



**Plant Molecular  
and Cellular Biology**  
PROGRAM

2015–2016 Academic Year  
Student and Faculty  
Handbook

<http://pmcb.ifas.ufl.edu>

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## MISSION AND VALUES

Welcome to the Plant Molecular and Cellular Biology Program at the University of Florida. PMCB faculty members are deeply committed to helping students develop into successful biological scientists, capable of conducting independent fundamental and applied research. We value students that act conscientiously and conduct themselves as professionals, proactively developing the behavior, knowledge, skills and leadership required for a successful career.

The goals of this handbook are to (1) assist PMCB graduate students in successfully fulfilling their requirements for their degree programs and meeting the deadlines as established by the University of Florida and the Graduate School and, (2) provide official rules, policies and regulations to be followed by both PMCB graduate students and faculty.

## PMCB GENERAL INFORMATION

PMCB is an intercollegiate and interdepartmental graduate degree program that emphasizes understanding the molecular and cellular mechanisms that mediate plant development, adaptation, and evolution.

PMCB currently has 45 faculty members (**TABLE 1**). They are based in the departments of Agronomy, Biology (Botany), Environmental Horticulture, Forest Resources and Conservation, Horticultural Sciences, Microbiology and Cell Science, Molecular Genetics and Microbiology, and Plant Pathology within the colleges of Agriculture and Life Sciences, Liberal Arts and Sciences and Medicine.

**TABLE 1. LIST OF PMCB GRADUATE FACULTY**

<b>PMCB Graduate Faculty</b>	<b>Department</b>	<b>Phone</b>	<b>Email</b>
Altpeter, Fredy	Agronomy	392-1823	<a href="mailto:altpeter@ufl.edu">altpeter@ufl.edu</a>
Barbazuk, Brad	Biology	273-8624	<a href="mailto:bbarbazuk@ufl.edu">bbarbazuk@ufl.edu</a>
Burleigh, Gordon	Biology	392-2776	<a href="mailto:gburleigh@ufl.edu">gburleigh@ufl.edu</a>
Chase, Christine	Horticultural Sciences	273-4862	<a href="mailto:cdchase@ufl.edu">cdchase@ufl.edu</a>
Chen, Sixue	Biology	273-8330	<a href="mailto:schen@ufl.edu">schen@ufl.edu</a>
Chourey, Prem	Plant Pathology	392-7237	<a href="mailto:psch@ufl.edu">psch@ufl.edu</a>
Clark, David	Environmental Horticulture	392-1831 x370	<a href="mailto:geranium@ufl.edu">geranium@ufl.edu</a>
Cline, Kenneth	Horticultural Sciences	273-4784	<a href="mailto:kcline@ufl.edu">kcline@ufl.edu</a>
Colquhoun, Thomas	Environmental Horticulture	273-4584	<a href="mailto:ucntcme1@ufl.edu">ucntcme1@ufl.edu</a>
Davis, John	Forest Res. & Conservation	846-0879	<a href="mailto:jmdavis@ufl.edu">jmdavis@ufl.edu</a>
Ferl, Robert	Horticultural Sciences	273-4822	<a href="mailto:robferl@ufl.edu">robferl@ufl.edu</a>
Folta, Kevin	Horticultural Sciences	273-4812	<a href="mailto:kfolta@ufl.edu">kfolta@ufl.edu</a>
Folimonova, Svetlana	Plant Pathology	273-6455	<a href="mailto:svetlana@ufl.edu">svetlana@ufl.edu</a>
Gabriel, Dean	Plant Pathology	392-7239	<a href="mailto:gabriel@ufl.edu">gabriel@ufl.edu</a>
Gmitter, Fred	CREC/ Horticultural Sciences	(863) 956-1151	<a href="mailto:fgmitter@ufl.edu">fgmitter@ufl.edu</a>
Gray, Dennis	Mid-Florida REC	(407) 884-2034 x126	<a href="mailto:djg@ufl.edu">djg@ufl.edu</a>
Gurley, William	Microbiology and Cell Science	392-1568	<a href="mailto:wgurley@ufl.edu">wgurley@ufl.edu</a>
Guy, Charles	Environmental Horticulture	392-1831 x222	<a href="mailto:clguy@ufl.edu">clguy@ufl.edu</a>
Hannah, Curtis	Horticultural Sciences	392-9905	<a href="mailto:lchannah@ufl.edu">lchannah@ufl.edu</a>
Hanson, Andrew	Horticultural Sciences	273-4856	<a href="mailto:adha@ufl.edu">adha@ufl.edu</a>
Harmon, Alice	Biology	273-8096	<a href="mailto:harmon@ufl.edu">harmon@ufl.edu</a>
Hauser, Bernard	Biology	392-0009	<a href="mailto:bdhauser@ufl.edu">bdhauser@ufl.edu</a>
Huffaker, Alisa	USDA-ARS CMAVE	374-5765	<a href="mailto:alisa.huffaker@ars.usda.gov">alisa.huffaker@ars.usda.gov</a>
Jones, Jeffrey	Plant Pathology	392-7244	<a href="mailto:jbjones@ufl.edu">jbjones@ufl.edu</a>
Kang, Byung-Ho	Microbiology and Cell Science	846-0952	<a href="mailto:bkang@ufl.edu">bkang@ufl.edu</a>
Kirst, Matias	Forest Res. & Conservation	846-0900	<a href="mailto:mkirst@ufl.edu">mkirst@ufl.edu</a>
Klee, Harry	Horticultural Sciences	392-8249	<a href="mailto:hjklee@ufl.edu">hjklee@ufl.edu</a>
Koch, Karen	Horticultural Sciences	273-4833	<a href="mailto:kekoch@ufl.edu">kekoch@ufl.edu</a>
McCarty, Donald	Horticultural Sciences	273-4846	<a href="mailto:drm@ufl.edu">drm@ufl.edu</a>
McDaniel, Stuart	Biology	273-0123	<a href="mailto:stuartmcdaniel@ufl.edu">stuartmcdaniel@ufl.edu</a>
McIntyre, Lauren	Molec. Genetics & Microbiology	273-8024	<a href="mailto:mcintyre@ufl.edu">mcintyre@ufl.edu</a>
Moore, Gloria	Horticultural Sciences	273-4786	<a href="mailto:gamoore@ufl.edu">gamoore@ufl.edu</a>
Mou, Zhonglin	Microbiology and Cell Science	392-0285	<a href="mailto:zhlmou@ufl.edu">zhlmou@ufl.edu</a>
Oppenheimer, David	Biology	273-0121	<a href="mailto:oppenhe@ufl.edu">oppenhe@ufl.edu</a>
Paul, Anna-Lisa	Horticultural Sciences	273-4855	<a href="mailto:alp@ufl.edu">alp@ufl.edu</a>
Peter, Gary	Forest Res. & Conservation	846-0896	<a href="mailto:gfpeter@ufl.edu">gfpeter@ufl.edu</a>
Rathinasabapathi, Bala	Horticultural Sciences	273-4847	<a href="mailto:brath@ufl.edu">brath@ufl.edu</a>
Rollins, Jeffrey	Plant Pathology	392-9241	<a href="mailto:rollinsj@ufl.edu">rollinsj@ufl.edu</a>
Settles, Mark	Horticultural Sciences	392-7571	<a href="mailto:settles@ufl.edu">settles@ufl.edu</a>
Soltis, Doug	Biology	273-1963	<a href="mailto:dsoltis@ufl.edu">dsoltis@ufl.edu</a>
Soltis, Pamela	Biology	273-1964	<a href="mailto:psoltis@ufl.edu">psoltis@ufl.edu</a>
Song, WenYuan	Plant Pathology	392-7231	<a href="mailto:wsong@ifas.ufl.edu">wsong@ifas.ufl.edu</a>
Vallejos, Eduardo	Horticultural Sciences	273-4845	<a href="mailto:vallejos@ufl.edu">vallejos@ufl.edu</a>
Vermerris, Wilfred	Microbiology and Cell Science	273-8162	<a href="mailto:wev@ufl.edu">wev@ufl.edu</a>
Wang, Jianping	Agronomy	273-8104	<a href="mailto:wangj@ufl.edu">wangj@ufl.edu</a>

## ACADEMIC HONESTY

In 1995 the University of Florida student body enacted an Honor Code and voluntarily committed itself to the highest standards of honesty and integrity. When students enroll at the University of Florida, they commit themselves to the standard drafted and enacted by students.

**Preamble:** In adopting this 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. Any individual who becomes aware of a violation of the honor code is bound by honor to take corrective action. The quality of a University of Florida education depends on community acceptance and enforcement of the honor code.

**The Honor Pledge:** *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."

The University requires all members of its community to be honest in all endeavors. A fundamental principle is that the whole process of learning and pursuit of knowledge is diminished by cheating, plagiarism and other acts of academic dishonesty. In addition, every dishonest act in the academic environment affects other students adversely, from the skewing of the grading curve to giving unfair advantage for honors or for professional or graduate school admission. Therefore, the University will take severe action against dishonest students. Similarly, measures will be taken against faculty, staff and administrators who practice dishonest or demeaning behavior.

**Student responsibility:** Students should report any condition that facilitates dishonesty to the instructor, department chair, college dean, or Student Honor Court.

**Faculty responsibility:** Faculty members have a duty to promote honest behavior and to avoid practices and environments that foster cheating in their classes. Teachers should encourage students to bring negative conditions or incidents of dishonesty to their attention. In their own work, teachers should practice the same high standards they expect from their students.

**Administration responsibility:** As highly visible members of our academic community, administrators should be ever vigilant to promote academic honesty and conduct their lives in an ethically exemplary manner.

## STUDENT HONOR CODE and STUDENT CONDUCT CODE

Students enjoy the rights and privileges that accrue to membership in a university community and are subject to the responsibilities that accompany that membership. For a system of effective campus

governance, it is incumbent upon all members of the campus community to notify appropriate officials of any violations of regulations and to assist in their enforcement.

The University of Florida Student Honor Code and Student Conduct Code are available at <http://www.dso.ufl.edu/sccr/honorcodes/conductcode.php>. Questions can be directed to the Dean of Students Office (<http://www.dso.ufl.edu/>). This is the first phase of career development and the faculty believes that students need to behave as professionals, conscientiously following commonly accepted norms and meeting deadlines.

**A NOTE ON PLAGIARISM:** Plagiarism is considered a violation of the Student Honor Code. Students must exercise great care with regard to plagiarism. *Plagiarism is defined as the act of using the language and/or thoughts of another author, without crediting them, and representing the work as your own.* In other words, your writing must be original and cannot directly copy large sections of text published elsewhere. There are different cultural tolerances for “borrowing” text from published sources. It is important to understand that in written assignments no published text may be directly installed into your own work. If necessary, small phrases may be copied directly, but they must be offset by quotation marks or italic font, and the source must be directly cited.

## PMCB GRADUATE DEGREE REQUIREMENTS

### PROGRAM OVERVIEW

Students can pursue an M. S. or a Ph.D. degree through the PMCB program. All students complete core courses in Advanced Genetics, Plant Molecular Biology and Genomics, Plant Cellular and Developmental Biology, and Plant Biochemistry. In addition to the core classes, students can select from a variety of courses in biochemistry, molecular biology, physiology, breeding, genetics, evolution, microbiology, and plant pathology. A course of study is designed by each student’s graduate committee to reflect individual professional goals and research interests.

**MASTER OF SCIENCE DEGREE:** The PMCB Master of Science degree requires a thesis and minimum of 30 credits beyond the Bachelor of Science degree, 24 of which must be regular coursework. Four PMCB core courses are required (Table 1), making the core course requirements the same as for Ph.D. students. A minimum of 4 credits is required from the Journal Colloquium topics. However, Master students are required to register for one journal colloquium topic every spring and fall semesters until graduation from the program. No more than 6 credits of PCB 6971 Masters Research will count towards the M.S. degree.

**PH.D. DEGREE:** The PMCB Ph.D. degree requires a minimum of 90 credit hours beyond the Bachelor of Science degree. Four PMCB core courses are required (Table 1) for a total of 14 credits. Ph.D. track students must achieve a grade of B or greater in each core course or repeat the course (and obtain at least a B grade). An additional 6 credit hours (minimum) of course work is required and the courses taken will be selected in consultation with the advisor and thesis committee. A minimum of 6 credits is required from the Journal Colloquium topics, which are offered every fall and spring semesters. However, Ph.D.

students are required to enroll in one journal colloquium topic every spring and fall semesters until graduation from the program. No more than 6 credits of PCB 6971 Masters Research can be transferred from the M.S. degree.

For completion of the Ph.D. degree, all doctoral students must have **at least one first author publication accepted for publication in a peer-reviewed journal in their research field before defending their dissertations**. First and foremost, this publication must be a full science paper, not a methods or review paper. Second, it should not be simply submitted, it must be accepted and/or in press. Students should send the Academic Coordinator either the link to the publication or the letter of acceptance from the scientific journal. Students who do not meet this requirement will have a hold and not be awarded their final degree.

Each year, the program awards a limited number of rotation assistantships to students seeking a Ph.D. For these students, the PMCB Program Director and Graduate Coordinator will serve as the first year supervisory committee and function primarily to ensure that students are guided in basic course work and given the opportunity to explore different areas of research. Non-rotating students must identify a major professor willing to supervise and support their program of study before gaining admission to the program.

## ROTATIONS

Pre-doctoral students supported by the PMCB Program in their first year will do rotations through at least three labs. This exposes students to different laboratory philosophies, technologies, and projects. Students are responsible for arranging their own rotations and are expected to keep the Academic Services Coordinator informed about which faculty labs they are rotating in.

Each rotation will occupy approximately ten weeks. At the end of each rotation, students will present a 10 minute seminar to communicate their research results and what they have learned. Rotations and seminars will follow a preset schedule, as shown in **TABLE 2** below:

**TABLE 2. ROTATION SCHEDULE FOR FALL 2015 – SPRING 2016**

Aug. 17 to 21, 2015	Find lab rotations
Aug. 24 to Oct. 30, 2015	First rotation
Oct. 26 to 30, 2015	Seminar day TBD
Nov. 2, 2015 to Jan. 29, 2016	Second rotation
Jan. 25 to 29, 2016	Seminar day TBD
Feb. 1 to April 15, 2016	Third rotation
April 11 to 15, 2016	Seminar day TBD

**By the end of summer of the first year, all students should select a major professor, a dissertation project and a graduate committee.**

At the end of the first year, pre-doctoral students on rotation will no longer be financially supported by PMCB. This means it is the student's responsibility to find a lab and advisor with sufficient funds to cover tuition, stipend and health insurance unless these are already covered by an international, national, college or PMCB program level assistantship.

## **FACULTY ADVISOR AND SUPERVISORY COMMITTEE**

### ***MASTER OF SCIENCE DEGREE:***

The student's supervisory committee should be appointed as soon as possible after the student is admitted to the Graduate School and the deadline is the end of the term during which the student has accumulated 12 or more credits or the end of the second term. The supervisory committee for a master's degree must consist of at least two members selected from the Graduate Faculty, including the committee chair. Only Graduate Faculty may serve on a supervisory committee. If a minor is designated, a representative from that minor is needed on the supervisory committee. If two minors are designated, two representatives are needed.

### ***PH.D. DEGREE:***

**FACULTY ADVISOR:** It is the responsibility of the student to find a major advisor by the end of their three rotations. The major advisor must have graduate faculty status within the PMCB Program. The major advisor is the main contact for information regarding your graduate education and will serve as the chair of your supervisory committee.

**SUPERVISORY COMMITTEE:** The supervisory committee is designed to serve as a guide to the student's research and program of study. **The deadline to have a supervisory committee assembled is by the mid-point of the fourth semester.** PMCB highly recommends that students have a supervisory committee selected by the end of the third semester. Please note that if a committee is not established by mid Fall, a hold will be placed on the student's records. The major advisor will assist in determining who the other members of the committee will be.

Students must have a minimum of four members in their committees, including the advisor, who serves as the chair. All Graduate School requirements regarding committee composition and appointment will apply, with one exception: for the Ph.D. program, at least two members, in addition to the chairperson, shall be from within the PMCB graduate faculty, and at least one must be from outside (external) the PMCB graduate faculty. This person would be known as the 'external member.' All members of the committee must have graduate faculty status at UF unless special appointment approval is granted.

**EXTERNAL MEMBER:** The external member must be a member of graduate faculty and have graduate faculty status with the UF Graduate School. Faculty holding joint, affiliate, courtesy, or adjunct graduate faculty appointments in the PMCB cannot be external members on student committees. If the external member joins the PMCB faculty the student will need to select a new external member for the committee. Special appointments to supervisory committees may not serve as external committee members.

**SPECIAL MEMBER:** Special member appointments are usually individuals from outside of UF with specific

expertise which will contribute to a graduate student's program of study; tenure-track faculty who have not yet qualified for graduate faculty status; and non-tenure-track faculty or staff at UF who do not qualify for graduate faculty status. They may not serve as a supervisory committee chair, co-chair, external member, or minor representative. To have a special member added to a supervisory committee, please obtain the Special Appointment Form with the Academic Coordinator.

Changes in the supervisory committee can be made up until the semester in which the student is graduating. To make changes to a committee, students must contact the Graduate or Academic Coordinator. Refer to the Graduate School website <http://www.graduateschool.ufl.edu> for more information.

## **WRITTEN EXAMINATIONS FOR Ph.D. STUDENTS**

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:

1. The written exam committee composes the exam assuring a uniform year to year assessment of core knowledge areas, skills and abilities required for Ph.D. level work.
  - 1.1. Core knowledge areas are: biochemistry, bioinformatics/genomics, cell biology, development, genetics, molecular biology, and general plant biology.
2. The written exam is administered to students at the end of the spring semester of their first year (typically on the first Monday after the PMCB workshop in May) and students have approximately three weeks to complete the exams.
  - 2.1. It is expected that the students will focus primarily on the exams during this month, and will not be required to perform extensive lab work or other activities unrelated to the exam.
3. The written exam will consist of two take-home exams and one comprehensive in-class exam.
  - 3.1. The take home exams are intended to assess students' ability to explain the concepts, experimental approaches and data styles that are standard to cellular and molecular biology and to use adequate reasoning and logic necessary for in-depth analysis and synthesis of information at the cellular and molecular levels.
4. The in-class exam is intended to assess the students' knowledge of the fundamental content in the four core courses they are required to take in their first year.
5. Students have 1 week to complete each written exam. These will be disseminated on consecutive weeks and are due after 7 days.
6. The written exam committee grades and assigns Ph.D. or M.S. level grades to each student.
  - 6.1. A guideline for a Ph.D. level pass is  $\geq 70\%$  on at least two of the three exams and  $\geq 50\%$  on the third exam.
    - 6.1.1. Students receiving a Ph.D. level grade will take the oral candidacy exams administered by their committee before the end of spring semester of their second year.

- 6.2. A guideline for a M.S. level pass is  $\geq 70\%$  on one exam and  $\geq 50\%$  on the other two exams.
- 6.2.1. Students receiving a M.S. level grade on the written exam will have the option of requesting an oral exam in an effort to qualify for a Ph.D. level grade and the chance to continue working towards qualifying for doctoral candidacy status. This oral exam will be administered by the written exam committee the week following the in-class comprehensive exam. This oral exam is meant to rigorously evaluate the student's knowledge and abilities.
- 6.2.1.1. Students who pass the oral exam at the Ph.D. level will take the oral candidacy exam administered by their committee **before** the end of spring semester of their second year.
- 6.2.1.2. Students who pass this oral exam at the M.S. level can choose to complete a Masters degree with thesis, if they find a willing advisor.
7. If a student does not pass at the M.S. level, then the committee will evaluate whether this student should continue in the PMCB program.
8. The exams are not returned to the students, but copies are stored in the PMCB administrative office – the students can however look at their exams, but not take them out of the office.

### ORAL EXAMINATIONS AND ADVANCEMENT TO CANDIDACY

The oral candidacy exam is required to be completed by Ph.D. students ***before the end of the spring semester of their second year***. Students are recommended to complete this deadline well in advance. Any exams scheduled after the end of the spring semester is considered late. If this does not occur, a hold will be placed on their registration until the oral exam is completed.

In preparation for the exam, the student must write and disseminate to committee members a detailed, NSF- or USDA-style format proposal describing a researchable topic. It is acceptable for this to be the student's intended graduate thesis research. In addition to the exam, students should present a public proposal seminar presenting current progress and research plans written in their proposal. Students are strongly encouraged to complete their oral exams before the end of spring semester, because it is often more difficult to get all committee members together in the summer semester.

It is essential that students arrange the time of their presentation a minimum of two weeks in advance with the PMCB Academic Coordinator so the seminar can be announced. Students are also required to obtain the "Admission to Candidacy" form with the Academic Coordinator. The form needs to be signed by ***all*** the committee members ***at the end of your oral exams*** and turned in to the Academic Coordinator for submission to the Graduate School. Failure to do so will prevent students from registering for PCB 7980 Doctoral Research (research credits to be taken ***after*** you pass your qualifying exam).

### GRADUATE COURSES OFFERED BY THE PMCB PROGRAM

Core course work will be composed of four one-semester courses in the areas of genetics, molecular biology, genomics, cell and developmental biology and plant biochemistry (**TABLE 3**). These are typically

taken during the first year. In subsequent years a formal training track will be developed by the student and the dissertation committee and will normally involve a minimum of 6 credits of additional courses.

**TABLE 3. LIST OF PMCB COURSES**

Course	Title	Credits	Offered	Designation
PCB 5065	Advanced Genetics	4	Fall	Core course
PCB 5530	Plant Molecular & Cellular Biology	3	Fall	Core course
PCB 6528	Plant Molecular Biology	3	Spring	Core course
BOT 6935	Plant Biochemistry	4	Spring	Core course
PCB 6937	Special Topics in Plant Molecular and Cellular Biology	1-4	Any semester	Maximum of 8 credits
PCB 6971	Research for Master's Thesis	1-6	Any semester	Maximum of 6 credits
PCB 7922	Journal Colloquium in Plant Molecular and Cellular Biology	1	Fall & Spring	Minimum of 4 credits for M.S. and Minimum of 6 credits for Ph.D.
PCB 7979	Advanced Research	variable	Taken <b>before</b> qualifying exams	
PCB 7980	Research for Doctoral Dissertation	variable	Taken <b>after</b> qualifying exams	

### COURSE REGISTRATION

Courses are selected by the student, advisor and committee. Any student who is on an assistantship or fellowship and receives a stipend must register as a full-time student. The required number of credits a student must register each semester depends on the type of appointment (**TABLE 4**).

**TABLE 4. REQUIRED NUMBER OF CREDITS BY SEMESTER AND TYPE OF APPOINTMENT**

Type of Appointment	Required Credits		
	Fall	Spring	Summer C
Assistantship	9	9	6
Fellowship	12	12	8

Students register for classes using the online ISIS system at [www.isis.ufl.edu](http://www.isis.ufl.edu) . ISIS gives access to class schedules, transcripts, grades, fees, financial aid status and student holds. Students are responsible for registering for their own classes and making sure they are registered for the correct number of credits. Students should also comply with the deadlines for registration and payment of fees to avoid late fee penalties [catalog.ufl.edu/ugrad/current](http://catalog.ufl.edu/ugrad/current). The PMCB website at [pmcb.ifas.ufl.edu](http://pmcb.ifas.ufl.edu) also posts deadlines.

Students should self-register for all PMCB classes **except those with “DEPT” as the section number**. These are departmentally controlled classes and students must register through the PMCB Academic Coordinator (email, phone or in-person). Examples are PCB 6971 Masters Research, PCB 7979 Advanced Research and PCB 7980 Doctoral Research.

To register for a course that is departmentally controlled by another department, the student must contact that department for registration assistance.

## DEVELOPING COMMUNICATION SKILLS

The development of strong communication skills is essential for a successful career. Thus, PMCB emphasizes the development of these by requiring students participate in the following activities:

1. **Journal Colloquia:** Weekly discussion courses which typically focus on analyzing the primary literature will be organized each semester.
2. **Rotation Seminars:** Rotation students are required to present a seminar to PMCB at the end of each rotation (see section Rotations for more information). Non-rotating students are encouraged to present at least one seminar during their first year.
3. **Research Presentations:** As a precursor to their oral candidacy exams, Ph.D. students must present a research proposal in a seminar format with their preliminary findings and proposed future experiments. This gives students experience in publicly communicating research findings and a chance to receive input from PMCB faculty and students regarding the research direction and experimental approach.
4. **PMCB Workshop:** A workshop is held annually in May in which PMCB students and post-docs are encouraged to present their research results in 15-minute oral presentations.
5. **Exit Seminar:** All PMCB Students (Ph.D. and M.S.) will present a public exit seminar prior to graduation.

## ASSISTANTSHIPS AND FELLOWSHIPS

### APPOINTMENTS

PMCB students are appointed as a graduate research assistants or fellows as part of their offer to join the PMCB Program. Upon acceptance, each student receives a *Letter of Appointment* and a *Letter of Offer*. **These letters are considered a formal contract between PMCB and the student** and stipulate the terms of these contracts, including title, FTE (full-time equivalent), annual and bi-weekly rate of pay, evaluation date, and duties and responsibilities.

The letter of appointment will be renewed automatically each year, **pending (1)** satisfactory progress in the research program, as determined by the major advisor, **(2)** required registration (see below), **(3)** maintenance of an overall graduate GPA of 3.0 or higher, and **(4)** reasonable progress toward the student’s degree, as determined by the graduate supervisory committee.

Students who have a graduate assistantship are required to register for 9 credits each Spring and Fall

semesters and 6 credits in Summer C. Students who have a fellowship are required to register for 12 credits each Spring and Fall semesters and 8 credits in Summer C. For a complete list of registration requirements for GAs and Fellows please visit <http://www.hr.ufl.edu/academic/regrequirements.asp>.

### **STIPEND**

Assistantships and fellowships include an annual salary (stipend) and a tuition waiver. Student's stipend is stated in the Letter of Appointment and will be paid bi-weekly through UF Direct Deposit system.

In order to receive their stipend students must be formally hired upon arrival in Gainesville. Students should contact the Academic Coordinator to set up the appropriate paperwork. This process may take 6 to 8 weeks for U.S. citizens and up to 12 weeks for international students. Students are required to open an account at a US bank and provide PMCB with a void check upon hiring.

International students need to obtain a social security card in order to be hired by the PMCB Program and be on the University of Florida payroll system. International students are required to check in with the UF International Center (UFIC) <http://www.ufic.ufl.edu> as soon as they arrive in Gainesville, when they will receive detailed information on applying for a social security card. International students must have been in the U.S. for at least 10 days before applying for a card. Applications must be made in person at the local social security office:

#### **Social Security Administration in Gainesville**

2002 NW 13th Street , Gainesville, FL 32609

phone (352) 375-4178; general information: 1-800-772-1213

<http://www.ssa.gov> (Social Security Administration)

### **TUITION**

Students on research assistantships or fellowships have their tuition waived. That means that tuition is paid by either PMCB funds or an external grant funds from the advisor. In order to maintain an assistantship or fellowship, students must make satisfactory progress in their research program, be properly registered, maintain an overall graduate GPA of 3.0 or higher, and make reasonable progress toward their degree. Once again, assistantships and fellowships are contracts and are renewed every year, upon meeting the requirements specified above. Tuition waivers and appointments are processed every semester by the Academic Coordinator.

**NOTE: if a student withdraws from the program or the appointment is terminated prior to the end of a semester, the tuition waiver will be revoked and the student will be financially responsible for the total tuition amount incurred for that semester.**

### **FEE PAYMENT**

Student fees (health, athletic, activity and service fees) **are not** included in the tuition waiver and must be paid each semester. These fees are calculated on a per credit basis. Students should refer to their Letter of Offer to check if they are responsible for paying student fees. Students who are required to pay their portion of student fees must do so each semester regardless of the status of the tuition waiver. Check the

UF Financial Services (or University Bursar) to calculate the fee amount due at <http://fa.ufl.edu/ufs/student-links.asp>.

## **GRADUATE STUDENT EVALUATIONS**

Written graduate student evaluations are administered once a year to review each student's progress in their research project and towards meeting their degree requirements. These evaluations are mandated by the UF Graduate School in order for continued employment as a graduate research assistant. They must be signed by the student and his/her advisor. First year rotating Ph.D. students will have their evaluations completed by the director and graduate coordinator.

These evaluations will assess the student's academic performance and job performance as a graduate assistant or fellow. The employment evaluation includes assessment of assigned duties and responsibilities appropriate to the assignment, including, but not limited to, employee's productivity, quality and quantity of work and research and other creative programs and contributions.

## **UF GRADUATE SCHOOL and PMCB**

All graduate degrees at the University of Florida are conferred by the Graduate School. PMCB serves as a liaison between the student and the Graduate School. Students are required to follow the Graduate Catalog at <http://graduateschool.ufl.edu/academics/graduate-catalog> and comply with requirements, deadlines and procedures established by the Graduate School and PMCB.

The 2015-2016 academic year deadlines are available at <http://www.graduateschool.ufl.edu>. PMCB also provides a 2015-2016 deadline checklist at the end of this handbook. Students must make every effort to follow it closely, especially before starting PMCB, during their first and second years and during their final semester.

## **OBTAINING FLORIDA STATE RESIDENCY (U.S. Citizens and Permanent Residents Only)**

Graduate students who are United States citizens or permanent residents are required by University of Florida policy to become in-state residents for tuition purposes after being enrolled for 12 months. More information can be found at <http://www.admissions.ufl.edu/residency.html>.

## **INTERNATIONAL STUDENTS**

The UF International Center (UFIC) is responsible to assist all international students with required immigration documents to study in the United States and to ensure the integration of international students and families into the life of the University of Florida and the American culture. The UFIC website is <http://www.ufic.ufl.edu/ISS>. International Students are required to check in with the UFIC as soon as they arrive in Gainesville. [Click here](#) for a map to the HUB - UFIC. International students are expected to comply with policies, rules and regulations set forth by the UFIC.

## **HEALTH INSURANCE**

GatorGradCare is an injury and sickness insurance plan created specifically for UF students on

appointments as Graduate Assistants and Pre-Doctoral Fellows. PMCB students on appointments as a graduate assistant or as a pre-doc fellow are eligible to participate.

GatorGradCare coverage is based on the eligibility status of a graduate student. To be eligible students must be enrolled in a graduate degree program, have an appointment through the University of Florida, be appropriately registered in classes and be appointed 0.25 FTE (full-time equivalent) or greater for a particular semester. There is no FTE requirement for Pre-doc Fellows.

If a student loses his/her eligibility, s/he can no longer participate in the GatorGradCare program. If a student withdraws or the appointment is terminated during a semester, the student will lose GatorGrade Care coverage for that semester. For detailed information on eligibility, enrollment, benefits and more visit the GatorGradCare website <http://hr.ufl.edu/benefits/health-insurance/gatorgradcare/> or contact Ms. Kay Barrera or Sandra Sherman at 352-392-0003, [gabenefits@admin.ufl.edu](mailto:gabenefits@admin.ufl.edu). The University of Florida or supporting Grant/Auxiliary funds will pay the student premium for eligible students. The premium for any dependents is the student's responsibility.

**NOTE 1:** Enrollment in GatorGradCare is not automatic. Students must go online at <https://bluebiz.bcbsfl.com/stuenroll/GatorGradCare.do> by the deadline to be covered by GatorGradCare.

**NOTE 2:** International students are mandated by law to have health coverage during the entire year, including annual breaks. Check <http://www.ufic.ufl.edu/issresources/insurance.htm> for more information.

## STUDENT COUNSELING & SUPPORT SERVICES

The University of Florida knows that the well-being of its students plays a major role in their academic, professional and personal success. With this in mind, it provides its graduate students with a number of services that aid in maintaining a safe, healthy lifestyle and enriching personal life:

**Counseling & Wellness Center (CWC)**  
<http://www.counsel.ufl.edu/>

<http://shcc.ufl.edu/>

**U Matter We Care**  
<http://www.umatter.ufl.edu/>

**International Center**  
<http://www.ufic.ufl.edu/>

**GatorWell**  
<http://gatorwell.ufsa.ufl.edu/>

**Dean of Students Office**  
<http://www.dso.ufl.edu/>

**Student Health Care Center**

## ACADEMIC DEADLINE CHECKLIST for the PMCB PROGRAM

PCMB students are required to follow the Graduate School and University of Florida's official critical dates, such as registration, graduation, fee and other deadlines. It is the student's and faculty's responsibility to follow and comply with these deadlines and requirements, available at: <http://graduateschool.ufl.edu/academics/current-students>. To aid students in meeting deadlines, the PMCB Program established a deadline checklist in the next pages.

## 2015-2016 COHORT PMCB CHECKLIST

BEFORE STARTING PMCB	DETAILS	CHECK
1. a. If international student b. If domestic student	a. Check in with UF International Center b. Skip to step 2	
2. Complete assistantship hiring paperwork	Eliana Kampf, Academic Coord., 392-8285	
3. Set up Gatorlink account	<a href="http://www.gatorlink.ufl.edu">www.gatorlink.ufl.edu</a>	
4. Send Gatorlink email to add to PMCB email list	Eliana ( <a href="mailto:elianak@ufl.edu">elianak@ufl.edu</a> )	
5. Enroll in GatorGradCare health insurance	<a href="http://hr.ufl.edu/benefits/health-insurance/gatorgradcare">hr.ufl.edu/benefits/health-insurance/gatorgradcare</a>	
6. Get UF Student ID card (Gator 1 Card)	<a href="http://www.gator1card.ufl.edu">www.gator1card.ufl.edu</a>	
7. Attend UF Graduate School Orientation <i>J. Wayne Reitz Union</i>	<b>TBD (in August)</b> ALL new UF graduate students	
8. Attend PMCB Graduate Orientation	<b>TBD (in August)</b>	
9. Lunch with all PMCB graduate students	<b>TBD</b>	
10. Clear holds on ISIS and Register for classes	<b>ongoing - Aug 20, 2015:</b> Advance Registration (no registration on Aug. 12) <b>Aug 21, 2015:</b> Regular Registration	

FIRST YEAR	DETAILS	CHECK
<b>FALL 2015</b>	Register for 2 Core Courses, Journal Colloquium (1 credit) and 1 credit of research (PCB 7979)	by August 21, 2015
	Classes Begin	August 24, 2015
	Determine Lab Rotations	August 17-21, 2015
	Begin First Lab Rotation	August 24-Oct. 30, 2015
	First Rotation Seminar	<i>TBD (week of Oct 26-Oct. 30)</i>
	Begin Second Lab Rotation	Nov 2, 2015-Jan 29, 2016
<b>SPRING 2016</b>	Register for 2 Core Courses and 1 Journal Colloquium	<i>TBD</i>
	Second Rotation Seminar	<i>TBD (week of Jan 25-29)</i>
	Begin Third Lab Rotation	Feb 1-April 15, 2016
	Third Rotation Seminar	<i>TBD (week of April 11-15)</i>
<b>SUMMER 2016</b>	Ph.D. Students Complete Written Exams	Week following the May 2015 PMCB Workshop
	Establish Supervisory Committee	End of Summer semester

**2014-2015 COHORT PMCB CHECKLIST continuation**

SECOND YEAR		DETAILS	CHECK
FALL 2016	Register for Journal Colloquium, Elective and Research Courses	TBD	
	Deadline to Establish Supervisory Committee ( <b>Note: if not established by mid Fall, a hold will be placed on student's records</b> )	Midpoint of Fall semester	
SPRING 2017	Register for Journal Colloquium and Research Courses	TBD	
	Ph.D. Students Prepare for the Oral Exams	Ongoing	
	Ph.D. Students Complete Oral Exams ( <b>Note: if not completed by the end of Spring, students will not be able to register for the Summer semester</b> )	Mid May	

FINAL SEMESTER	DETAILS	CHECK
Register for Required Research Credits and Apply for Degree	<a href="http://www.isis.ufl.edu">http://www.isis.ufl.edu</a>	
Schedule Thesis Defense	Supervisory Committee	
Comply with the Appropriate Deadlines: 1. Master's Thesis Checklist 2. Doctoral Dissertation Checklist	<a href="https://gradschool.ufl.edu/pdf-files/checklist-thesis.pdf">https://gradschool.ufl.edu/pdf-files/checklist-thesis.pdf</a> <a href="https://gradschool.ufl.edu/pdf-files/checklist-dissertation.pdf">https://gradschool.ufl.edu/pdf-files/checklist-dissertation.pdf</a>	
Announce Exit Seminar to PMCB	Academic Coordinator (2 weeks before defense send date, time, location)	
Obtain these Forms <b>BEFORE</b> your Defense: 1. ETD Signature Page 2. Final Exam Form 3. UF Publishing Agreement	Academic Coordinator (Eliana Kampf)	
Obtain Signatures <b>AT THE DAY OF YOUR DEFENSE</b>	Committee Members	
Return these 3 forms – <b>SIGNED</b> – right after your defense	Academic Coordinator (Eliana Kampf)	
First Submission to Editorial Office (after defense and completely formatted with committee's corrections)	<a href="https://asc.helpdesk.ufl.edu/editorial.html">https://asc.helpdesk.ufl.edu/editorial.html</a>	
Final Submission to Editorial Office	<a href="https://asc.helpdesk.ufl.edu/editorial.html">https://asc.helpdesk.ufl.edu/editorial.html</a>	
Send link of first author publication or letter of acceptance from peer-reviewed journal	Academic Coordinator (Eliana Kampf)	