

**MAE 299 AGREEMENT**  
**MECHANICAL AND AEROSPACE ENGINEERING DEPARTMENT**  
**UNIVERSITY OF CALIFORNIA, DAVIS**

Per the UC Davis Academic Personnel Manual (Appointment and Promotion, Section UCD APPENDIX II-B, Appointment of Graduate Students to Academic Positions):

"A Graduate Student Researcher (GSR) is a graduate student who performs research related to the student's degree program in an academic department or research unit under the direction of a faculty member or authorized principal investigator (APM 112). GSRs may not be assigned teaching, administrative, or general assistance duties. This does not exclude research-related duties such as quantitative analysis, bibliographic searches or summaries, text editing, lab projects, computer programming, and a reasonable amount of lab maintenance and cleaning."

"It is permissible for departments to grant course 299 credit to students for work done as a Graduate Student Researcher, provided research performed is to meet the degree requirements."

The amount of academic work required for a graduate degree may exceed what is associated with a Graduate Student Researcher (GSR) appointment. In the Mechanical and Aerospace Engineering Department, it is at the faculty advisor's discretion as to whether work performed as a GSR will count for MAE 299 course credit.

This agreement lists the requirements for MAE 299 units regardless of whether or not these units are associated with a GSR appointment.

**Any student who signs up for MAE 299 without completing this agreement will be dropped from MAE 299.**

The MAE Department will retain this form in department files for 5 years from the beginning of the current term for possible review by the appropriate college courses committee and the Academic Senate Committee on Courses and Instruction (Davis Division Regulation 532).

**Students complete this section:**

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

Student ID#: \_\_\_\_\_

Quarter/Year: \_\_\_\_\_

Instructor: \_\_\_\_\_

MAE 299 CRN#: \_\_\_\_\_ (The CRN code will be issued upon completion of this form.)

**Faculty complete this section:**

GSR hours: \_\_\_\_\_

Non-GSR Hours: \_\_\_\_\_

Total hours: \_\_\_\_\_

List the number of MAE 299 units recommended: \_\_\_\_\_

(3 hours of work/week = 1 unit of academic credit – UCD Academic Senate Guidelines)

**Arrangements for faculty/student meetings (contact hours; frequency, ex: weekly, day/hour/duration):**

\_\_\_\_\_

**Criteria for satisfactory grade:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(mode of instruction and evaluation: attend class/project/research/paper/presentation/etc.)

I, \_\_\_\_\_, have read this form and I approve the student’s academic work plan as outlined in this department contract. I will evaluate the academic quality of the student’s work in accordance with UCD Academic Senate guidelines for awarding academic unit credit for research.

**Faculty Sponsor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Return this agreement to the MAE Graduate Program Coordinator via box link below and register via SISWEB/ScheduleBuilder by the last to Add (12<sup>th</sup> day of instruction).

**BOX LINK: <https://ucdavis.app.box.com/f/2fe5f6d7e503445e98368d353d6c6791>**