Graduate Student Orientation

2015 – 2016
Academic Year
Welcome to PMCB!

• PMCB orientation goals
• Mission and values

“PMCB is deeply committed to helping students develop into successful biological scientists, capable of conducting independent fundamental and applied research.”

“PMCB values students that act conscientiously and conduct themselves as professionals, proactively developing the behavior, knowledge, skills and leadership required for a successful career.”
Three Colleges (CALS, CLAS, COM)

Eight Departments

45 Faculty

- Agronomy Department (3)
- Biology Department (9)
- Environmental Horticulture Department (3)
- Forest Resources and Conservation Department (3)
- Horticultural Sciences Department (16)
  - including MREC and CREC
- Microbiology & Cell Sciences Department (4)
- Molecular Genetics and Microbiology Department (1)
- Plant Pathology Department (6)

Most recent appointments:

Anna Lisa Foul
E-mail: anna.lisa.foul@ufl.edu
Research interests: Phyllostomid bats, alcoholic fermentation, architectural evolution, Italian, German, and Spanish

Santana Palestrina
E-mail: santana.palestrina@ufl.edu
Research interests: Bovine genetics, beef genetics, beef production, beef nutrition, beef behavior, beef science

Cory Sokora
E-mail: cory.sokora@ufl.edu
Research interests: Environmental science, environmental education, environmental policy, environmental justice, environmental ethics, environmental law, environmental economics, environmental geography, environmental sociology, environmental psychology, environmental communication, environmental history, environmental policy, environmental law, environmental economics, environmental geography, environmental sociology, environmental psychology, environmental history, environmental policy, environmental law

Dennis Glass
E-mail: dennis.glass@ufl.edu
Research interests: Environmental science, environmental education, environmental policy, environmental justice, environmental ethics, environmental law, environmental economics, environmental geography, environmental sociology, environmental psychology, environmental history, environmental policy, environmental law

Thomas Culp
E-mail: thomas.culp@ufl.edu
Research interests: Environmental science, environmental education, environmental policy, environmental justice, environmental ethics, environmental law, environmental economics, environmental geography, environmental sociology, environmental psychology, environmental history, environmental policy, environmental law

PMCB Faculty

Three Colleges (CALS, CLAS, COM)

Eight Departments

45 Faculty

- Agronomy Department (3)
- Biology Department (9)
- Environmental Horticulture Department (3)
- Forest Resources and Conservation Department (3)
- Horticultural Sciences Department (16)
  - including MREC and CREC
- Microbiology & Cell Sciences Department (4)
- Molecular Genetics and Microbiology Department (1)
- Plant Pathology Department (6)
PMCB Roles & Responsibilities

**Director**
Gloria Moore
- Overall administration
- Guidance with classes and curriculum

**Graduate Coordinator**
Matias Kirst
- Rotations
- Classes
- Personal issues related to academic performance

**Academic Coordinator**
Eliana Kampf
- Registration
- Paperwork
- Tuition waiver and payroll
- Overall coordination
- PMCB email list
- PMCB website

**Faculty Advisor – TBA**
- Research direction
- Classes
- Funding
- Personal issues related to academic performance and progress
PMCB Graduate Degree Requirements

Ph.D. degree
- minimum of 90 credit hours
- minimum of 6 credits of Journal Colloquium (*PCB7922 or equivalent*)
- 4 core courses
  - grade B or higher in each core course
- no more than 6 credits of Masters Research from M.S can be transferred to Ph.D.

M.S. degree
- minimum of 30 credit hours beyond B.S. degree
  - 24 credits of regular coursework
- minimum of 4 credits of Journal Colloquiums (*PCB7922 or equivalent*)
- 4 core courses
  - same core courses as Ph.D.
- no more than 6 credits of PCB 6971 Masters Research
PMCB Curriculum

Key skills emphasized in the PMCB program:

- Reading and interpreting primary literature
- Experimental design and execution
- Scientific writing
- Oral presentation of scientific results
- Professional development

Overview

Year 1
Coursework
Lab Rotations
Written Exam

Year 2
Coursework
Research Proposal
Oral Exam

Year 3
Research
Conference
Journal Article

Year 4
Research
Dissertation
Oral Exam
<table>
<thead>
<tr>
<th>Courses &amp; Exam Schedule</th>
<th>Year 1</th>
<th></th>
<th>Year 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall 1</td>
<td>Spring 1</td>
<td>Summer 1</td>
<td>Fall 2</td>
</tr>
<tr>
<td>Plant Molecular Biology &amp; Genomics</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced Genetics</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plant Cell &amp; Develop. Biology</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plant Biochemistry</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Journal Colloquium</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Lab Rotations</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Written Exam</td>
<td></td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Oral Exam</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## PMCB Graduate Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Offered</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCB 5065</td>
<td>Advanced Genetics</td>
<td>4</td>
<td>Fall</td>
<td>Core course</td>
</tr>
<tr>
<td>PCB 5530</td>
<td>Plant Molecular &amp; Cellular Biology</td>
<td>3</td>
<td>Fall</td>
<td>Core course</td>
</tr>
<tr>
<td>PCB 6528</td>
<td>Plant Molecular Biology</td>
<td>3</td>
<td>Spring</td>
<td>Core course</td>
</tr>
<tr>
<td>BOT 6935</td>
<td>Plant Biochemistry</td>
<td>4</td>
<td>Spring</td>
<td>Core course</td>
</tr>
<tr>
<td>PCB 6937</td>
<td>Special Topics in Plant Molecular and Cellular Biology</td>
<td>1-4</td>
<td>any semester</td>
<td>Maximum of 8 credits</td>
</tr>
<tr>
<td>PCB 6971</td>
<td>Research for Master’s Thesis</td>
<td>1-6</td>
<td>any semester</td>
<td>Maximum of 6 credits</td>
</tr>
<tr>
<td>PCB 7922</td>
<td>Journal Colloquium in Plant Molecular and Cellular Biology</td>
<td>1</td>
<td>Fall &amp; Spring</td>
<td>Minimum of 4 credits for M.S. and 6 credits for Ph.D.</td>
</tr>
<tr>
<td>PCB 7979</td>
<td>Advanced Research</td>
<td>1-12</td>
<td>Taken <strong>before</strong> qualifying exams</td>
<td></td>
</tr>
<tr>
<td>PCB 7980</td>
<td>Research for Doctoral Dissertation</td>
<td>1-15</td>
<td>Taken <strong>after</strong> qualifying exams</td>
<td></td>
</tr>
</tbody>
</table>

For a list of possible electives: [http://pmcb.ifas.ufl.edu/curriculum/graduate-courses.shtml](http://pmcb.ifas.ufl.edu/curriculum/graduate-courses.shtml)
Academic Honesty and Student Conduct Code

- In adopting the Honor Code, UF students recognize that academic honesty and integrity are fundamental values of the university community.
- Students who enroll at the University commit to holding themselves and their peers to the high standard of honor required by the honor code.
- The Honor Code:
  
  *We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.*

- On all work submitted for credit by students at the University, the following pledge is either required or implied:
  
  *On my honor, I have neither given nor received unauthorized aid in doing this assignment.*
Plagiarism

What is plagiarism?

– According to the Merriam-Webster Online Dictionary, to "plagiarize" means:
  • “to steal and pass off (the ideas or words of another) as one's own”;
  • “to use (another's production) without crediting the source”
  • “to commit literary theft”;
  • “to present as new and original an idea or product derived from an existing source”.

– “Plagiarism involves both **stealing** someone else's work and **lying** about it afterward.”

Source: [http://www.plagiarism.org/plag_article_what_is_plagiarism.html](http://www.plagiarism.org/plag_article_what_is_plagiarism.html)
Examples of plagiarism

• “turning in someone else's work as your own”
• “copying words or ideas from someone else without giving credit”
• “failing to put a quotation in quotation marks”
• “giving incorrect information about the source of a quotation”
• “changing words but copying the sentence structure of a source without giving credit”
• “copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

Source: http://www.plagiarism.org/plag_article_what_is_plagiarism.html
Plagiarism cont.

• Plagiarism is avoidable by citing the sources of the information and ideas
• If words are copied then you need to put quotation marks around the sentences
• Paraphrasing is a skill that needs to be developed:
  – Synthesis of the information and then rewriting in your own words is critical to your success
  – Paraphrasing requires citations

Source: http://www.plagiarism.org/plag_article_what_is_plagiarism.html
First Year Advising

Rotation students - PMCB Director and Graduate Coordinator serve as the supervisory committee:

• Provide advice for course work.
• Help with lab rotation and advisor selection:
  – Opportunity to explore different areas of research,
  – Find a good match for the student’s PhD advisor.
• Solve student and programmatic issues:
  – Help clarify what is expected,
  – Arbitrate issues when necessary.
Lab Rotations

• At least 3 labs:
  – Each rotation takes 10 weeks.
  – At end of each rotation, students will present a 10-minute research talk:
    • Gives an introduction to the research problem,
    • Explain the experimental design and results,
    • Provide conclusions/future directions appropriate for the rotation project.

• What is a successful rotation?
  • Mentor
  • Lab culture
  • Project that matches your scientific interest
  • Funding
Lab Rotations

- 2015-2016 rotations and seminars schedule:

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 17 to 21, 2015</td>
<td>Find lab rotations</td>
</tr>
<tr>
<td>Aug. 24 to Oct 30, 2015</td>
<td>First rotation</td>
</tr>
<tr>
<td>Oct. 26 to 30, 2015</td>
<td>Seminar day TBA</td>
</tr>
<tr>
<td>Nov. 3, 2015 to Jan. 29, 2016</td>
<td>Second rotation</td>
</tr>
<tr>
<td>Jan. 25 to 29, 2016</td>
<td>Seminar day TBA</td>
</tr>
<tr>
<td>Feb. 1 to April 15, 2016</td>
<td>Third rotation</td>
</tr>
<tr>
<td>April 11 to 15, 2016</td>
<td>Seminar day TBA</td>
</tr>
</tbody>
</table>

by end of August send a list of all rotations to Eliana
Faculty Advisor

• Is the primary supervisor and mentor for your graduate education:
  – Guides Ph.D. research project
  – Should provide professional development opportunities
  – Needs to have funding to support graduate student research

*If you don’t consider your advisor is achieving these goals, you need to communicate this concern with him/her. If the situation does not change, then reach out to the PMCB Coordinator.*

• Is the chair of your supervisory committee:
  – Assists in determining the other members of your committee

• The advisor needs to be a member of the PMCB graduate faculty.

*It is your responsibility to find a major advisor by the end of your rotations*
YOUR THESIS COMMITTEE

Also known as: an impossibly difficult group to get together in one room but who nevertheless hold your future in their hands depending on their ability to reach a civilized consensus.

Your Professor
Simultaneously your biggest ally and your worst enemy. Will be the first to suggest you do more work.

The Guru
Only here for the free cookies. Don’t forget to bring cookies.

Adversary
Has bitter rivalry with your Professor and will argue the exact opposite view. Work this to your advantage.

The Strawman/woman
Nice guy. No opinions.

The Assistant Professor
Still doesn’t believe just a few months ago they were on the other side just like you. Pretends to be an adult.

NONE OF THEM WILL ACTUALLY READ YOUR ENTIRE THESIS.
Ph.D. Supervisory Committee

• Supervisory committee guides your program of study
  – Determines when you have met the standards required for advancement to candidacy and for graduation.

• Members identified by the end of your first year:
  – *Summer 2016*
  – All committee members must have UF graduate faculty status
  – Changes in the committee can be made up until your final semester

• Minimum of four members – *including your advisor as chair*:
  – At least two members must be PMCB graduate faculty
  – At least one *external member*
Ph.D. Supervisory Committee cont.

• External Member
  – UF graduate faculty
  – Faculty holding joint, affiliate, courtesy, or adjunct graduate faculty appointments in PMCB cannot be external members
  – Special appointment members cannot serve as external members
  – If the external member becomes PMCB faculty, you will need to find a new external member

• Special Appointment Member
  – Individuals without UF graduate faculty status with specific expertise that contributes to the student's program of study. Examples:
    • tenure-track faculty who have not yet qualified for graduate faculty status
    • non-tenure-track faculty/staff at UF who cannot qualify for graduate faculty status
  – Submit Special Appointment Form
Written Examination

The intent of the written exams is to facilitate student learning and rigorously assess whether students have the ability to succeed at the Ph.D. level in the PMCB Program.

- PMCB written examination committee develops the exam
- Exam covers the following core areas:
  - biochemistry
  - bioinformatics/genomics
  - cell biology development
  - genetics
  - molecular biology
  - general plant biology
Written Examination cont.

• Written exams begin on the first day of summer term:
  — May 9, 2016

• Three weeks for the exams:
  — two take-home exams: will take 1 week each
  — one in-class comprehensive exam: one ½ day (date to be determined during the 3\textsuperscript{rd} week)

• Students are expected to focus primarily on the exams

• Students are not required to perform extensive lab work or other activities unrelated to the exam during this 3 week-period.
Written Examination cont.

• Exam committee grades the student’s performance.
  – Exams are not returned to the students.
  – Graded copies are stored in the PMCB administrative office for students to review.

• A Ph.D. level pass is $\geq 70\%$ on at least two of the three exams and $\geq 50\%$ on the third exam.

• A guideline for a M.S. level pass is $\geq 70\%$ on one exam and $\geq 50\%$ on the other two exams
  – Students with this grade have the option of requesting an oral exam in an effort to qualify for a Ph.D. level grade.
  – The oral exam will be administered by the written exam committee the week following the in-class exam.
  – Exam is meant to rigorously evaluate the student’s knowledge and abilities.
Written Examination cont.

- Ph.D. grade, continue towards candidacy
  - Students with this grade proceed to writing a proposal and taking the oral candidacy exams
  - Complete before the end of spring semester of their second year

- M.S. grade, can opt for M.S. with thesis
  - Student needs to have a willing advisor
  - Complete research, coursework, and thesis before end of second year.

- Below an M.S. level, the supervisory committee will evaluate whether the student should continue in the PMCB program.
Oral Examinations and Advancement to Candidacy

• Required of Ph.D. students before the end of the spring semester of your second year (Spring 2017)
  – Any oral exam scheduled after one year from taking your written exam is considered late.
  – A hold will be placed on registration until this exam is completed.
• We strongly encourage you to complete your proposal and oral exams before the end of the spring semester
• Student writes an NSF-style proposal on a researchable topic.
• Your intended dissertation research is standard, but not required.
• Student gives a public proposal seminar presenting current progress and research plans written in the proposal.
Oral Examinations and Advancement to Candidacy

• Seminar is public and must be announced to the PMCB program with adequate notice:
  – A minimum of two weeks before seminar date
  – Seminars should not conflict with other PMCB activities
  – Strictly enforced: needs to be completed by the end of May of second year (2017)

• Admission to Candidacy form needed:
  – Form needs to be signed by all committee members after your candidacy exams and turned in to Eliana right after the exam
  – This form is required to register for PCB 7980 Doctoral Research (research credits taken after you pass your qualifying exam)
Professional Development

• Fellowship Proposals
  – U.S. students should apply for NSF pre-doc fellowship

• Annual Seminar With UF Genetics Institute
  – 5-6 invited speakers

• Annual Workshop
  – 1½ day retreat at the beach
  – Travel awards for best student talk

• Florida Genetics Symposia

• Teaching Opportunities
PMCB Curriculum Overview

**Year 1**
- 4 Core Courses
- 3 Lab Rotations
- NSF pre-doc proposal *(US)*
- Find an advisor *(funding)*
- Pass Written Exam
- Supervisory Committee
- Journal Colloquia *(ongoing)*

**Year 2**
- 2 Elective Courses
- Preliminary Research
- Write Proposal
- Proposal/Candidacy Seminar
- Pass Oral/Candidacy Exam
- Advance to Candidacy
- Journal Colloquia *(ongoing)*

**Year 3**
- Dissertation Research
- Present at a Conference
- Publish a first author paper in a peer-reviewed journal in appropriate research field
- Journal Colloquia *(ongoing)*

**Year 4**
- Complete Research
- Write Dissertation
- Exit Seminar
- Pass Oral Exam
- Journal Colloquia *(ongoing)*
Welcome to PMCB!

A little more about what I do:

- Best source for all financial matters
- Insight into PMCB’s culture
- Your liaison for issues (academic or not)
- Your best friend for most issues
- Your best source for everything academic

Open door policy
Confidential
Appointments

• Letter of Offer

• Letter of Appointment (LOAs)
  – formal contract between you and PMCB/UF
  – it specifies:
    • Title
    • Number of required credits
    • Annual rate of pay and bi-weekly payments
    • FTE and number of hours you are expected to work per week
    • Specific duties and responsibilities
    • Tuition and student fees
Appointments

• Renewed every year...

• Depending on:
  – maintenance of overall GPA of 3.0 or higher
  – maintenance of required registration
  – satisfactory research progress toward your degree, as determined by advisor or director/graduate coordinator
  – satisfactory performance of your GA responsibilities
  – availability of funds
GA-R vs. Academic Responsibilities

• GA Responsibility
  1.00 FTE = 40.00 hours
  0.50 FTE = 20.00 hours
  0.33 FTE = 13.20 hours
  0.25 FTE = 10.00 hours and so on...
Appointments

- **Schedule of 2015-2016 paydays**
  - From 8/16/15 to 8/15/16
  - Bi-weekly checks
  - 26.1 paydays during the year
  - Available at [http://www.fa.ufl.edu/departments/payroll-tax-services/payroll-schedules/](http://www.fa.ufl.edu/departments/payroll-tax-services/payroll-schedules/)

- **Conditions:**
  - If you do not meet all of the eligibility requirements outlined in the Letter of Appointment and in the Graduate Student Handbook, all tuition payments **will be voided and rescinded**.
  - You agree that any change in eligibility of academic or employment status after your **graduate tuition** payment is processed will result in the **original payment liability being reassigned to you**
Annual Graduate Student Evaluation

• Required by the Graduate School and PMCB
• Needs to be completed every year
• Done in July (refers to previous academic year)
  • Evaluation deadline: July 15, 2016
• Divided between academic progress and GA responsibilities
• Requires completion by student and advisor
• Assessment by advisor
• Goes into student’s permanent file
Required Credits

<table>
<thead>
<tr>
<th>Required Credits</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistantships</td>
<td>9</td>
<td>9</td>
<td>6</td>
</tr>
<tr>
<td>Fellowships</td>
<td>12</td>
<td>12</td>
<td>8</td>
</tr>
</tbody>
</table>

Courses for Fall 2015

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Section</th>
<th>Who</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCB 5065</td>
<td>Advanced Genetics</td>
<td>4</td>
<td>2191</td>
<td>self</td>
</tr>
<tr>
<td>PCB 5530</td>
<td>Plant Molecular Biology &amp; Genomics</td>
<td>3</td>
<td>4205</td>
<td>self</td>
</tr>
<tr>
<td>PCB 7922</td>
<td>Journal Colloquium in PMCB</td>
<td>1</td>
<td>n/a</td>
<td>DEPT</td>
</tr>
<tr>
<td>PCB 7979</td>
<td>Advanced Research</td>
<td>1</td>
<td>n/a</td>
<td>DEPT</td>
</tr>
</tbody>
</table>
Course Registration

• Set up a Gatorlink account: http://www.gatorlink.ufl.edu

• ISIS www.isis.ufl.edu: registration, schedule of courses, transcripts, grades, holds, critical dates, deadlines

• Self register or request registration via specific Department
  – contact Eliana to register for DEPT courses:
    • PCB 7922 Journal Colloquium
    • PCB 6971 Masters Research
    • PCB 7979 Advanced Research (*before oral qualifying exams*)
    • PCB 7980 Doctoral Research (*after oral qualifying exams*)
  – contact department offering the course

Clear your holds before registering
Course Registration

- Registration Deadlines
  - Advance registration: August 13-20
  - Regular registration: August 21
  - Late registration & Drop/Add: August 24-28

- Students are **responsible** for making sure they are registered for the adequate number of credits and correct classes by the official deadlines.

  - Additional $100 if not registered for at least 1 credit by August 28.
  - Additional $100 if not registered correctly for all classes by August 28.
  - Additional $100 if making any changes after August 28.
Tuition and Student Fees

- Tuition: *in-state* and *out-of-state*

- Students on assistantships have their tuition charged as in-state tuition and it is waived
  - need to maintain 3.0 GPA average and other criteria on LOA
  - renewed every semester upon satisfactory progress

- Student fees are not included in the tuition waiver
  - must be paid by students every semester by the deadline
    - Fall 2015: due September 4 at 3:30 pm
## How to Calculate your Student Fees

### University of Florida

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees (excludes fees below):</td>
<td>4,755.69</td>
</tr>
<tr>
<td>Test Fees:</td>
<td>0.00</td>
</tr>
<tr>
<td>Material and Supply Fees:</td>
<td>0.00</td>
</tr>
<tr>
<td>Equipment Fees:</td>
<td>0.00</td>
</tr>
<tr>
<td>Late Payment Fee:</td>
<td>0.00</td>
</tr>
<tr>
<td>Late Registration Fee:</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total Tuition and Fees:</strong></td>
<td><strong>4,755.69</strong></td>
</tr>
<tr>
<td>Payments:</td>
<td>0.00</td>
</tr>
<tr>
<td>Waivers:</td>
<td>- 4,038.57</td>
</tr>
<tr>
<td>Billed to Donors:</td>
<td>0.00</td>
</tr>
<tr>
<td>Paid by Donors:</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total Credits:</strong></td>
<td><strong>- 4,038.57</strong></td>
</tr>
<tr>
<td><strong>Term Balance:</strong></td>
<td><strong>717.12</strong></td>
</tr>
</tbody>
</table>

**2015-2016**

- **Tuition:** $448.73 per credit
- **Student fees:** $79.68 per credit

Must pay student fees regardless of the status of the tuition waiver.

[http://www.fa.ufl.edu/bursar/current-students/tuition-fees/](http://www.fa.ufl.edu/bursar/current-students/tuition-fees/)
Health Insurance

• GAs and Fellows are eligible for GatorGradCare

• Enrollment is **not** automatic; students must enroll each academic year at [https://bluebiz.bcbsfl.com/stuenroll/GatorGradCare.do](https://bluebiz.bcbsfl.com/stuenroll/GatorGradCare.do)
  
  • Deadline to enroll: September 14

• Brochure, contact info, policies, coverage, benefits online

• Int’l students are mandated by law to have health coverage during the entire year, including annual breaks

• **GatorGradCare Assistance:**
  
  — gabenefits@admin.ufl.edu
  
  — 352-392-0003 (Sandra or Kay)
PMCB Website

pmcb.ifas.ufl.edu

- Your destination for all PMCB and UF issues
- Student Profile
  - photo & email release form

We are on Facebook
Make sure to like us!
PMCBatUF
PMCB Deadlines

All graduate students are responsible for complying with program and university policies, regulations and deadlines, as set by both the PMCB Program and the University of Florida Graduate School.

Graduate Catalog

The UF Graduate Catalog is administered by the Graduate School and is the University of Florida's official record of graduate policies, critical dates, deadlines, course descriptions and faculty members.

The current and past Graduate Catalogs provide all the official regulation on graduate committees, academic honesty, tuition and fee waivers, registration requirements, courses and credits, awarding of degrees, among others.

Rules are not waived for ignorance. Any exceptions to the policies stated in the Graduate Catalog must be approved by the Dean of the Graduate School.

Current and past Graduate Catalogs

Critical Dates and Deadlines

PMCB students are required to follow the Graduate School and University of Florida's critical dates, such as registration, graduation, fee and other deadlines:

UF Critical Academic Dates

Graduate School Critical Dates and Deadlines

PMCB Deadline Checklist

All PMCB students should use this checklist, especially before starting PMCB, during their first and second years and during their final semester:

2012-2013 Academic Year PMCB Deadline Checklist (118 KB, PDF file)

Graduating Students

PMCB graduating students need to comply with the requirements established by the UF Graduate School (available at Graduation - Graduate School website) and the PMCB Program.

For completion of the Ph.D. degree, the PMCB Program requires doctoral students to have at least one first author publication in a peer-reviewed journal in their research field. Send a
## 2015-2016 PMCB Deadline Checklist

<table>
<thead>
<tr>
<th>BEFORE STARTING PMCB</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Complete assistantship paperwork</td>
<td>Eliana and Fifield HUB-HR</td>
</tr>
<tr>
<td>2. Set up Gatorlink account</td>
<td><a href="http://www.gatorlink.ufl.edu">www.gatorlink.ufl.edu</a></td>
</tr>
<tr>
<td>3. Send your Gatorlink email to be added in the PMCB email list</td>
<td>Eliana (<a href="mailto:elianak@ufl.edu">elianak@ufl.edu</a>)</td>
</tr>
<tr>
<td>4. Enroll in GatorGradCare</td>
<td><a href="http://www.hr.ufl.edu/benefits/gatorgradcare">www.hr.ufl.edu/benefits/gatorgradcare</a></td>
</tr>
<tr>
<td>5. Get UF Student ID card (Gator 1 Card)</td>
<td><a href="http://www.gator1card.ufl.edu">www.gator1card.ufl.edu</a></td>
</tr>
<tr>
<td>6. Attend UF Graduate School Orientation</td>
<td>August 17</td>
</tr>
<tr>
<td>J. Wayne Reitz Union</td>
<td></td>
</tr>
<tr>
<td>7. Attend PMCB Graduate Orientation</td>
<td>August 20</td>
</tr>
<tr>
<td>10:00 am to noon, 2316 Fifield Hall</td>
<td></td>
</tr>
<tr>
<td>8. Register for classes</td>
<td>Aug 13-20: Advance Registration</td>
</tr>
<tr>
<td></td>
<td>Aug 21: Regular Registration</td>
</tr>
</tbody>
</table>
# 2015-2016 PMCB Deadlines

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>DETAILS</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FALL 2015</strong></td>
<td>Register for 2 Core Courses, Journal Colloquium and 1 research credit</td>
<td>August 21, 2015</td>
</tr>
<tr>
<td></td>
<td>Classes Begin</td>
<td>August 24, 2015</td>
</tr>
<tr>
<td></td>
<td>Determine Lab Rotations</td>
<td>August 17 -21, 2015</td>
</tr>
<tr>
<td></td>
<td>Begin First Lab Rotation</td>
<td>August 24 – Oct 30, 2015</td>
</tr>
<tr>
<td></td>
<td>First Rotation Seminar</td>
<td><em>day TBA:</em> Oct. 26- 30, 2015</td>
</tr>
<tr>
<td><strong>SPRING 2016</strong></td>
<td>Register for 2 Core Courses and Journal Colloquium</td>
<td><em>TBA</em></td>
</tr>
<tr>
<td></td>
<td>Second Rotation Seminar</td>
<td><em>day TBA:</em> Jan. 25- 29, 2016</td>
</tr>
<tr>
<td></td>
<td>Begin Third Lab Rotation</td>
<td>Feb. 1 - April 15, 2016</td>
</tr>
<tr>
<td></td>
<td>Third Rotation Seminar</td>
<td><em>day TBA:</em> April 11-15, 2016</td>
</tr>
<tr>
<td><strong>SUMMER 2016</strong></td>
<td><em>Ph.D. Students Complete Written Exams</em></td>
<td><em>week following the May 2016 PMCB Workshop</em></td>
</tr>
<tr>
<td></td>
<td>Establish Supervisory Committee</td>
<td><em>end of Summer semester</em></td>
</tr>
</tbody>
</table>
## 2014-2015 PMCB Deadlines

<table>
<thead>
<tr>
<th>SECOND YEAR</th>
<th>DETAILS</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL 2016</td>
<td>Register for Journal Colloquium, Elective and Research Courses</td>
<td>TBA</td>
</tr>
</tbody>
</table>
|             | Deadline to Establish Supervisory Committee  
  *(NOTE: if not established by mid Fall, a hold will be placed on student’s records)* | Midpoint Fall semester |
| SPRING 2017 | Register for Journal Colloquium, Research and Elective Courses | TBA |
|             | Ph.D. Students Prepare for Oral Exams | ongoing |
|             | Ph.D. Students Complete Oral Exams  
  *(NOTE: if not completed by the end of Spring, students will not be able to register for the Summer semester)* | mid May |
# 2015-2016 PMCB Deadlines

<table>
<thead>
<tr>
<th>FINAL SEMESTER</th>
<th>DETAILS / DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Register Properly and Apply for Degree</td>
<td><a href="http://www.isis.ufl.edu">http://www.isis.ufl.edu</a></td>
</tr>
<tr>
<td>Schedule Final Exam</td>
<td>Committee</td>
</tr>
<tr>
<td>Comply with the Appropriate Deadlines:</td>
<td></td>
</tr>
<tr>
<td>Announce Final Exam Seminar to PMCB</td>
<td>send date, time, location 2 weeks before defense</td>
</tr>
<tr>
<td>Obtain these Forms <strong>BEFORE</strong> your Defense:</td>
<td></td>
</tr>
<tr>
<td>1. ETD Signature Page</td>
<td>Check Online</td>
</tr>
<tr>
<td>2. Final Exam Form</td>
<td></td>
</tr>
<tr>
<td>3. UF Publishing Agreement</td>
<td></td>
</tr>
<tr>
<td>Obtain Committee Members Signatures</td>
<td>At the day of your Defense</td>
</tr>
<tr>
<td>Return these 3 signed forms</td>
<td>Right after your defense to Academic Coordinator</td>
</tr>
<tr>
<td>First Submission to Editorial Office</td>
<td><a href="http://gradschool.ufl.edu/editorial/introduction.html">http://gradschool.ufl.edu/editorial/introduction.html</a></td>
</tr>
<tr>
<td>Final Submission to Editorial Office</td>
<td><a href="http://gradschool.ufl.edu/editorial/introduction.html">http://gradschool.ufl.edu/editorial/introduction.html</a></td>
</tr>
<tr>
<td><strong>Send first author publication link or letter of acceptance from peer-reviewed journal</strong></td>
<td>Before your last semester</td>
</tr>
</tbody>
</table>
**Current Student Resources**

The purpose of these links is to assist current PMCB students with their registration, course scheduling, fees and tuition needs, and alert of funding opportunities within UF and outside.

**Schedule of Courses**

- Go to UF Schedule of Courses and select Course Listings for the semester you want to register. A drop-down menu will let you enter the desired department for a full list of courses offered by that department. PMCB courses are listed under Horticultural Sciences.
- Note: department-controlled courses (DEPT under the section number) means you need to contact that department to register. Contact Ellen (if you want to register for PCE6071 [Masters Research], PCE7379 [Advanced Research—before qualifying], PCB7589 [Doctoral Research—after qualifying]).

- Go to PMCB courses for a list of core, elective and research PMCB courses.

**Registration**

Students register for classes by using the ISIS online system. It is the student's responsibility to make sure they are registered for all their required coursework.

- **UF Registration deadlines**
  - Students should follow these deadlines. If not registered by the regular registration deadline, students will be assessed a $300 late registration fee.

- **ISIS system**
  - To first set it up, go to MyUFL and logging in with your Gatorlink ID and password.

- **Gatorlink account**
  - Every UF student is required to have a Gatorlink email account and to keep up with it regularly. All official communications from the University of Florida, deadline reminders, canceling of classes, or policy announcements, are sent to your Gatorlink account. It will also serve as your log in registering for classes (see below).

- **Emergency Contact Information**
  - Students are required to update their emergency contact information in the MyUFL system every 4 months. Not doing so will put hold on student's records, including not being able to register for classes.
Outreach Opportunities

Presentations at local schools

Specialized workshops for K-12

Science Fair Judging and Project Mentoring
Student Lunch with Speakers

Great opportunity to interact with speaker!!

PMCB reimburses your expenses!

Student leader responsible for:
- determining number of participants
- deciding and booking meeting place
- ordering and paying for lunch
- coordinating with Eliana
Additional Resources

U Matter We Care
umatter.ufl.edu

Counseling & Wellness Center
counsel.ufl.edu

Office of the Ombudsman
ombuds.ufl.edu

FL Residency
admissions.ufl.edu/residency

Dean of Students Office
dso.ufl.edu

Parking & Transportation
parking.ufl.edu

Citizens & Residents Taxes:
irs.gov/pub/irs-pdf/p970.pdf
Nonresident Taxes:
fa.ufl.edu/tax/nonresident-alien.asp
HOW GRAD SCHOOL IS JUST LIKE KINDERGARTEN

ALL DAY NAPPING IS ACCEPTABLE  THERE IS CONSTANT ADULT SUPERVISION

YOU GET COOKIES FOR LUNCH  MOST COMMON ACTIVITY: CUTTING AND PASTING

THERE ARE NO GRADES (YOU JUST HAVE TO PLAY WELL WITH OTHERS)  CRYING FOR YOUR MOMMY IS NORMAL

WWW.PHDCOMICS.COM
Now, seriously...
A few suggestions for a successful graduate degree

1. Working with an advisor is like marriage
   Make sure you and your advisor “connect” with respect to the way you work, time management, expectations.

2. Network, network, network
   The best students are the ones that create new, useful relationships, for them and their lab.

3. Time management
   Know what you do best and when.
Now, seriously...
A few suggestions for a successful graduate degree

4. You can chose to do just what your advisor tells you to do. Or you can create your own research program. Graduate school is an opportunity to explore new ideas. Make sure you are the one who creates and proposes them.

5. Get out of your comfort zone – graduate school is an unique opportunity to explore your interests and strengthen your weaknesses. Who in the world gets paid to study, and try new things?

6. Read, read, read. Unless you have the foundation, you will not recognize what is relevant.
Now, seriously...
A few suggestions for a successful graduate degree

7. One of the requirements of a PhD degree is that it has to be novel.
   As such, it is likely that NO ONE in your lab (or in the world) has tried what you are just about to try!

8. Beware failures will be a constant
   Know when to move on and seek alternatives. Utilize your committee members. Get out there, and look for solutions outside UF. Don’t get stuck in a problem for two years without a solution.
9. The amount of work you put in your research is a reflection of how interested you are in the problem. If you are not sure you want to put the effort, then maybe graduate school or your research project is not for you.

10. Work hard, play hard. There is a time for everything in life. And if you need help, PLEASE SEEK HELP! WE ARE HERE FOR THAT.

11. Life after graduate school. You are in charge. Make your “next life”. No one will do it for you.