

## SA&FS Checklist

Goal: to provide students a roadmap with steps to take for the successful completion of the major

### Resources

#### Websites:

*Program website:* <http://lawr.ucdavis.edu/student-scene/undergrad-programs/sustainable-agriculture-and-food-systems>

🕒 please explore this website! There are plentiful resources and information regarding all the unique parts of the major including General Advising, Internships, and Restricted Electives.

*Student Portal, OASIS:* [www.students.ucdavis.edu](http://www.students.ucdavis.edu)

🕒 use OASIS to track major completion, to manage your study plan

*Transfer of Courses to UC Davis:* [www.assist.org](http://www.assist.org)

#### Advising:

*Staff Advisor:* Lacle Brooks, [lbrooks@ucdavis.edu](mailto:lbrooks@ucdavis.edu)

*Peer Advisors: (write these in during orientation as they introduce themselves)*

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

🕒 located in PES 1150

#### *Track Advisors:*

Track I: Will Horwath, [wrorwath@ucdavis.edu](mailto:wrorwath@ucdavis.edu)

🕒 located in 3226 Plant and Environmental Sciences

Track II: Ryan Galt, [regalt@ucavis.edu](mailto:regalt@ucavis.edu)

🕒 located in 2429 Hart Hall

Track III: Tom Tomich, [tptomich@ucdavis.edu](mailto:tptomich@ucdavis.edu)\*

\*to make an appointment, contact Karen Clementi, [klclementi@ucdavis.edu](mailto:klclementi@ucdavis.edu)

🕒 located in 143 Robbins Hall

### Roadmap

- Get to Know Your Advising Staff:
  - Meet your Peer Advisor(s) and introduce yourself to your Track Advisor!
  - Your Advising Staff will be your support system throughout your time at UC Davis.
- Complete Major Courses and Internship Units:
  - Each Track has its own Major Evaluation Form (MEF) specifying courses needed for major completion
    - *Core Courses:* Courses designed for SA&FS Students, each course is only offered once a year
      - *Fall:* CRD 20, ESP 191A
      - *Winter:* ARE 121, PLS 190, ESP 191B (taken directly after ESP 191A)
      - *Spring:* ANS 112, PLS 15, PLS 150
    - *Applied Production:* Hands on, technical learning

- These courses are lab-based, and many are offered as P/NP
- *Preparatory Courses*: Diversified range of courses to provide you with a broad perspective
  - Looking to take Summer courses? These courses are best to take over the summer as they are often available during that time and provide a manageable workload
- *Depth Subject Matter*: Specific topics using the broad perspectives you've gathered during your Preparatory Coursework
  - Pay attention to prerequisites; there are some courses available to fulfill a depth requirement that are not required to take by the major
- *Communication Requirement*: CMN 1
  - Completes half the College of Agriculture and Environmental Sciences (CAES) English Requirement
- *Restricted Electives (RE)*: 20 units that we have restricted the space within the major for you to elect which classes to take! These classes must be upper division (course numbers greater than 100, i.e. PLS 120)
  - The process:
    - Download the "Restricted Electives Approval Form" and use it to generate a list of 5-7 courses of interest
    - Make an appointment with your Track Adviser and bring the RE Approval Form list to discuss your interests and how the courses you're considering work together with your SA&FS curriculum
      - 1st years: this should happen by the end of your second year in the major
      - Transfers: this should happen by your second quarter in the major
    - Take RE classes! Use your tentative list as a guide, but don't be afraid to stray from this list as your interests or needs change
    - Finalize the form based on classes you have completed and bring it to your Track Adviser for their signature
    - Drop by the Advising Office and put your completed form in your file
- *Internship Requirement*: 8 units for you to engage in real-world hands on learning. To note: there are 3 internship distinctions: On-Campus Beginner, On-Campus Advanced, Off-Campus. You may have a maximum of 4 On-Campus Beginner Units. 1 unit=30 hours
  - Before your internship (to receive the CRN to enroll in a SAF 092/192):
    - Secure an internship of your choosing
    - Attend the Mandatory Internship Workshop hosted by the PIC to learn about the internship process and to get your questions answered
    - Download/complete the SAF 092/192 Approval Form Packet

- Meet with a Faculty Sponsor in person to review your packet
  - Submit the packet to Galyna by the deadline
  - Attend one Internship Meeting offered weeks 8, 9 to discuss the 7 Learning Objectives and prepare for your internship
  - Receive your CRN! Yay!
- During your internship:
  - Optional if you missed last quarter's Internship Meeting: Attend ***ONE*** Internship Meeting
  - Smile! You're completing your units!
  - Maintain a time log of your hours
  - Check in with your faculty sponsor
- At the end of your internship:
  - Submit Final Reflection (see guidelines below) to Host, Faculty Sponsor, and PIC (*electronic or hard copy*)
  - Submit Time Log to Faculty Sponsor for signature then submit to Laclede (*electronic or hard copy*)
- College for Learning's Sake
  - Take a class or two that you find interesting!
- Self-Care
  - Sleep, Eat, Schedule time to do something that makes you happy/relaxed/reenergized