

# Graduate Student Handbook

Department of Botany

2006-07

To Supplement UF's Handbook for Graduate Students:

<http://gradschool.rgp.ufl.edu/current-files/current-handbook.pdf>

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## I. Getting Started

This manual is intended to assist Botany Graduate students before and during their term at the University of Florida by providing guidance and information, which may or may not be immediately available. The contents are a subjective collection of items previous graduate students wished they had known when they arrived. Please fill free to recommend any additions that you feel might be helpful to others.

### **A. Before Arrival:**

1. Read and become familiar with the current Graduate Student Catalog, it is your ultimate source of information. Become particularly familiar with the "General Information" and Botany sections of the catalog.
2. Sometimes the department needs to contact you before you arrive here; make your location and your anticipated date of arrival known to the office and kept up to date while you are here.
3. You probably need a place to live. Relax Gainesville is overstocked with rentals. If you are willing to have a roommate you can probably find a place for as little as \$350/month (approx.) plus utilities. There are five main sources of information including the University's Division of Housing Office (on campus housing), our campus newspaper called the Alligator (available everywhere on campus or <http://www.alligator.org>), the local newspaper (The Gainesville Sun - <http://gainesvillesun.com/apps/pbcs.dll/frontpage>), departmental bulletin boards where other graduate students often post adds for roommates, and local privately-run apartment locator services (look under "apartment finding and renting" in the Gainesville phone book). Bulletin boards are usually found outside department offices. To get you started, there is a free phone in the hall outside the Botany Office for local calls only.

Neighborhoods are not created equal; there are tradeoffs to be made. The closer you are to campus, the noisier and more expensive it becomes, but commuting time is cut down and you

won't have the parking hassles. Keep in mind that Gainesville does have a fairly efficient bus service, especially closer to campus (<http://www.parking.ufl.edu/pages/albus.htm>). In order to park on-campus between the hours of 7:30 AM and 3:30 PM, Monday thru Friday, you must have a parking sticker. Purchase of stickers or temporary permits (3 days/ semester) can be obtained from the Transportation and Parking Services (392-2241 or <http://www.parking.ufl.edu/>). If you will be parking, it is suggested that you sign up for the Parking listserv to receive up to date information. Bicycles are king here; if you have one, bring it and a U-lock; cable locks get cut and result in missing bicycles. Crime is an issue in some areas; if security is a priority this needs to be taken into account. The best way to sort these variables out is to talk to other grad students; we are here to help one another. Once you have an address, give the University Registrar a call (392-1374), and change your permanent address to your new local one so that official notices do not take a world tour before you get them.

4. Getting a bank account set up is next. Your Campus Federal Credit Union (335-9090) is one place to go. They (and other banks) can arrange a direct deposit of your paychecks and other banking needs. Most of the national banks have branches in Gainesville.

**B. Change in residence status** – (does not apply to International Students)- To become a resident of the state of Florida (and pay instate tuition rates), you must live in the state for over 12 months. This means start the process as soon as you arrive and keep your records! Upon arrival, get your FL drivers license, keep your hook-up receipt for electric, lease, etc., and obtain a local bank account. File a Declaration of Domicile at the County Administration Building (201 E University Ave), it will cost \$11.37 (cash or check) and a picture ID. This means that you need to end all ties with another state (bank accounts, permanent address, etc.). About 9 months later you should start the change of residency application process. See the Graduate Catalog or <http://gradschool.rgp.ufl.edu/education/faq.html> for information. **All Non-Florida residents or Resident Alien US citizens who are on fellowship or assistantship are required to establish Florida residency or be responsible for the cost difference.**

**C. Arrival:**

1. International Students must check in with the International Center at 123 Grinter Hall, (352) 392-5323, as soon as they arrive in town. Also, schedule to take the SPEAKS test to determine if you will be eligible for consideration as a teaching assistant.

2. All students should visit the main Botany Department office at 220 Bartram, (352) 392-1175. This will give you an opportunity to meet the office staff, (they will be key in the smooth progress to your degree) and ask any questions you might have. You will be assigned a mailbox, this is where the department will communicate and distribute information you should keep up to date with. Also inquire about being added to the Liberal Arts computer network.

3. If you are a Botany TA or RA, Bartram 220 is where you will also sign up for payroll through Kim Holloway. If your TA or RA appointment is through Biology you should see Kenetha Johnson in 210 Carr Hall (the connecting building). It takes approximately two to four weeks to receive your first check after signing up for payroll. If you are a foreign student you will need to obtain a social security number **before** you can start receiving salary; this process also takes approximately two to three weeks. Call the Social Security office for more information (375-4178). **Important note for International students – please be aware that there is often a 2-3 month delay in receiving the first, please make financial arrangements to support your self and pay fees during this delay.**

4. Talk to your major professor to work out getting office space and for keys to your office.

5. When using a campus phone to call off-campus dial "9" first and then the number. When dialing another campus number eliminate the "39" for "392" numbers or "84" for "846" numbers and dial the last 5 digits. See later section on long distance calls.

6. The University **requires** students to sign up for a free email account called a "gatorlink" account. This can be accessed online at <http://www.gatorlink.ufl.edu/>. This account is how the University and the Department will communicate with you electronically.

7. Registration:

ISIS (Integrated Student Information Services) is the automated registration system and can be accessed on-line through the University home page. It offers a variety of services (drop/add, fee assessment, etc) in addition to registration. In your first semester you will probably have to register during the Regular Registration period as opposed to pre-registering by appointment. Be sure to consult the Schedule of Courses and Critical Dates available on-line via the UF home page (<http://www.ufl.edu/>) to avoid a late registration fee.

The basics you must know include your UF ID (eight digit number) and the section numbers and credits of the classes you want to take. Section numbers of classes are usually printed in the schedule if they are not; contact the department offering the course (some departments control enrollment).

An on-line version of the Schedule is available at <http://www.reg.ufl.edu/soc/>. If you are an international student you will not be allowed to register until you can show proof of health insurance. This can be done when you initially check in with the International Center upon arrival. Until this is done, your record has a "hold".

Your first schedule should be developed with the help of your Major Advisor or the department's Graduate Coordinator. After the first time you will probably be pre-registering each semester. When registering keep in mind there is a minimum number of hours of course work you must maintain throughout the semester if you have an assistantship. For those on a  $\frac{1}{4}$  or  $\frac{3}{4}$  time assistantship, the minimum is 9 (6 for summer C) credit hours. Below a  $\frac{1}{4}$  time assistantship full time registration is 12 (8 for summer C) credit hours. Also, every course is not offered every semester; it pays to plan out your courses as far in advance as possible (in fact it is required, see Form 2 information). Sometimes classes that are new are not in the Schedule, or may be listed under a general course title, such as Advances in Botany. It is a good idea to prowl the corridors of departments you may wish to take a class from; they often have fliers posted with information on new or rarely offered classes.

#### 8. Matrix of minimum credit hours required for registration

	Fall/Spring	Summer A	Summer B	Summer C
Full-time students not on Appt or	9-12	4	4	8

Fellowship less than \$3,150 per semester.				
Part-time students not receiving fellowships or assistantships –min. registration	3	2	2	2
Fellowship more then \$3,150/semester or Appt .01-.24FTE	12	4	4	8
Appts .25-.74 FTE	9	3	3	6
Appts .75-.99 FTE	6	2	2	4

## 9. Tuition and Fees:

The second Friday of the semester is the deadline to pay tuition and fees without penalty. You will receive a tuition payment (formerly "waiver") if you are on a teaching assistantship or a fellowship paid directly to the University Financial office (often after the fee deadline). Consult your advisor about a tuition payment if you are a research assistant. If you are from out-of-state, the tuition is much higher than for Florida residents; for this reason the college agrees to pay the out-of-state part of your tuition, but for only the first year. After that they expect you to change your residency to Florida (does not apply to International students). Soon after you arrive, pick up a Request for Change in Residency Status form from the Registrar's Office. Use this as a guide to the documents you will need to certify your residency, and start collecting them immediately. Your residency status is determined by the date all of the required documents have been assembled.

If you do receive a tuition payment the portion the university covers is automatically taken out of the balance you owe. THE WAIVER WILL NOT COVER ALL FEES. You are responsible for paying the student activities portion of your fees by the fee payment deadline (2<sup>nd</sup> Friday of semester). This is usually about \$350 to \$830 dollars. The waiver covers 9 credit hours; if you take more, you pay for them. Payments can be made at S-113 Criser Hall. Your account balance can be found on <http://www.isis.ufl.edu> or for an estimate please use the fee calculator at <http://www.fa.ufl.edu/ufs/>.

## ***II. Degree Requirements***

### ***A. General Requirements for All Graduate Students***

1. Responsibility of the Student: While there are many sources of assistance and information available to students, the final responsibility of ensuring that a student meets all degree requirements in a timely manner rest with the student. It is the student's responsibility to become familiar with all graduate requirements and to make sure all requirements are met. Compliance with published deadlines is also the responsibility of the student.

In addition, to meeting the stated degree requirements, it is imperative that all graduate students conduct themselves with a high degree of integrity. Students must follow the guideline for conduct detailed by the Graduate School with respect to avoiding fraud, plagiarism, cheating, abuses of confidentiality and conflicts of interest.

2. Computer Access: Students are required to have access to and on-going use of a computer during their graduate studies. See the Graduate Catalog for details.

3. One of your more important tasks is to form a Supervisory Committee. The Graduate Catalog explains the details, but one of the more pressing requirements is that it needs to be chosen by the end of your second semester or completing 12 credit hours, whichever comes first. It is recommended to do this as soon as possible. The Committee will consist of a Chairperson (your main advisor) and two or more Committee members, depending upon the degree (M.S. or Ph.D.) you are seeking. (See the Graduate Catalog – General Information Section for more details) There is a minimum of two members for a M.S. and four for a Ph.D., including the committee chair (a.k.a. main advisor). The Committee Chairperson will usually be the one who sponsored your acceptance. It would be hard to overstate the importance of this group. Committee members will be the ones to guide and assist you in everything from class selection to research techniques during your time here.

Choose these people carefully, you will be spending a lot of time working and communicating with them. Talk to your fellow students, talk to faculty, and find out what they are working on, and get started on this early. You not only need to get along with them, they need to be compatible with one another. Interaction between you and your Committee members is not a one-way street; they, too, want to be impressed by your work and ideas. Do not approach a potential Committee member casually.

The actual filing of committee forms is done with The Graduate School through the main Botany Office. Even though you will never take a class from this school, it is a part of your life. The offices you will be dealing with are located in Grinter Hall or online at <http://gradschool.rgp.ufl.edu/index.html>. From these locations you will be able to pull forms and handbooks needed during your progression towards your degree, writing of your thesis or dissertation and forms or information regarding fellowships, etc. The main Botany Office will complete most forms. Probably the most relevant handbook on this site will be the “Guide for Preparing Theses and Dissertations”. It should be stressed that there are very specific rules and timetables to which The Graduate School adheres. It is assumed that all students have carefully read the

most recent Graduate Catalog, critical date calendar and the Graduate Student Handbook.

4. Students are required to create and monitor their “GatorLink” account. Basically this is an official email account and id/password combination for University purposes. This id/password is what you will use to sign-on to register, etc. The Gatorlink email account is where the University will send official messages or inquires. Your Gatorlink email account can be forward to another email account very easily. For more information please see

<http://www.gatorlink.ufl.edu/>.

5. All faculty, staff and students are required and expected to obey the law and legal agreements governing software. Failure to do so can lead to monetary damages and/or criminal penalties for the individual as well as disciplinary actions within the university.

### ***B. Botany Department and University Requirements or Policies***

1. Supervisory Committee: must be formed within the time the first 12 credit hours or by the second semester of commencing the degree. This should be done through Kim at the Main Botany Office.

**a) Substitution of Committee member at oral qualifying exam or final oral defense – a graduate faculty member from the same academic area can substitute for an absent committee member (not chair or external member) including signing exam form or final form with explanation of absence but not signature page.**

**b) Remote attendance - with all members agreement one member of the committee (not chair or external member) can attend a oral exam or final defense through modern remote contact**

2. At the first committee meeting the student and the committee members should chart out a schedule of courses required to be completed and the proposed schedule for taking these courses.(referred to as Form 2, see appendix) This should be signed by all members and the student, then filed in the students

records at the main Botany Office. For students in the College of Agriculture, this form must be updated before your last semester.

3. Students are expected to initiate any transfer of credits from other institutions within their first semester. Consult the Graduate Catalog for limitation on number and types of credits considered transferable.
4. Students are expected to perform as a teaching assistant at least once before completing their degree.
5. Students must meet with their committee at least once a year, during this meeting an annual evaluation must be done to evaluate the student and their progress towards graduation. Please see Kim for a copy of this form before your meeting.
6. All students are expected to maintain satisfactory scholarship (GPA of 3.0 or better) and satisfactory progress towards their degree.
7. If a student does not register for the min. number of credits in two consecutive semesters (including summer session) then they must apply for readmission into the program.
8. Students are expected to keep their contact information (office and home phone numbers and address and email address) valid and updated with the Botany office.
9. When you have completed your program, please provide a copy of your thesis or dissertation for the Departmental Library. (It does not have to be professionally bound just held together by some means, preferably not rubber bands)

***C. Requirements for a Master of Agriculture- Nonthesis***

1. Min. of 30 credits with at least 12 credits of courses from within the major.
2. Max of 6 credits of S/U courses will be counted towards degree requirements.

3. Max of 6 credits of 3000 or 4000 level courses from outside the major may be counted towards degree, if approved by student's Supervisory Committee.
4. Supervisory Committee must consist of one Graduate Faculty Members from within the Major area
5. Max of 9 graded courses transferred from other institutions to be counted towards degree.
6. Time limitation of 7 years to complete degree
7. Minor work can be done outside of our academic unit by completing 6 credits or work in the area and including a graduate faculty member from the minor area on the Supervisory Committee.
8. No credit towards degree will be given for BOT 7979, BOT 7980, but a max. of 3 credits of BOT 6971 can be converted to graded credits for BOT 6905
9. Transfer from Thesis to Nonthesis with the permission of the Supervisory Committee must be done before the midpoint of the final semester.
10. A min. of credits within the major must be taken in the final semester.

***D. Requirements for a Master of Science - Thesis***

1. Min. of 30 credits with at least 15 credits of (not BOT 6971) courses from within the major course work as designated by the Supervisory Committee
2. Max of 6 credits of BOT 6971 will be counted towards degree requirements but an unlimited number can be taken.
3. Max of 6 credits of 3000 or 4000 level courses from outside the major may be counted towards degree, if approved by student's Supervisory Committee.
4. Supervisory Committee must consist of two Graduate Faculty Members, at least one from within the Major.

5. Max of 9 graded courses transferred from other institutions to be counted towards degree.
6. Time limitation of 7 years to complete degree
7. Minor work can be done outside of our academic unit by completing 6 credits or work in the area and including a graduate faculty member from the minor area on the Supervisory Committee.
8. A min. of 3 research credits must be taken in final semester (2 in summer)

***E. Requirement for Ph.D.***

1. Min. of 90 hours required beyond a bachelor's degree with a min. of 30 credits must be taken at UF or a UF branch.
2. Max of 45 credits transferred from other intuitions with Masters Degree transferred at a standard 30 credits. All credits must have been earned within the last 7 years.
3. A minor constitutes from 12-24 credits work in the minor area including a representative from the minor area on the supervisory committee.
4. Supervisory Committee must include a min. of 4 graduate faculty including a chair and member from the major area and one external member.
5. Qualifying exams must be a min. of two semesters before date of degree. If student failed exam the Graduate School must be notified and at least one semester of additional preparation done before re-examination.
6. Work for the degree must be completed within 5 years after the qualifying exam or the exams must be retaken.
7. A min. of 3 BOT 7980 must be taken in the final semester (2 for summer)

8. There is no max. limit of BOT 7979 or BOT 7980 that can be applied towards the degree.

### **III. Departmental Business**

#### **A. Seminar**

1. Every Wednesday afternoon in Bartram 211 at 3:30pm the department sponsors a seminar on a botanically related topic. Additionally, other departments, such as forestry, wetland studies, and zoology, regularly sponsor seminars, workshops, distinguished speakers, etc. It is expected you will attend all seminars, even those not in your area of specialty.
2. The first Fall semester you are here, you will be expected to participate in a orientation seminar entitled "Research in Botany". Wednesdays from 2-3pm you will visit with different faculty and their lab members, etc. to help you get to know our department.
3. Graduate students are responsible for providing, setting up and cleaning up refreshments for the seminar. Please check with the graduate student heading up this responsibility to volunteer.

#### **B. Greenhouse**

The department has greenhouses complete with a full-time manager for graduate student use. Space is limited so it is important that you work through your Advisor to request space. There is a standing department committee, which sets policy, but day-to-day operation is under the supervision of greenhouse manager, Cathleen Kabat (392-7928).

#### **C. Transportation**

1. We have three vans and one SUV for use in teaching and research. Everyone must take a van driver safety course before they can take out a vehicle. Classes that need to use them have priority, but graduate students can reserve the SUV for official UF business with prior supervisor approval. A graduate student must be a teaching or research assistant in order to serve as driver. See Pam in the main Botany Office about reserving these. Your Major Professor or professor in charge of a course you are currently

teaching must approve your use of the van. Van use is not free; your supervisor pays; so be sure you have their approval.

2. There are common courtesy rules regarding the vehicles such as:

- Do not bring it back with less than half a tank of gas,
- If returning the vehicle after the office has closed, please slide the keys under the door of 224 Bartram.
- If you are using the gas card, you must return all receipts.
- If you are using the van for research purposes, gas cost must come from those funds, not the departmental gas card.
- Maintain a valid drivers license
- Driver and all passengers are to wear seatbelts at all time.
- Vehicles are to be used for Official University Business, not personal reasons.
- Tickets you receive while using the state vehicle are your responsibility to pay.
- Vehicles should be returned clean.

#### ***D. Keys and Darkrooms***

Ann Wagner, Lab Manager, is responsible for issuing keys. Please see her at 3176 McCarty A, 392-1893 or [amwagner@botany.ufl.edu](mailto:amwagner@botany.ufl.edu) to make request AFTER you you're your supervisor's approval.

There are photographic darkrooms available for graduate student research use. See Dr. Terry Lucansky in room 3187 McCarty Hall about access.

#### ***E. Telephones.***

1. Each professor is required to keep a log of long distance phone calls; those calls that relate to your research (only) should be entered there. The University belongs to the SUNCOM Network; all long distance calls exclusive of long distance information and "800" numbers should be dialed through SUNCOM; it is cheaper. For SUNCOM dialing first dial "8" then "1" and the area code and number of choice. Dial the area code regardless of whether or not it is the same as you are dialing from. Long distance personal calls must be done with a personal prepaid calling card or credit card. The department cannot be reimbursed for these. For international

calls, including those for official university business, you must talk with your supervisor. Consult the Campus Directory for more comprehensive information about dialing. You will be responsible for all unauthorized calls.

#### ***F. Fax***

1. The department prefers the use of the fax machine over phone use for long distance calls of an academic nature. International communication must be done with the fax machine or e-mail.

#### ***G. Travel***

All travel must be approved IN ADVANCE (**including purchases on state credit cards**). See Appendix for Travel Guidelines and Travel Authorization Request Form (TAR). To travel and/or be reimbursed for expenses, you must have permission from your Major Professor and submit an approved TAR Form. Obtain the TAR Form from Kim, in the Botany office or on-line. Return the completed form to Kim as soon as possible, but no later than two weeks prior to any purchase or departure, whichever is first). Completion of the "TAR" does not approve travel. Failure to have an "approved" TAR on file "prior" to departure will cause a delay and/or denial of your reimbursement request. **All receipts must be returned to the Botany office as soon as they are received, including deposits placed before the trip, email confirmations of airline ticket purchases, registration sign-up sheets.**

1. You must file notification of travel even if someone other than the state is paying for the trip. If you do not file travel notification you are considered to be on vacation and not covered by UF worker's comp. Insurance, etc. Even when traveling for other departments, please notify the Department of Botany so we know where you are.
2. Original receipts must be turned in to the Botany Office as soon as received. **This includes email confirmations for plane tickets, deposits on hotel reservations, or payment with the state credit card.**

### 3. Travel Money

**a) If you wish to travel to a professional meeting to present work or just attend you may be able to get funds to supplement costs. Your chances are better if you are presenting a poster or paper.**

**b) The other source of funds is through the Graduate Student Council, College of Liberal Arts, College of Agriculture, Graduate School, professional organizations or the conference itself.**

#### ***H. Packages***

The packing list or receipt that come with packages is very important for accounting reasons. When you or your lab receives a package, please note who's lab received the goods, then sign and date it before returning it to the Fiscal Office, in the Botany Office.

#### ***I. Workers' Compensation***

If a student received a UF paycheck they are considered an employee. If an employee is injured while conducting duties for their UF employment, they must receive medical care from the UF Worker's Compensation Carrier, in order to ensure that Workers' Compensation medical bills will be paid. If an employee receives care from an unauthorized medical provider the employee will be responsible for all costs incurred. Only medical costs for emergency life or death situations may be exempt from this policy.

**If an Employee is injured:**

- 1) Notify the employee's supervisor (This is the supervisor that is providing funding)
- 2) The employee and the supervisor must contact the UF Workers' Compensation Office Mon-Fri, 8am-5pm at (352) 392-4940 **before** going for medical treatment.
- 3) In the case of a life threatening injury the employee may go the nearest emergency care center. Notify the staff that the injury is work related.
- 4) The employee must NOT go to their personal physician for any work related injury or the claim will not be covered.
- 5) If the employee is in the field, find out where the nearest emergency care provider is by calling Humana (800) 424-6689.

## IV. Of Interest

### A. *What do they expect from you?*

1. How long should it take to receive your degree? There are many extenuating circumstances, but the following is the official policy of the Department of Botany. Speak with other graduate students about their experiences with the following policy.

"When a student is admitted to the M.S. program the normal expectation of Departmental financial support is for four semesters, not including summer terms. When a student is admitted to the Ph.D. program, with a M.S. degree, the normal expectation of Departmental financial support is for seven semesters, not including summer terms. When a student is admitted to the Ph.D. program, without a M.S. degree, the normal expectation of Departmental financial support is for ten semesters, not including summer terms."

2. To obtain Departmental funding past these guidelines, the student must make a request in writing to the Graduate Affairs Committee for each additional semester. This request is to be made during the preceding semester before TA assignments are made for that semester. For example, a request to be funded for the Fall semester is to be made in the preceding Spring semester. In reviewing requests, the Graduate Affairs Committee will be favorably influenced by valid reasons for delays and the recommendation of the student's Supervisory Committee. Valid reasons might include: research requiring lengthy or frequent periods away from campus, heavier than normal teaching assignments or course loads, and interruptions in graduate study caused by circumstances beyond the student's control. The written request, which must be co-signed by the Chair of the Supervisory Committee plus as many members as possible, is required for each extra semester of support sought.

3. Remember, there are other students waiting to get in; assistantship funds are limited. It should be noted, if you have

taken a Master's here and wish to go after a Ph.D. at UF, the application procedure starts again. You can initiate the procedure with a letter to the Graduate Affairs Committee. A strong recommendation from your Master's Committee is important.

4. The language requirements for masters and Ph.D. students are left up to the Supervisory Committee. International students are required to submit a score for the Test of English as a Foreign Language (TOEFL). Additionally, in order to hold a teaching assistantship international students are required to submit a absolute minimum score for either the TSE (Test of Spoken English, administered internationally) or the SPEAK test given on campus. Tests are administered by the English Language Institute, 392-2070 or <http://www.eli.ufl.edu/>. For additional information students can contact the English Language Institute.

## ***B. Teaching***

1. A good portion of our students pay their way by teaching. Even if you have your own funding, the department requires you to do one semester of teaching before you graduate. As soon as you are assigned your teaching duty, contact the professor in charge to discuss the class. If you feel you need help with your teaching skills, there is a course offered called Supervised Teaching (BOT 6940). The class is designed specifically for graduate teaching assistants; it gives you lessons and practice in lecturing, and videotapes you so you can see how you present yourself, a most valuable lesson. Talk to your Advisor and see if he/she suggests you take it. There are also videos and a periodic lecture series available through the University Center For Excellence in Teaching. You can contact UCET at 846-1574; 109 Rolfs Hall and <http://www.ucet.ufl.edu/>.

2. If you need to order supplies for your research or for a class you are teaching see the Fiscal Office, 224 Bartram before purchasing. The university gets a substantial discount through a contract with Fisher Scientific Company, and others, and we also have accounts at several stores around town. Before ordering supplies, you MUST make sure that your Advisor or professor in charge of a course has authorized them, that funds are available for that purpose and have the approval of the fiscal office. Ann Wagner, 3175 McCarty Hall, is the keeper of the keys to the labs you will use; be sure to return the keys to her promptly at the end of the

semester.

### ***C. Libraries***

1. Marston Science Library will be your principal reference resource but there are other libraries. Following is a partial list of other libraries of interest to botanists:

- The Herbarium for systematics, Dickinson Hall
- The Florida Museum of Natural History;
- Colleges of Architecture and Fine Arts for history and gardens;
- Latin American Collection, temporarily housed in Marston Science Library;
- Library West for Florida history;
- Health Science Center Library for chemical, biochemical, and physiological journals;
- Law Library for environmental laws and regulations
- Rare Books and Manuscripts in Library West..

2. Around the second week of each semester Marston Science Library offers an orientation seminar on its services. You can access the on-line library catalog, data bases and e-journals from any on-campus computer and via remote log-in from off campus computers. You only have library privileges for the semesters you are registered.

### ***D. CAMPUS SERVICES***

1. A long list of research/service facilities is available through the Interdisciplinary Center for Biotechnology Research (ICBR; 392-8408; <http://www.biotech.ufl.edu/>). They include the Biological Computing Facility, DNA sequencing and synthesis services, access to electron microscopes, flow cytometry analysis, protein isolation and sequencing, and the Hybridoma Core Laboratory. Contact Nancy Denslow, 392-9665, for more information.

2. The Office of Academic Technology (formerly OIR) is located in Turlington Hall or on-line at <http://www.at.ufl.edu/>. Of the many services they offer, of most interest to graduate students will be the photography department, room 1208, 392-1716, and audio-visual distribution, room 1215, 392-0374. The photography department can turn printed and graphic materials and photographs into slides for presentation, or convert them to thesis quality paper. Drawings, photographs, charts, graphs, etc., can be processed for publication. If you need to borrow audio-visual equipment for classroom presentations, it should be reserved at least the day before (remember there is no guarantee of availability so reserve early). Again, before using these services, check with the course professor or your Graduate Advisor about paying fees for services. Some services are free, others cost.

3. If you are looking for money (and who isn't?), the Graduate Coordinator has a listing from the Division of Sponsored Research (DSR) on potential funding sources for research -definitely worth a look. For more information visit the DSR office, 256 Grinter Hall. Kim, in the Botany office, also keeps a file of some grant opportunities and with help it can be updated. Please add to it and keep other students informed when you see appropriate grant opportunities.

4. Computer services through the Northeast Regional Data Center (NERDC) are extensive. They include access to the main frame for statistical work, networking systems, workshops, etc.; too many services to list. Call 392-2061 or visit Bryant Hall (the data center) and they will send you a guidebook to their services or check their web page. In the same guidebook will be information on CIRCA, the Center for Instructional and Research Computing Activities. These are the people to contact for an account and access to NERDC. Check with your Graduate Advisor about who pays. Some services are free, others are supported by the department/college, still others are paid from grants. Please note

that the computer services the university offers are constantly being updated; please do not be alarmed if the information below is outdated as soon as this booklet is printed. Your best bet is to talk to the folks at Circa (520 CSE) to find out what the best options are for your computing needs.

5. Medical care and health screening programs are available at the Student Health Care Center, 392-1161. Specialty clinics are available for allergy, minor surgery, orthopedics, and women's health care. The fee covers ordinary out-patient visits and some laboratory tests. It is recommended that you also purchase the Supplemental Student Health Insurance Plan.

6. Graduate Assistants United of the United Faculty of Florida have been selected as the exclusive representative solely for the purpose of collective bargaining with the Board of Regents, State University System of Florida, and UF with respect to employment. Information for Graduate Assistants is found at <http://www.ufgau.org/>

## **V. UF Policies and Grievances**

### **A. INTEGRITY IN GRADUATE STUDY**

Problems that are of major concern to graduate students and faculty are those related to fraud, plagiarism, cheating, abuses of confidentiality or conflicts of interest. University policies concerning these and other issues are outlined in the Graduate Student Handbook <http://gradschool.rgp.ufl.edu/current-files/current-handbook.pdf> and the UF Student Guide <http://www.dso.ufl.edu/studentguide/> as well as in the University of Florida Rules <http://www.generalcounsel.ufl.edu/regulations/>.

### **B. GRIEVANCES**

Most conflicts can be settled by the student and Major Professor(s) or Supervisory Committee. If this is not successful, the student should request a meeting with the Department Chair and, if necessary, the Dean of their College or School. Grievances procedures are outlined in the UF Graduate Student Handbook <http://www.dso.ufl.edu/studentguide/>. Certain grievance procedures are specified in the contract between the UF and Graduate Assistants United, which covers all graduate assistants.

### **C. UNIVERSITY'S POLICY ON SEXUAL HARASSMENT**

The University of Florida's administration, faculty, staff and students are committed to maintaining a safe and comfortable work and academic environment. Please see the University's Sexual Harassment Policy at <http://www.aa.ufl.edu/aa/affact/harass/>.

**VI. Appendix A– Graduate Student Forms (These and others available on Botany Department web site –under Forms - <http://web.botany.ufl.edu/forms.html>)**

***A. Travel***

1. Travel Authorization
2. Travel Guide

***B. Course / Grades***

1. Incomplete Grade Form

***C. Graduate Student Forms***

1. Form 2
2. Annual Appraisal

## **VII. Appendix B– Important Phone Numbers**

### **A. Botany Department**

- Botany Department Office – 392-1175 (FAX 392-3993)
- Dr. D. Soltis – 392-1175
- Dr. Kitajima – 392-4234
- Cathleen Kabat (greenhouse) cell 328-8204
- Ann Wagner (McCarty Labs) 392-1893 (cell 328-8205)

### **B. Campus**

- UF Police – 392-1111 or 911
- Directory Assistance- Main University Number – 392-3261
- Main Health Science Center/ Shands Number – 265-0111
- SNAP (Campus escort service) – 392-SNAP (392-7627)
- Academic Technology – 392-6683
- Biological Sciences – 392-1565
- Zoology – 392-1107
- Registrar – 392-1374
- Student Health Care Center – 392-1161
- Dental Clinic – 392-8014
- Admissions – 392-1365
- Financial Aid – 392-1275
- Library – 392-0361
- Career Resource Center – 392-1601
- UF Computing Help Desk – 392-HELP (392-4357)
- Emergency Services – Maintenance – 392-1121

### **C. Numbers you hope you never need to use**

- Student Legal Services – 392-1665 ext 368
- Shands Emergency Room – 395-0050
- Crisis & Suicide Intervention Center – 376-4444
- Crisis/Drug/Alcohol – 392-1161 ext 4281
- Crime Victim Advocate – 392-5444 or 392-5648
- Mental Health Services – 391-1171

## VIII. Appendix C– Summary of Steps for Master’s Degree

It is the student’s responsibility to meet all requirements and deadlines.

REQUIREMENT	RESPONSIBILITY	TIME TABLE
Select Members of the Supervisory Committee	Student	Within first or second semester or before the completion of 12 credits which ever come first.
Transfer Prior Credits	Advisor and Student	By the end of the first semester.
Submit Plan of Study (Form 2) for Approval to the Supervisory Committee and File form with Department	Advisor and Student	Within first or second semester or before the completion of 12 credits which ever come first.
Submit Research Project for Approval to the Supervisory Committee	Advisor and Student	By the end of the second semester.
Review Deadline Dates for Submission, Defense, etc	Student	At least a semester prior to graduating semester.
Notify Department of Intent to Graduate	Student	Before the end of the semester prior to graduating semester.
Submit Petitions regarding Degree Requirements	Advisor	Before the last day of classes in the semester prior to the graduating semester.
Final Term Registration	Student	Minimum 3 credits in BOT 6971 (2 credits in the Summer)
File Degree Application	Student	Prior to deadline in the graduating semester.
Notice of Final Exam to Department	Advisor and Student	At least 10 working days prior to exam date.
Final Exam	Advisor and Student	Prior to deadline in the graduating semester.
Submit Final Exam Report Form to Graduate School	Advisor	Prior to deadline in the graduating semester
Pay Binding Fees and Submit Original Copy of Thesis	Student	Prior to deadline in the graduating semester
Submit Final Copy of Thesis including copy to Department	Student	Prior to deadline in the graduating semester
Return keys, equipment and library books	Student	Prior to departing.

## IX. Appendix D– Summary of Steps for Ph.D. Degree

It is the student's responsibility to meet all requirements and deadlines.

REQUIREMENT	RESPONSIBILITY	TIME TABLE
Select Members of the Supervisory Committee	Student	Within first or second semester or before the completion of 12 credits which ever come first.
Transfer Prior Credits	Advisor and Student	By the end of the first semester.
Submit Plan of Study (Form 2) for Approval to the Supervisory Committee and File form with Department	Advisor and Student	Within first or second semester or before the completion of 12 credits which ever come first.
Submit Research Project for Approval to the Supervisory Committee	Advisor and Student	By the end of the second semester.
Notice of Qualifying Exam to Department	Student	At least 10 working days prior to exam date
Written and Oral Qualifying Exams	Advisor	Must be at least two semesters before graduation.
Submit Admission to Candidacy Form	Advisor	Filed with the Graduate School
Review Deadline Dates for Submission, Defense, etc	Student	At least a semester prior to graduating semester.
Notify Department of Intent to Graduate	Student	Before the end of the semester prior to graduating semester.
Submit Petitions regarding Degree Requirements	Advisor	Before the last day of classes in the semester prior to the graduating semester.
Final Term Registration	Student	Minimum 3 credits in BOT 7980 (2 credits in the Summer)
File Degree Application	Student	Prior to deadline in the graduating semester.
Notice of Final Exam to Department	Advisor and Student	At least 10 working days prior to exam date.
Final Exam	Advisor and Student	Prior to deadline in the graduating semester.
Submit Final Exam Report Form	Advisor	Prior to deadline in the

to Graduate School		graduating semester
Pay Binding Fees and Submit Original Copy of Dissertation	Student	Prior to deadline in the graduating semester
Submit Final Copy of Dissertation including copy to Department	Student	Prior to deadline in the graduating semester
Return keys, equipment and library books	Student	Prior to departing.