



THE UNIVERSITY OF VERMONT
**AGRICULTURE &
LIFE SCIENCES**

ADVISOR'S HANDBOOK

2019-2020

This handbook is designed to provide faculty and staff with academic and general information to assist in working with advisees. As you use this resource, please note items you would like to see included in subsequent Handbooks and forward to the Student Services Office. Our advisors significantly influence the academic experience of our students. We hope this Handbook will assist you in the advising process.



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Campus Resources

SAS (Student Accessibility Services), A-170 Living/Learning, 656-7753 <http://www.uvm.edu/access/>

Mosaic Center for Students of Color, L/L, 656-3819, <http://www.uvm.edu/mcsc/>

Prism Center, 461 Main Street, 656-8637, <http://www.uvm.edu/prism>

Living Well, Davis Center (Room 112), 656-0441, <http://www.uvm.edu/health/livingwell>

TRiO Student Support Services, http://www.uvm.edu/academicsuccess/trio_student_support_services

Center for Health and Wellbeing (Student Health Center), 425 Pearl Street, 656-3350

<http://www.uvm.edu/~CHWB/>

Counseling and Psychiatry Services (CAPS), 146 So. Williams Street and Redstone Campus 656-3340, <http://www.uvm.edu/~CHWB/psych/>

Student Financial Services, 223 Waterman Building, 656-5700, <http://www.uvm.edu/~stdfinsv/>

Learning Co-op, 244 Commons, Living/Learning, 656-4075, <http://www.uvm.edu/learnco/>

Office of International Educational Services (Study Abroad), B-101 Living/Learning, 656-4296, <http://www.uvm.edu/oie/>

Office of Transfer Affairs, Registrar, 360 Waterman Building, 656-0867,

<http://www.uvm.edu/~rgweb/> (click “Undergraduate Transfer Credit”)

Registrar’s Office, 360 Waterman Building, 656-2045, <http://www.uvm.edu/~rgweb/>

Residential Life, Robinson Hall, 656-3434, <http://www.uvm.edu/reslife>

Student Services Office, Morrill Hall 106, 656-2980 or 656-0289 <http://www.uvm.edu/cals/>

University Dining Services, Robinson Hall, 656-4664, <http://uds.uvm.edu>

College of Agriculture and Life Sciences Core Competencies

A. Knowledge

Students develop a fundamental base of knowledge that will serve as a foundation for lifelong learning.

1. Science: Students use the scientific method to understand the natural world and the human condition.

a. Physical and Life Sciences: Competency may be met by satisfactory completion of two courses in subjects such as anatomy, animal science, biology, chemistry, ecology, entomology, food science, forestry, geology, horticulture, genetics, microbiology, nutrition, physics, physiology, plant biology, and soil science.

b. **Social Science:** Competency may be met by satisfactory completion of two courses in subjects such as anthropology, community development, economics, geography, history, political science, public policy, psychology, and sociology.

2. Humanities & Fine Arts: Students develop an understanding and appreciation for the creative process and human thought. Competency may be met by satisfactory completion of two courses in subjects such as art, classics, history, literature, music, philosophy, religion, language, and theater.

B. Skills

Students develop abilities to communicate effectively, analyze information, problem solve, think critically, and work with others.

1. Communication Skills: Students express themselves in a way that is easily understood at a level that is appropriate for the audience.

a. **Oral:** Students show confidence and efficacy in speaking before a group. Competency may be met by satisfactory completion of two courses: CALS 001 or CALS 183 (or equivalent) where primary focus is public speaking, and an additional course or series of courses in which students present a minimum of three graded speeches, in total, to a group.

b. **Written:** Students communicate effectively in writing. Competency may be met by satisfactory completion of ENGL 001 or HCOL 085. Please visit <https://www.uvm.edu/fwil/> for more information.

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2. Information Technology: Students demonstrate mastery of technology for communication, data gathering and manipulation, and information analysis. Competency may be met by satisfactory completion of one course: CALS 002 or CALS 85 (or equivalent).

3. Quantitative Skills: Students demonstrate the ability to use numbers and apply and understand statistical methods.

a. **Mathematics:** Students demonstrate the use of numbers for problem solving. Competency may be met by satisfactory completion of one course: Math 9 or higher.

b. **Statistics:** Students demonstrate the use of numbers for data analysis and inference. Competency may be met by satisfactory completion of one course: Statistics 111 or higher or equivalent.

4. Critical Thinking Skills: Students demonstrate ability to comprehend, judge, and present written/oral arguments and to solve problems. Students learn how to distinguish between fact, conjecture, and intuition.

5. Interpersonal Skills: Students demonstrate the ability to work well with other people by understanding and using skills of leadership, conflict resolution, and group process.

C. Values

Students are exposed to values that are expressed through relationships with community, the environment, and themselves that are consistent with the mission of the College of Agriculture and Life Sciences and the University of Vermont campus compact known as "Our Common Ground."

1. Citizenship & Social Responsibility: Students develop an understanding, appreciation, and empathy for the diversity of human experience and perspectives. Students are exposed to solving problems for a community and contributing to the common good.

- a. Diversity Requirement: The university requires **two courses** addressing diversity for all incoming first-year and incoming transfer students. At least one course must be completed from the Category D1 list. These diversity credits will also satisfy six of the twelve social science and humanities requirements for the college. A list of university courses approved for diversity credit can be found here: <http://catalogue.uvm.edu/undergraduate/courses/diversitycourses/>

2. Environmental Stewardship: Students develop a sensitivity for the interconnected relationship between human beings and the natural world and the responsibility for stewardship of the environment.

- a. Sustainability: All undergraduates must meet a General Education requirement in Sustainability. To meet this requirement, students must complete a course, curriculum, or co-curricular module prior to graduation that has been approved by the Faculty Senate's Sustainability Curriculum Review Committee. A list of university courses approved for sustainability credit can be found here: <http://catalogue.uvm.edu/undergraduate/courses/sustainabilitycourses/>

3. Personal Growth: Students develop an understanding and appreciation of a healthy lifestyle and a love for learning that will lead to continuous growth and development throughout their lifespan. Students continue to improve themselves by developing and affirming the values of respect, integrity, innovation, openness, justice and responsibility.

Declaring Minors and Second Majors Within CALS

CALS students may elect to enroll in a second major or minor within CALS. This choice does not typically lengthen the student's stay at UVM and can significantly enhance the academic experience.

EXPLORING A SECOND MAJOR IN CALS

When contemplating a second major, a student should consult the program requirements for that major. Additionally, the student should discuss the second major with that department chairperson, making sure space is available in the required courses. The student choosing a second major typically is assigned a second faculty advisor in the second discipline area of study.

As with all curriculum changes, the student and the advisor should carefully discuss the plan, looking at the additional requirements and anticipating graduation date.

DECLARING A SECOND MAJOR IN CALS

Once the above steps have been completed, students should go to the Register's website to submit an electronic form by visiting <https://www.uvm.edu/registrar/> (On the right hand side under "Popular Pages", click link that says "Change Your Major")

DECLARING A SECOND MAJOR OUTSIDE OF CALS

A second major outside of CALS is a second degree. The student needs to satisfy both the core requirements for the college of the student's second major and CALS.

EXPLORING A MINOR INSIDE OR OUTSIDE OF CALS

A student interested in enrolling in a minor (inside or outside of CALS) should become familiar with the courses required to complete that minor by going to www.uvm.edu/cals. The student will want to discuss the minor requirements with the department chair administering the minor, making sure space is available in required courses.

Once all information on the minor has been obtained, the student should evaluate the planned program with the **primary major advisor**.

DECLARING A MINOR

After the above steps have been completed, students should go to the Register's website to submit an electronic form visiting <https://www.uvm.edu/registrar> (On the right hand side under "Popular Pages", click link that says "Change Your Major"). Students in CALS can do an online minor form unless otherwise specified.

Course Enrollment Policies

Dates/deadlines for all enrollment changes such as add/drops, withdrawals, pass/no pass, audits, incompletes are printed at the Registrar's website: <http://www.uvm.edu/registrar> (click under "Schedule of Courses by Semester")

ADDING AND DROPPING

Adding courses now requires instructor permission after the 5th day of classes. Courses that are dropped during this time are removed from the student's course schedule and will not appear on a transcript. Courses may be added freely through the first five instructional days of the semester.

Dropping a course may effect a student's full time status. However, adding a course between the sixth and tenth instructional day will be at the discretion of the faculty member and will occur by means of faculty override. **The add/drop forms** are available in the CALS Dean's Office.

LATE ADDS

While it is usually unrealistic to pursue a late add, a student may, with the permission of the instructor, add a course after the deadline has passed. If approved, the instructor can add student to the roster or contact the CALS Dean's Office.

The student will need the signatures of the course instructor, the advisor, and CALS Student Services Office on the late add/drop form before submitting it to the Registrar's Office.

LATE DROP]

Requests to drop a course after the deadline has passed cannot be approved **unless** the student works directly with the instructor who must agree that they never attended the course. The instructor can drop the student via their MyUVM faculty portal.

Students who **miss the deadline to drop** a course have the option to **withdraw** from a course up until the 9th week of class. See below.

WITHDRAWAL FROM A COURSE PRIOR TO THE 9TH WEEK

Students may withdraw from a course anytime from the 11th day of instruction until the second business day after the 60% point in the semester. The course will remain on the academic transcript with the grade of "W" and is not calculated into the grade point average. Students will need to withdraw online through MyUVM. The student's advisor(s) and dean(s) will be notified. The instructor(s) will be aware of the withdrawal by the Withdraw status on the class roster and the presence of a grade of **W** on the grade roster.

Students receiving financial aid who wish to withdraw from a class(s) during the first 9 weeks, may lose partial financial aid depending upon **when** they withdraw. **Please make your advisees aware of this and refer such students to the Student Services Office, or to the Financial Aid Office.**

LATE WITHDRAWAL FROM A COURSE

Requests to withdraw from a course after the 9-week deadline has passed are seldom granted. The UVM catalogue states "Such petitions must contain conclusive evidence, properly documented of the illness or other situation which prevents completion of the course(s). Acceptable reasons do not include dissatisfaction with performance or expected grade, with course instructor, or desire to change major or program."

Students wishing to withdraw for medical reasons, personal reasons or for reasons related to a learning difference should contact the Student Services Office, 656-0289. Students wishing to withdraw from a course(s) for **other** than medical or personal reasons, may petition the CALS Dean's office. Information on this process is available in the Student Services Office. Retroactive adjustments can be made if the student could not physically work with the appropriate office to start this process.

PASS/NO PASS

The Pass/No Pass option enables degree students (**with the exception** of first-year students and students on academic probation) to enroll in an elective they might have otherwise avoided for fear of a low grade. Only **free electives and gym courses** may be taken on a Pass/No Pass basis. Competency courses, required courses in a student's major or minor must be taken for a letter grade. The **deadline** for choosing this option is the 10th day of class.

- When a course is taken Pass/No Pass:
- The instructor is neither consulted nor advised of the choice to enroll.
- Only the advisor and student have knowledge of the action.
- Students must complete all work normally required in the course in order to receive credit and may take no more than 6 courses on a Pass/No Pass basis.
- Grades of D or higher will result in a Pass; grades of F will be No Pass.

Pass/No Pass forms are available at the Registrar's website: <http://registrar.uvm.edu> Forms must be signed by the student and the academic advisor. Please refer to the University Catalogue for additional details.

S/U is used in courses where the A-F grade is inappropriate, such as in seminars, internships, practica, etc. The student will receive the appropriate credit hours toward graduation for the S grade, but not for the U grade. Courses using this grading system are so indicated in the catalogue. The S/U is available only on a whole course basis and is available for courses that count towards degree requirements.

AUDITING A COURSE

Because students receive no credit for an audited course, this option is rarely utilized. However, with the approval of the student's dean's office and the course instructor, a regularly enrolled student may audit a course. Students choosing this option generally view the information provided by the course as a supplement to the declared major or minor. Auditors have no claim on the time/service of the course instructor and must meet minimum levels of performance in the course to receive an audit grade on the transcript. Tuition is charged at the applicable rate. **No change will be made after the enrollment period to allow credit for courses audited.**

Forms are available at the Registrar's website: <http://registrar.uvm.edu> Signatures required include that of the student, the advisor and the instructor.

INCOMPLETES

This grade applies to **course work not completed due to circumstances beyond student's control such as illness, serious personal tragedy, computer or lab equipment breakdown.** Such circumstances must be documented by the Center for Health and Wellbeing, the Counseling Center or Student Accessibility Services, or outside medical provider. Documentation is presented with the incomplete request by the student to the Student Service Office. **Course instructors are not at liberty to assign an Incomplete on the class list until the request has been approved by the Student Service Office.**

Students/Faculty should contact the Student Services Office to discuss the possibility of an incomplete before giving the student the okay. A more detailed explanation appears in the UVM catalogue.

SP/UP

These grades are used in courses with a linkage in credits to multiple semesters such as thesis and dissertation research. Neither SP nor UP will be included in the student's GPA. The grade of SP will be assigned when a student has made satisfactory progress during a semester prior to the final semester of the linked courses; credit will be awarded with the grade of SP. The grade of UP will be assigned when the student's progress has been unsatisfactory and no credit will be awarded. The faculty member may change the grade of SP to a letter grade once the final grade for the multiple semester work is completed. A grade of SP cannot be changed to a UP or F based on a student not completing the final semester's work satisfactorily. UP is a final grade. It can stand as it is, or it can be changed to an F.

Semester Enrollment Policies

LEAVE OF ABSENCE

Students who do not plan to return for a particular semester should notify the Student Services Office to schedule an appointment for completion of the proper paperwork.

Withdrawals from the University DURING THE SEMESTER

Students wishing to leave the University once the semester has begun should contact the Student Services Office, 656-0289 for assistance. Strict refund guidelines require students to notify the Office **as soon as possible**.

READMISSION

Students wishing to return to UVM after a leave of absence should fill out a readmission form available here: <https://www.uvm.edu/admissions/re-entry-application>

Graduation



SENIOR RECORDS CHECK

The Senior Records Check for all potential seniors is completed by the Student Services Office, and **involves the student and the faculty advisor** in the process.

The Senior Records Check (SRC) is online and sent to faculty in early September for December and May potential graduates. Student is emailed, with instructions to review their entire academic record and any additional requirements **with the advisor**. The form is secure and must be submitted by academic advisor.

The **advisor in the primary major** and the student are responsible for monitoring all the requirements of any **second major and/or minor**.

The SRC is used parallel with Registrar's online audit. Any exceptions must be processed on an exception form. The form is available on the CALS Dean's Office website: https://www.uvm.edu/cals/cals_forms_procedures_and_policies

UPDATE FORM, CHANGES TO THE SENIOR RECORDS CHECK

If **changes to the Senior Records Check** are made after it has been submitted to the Student Service Office, both the student and the advisor must **record** these changes via email to the CALS Dean's Office.

The Student Service Office works closely with the student records person in each department regarding the Senior Records Checks. Faculty advisors should initially direct all questions regarding degree audits to their records person in the CALS Dean's Office.

THE "WALK" POLICY

Undergraduate students who are in good academic standing and within six credits of completing and have a plan to complete all degree requirements may, pending verification from their dean's office, participate in the UVM and College/School Commencement ceremonies.

It is understood that participation in commencement exercises does not in itself signify degree completion. No student will receive his or her diploma until all degree requirements are complete. Students who are considered "walkers" will have their name printed in the Commencement booklet.

The Walk Permission Form is part of the online form. The supplemental form is available in the CALS Dean's Office.

Academic Standards

THE DEAN'S LIST

Students in the College of Agriculture and Life Sciences are placed on the Deans List if they rank in the top 20% of their class. Calculations are based on the semester average earned and vary given the size of the individual class. Only students enrolled in 12 or more credit hours for a letter grade are eligible. Letters of acknowledgment are forwarded to each student by the Student Services Office. Copies of these letters are sent to each advisor.



REGULATIONS GOVERNING ACADEMIC STANDARDS

The College of Agriculture and Life Sciences (CALS) Studies Committee reviews the semester grades of all students in the college whose semester or cumulative grade-point average falls below the 2.00 minimum, as well as the academic progress of all students placed on academic probation the previous semester.

Guidelines: A student whose semester grade-point average falls below a 2.00 will be placed "On Trial" and will be given a target semester average to achieve by the end of the following semester. A student whose semester grade-point average is below a 1.00, or who fails to achieve the stated target average while

“On Trial,” may be placed on “Intermediate Trial.” Any student with a prolonged history of poor grades, including students who consistently fail to achieve the target semester average, may be placed on “Final Trial.” A student who does not achieve the target semester grade-point average while on “Final Trial” is a candidate for dismissal from the University.

Additional Guidelines for CALS Academic Probation: Any student who has been dismissed can return to the College of Agriculture and Life Sciences assuming the student has satisfied the stipulations stated in their dismissal letter. Upon re-entry to the University, the student will be placed on “Intermediate Trial” and will not be allowed to take more than 12 credits during the semester they are re-admitted. If a student is dismissed twice during their undergraduate degree program, the student will be required to take one academic year off as a matriculated student. During this period, courses may be taken through Continuing Education at the University of Vermont or elsewhere. Upon re-entry to the University, the student will be placed on “Intermediate Trial” and will not be allowed to take more than 12 credits during the semester they are re-admitted.

If the student is dismissed for a third time, the dismissal is final and not appealable. Readmission to the University will only be permitted if the student is granted an Academic Reprieve. Please refer to the University Catalogue for details on this policy.

Appeal: A student may appeal a dismissal by submitting a written appeal to the CALS Studies Committee within two working days of the receipt of the dismissal letter. The student will be asked to appear in person before the Studies Committee to appeal the case.

Continuing Education and Readmission: A student who has been dismissed from the College may take up to 6 credits of coursework through UVM Continuing Education in an attempt to improve his/her grades. To gain readmission to the College, the student must achieve no less than a 2.67 semester average on the six credits. Dismissed students may enroll in six credits at another institution, and should work with the Office of Transfer Affairs to insure transferability.

Transfers

TRANSFER CREDIT FROM OUTSIDE UVM

Students wishing to enroll temporarily at another institution should consult with the staff in the Transfer Affairs Office, Waterman Building, **regarding the transfer of credit.** Appropriate forms are available in that office. There is no guarantee that external course work will be accepted in transfer. Transfer Affairs staff can best advise a student in this area.

MINIMUM GPA REQUIREMENTS FOR TRANSFERS IN/OUT OF CALS

Students wishing to transfer **into** the College of Agriculture and Life Sciences must have achieved a minimum 2.00 overall Grade Point Average. Some CALS departments may require students to perform at a certain/higher grade level in selected courses.

The College encourages students whose GPA is below this minimum to work closely with a CALS faculty member from the department they wish to transfer into. Assuming the student’s current college/school agrees, the student may take courses geared to the major he/she is unofficially pursuing in CALS. Once his/her GPA reaches 2.00 minimum, the student may submit an application for transfer to the Student Services Office.

CALS students wishing to transfer **out** of the College into another academic unit on campus should

contact that unit to determine the minimum GPA required for transfer.

CALS Programs and Majors, pre-med and pre-vet programs

PROGRAM REQUIREMENT SHEETS FOR MAJORS IN CALS

Contact the Student Services Office for programs within CALS. Please contact the department offering your major or the director if you have any further questions regarding individual departments and programs.

Animal and Veterinary Sciences, <http://asci.uvm.edu/>
Biochemistry, <http://www.uvm.edu/~ugbicm/?Page=curriculum.html>
Biological Science, <http://www.uvm.edu/~intbiosc/>
Community Entrepreneurship, http://www.uvm.edu/cals/cdae/community_entrepreneurship
Community & International Development, http://www.uvm.edu/cals/cdae/community_and_international_development
Ecological Agriculture, <http://www.uvm.edu/~pss/>
Environmental Sciences, <http://www.uvm.edu/~ensc/>
Environmental Studies, <http://www.uvm.edu/~envprog/>
Food Systems, <https://www.uvm.edu/foodsystems/>
Microbiology and Molecular Genetics, <http://www.uvm.edu/microbiology/>
Nutrition & Food Sciences/Dietetics, <http://www.uvm.edu/nfs>
Plant Biology, <http://www.uvm.edu/~plantbio/>
Public Communication, http://www.uvm.edu/cals/cdae/public_communication
Self-Designed Major, <http://www.uvm.edu/cals/?Page=closerlook/selfdesmajor.html>
Sustainable Landscape Horticulture, <http://www.uvm.edu/~pss/>

THE UNDECLARED STUDENT

The Undecided student population in the College is significant and usually comprises 15%-17% of the first-year class. While some students have a general sense of the major they wish to pursue, there are many who do not. These students choose to spend their first few semesters exploring academic options within the College.

Advising the Undecided student is generally more challenging given the absence of a sequential list of major requirements to follow. With that in mind, the following steps have been designed to assist in the advising of CALS Undecided students:

- Inform the student of all majors offered by the College to provide a more comprehensive look at possible academic opportunities.
- Determine the student's interest; these may include academic as well as personal; such exploration can provide the advisor with a more complete picture of the student.
- Brainstorm with the student about possible career ideas THEY might like to explore.

For students **interested** in a particular major but who are not ready to declare, suggest:

- a. Talking to faculty in that major.
- b. Taking courses in that discipline.
- c. Setting up an internship with a faculty member in the program.

- d. Pursuing a research project when applicable in the area of interest.

When a student is unable to identify academic interest, suggest he/she enroll in courses that will satisfy CALS core competencies; these courses will most likely be accepted by another academic unit on campus in the event the student transfers out of CALS.

Suggest that the student make an appointment at the **Office of Career Services**, where students may participate in an **interest inventory** in an attempt to determine a meaningful major. The staff will work with students individually and in groups to determine areas of interest.

THE SELF-DESIGNED MAJOR

CALS offers each undergraduate the opportunity to define a personalized program of study. This curriculum is entitled the "Self-Designed Major". When a student determines that their personal educational objectives fall either outside or between the curricula defined by departments and programs of the College, the student may wish to consider a Self-Designed Major. Students interested in becoming a Self-designed major should meet with the Self-Designed Director and visit the Self-designed major web site at https://www.uvm.edu/cals/self_design_major_proposal_process

STUDENTS INTERESTED IN A PRE-MEDICAL PROGRAM

When advising students who wish to follow the pre-med curriculum, encourage them to contact the Pre-Med advisor at Career Services. Any of their advisors can acquaint students with the medical school application process and will advise them of important deadlines.

PRE-MEDICAL ENHANCEMENT PROGRAM (PEP)

The Pre-Medical Enhancement Program (PEP) is a joint offering of The College of Agriculture and Life Sciences, the College of Arts and Sciences, and the College of Medicine to provide enhanced opportunities for a select group of highly qualified pre-medical students. Interested students apply to PEP in the second semester of their first year. Those students accepted in the PEP program will be assigned a practicing physician-mentor who will introduce the concepts of patient care and practice management through regularly scheduled office-based/clinical experiences. The PEP Coordinator in the College of Medicine will provide information on opportunities for medical research experience and volunteer/employment possibilities in the health sciences or health policy fields. On a monthly basis, students will receive listings about special educational offerings at the College of Medicine and the Academic Medical Center. PEP students will also be able to participate in practice interviews with members of the University of Vermont Pre-Medical Committee. In their junior year, PEP students will be able to apply to the University of Vermont, College of Medicine. For more information go to: http://www.uvm.edu/~career/?Page=students/premed/pep.html&SM=students_submenu.html

STUDENTS INTERESTED IN THE PRE-VET PROGRAM

When advising students interested in pursuing a pre-vet major, ask them to contact a faculty member familiar with the requirements. Students may also contact the college coordinator of the Pre-Vet Program, 656-0155.

Although the general pre veterinary program meets the needs of most colleges of veterinary medicine, a few schools have specific requirements that need to be discussed. The chair of Animal Science will advise students regarding the application to vet school in addition to other important details relative to the application process.

An informational sheet on the pre-vet course guidelines is available in the Student Services Office.

Student Opportunities and Resources

CALS DISTINGUISHED UNDERGRADUATE RESEARCH

This award recognizes the outstanding efforts and achievements of CALS students who have conducted significant independent research or other academic projects under the supervision of a faculty member.

The College recognizes those students who have had their project-related work, written submissions, and oral presentations evaluated and endorsed by the departmental faculty and the Awards Committee. Projects are submitted to the Awards Committee in the middle of March, but accommodations can be made for students completing their work mid-year.

It is important for students and faculty project advisors contemplating submission of projects to the Awards Committee to become familiar with the procedures and requirements. For further information, please refer to the CALS website: https://www.uvm.edu/cals/scholarships_and_awards

RESEARCH OPPORTUNITIES FOR UNDERGRADUATES

There are several ways students may explore research opportunities here on campus. The student may:

- a. Initially discuss a desire to do research with the academic advisor.
- b. Visit the Office of Undergraduate Research at 50 University Heights North Room 017B (please see Dr. Ann Kroll Lerner), 656-5533, and/or online at <http://www.uvm.edu/ugresearch/>. Grants offered include URECA!, Mini-Grants, and Public Research & Civic Endeavors Scholarship.
- c. Talk with professor he/she would enjoy working with to explore possibility of a research opportunity.



A student may receive academic credit for the research experience. Most departments have an undergraduate **research course number** that can be used when enrolling. For students doing research in the Medical School, there is no undergraduate course number. In this instance, students may use the undergraduate research course number in their home department.

INTERNSHIPS

The college encourages students to incorporate an internship experience into their academic program while at UVM. Internships provide students with a first-hand view of potential careers and can often lead to employment after graduation. CALS students may earn academic credit for internships in addition to receiving a salary if provided by the employers. Internship guidelines are available in the Student Services Office. Additionally, some CALS departments provide their own internship instructions and guidelines.

STUDY ABROAD

The Office of International Education Services is both an advising and a resource center for students interested in a year, a semester or a summer overseas academic experience. In most situations, a student may easily combine overseas study into his/her academic program.

For more information, please visit the Office of International Education webpage at <http://www.uvm.edu/oie/> (Click "Study Abroad"). Consult the UVM catalogue for policies and additional details, at <http://catalogue.uvm.edu/undergraduate/uniquelearningopportunities/studyabroad/>

STUDY SKILLS ASSISTANCE

The Learning Co-Op assists students having difficulties with skills development such as note taking, study skills and time management. Tutors are usually available through the Learning Co-op. For more information, please visit <http://www.uvm.edu/learnco/>