Graduate Student Orientation – part 2

2018 – 2019
Academic Year

Eliana Kampf
PMCB Coordinator
Welcome to UF and PMCB!

PMCB is deeply committed to helping you develop into successful scientists, capable of conducting independent fundamental and applied research.
A little more about what I do:

• Academic matters
  ➢ Registration, deadlines, evaluations, courses, professional development...

• Financial issues
  ➢ Tuition, student fees, petitions...

• Everything PMCB-related (or not)
  ➢ Rotations, seminars, workshop, UF travel, Gainesville, life...

• Your liaison between faculty/UF and you

• Your advocate
  ➢ Well-being, advisor-advisee issues...

• Anything else!

How to contact me:
• 1509 Fifield Hall
• elianak@ufl.edu

• 352-392-8285 office
• 352-514-5626 cellular
Today we will talk about:

- GA Appointments
- Registration, tuition & student fees
- PMCB Website and Facebook
- PMCB deadlines
- PMCB expectations
- Mentor-Mentee relationship
PMCB Graduate Assistantship Research (GA-R) Appointment

Letter of Appointment

- Creates an employer-employee relationship between you & UF
- Formal contract between PMCB, advisor and you that specifies:
  - Title, employment unit, name of advisor
  - Length of appointment
  - Annual salary rate and bi-weekly payments
  - Terms and conditions, including specific duties and responsibilities
  - Percent of full-time effort (FTE)
    - number of hours you are expected to work per week (1.00 FTE = 40.0 hours, 0.50 FTE = 20.0 hours, 0.33 FTE = 13.2 hours, 0.25 FTE = 10.0 hours)
As part of your appointment you will arrange 10 week research rotations with three faculty members during your first two semesters (Fall 2018 and Spring 2019), prior to permanently identifying a permanent advisor.

This stipend will be funded by PMCB programmatic funds during Fall 2018 and Spring 2019.

Starting Summer 2019, your permanent advisor research funds will cover your stipend and tuition thereafter.

Pending available funding, we plan to continue your appointment for the duration of your graduate studies (4-5 years).
PMCB Graduate Assistant
Research duties

• Graduate assistants have part-time duties, other than working on their own research

• Your duties and responsibilities include, but are not limited to:
  - working 20 hours per week in these three labs of your choice and subsequently in your permanent advisor’s lab
  - meeting all expectations as noted in the PMCB Graduate Assistant Annual Evaluation
  - fulfilling other duties assigned by your advisor and the PMCB program.
PMCB Graduate Assistantship Research (GA-R) Appointment

Your appointment is renewed every year, depending on:

- Maintenance of overall GPA of 3.0 or higher
- Maintenance of required registration
  - 9 credits fall & spring, 6 credits summer
- Satisfactory research progress toward your degree, as determined by advisor or director/graduate coordinator
- Satisfactory performance of your GA-R duties & responsibilities
- Availability of funds
- Compliance with applicable UF rules, regulations, policies and procedures
GA-R Appointments

- Appointment starts 8/16/2018 to 8/15/2019
  - Bi-weekly payments
  - 26.1 paydays during the year
  - Schedule of paydays available at
    www.fa.ufl.edu/departments/payroll-tax-services/payroll-schedules/

- GAs on a 0.25 FTE appointment or higher are eligible for GatorGradCare health insurance plan
  - Health insurance – GatorGradCare with a $10 monthly deduction
  - Needs to maintain good academic status (such as GPA ≥ 3.0), be correctly registered, etc.
Health Insurance

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

• GatorGradCare enrollment is not automatic - students must enroll each academic year:
  - 2018-2019 deadline to enroll: September 14
  - https://bluebiz.bcbsfl.com/stuenroll/GatorGradCare.do

• Policies, coverage, benefits online:
  - http://gatorcare.org/gatorgradcare
  - http://hr.ufl.edu/benefits/health-insurance/gatorgradcare

• GatorGradCare assistance:
  - gabenefits@admin.ufl.edu
  - 352-392-0003
GA-R Appointments

• **GA Human Resources (HR)**
  - GatorGradCare
  - Retirement
  - Time Away

• GAs are represented by **Graduate Assistants United** which bargains collectively with the university on behalf of all graduate assistants on campus.

• Consult the most recent **GAU contract** (2014-2017):
  - Minimum salaries
  - Workload
  - Leaves of absence
  - Outside activities
  - Conflict of interest
  - Changes in appointment
  - Employee rights
  - Terminations
## 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>
</tbody>
</table>

## Fall 2018 Courses

<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</td>
<td>1</td>
<td>DEPT</td>
<td>DEPT</td>
</tr>
<tr>
<td>PCB 7979</td>
<td>Advanced Research</td>
<td>1</td>
<td>DEPT</td>
<td>Eliana</td>
</tr>
</tbody>
</table>

## Spring 2019 Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Section</th>
<th>Who</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCB 6528</td>
<td>Plant Cell. &amp; Developmental Biology</td>
<td>3</td>
<td>2191</td>
<td>self</td>
</tr>
<tr>
<td>BOT 6935</td>
<td>Plant Biochemistry</td>
<td>3</td>
<td>4205</td>
<td>self</td>
</tr>
<tr>
<td>PCB 7922</td>
<td>Journal Colloquium</td>
<td>1</td>
<td>DEPT</td>
<td>DEPT</td>
</tr>
<tr>
<td>PCB 7979</td>
<td>Advanced Research</td>
<td>1</td>
<td>DEPT</td>
<td>Eliana</td>
</tr>
</tbody>
</table>

[http://pmcb.ifas.ufl.edu/courses.shtml](http://pmcb.ifas.ufl.edu/courses.shtml)
Course Registration

- **ONE.UF**: registration, schedule of courses, transcripts, grades, holds, critical dates, deadlines
- Registration **holds need to be cleared every semester**
- Self register *(section number)* or request registration via specific Department *(DEPT)*
  - contact Eliana to register for PMCB DEPT courses:
    - PCB 7922 Journal Colloquium
    - PCB 7979 Advanced Research *(before oral qualifying exams)*
    - PCB 7980 Doctoral Research *(after oral qualifying exams)*
  - contact department offering the course
- How to find courses of interest: search ONE.UF and department offering course – syllabus and contact info
Course Registration

• Fall 18 Registration Deadlines
  – **Advance registration**: until August 20
  – **Regular registration**: August 21
  – **Late registration & Drop/Add**: Aug 22-24 & Aug 27-28

• Students are **responsible** for registering for the adequate number of credits and correct classes by the official deadline

• So, can you drop or switch any classes after Drop/Add deadline?
  • **NO!!!**
    – Except special circumstances
    – You will have to pay tuition back to UF for all credits dropped (and/or eventually added)
Tuition and Student Fees

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

• GAs have their tuition charged as in-state tuition

• **GAs tuition is waived** (paid by PMCB or advisor)
  – need to maintain 3.0 GPA average and other LOA criteria
  – 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
  – Keep in mind however:
    • Fall 18 deadline for all UF students: August 31 at 3:30 pm
    • Fall 18 deadline for Graduate Assistants and Fellows: **Deferred to November 16, 2018 at 3:30 p.m.**
    • Where to find these deadlines: [http://www.fa.ufl.edu/bursar/critical-dates](http://www.fa.ufl.edu/bursar/critical-dates)
Navigating UF...

**ONE.UF** monitors your status as a student:
- Access transcripts and final grades
- View financial aid award and disbursements
- Register for classes
- View schedule of courses
- Check for current holds

**myUFL** (aka PeopleSoft) gives you access to:
- Update your addresses and contact information
- Monitor/View payroll records
- *My Campus Finances*

**GIMS** Graduate School’s portal will:
- Manage degree segments of your graduate career
- Add members of your faculty supervisory committee
- Update completion of final exam/project
- Professional development events registration
## Fall 2018-Spring 2019 Rotation Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ongoing until Aug. 21, 2018</td>
<td>Find lab rotations</td>
</tr>
<tr>
<td>Aug. 22 to Nov. 2, 2018</td>
<td>First rotation</td>
</tr>
<tr>
<td>Nov. 2 at noon</td>
<td>Seminar day</td>
</tr>
<tr>
<td>Nov. 3, 2018 to Feb. 8, 2019</td>
<td>Second rotation</td>
</tr>
<tr>
<td>Feb. 8, 2019 at noon</td>
<td>Seminar day</td>
</tr>
<tr>
<td>Feb. 9 to April 26, 2019</td>
<td>Third rotation</td>
</tr>
<tr>
<td>April 26, 2019 at noon</td>
<td>Seminar day</td>
</tr>
</tbody>
</table>
# 2018-2019 PMCB Deadline Checklist

<table>
<thead>
<tr>
<th>BEFORE STARTING PMCB</th>
<th>DETAILS</th>
<th>CHECK</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. a. If international student</td>
<td>a. Check in with UF International Center</td>
<td></td>
</tr>
<tr>
<td>b. If domestic student</td>
<td>b. Skip to step 2</td>
<td></td>
</tr>
<tr>
<td>2. Complete assistantship hiring paperwork</td>
<td>Fifield HR Shared Service Center, see Eliana Kampf, Academic Coord., 392-8285</td>
<td></td>
</tr>
<tr>
<td>4. Send Gatorlink email to add to PMCB email list</td>
<td>Academic Coord., Eliana (<a href="mailto:elianak@ufl.edu">elianak@ufl.edu</a>)</td>
<td></td>
</tr>
<tr>
<td>5. Enroll in GatorGradCare health insurance</td>
<td><a href="http://hr.ufl.edu/benefits/health-insurance/gatorgradcare">http://hr.ufl.edu/benefits/health-insurance/gatorgradcare</a></td>
<td></td>
</tr>
<tr>
<td>7. Attend UF Graduate School Orientation J. Wayne Reitz Union</td>
<td>TBD in August</td>
<td></td>
</tr>
<tr>
<td>8. Attend PMCB Graduate Orientation</td>
<td>ALL new UF graduate students</td>
<td></td>
</tr>
<tr>
<td>9. Lunch with all PMCB graduate students</td>
<td>TBD in August</td>
<td></td>
</tr>
<tr>
<td>10. Clear holds on <a href="http://one.ufl.edu">ONE.UF</a> and register for classes</td>
<td>ongoing - Aug. 16, 2018: Advance Registration (no registration on Aug. 15)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Aug. 21, 2018: Regular Registration</td>
<td></td>
</tr>
</tbody>
</table>
### 2018-2019 PMCB Deadlines

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>DETAILS</th>
<th>CHECK</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FALL 2018</strong></td>
<td>Register for PCB 5065, PCB 5530, Journal Colloquium (1 credit) and request Eliana to add 1 credit of research (PCB 7979) to your schedule</td>
<td>by August 21, 2018 (ONE.UP)</td>
</tr>
<tr>
<td></td>
<td>Classes Begin</td>
<td>August 22, 2018</td>
</tr>
<tr>
<td></td>
<td>Determine Lab Rotations</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td>Begin First Lab Rotation</td>
<td>August 22 - Nov. 2, 2018</td>
</tr>
<tr>
<td></td>
<td>First Rotation Seminar</td>
<td>Nov. 1, 2018 at noon</td>
</tr>
<tr>
<td></td>
<td>Begin Second Lab Rotation</td>
<td>Nov. 3, 2018 to Feb. 8, 2019</td>
</tr>
<tr>
<td><strong>SPRING 2019</strong></td>
<td>Register for PCB 6528, BOT 6935 and 1 Journal Colloquium</td>
<td>TBD (ONE.UP)</td>
</tr>
<tr>
<td></td>
<td>Second Rotation Seminar</td>
<td>Feb. 8, 2019 at noon</td>
</tr>
<tr>
<td></td>
<td>Begin Third Lab Rotation</td>
<td>Feb. 9 - April 26, 2019</td>
</tr>
<tr>
<td></td>
<td>Third Rotation Seminar</td>
<td>April 26, 2019 at noon</td>
</tr>
<tr>
<td><strong>SUMMER 2019</strong></td>
<td>Ph.D. Students Complete Written Exams</td>
<td>Starts the Monday after the May 2019 PMCB Workshop</td>
</tr>
<tr>
<td></td>
<td>Establish Supervisory Committee</td>
<td>By the end of summer semester (Note: strongly recommended before end of summer)</td>
</tr>
</tbody>
</table>
## 2018-2019 PMCB Deadlines

<table>
<thead>
<tr>
<th>SECOND YEAR</th>
<th>DETAILS</th>
<th>CHECK</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FALL 2019</strong></td>
<td>Register for Journal Colloquium, Elective and Research Courses</td>
<td>TBD <em>(ONE.UF)</em></td>
</tr>
<tr>
<td></td>
<td>Deadline to Establish Supervisory Committee (Note: if not established by mid Fall, a hold will be placed on student’s records)</td>
<td>Midpoint of Fall semester</td>
</tr>
<tr>
<td><strong>SPRING 2020</strong></td>
<td>Register for Journal Colloquium and Research Courses</td>
<td>TBD</td>
</tr>
<tr>
<td></td>
<td>Ph.D. Students Prepare for the Oral Exams</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td>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)</td>
<td>Mid May</td>
</tr>
<tr>
<td>FINAL SEMESTER</td>
<td>DETAILS</td>
<td>CHECK</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Register for required research credits and apply for degree (i.e., apply to graduate this semester)</td>
<td><a href="http://one.uf.edu">http://one.uf.edu</a></td>
<td></td>
</tr>
<tr>
<td>Comply with instructions and deadlines set forth by the Graduate School</td>
<td><a href="http://graduateschool.ufl.edu/graduate-life/graduation">http://graduateschool.ufl.edu/graduate-life/graduation</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="http://graduateschool.ufl.edu/graduate-life/graduation/graduation-checklist">http://graduateschool.ufl.edu/graduate-life/graduation/graduation-checklist</a></td>
<td></td>
</tr>
<tr>
<td>Set up an appointment with the Editorial Office and follow their guidelines and deadlines</td>
<td><a href="http://graduateschool.ufl.edu/about-us/offices/editorial">http://graduateschool.ufl.edu/about-us/offices/editorial</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="http://graduateschool.ufl.edu/graduate-life/graduation/graduation-checklist/#d.en.240936">http://graduateschool.ufl.edu/graduate-life/graduation/graduation-checklist/#d.en.240936</a></td>
<td></td>
</tr>
<tr>
<td>Schedule defense</td>
<td>Supervisory Committee</td>
<td></td>
</tr>
<tr>
<td>Announce exit seminar to PMCB</td>
<td>Academic Coordinator</td>
<td></td>
</tr>
<tr>
<td>(2 weeks before defense send date, time, location)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obtain these forms BEFORE your defense:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. ETD Signature Page</td>
<td>Academic Coordinator</td>
<td></td>
</tr>
<tr>
<td>2. Final Exam Form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. UF Publishing Agreement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obtain signatures AT THE DAY OF YOUR DEFENSE</td>
<td>Committee Members</td>
<td></td>
</tr>
<tr>
<td>Return these 3 forms – SIGNED— right after your defense</td>
<td>Academic Coordinator</td>
<td></td>
</tr>
<tr>
<td>Send link of first author publication or letter of acceptance from peer-reviewed journal</td>
<td>Academic Coordinator</td>
<td></td>
</tr>
</tbody>
</table>
PMCB Annual Graduate Student Evaluation

• Required by the UF Graduate School and PMCB
• Needs to be completed every year
• Due in July and refers to previous academic year
  – Evaluation period: Aug. 16, 2018 to Aug. 15, 2019
  – Evaluation deadline: July 15, 2019
• Divided between academic progress and GA responsibilities
• Requires completion by student and advisor
• Great opportunity to set goals and check progress
Individual Development Plan (IDP)

• A guide to new and continuing Ph.D. students in identifying, pursuing, and meeting their professional and personal goals
• All Ph.D. students are required to create and update an IDP on an annual basis, in consultation with their advisors
• Best practices for Ph.D. education, implemented UF-wide
  ➢ Years 1-2
  ➢ Years 3-4
• Opportunity to concretely think about goals in life, examine path and how to get there
• Honest, open self-assessment -- it is student-driven
Individual Development Plan (IDP)

- Identify obstacles to achieving career goals
  - Résumé gaps
  - Personality traits
  - Work/Life balance
  - How to build your network
- Formalizes an interaction that might not happen with some mentors
  - Tool to facilitate a conversation

More information at the Grad School IDP page: http://graduateschool.ufl.edu/faculty--staff/resources/individual-development-plan-idp-policy
What are the qualities of a good mentor?

- Is available and approachable
- Genuinely invested in guiding you toward your career goals
- Has good communication and listening skills
- Provides unbiased guidance
- Has your best interest in mind
- Is trustworthy and patient
- Has integrity and empathy
- Is able to identify mentee’s strengths & weaknesses
- Is a good role model
- Is motivating, encouraging, positive and empowering
- Is respectful
- Shares information, networks, encourages collaboration
What are the qualities of a good mentee?

• Is able to prioritize
• Has rational expectations
• Is an active listener
• Is able to communicate well
• Takes responsibility for own research, work, career
• Pays attention to deadlines
• Is open to feedback and coaching
• Is respectful
• Knows what s/he wants
• Is proactive
• Uses time efficiently
• Follows through on commitments
• Is trustworthy
• Has integrity
A good mentor-mentee match will depend on:

- Clear goals and expectations
- Reciprocity
  - benefits both mentor and mentee
- Mutual respect
- Good communication

Talk about the type of mentor-mentee relationship you are looking for

Ask possible mentors what their mentoring styles are

Talk with lab personnel, students, post-docs, and graduates
PMCB Website

pmcb.ifas.ufl.edu

• Courses and syllabi
• Academic resources
  – guidelines & policies
  – current students
• Student Profile
  – photo & email release form

PMCB Facebook

PMCBatUF

Make sure to like us!
Outreach Opportunities

Presentations at local schools

Specialized workshops for K-12

Science Fair Judging & Project Mentoring
Ample resources at UF

- **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