Hydrologic Sciences Advising Packet

Form Overviews, Instructions, and Deadlines

Pages 1-2: *Form Overviews, Instructions, and Deadlines*

**Student Progress Assessment**

In HSGG, student progress assessment has been an integral and mandatory part of our student – faculty relationship (major advisor, graduate advisor, thesis/dissertation and QE committees) for many year. The same was not the case across all graduate groups. Graduate Studies has listened to students and faculty and is embracing improved mentoring processes. As the GS Dean points out, “The University of California Graduate Student Well-Being Survey Report (2017) found that graduate students who were satisfied with mentorship and advising were more likely to report being on track to complete their degree programs on time, more likely to be engaged by their day-to-day work, and more likely to report general satisfaction with their lives compared to those who were dissatisfied.”

Grad Studies has developed a Graduate Student Mentoring Action Plan (GSMAP) in 2017. One outcome of implementing GSMAP is a complete overhaul of the basic annual reporting requirements, which were different (and less extensive) than the fall and spring quarter HSGG progress reporting requirements. Starting in 2018, Graduate Studies is using a new Student Progress Assessment (SPA) tool, approved by Graduate Council in content and format. At HSGG we integrate the online SPA tool into our HSGG traditional fall and spring progress reporting requirements. Here is how this will work:

Students and their major advisors receive a link to the SPA tool from Grad Studies via email. Each student receives an email, faculty receive one email per student/advisee. The major advisor, graduate advisor, and the student all have access to the SPA tool by clicking the link in the email or by going to the “questionnaire” link at <https://spa.gradhub.ucdavis.edu/assessments>. The user interface of this online assessment tool was designed to be intuitive, and [instructions are also available](https://ucdavis.jira.com/wiki/display/GRADHUB/Student%2BProgress%2BAssessment%2BHelp) for additional guidance. For new students, the work is initially somewhat more comprehensive the first time around than in subsequent annual reviews, because of the initial questionnaire. The content of the questionnaire will be updated in future annual meetings.

**1. Who must do an assessment?** An assessment is required for all Ph.D., M.S. I (thesis), and M.S. II students who will not be graduating this spring or summer. An assessment is not required for students who are graduating or are on PELP for the entire academic year.

**2. Opting Out**: Most students who are graduating (and their advisors) will still receive notification that the process is started because the system does not have the ability to parse student records to the level that is necessary. If you receive an e-mail but are eligible to opt-out, please send an email to Shila Ruiz (shruiz@ucdavis.edu) by May 15. Either the student or adviser can send this e-mail.

**3. Student-Advisor Mismatch?**: If you find that there is a mismatch in terms of who is listed as the major professor, please send an e-mail to Shila Ruiz (shruiz@ucdavis.edu) and let her know the correct information.

**4. Performing the Assessment**: HSGG students continue to be required to meet with their major advisor and their graduate advisor twice per year, in the fall quarter before November 15th and in the spring quarter before May 30th, for coursework review and planning. Here is an outline of the steps that the student, major professor, and graduate advisor take to perform the HSGG assessment including the online SPA tool:

Step 1: The student begins by filling out/revising/creating their personal study plan and their committee form ([page 4 of the HSGG advising package](https://www.hsgg.ucdavis.edu/current-student-resources)). Students should keep a digital copy of these forms to update prior to the fall and spring meetings with their advisor.

Step 2: In the spring, the student begins the [SPA](https://spa.gradhub.ucdavis.edu/assessments) by filling in general information. In general, this will include most information under the following tabs: "Basic Information," "Courses," "Degree Programs," and "Dissertation/Thesis Committee." Some footnotes:

* Basic Information: The “Faculty Member Conducting Assessment” should generally be “Major Professor/Graduate Advisor.” It is required by HSGG that the student is meeting with both to review the study plan and SPA information, first the major professor, then the graduate advisor.
* Dissertation/Thesis Committee: HSGG requires that students meet with their thesis/comprehensive exam/dissertation committee at least once per year, individually and (optional) as a committee. Students will need to have the Committee page initialized by their committee members. Only by providing the signed page to the graduate advisor can the graduate advisor confirm the SPA.

Step 3: Under "Accomplishments and Expectations" and “Career Goals” the student should fill in all requested boxes, for discussion with the major professor and with the graduate advisor. There is much flexibility in the handling and detail of these questions and no formal requirements exist. These fields are important also to later facilitate future conversations and mentoring between the major professor, graduate advisor, and the student.

Step 4: The student should let the advisor know that they’ve completed the above steps and schedule a meeting first, between student and major advisor, and second, between student and graduate advisor. Both the student and advisor should be proactive in scheduling this meeting. It must occur before May 30th.

Step 5: The graduate advisor should consider filling in some initial “comments” on the Overall Assessment tab to help guide the in-person discussion.

Step 6: Have an in-person meeting. The students need to bring a printed copy of their study plan and a signed copy of their committee page. Both, the major advisor and graduate advisor sign these forms after review. The graduate advisor will forward the forms to Shila Ruiz. Key points for discussion can build from the online assessment and might include:

* Goals and expectations for upcoming year
* Progress through the program
* Plan for support
* Professional development
* Overall assessment

The online form should be updated to reflect the discussion, as appropriate.

Step 7: Spring Quarter only: After the in-person meeting, the faculty member completes any remaining aspects of the assessment and confirms it. The major advisor will only confirm the assessment, if the study plan has been provided and (in the spring) the signed committee form has been provided.

Step 8: Spring Quarter only: The student will then get a notification to Acknowledge and then Submit Final

Instructions for Page 3: Hydrologic Sciences Degree Requirements (by specialization) form: This form is intended to be completed in consultation with the Major Professor and Graduate Adviser 2x/year to track course completion and overall progress in the program. Where multiple courses must be entered in a single row, separate these by “/”, e.g., “Math 1B/1C WQ/SQ 16 A+ / B+”. This form must be completed and submitted twice per year: 1st) By November 15 each year; and 2nd) By May 30 each year along with your completed Annual Thesis/Comprehensive Exam/Dissertation Progress Report form (page 4 of the advising packet). \*Please note: Courses taken prior to admission to the program may be used to satisfy some course work requirements where designated, but may not be counted in the 30 unit requirement.

Instructions for Page 4: Annual Thesis/Comprehensive Exam/Dissertation Progress Report: This form is intended to be completed in consultation with the Major Professor and Thesis Committee 1x/year each spring quarter to encourage and track your progress toward thesis (MS Plan I), comprehensive exam (MS Plan II), or dissertation (PhD) completion. This form and your completed Hydrologic Sciences Degree Requirements form (page 3 of the advising packet) must be completed with the annual Student Progress Assessment by May 30 each year.

Note: It is recommended that students prepare the Hydrologic Sciences Degree Requirements form and the Coursework Planning Sheet in the MS WORD document that is then printed out for review with faculty and for the submission of the signed paper copy to Shila Ruiz. The student should keep a digital copy in their own computer file system. Each fall and spring, the forms can then be easily updated in the MS WORD document. Students should keep separate digital copies (MS WORD files) for each round of review. Printed and signed paper copies will be kept in the student’s file after submission (i.e., with Shila Ruiz, PES 1152). It is not necessary to use the same sheet of paper each year for the Annual Thesis/Comprehensive Exam/Dissertation Progress Report.

Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hydrologic Sciences Degree Requirements – ***Pre-2016 HSGG Program without Specialization***

|  |  |  |
| --- | --- | --- |
| **General Prerequisites** | **Course/Quarter (or at entry)** | **Grade**  |
| One year of calculus (MAT 021A,B,C) |  |  |
| One course in differential equations, (MAT22B) |  |  |
| One course in probability/ statistics (STA013, ECI114, HYD142, *or* PLS120) |  |  |
| One course in any computer programming language (ECS10, ENG6) |  |  |
| One year of general physics, (PHY 9A, B, C) |  |  |
| One year of general chemistry, (CHE 2A, B, C) |  |  |
| One course in introductory physical geology, including lab (GEL 50/50L) |  |  |
| **Core Area Requirements (MS I and MS II) / Recommended (PhD)** | **Course/Quarter** | **Grade** | **Units** |
| One course in fluid dynamics. Choose among: HYD103 or ENG103 |  |  |  |
| One course in hydrology. Choose among: HYD141, HYD144, ECI 144, ATM 115 |  |  |  |
| One course in hydrochemistry\*. Choose among: SSC102, ERS136, HYD134, SSC216 |  |  |  |
| One course in hydrobiology\*. Choose among: HYD124, SSC111, ESP151, ESP155 |  |  |  |
| One course in hydrologic policy. Choose among: ARE147, GEO134, ESP161, ESP169 |  |  |  |
| Seminars: HYD200 (2 units) |  |  |  |
| Exit Presentation |  |  |  |
| Substitution Justification: |
| \*Students must select one course from either the hydrochemistry or hydrobiology subject area |
| **Degree Options (check one)** |  |  |  |
| 1. Hydrobiology □
 |
| 1. Hydrogeochemistry □
 |
| 1. Hydrology: □ surface hydr. □ subsurface hydr. □ water resources mgmt □ irrigation & drainage systems
 |
| **Upper Division Course Name (list first)** | **Graduate Level Course Name** | **Course#/Quarter** | **Grade** | **Units** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| TOTAL UNITS: | TOTAL UNITS: |  |  |  |
| **Overall Performance Rating:** Based on the courses and grades reported above and any discussion among the student, Major Professor, and Graduate Advisor, the student’s overall performance for their graduate education at this time is:Satisfactory\_\_\_\_\_ Marginal\_\_\_\_\_ Unsatisfactory\_\_\_\_\_ |
| **Signatures Upon Review Each May and November** |
| Student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_Major Professor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_Graduate Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**\*Unit Requirements: MS-I Pre-2016 = 32 Units. MS-II Pre-2016 = 38 Units**

**Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Annual Thesis/Comprehensive Exam/Dissertation Progress Report**

**USE:** This form is intended to be drafted in the first spring quarter in the program and updated each spring quarter thereafter in consultation with the Major Professor and Thesis/Comprehensive Exam/Dissertation Committee to encourage and track your progress toward thesis/comprehensive exam dissertation completion.

**WHAT AND WHEN TO SUBMIT:** This form – your completed *Annual Thesis/Comprehensive Exam/Dissertation Progress Report* form (page 4 of the advising packet) ***and*** your completed *Hydrologic Sciences Degree Requirements* form (page 2 of the advising packet) must be submitted together to Shila Ruiz (PES 1152) by ***May 30*** each year.

# Thesis/Comprehensive Exam/Dissertation Committee Membership:

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Department (or External\*)** |
| Committee Chair |  |  |
| Member 2 |  |  |
| Member 3 |  |  |

\*If a member is external, external committee membership form is required (see Shila Ruiz)

Date approved by Graduate Studies (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

# Meetings:

Each year, students shall meet once with their full committee ***and*** once individually with each committee member for at least 30 minutes. Please make sure each member initials and dates each meeting entry listed below.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Year 1** | **Year 2** | **Year 3** |
| **Meeting Type** | **Initials/Date** | **Initials/Date** | **Initials/Date** |
| Group\* |  |  |  |
| Chair |  |  |  |
| Member 2 |  |  |  |
| Member 3 |  |  |  |

\*This is currently optional, but is strongly recommended as a mentoring aid.

Approved by Graduate Adviser ***Upon Completion***:

Signature Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_