

GRADUATE HANDBOOK

2023 - 2024

DEPARTMENT OF ANIMAL SCIENCES

UNIVERSITY OF FLORIDA

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PREFACE

The Graduate Program in the Department of Animal Sciences is designed to provide advanced training beyond the baccalaureate degree to prepare students to conduct research, teaching, and extension activities in animal agriculture after receiving the Master of Science (M.S. non-Thesis), Master of Science (M.S.) or Doctor of Philosophy (Ph.D.) degree.

The purpose of the Animal Sciences Graduate Handbook is to outline essential guidelines of the admission process, research areas, course requirements, and additional information that will be helpful in accomplishing your career and educational goals. Regulations, policies and procedures outlined in this handbook were adapted from the current Graduate Handbook of the Environmental Horticulture Department, Graduate Catalog of the University of Florida, UF Graduate Student Handbook and Graduate Council Policy Manual. It is important to note that, in some cases, specific regulations established by the Animal Sciences Department differ from the minimums set by the graduate school and outlined in the Graduate Catalog. **It is the primary responsibility of each graduate student to ensure that all regulations and deadlines pertaining to their degree program are fulfilled.** The majority of information contained within this handbook is directly accessible online at the websites listed. Finally, this handbook also includes information that will assist you in making Gainesville your home during your graduate studies.

GRADUATE PROGRAM STAFF

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GRADUATE STUDY IN ANIMAL SCIENCES

I. GENERAL INFORMATION

A. DEPARTMENTAL MISSION

Provide our stakeholders with intellectual depth and tools required for self-sustained learning, while emphasizing knowledge related to animal agriculture. Conduct research and make knowledge available through teaching and extension to assist food animal and horse enterprises in remaining profitable and sustainable, and providing consumers with economical, safe, and wholesome food.

To be an effective, cost-efficient provider of information, support and leadership for economic development and sustainability of the livestock industries of the state of Florida, southeastern region, and nation, to provide consumers with affordable, wholesome products.

The department ventures to provide a stimulating environment in which students can pursue graduate education, research, and extension activities. The Animal Sciences graduate program spans the spectrum from basic to applied science in different species.

- 1) Cattle research is conducted in:
 - a. Animal breeding and genetics (Beef and Dairy)
 - b. Nutrition (Beef and Dairy)
 - c. Reproductive physiology (Beef and Dairy)
 - d. Molecular and Cell Biology (Beef and Dairy)
 - e. Meats (Beef)
 - f. Forage quality (Beef and Dairy)
 - g. Livestock management (Beef and Dairy)
 - h. Food safety (Beef and dairy)

- 2) Equine research is conducted in:
 - a. Nutrition
 - b. Reproductive physiology
 - c. Exercise physiology
 - d. Health and wellbeing

- 3) Swine research is conducted in:
 - a. Nutrition
 - b. Reproductive physiology
 - c. Management
 - d. Immunology

Currently the Department of Animal Sciences has 34 faculty members on the Gainesville campus, two faculty members at the North Florida Research and Education Center's Marianna Beef Unit and one at the Range Cattle Research.

The department is administered within the Institute of Food and Agricultural Science and embraces the land grant functions of the Experiment Station, Cooperative Extension Service, and academic programs (College of Agricultural and Life Sciences) at the undergraduate and graduate levels.

B. FACILITIES

The Animal Sciences building is divided into two integrated buildings: 459 (Animal Sciences building) and 499 (Dairy Science "Red E. Larson" building) with a total laboratory space of 28,600 square feet. Laboratories are equipped to support molecular biology, reproductive physiology, embryology, nutrition, meats and muscle biology, and lactation physiology research. In addition, animal breeding and dairy systems management researchers have computer facilities that support their research. Two theater type lecture/laboratory classrooms with capacities of 30 and 100 and two teaching laboratories with a 20 and 30 student capacity along with classrooms located on the rest of the campus provide adequate classroom support. Two conference rooms with tables to accommodate 20 and 40 people, a reading room/library and graduate student computer laboratory are available to faculty and students in Animal Sciences and wireless internet connection is available in the entire building. A large environmental room and a surgery room are available to support the graduate teaching and research activities of the department. A modern abattoir and meat processing area support many research projects and is an excellent training facility for both undergraduate and graduate students. In the vicinity of the main building, other facilities used for research and teaching include:

- 1) Three barns – for sheep and horse digestion trials
- 2) Sheep Unit – houses sheep used in nutrition and physiology research

Collectively, the departmental buildings, the sheep Unit and the three barns are called the Animal Sciences Complex. In addition, the following departmental facilities located at varying driving distances from the Complex are instrumental in giving the students real hands-on experience with different animal species while providing excellent support for teaching, research and extension activities by the department:

- 1) Beef Teaching Unit (BTU) – located in Gainesville, contains 60 acres, with covered working facilities
- 2) Beef Research Unit (BRU) – located north of Gainesville, contains 1150 acres and 250 head of cattle
- 3) Santa Fe Beef Unit – located north of Gainesville, has about 1600 acres and 200 cows and heifers
- 4) Dairy Research Unit – located north of Gainesville, has 850 acres and 500 lactating Holstein cows
- 5) Horse Research Center – located south of Gainesville, has 320 acres with horses

- 6) Horse Teaching Unit – located in Gainesville, has stallions, mares and yearlings, and a riding arena with seating.
- 7) Swine Teaching and Research Unit – farrow to finish facility with 60 sows
- 8) North Florida Research and Education Center – located in Quincy, Marianna, and Chipley in the Florida panhandle, contains 100 head of Angus cows.
- 9) Range Cattle Research and Education Center Ona, has 2900 acres and 550 cows used in nutrition, physiology, breeding, and management studies.

II. GRADUATE DEGREE REQUIREMENTS

A. ADMISSION INTO THE MASTERS AND Ph.D. PROGRAMS

Application Procedure:

Two UF units evaluate your on-line application to the UF Graduate School: the UF Office of Admissions, which determines your eligibility for admission to the university, and the department you want to major in, which determines your eligibility for its graduate program. Information concerning admission procedures can be found on the department's website. Any questions contact the department's graduate coordinator or Academic Assistant person. The nonrefundable application fee must be submitted to Office of Admissions at P.O. Box 2946, Gainesville, FL 32611-2946 and the official transcripts to the Office of Admissions at P. O. Box 114000, Gainesville, FL 32611-4000, and test scores to UF School Test Code 5812. The GRE is no longer a requirement. The department will have access to your on-line application.

The department requires three professional letters of recommendation. They can be submitted on-line or mailed to the department.

All newly admitted or re-admitted students not on assistantships, who are enrolled at least half time in a degree-seeking program and are attending any campus location of the University of Florida will be required to show proof of adequate health insurance as a condition of enrollment. More information can be found at <http://studentinsurance.shcc.ufl.edu>. Please note that students admitted with an assistantship will have health insurance as one of the benefits and will have \$12 (subject to change) deducted from the bi-weekly paycheck. You have 60 days from the hire date to enroll in GatorGradCare. The enrollment window opens after the hire has been executed.

Selection Procedure:

Regardless of academic credentials, it is the policy of the department not to accept an applicant if no faculty member is willing to serve as his/her major advisor. Consequently, it may be useful for applicants to contact faculty directly, prior to submission of the application.

Students who wish to enter graduate programs in the Department of Animal Sciences must meet minimum requirements which include:

- 1) An upper division (last 60 hours) grade point average (GPA) of 3.0. International students are evaluated on a case-by-case basis if the GPA system is not used in the country of origin.
- 2) A minimum score of 80 on the Test of English as a Foreign Language (TOEFL) examination or 6.0 on the IELTS. These requirements are only for international students and students from Puerto Rico.

Once an applicant's file is complete it is reviewed by the departmental graduate admissions committee. In special cases, it is possible for applicants who do not meet the minimum criteria to gain conditional admissions, however, this requires approval of a petition submitted by the student's potential major professor, signed by the coordinator and the dean of the college, and approved by the Graduate School.

Students admitted in the program must maintain a "B" average (3.0 GPA) in all courses taken.

B. GRADUATE COORDINATOR & STAFF

The graduate coordinator maintains close contact with the graduate school and is the one individual most knowledgeable of the various university requirements for graduate students. Therefore, he/she is able to monitor student records to ensure that each student is meeting academic requirements and making satisfactory progress towards his/her degree. The graduate coordinator (2250 Shealy Drive (Suite 106); 352-392-2186) is the first person you should contact in the department should a problem arise during your graduate studies. The Academic Assistant (2250 Shealy Drive (suite 100D); 352-392-5615) is the person in charge of maintaining graduate student records. This person provides assistance in completing and submitting various forms and can also assist you with registration and many other graduate studies related matters. The Academic Assistant will assign an office to M.S. Thesis in the writing stage of a semester and Ph.D. students. However, staff from the Business Office is responsible for issuing office keys and door codes. The Senior Computer Programmer/Analyst should be consulted regarding use of departmental computer equipment and setup of computer.

C. ASSISTANTSHIPS AND OTHER FUNDING SOURCES

Teaching and Research Assistantships:

Financial assistance for graduate study in the Department of Animal Sciences may be available in the form of assistantships, scholarships, fellowships, or part-time employment (OPS Student Assistant). Most assistantships, fellowships, and scholarships are offered to students *prior to starting* their program. Departmental assistantships are limited, and departmental policy is to consider all qualified applicants for assistantships. However, most assistantships are provided through faculty research grants, therefore, it is

recommended that the faculty member of interest is contacted prior to application. Other universities, federal government, or industry, from the US or abroad, can also be sources of funding in the form of assistantships and fellowships. **Yearly minimum stipend is \$25,600 (subject to change).**

Tuition waivers are paid for students on assistantships of 0.25 Full Time Equivalent (FTE) or greater. Waivers cover approximately 75% of in-state fees. Most of the tuition waiver fees are paid by your major professor and/or the department and the College of Agricultural and Life Sciences.

Non-Florida Resident Graduate Assistants who are U.S. citizens or permanent residents can usually be granted Florida residency after one year.

M.S. students are appointed at .50 FTE (20 hours per week) assistantships for a period of up to six consecutive semesters (two calendar years) commencing with the student's first semester of graduate work. Doctoral students are awarded one-half time .50 FTE (20 hours per week) assistantships for up to twelve consecutive semesters (four calendar years) commencing with the student's first semester of graduate work. Under unusual circumstances, the faculty advisor can extend the assistantship beyond the six or twelve semester limits if funds are available.

Non-departmental funded appointments may be from 0.25 to 0.50 FTE, and will be arranged by the student's major advisor, depending on the availability of grant or contract funds. Students on assistantships, funded by departmental funds, may be assigned duties in extension, research, or teaching. The graduate coordinator will make these assignments, based on the needs of the department.

Graduate students are expected to make satisfactory progress in their academic programs, assigned duties, and research studies. **Unsatisfactory academic progress is defined as failure to maintain a semester GPA of at least 3.0. Students whose semester and overall GPA drops below 3.0 will have one semester to correct this academic deficiency.** A student on assistantship faculty advisor will have to petition the Graduate School to allow the student to remain on the assistantship while increasing the GPA. Failure to restore the overall GPA to 3.0 or above could result in dismissal from the program. All students will be *formally evaluated once a year* to determine whether they are progressing satisfactorily. **Lack of satisfactory academic or research progress could result in termination of assistantship funding and may result in dismissal from the department's graduate program.**

Assistantship Duties:

Assistantship duties vary depending on the source and type of funding and the expectations of the student's faculty advisor. If you are funded by a research grant, you may be required to perform activities to achieve the research goals of the grant. Depending on your research project, these activities may or may not be part of your Masters or Doctoral research. It is very important to discuss the duties and level of performance that are expected. The IDP form is required each year. Please provide

completed form to Academic Assistant (Graduate Advisor) It is also critical that issues such as semester work schedules; leave, etc. are specifically discussed and agreed upon with your advisor. Communication is the key to prevent misunderstandings. Please note that students are not required to work more hours than designated by their appointment. For example, students on a .50 FTE appointment should not be required to work more than 20 hours per week. Preparation time for teaching, as well as contact hours should be included in the total hours worked. These guidelines are outlined in the most current UF-GAU Collective Bargaining Agreement Contract.

Enhancing Your Graduate Teaching Experience:

As part of your assistantship responsibilities, you may be required to assist in teaching a course or laboratory. The university provides numerous resources for graduate teaching assistants to develop their teaching skills. These include many useful websites. Students should review the publication: *A Handbook for Teaching Assistants* which is available online. The website for the University Center for Excellence in Teaching (UCET) is also an excellent source of online teaching information. The Office for Instructional Resources offers yearly workshops for teaching assistants, usually in August. Check their website for workshop availability.

Fees and Payment:

If a student is on an assistantship or fellowship their tuition is covered. *Note that all students pay student fees even if their tuition is covered.* These fees are calculated on a per credit basis. Student should refer to the Financial Services website <http://www.admissions.ufl.edu/annualcosts.html> for the academic cost. Fees are payable on the dates listed in the University Calendar and in general are due within two weeks after the beginning of each semester. Payments are processed by University Financial Services, Bursars Office. Checks from foreign countries must be payable through a United States bank in U.S. dollars. The University can refuse third-party checks, altered checks, and checks that will not photocopy. Payments can be made via debit cards on the HONOR system at the University Cashier's office. Payments with a debit card must be made in person because a personal identification number (PIN) is required to access the bank account. Cash withdrawals against debit cards will not be processed. Credit card payments by MasterCard or Visa may be made over the Internet at A **nonrefundable** convenience fee will be assessed when <https://one.uf.edu/> is used to pay by credit card. This fee will be added to the student's university account the next business day.

Financial Aid Resources:

The Office for Student Financial Affairs (SFA), located in S-107 Criser Hall, Student Services Complex 392-1275 www.sfa.ufl.edu is the financial aid office for the university. It coordinates all major federal, state, institutional, and private agency assistance programs and provides financial assistance and counseling to students who need help paying college expenses.

University Library Resources:

The two primary science libraries on campus are the Marston Science Library and the Health Science Center Library. The Marston Science Library holds astronomy, botany, biology, engineering, chemistry, food and agricultural sciences, geology, physics, and zoology collections. It also houses the *Federal Documents* published by the USDA, NASA, Patent Office, and USGS. The Health Science Center Library (Communicore at UF Health Shands Hospital) holds major resources for the medical sciences, molecular and cellular biology, related life sciences, and veterinary medicine.

Medical Care and Health Insurance:

The Student Health Service Center provides primary medical care, preventive medicine, health screening programs and mental health consultation and counseling. These services are available to all full-time students. The Student Health Center, housed in the infirmary and centrally located on campus, consists of an outpatient clinic and in-patient unit.

Graduate students funded on assistantships or fellowships receive health insurance cost \$12 a month (subject to change). This is because much of the health insurance fee is covered by the tuition payment for student on assistantships. This insurance covers outpatient visits to the student infirmary, some laboratory tests, and some medications.

GRADUATE TRAVEL GRANT SOURCES:

It is expected that graduate students will participate in national or international meetings to enhance their professional development. There are numerous funding sources within the university that will help defray the travel costs associated with attending professional meetings. Although some of these sources are described below, further details and other sources of funds are available at both of the following websites:

<http://ufgsc.org/index.html>

<http://ufgsc.org/grant-overview--application.html>

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

UF Graduate Student Council (GSC) Travel Grants:

Travel grants in the amount of \$350 are offered to graduate students traveling for the purposes of: 1) presenting research; 2) representing UF in some academic capacity; or 3) participating in a short course or academic trip in which the student will use skills learned in his/her research. You must apply two weeks before the date of travel. Applications can be picked up at the GSC Office (3102 Reitz Union Drive) or downloaded from the GSC web page. Completed applications should be dropped off at the GSC Office or mailed (PO Box 118505). Applications are processed weekly. You must submit original receipts after your trip. The maximum reimbursement is \$350, so you should only submit \$250 worth of receipts. Receipts are due within 30 days of travel.

Office of Research Travel Funds

The Office of Research Travel provides matching funds of up to \$400, per student, per academic year for travel. These funds are in conjunction with the funds provided by the student's department/college. All graduate students (M.S. or Ph.D.) in the College of Agricultural and Life Sciences are eligible to apply for these scholarships. Students must make a presentation (oral or poster) on their original research at a national or international meeting or conference and must have the support of their major advisor and unit administrator to attend.

Writing Research or Education Grant Proposals for Funding:

As a graduate student, you cannot officially submit a grant proposal on your own. However, you can submit one with your major advisor or another faculty member by serving as the co-principal investigator. Graduate students must obtain approval from the UF Research & Graduate Programs Office to serve as a co-principal investigator. Obtaining funding for your research project can enhance your graduate experience by providing funds for stipends, research supplies and equipment, travel, and increasing your grant writing skills. There are two major steps involved in obtaining a grant: 1) locating a source of funding, and 2) preparing and submitting the proposal. The Research & Graduate Programs Office (106 Grinter Hall, 352-392-6622) helps in these areas. Two important online databases for potential grant funding are *The Community of Science* and the *Grants Database*. Much of this information can be viewed at their website.

APPLYING FOR FLORIDA RESIDENCY

To obtain updated information and forms please consult the registrar's website at <https://admissions.ufl.edu/afford/residency>
U.S. citizens, permanent residents, and others included in Section 4 of the Board of Education Rule 6a-10.044 are eligible to apply for Florida residency. Residency for tuition purposes is controlled exclusively by laws enacted by the Florida Legislature. For the purpose of assessing tuition, residency and non-residency status shall be determined as provided in Classification of Students Florida or Non-Florida (Section 6A-10.044, Florida Administrative Code), Section 240.1201, Florida Statutes, and the Florida State

University System Residency Policy and Procedure Manual [revised effective October 17, 2000]. The law may be found in its entirety on line at <https://admissions.ufl.edu/afford/residency> The residency review staff members in the Office of the University Registrar are not authorized to provide guidance on methods of obtaining residency. Their role is to review applications for Florida resident status, together with supportive documentation, and to render a decision based on the documentation and the requirements of Florida law.

This law, the rules, and the implementation manual presume that students who are initially classified as nonresident will not be reclassified as residents merely by being enrolled for one year. Physical residence in Florida that is merely incidental to enrollment in a college is not sufficient, under Florida law, to obtain reclassification. It is the sole responsibility of the applicant to provide all appropriate documentation to merit a reclassification for tuition purposes.

A student wishing to establish residency should complete the Request for Change in Residency Status form from the Office of the University Registrar, 222 Criser Hall, to review the information and items that may be requested when filing for Florida residency for tuition purposes. Check this website for updated information: <https://admissions.ufl.edu/afford/residency>

D. YOUR FACULTY ADVISOR AND SUPERVISORY COMMITTEE

Each graduate student must select a major advisor (sometimes referred to as a major professor) before being accepted into the Animal Sciences Department. Your major advisor is the main contact for information regarding all aspects of your graduate education. He/she will also serve as the chair of your graduate supervisory committee. Only regular members of the graduate faculty may serve as your major professor. Some graduate students may have a major advisor who is located off-campus at one of the Research and Education Centers. It is the departmental policy that if you are working with an off-campus advisor you will also select an on-campus advisor who will assist during completion of the coursework phase of your degree. Usually the on-campus advisor will serve on your supervisory committee. In some cases, the on-campus advisor may serve as co-chair of the committee.

Your major advisor has the responsibility to:

- Orient you upon arrival on campus
- Explain general requirements and plan your program for the first semester
- Explain all policies regarding assistantship responsibilities, departmental and laboratory procedures
- Assist with planning your thesis or dissertation research project
- Ensure that your Program of Study and thesis/dissertation research, as approved by your supervisory committee, are followed
- Monitor and evaluate your academic progress and preside over periodic meetings of your supervisory committee.

The supervisory committee serves to direct and advise you throughout your program of study. This committee is selected in consultation with you and your major advisor usually prior to the end of the first semester in residence. Selection of the committee members is important. It is often helpful to ask other graduate students' advice regarding the suitability of specific faculty as committee members. Only regular members of the graduate faculty, or special appointments (see below) may serve as members of a supervisory committee.

The supervisory committee should:

- Meet prior to the end of the first semester in residence to discuss and approve your program of study and proposed research project (*no later than midpoint of second semester – for M.S. and Ph.D.*).
- Meet as appropriate (*at least once a semester*) to evaluate progress of your coursework and research.
- Conduct the qualifying examination for students in a doctoral program.
- Conduct the final defense when the thesis or dissertation is completed.

Master of Science (Non-thesis) Supervisory Committee Composition:

Pursuing a Master of Science (non-thesis), the supervisory committee will be composed of at least two (2) members with a graduate faculty appointment in the Animal Sciences Department. The Academic Assistant will enter your supervisory committee in the Graduate School's GIMS system. The supervisory committee form is available on the "T" drive, under GRADUATE PROGRM. Please type it on-line, print it out and have your committee members sign it or route for signatures then return it to the Academic Assistant.

Master of Science - Thesis Supervisory Committee Composition:

Pursuing a Master of Science-Thesis degree program, the supervisory committee will be composed of at least two (2) members of the Animal Sciences Department and one (1) member from inside or outside the department. All members of the supervisory committee must be members of the graduate faculty unless special appointment approval is granted (see *Special Appointment of Committee Members* below). The supervisory committee form is available on the "T" drive, under GRADUATE PROGRAM forms folder. Please complete the on-line form, print it out and have your committee members sign it or route for signature. Then return it the Academic Assistant. The Academic Assistant will enter your committee in the GIMS system.

Doctor of Philosophy Supervisory Committee Composition:

The doctoral supervisory committee will consist of at least four (4) members. At least two (2) members will be from the Animal Sciences Department and at least (1) one member will be selected from a different educational discipline (outside Animal Sciences). This member usually represents the student's minor field of study if they have one. All members of the supervisory committee must be members of the graduate faculty unless special appointment approval is granted (see *Special Appointment of Committee Members* below). Committee actions will be decided by a majority vote. However, all members must sign the (ETD) electronic signature page of the thesis or dissertation and the final examination report. The major advisor serves as the chairman of the committee. The qualifying and comprehensive oral examinations and the oral defense may be conducted using video and/or telecommunications. However, the student and chair or co-chair must be in the same physical location. All other members may participate from remote sites via technological means.

The supervisory committee form is available under the "T" drive, Graduate forms folder. Please type it on-line, print it out and have your committee members sign it or route for signature then return it the Academic Assistant. The Academic Assistant will submit your supervisory committee in GIMS.

The graduate council desires each doctoral supervisory committee to function as a university committee, as contrasted with a departmental committee, in order to bring university-wide standards to bear upon the various doctoral students, and the supervisory committee assumes responsibility for official guidance. Such guidance can only be accomplished by effective communication, which includes both regular committee meetings and consultation between the student and individual committee members. Students should also feel free to solicit assistance and advice from other university faculty.

Special Member/Courtesy Appointment of Supervisory Committee:

People without graduate faculty status may be made official members of a student's supervisory committee through the special member/courtesy appointment process. The chair of the student's supervisory committee requests the special member appointment with Academic Assistant who will submit the *Special Member Appointment through the GIMS system and Courtesy Appointment through Human Resources*. The form is completed with all information for the student and the special member appointment, as well as a brief explanation of what the member will contribute to the supervisory committee. A Curriculum Vita and a Demographic form must be e-mailed to the Academic Assistant so that she can send it through the GIMS system as a PDF file. A special member appointment is made for a specific supervisory committee. If a student changes to a new major and the committee chair wishes to include the special member on the new supervisory committee, a second special member appointment form must be submitted to the graduate school for the second committee. Appropriate candidates for special member appointments include individuals from outside of the University of

Florida 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; non-tenure-track faculty or staff at the University of Florida who do not qualify for graduate faculty status; and former faculty of the University of Florida. Special Member appointments have several limitations because they are not full graduate faculty. A special member appointment may only serve as a special member of a committee. They may not serve as a supervisory committee chair, co-chair, regular member, or external member. A special member appointment may not be the minor representative for a student with a minor.

Changes in Supervisory Committee:

If there is a need to change a supervisory committee member during your program of study, the Academic Assistant person can perform this change online. The graduate school will not accept committee changes after the midpoint of a student's final semester before graduation.

Procedures and Deadlines:

Supervisory Committee Appointment:

Animal Sciences Department policy states that *by the midpoint of the second semester*, each M.S. or Ph.D. student should have organized and met with his/her supervisory committee to plan his/her academic program and/or research project. M.S. non-thesis students must submit their committee form by the midpoint of their first term. A *Program of Study Form* (Form 2) must also be filed by the midpoint of the student's second term if their degree is an M.S. or Ph.D. M.S. non-thesis students must submit their Form 2 by the midpoint of their first term. Once you know who will serve on your supervisory committee, you should fill out the form on-line (located on the T drive, under Graduate Program forms folder). After the form is signed by all committee members you should take it to the Academic Assistant. Failure to have the committee form turned in by the appropriate term may result in a hold being placed on your record and you will not be able to register for the next term.

Developing Your Program of Study (Form 2):

Following consultation with your major advisor, you should develop a preliminary list of proposed courses and list them on the *Program of Study Form*. Courses considered to be in the animal sciences major are listed with their respective descriptions in the *Animal Sciences* section of the *Graduate Catalog*. In addition to these, a number of other courses in related areas are listed which are acceptable for graduate credit as part of the major. These courses should be listed under the major section on the program courses on the Form 2. Courses outside of the major can be petitioned to be included under the major. This requires a petition form completed by your major advisor to be sent to the coordinator for signature include with the final Form 2. Supporting courses such as STA 6166 Statistical Methods Research I must be listed under *Foundation and Supporting Work* and not under *Major*. The minimum course requirements for each degree are outlined under Part D.

Transfer of Previously Earned Graduate Credits:

In some cases, credit for graduate courses completed at other institutions may be transferred and included in a program of study. However, only eligible courses for graduate credit may be transferred from an institution approved for this purpose by the graduate school. Acceptance of transfer credit requires the *Transfer of Credit* form (available from Academic Assistant) and approval of the student's supervisory committee, the dean, and the graduate school. Transfer coursework must be taken within the 7 years immediately preceding the date the degree is to be awarded or the advisor will need to petition to transfer courses over 7 years.

No more than 30 eligible credit hours of a M.S. degree from another institution may be transferred to a doctoral program. If a student holds a master's degree in a discipline different from the doctoral program, the master's work will not be counted in the program unless the department petitions the dean of the graduate school. All courses beyond the M.S. degree taken at another university must have been taken at an institution offering the doctoral degree and must be approved for graduate credit by the graduate school at the University of Florida to be applied to the Ph.D. degree. All courses to be transferred must be demonstrated to relate directly to the degree being sought. All such transfer requests must be made by petition of the supervisory committee or graduate coordinator (with approval of the supervisory committee).

Once your supervisory committee meets and approves your proposed program of study, the final Program of Study Form will be completed by the student and signed by the student, the committee members, and the graduate coordinator. The Form 2 represents the contract between the student and the supervisory committee. Any course additions or deletions from this form must be approved by the supervisory committee prior to graduation and submit changes via the Change Form 2 located on the T: drive.

Graduate Student Registration Hold: Graduate students who fail to fulfill graduate school and/or departmental regulations or meet required deadlines, at the discretion of the graduate coordinator or the Dean's Office, may have a hold placed on their registration. This hold prevents students from registering until the problem is resolved. Students needing advice on removing holds should contact the Academic Assistant.

E. MINIMUM COURSE REQUIREMENTS

<https://catalog.ufl.edu/graduate/colleges-departments/agricultural-life-sciences/animal/animal/#coursestext>

Master of Science - non-Thesis (M.S.):

This is a non-thesis degree that provides additional education beyond the baccalaureate degree. The essential elements of this degree include a program of courses and a final written and/or oral examination covering a completed project or coursework. There is no thesis requirement.

A minimum of 30 credit hours of coursework is required. Coursework taken for major program credit must be numbered 5000 or higher. Students are expected to take the Graduate Seminar course. At least 15 of these credits must be in the field of study designated by the major. Up to six hours of **undergraduate courses (3000-4999) outside** the major may be used for support coursework when taken as part of an approved graduate program. All students must take at least 2 credits of either ANS 6905, 6910 or 6932. All M.S. students are encouraged to serve as a teaching assistant for at least one semester.

Master of Science (M.S. – Thesis):

This degree **requires a minimum of 30 credits, including a minimum 15 credits of ANS coursework.** Students are expected to take a Graduate Seminar course. Coursework taken for program credit must be numbered 5000 or higher. Up to six credits of undergraduate courses (3000-4999) *outside the major* may be used for support coursework when taken as part of an approved graduate program. If a minor is chosen, at least 6 credits of coursework are required. A student must have a minimum GPA of 3.0 in their minor for the minor to be valid. The Master of Science degree is granted following satisfactory completion of all coursework, a research project leading to the presentation and completion and defending of a thesis. All M.S. students are encouraged to serve as a teaching assistant for at least one semester. In the final term or defense term the student is to register for research credits, ANS 6971 (Fall or Spring) 3 or (Summer) 2.

Doctor of Philosophy (Ph.D.):

Doctoral study consists of the independent mastery of a field of knowledge and the successful completion of a research dissertation. Doctoral programs are flexible and varied. **A minimum of 90 semester hours beyond the B.S. degree or equivalent is required for the doctoral degree, but up to 30 credits earned in an approved M.S. program in animal sciences or closely related areas may count toward this minimum.** Students are expected to take a Graduate Seminar course twice. Coursework taken for major program credit must be numbered 5000 or higher. Up to six credits of undergraduate courses (3000-4999) *outside the major* may be used for supporting coursework when taken as part of an approved graduate program. If a minor is chosen, 12 graduate credits in the minor field should be taken. At least 12 credits must be in courses numbered 5000 or higher. If two minors are chosen, each must include at least eight (8) graduate credits (coursework at the 3000- to 4000-level will not count toward the minimum requirements for the minor). Graduate students must have a minimum GPA of 3.0 in their minor for the major to be valid. The minor department must be represented on the supervisory committee. A written and oral qualifying examination and final dissertation defense is required of all doctoral students.

Requirements for Animal Sciences PhD Students:

The following requirements are mandatory for all Animal Sciences PhD students and all other students are encouraged to adhere to them to benefit their future careers.

Before the end of their program, Animal Sciences PhD students are required to:

- 1) Take 3 credits of Supervised Teaching (TA) and/or Supervised Extension. Students who take 3 credits of Supervised Extension should plan to serve as the Teaching Assistant (TA) of at least one course during their program.
- 2) Attend the CALS Teaching Enhancement Symposium at least once
- 3) Attend an extension program such as the Beef Cattle Short Course, the FL Ruminant Nutrition Symposium, and the CALS Extension Symposium, the Corn Silage Field Day, an appropriate Field Day, or a substitute approved by your Graduate committee at least once.
- 4) Attend a grantsmanship workshop or submit a grant to a funding agency approved by your committee.
- 5) Take an ethics course approved by your committee such as one of these listed below:
 - Research Ethics in the Biological Sciences ZOO 6927
 - Agricultural and Natural Resource Ethics AEB 4126 (This course cannot be taken for graduate credit because the corresponding graduate courses are in the ANS major, but it can be taken to fulfill the Ethics course requirement.
 - Animal Ethics WIS 6934 or VME 6934
 -
 - Concepts in Applied Ethology ANS 6040
 - Environmental Ethics PHI 3640
 - Ethics and Ecology PHM 3032
 - Ethics in Genetics GMS 6221
- 6) Publish your work in at least one peer-reviewed journal article before your program ends. Students who do not meet this requirement will need to either successfully complete the ARPAS exam prior to the end of their program or invite someone from outside of UF to participate in their defense.

These requirements and expectations are in addition to others listed in the 'Course Requirements' section of the Animal Sciences Graduate Handbook and those listed in the UF Graduate Catalog.

Minimum Registration Requirements for Full-time Students:

Important: Any graduate student who receives a scholarship, stipend from the department or college must meet minimum full-time registration requirements. The students are appointed at 0.50 FTE on an assistantship/fellowship. They generally take 6 hours of coursework in the summer and 9 hours each term in fall and spring. Failure to maintain full-time status may affect student eligibility for a tuition waiver and/or financial aid including loss of educational loan repayment deferments. The FTE minimum registration requirements are listed in the table below. Students on appointment will be financially liable for excess credits over the required registration. Students should take these registration requirements into account when developing their *Program of Study* (Form 2).

Minimum Registration Requirements for Full-Time Status and Maximum credits without addition fees: Minimum Registration Requirements for Non-Full-time Students:

FTE	Fall and Spring Term (Credits)	Summer A & B or C Term (Credits)
Full-time Graduate Students Not on an Assistantship or Appointment	12	4 & 4 or 8
Assistants on 0.01 – 0.24 and Trainees	12	4 & 4 or 8
Assistants on 0.25 – 0.74	9	3 & 3 or 6
Assistants on 0.75 – 0.99	6	2 & 2 or 4

Any graduate student who is using university facilities and/or faculty time must register for a minimum of three (3) hours in each term in fall and spring semesters and two (2) hours in the summer. Students on a scholarship or assistantships must register for a minimum of nine (9) hours each term in the fall and spring semesters and six (6) hours in the summer. Students must be registered for research credits (1) during the term of the qualifying examination, (2) during the term of the final defense, and (3) during the term in which the degree is awarded unless the student has been nominated for clear prior.

F. REGISTERING FOR COURSES

The specific steps for completing registration are outlined in the *Schedule of Courses* publication that is available to students online (<http://www.registrar.ufl.edu/> before registration. **Students should note the registration times and the deadlines (see Critical Dates) for registration and payment of fees to avoid late fee penalties.** You should also check with your major adviser before registration if your Program of Study (Form 2) is not approved yet. In some cases, particularly with courses designated as DEP rather than by section number, permission of the department or the course instructor must be obtained and that department will have to register you in the course or give you approval on-line. It is your responsibility to check that you are registered for the proper number of credits, especially if you are on an assistantship or scholarship. Failure to register for an appropriate number of credits could affect continuation of your assistantship.

Registering Online:

****Federal regulation pertaining to foreign students studying in the U.S.** No more than the equivalent of one online/distance education class or **3 credits per academic semester (3 credits is the maximum)** may count towards the "full course of study" requirement, if an online or distance education course "does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class."

Students should use the online **Student Self-serve System (One.UF)** to register for courses <https://one.ufl.edu/> With a valid UFID and Personal Identification Number (PIN), you can access registration and other online services including: class schedules, transcripts, grades, fees, financial aid status, and student record holds status. A GatorLink account is required (see *Obtaining Computer User and E-mail Accounts*). One.UF is available from 7:00 AM through 3:00 AM Monday through Saturday and 10:00 AM to 4:30 AM Sunday (Eastern Time).

G. RESEARCH PROPOSAL

Students completing a thesis or dissertation should prepare a detailed research proposal. Each proposal should include a concise statement of **the problem, review of the literature with citations, a clear description of** the hypotheses and detailed methodology. The specific format of the proposal will vary depending on the topic and discipline. The research proposal should be provided to your supervisory committee for their review and approval. Typically, the proposal is approved during the first committee meeting. The Division of Sponsored Research website <https://research.ufl.edu/> - and - services/division - of-sponsored- programs provides excellent background materials on research proposal development.

H. RESEARCH OWNERSHIP AND PROPERTY ISSUES

The University of Florida owns all laboratory notebooks and work products of its employees, appointees, and affiliates. Both state and federal law require this ownership. Graduate students working under a research grant or contract will be employees, appointees or affiliates of the University of Florida. However, as a graduate student you “own” your graduate dissertation and, therefore, should not work on a research contract (as contrasted to a grant) to fulfill your dissertation requirements because of the conflict between you “owning” the dissertation and the university “owning” the work product.

I. QUALIFYING EXAMINATIONS

Ph.D. Qualifying Examination and Admission to Candidacy:

The qualifying examination is required of all doctoral students and may be taken during the second term of the second year of graduate study but no later than the end of your seventh term. There must be at least two terms between the dates of the exam, the exam term can be counted as the first term, and the graduation date. The exam consists of both a written and oral portion. Students who have successfully completed both parts of the qualifying examination are admitted to candidacy. Doctoral students may register for ANS 7979, Advanced Research, before admission to candidacy, including the semester the examination is taken. Students must register for ANS 7980 (not 7979) once admitted to candidacy.

Several months prior to the exam, it is highly recommended that you meet with each supervisory committee member to discuss important areas you need to review for the exam and performance expectations. It is the student’s responsibility to schedule exams. At the discretion of the supervisory committee member, his/her written examination may be closed-book or open-book. The performance on the written portion will be discussed with you at least one week prior to the oral examination.

The qualifying exam may be conducted using video and/or telecommunications. However, the student and chair or co-chair must be in the same physical location. All other members may participate from remote sites via technological means. The oral examination typically lasts for 2 to 3 hours. Admission to candidacy for the Ph.D. degree requires the approval of the student's supervisory committee and the dean of the graduate school. The approval is based on the following: (1) the academic record of the student, (2) the opinion of the supervisory committee concerning the overall fitness for candidacy, (3) satisfactory completion of the written and oral qualifying examination, and (4) an approved dissertation topic. Ask the graduate coordinator or Academic Assistant to complete the preliminary information on the *Admission to Candidacy* form prior to

completion of the oral qualifying exam. The form must be entered into GIMS (Graduate Information Management System) as soon as the qualifying examination has been passed. All work must be completed within five calendar years after the exam or it will have to be repeated.

If the examination is failed, the graduate school must be notified, and you may retake the examination after one semester of additional preparation if a reexamination is recommended by the supervisory committee. It is department policy that retaking the exam includes both written and oral exams. If reexamination is not recommended or if a second examination is failed, generally you will be dismissed from the graduate program.

J. PREPARING YOUR THESIS OR DISSERTATION

A thesis or dissertation is the detailed record of all pertinent research activity conducted by the graduate student in pursuance of his/her degree. Presentation of this record in a form acceptable to the supervisory committee is a prerequisite for receiving a graduate degree and is a vital part of the student's training. Your major advisor and supervisory committee will aid in determining the length and complexity of your thesis or dissertation. The preparation of an acceptable written record of the results of one to four years of research effort is invariably a difficult and time-consuming task, and underestimation of time required frequently occurs. You, in cooperation with your major advisor and supervisory committee, have primary responsibility to prepare this record within the length of time allocated for the task. You should provide members of your committee with complete copies of the thesis or dissertation at least two weeks before the scheduled date of the final examination.

Good research should be published, and you owe it to yourself and the department to accomplish this goal. Preparation of research results for publication in a scientific journal is as important, if not more so, than the preparation of the thesis or dissertation. Submission of a manuscript in the final form ready for publication prior to the student's final oral examination is strongly encouraged. Below are some editorial websites:

Format requirements and examples: <http://helpdesk.ufl.edu/application-support-center/graduate-editorial-office/>

Checklist: <http://graduateschool.ufl.edu/graduate-life/graduation/graduation-checklist/>
Graduate School Editorial Office and Application Support Center (technical support):
<http://helpdesk.ufl.edu/application-support-center/>

K. PREPARING AN ELECTRONIC THESIS OR DISSERTATION (ETD)

Note: All students must submit an electronic thesis or dissertation. Technical and troubleshooting workshops are provided each semester to assist students in preparing electronic theses and dissertations. Prior to beginning the thesis or dissertation, the student is strongly encouraged to attend an Application Support Center (ASC)

presentation and review the material on the website at <http://asc.helpdesk.ufl.edu/>. The Graduate School Editorial Office examines a limited portion of the final draft and will make recommendations concerning the format of the manuscript before final submission. The ETD signature page is available from the Graduate Academic Assistant and it should be completed and returned to the Academic Assistant after the thesis is submitted to the Graduate School Editorial Office.

L. FINAL NON-THESIS, THESIS OR DISSERTATION EXAMINATIONS

Non-thesis Final Examination:

During their last semester, students completing the Master of Science non-thesis degree are required to successfully complete a written and/or oral examination. The supervisory committee decides the form of the examination. Typically, the examination probes the student's mastery of the information obtained in the completed coursework and/or special project.

Thesis and Dissertation Final Examinations:

After the requirements for the degree are completed, the supervisory committee will conduct the final oral examination. Because of varied interests represented by the committee and others taking part in the examination, no two oral exams will follow the same pattern. Candidates may be evaluated on their understanding of their research problem, their level of proficiency in all courses in the major and minor fields of study, and their general knowledge of matters related to the major field of study.

Notice of the time and place of the final thesis or dissertation examination should be submitted to the departmental Academic Assistant person at least two weeks before the examination. All students and faculty members of the department are invited to attend the oral exit research seminar preceding the defense. Only committee members are allowed to participate in the defense examination.

The *Final Examination Form* for the non-thesis, thesis and dissertation candidates signed by committee members must be given to the Academic Assistant for filing in the GIMS system.

M. SEMINAR REQUIREMENTS

The department conducts a graduate seminar series during fall and spring semesters. All graduate students should attend the seminars if possible. Master of Science students are required to present one departmental seminar and register for course credit (ANS 6933). Ph.D. students must present two seminars and thus register twice for seminars. The organization and presentation of scientific information is a valuable part of the graduate school experience. Instructions for the seminar will be provided by the seminar instructor at the beginning of each semester. In addition, M.S. thesis and Ph.D. students are expected to give an exit seminar on their M.S. or Ph.D. research which normally precedes their defense.

N. PREPARING FOR GRADUATION

It is wise to request a graduation check from the department's graduate Academic Assistant the semester *before* your intended graduation. The Graduation Check will report on your standing with credit hour requirements, supervisory committees, academic deadlines, grade problems and GPA. This check does not confirm compliance with Editorial Office requirements. During the last semester, satisfactory performance on the final examination and final submission of the corrected thesis or dissertation must be completed by the deadline dates shown in the University Calendar. Critical dates are listed in the current printed or online *Graduate Catalog* <http://gradcatalog.ufl.edu> or at the *Graduate School* website (<http://graduateschool.ufl.edu>).

To be cleared for graduation, students must fulfill the following requirements:

1. Complete a *Degree Application* for the correct degree by the required deadline in One.UF.
2. Complete all courses on the program of study (Form 2). If changes were made to the student's program of study, a Change 2 Program Form signed by the major advisor must be submitted stating that the entire committee agrees to delete and/or add the occurrence to the original program of study. This form is available on the T drive in the Graduate Program folder.
3. Clear all "I", "N", or "U" grades by the graduate school deadline.
4. Refer to the graduate school website for the current checklist of graduate school requirements. <http://graduateschool.ufl.edu/graduate-life/graduation/graduation-checklist/>
5. The final term registration in the fall or spring semesters must include a minimum of three (3) research credits, ANS 6971 for M.S. thesis or three (3) research credits, ANS 7980 for Ph.D. students. Non-thesis Masters must register for three (3) credits that will count towards the major. Final term registration in the summer, two (2) research credits, ANS 6971 or ANS 7980 are required for Master or Ph.D. students, respectively. Non-thesis students must register for two (2) credits that will count towards the major. If on an Assistantship, the student will need to enroll as a full-time student.

O. PREPARING FOR YOUR JOB INTERVIEW

The Career Resource Center, located on the first floor of the J. Wayne Reitz Union, provides students with guidance relative to career development, career-related experiences, and associated job search services. The staff can assist you in preparing a curriculum vitae, cover letters, and also provide information regarding effective interview techniques.

III. SURVIVING AS A GRADUATE STUDENT

Information related to general university regulations can be found in the Graduate Student Handbook at <http://graduateschool.ufl.edu/media/graduate-school/pdf-files/handbook.pdf>

A. DEPARTMENTAL PROCEDURES, SERVICES AND SUPPLIES

General Procedures:

Graduate students should acquaint themselves with the standard operational procedures of the department. Assistance may be obtained from the graduate program director, Academic Assistant, major professor or the technical personnel in charge of the various facilities. When conducting laboratory research, students should be thoroughly trained and follow all standard laboratory or farm procedures so as not to interfere with the normal flow of laboratory or farm work. The laboratory and farm(s) that you will work in have Standard Operating Procedures that must be followed and these should be read and understood by each student. Please ask your major advisor for training you will require and how to obtain that training prior to working in the laboratory or at the farm.

Obtaining Keys: Key for offices and laboratories are available from the Business Office in Room 108, bldg. 459. You will be required to sign for any keys received and are required to return these keys when you graduate. Failure to return keys could result in a hold being placed on your records. In addition, please see the Department Chair's secretary for a door code.

Departmental Telephones: All telephone calls from departmental telephones must be restricted to business purposes only since all long distance calls are billed to our department and there is no arrangement for reimbursement.

Receiving Your Paycheck:

If you are funded through an assistantship or hourly wage (OPS-Student Assistant) position, you will receive a paycheck twice monthly via direct deposit following an arrangement with your bank or credit union.

Photocopy Machine: At the discretion of your major advisor, you may be allowed to use one of the photocopy machines in the Department of Animal Sciences to copy research and teaching materials. Photocopying of books or personal materials is prohibited. Reproduction of any materials that may result in infringement of copyrights is not allowed.

FAX Machine: With the permission of your major advisor, you may use one of the FAX machines in the department to send documents related to your graduate studies.

Office Supplies:

Supplies such as writing tablets, departmental stationery and envelopes are available from one of the Secretaries in the Department of Animal Sciences. They should only be used for official purposes.

Mail:

You will be assigned a mailbox in the mailroom (room 121, Bldg. 459). The mailing address is: Department of Animal Sciences, P.O. Box 110910, University of Florida, Gainesville, FL 32611-0910 or Department of Animal Sciences, 2250 Shealy Drive, Gainesville, FL 32608. You can use these addresses to receive regular postal, campus, and departmental mail.

Personal outgoing mail must be STAMPED and placed in either the Domestic or International drawers in the mailroom.

Travel:

Any in-state or out-of-state travel associated with university or departmental business, must be pre-approved by your major advisor and the department chair. A Travel Authorization Request (TAR) must be completed and submitted to Animal Sciences Business Center at least 96 hours prior to domestic travel and three weeks prior to international travel. Immediately upon return from your travel, submit all necessary documents (hotel receipts, meeting registration receipt, transportation receipts, etc.)

Vehicle Usage: Your major advisor must approve the use of departmental vehicles. Vehicles may be used only for departmental research, teaching and extension functions. *No individual may operate any 15-passenger van without completion of mandatory training and a license check (see http://www.ehs.ufl.edu/programs/hazard_ergo/vanpol/)*

Obtaining Computer User & E-Mail Accounts:

Every student must get a free GatorLink account. GatorLink is an individual's computer identity at the University of Florida. Every applicant, student, faculty and staff member is expected to have a GatorLink ID. Go to (<http://www.gatorlink.ufl.edu/>) to determine how to open a GatorLink account, modify an existing GatorLink account or add or subtract services to your GatorLink account.

Students should contact the Animal Sciences IT support person to be added to the Animal Sciences network. Students will need to provide their UFID number and GatorLink User ID to have this completed. This will give the student access to the Department of Animal Sciences U, V, T, and W network drives. In addition they will have automatic access to the printer in the computer lab.

Important: you can access any of your network drives by entering ‘**files.ifas.ufl.edu**’ in your browser and hit “enter”. Then double click on the **ANS** folder. Next enter your GatorLink Userid and Password. Your Animal Sciences network drives will now be

shown. The **Unit** drive is your **T** drive and the **Users** drive is your **U** drive. You will only see the **Private** (**V** drive) and **Websites** (**W** drive) if you have been given individual access to them.

The Department of Animal Sciences' network drives consist of four different drives:
U:/ drive – this is the personal drive and only the user and the administrator have access to it.

V:/ drive – this drive is also called the “shared drive”. In the shared drive, folders from faculty and staff can be found. A folder with the student's name is created under the major advisor's folder. Each student has access to all the content in the folder belonging to its major advisor. All users with access to the major advisor's folder (usually lab mates, lab technician, major advisor him/herself and the administrator) can also access data saved under your folder. Data in the shared drive is backed up every 24 hours.

T:/ drive – this drive is also called the “temporary drive”. Each person in the department has a folder in this drive. Access to the folders in the temporary drive is open to every person in the department. The advantage of the temporary drive is that you can have access to data saved there, even if the computer is logged in by another user.

W:/ drive – this is also called the “web drive”. The Department of Animal Sciences website files are stored on the web drive and only the website administrator has access to it.

Connecting to the Department Network Printers Using Wireless Laptop connection.

In order to access any of the printers in the Department of Animal Sciences you must first connect to the UF wireless network. Once you are connected to the UF network you must connect to the IFAS ANS Virtual Private Network (VPN). To setup and connect to the IFAS VPN connection on your laptop follow the procedure found at:

<http://itsa.ifas.ufl.edu/vpn/>

Once you are connected to the IFAS a list of all the printers within IFAS will be displayed. The Animal Sciences printers will all start with ANS. Find the printer you want to connect to, right click on it and select Connect. This will download and install the necessary driver for the printer on your laptop. Once the driver is installed the printer will be connected to your laptop.

Full Access to UF Libraries and Search Engines if you are off-campus and/or using a wireless laptop connection.

If you are off campus, you have to use the IFAS VPN network connection to have full access to libraries or UF privileges to medical search engines like PUBMED. Go to the website <http://itsa.ifas.ufl.edu/vpn/> and install the IFAS VPN network connection on your computer. Every time you are off-campus and need to, for example, perform a search in PUBMED with the same privileges you would have if you were in the Animal Sciences Department or anywhere on-campus, connect using the IFAS VPN network connection and then do the search as you would if you were on-campus.

Obtaining an Official Student ID (Gator-1 Card):

The Gator-1 Card (<http://www.bsd.ufl.edu/G1C/idcard/idcard.asp>) is the official picture ID card for the University of Florida. *This card is mandatory for all University of Florida Students, Faculty and Staff.* You may be denied services without one. Services and programs which require a Gator-1 Card can be found at Gator 1 Central (<http://www.bsd.ufl.edu/G1C/index.asp>).



To obtain the Gator-1 card the following steps must be followed:

1. Request that the Business Manager (Bldg. 459 – Room 108) submit an authorization request for you to obtain a Gator-1 Card.
2. Once authorization has been completed, go to Gator 1 Central.
3. Present an official photo ID, military ID, or passport and UFID number
4. Pay \$15 cash, check, credit, or debit cards.

UF Computer and Software Requirement:

All students will require continuous access to a computer in order to complete their degree programs successfully. The university expects each student entering the university and continuing students to acquire computer hardware and software appropriate to the degree program. *Note: it is not the responsibility of the major advisor to provide computer equipment.* The College of Agricultural and Life Sciences (CAL S) has no additional specifications for the computer needed to fulfill the university requirement. Please familiarize yourself with the requirements and specifications before making a computer purchase. Computer specifications can be viewed online at: <https://it.ufl.edu/policies/student-computing-requirements/>

Getting Computer Support Using Computers on Campus:

Animal Sciences Computer Lab (Bldg. 459 – Room 233) subject to change

This lab is designed for the final production of output (slides, prints, or scans) for faculty-approved projects (research, teaching or extension materials). Several computers and various peripherals are available (i.e. Laser Printer).

The Office of Academic Technology maintains a help desk (<http://helpdesk.ufl.edu>). Their telephone number is 352-392-HELP (4377).

IFAS Information and Communication Services

This facility can help with your information and communications needs. Contact them at <http://it.ifas.ufl.edu>/or call 352 392-0429. IFAS Information and Communication Services provides UF/IFAS faculty, staff and students with a full range of communication services and products, including graphic design, news and media relations, educational video, photography, distance education and educational media distribution.

B. GRADUATE STUDENT ASSOCIATIONS

Animal Sciences Graduate Student Association (ASGSA):

The ASGSA is a very active organization. Each year ASGSA promotes a number of events that allow social interaction between fellow graduate students, visiting interns as well as faculty in the Department of Animal Sciences. ASGSA also plans and coordinates several professional activities like the ASGSA Distinguished Lecturer Series. In addition, ASGSA holds two major fundraising events to raise funds for graduate student travel grants and also to support the activities mentioned above. Check out the website <http://animal.ifas.ufl.edu/students/clubs/> to learn more about the ASGSA, its constitution, professional and social activities and photos.

Graduate Student Council (GSC):

The GSC, formed in 1989, fosters interaction among graduate students on campus and provides an agency for the coordination of graduate student activities and programs. The GSC seeks to improve graduate student education through active and permanent communication with the graduate school and the university administration. It also represents the interests of graduate students at the student government, administration, local, state, and national levels. GSC activities include hosting student socials, the annual interdisciplinary research conference, and funding travel grants for graduate students who participate in conferences. GSC meetings are scheduled monthly and each department is represented by a student. To find current information go to <https://www.studentinvolvement.ufl.edu>.

C. PROBLEM RESOLUTION

General grievances:

The University of Florida is committed to a policy of treating all members of the university community fairly in regard to their personal and professional concerns. A formal grievance procedure exists to ensure that each graduate student is given adequate opportunity to bring complaints and problems of an academic nature (exclusive of grades) to the attention of the university administration with the assurance that each will be given fair treatment. A grievance is defined as dissatisfaction occurring when a student

thinks that *any condition* affecting him or her is *unjust or inequitable or creates unnecessary hardship*. Areas in which student grievances may arise include scientific misconduct, sexual harassment, discrimination, employment-related concerns, and academic matters. The university has various mechanisms to handle these problems when they arise. In general, it is desirable to settle grievances in an informal fashion rather than initiating a formal grievance. Communication is the key element. As soon as a grievance issue arises, the student should speak with either the supervisory committee chair or the graduate coordinator. If neither of these individuals is available, the department chair is the next alternative. In most cases, these individuals can work with all parties concerned to resolve the issue informally.

Students with questions or concerns about the grievance procedure are encouraged to contact the office of the Senior Associate Dean of the graduate school, 164 Grinter Hall, 352-392-6622.

SEXUAL HARASSMENT IS NOT TOLERATED AT THE UNIVERSITY OF FLORIDA

Sexual Harassment: <https://hr.ufl.edu/forms-policies/policies-managers/sexual-harassment/>

Please visit the links on this page for Policies, Resources, and Training on Sexual Harassment.

Policy Statement

It is the policy of the University of Florida to provide an educational and working environment for its students, faculty, and staff that is free from sex discrimination and sexual harassment. In accordance with federal and state law, the University prohibits discrimination on the basis of sex, including sexual harassment. Sex discrimination and sexual harassment will not be tolerated, and individuals who engage in such conduct will be subject to disciplinary action. The University encourages students, faculty, staff, and visitors to promptly report sex discrimination and sexual harassment.

Non-Discrimination Policy

Scope

This policy applies to visitors, applicants for admission to or employment with the University, students, and employees of the University who allege sex discrimination, including sexual harassment, by University employees, students, visitors, or contractors.

Definition

Sexual Harassment is a form of sex discrimination that can occur when:

- The submission to unwelcome physical conduct of a sexual nature, to unwelcome requests for sexual favors, or to other verbal conduct of a sexual

nature is made an implicit or explicit term or condition of employment or education; or

- The submission to or rejection of unwelcome physical conduct of a sexual nature, unwelcome requests for sexual favors, or other verbal conduct of a sexual nature is used as a basis for academic or employment decisions or evaluations; or
- Unwelcome physical acts of a sexual nature, unwelcome requests for sexual favors, or other verbal conduct of a sexual nature have the effect of creating an objectively hostile environment that interferes with employment or education on account of sex.

Reporting

Anyone who believes that he or she has been subjected to a violation of this policy or related retaliation is strongly encouraged to promptly report such behavior to the Director of Institutional Equity & Diversity or any university official, administrator, supervisor, manager, or faculty member.

- Except for student-on student sexual harassment, students are strongly encouraged to report such incidents to the Director of Institutional Equity & Diversity. For student-on-student sexual harassment incidents, reports should be directed to the Dean of Students, Office of Student Conduct and Conflict Resolution.
- Incidents should be reported as soon as possible after the time of their occurrence to allow the university to take appropriate remedial action. No employee or student should assume University of Florida officials knows about a situation or incident.
- Any university official (administrator, supervisor or manager) who has knowledge of or receives a written or oral report or complaint of a violation of this policy must promptly report it to the Director of Institutional Equity & Diversity, and may be disciplined for failing to do so.
- Any faculty member, teaching assistant or staff member with knowledge of sexual harassment of a student must promptly report the incident to the Director of Institutional Equity & Diversity, and may be disciplined for failing to do so.
- Other persons who suspect a violation of this policy should report it to an appropriate person in their department / unit or to the Director of Institutional Equity & Diversity.

Contact Information:

Title IX Coordinator
Dr. Melissa Nunn
903 West University Ave.
(352) 273-1094
titleix.ufl.edu

D. GRADUATE STUDENT RESOURCES

International Graduate Students:

All new international students should go to UF International Center (UFIC) to be checked in as soon as they arrive. The UFIC is located at 1765 Stadium Road, Suite 170 the HUB, and provides a full range of services and information for international students. The International Student Services (ISS) office at UFIC (392-5323) is committed to ensuring the integration of international students and families into the life of the University of Florida and the city of Gainesville. A list of international student organizations is provided at: <https://internationalcenter.ufl.edu/>. The *International Student Handbook* (<https://internationalcenter.ufl.edu/>) contains a wealth of information specifically for international students. The handbook may be viewed online or can also be downloaded for your convenience. This is an important resource if you are a new international student.

Graduate Students with Disabilities:

Students with disabilities should view the UF Dean of Students Office web page (<http://www.dso.ufl.edu/drc/>) to learn about the various services that are available. Students can also contact the Dean of Students Office, P202 Peabody Hall, 392-1261. For students with hearing or speech impairments contact the UF Disability Resource Center at 392-8565 x 200 or Email: accessuf@dso.ufl.edu.

Minority Graduate Students:

The **Office of Graduate Diversity Initiatives** (OGDI; 352-392-6444 or ogmp@ufl.edu) offers a variety of programs for incoming and continuing minority graduate students. The OGDI hosts a fall orientation session for new minority graduate students, provides individual academic counseling, and sponsors receptions, forums, and a graduate school open house to help students meet faculty and administrators who are important to the graduate matriculation process. See more information at <http://education.ufl.edu/counselor-education/graduate-minority-programs/>

The purpose of the **Black Graduate Student Organization** (<https://orgs.studentinvolvement.ufl.edu/Organization/Black-Graduate-Student-Organization>) is to encourage and promote excellence in teaching and research among Black Graduate Students; to establish and maintain liaisons with Black faculty, student organizations, and communities at large; and to create an environment where each

student's academic and social potential is nurtured. The Black Graduate Student Organization has existed for over 20 years. It provides a comfortable social, academic, and cultural outlet for Black graduate and professional students on a predominately white campus. It provides many opportunities for graduate and professional students of African, Caribbean, and African American descent to become involved and active in the UF and Gainesville communities through a number of engaging and uplifting activities throughout each academic year. The activities and programs include the Graduate Prep Workshop, MLK Awards Celebration, Writer's Workshops, and a number of community service projects in the Gainesville community. During the bi weekly meetings, they disseminate valuable information about campus and community events, as well as enjoy speeches and presentations from fellow graduate students, professionals, and academics. BGSO helps Black graduate and professional students foster meaningful and lasting relationships that aid in academic achievement and success.

UF Counseling Services:

The University Counseling & Wellness Center is located at 3190 Radio Road. The Mission of the Counseling and Wellness Center at the University of Florida is to facilitate the total development of students by reducing psychological problems and distress and by enhancing mental health, well-being, quality of life, and optimal functioning, through the delivery of high quality, culturally sensitive services to UF students and the larger campus community. Their primary focus is on providing brief, confidential counseling aimed at helping students succeed academically and interpersonally.

Appointments may be made in person Monday through Friday 8:00 a.m. to 5:00 p.m. Emergency and walk-ins are always welcome. For more information, call 392-1575 or visit their website at: <http://www.counseling.ufl.edu/cwc>.

E. LIVING IN GAINESVILLE

On Campus Housing:

University Family and Single Graduate Student Housing:

The university operates five apartment villages for eligible students. To be eligible to apply for apartment housing on campus, several qualifications must be met. A married student or student parent without a spouse who has legal custody of minor children must meet the requirements for admission to the University of Florida, qualify as a full-time student as defined by the university, and continue to make normal progress toward a degree as determined by the supervisory committee. The student must be a part of a family unit defined as (1) husband and wife with or without one or more children or (2) single parent who has legal custody of one or more minor children who reside with the parent on an ongoing basis. Married couples without children can apply for a two-bedroom apartment in any village. Residents in all villages must furnish their own linens, dishes, rugs, curtains, or other similar items. Utilities are an additional expense and are billed with the rent. Single graduate students may apply for

any one-bedroom apartment in any village. Single graduate students assigned to Maguire Village are subject to maximum income limitations as established by the Department of Housing and Urban Development. Documentation of income is required prior to taking occupancy in Maguire Village.

Corry Memorial Village:

The complex consists of 216 units of brick, concrete, and wood construction, and contains almost an equal number of one- and two-bedroom apartments, with a few three-bedroom units. Some apartments are furnished and have window air-conditioning units. Community facilities include a meeting room and a laundry.

Diamond Memorial Village:

The complex consists of 208 apartments similar in construction to those in Corry Village. All Diamond apartments are unfurnished. Special features include a community building and air-conditioned study-meeting room, laundry facilities, and a study cubicle in each two-bedroom apartment.

Tanglewood Village Apartments:

Units are located approximately 1.3 miles south of the central campus, consist of 208 unfurnished efficiency, one- and two-bedroom and townhouse units. All units have disposals, and two-bedroom units have dishwashers. All one- and two-bedroom units have 1-1/2 baths. Community facilities include a large recreation hall, laundry facilities, and two swimming pools.

University Village South and Maguire Village:

Housing consists of 348 centrally heated and air-conditioned one- and two-bedroom unfurnished apartments. Community facilities include a pool, laundry, and meeting room. The kitchens are equipped with stoves and refrigerators.

Graduate students living in university housing are required to qualify as full-time students as defined by the university, and they must continue to make normal progress toward a degree as determined by their supervisory committees.

Off-Campus Housing:

The Off-Campus Housing Service can assist you in obtaining adequate off-campus housing accommodations. The Off-Campus Housing Service is a listing and referral agency for rental housing of all types. It is not an enforcement agency. It does not make rental reservations. See www.offcampus.ufl.edu The Housing Office (SW 13th Street and Museum Road; 352-392-2161) maintains rental listings for reference during housing business hours, Monday-Friday, 8 a.m. to 5 p.m. After hours, listings are posted outside the west main entrance to the Housing Office.

Getting the Utilities Turned On:

Gainesville Regional Utilities (GRU) provides the area with electricity, gas, water, and wastewater services. Service must begin on a weekday. GRU (352-334-3434) is open 8

a.m. to 5 p.m. Monday through Friday. Information can be obtained online at <https://www.gru.com/>

Cable Television:

Gainesville, Florida is serviced by Cox Cable Communications. Call 352-377-2123 for rate and installation information.

Telephone:

BellSouth requires a deposit, which varies depending on your credit information. BellSouth is open 24 hours, 7 days a week at 352-780-2355.

Bus Schedules:

Regional Transit Service (RTS) bus routes and schedules are posted at <http://go-rts.com/> All UF students have unlimited access to all RTS bus service anytime and anywhere it operates. Your ride is pre-paid with your Gator One ID card. The card must be shown when boarding the bus.

Campus Parking Decals and Bicycle Use:

Except in parking metered areas, a decal is required for automobile parking on campus. Graduate students are eligible to purchase a “Student Commuter” decal that allows parking in commuter area facilities. Parking decals must be purchased in person, at the Transportation and Parking Services located at Gale Lemerand Drive (formerly North South Drive). Office hours are 8:00 am to 4:30 pm, Monday through Friday. You must present your tag number and UF ID (Gator-1 Card). Decals may be purchased either annually, for the current semester, monthly or weekly. Annual decals may be renewed each year beginning in August. The decal year begins September 1. Regulations and additional information can be viewed at <http://parking.ufl.edu/>

When riding a bicycle on campus you must obey State of Florida bicycle laws. The University of Florida enforces the State of Florida bicycle laws. If you are unfamiliar with Florida's bicycle laws you can contact the University Campus Police Community Services Division (352-392-1409).

Florida Driver’s License:

Students may obtain a Florida Driver’s License at the Florida Highway and Motor Vehicle Department Office located at 5830 NW 34th St. Gainesville, Florida. (352-995-2110). Office hours are: Tues-Fri 7am to 6 pm. If you have an out-of-state license that has been expired for less than 30 days, you may be able to convert your license without taking a written or road test. You will need to have a vision screening. Go to <https://www.flhsmv.gov/> for more details.

Automobile Tags and Registration:

Automobile tag, title, and registration may be obtained at the Alachua County Tag Agency, located at 3946 SW Archer Road 32607, Gainesville, FL (352-374-5266). Cost of tags varies by weight of vehicle. Go to <https://www.flhsmv.gov/> for more details.

IV. GRADUATE STUDENT INTEGRITY

INTEGRITY

Plagiarism is not tolerated at the University of Florida. Plagiarism in a thesis or dissertation is punishable by expulsion. If the plagiarism is detected after the degree has been awarded, the degree may be rescinded. For a thorough discussion of plagiarism and the law, see <http://www.rbs2.com/plag.pdf> . A briefer discussion and some tips for avoiding plagiarism search the web.

V. GRADUATE STUDENT TASK CHECKLIST

√	TASK	WHEN/WHERE COMPLETED
	Complete payroll and assistantship appointment forms (if applicable)	Upon arrival – Academic Assistant in Room 100, Bldg. 459
	Obtain Student ID Card (Gator-1 Card)	Upon arrival – Reitz Union
	Create GatorLink account	After getting Student ID Card, create account online at: http://www.gatorlink.ufl.edu/
	Parking Permit (if applicable)	Upon arrival – Traffic and Parking Office
	Establish user account for the Animal Sciences File Server	Upon arrival - senior computer programmer/analyst
	Meet with major advisor concerning first semester coursework	Upon arrival or at least before semester registration deadline
	Register by One.UF (Student Service)	At assigned time – follow instructions found in One.UF (Student Service)
	Ph.D. students see Academic Assistant regarding policy to transfer of up to 30 credits from M.S. degree	First semester enrolled- see Academic Assistant 100, Bldg. 459

Select supervisory committee members and meet to approve Form 2 and research proposal	No later than midpoint of second semester (M.S./Ph.D.) – no later than midpoint of first semester if M.S. non-thesis
Apply for Florida State Residency (Only for eligible non-residence and naturalized citizens)	End of first year. This policy does not apply to international students

Ph.D. Qualifying Exam (written and oral)	Must be taken no later than two semesters prior to completion of the degree and by the end of the seventh semester .
Admission To Candidacy form	Academic Assistant will complete the form and must be signed by all supervisory committee members
Registration for Doctoral Research	ANS 7980 may not be taken until <i>after</i> Qualifying exam is passed
<i>Guide for Preparation of Thesis and Dissertation</i>	Obtain early and follow guidelines in planning and writing thesis/dissertation
Attend Electronic Thesis/Dissertation Workshops	Offered each semester – complete before final semester of graduation
Request For Graduation Check (graduate college office)	Semester <i>before</i> graduation
Complete college clearance procedures for graduation	Early during final semester - follow procedures outlined in handbook
<i>Degree Application</i>	By deadline for the semester of graduation – available in One.UF (Student Service)
Arrange defense date for dissertation or thesis final exam with Supervisory Committee members and notify Academic Assistant	15 business days prior to defense, provide Academic Assistant with title, date, time and room number
Complete <i>Report on Thesis or Dissertation And/Or Final Examination Form</i>	Have final exam signature page prepared before final exam so that it can be signed as appropriate. See Academic Assistant for form. It must be signed by all supervisory committee members and chair must be present during exam. Submit by deadline.

	Return all checked out items including keys	Before graduation – keys - Business Office
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VI. OTHER IMPORTANT UNIVERSITY WEBSITES

Academic Technology (formerly OIR):

<http://www.home.at.ufl.edu/>

Career Resources Center:

<http://www.crc.ufl.edu/>

College of Agricultural and Life Sciences:

<http://cals.ufl.edu>

Computer Requirements:

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

Counseling Services:

<http://www.counseling.ufl.edu/cwc>

Department of Animal Sciences:

<http://www.animal.ufl.edu/>

Division of Sponsored Research Proposal Development:

<http://research.ufl.edu/dsp.html>

Federal Funding Agencies:

<http://www.grants.gov/web/grants/applicants/applicant-resources/agencies-providing-grants.html>

Gates Foundation:

<http://www.gatesfoundation.org/>

GatorLink Account Setup:

<http://www.gatorlink.ufl.edu/>

Graduate School

<http://graduateschool.ufl.edu>

Graduate Assistants United:

Graduate Catalog:

Graduate Council Policy Manual Handbook

Graduate School

Graduate Student Council

Graduate Student Handbook

Research & Graduate Funding Opportunities

Guide for Preparing Theses and Dissertations:

International Student Handbook:

<https://internationalcenter.ufl.edu/>

Integrated Student Self-Service System (One.UF):

<https://one.ufl.edu/>

National Institutes of Health (NIH):

<http://www.nih.gov/>

National Science Foundation:

<http://www.nsf.gov/>

The Office of Graduate Diversity Initiatives:

<http://graduateschool.ufl.edu/about-us/offices/division-of-graduate-student-affairs-dgsa/graduate-diversity-initiatives-ogdi/ogdi-programs/>

Passenger Van Training/ License Check:

http://www.ehs.ufl.edu/programs/hazard_ergo/vanpol/

<http://gradschool.rgp.ufl.edu/students/financial-aid.html>

Student Financial Affairs:

<http://www.sfa.ufl.edu>

Student Health Center:

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

Students with Disabilities:

<http://www.dso.ufl.edu/drp/>

Teaching Center for TA Development

http://www.teachingcenter.ufl.edu/ta_development.html

University of Florida's Online Student Guide:

<https://dso.ufl.edu/?s=student+guide>

United States Department of Agriculture:

<http://www.usda.gov/wps/portal/usda/usdahome>

Animal Sciences Departmental Courses

- ANS 5312C: Applied Ruminant Reproductive Management
- ANS 5446: Animal Nutrition
- ANS 5935: Reproductive Biology Seminar and Research Studies
- ANS 6040: Concepts in Applied Ethology
- ANS 6288: Experimental Techniques and Analytical Procedures in Meat Research
- ANS 6313: Current Concepts in Reproductive Biology
- ANS 6314: Experimental Embryology
- ANS 6387: Genetic Analysis of Complex Traits in Livestock
- ANS 6447: Ruminant Nutrition
- ANS 6449: Vitamins
- ANS 6452: Principles of Forage Quality Evaluation
- ANS 6458: Advanced Methods in Nutrition Technology
- ANS 6636: Meat Technology
- ANS 6637: Quantitative Microbial Risk Assessment of Pathogens in Food Systems
- ANS 6702: Physiology of the Mammary Gland and Lactation
- ANS 6704: Mammalian Endocrinology
- ANS 6705: Muscle Physiology
- ANS 6707: Growth Physiology in Farm Animals
- ANS 6711: Current Topics in Equine Nutrition and Exercise Physiology
- ANS 6714: Current Topics in Microbial Physiology in Animals
- ANS 6715: Gastrointestinal and Feed Microbiology
- ANS 6716: Physiology in Farm Animals
- ANS 6718: Nutritional Physiology of Domestic Animals
- ANS 6723: Mineral Nutrition and Metabolism
- ANS 6750: Reproductive Physiology in Farm Animals
- ANS 6751: Physiology of Reproduction
- ANS 6767: Molecular Endocrinology
- ANS 6775: Essentials of Livestock Immunology

- ANS 6905: Problems in Animal Science
- ANS 6910: Supervised Research
- ANS 6932: Special Topics in Animal Science
- ANS 6933: Graduate Seminar in Animal Science
- ANS 6936: Graduate Seminar in Animal Molecular and Cell Biology
- ANS 6939: Animal Molecular and Cellular Biology Journal Colloquy
- ANS 6940: Supervised Teaching
- ANS 6942: Supervised Extension in the Animal Sciences
- ANS 6971: Research for Master's Thesis
- ANS 7979: Advanced Research
- ANS 7980: Research for Doctoral Dissertation
- PCB 6816: Thermal Physiology

Additional Courses for Major Credit in Animal Sciences

- AEB 5326: Agribusiness Financial Management
- AEB 6385: Management Strategies for Agribusiness Firms
- AEB 7182: Agricultural Risk Analysis and Decision Making
- FOS 5205: Current Issues in Food Safety and Sanitation
- FOS 5225C: Principles in Food Microbiology
- FOS 5437C: Food Product Development
- FOS 5732: Current Issues in Food Regulations
- FOS 5126C: Psychophysical Aspects of Foods
- FOS 6226C: Advanced Food Microbiology
- FOS 6315C: Advanced Food Chemistry
- FOS 6317C: Flavor Chemistry and Technology
- FOS 6355C: Instrumental Analysis and Separations
- FOS 6428C: Advanced Food Processing
- FOS 6455C: Industrial Food Fermentations
- HUN 5447: Nutrition and Immunity
- HUN 6245: Advanced Human Nutrition
- HUN 6301: Nutritional Aspects of Lipid Metabolism
- HUN 6305: Nutritional Aspects of Carbohydrates
- HUN 6321: Proteins and Amino Acids in Nutrition
- VME 5162C: Avian Diseases
- VME 5244: Physiology: Organ Systems

College of Agricultural and Life Sciences Courses

- ALS 5156: Agricultural Ecology Principles and Applications
- ALS 5364C: Molecular Techniques Laboratory
- ALS 5905: Individual Study
- ALS 5932: Special Topics
- ALS 6046: Grant Writing

- ALS 6921: Colloquium on Plant Pests of Regulatory Significance
- ALS 6925: Integrated Plant Medicine
- ALS 6930: Graduate Seminar
- ALS 6931: Plant Medicine Program Seminar
- ALS 6942: Principles of Plant Pest Risk Assessment and Management
- ALS 6943: Internship in Plant Pest Risk Assessment and Management
- BCH 5045: Graduate Survey of Biochemistry