GRADUATE STUDENT ORIENTATION
FALL 2017
Department of Animal Sciences

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SUPERVISORY COMMITTEE (SC) FORM

- Should be submitted by the
  a) midpoint of the 1\textsuperscript{st} semester for MS non-thesis
  b) midpoint of the 2\textsuperscript{nd} semester for MS thesis and PhD.

- Changes to the SC form must be submitted to Renee before the midpoint of the term in which you graduate

- SC members that are not UF Graduate Faculty need a special appointment. See Renee for further information.

- SC form is available on the T drive
SUPERVISORY COMMITTEE COMPOSITION

- **MS non-thesis**: 2 faculty members
- **MS thesis**: 3 faculty members
- **PhD**: 4 faculty members including an external member
PROGRAM OF STUDY FORM (FORM 2)

Outlines the courses you intend to take. Same deadlines as the supervisory committee form.

Form 2 is available on our departmental web page. Click on “Graduate program info” and “Graduate forms” or on the ‘T’ drive and “Graduate forms”.

For courses that can be counted in the major go to the online Graduate catalog’ at http://gradcatalog.ufl.edu/.

Click on ‘Majors and concentrations’, and choose ‘Animal Sciences’ or ‘Animal Molecular and Cellular Biology’.
NOTE:

Form 2 and the Supervisory Committee forms must be completed during the specified time frame or a HOLD will be placed on your record and you will be unable to register!
Other Forms

- **Admission to Candidacy form**
  Used by PhD students during their qualifying exam.

- **Final Defense/Final Examination form**
  Required of all thesis/dissertation students.

*These forms must be prepared by Renee at least one week prior to the exams.*
OTHER FORMS

- **Drop/Add form**
  - Must be completed if a change in schedule is necessary after the regular drop/add period.
  - Available from Renee and must be approved by your major professor and signed by the Graduate Program Director.

- **Transfer of Graduate Credit**
  - Must be approved by your supervisory committee.
  - See Renee for specific details and for help with completing the form.
DEGREE REQUIREMENTS

- **MS non thesis**
  - 32 hours of coursework (16 hours in the major) including Graduate seminar and 2 credits of ANS 6905, 6910 or 6932

- **MS thesis**
  - 24 hours of coursework (12 in the major) and 6 hours of research (ANS 6971) including Graduate seminar

- **PhD**
  - 90 hours of course work including 2 credits of Graduate seminar, 3 credits of Supervised Teaching / Extension and an Ethics course.
GRADUATE STUDENT EXPECTATIONS

- Maintain a GPA of 3.0 or greater
- Familiarity with the literature in your subject
- Timely and diligent conduct of research
- Proficient statistical analysis of your data
- Describe and interpret your results
- Publish your results at professional conferences and in peer reviewed journals
- Graduate within 2 (MS) or 4 (PhD) years
**PhD Student Expectations**

*Do the following at least once during your program*

- Publish 1 paper in a peer-reviewed journal or take the ARPAS exam / have a non-UF expert at your defense
- Attend the CALS Teaching Enhancement Symposium and an extension program
- Attend a grantsmanship workshop / submit a grant
- Participate in a journal club or take a course with journal discussions
- Serve as the TA for at least one course
MS (THESIS) STUDENT EXPECTATIONS

Do the following at least once during your program

- Present an abstract at a national/international meeting
- Participate in a journal club or take a course with journal discussions
- Serve as the TA for at least one course
**MS (non-thesis) Student Expectations**

*Do the following at least once during your program*

- Serve as the TA for at least one course
**Minimum Registration**

- **MS/PhD students on assistantship and international students must register for:**
  - 9 hours in the Fall and Spring semesters
  - 6 hours in the summer

  E.g. 6 hours in summer C or 3 hours in summer A and 3 hours in summer B
Minimum registration in your final semester

In the semester you graduate, you must register for

- At least 3 hours of *appropriate courses* in the Fall and Spring
- At least 2 hours of *appropriate courses* in the Summer
- *Appropriate courses* are as follows:
  - Courses counting towards the degree (MS non thesis)
    - ANS 6971 (MS thesis students)
    - ANS 7980 (PhD students)
ANIMAL EXPERIMENTATION

Prerequisites:

- Approval by the Institutional Animal Use and Care Committee
- Livestock unit training by the Farm manager
- Consult your major professor for more details
Graduation Requirements

- Complete an online degree application form in ISIS by the deadline.
- Complete coursework and research requirements
- Successfully defend the thesis or dissertation
- Submit final exam, ETD¹ signature page, and thesis publishing forms to Renee
- Submit thesis/dissertation to the Editorial office by the first submission deadline.
- Achieve final clearance and meet final the thesis/dissertation submission deadline

¹ Electronic thesis and dissertation
Electronic Thesis and Dissertation (ETD)

All MS and PhD students must submit their thesis or dissertation electronically.

For more information, go to:


or contact

Stacy Wallace, beloved@ufl.edu

Graduate School Editorial Office – 392-1282
TRAVEL GRANTS

- IFAS/ CALS matching Travel Grant
- James Davidson Travel Scholarship
- Graduate Student Council Travel funds
- Research and Graduate programs Travel grant

For more details, go to

1. [http://www.cals.ufl.edu](http://www.cals.ufl.edu) (click on ‘current students’, ‘Scholarships and Awards’, ‘Graduate Scholarships, Awards and Travel Grants’ ‘Click here’).

2. [http://graduateschool.ufl.edu](http://graduateschool.ufl.edu)  
   Click on ‘travel funding’
FLORIDA RESIDENCY

➢ All domestic students are strongly encouraged to apply for Florida residency.

➢ Why?
   ▪ It saves whoever is paying your fees money on out-of-state fees.
   ▪ If an eligible student does not change residency, the department or major professor becomes responsible for paying the tuition.

➢ For more information go to:
   http://www.admissions.ufl.edu/residency.html
Information concerning visa status, travel, etc. can be found at:

http://www.ufic.ufl.edu/

Questions on these or related issues are best directed to the UF International Center (UFIC).
GATORLINK ACCOUNT

- Make sure you establish a Gatorlink account.
  - The Graduate School will communicate with you through your Gatorlink account.
  - To set up your account go to: www.gatorlink.ufl.edu

- Make sure you have a ufl.edu e-mail account. If you don’t, see Kim Bandyk in room 231H/ bldg. 459.

- Check your mailboxes on a regular basis.
ANS GRADUATE RESEARCH SYMPOSIUM

- ANS UF-FAMU Graduate Research Symposium, Oct 13-14, 2017, St Augustine FL

- 2016: 23 Faculty, 61 Graduate Students, 4 Undergraduate Students, 6 Research visitors

- 2016: 32 Oral presentations, 20 Poster Presentations
IMPORTANT CONTACTS

- Renee Parks James in Room 100, Bldg. 459 for academic questions and assistantships
- Jasmine Corbit in Room 100, Bldg. 459 for general inquiries
- Pam Krueger in Room 100, Bldg. 499 for copy and door codes and car reservations
- Kim Bandyk in room 231H Bldg. 459 for email / computer issues
INFORMATION SOURCES

- **UF Graduate Catalog**
  Available at: [http://gradcatalog.ufl.edu/](http://gradcatalog.ufl.edu/)

- **Critical Dates**
  Go to the graduate catalog and click on ‘[Academic calendar](http://gradcatalog.ufl.edu/)'.

- **Schedule of Courses**
  [http://www.registrar.ufl.edu/soc/](http://www.registrar.ufl.edu/soc/). Click on ‘course listings’

- **UF Graduate Student Handbook**

- **Animal Sciences Graduate Student Handbook**
  [http://www.animal.ufl.edu/students/graduate/index.shtml](http://www.animal.ufl.edu/students/graduate/index.shtml)
REMEMBER

- Ignorance of a rule or a deadline does not constitute a basis for waiving that rule or deadline!
QUESTIONS?