Graduate Student Orientation

2013 - 2014
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.”
PMCB Faculty

44 Faculty:

• Agronomy Department (2)
• 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 (5)
• USDA-ARS CMAVE Chemistry Research Unit (1)

Most recent appointments:
PMCB Roles & Responsibilities

**Director**
Mark Settles
- Overall administration
- Guidance with classes and curriculum

**Graduate Coordinator**
Anna-Lisa Paul
- 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
### PMCB Curriculum cont.

<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>
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<tr>
<td>Plant Cell &amp; Develop. Biology</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plant Biochemistry</td>
<td></td>
<td>x</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>
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<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
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

2013-2014 rotations and seminars schedule:

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 19 to 23, 2013</td>
<td>Find lab rotations</td>
</tr>
<tr>
<td>Aug. 26 to Nov. 1, 2013</td>
<td>First rotation</td>
</tr>
<tr>
<td>Oct. 28 to Nov. 1, 2013</td>
<td>Seminar day TBA</td>
</tr>
<tr>
<td>Nov. 4, 2013 to Jan. 31, 2014</td>
<td>Second rotation</td>
</tr>
<tr>
<td>Jan. 27 to 31, 2014</td>
<td>Seminar day TBA</td>
</tr>
<tr>
<td>Feb. 3 to April 18, 2014</td>
<td>Third rotation</td>
</tr>
<tr>
<td>April 14 to 18, 2014</td>
<td>Seminar day TBA</td>
</tr>
</tbody>
</table>

by August 23, 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

• 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 2014
  - 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
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 12, 2014

- 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 3rd 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 2015)
  – 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 cont.

• 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 (2015)

• 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 Series
  – 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
- Your best source for everything academic
- Insight into PMCB’s culture
- Your liaison for issues (academic or not)
- Your best friend for most issues
  Open door policy
  Confidential
Interdisciplinary Madness!

<table>
<thead>
<tr>
<th>I work in</th>
<th>but get paid by</th>
<th>My Advisor is in</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Lab)</td>
<td>(Program)</td>
<td>(Department)</td>
</tr>
</tbody>
</table>

...but my real Advisor is in

<table>
<thead>
<tr>
<th>Officially, I'm part of</th>
<th>...even though my office is in</th>
</tr>
</thead>
<tbody>
<tr>
<td>(another Department)</td>
<td>(Basement of another building)</td>
</tr>
</tbody>
</table>

Most of my classes are on

<table>
<thead>
<tr>
<th>yet technically, my degree is in</th>
<th>So basically, I belong</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Stuff I haven't seen since High School)</td>
<td>(Major other than my undergrad's)</td>
</tr>
<tr>
<td>(Nowhere)</td>
<td>(Nowhere)</td>
</tr>
</tbody>
</table>
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, *pending*:

- Maintenance of overall GPA of 3.0 or higher
- Satisfactory research progress toward your degree, as determined by advisor or director/graduate coordinator
- Satisfactory performance of your GA responsibilities
- Maintenance of required registration
- Availability of funds
Appointments

• Appointment starts 8/16/2013 to 8/15/2014

“If you do not meet all of the eligibility requirements outlined in this Letter of Appointment and in the Graduate Student Handbook (http://graduateschool.ufl.edu/files/handbook.pdf), including maintaining the minimum registration requirement for your Appointment, 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.”

• Completion of annual graduate student evaluations:
  – Required by the Graduate School
  – Done in July (refers to previous academic year)
  – Divided between academic progress and GA responsibilities
Required Credits

<table>
<thead>
<tr>
<th>Required Credits</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer C</th>
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<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>
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</table>

Courses for Fall 2013

<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 15-19
  – Regular registration: August 20
  – Late registration & Drop/Add: August 21-23 & 26-27

• Students are responsible for making sure they are registered for the adequate number of credits and correct classes by the official deadlines
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 LOA 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 2013: due August 30 at 3:30 pm
    • Grad. Assistants and Fellows: deferred to *November 16*
# How to Calculate your Student Fees

**University of Florida**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Tuition and Fees (excludes fees below)</td>
<td>$4,740.75</td>
</tr>
<tr>
<td>Test Fees</td>
<td>$0.00</td>
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<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>$4,740.75</strong></td>
</tr>
<tr>
<td>Payments</td>
<td>$0.00</td>
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<tr>
<td>Waivers</td>
<td><strong>-$4,038.57</strong></td>
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<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>Term Balance</td>
<td><strong>$702.18</strong></td>
</tr>
</tbody>
</table>

2013-2014 Acad. Year

**Tuition:** $448.73/credit  
**Student fees:** $78.02/credit

[Must pay student fees regardless of the status of the tuition waiver.](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 www.hr.ufl.edu/benefits/gatorgradcare/

• 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 Info Session at Reitz Union Auditorium:**
  
  — September 3, 10 a.m. to 12 p.m.
  
  — September 10, 1:00 to 3:00 p.m.
PMCB Website

- pmcb.ifas.ufl.edu
- Your destination for all PMCB and UF issues!!
- Student Profile - photo & email release form
- Use it and abuse it

We are on Facebook
Make sure to like us!
PMCBatUF

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- pmcb.ifas.ufl.edu
- Your destination for all PMCB and UF issues!!
- Student Profile - photo & email release form
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We are on Facebook
Make sure to like us!
PMCBatUF
PMCB Program
The Plant Molecular and Cellular Biology Program is an intercollegiate and interdepartmental graduate program emphasizing the understanding of the molecular and cellular mechanisms controlling plant development, adaptation and evolution.

Prospective Students & Program Admissions
Check out requirements, step-by-step application instructions, funding and detailed application information.

PMCB Outreach Activities
Our goal is to encourage science excitement among local public school students.

PMCB is on Facebook
Visit us on Facebook to see pictures, awards, announcements, seminars and lots more. Make sure to like us!

Awards
Jennifer Parker receives a prestigious I-Cubed Program award by NSF. More...
Chip Hunter won UF/IFAS best dissertation of the year. More...
Christy Gault awarded an esteemed NSF fellowship. More...
Cintia Ribeiro, Ken Ellens and Julillany Silva won best 2013 PMCB workshop presentation. More...
Camila Ribeiro awarded a Ph.D. scholarship from Brazil. More...

Highlights
Dr. Karen Koch elected as a 2012 Fellow of the AAAS! More...
Dr. Harry Klee elected to the National Academy of Sciences! More...
Dr. Kevin Folta wins 2013 Postdoc Mentoring Award. More...
Three PMCB faculty named UF Research Foundation Professors! Read more...
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 regulations 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
**2013-2014 PMCB Deadline Checklist**

<table>
<thead>
<tr>
<th>BEFORE STARTING PMCB</th>
<th>DEADLINE</th>
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<tbody>
<tr>
<td>1. Complete assistantship paperwork</td>
<td>Eliana 392-8285 <a href="mailto:elianak@ufl.edu">elianak@ufl.edu</a></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>
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<tr>
<td>6. Attend UF Graduate School Orientation</td>
<td>August 14</td>
</tr>
<tr>
<td>J. Wayne Reitz Union</td>
<td>8:15 - 12 noon for all UF grad. students</td>
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<tr>
<td>7. Attend PMCB Graduate Orientation</td>
<td>August 20</td>
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<td>10:00 am to noon, 2316 Fifield Hall</td>
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<tr>
<td>8. Register for classes</td>
<td>Aug 15-19: Advance Registration</td>
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<td>Aug 20: Regular Registration</td>
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# 2013-2014 PMCB Deadlines

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>DETAILS</th>
<th>DEADLINE</th>
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</thead>
<tbody>
<tr>
<td><strong>FALL 2013</strong></td>
<td>Register for 2 Core Courses, Journal Colloquium and 1 research credit</td>
<td>August 20</td>
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<tr>
<td></td>
<td>Classes Begin</td>
<td>August 21</td>
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<td></td>
<td>Determine Lab Rotations</td>
<td>August 19-23</td>
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<tr>
<td></td>
<td>Begin First Lab Rotation</td>
<td>August 26 – Nov. 1</td>
</tr>
<tr>
<td></td>
<td>First Rotation Seminar</td>
<td>day TBA: Oct. 28- Nov. 1</td>
</tr>
<tr>
<td><strong>SPRING 2014</strong></td>
<td>Register for 2 Core Courses and Journal Colloquium</td>
<td>TBA</td>
</tr>
<tr>
<td></td>
<td>Second Rotation Seminar</td>
<td>day TBA: Jan. 27- 31</td>
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<td></td>
<td>Begin Third Lab Rotation</td>
<td>Feb. 3 - April 18</td>
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<tr>
<td></td>
<td>Third Rotation Seminar</td>
<td>day TBA: April 14-198</td>
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<tr>
<td><strong>SUMMER 2014</strong></td>
<td><em>Ph.D. Students Complete Written Exams</em></td>
<td><em>week following the May 2014 PMCB Workshop</em></td>
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<tr>
<td></td>
<td><em>Establish Supervisory Committee</em></td>
<td><em>end of Summer semester</em></td>
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<tr>
<td>SECOND YEAR</td>
<td>DETAILS</td>
<td>DEADLINE</td>
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<tr>
<td>FALL 2014</td>
<td>Register for Journal Colloquium, Elective and Research Courses</td>
<td>TBA</td>
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<tr>
<td></td>
<td>Deadline to Establish Supervisory Committee</td>
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<td>(<em>NOTE: if not established by mid Fall, a hold will be placed on student’s records</em>)</td>
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<tr>
<td>SPRING 2015</td>
<td>Register for Journal Colloquium, Research and Elective Courses</td>
<td>TBA</td>
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<tr>
<td></td>
<td>Ph.D. Students Prepare for Oral Exams</td>
<td>ongoing</td>
</tr>
<tr>
<td></td>
<td><em>Ph.D. Students Complete Oral Exams</em></td>
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<td>(<em>NOTE: if not completed by the end of Spring, students will not be able to register for the Summer semester</em>)</td>
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## 2013-2014 PMCB Deadlines

<table>
<thead>
<tr>
<th>FINAL SEMESTER</th>
<th>DETAILS / DEADLINE</th>
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<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>
</tbody>
</table>
| Comply with the Appropriate Deadlines:  
  1. Master’s Thesis Checklist  
| Announce Final Exam Seminar to PMCB | send date, time, location 2 weeks before defense |
| Obtain these Forms **BEFORE** your Defense:  
  1. ETD Signature Page  
  2. Final Exam Form  
  3. UF Publishing Agreement | Check Online |
| Obtain Committee Members Signatures | At the day of your Defense |
| Return these 3 signed forms | Right after your defense to Academic Coordinator |
| First Submission to Editorial Office | http://gradschool.ufl.edu/editorial/introduction.html |
| Final Submission to Editorial Office | http://gradschool.ufl.edu/editorial/introduction.html |
| **Send first author publication link or letter of acceptance from peer-reviewed journal** | Before your last semester |
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 (DEFT under the section number) means you need to contact that department to register. Contact Elena if you want to register for PCEB971 (Masters Research), PCEB797 (Advanced Research - before qualifying), PCEB798 (Doctoral Research - after qualifying).

Go to PMCB courses for a list of 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 $100 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 us 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 on student's records, including not being able to register for classes.

Funding Opportunities for Current Students

- UF College of Agricultural and Life Sciences (CALS) offers updated information on fellowships, scholarships, travel awards, and additional funding resources available to all CALS graduate students.
- UF Graduate School Fellowships & Funding lists grants, assistantships, and travel funding to help fund graduate education at the University of Florida.
- The UF Office of Graduate Minority Programs (OGMP) lists a number of programs that strive to recruit and mentor graduate students in minority and underrepresented demographics to UF.
- UF Foundation Aid lists general UF scholarships and fellowships available to University of Florida students.
- National Science Foundation Graduate Research Fellowship Program supports outstanding graduate students in NSF-supported science, technology, engineering, and mathematics disciplines who are pursuing research-based masters and doctoral degrees at accredited U.S. institutions.
- International Student Research Fellowships offered by the Howard Hughes Medical Institute (HHMI) supports outstanding international predoctoral students studying in the United States who are ineligible for fellowships or training grants through U.S. federal agencies. Note that only students nominated by their host institutions can apply for this fellowship.
- National Defense Science & Engineering Graduate Fellowship is available to applicants who are citizens or nationals of the United States and intend to pursue graduate study in one of its 15 supported disciplines.
- UF Graduate Student Council (GSC) offers $250 Research and Travel Grants to UF graduate students to cover expenses related to a specific research project, thesis or dissertation.
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
umarter.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