



**Plant Molecular  
and Cellular Biology**  
PROGRAM

# **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](mailto:elianak@ufl.edu)
- 352-392-8285 office
- 352-514-5626 cellular



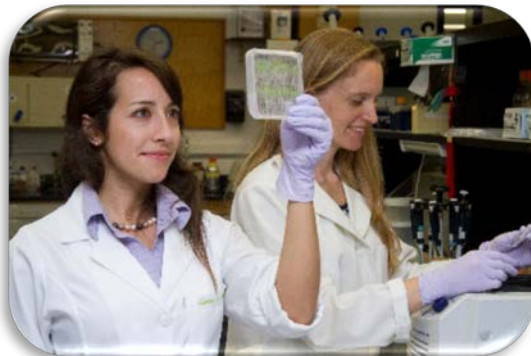
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policy



Confidential

## 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)

# PMCB Graduate Assistantship Research (GA-R) Appointment

## *Letter of Appointment cont.*

- Other details relevant to funding, benefits, regulations, etc.
  - 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/](http://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  $GPA \geq 3.0$ ), 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](mailto: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

Required Credits	Fall	Spring	Summer C
Assistantships	9	9	6

## Fall 2018 Courses

Course	Title	Credits	Section	Who
PCB 5065	Advanced Genetics	4	2191	self
PCB 5530	Plant Molecular Biology & Genomics	3	4205	self
PCB 7922	Journal Colloquium	1	DEPT	DEPT
PCB 7979	Advanced Research	1	DEPT	Eliana

## Spring 2019 Courses

Course	Title	Credits	Section	Who
PCB 6528	Plant Cell. & Developmental Biology	3	2191	self
BOT 6935	Plant Biochemistry	3	4205	self
PCB 7922	Journal Colloquium	1	DEPT	DEPT
PCB 7979	Advanced Research	1	DEPT	Eliana

<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

\$100 fee if not  
registered for **at**  
**least 1 credit**

additional \$100 if not  
registered correctly  
for **ALL** classes by 8/28

- 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>

# 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

Ongoing until Aug. 21, 2018	Find lab rotations
Aug. 22 to Nov. 2, 2018	First rotation
Nov. 2 at noon	Seminar day
Nov. 3, 2018 to Feb. 8, 2019	Second rotation
Feb. 8, 2019 at noon	Seminar day
Feb. 9 to April 26, 2019	Third rotation
April 26, 2019 at noon	Seminar day

## 2018-2019 PMCB Deadline 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	Fifield HR Shared Service Center, see Eliana Kampf, Academic Coord., 392-8285	
3. Set up Gatorlink account	<a href="http://helpdesk.ufl.edu/self-help/new-gator-resources/gatorlink">http://helpdesk.ufl.edu/self-help/new-gator-resources/gatorlink</a>	
4. Send Gatorlink email to add to PMCB email list	Academic Coord., 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">http://hr.ufl.edu/benefits/health-insurance/gatorgradcare</a>	
6. Get UF Student ID card (Gator 1 Card)	<a href="http://www.bsd.ufl.edu/G1C/index.asp">http://www.bsd.ufl.edu/G1C/index.asp</a>	
7. Attend UF Graduate School Orientation <i>J. Wayne Reitz Union</i>	TBD in August <i>ALL new UF graduate students</i>	
8. Attend PMCB Graduate Orientation	TBD in August	
9. Lunch with all PMCB graduate students	TBD in August	
10. Clear holds on <a href="http://one.ufl.edu">ONE.UF</a> and register for classes	ongoing - Aug. 16, 2018: Advance Registration (no registration on Aug. 15) Aug. 21, 2018: Regular Registration	

# 2018-2019 PMCB Deadlines

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

# 2018-2019 PMCB Deadlines

SECOND YEAR		DETAILS	CHECK
FALL 2019	Register for Journal Colloquium, Elective and Research Courses	TBD ( <a href="#">ONE.UF</a> )	
	Deadline to Establish Supervisory Committee (Note: if not established by mid Fall, a hold will be placed on student's records)	Midpoint of Fall semester	
SPRING 2020	Register for Journal Colloquium and Research Courses	TBD	
	Ph.D. Students Prepare for the Oral Exams	Ongoing	
	Ph.D. Students Complete Oral Exams (Note: if not completed by the end of Spring, students will not be able to register for the Summer semester)	Mid May	

# 2018-2019 PMCB Deadlines

FINAL SEMESTER	DETAILS	CHECK
Register for required research credits and apply for degree ( <i>i.e., apply to graduate this semester</i> )	<a href="http://one.ufl.edu">http://one.ufl.edu</a>	
Comply with instructions and deadlines deadlines set forth by the Graduate School	<a href="http://graduateschool.ufl.edu/graduate-life/graduation">http://graduateschool.ufl.edu/graduate-life/graduation</a> <a href="http://graduateschool.ufl.edu/graduate-life/graduation/graduation-checklist">http://graduateschool.ufl.edu/graduate-life/graduation/graduation-checklist</a>	
Set up an appointment with the Editorial Office and follow their guidelines and deadlines	<a href="http://graduateschool.ufl.edu/about-us/offices/editorial">http://graduateschool.ufl.edu/about-us/offices/editorial</a> <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>	
Schedule defense	Supervisory Committee	
Announce exit seminar to PMCB	Academic Coordinator ( <i>2 weeks before defense send date, time, location</i> )	
Obtain these forms <b>BEFORE</b> your defense: <ol style="list-style-type: none"> <li>1. ETD Signature Page</li> <li>2. Final Exam Form</li> <li>3. UF Publishing Agreement</li> </ol>	Academic Coordinator	
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	
Send link of first author publication or letter of acceptance from peer-reviewed journal	Academic Coordinator	

# PMCB Annual Graduate Student Evaluation

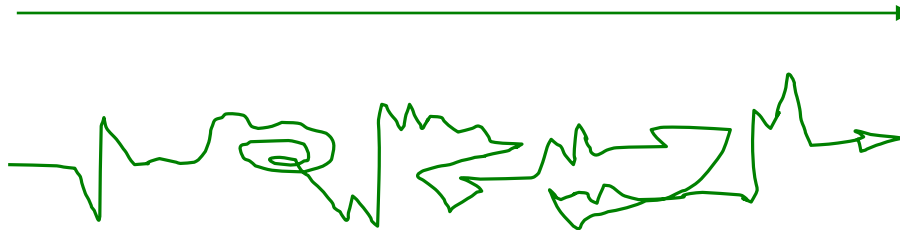
- Required by the UF Graduate School and PMCB
- Needs to be completed every year
- Due in July and refers to previous academic year
  - Evaluation period: Aug. 16, 2018 to Aug. 15, 2019
  - Evaluation deadline: July 15, 2019
- Divided between academic progress and GA responsibilities
- Requires completion 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)

*Where  
you are*



*Where  
you want  
to be*

- 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

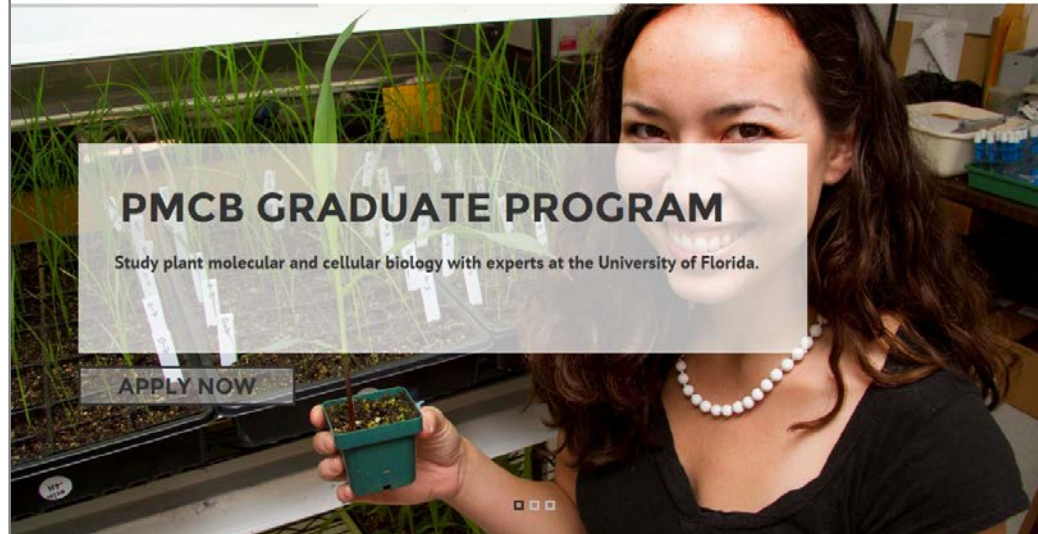
[pmcb.ifas.ufl.edu](http://pmcb.ifas.ufl.edu)

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

# PMCB Facebook

PMCBatUF

Make sure to like us!



## NEWS & UPDATES

Latest information from the PMCB program.



FALL 2017 ADMISSIONS



OUTREACH ACTIVITIES



2016 WORKSHOP

## FACULTY & STUDENT SPOTLIGHT

### ASPB AWARD TO KAREN KOCH

Karen Koch is the 2016 recipient of the Charles Reid Barnes Award, the American Society of Plant Biologists (ASPB)'s first honor. According to ASPB 'Karen has excelled in research, in the training of students of plant biology, and in service to the Society. Her research on carbohydrate metabolism and sugar signaling is known internationally and her training of plant biology students is legendary.'



# 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](http://umatter.ufl.edu)

*Counseling &  
Wellness Center*  
[counsel.ufl.edu](http://counsel.ufl.edu)

*Office of the Ombudsman*  
[ombuds.ufl.edu](http://ombuds.ufl.edu)

*FL Residency*  
[admissions.ufl.edu/residency](http://admissions.ufl.edu/residency)

*Dean of Students Office*  
[dso.ufl.edu](http://dso.ufl.edu)

*Parking & Transportation*  
[parking.ufl.edu](http://parking.ufl.edu)

*Citizens & Residents Taxes:*  
[irs.gov/pub/irs-pdf/p970.pdf](http://irs.gov/pub/irs-pdf/p970.pdf)  
*Nonresident Taxes:*  
[fa.ufl.edu/tax/nonresident-alien.asp](http://fa.ufl.edu/tax/nonresident-alien.asp)