam and hopefully pass. Most oral exams are about 3 hours long. The student is usually asked to begin with a 15 minute summary talk on their research. This presentation often stretches to 2-3 hours as faculty continually interrupt to clarify and ask the student questions on issues raised by the dissertation research.
 - Marine Science Graduate Program Assistant will see that appropriate form is sent to Graduate Division once the orals are passed.
- Go to Graduate Division and pay fee to advance to candidacy (\$50 currently).
- You are now advanced to candidacy! (If you fail, your committee will determine the next step. Possible choices include: 1) elimination from the Ph. D. program, 2) conditional pass with additional courses or activities required, 3) retaking of the orals or sections of the orals)

ADVANCING TO CANDIDACY

After passing the requirements of your Chair Advisor and committee members (i.e. oral exam, fundable proposal, etc.), a student will be "Advanced to Candidacy". That has two possible effects on a student's life. First, a student becomes eligible for doctoral candidate borrowing privileges at the Davidson Library. It also means that fees may be reduced. Since many IGPMS students generally don't pay their own fees, this may not seem important, but whatever source is supporting them (departmental funds, grants, etc.) may benefit, by allowing resources to be used to support other students. For those students who are not supported fully by a grant or fellowship, this decrease in fees will be a significant benefit. Note, to advance to candidacy officially, the Graduate Program must file a form with the University and you pay a fee (currently \$50).

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COMPLETING THE PH.D. DEGREE

The main thing a student needs to do after advancing to candidacy is to finish their dissertation. The official guidelines for format and filing requirements are available in the "Guide to Filing of Theses and Dissertations". During the time a student is focusing on their research and writing, it is important that they stay in touch with their committee. The worst thing that a student can hear when they think they are finished with their research is "You need to have done..." The only way to ensure this doesn't happen is through regular interaction with the advisory committee.

Normative Time

This is the length that the Department believes is a reasonable amount of time for a student to complete a Ph.D. The normative time in Marine Science is six years. If a student has not completed his/her Ph.D. within normative time, he/she can lose the reduced fee benefit they may have received when they advanced to candidacy.

Maximum Time

In accordance with university policy students who have not completed their degree within 7 years of enrolling in the program must petition the Graduate Committee and the Graduate Dean to remain in the program. The petition must outline reasons for not completing the degree and an acceptable alternate completion schedule.

Final Presentation of Dissertation

A final presentation must be in an open forum upon nearing completion of his/her dissertation. This is a 50 minute talk in Power Point. Students may present this talk up to 6 months before actually filing their thesis.

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Directory of Associated Departments

- **Chemical Engineering**
<https://chemengr.ucsb.edu/>
 - **Student Handbook**
 - <https://chemengr.ucsb.edu/sites/chemengr.ucsb.edu/files/docs/graduate/ucsbchegradhandbook.pdf>
- **Chemistry & Biochemistry**
<http://www.chem.ucsb.edu/>
 - **Student Handbook**
 - <http://www.chem.ucsb.edu/graduate/degrees#Handbook>
- **Donald Bren School of Environmental Science & Management**
<http://www.bren.ucsb.edu/>
 - **Student Handbook**
 - <http://bren.ucsb.edu/services/student/documents/BrenGraduateStudentHandbook2015-16final20150907.pdf>
- **Ecology, Evolution and Marine Biology**
<https://www.eemb.ucsb.edu/>
 - **Student Handbook**
 - <https://www.eemb.ucsb.edu/sites/www.eemb.ucsb.edu/files/docs/phd-grad-handbook-13-14.pdf>
- **Geography**
<http://geog.ucsb.edu/>
 - **Student Handbook**
 - <http://geog.ucsb.edu/student-handbook/>
- **Earth Science**
<http://www.geol.ucsb.edu/>
 - **Student Handbook**
 - <http://www.geol.ucsb.edu/education/graduate/guide>

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- **Mechanical Engineering**

<https://me.ucsb.edu/>

- **Student Handbook**
- <https://me.ucsb.edu/sites/me.ucsb.edu/files/docs/graduate/gradhandbook-me-13-14.pdf>

- **Molecular, Cellular, and Developmental Biology**

<https://www.mcdb.ucsb.edu/>

- **Student Handbook**
- <https://www.mcdb.ucsb.edu/sites/www.mcdb.ucsb.edu/files/grad-handbook-2015-16.pdf>

Related Organized Research Units

- **Earth Research Institute**

○ <http://www.eri.ucsb.edu/>

- **Marine Science Institute**

○ <http://www.msi.ucsb.edu/>

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STUDENT ADVISORY COMMITTEE

Background, from the Marine Science Program Bylaws

"The Chair's Student Advisory Committee is composed of five (5) graduate students, three (3) elected by the Marine Science Graduate Students and two (2) appointed by the Program Chair in order to balance diversity of discipline and view point. Each committee member will serve a two-year term, beginning on September 1, and terms are staggered so that three (3) new appointments are normally made in one year and two (2) are made in the next. The Graduate Student Advisory Committee advises the Chair on all matters related to graduate education in the Program, and can suggest and develop new graduate initiatives. It will meet at least once a year with the Chair.

Process of electing student representatives

Candidates to serve as a student representative will be self-nominated. Those interested in serving should e-mail the current representatives. The election will then be organized one of the outgoing representatives. This representative will compile and circulate the list of interested candidates, including information on each person's departmental affiliation and year at UCSB. Candidates will introduce themselves very briefly in the first Marine Science seminar of the quarter, with an anonymous paper ballot issued either that same day or in a later seminar. Ballots will be counted by the current committee members, and the election will be decided by a plurality of votes.

GRADUATE STUDENT ASSOCIATION

<http://www.gsa.ucsb.edu/>

APPOINTMENT OF THE GSA REPRESENTATIVE

The determination of the new GSA representative will occur every Fall Quarter, with nominations going to the outgoing GSA representative, who will handle the election.

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INFORMATION FOR ORGANIZING AND HOSTING THE SPRING COLLOQUIUM

Guidelines for Organizers

1. Solicit nominations from both faculty and grads – early September at latest
MGPgrads@lifesci.ucsb.edu
Give deadline of last week of January
2. 10 weeks total must be filled. These include:
 - Orientation
 - 7 seminar speakers
 - ASLO meeting
 - ASLO meeting practice talks
 - Budget = \$3000 – 2-3 nights hotel, air fare, entertainment, \$150 honorarium (for non-UC speakers only)
3. Select speakers – spread these among disciplines, gender and diversity, not too many from east coast
 - About 4 from out of town and about 3 from UCSB campus is an affordable mix.
 - Run the list by the Program Chair for input.
4. Give permission to the nominators to invite their perspective speakers –by March 1 at the latest- Get back within one week. Give the nominators the available dates. Be clear that two seminars are required, both on Tuesday (Formal and informal chalk talk for students only)
5. Finalize out of town speaker dates – fill in rest with locals (MSI, faculty)
6. Finalize schedule and send it out to everyone (Ask Azure for help in distributing it to MSI, ERI, EEMB grads)
7. Contact nominator/host with instructions. Ask nominator to be sure they find both a faculty and a student host for each speaker.
8. First week of Spring Quarter (or sooner)
 - Give the seminar info to:
 - Azure Stewart. Azure takes care of the Bio seminar announcements
 - Be sure you know how to use the computer projector in both lecture locations (usually MSRB auditorium)

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- Buy food for whole quarter- (spend about \$100 for tea, juice, cookies)
9. Check with hosts a week or so ahead – make sure it's all happening – Remind them about taking speaker to see Andrea Jorgenson (LSB 4308) to sign travel forms. Be sure they coordinate with the faculty host for dinner.
 10. At the seminar – set up tea and cookies 20 minutes ahead.

STEPS FOR HOSTS

1. Once approval has been given for your speaker to come, contact them and obtain:
 - List of the dates for which they are available (The Colloquium organizers will provide a list of possible dates)
 - Titles for both the noon and Colloquium seminars (this can be obtained later if necessary)
 - Their official title (Professor etc.) Department and Institution affiliation, address, e-mail and phone number
 - Ask them to prepare a brief abstract of the formal talk
 - Be sure to inform them that they must give 2 seminars – an informal one to grad students only and a regular formal seminar. The informal talk may be about methods, some other aspect of their research, even about their experiences as a scientist.
2. Contact them as soon as you know what their exact date will be. Ask the speaker to make their own airline reservations – preferably as far in advance as is possible to cut costs. We will reimburse them after the trip. Usually speakers fly in on Monday, leave on Wednesday.
3. Once they send you their travel schedule, ask Azure Stewart (azure.stewart@lifesci.ucsb.edu) to arrange for Motel accommodations. The motel has a continental breakfast. The room will be billed to the University so they will not have to pay for it.
4. Set up some appointments for them while they are here (ask if there is anyone they want to see, check with pertinent faculty and students here who might want to see them). Arrange for several other students to join you for lunch. The faculty host should host the dinner after the colloquium if at all possible.
5. Pick them up at the airport.
6. Pick them up at the Motel on Tuesday morning
7. SOMETIME DURING THEIR STAY, TAKE THEM TO Andrea Jorgensen, IN THE LIFE SCIENCES BUILDING WITH THEIR AIRLINE RECEIPTS TO SIGN PAPERWORK.

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8. Noon Seminar - Student hosts introduce the speaker at the noon seminar and take them to lunch (Get \$\$ from the Marine Science Program Chair beforehand to pay for the guest and all students and give the Chair the receipts back with a list of the student participants written on them somewhere. \$30 maximum can be reimbursed.)
9. Student Lunch – Arrange the student lunch after the noon seminar.
10. Coordinate with the faculty host to organize dinner after the Colloquium. This could be just faculty, or a mix of faculty and students. Most visitors want to visit faculty as well as students and dinner is a prime time for that. Dinner can only be reimbursed up to \$120 total including the guest (\$37/person max). Alcohol cannot be reimbursed. An itemized receipt (not a credit card receipt) for dinner and list who went is required by the campus. (Several people can go if somewhere not too expensive is selected. Nice but inexpensive places where larger groups can be taken include Flavor of India, most Thai restaurants)
11. Take any receipts to Andrea Jorgensen for reimbursement. Usually a faculty member at dinner is willing to pick up the dinner bill for later reimbursement.
12. Arrange to get the guest to the airport on Wednesday.

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INTERDEPARTMENTAL GRADUATE PROGRAM IN MARINE SCIENCE BY-LAWS

I. **Mission of the Program** - The Interdepartmental Graduate Program in Marine Science at the University of California, Santa Barbara is a multidisciplinary program bringing together marine faculty from many departments across the UCSB campus to provide graduate training leading to advanced degrees, including the Master of Science and the Doctor of Philosophy degrees, in Marine Science.

II. **Program Faculty** - Program faculty are faculty who (1) are members of one or more of the departments officially approved to participate in the Program by the UCSB Graduate Council, (2) are conducting research on some aspect of marine science, and (3) request to be in the Program.

III. **Program Business** - The business of the Program is conducted through meetings, the Program Chair, Program staff, and committees of the Program faculty and students.

IV. **Program Organization** - The Program Chair is charged with interpreting and implementing Program policy and procedures. All Program committees are advisory to the Chair. The Management Services Officer (MSO) of the Administrative Core of Biological Sciences oversees the Program budget and supervises the Program staff in consultation with the Chair. Program policies and decisions are communicated to the Program Staff or MSO, where appropriate, by the Program Chair who is advised by Program committees. The Program Chair has the authority to make budgetary decisions consistent with established Program policy.

V. **Program Chair** - The Program Chair is the official "Graduate Advisor" for the Program and is charged with implementing Program and university policies with regard to graduate recruitment, admissions, and progress of graduate students. The Chair calls and chairs meetings of the Program faculty, and prepares and distributes the agenda for such meetings. The Program Chair also serves as a conduit between the Program and the graduate students and Program staff, between the Program faculty and the Program Committees, and between the Program and the Biological Sciences Core Administrative Unit through its MSO. The Program Chair serves as a member of the Chairs Council of the Division of MPLS.

The Program Chair is appointed by the Dean of the Division of MLPS in consultation with the Program faculty. The Chair's yearly term normally begins on July 1.

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VI. **Program Committees** – standing committees of the Program and their charges are as follows:

The Graduate Advising Committee is composed of one (1) member from each of the participating departments currently hosting at least one (1) graduate student in Marine Science. Members are appointed by the Program Chair, in consultation with Program faculty in the relevant Department, and serve for three (3) years. Terms can be renewed. The Committee is charged with advising the Chair with regards to all matters concerning the graduate program, including admissions, Block Grant distribution, Fellowship nominations, and addition of new Departments. It may study and recommend policy on graduate student affairs to the Program.

The First Year Written Qualifying Exam Committee is composed of the faculty teaching the required core courses. These faculty prepare the Qualifying Exam questions in their own areas, provide input to the Chair regarding integrative questions for the exam, grade the exams, and participate in oral reexaminations when necessary.

The Chair's Student Advisory Committee is composed of five (5) graduate students – three (3) elected by the Marine Science Graduate Students and two (2) appointed by the Program Chair in order to balance diversity of discipline and viewpoint. Each committee member will serve a two-year term, beginning on September 1, and terms are staggered so that three (3) new appointments are normally made in one year and two (2) are made in the next. The Graduate Student Advisory Committee advises the Chair on all matters related to graduate education in the Program, and can suggest and develop new graduate initiatives. It will meet at least once a year with the Chair.

The Colloquium Committee consists of two (2) to three (3) graduate student volunteers, appointed by the Chair each spring for one - year terms, who organize and oversee the winter Colloquium. The Program Chair will provide oversight and final budgetary authority to this committee.

Ad hoc Program Committees may be appointed by the Program Chair from time to time on an as needed basis. It is expected that the Program faculty will be kept informed about the creation and activities of such committees.

VII. **Program Meetings** - Meetings of the Program faculty are called at intervals as needed. Agendas for Department meetings are distributed in advance. Any member of the Program faculty may propose agenda items to the Program Chair in advance of the meetings. Such items will be placed on a meeting agenda expeditiously. As soon as practicable following each

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meeting, a written summary of actions taken at the meeting of the Program faculty will be distributed.

Informational items or discussion items at Program meetings do not require the presence of a quorum. Action items may be decided only if a quorum of the Program faculty is present. A quorum is defined as 50% of the number of Program faculty who currently supervise one or more students in the Program and are currently active (i.e., not on leave). Unless otherwise restricted by those at the meeting itself, action items are decided by consensus or by a majority vote of those present if a formal vote is called for by anyone present. Balloting will be in secret on demand by any member present at the meeting. Urgent matters may be addressed ex agenda if a quorum is present and at least one half of those present agree to take up the matter ex agenda.

VIII. **Faculty Approval and Voting Procedures** - Faculty votes on actions, measures, or recommendations requiring faculty approval can be conducted at meetings, as outlined above, or by secret hand ballots or confidential electronic communication (email), as determined by the chair. Actions requiring e-mail or mail balloting must be approved by the majority of the Program faculty.

Addition of new Departments to the Program or changes in the By Laws require the approval of the majority of the Program faculty. Other substantive changes in Program policies, including changes in core curriculum requirements and major changes in testing policies or practices can be made with the approval of the Graduate Advising Committee unless at least 3 faculty members request taking the issue to the full faculty.

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CAMPUS INFORMATION

Counseling & Career Services

<http://career.sa.ucsb.edu/>

Environmental Health & Safety (EH&S)

<http://www.ehs.ucsb.edu/>

Diving Safety

<http://www.ehs.ucsb.edu/dive>

Chemical Safety

<http://www.ehs.ucsb.edu/labsafety>

Radiation Safety

<http://www.ehs.ucsb.edu/rad>

Graduate Division

<http://www.graddiv.ucsb.edu/>

Instructional Development

<http://id.ucsb.edu/>

Parking & Transportation Services

<http://www.tps.ucsb.edu/>

UCSB Library

<http://www.library.ucsb.edu/>

INTERDEPARTMENTAL GRADUATE PROGRAM IN MARINE SCIENCE

ON CAMPUS RESOURCES AND FACILITIES

Department of Earth Science Facilities

<http://www.geol.ucsb.edu/facilities>

EEMB Resources

<https://www.eemb.ucsb.edu/grad/resources>

ERI Resources

<http://www.eri.ucsb.edu/facilities>

Analytic Lab at MSI

<http://msi.ucsb.edu/services/analytical-lab>

ROOM SCHEDULING

- Contact home department or advisor
- For room reservations with the Marine Science Building please contact Bonnie Williamson at: help@msi.ucsb.edu

TRAVEL INFORMATION

Colloquium or marine science graduate program travel reimbursement:

Andrea Jorgenson

Phone Number: (805) 893-2427

Email: andrea.jorgensen@lifesci.ucsb.edu

Office: LSB 4308

Research travel: Contact home department or advisor

INTERDEPARTMENTAL GRADUATE PROGRAM IN MARINE SCIENCE

STIPEND, TA, OR GSR CHECKS

Campus stipend checks may be picked up at the beginning of the appropriate quarter at the Cashiers office. Stipends come with fellowships, either internal ones such as Deans, Regents, Chancellors, or GOF fellowships or external ones such as NSF Fellowships etc. Taxes are not taken from them (although taxes may still be due! Be sure to consult with the Graduate Division).

TA and GSR (Graduate Student Researcher) salaries are not stipends and checks are picked up monthly through the appropriate Department or Organized Research Unit (ORU) such as MSI or ICESS or are directly deposited in your bank account, if you have arranged for that. Taxes are removed from these. Please note that RA and GSR salaries are paid at the END of each month worked. A small advance on your first month of TAship can be obtained in an emergency situation. Consult the Graduate Division.

Cashiers Office (9 am – 4 pm)

1212 Student Affairs/Administration Service Building (SAASB)
(805) 893-2177

PURCHASING SUPPLIES / EQUIPMENT

Contact home department or advisor