



UNIVERSITY OF FLORIDA
DEPARTMENT OF ANIMAL SCIENCES

GRADUATE STUDENT ORIENTATION FALL 2017

DEPARTMENT OF ANIMAL SCIENCES

CONTACT NUMBERS

- **Dr. Geoffrey Dahl, Department Chair**
Phone Number: 392-1981
Room 100, Bldg. 499, Main Office
gdahl@ufl.edu
- **Dr. Raluca Mateescu, Graduate Program Director**
Phone Number: 392-2367
Room 100-B, Bldg. 459, Office of Academic Support Services
raluca@ufl.edu
- **Ms. Renee Parks-James, Graduate Program Advisor**
Phone Number: 392-5615
Room 100-D, Bldg. 459, Office of Academic Support Services
rpj@ufl.edu

COLLEGE OF AGRICULTURAL AND LIFE SCIENCES (CALS) - CONTACT NUMBERS

➤ **Dr. Elaine Turner, Dean (CALS)**

Phone Number: 392-1961

2001 McCarty Hall

eturner@ufl.edu

➤ **Dr. Joel Brendemuhl, Associate Dean/CALS**

Phone Number: 392-1963

2002 McCarty Hall

brendj@ufl.edu

➤ **Dr. Allen Wysocki, Associate Dean/CALS**

Phone number: 392-1963

2002 McCarty Hall

wysocki@ufl.edu

➤ **Mr. Matthew Brannan, Program Assistant**

Phone Number: 392-1965

brannanm@ufl.edu

SUPERVISORY COMMITTEE (SC) FORM

- Should be submitted by the
 - a) midpoint of the 1st semester for MS non-thesis
 - b) midpoint of the 2nd semester for MS thesis and PhD.
- Changes to the SC form must be submitted to Renee before the midpoint of the term in which you graduate
- SC members that are not UF Graduate Faculty need a special appointment. See Renee for further information.
- SC form is available on the T drive

SUPERVISORY COMMITTEE COMPOSITION

- **MS non-thesis** **2 faculty members**
- **MS thesis** **3 faculty members**
- **PhD** **4 faculty members
including an external
member**

PROGRAM OF STUDY FORM (FORM 2)

Outlines the courses you intend to take.

Same deadlines as the supervisory committee form.

Form 2 is available on our departmental web page.

Click on “[Graduate program info](#)” and “[Graduate forms](#)” or on the ‘T’ drive and “[Graduate forms](#)”.

For courses that can be counted in the major go to the online Graduate catalog’ at

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

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

FRIENDLY NOTICE

➤ NOTE:

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

OTHER FORMS

➤ Admission to Candidacy form

Used by PhD students during their qualifying exam.

➤ Final Defense/Final Examination form

Required of all thesis/dissertation students.

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

OTHER FORMS

➤ Drop/Add form

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

➤ Transfer of Graduate Credit

- Must be approved by your supervisory committee.
- See Renee for specific details and for help with completing the form.

DEGREE REQUIREMENTS

➤ MS non thesis

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

➤ MS thesis

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

➤ PhD

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

GRADUATE STUDENT EXPECTATIONS

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

PHD STUDENT EXPECTATIONS

Do the following at least once during your program

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

MS (THESIS) STUDENT EXPECTATIONS

Do the following at least once during your program

- Present an abstract at a national /international meeting
- Participate in a journal club or take a course with journal discussions
- Serve as the TA for at least one course

MS (NON-THESIS) STUDENT EXPECTATIONS

Do the following at least once during your program

- Serve as the TA for at least one course

MINIMUM REGISTRATION

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

E.g. 6 hours in summer C or 3 hours in
summer A and 3 hours in summer B

MINIMUM REGISTRATION IN YOUR FINAL SEMESTER

➤ In the semester you graduate, you must register for

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

ANIMAL EXPERIMENTATION

➤ Prerequisites:

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

GRADUATION REQUIREMENTS

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

¹ Electronic thesis and dissertation

THESIS SUBMISSION

➤ Electronic Thesis and Dissertation (ETD)

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

For more information, go to :

<http://graduateschool.ufl.edu/graduation/thesis-and-dissertation>

or contact

Stacy Wallace, beloved@ufl.edu

Graduate School Editorial Office – 392-1282

TRAVEL GRANTS

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

For more details, go to

1. <http://www.cals.ufl.edu> (click on 'current students', 'Scholarships and Awards', 'Graduate Scholarships, Awards and Travel Grants' 'Click here'.

2. <http://graduateschool.ufl.edu>
Click on 'travel funding'

FLORIDA RESIDENCY

- All domestic students are strongly encouraged to apply for Florida residency.
- Why?
 - It saves whoever is paying your fees money on out-of-state fees.
 - If an eligible student does not change residency, the department or major professor becomes responsible for paying the tuition.
- For more information go to:
<http://www.admissions.ufl.edu/residency.html>

INTERNATIONAL STUDENTS

- Information concerning visa status, travel, etc. can be found at:

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

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

GATORLINK ACCOUNT

- **Make sure you establish a Gatorlink account.**
 - **The Graduate School will communicate with you through your Gatorlink account.**
 - **To set up your account go to:**
www.gatorlink.ufl.edu
- **Make sure you have a **ufl.edu** e-mail account. If you don't, see Kim Bandyk in room 231H/ bldg. 459.**
- **Check your mailboxes on a regular basis.**

ANS GRADUATE RESEARCH SYMPOSIUM

- **ANS UF-FAMU** Graduate Research Symposium, Oct 13-14, 2017, St Augustine FL
- **2016: 23** Faculty, **61** Graduate Students, **4** Undergraduate Students, **6** Research visitors
- **2016: 32** Oral presentations, **20** Poster Presentations



IMPORTANT CONTACTS

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

INFORMATION SOURCES

- **UF Graduate Catalog**

Available at: <http://gradcatalog.ufl.edu/>

- **Critical Dates**

Go to the graduate catalog and click on '[Academic calendar](#)'

- **Schedule of Courses**

<http://www.registrar.ufl.edu/soc/>. Click on 'course listings'

- **UF Graduate Student Handbook**

<http://graduateschool.ufl.edu/files/handbook.pdf>

- **Animal Sciences Graduate Student Handbook**

<http://www.animal.ufl.edu/students/graduate/index.shtml>

REMEMBER

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



QUESTIONS?