Doctor of Philosophy, Master of Science, Graduate Certificates

Research specializations include:
  Agroecology
  Crop Physiology, Nutrition & Management
  Forage Nutrition & Management
  Plant Breeding - Genetics & Genomics
  Statistical Methods
  Weed Science & Ecology - Terrestrial & Aquatic

Updated for 2017 Fall Orientation
OFFERINGS IN AGRONOMY

Doctor of Philosophy

Master of Science
  Thesis
  Non-thesis

Concentration options
  Ph.D.  *Global Systems Agroecology*  *(Campus Residency)*
  M.S.  *Agroecology*  (Thesis or Non-thesis, 100% Distance or Campus Residency)
  Ph.D. or M.S.  
    *Geographic Information Systems*
    *Tropical Conservation Development*

Graduate Certificates
  *Sustainable Agroecosystems*
  *Global Agroecology*

A separate handbook listing departmental requirements of the Agroecology curriculum and fulfillment of the degrees with associative concentrations is available at:
  http://uf-agroecology.com/students/student-handbooks/
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*Updated for Fall 2017 Orientation*

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## CONSENTS (Photo/Emergency Contact)
Agronomy Department: http://agronomy.ifas.ufl.edu
Graduate Courses and Student Forms:
http://agronomy.ifas.ufl.edu/students/

Facebook: https://www.facebook.com/UFAgr

Agronomy Graduate Student Organization (AGSA)
Facebook page: https://www.facebook.com/agsa.agronomygrads

Agroecology at UF: http://uf-agroecology.com/
Collaboration between the Agronomy and Soil and Water Sciences Departments for concentrations or certificates:
http://uf-agroecology.com/programs-offered/

Concentrations offered:
Agroecology (M.S.)
Global Systems Agroecology (Ph.D.)

Graduate Certificates offered:
Sustainable Agroecosystems
Global Agroecology

A separate handbook listing departmental requirements of the Agroecology curriculum is available at:
http://uf-agroecology.com/students/student-handbooks/

Graduate Certificates: http://uf-agroecology.com/students/certificate-programs/

Center for Aquatic and Invasive Plants:
http://plants.ifas.ufl.edu/

Plant Science Council: www.ufplants.org (Student club)

GETTING STARTED . . .
ONE.UF Your hub for clearing holds, registering, ordering transcripts, and more!

IT Support: http://helpdesk.ufl.edu

International Center: www.ufic.ufl.edu
Immigration; VISA I-20; Research Abroad
MEDEX Required Insurance for traveling abroad on official business; International Student Awards
UFIC International Student Handbook:
https://www.ufic.ufl.edu/iss/handbook.html
UF Admissions: Hand carry academic credentials to 201 Criser Hall
SPEAK Test (TA prerequisite)
Scholarly Writing (English academic writing skills)

Gatorlink - UF email (required)
http://helpdesk.ufl.edu/self-help/

Graduate Assistants:
GatorGradCare insurance http://www.hr.ufl.edu/benefits/gatorgradcare/default.asp


Florida Residency Re-classification required for US citizens:
www.admissions.ufl.edu/residency/index.html

HR Contact: Refer to Letter of Appointment

UF Grad Council Travel Grants www.ufgsc.org

UF Graduate School: www.graduateschool.ufl.edu
Life cycle of the student from admission through to graduation: Application; Funding Awards; Orientation;
UF Editorial Procedures; Graduate Catalog;
Graduate School Academic Calendar of Deadlines

College of Agriculture and Life Sciences:
www.cals.ufl.edu
CALS Travel Grant: http://www.cals.ufl.edu/current_students/travel_grants.shtml

See p. 32 for more Travel Grants & scholarships!

IFAS Communications www.ifas.ufl.edu
Publish for Extension http://ics.ifas.ufl.edu/training.shtml
Schedule a Professional Photo Sitting

University of Florida: www.ufl.edu
Use the search engine within this website to find nearly anything in the UF system.

UF Athletics: www.gatorzone.com

Career Resource Center: http://www.crc.ufl.edu/

UF Registrar Hub: http://www.registrar.ufl.edu/hubstudents.html
Forms (e.g., University Petition); Residency Reclassification Form; Exam Schedules; Academic Calendar

U Matter We Care: http://www.umatter.ufl.edu/

UF Police Depart. Safety Services - Main Campus
Walking escorts (352) 392-1111, “SNAP” 392-7627 evening
This publication provides most procedures to be followed in the course of fulfilling departmental requirements towards a major in Agronomy for completion of the M.S and Ph.D. degree. The procedures described herein replicate or are in addition requirements of the UF Graduate School.

The life-cycle of a student is a collaboration between the UF Graduate School and each academic unit that manages each degree attribute of the student. Variations to one’s major in Agronomy might include degree attributes such as: Dual major, Minors, Concentration, and Certificates. The student is responsible to comply with the requirements of each degree attribute, as well as the Graduate School. Students should become familiar with portions of the Graduate School Catalog (available on-line at http://graduateschool.ufl.edu/academics/graduate-catalog) and other documents relative to degree attributes.

Compliance with appropriate deadlines is the responsibility of each student.

Graduate Degrees In Agronomy

Many students choose a career in Agronomy because of a desire to help others improve the quality of their lives. Graduates of the Agronomy Department have contributed to the well being of people around the world, and they are today's leaders in agricultural science and technology, education, and policy making. Graduate classes offered in Agronomy and related disciplines provide the foundation for the M.S. non-thesis degree and support the research focus of the M.S. Thesis and Ph.D. degrees. Agronomy faculty are internationally recognized as authorities in their disciplines and maintain active graduate education and research programs. The graduate programs emphasize the development and subsequent application of basic principles in each specialization to agronomic plants in Florida and throughout the world.

Tropical agronomy is given special emphasis in research and graduate programs. When compatible with a student's program and permitted by prevailing circumstances, some thesis and dissertation research may be conducted wholly or in part in other countries.

Research areas include:

- Agroecology
- Forage Nutrition & Management
- Plant Breeding - Genetics & Genomics
- Plant Physiology and Crop Management
- Statistical Methods
- Weed Science & Ecology - Terrestrial & Aquatic

Undergraduate Coursework Foundation

Candidates for a graduate degree should have a bachelor's degree in agriculture or possess a bachelor's degree with a biological or physical science background and have a basic understanding of agronomic principles and practices. In addition, the general composition of undergraduate course work should be suitable for the proposed area of major study. Satisfactory preparation for graduate study in Agronomy should include a comprehensive two semester biology/botany sequence, two semesters of general chemistry with laboratory, organic chemistry with laboratory, a physics course, a statistics course, and appropriate course work in Agronomy and related disciplines. Undergraduate course work in these areas may be required during the first year of graduate study if deficiencies exist.
Minimum Grades and 3.0 GPA for each Degree Attribute

- **Cumulative 3.0 GPA** within each degree attribute is required throughout the duration of the graduate program. *Failure to maintain an overall 3.0 will be cause for dismissal. Refer to “Academic Progress” page 10.*

- **Grades “C” or higher** are “passing” grades; graduate courses with earned grades below “C” (or “U” grades) are failing grades and require a petition memo from the supervisory committee.

- **Graduate Assistantship** continuance is contingent on performing employment duties as well as maintaining a 3.0 GPA. The policy is petition-able for one semester only. Refer to the UF-GAU Bargaining Agreement for comprehensive policy on Graduate Assistants.

- **Incomplete (I) grades** become a failing grade if not changed to an earned grade in the subsequent term. Continuance is at the discretion of the supervisory committee and graduate coordinator.

**Conditionally-admitted Students - First Term Requirements**

Courses determined by the Faculty Sponsor and Graduate Coordinator must be completed successfully, and the student must achieve an overall GPA of 3.0 or higher.

- “Scholarly Writing” 6-week course will be required if the student failed to meet standards of proficiency in English. This course is not-for-credit, is not covered by a tuition waiver, and costs $350. Comprehensive details: http://www.eli.ufl.edu/programs/AcademicWrittenEnglish.html

The Graduate Coordinator and the Faculty Sponsor will determine if Scholarly Writing is necessary for the student’s first term. Incoming students who scored less than 140 on the GRE verbal, 6 on the IELTS, 77 on the MELAB, 213 on the computer TOEFL, 80 on the Internet TOEFL or 550 on the paper TOEFL are required to take the screening test, offered the a few preceding the first day of class.

**Teaching Assistant (TA)**

Required online trainings for all TAs include “Preventing Harassment” and “FERPA.” Both are accessible via MY UFL/Self Service/My Training portal. The week prior to fall term there are two optional trainings: the *College of Agricultural and Life Sciences* offers an annual workshop for Instructors and TAs; the Graduate School conducts a TA orientation applicable for those with lecturing duties or on a Graduate Teaching Appointment.

Foreign Nationals assigned duties as Teaching Assistants (TA) may be required to take the SPEAK Test to comply with Florida State laws. Compliance policy, test dates and registration are here: http://ase.ufl.edu/.

Registration in AGR 6940 *Supervised Teaching* is applicable in the term the duties are performed or a future term, and is usually 1 credit hour. AGR 6940 maximum registration in the degree program is a total of 5 credits. Appropriate faculty supervision is essential. Contact the Academic Program Specialist for registration.

**Student Orientation Mandatory Attendance**

Incoming students receive this booklet at the department’s required orientation. In addition, UF offers an online overview for all in-coming students. The UF Graduate School provides orientation you are required to attend in person or view an archived session online. For upcoming dates, times, and registration, or to view an archived session, visit: http://www.graduateschool.ufl.edu/admissions/orientation/.

Students starting an online degree in the Agronomy major are required to view the Agroecology online orientation. Optionally, they are encouraged to attend via video conference the “live” department session. Agroecology supplemental handbook: http://uf-agroecology.com/students/student-handbooks/.
The University of Florida operates on a semester system consisting of two 16-week semesters (Fall and Spring) and two 6-week summer terms (Summer A and B). Students register each semester at specific periods designated by the Registrar's Office (usually Nov 1 for Spring and March 20 for Summer and Fall). Each student should consult their major professor prior to the designated registration time to select and obtain approval for courses to be taken during the ensuing semester. In the Schedule of Courses, a course number, as well as a section number will define a class. If the word “DEPT” appears in the field where a section number would typically display, then that course is “departmentally controlled.” The student should contact the Academic Program Specialist (352) 294-1586 in the Agronomy Department to register for a departmentally controlled course that Agronomy offers, or the academic unit that offers the departmentally-controlled class.

Any graduate student who is utilizing university facilities and/or faculty time must register for an appropriate course load. Letter of Appointment, Letter of Offer for admission, Financial Aid, EEP, State Waivers, Government Scholarships might dictate registration minimums, lapses, and maximums. At UF, registration definitions are:

- **Full time enrollment**: 9-12 credits fall/spring, and 6-8 credits summer
- **Part-time enrollment**: 3 credits (fall or spring) and 2 credits summer
- **Semester Lapse**: Permitted if registered in two previous terms, and if funding source approves

**Part-time student status is prearranged during the application process**, with the letter of offer clarifying such. Moving from full-time to part-time status requires approval of the Graduate Coordinator.

**Students are fee liable for tuition.** For those with tuition waivers or scholarships, it is the student's responsibility to determine the amount owed and to pay all fees other than the tuition. If the student pays his/her portion after deadlines, then the student is responsible to pay any assigned late fee. The Graduate Assistants’ fees are deferred until late in the given semester (Fall - early November, Spring - mid-March, and Summer C/mid-July). Tuition waivers are processed after Add/Drop.

Resources:  
UF Bursar critical deadlines: [http://www.fa.ufl.edu/bursar/critical-dates/](http://www.fa.ufl.edu/bursar/critical-dates/)  

<table>
<thead>
<tr>
<th>Credit Load</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall/Spring Term</td>
</tr>
<tr>
<td>Full-Time Graduate Students</td>
</tr>
<tr>
<td>Not on Appointments</td>
</tr>
<tr>
<td>Assistants on .01 - .24 FTE and/or Fellows</td>
</tr>
<tr>
<td>Assistants on .25 -.74 FTE</td>
</tr>
<tr>
<td>Assistants on .75 - .99 FTE</td>
</tr>
<tr>
<td>Assistants on 1.0 FTE</td>
</tr>
<tr>
<td>International Students</td>
</tr>
<tr>
<td>Part Time Students</td>
</tr>
</tbody>
</table>
Letter of Appointment

Most graduate students receive financial support from sources other than their own funds. Some graduate assistantships are funded directly by the department. However, most students are supported by extramural funding. Assistantship responsibilities will be outlined for each student in a Letter of Appointment provided by the Graduate Coordinator.

The Graduate Coordinator and Sponsoring Faculty initiate the Letter of Appointment after the UF Admissions Department has formally allowed admission of the student. A Letter of Appointment allows the tuition fee to be waived. Students are financially responsible for all other fees, textbooks, and course material and supply fees associated with the credit hour registration per term.

Payroll/Human Resources

*With an appointment, the student enters into an employee-employer relationship with the University.* Sick leave is to be reported via MY.UFL Time Reporting mechanism. As stated in the UF-GAU Bargaining Agreement, an Assistant is permitted five (5) sick days per semester.

Students on a Graduate Assistantship through the Agronomy Department will be contacted by the Shared Service Center to schedule an appointment to become set-up on payroll. International Students will need to be in the U.S. ten days to qualify to obtain a Social Security Card. Once the S.S. card is secured, the International Student may come to the Shared Service Center to complete pay-roll forms. The tuition waiver cannot be inserted until the student’s pay-roll is set-up. Consequently, the UF system does not recognize that fees are deferred and the system will automatically assess $100 late payment fee if a portion of the student activity fees are not paid by the Bursar’s first payment deadline (usually the second week in the term). It is recommended that one pay a small amount towards fees due to avoid the inconvenience of the petition process required to request waiving the late fee.

Each student receiving remuneration in any form or amount through the University is expected to keep his/her major professor informed at all times of his/her availability and is expected to depart from the Gainesville vicinity only after approval by the major professor.

Research Registration in Final Term

All students must register for a minimum of 3 credits (2 if in summer) of either AGR 6971 *Research for Master’s Thesis* or AGR 7980 *Research for Doctoral Dissertation* as appropriate during the semester in which degree completion is expected. Non-thesis student must register for something on the Program of Study, and typically the registration is AGR 6905 - the course associated with the individual project.

Registration in either AGR 6971 *Research for Master’s Thesis* or AGR 7980 *Research for Doctoral Dissertation* is limited to a maximum of 12 credits in any one semester. Registration in AGR 7980 *Research for Doctoral Dissertation* is not permissible prior to the semester in which the qualifying examination is scheduled and subsequent application for admission to candidacy for the Ph.D. degree is filed. Doctoral students should register for AGR 7979 *Advanced Research* when appropriate prior to the semester of their qualifying exam.

If in doubt on your proper registration, refer to your letter of appointment or program of study. Registration questions may also be directed to the Agronomy Academic Program Specialist.

*To register any term for research hours, supervised teaching or individual studies, use the qualtrics survey link: [https://ufl.qualtrics.com/jfe/form/SV_8BKzo7N6yyvHtU4B](https://ufl.qualtrics.com/jfe/form/SV_8BKzo7N6yyvHtU4B)*
### Graduate Courses Charged per Student Credit Hour

<table>
<thead>
<tr>
<th>Description</th>
<th>Academic Year Fall 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Resident Tuition</strong></td>
<td>$448.73</td>
</tr>
<tr>
<td>* Capital Improvement Trust Fund</td>
<td>$6.76</td>
</tr>
<tr>
<td>* Student Financial Aid</td>
<td>$22.43</td>
</tr>
<tr>
<td>* Technology</td>
<td>$6.56</td>
</tr>
<tr>
<td>* Activity and Service Fee</td>
<td>$19.06</td>
</tr>
<tr>
<td>* Athletic Fee</td>
<td>$1.90</td>
</tr>
<tr>
<td>* ^Health Fee</td>
<td>$15.81</td>
</tr>
<tr>
<td>* ^Transportation Fee</td>
<td>$9.44</td>
</tr>
<tr>
<td><strong>Total Florida Resident Rate Per Credit Hour</strong></td>
<td>$530.69</td>
</tr>
<tr>
<td><strong>Non-Resident Fee</strong></td>
<td>$690.21</td>
</tr>
<tr>
<td><strong>Non-Resident Student Financial Aid</strong></td>
<td>$34.51</td>
</tr>
<tr>
<td><strong>Non-Resident Tuition &amp; Fees Per Credit Hour</strong></td>
<td>$1,255.41</td>
</tr>
</tbody>
</table>

* Fees Per Credit Hour for Assistants on Main Campus after Tuition Waiver

^ Fees removed for Assistants at RECs, depending upon codes associated with registration

UF tuition waiver for Students on Assistantship

* Gainesville/Main Campus $81.96
  Multiply by credit hours (9) and you owe
  $737.64 fall/spring; $491.76 summer

^ Research & Education Centers $56.71
  Multiply by credit hours (9) and you owe
  $510.39 fall/spring; $340.26 summer

$448.73 per credit hour
  Multiplied by 9 credits $4,038.57 (f/sp)
  Multiplied by 6 credits $2,692.38 (sum)

The above amounts are provided as a convenience, and should not be used as a student’s definitive calculation of fees due. Students admitted in Spring or Summer use the previous “Fall” Fee Tier.

UF Bursar provides a link to help you assess your fees: http://www.fa.ufl.edu/bursar/current-students/

Bursar’s deadline: http://www.fa.ufl.edu/bursar/critical-dates/

For Fall 2017 term, the Bursar’s deadline is Sept. 1 at 11:59 pm for online; 3:30 pm for drop box.

Every student receives an email from this office with this deadline date. A Graduate Assistant, whose hire has completed the hire pathway, will have a deferred fee deadline usually a week prior to withdrawal deadline. If your payroll is not in the UF system by Add/Drop, students are advised to pay something towards the bill to prevent $100 late payment fee, forced withdrawal, and inconvenience of petition process.

For Fall 2017 term, the deferred deadline for Graduate Assistants is Nov. 3.
Academic Progress
Satisfactory academic progress (or standing) of any graduate student at any time requires a minimum cumulative grade point average (GPA) of 3.0. Progress is unsatisfactory for any student whose cumulative GPA is less than 3.0. Grades below “C”, to include “U”, are failing grades. No student with unsatisfactory standing may be admitted to candidacy nor awarded any advanced degree. Therefore, graduate students in Agronomy will be placed on probation whenever their GPA drops below 3.0 and barred from registration if their cumulative GPA is not raised above 3.0 after one semester probation. No student on probation should receive an “Incomplete” (I) grade. The student may appeal to the Department Graduate Committee if extenuating circumstances contributed to the unsatisfactory academic progress.

Time Limitations
All work counted towards a Master's degree or Graduate Certificate must be completed during the seven years immediately preceding the date on which the degree is to be awarded. All work for the Doctorate's degree must be completed within five calendar years after the qualifying examination. Graduate students are generally expected to complete requirements and receive these respective degrees in considerably shorter periods of time than allowed in these limitations.

Graduate Seminar and AGR 6933 Registration
All Agronomy graduate students are required to present an exit seminar to their Supervisory Committee describing the thesis, dissertation, or non-thesis project. The presentation should be an oral report of the written analysis paper submitted by the student as part of the degree program (non-thesis students) or a report on the thesis or dissertation research (M.S. thesis or Ph.D. dissertation programs, respectively). Exit seminars are announced to Agronomy faculty, graduate students and post-docs with the invitation for them to attend. Provide examination details at least two weeks prior to oral exam to Agronomy’s Academic Program Specialist. Students are required to register for AGR 6933 Agronomy Graduate Seminar in the semester an Exit Seminar is given. A grade for the seminar will be assigned by the graduate adviser.

Rooms in McCarty Hall for Agronomy Graduate Students
- Agronomy Administrative Offices - McCarty B room 3105 (Contact to reserve Conference Rooms and Departmental vans; reserve office for TAs to proctor exams or meet students. See back page for contacts.)
- Graduate Student Room and Study Area - McCarty B room 2103 - Graduate student room and study area solely for use by currently enrolled graduate students in the Agronomy Department. Beverages and food are not permitted. Limited storage for personal belongings while a student is in the room. Items may not be left in the room. If you are doing group work, then reserve the mini-conference room or go to MCCD 2022. To enter the room, you must have a four-digit pass code (provided at orientation).
- Agronomy Conference Room with IT equipment- McCarty B room 2108 - Reserve for video-conference meetings, presentations, exit seminars, and final exams. Comfortably seats 16.
- Agronomy Mini Conference Room - McCarty B room 2107 - appropriate for committee meetings, lab meetings, working groups. Not appropriate for TAs to meet students. IT equipment is not provided. Comfortably seats 8 and room for extra chairs.
- Agronomy Commons Breakroom - McCarty B room 3123 - A refrigerator, microwave, tea/coffee maker, and eating table are provided for Agronomy personnel and students to take breaks and enjoy community. Please review posted rules for use of this space.

CALS-owned Rooms:
- Computer Classroom—McCarty B 3086 if not occupied with a class, then it may be used for study.
- Collaboration Room - McCarty D room 2022 - From 8am - 5pm it’s available to all CALS students as a break room for conversation, eating, study, club meetings, etc. Has table and chairs to seat 45 people and a kitchen. It may be reserved for Student Club meetings thru CALS main office for day or evening.
Every Student will be evaluated after the First Term and thereafter, every Spring

After your first term grades, complete the information at the top of the evaluation form (see sample below), and forward it to your Committee Chair. The chair will complete the evaluation form, discuss it with you, and the two of you will sign it. Distribute it to remaining committee members for their signatures. Once everyone has signed it, submit the form to the Academic Program Specialist in McCarty Hall B, room 3105. If you do not yet have a committee appointed, then your major professor will be the only signature on the form. Agroecology supplemental handbook provides a similar form for students in that curriculum track to use.

This form is on the Agronomy website here: http://agronomy.ifas.ufl.edu/graduate-programs/#prospectgrad

<table>
<thead>
<tr>
<th>Supervisory Committee Names</th>
<th>Supervisory Committee Signatures</th>
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</thead>
<tbody>
<tr>
<td>Name: ________________ UF ID:______________</td>
<td>Date</td>
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<tr>
<td>Begin date:____________ End Date____________</td>
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<tr>
<th>Low</th>
<th>1</th>
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<th>4</th>
<th>5</th>
<th>N/A</th>
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<tbody>
<tr>
<td>Student proficiency in classroom academics</td>
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<td>Student awareness of current literature</td>
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<tr>
<td>Student proficiency in conducting research</td>
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<tr>
<td>Student proficiency in instruction</td>
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<tr>
<td>Performs teaching responsibilities in a timely and competent manner</td>
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<tr>
<td>Accomplishes thesis/dissertation research in a scientific and innovative manner with minimal supervision</td>
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<tr>
<td>Completes other research responsibilities assigned by supervisor on a timely basis</td>
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<td>Complies with work schedule established by supervisor</td>
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<td>Adheres to departmental and University requirements regarding deadlines for submission of forms related to registration and academic progress</td>
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<td>Overall work performance</td>
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The signature of the graduate student does not mean that he/she agrees with the evaluation, but means only that he/she has seen the evaluation.

Student’s Name/Date:________________________________________________________

Return completed form (including all applicable committee signatures) to the Academic Program Specialist in MCCB 3105.
Responsibilities

→ The graduate program for all students is organized by one’s Supervisory Committee.

→ The Graduate Adviser serves as the Chair of the Student’s Supervisory Committee. If the adviser is at an REC and the student will spend considerable time on the main campus, then there may be advantages to appointing a Co-chair from the Gainesville Faculty to assist the student while a resident on the main campus.

→ The Committee is responsible for approval of course work and provides guidance and review of the student’s professional development and research project.

→ The Supervisory Committee has primary responsibility for the overall quality of the degree program.

→ The Graduate Adviser assures that adequate resources are available for the student to complete the proposed research project within the allotted time.

→ The Graduate Adviser confirms student compliance with departmental requirements by periodically reviewing the Program of Study (Form 2) with the student.

→ The Graduate Adviser mentors each Ph.D. student to create an Individual Development Plan by end of first year, and oversees progressive modifications.

→ The Graduate Adviser completes an annual academic evaluation for each student and the student presents it to his/her Supervisory Committee for review and authorization.

The UF Graduate School and Agronomy expect the student’s Supervisory Committee to display in “GIMS” as soon as possible and no later than the end of the second term or after 12 credit hours, whichever comes first.

Individual Development Plan (Ph.D. students only) signature page is due in the Department’s student’s file and in GIMS by the end of the student’s first year.

Certificates and Concentrations: Compliance oversight for degree attributes, that add to the Agronomy major is the responsibility of the student. In most circumstances a committee member associated with a specific certificate or concentration is not required. Some exceptions apply.
Committee Appointment Process

*Committee Appointment Process*

*During a student’s first term*, the major professor and student confer to select a minor field of study (if applicable) and to select other members to form a Supervisory Committee. They use this departmental criteria to communicate the proposed committee to the Graduate Coordinator.

Minimum requirement for committee members:

**M.S. Non-thesis**
- Chair from Agronomy
- Second Member - any UF Faculty (to include a Minor representative)
  
  Agroecology Concentration requires a second member from Soil and Water Sciences Dept. and a third member (wild-card) who may be UF Faculty or a Special Member.

**M.S. Thesis**
- Chair from Agronomy
- Second Member - any UF Faculty or a representative for a Minor or Concentration
- Third Member assigned as “Department Representative” by Agronomy

  Agroecology Concentration requires a second member from Agronomy and a third member from Soil and Water Sciences Dept.

**Ph.D.**
- Chair from Agronomy
- Second Member from Agronomy
- Third Member - assigned as “Department Representative” by Agronomy
- External Member - UF Graduate Faculty not in Agronomy

1.) *Recruit UF Faculty to serve on the Committee*

2.) *Submit proposed list via email* lesollen@ufl.edu *(Graduate Coordinator)*

   Include in that email the completed “Committee Appointment” form on Agronomy’s website or: Student’s Name, Degree, Major, Degree Attributes (minors, concentration certificates), and...
   
   ...A few sentences about your research proposal
   
   ...Names and Roles of Committee Members
   
   ...Student may suggest/recommend a Department Member

3.) *Department Member* is appointed by Agronomy Department’s Chair

4.) *Approval or Return for Corrections*

   (Program Director of Agroecology approves that Concentration and SWS Member)

5.) *GIMS insertion via Academic Program Assistant; student may proofread via ONE.UF*

6.) *Committee accrues “Teaching Credit” when student registration includes research hours.*

Non-UF Faculty may serve in a Special Member role on a Committee by the four-level petition process.
Additional definitions and duties of the supervisory committee are within the UF Graduate Catalog.

Committee Chairperson: The major professor serves as committee chairperson and must be a member of the UF Graduate Faculty. The major professor has the primary responsibility of ensuring compliance with pertinent university regulations during all phases of the student’s graduate program. One or two minor fields of study may be chosen.

Committee Co-Chair: Under justifying circumstances, a co-chair for any Supervisory Committee may be appointed to assume the responsibility for detailed supervision of a particular portion of the student’s program. Co-chairs with Agronomy Faculty status are permitted to substitute for the Chair at exams.

Students at a UF campus different from the Chair are advised to consider a Co-chair at his/her campus of residency.

Department-Appointed Member: For both M.S. Thesis and Ph.D. students, one member of the supervisory committee will be selected by the Graduate Coordinator in consultation with the Department Chairman. Students and Chairs may recommend a Department Member.

Agroecology SWS Member: Agroecology curriculum is interdisciplinary with the Soil and Water Sciences Department (SWS) and a UF Faculty Member of the SWS Department is required to serve on the M.S. Thesis or Non-thesis committee. Refer to Agroecology Graduate Student Handbook.

Minor Representative: For each minor selected, one UF Graduate Faculty member representing the student’s minor must be appointed. Faculty holding joint, affiliate, courtesy, or adjunct appointments in the Agronomy Department cannot serve as a Minor Representative role.

External Member: Ph.D. committees must have a UF Graduate Faculty from a different educational discipline, with no ties to the home academic unit. This member represents the interests of the Graduate School and UF, knows Graduate Council policies, and serves as an advocate for the student at doctoral committee activities. Faculty holding joint, affiliate, courtesy, or adjunct appointments in the Agronomy Department cannot serve in an External Member role.

Non-UF Faculty Member: Individuals without UF Graduate Faculty status may serve on a student’s committee as a “Special Member” through the special appointment process if his/her specific expertise contributes to the graduate student’s program of study. The process is this: Chair submits the resume and justification for inclusion on the committee to the Graduate Coordinator to initiate the approval process. Once approved at the department level, the Special Member needs to acquire a UFID from UF. The Academic Program Specialist inserts the data in GIMS, and the Graduate School makes a final decision of inclusion.

Research Proposal (M.S. Thesis and Ph.D. students): A written research proposal must be submitted to the Supervisory Committee before the committee meeting convenes to discuss the research program. This proposal should be considered in developing the proposed program of courses and should become a permanent part of the student’s record. Students should submit a copy of one’s research proposal to 3015 McCarty Hall B (or email: chight@ufl.edu) for placement in one’s student file.
The Supervisory Committee is responsible to help the student as needed and:

- Conduct the qualifying examination if appropriate
- Initiate the application for admission to candidacy for Ph.D. students
- Supervise the research and preparation of the thesis or dissertation
- Review the student’s analysis paper if required
- Administer and determine passage of the Comprehensive Written Exam if required
- Conduct the Final Examination

Program of Study (Form 2)

The committee should meet when appointed in order to develop the list of courses for the student’s Program of Study (Form 2) and to review the research proposal.

The courses selected should be listed on the Program of Study form and grouped into categories of Major, Other attributes (Minor, Concentration, Certificate) and Foundation and Supporting Work. Courses are limited to graduate level (5000 and above) Agronomy courses for the Agronomy major or others specifically approved for this purpose. (A list of Agronomy courses is found in this handbook, on Agronomy’s websites, and in the Graduate Catalog.) Courses for satisfying major, minors, concentration, or certificates must be numbered 5000 and above. Undergraduate courses must receive approval from the Supervisory Committee and might be applicable for prerequisite or language requirements associated with research needs.

Obtain form here: http://agronomy.ifas.ufl.edu/students/#forms

Include on the form courses required by the Supervisory Committee, courses that fulfill degree attributes (the major and/or minor, certificate, or concentration) and credit hour requirements (30 for the M.S. and 90 post-B.S. for the Ph.D.). Additional courses can be taken without modification of the Form 2, but if courses listed on the Form 2 are to be deleted or substituted this requires committee approval and written notification to the Graduate Coordinator. (Dual degree or dual majors have additional paperwork. Contact the Agronomy academic office.)

From a practical perspective it is generally a good idea to have at least 3 credits more than the minimum on the form to provide a buffer should it become impossible to take one of the listed courses.

Deadline

The Program of Study (authorized by the Supervisory Committee) must be submitted to the Graduate Coordinator for the student’s file during the second term of residency. The student will not be allowed to register in the third term without having a signed Program of Study on file.

Students may email the signed program of study to chight@ufl.edu for insertion in his/her student file.
Process of the Program of Study
a. The student and major professor agree on a list of courses to fulfill degree requirements.

b. The student should list courses on Agronomy’s template [http://agronomy.ifas.ufl.edu/students/#forms](http://agronomy.ifas.ufl.edu/students/#forms) and submit this draft to the Graduate Coordinator for proofreading.

c. This proposed Program of Study is presented to the Supervisory Committee for its consideration at a meeting of the Supervisory Committee.

d. The program of study is revised according to the wishes of the Supervisory Committee, and this revised version is submitted to the Graduate Coordinator for review.

e. Upon completion of this review it is returned for suggested modification or request to begin signature collection.

f. Student or Chair requests “Special Member” process to begin for non UF-faculty who might be added to the committee as a “Special Member.”

g. Signature collection begins on the form, and Adobe date/time-stamped signatures are acceptable. It is preferred, but not mandatory, that all signatures be on a single sheet rather than multiple sheets.

h. After all members have signed the form, it should be submitted Academic Program Specialist for placement in the student’s file.

Procedure to make changes
If the student is unable to take a required course listed in the plan, it is the student’s and adviser’s responsibility to acquire committee approval for this change. The adviser should send to the Graduate Coordinator written notice of this change and confirmation that it has been approved by the committee. This should be done well in advance of the final exam. Failure to do so could result in a delay in meeting requirements for graduation.

Courses that count towards Major or Minor
The Graduate Catalog displays two lists of approved courses that satisfy the Agronomy major: Agronomy department courses, and “College of Agricultural and Life Sciences” courses (ALS pre-fix courses). Course work towards the major (e.g., course prefix BCH) prohibits the student from obtaining a minor from that academic unit.

For course work outside the major, up to 6 credit hours of courses numbered 3000 or above may be taken if part of an approved program of study and independent of satisfying a degree attribute.

Minor is defined in the Graduate Catalog as a block of course work completed in any academic unit outside the major, if approved for master’s or doctoral programs listed in the graduate catalog. If a student earns more than one course from an academic unit contributing to the major of another, the students is not eligible to earn a minor from the contributing academic unit. If a minor is chosen, the supervisory committee must include a representative from the minor field. A minor requires at least 6 to 15 credits depending on the program. The minor appears on the student’s transcript along with the program name and the degree awarded.

Two minors may be taken as part of the M.S. program with the major academic units’ permission. A 3.00 (truncated) GPA is required for minor credit. The academic unit may place higher standards than those listed here for fulfillment of a minor. For students pursuing a Ph.D., 12 credit hours minimum are required for one minor. And they cannot be transferred from an M.S. degree or another institution.

Certificates
Certificates are rapidly replacing minors on the UF campus. The credit hours vary from 9-15 credit hours of a specialized area and do not require a committee member. It may be completed independent of the degree. Any graduate student regardless of major may apply to a certificate program. Application does not guarantee acceptance. The student applies via Admissions or ONE.UF and enrollment in the certificate program must be done prior to the student earning a grade in any coursework towards the certificate.

Agronomy offers two graduate certificates, “Sustainable Agroecosystems” and “Global Agroecology” and has plans for others in Tropical Crops and Weed Science specializations.
Core Curriculum Requirements

Minimum 3-credit hours from each category during your graduate education:

Genetics and Plant Breeding

Prerequisite: AGR 3303 Genetics

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGR 5321C</td>
<td>Genetic Improvement of Plants</td>
<td>3</td>
</tr>
<tr>
<td>AGR 6322</td>
<td>Advanced Plant Breeding</td>
<td>3</td>
</tr>
<tr>
<td>HOS 6932</td>
<td>Molecular Markers in Plant Breeding</td>
<td>3</td>
</tr>
<tr>
<td>HOS 5242</td>
<td>Genetics &amp; Breeding of Vegetables</td>
<td>3</td>
</tr>
<tr>
<td>HOS 6201</td>
<td>Breeding Perennial Cultivars</td>
<td>3</td>
</tr>
<tr>
<td>FOR 6310</td>
<td>Forest Genetics and Tree Improv.</td>
<td>3</td>
</tr>
<tr>
<td>PCB 6555</td>
<td>Intro to Quantitative Genetics</td>
<td>3</td>
</tr>
<tr>
<td>AGR 5307</td>
<td>Molecular Genetics for Crop Improv.</td>
<td>3</td>
</tr>
<tr>
<td>PCB 5065</td>
<td>Advanced Genetics</td>
<td>4</td>
</tr>
<tr>
<td>HOS 6231</td>
<td>Biochemical Genet. of Higher Plants</td>
<td>3</td>
</tr>
<tr>
<td>PCB 6528</td>
<td>Plant Molecular Biology</td>
<td>3</td>
</tr>
</tbody>
</table>

Other non-listed courses may meet the Core Curriculum Requirements to include graduate courses earned at another institution.

Use the Program of Study draft as the communications tool to confirm compliance.

- **Plant Physiology/Biochemistry**
  - AGR 5444  Ecophysiology of Crop Production  3
  - ALS 5155  Global Agroecosystems  3
  - BCH 5045  Graduate Survey of Biochemistry  4
  - BOT 5505C  Intermediate Plant Physiology  3
  - FOR 6340  Physiology of Forest Trees  3
  - HOS 6345  Environmental Physiology  4
  - HOS 6535  Woody Plant Physiology  2
  - HOS 6932  Hort Physiology  4

- **Plant Ecology/Management/Nutrition**
  - AGR 5215C  Integrated Field Crop Science  3
  - AGR 5230C  Florida Grassland Agroecosystems  4
  - AGR 5511  Crop Ecology  3
  - AGR 5277C  Tropical Crop Production  3
  - AGR 6233  Tropical Grassland Agroecosystems  3
  - AGR 6237C  Research Techniques in Forage Eval.  3
  - AGR 6422C  Environmental Crop Nutrition  3
  - FAS 6932  Cuba - Tropical & Coastal Ecology  4
  - ALS 6166  Exotic Species & Biosecurity Issues  3
  - IPM 5305  Principles of Pesticides  3
  - PLS 5632C  Integrated Weed Management  3
  - PLS 5652  Advanced Weed Science  3
  - PLS 6623  Weed Ecology  3
  - PLS 6655  Plant-Herbicide Interactions  3
  - SWS 6136  Soil Fertility  3
Individual Development Plan

Required for all Fall 2017 incoming PhD Students
Recommended for M.S. students

Supplemental to the Program of Study
Signature Sheet Due 12-months from start date to Dept. Student File

An Individual Development Plan (IDP) helps one align personal and professional goals with academic expectations and responsibilities. The UF Graduate School will provide a link to an IDP template that one should customize for program specific context. It has fields for one to preplan to obtain specific deliverables. This tool has self-assessment to identify strengths and weaknesses that could be discussed with one’s Supervisory Committee Chair. The final page is a signature page for the student and Chair to sign and submit to the Department’s student file. The due date is 12 months of starting a PhD degree, even if one is part-time status. IDPs should be reviewed and redeveloped for years 3-4 or following a qualifying exam, whichever comes first.

The plan documents activities other than coursework. One can find relevant activities at UF through campus-wide symposiums, the UF Graduate School, society meetings and more. The Graduate School workshops are here [http://graduateschool.ufl.edu/about-us/events/spring-2017-professional-development-series/](http://graduateschool.ufl.edu/about-us/events/spring-2017-professional-development-series/).

Students and Chairs can use the Annual Evaluation (each Spring) as a tool to modify the IDP

In the sample below, the student has taken the Graduate School’s IDP template of worksheets and summarized a “snap shot” of activities to reach a goal in year 2 to publish a journal article.

<table>
<thead>
<tr>
<th>UF SYMPOSIAUS</th>
<th>Event dates</th>
<th>Activity</th>
<th>Funding</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agronomy Special Seminars</td>
<td>2X each fall &amp; spr</td>
<td>Attend; network</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Agr. Student Symposium</td>
<td>April</td>
<td>Present yr 2</td>
<td>(Cost for poster)</td>
<td>Abstract deadline mid-March</td>
</tr>
<tr>
<td>Soils Annual Symposium</td>
<td>September</td>
<td>attend</td>
<td></td>
<td>Potential collaboration</td>
</tr>
<tr>
<td>Grad School 3-Minutes Thesis</td>
<td>Each fall term</td>
<td>Compete yr 3</td>
<td></td>
<td>Submit abstract in Aug</td>
</tr>
<tr>
<td>Grad School Research Day</td>
<td>Annually early Apr</td>
<td>Poster</td>
<td>Cost of poster</td>
<td>Deadline for abstract late Feb</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UF CLUBS</th>
<th>Event dates</th>
<th>Activity</th>
<th>Role</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGSA</td>
<td>Monthly</td>
<td>Member</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GRAD S. WORKSHOPS</th>
<th>Workshop Date</th>
<th>Activity</th>
<th>Location &amp; Time</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSF proposal writing</td>
<td>TBA</td>
<td>Yr 1 or 2</td>
<td>Register via ONE.UF in “GIMS”</td>
<td></td>
</tr>
<tr>
<td>Scholarly Writing</td>
<td>TBA</td>
<td>Yr 1</td>
<td>SWS 6932 Sum A class Yr 1</td>
<td></td>
</tr>
<tr>
<td>Grant Writing</td>
<td>TBA</td>
<td>Yr 1</td>
<td>Yr 1, take ALS spring class yr 4</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MENTORING</th>
<th>Event dates</th>
<th>Activities</th>
<th>Duties</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mentoring Undergrad Research</td>
<td>After qual exam</td>
<td>Yr 3</td>
<td>Judge</td>
<td>UG registers in PLS 4911</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOCIETY MEETINGS</th>
<th>Event dates</th>
<th>Activity</th>
<th>Funding</th>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASA/CCSA/SSSA</td>
<td>Nov - Aug</td>
<td>Poster Competition or Talk</td>
<td>Travel grants – see handbook</td>
<td>Abstract: March</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RESEARCH</th>
<th>Event dates</th>
<th>Activity</th>
<th>Funding</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Africa Research Abroad</td>
<td>Spring - yr 2</td>
<td>Establishing Peanut</td>
<td>TCD Africa scholarship competition</td>
<td>Present seminar of results; publish article</td>
</tr>
<tr>
<td>Journal Article</td>
<td>Yr 2 Sum B - High Priority</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Program Goals and Student Learning Outcomes

Agronomy Department Program Goals

Program Goals M.S.: Students completing a M.S. degree in Agronomy should acquire the knowledge and skills necessary to address and solve issues related to crop production and resource management and become respected professionals and leaders in the discipline (in academia, government, or the private sector). Successful job or continuing graduate education placement is an important goal of the program. Goals are evaluated on Grade Point Average, Performance on Comprehensive Oral Examination, and job placement.

Program Goals - Ph.D.: Students completing a Ph.D. degree in Agronomy should acquire the knowledge and skills necessary to address and solve issues related to crop production and resource management and become respected professionals and leaders in the discipline (in academia, government, or the private sector). Emphasis for the Ph.D. is on acquiring research skills and expertise in an area of specialization within the Agronomy discipline. Successful job placement is an important goal of the program. Goals are evaluated on Grade Point Average, Performance on Written and oral Ph.D. Qualifying Examinations, Performance on Preparing a Dissertation and the Final oral Examination (Dissertation Defense) and Job Placement of Graduates.

Student Learning Outcomes

Student Learning Outcome #1: Demonstrate competence in core knowledge of the basic plant sciences with a deeper knowledge in a chosen specialization (Crop Genetics and Breeding, Crop Physiology and Ecology, Crop Nutrition and Management, Weed Science)

Student Learning Outcome #2: Design and execute an innovative research plan and analyze, synthesize and interpret research results using appropriate experimental designs and statistical analyses.

Student Learning Outcome #3: Demonstrate the ability to address and solve issues related to crop production and resource management in preparation for leadership roles in the discipline (in academia, government or the private sector).

Student Learning Outcome #4: Demonstrate excellence in critical thinking, scientific writing, experimental techniques, data collection analysis and synthesis.

Student Learning Outcome #5: Demonstrate excellence in oral and written communication and interpersonal relationships.

Student Learning Outcome #6: Professional and ethical conduct will be evident in all scholarly activities. Collegiality, cultural sensitivity, and ethical behaviors and practices will be demonstrated in the conduct of all scholarly activities, including teaching, research and outreach.

Learning Outcomes are assessed using the annual performance assessment, seminar presentations, the non-thesis project, M.S. thesis or Ph.D. dissertation, and the final defense.

Individual Development Plan includes progression in obtaining job placement goals, and include the following assessment methods:

- Grade Point Average Maintenance
- Annual Evaluation
- Performance of original research thru:
  - Seminar presentations
  - Qualifying Examinations
  - Final Examinations
Program of Study – Form 2 for PhD Degree in UF IFAS Agronomy

**Proposed program of study for**

**Major: Agronomy**

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credit Hours</th>
<th>Term</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGR 6933 Grad. Agronomy Seminar</td>
<td>1</td>
<td>Various</td>
<td></td>
</tr>
<tr>
<td>AGR 7979 Advanced Research</td>
<td>15</td>
<td>Various</td>
<td></td>
</tr>
<tr>
<td>AGR 7980 Research for Doctoral Dissertation AGR 6932</td>
<td>10</td>
<td>Various</td>
<td></td>
</tr>
<tr>
<td>Experimental Data Analysis</td>
<td>3</td>
<td>Sum 18</td>
<td></td>
</tr>
<tr>
<td>AGR 6940 Supervised Teacher</td>
<td>5</td>
<td>Various</td>
<td></td>
</tr>
<tr>
<td>AGR 6932 Aquatic Weed Control</td>
<td>5</td>
<td>F 17 main</td>
<td></td>
</tr>
<tr>
<td>AGR 6932 Journal Colloquim</td>
<td>1</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>AGR 5444 Ecophysiology Crop (Phys Core)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLS 6655 Plant Herbicide Int.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IPM 5305 Principles of Pesticide (Ecol Core) PLS 5526</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced Weed Science</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AGR 5321 Gen Improvmt (Gen Core)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Univ. of Florida (Agronomy major) MS Credits</td>
<td>39 credits</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Minor: Soil And Water Sciences 14 credits**

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credit Hours</th>
<th>Term</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWS 6448 Biochemistry of Wetlands</td>
<td>3</td>
<td>F 17 or 19</td>
<td></td>
</tr>
<tr>
<td>SWS 5247 Hydric Soils</td>
<td>2</td>
<td>17 main</td>
<td></td>
</tr>
<tr>
<td>SWS 5248 Wetlands and Water Quality</td>
<td>3</td>
<td>F 18 main</td>
<td></td>
</tr>
<tr>
<td>SWS 5115 Environmental Nutrient Management</td>
<td>3</td>
<td>Sp 18 or 20</td>
<td></td>
</tr>
<tr>
<td>SWS 5234 Environmental Soil, Water, Land Use</td>
<td>3</td>
<td>F 17 or 19</td>
<td></td>
</tr>
</tbody>
</table>

**Foundation and Supporting Work:**

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credit Hours</th>
<th>Term</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>AEC 6932 Trans Ag into Effective Outreach</td>
<td>3</td>
<td>S 19</td>
<td></td>
</tr>
<tr>
<td>ALS 5932 Sea level Rise &amp; Coast</td>
<td>3</td>
<td>S 19</td>
<td></td>
</tr>
<tr>
<td>ALS 6046 Grant Writing (3 credits or PIP 6921 Journal Colloquium Grant Wrtg (1)</td>
<td>3</td>
<td>S 21</td>
<td></td>
</tr>
</tbody>
</table>

Approval/Signatures - Below the signature lines, type in the name

- **Chm: S. Enloe**
- **Member (AY Dept): van Santen**
- **Member: Jason Ferrell**
- **Member:****
- **Member (Special - FFWC employee)**

**NOTE . . .**

**Minor Representative confirms minor coursework**

**Student confirms Graduate School Catalog compliance.**

In this example 12 hours would satisfy the minimum to earn the minor, but the Committee member feels more is needed.

---

**Transfer of Credit**

M.S. degree from UF in AY major - up to 39 credits are permitted, in contrast to 30 credits.
Global Systems Agroecology

Customize the Program of Study Template “Minor” section to identify and group courses for a specific degree attribute, such as a graduate certificate or concentration.

Most concentrations, like Tropical Conservation Development, Environmental Education, and Global Systems Agroecology, will need a supplemental page that demonstrates one is fulfilling the categories of the concentration and have planned out which term to take the required courses.

Global Systems Agroecology

This template is provided to applicable students to use as a second page to the POS.

<table>
<thead>
<tr>
<th>Course Number &amp; Title</th>
<th>Credits</th>
<th>Year</th>
<th>Term</th>
<th>Campus or Web</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>*ALS 5155 Global Agroecosystems</td>
<td>3</td>
<td>Fall</td>
<td></td>
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<tr>
<td>*AGR 5511 Crop Ecology</td>
<td>3</td>
<td>Fall</td>
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<tr>
<td>*AGR 5444 Ecophysiology of Crop Production</td>
<td>3</td>
<td>Spring</td>
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<tr>
<td>*AGR623 Tropical Grassland Agroecosystems</td>
<td>3</td>
<td>Fall/odd</td>
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<tr>
<td>SWS 5050 Soils for Environmental Professionals</td>
<td>3</td>
<td>Fall/Sp</td>
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<tr>
<td>SWS5246 Water Sustainability</td>
<td>3</td>
<td>Spring</td>
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<tr>
<td>Semester Abroad at Partner Institution</td>
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<td>AGR 6905 Global Agro Intern</td>
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<tr>
<td>Social Sci &amp; Econ:</td>
<td>3</td>
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<td>Modeling:</td>
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<td>Ecology:</td>
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</table>

Select one course from each of the three categories and place in chart above:

**Social Science and Economics**

- PFR5669 - Policy and Economics of Natural Resources [3 credits] (highly recommended)
- AGCS507 - Communication in Agriculture [3 credits]
- ASC5454 - Leadership Development in Education & Community Non-Profit Organizations [3 credits]
- AGC 0320 - History and Philosophy of Agricultural Education [1 credit]
- ASC 5211 - Delivery and Design of Programs in Agricultural Settings [1 credit]

**Modeling**

NOTE: Prerequisites for Modeling courses: STAT 4143 or Applied Statistics or STA 6166 Statistical Methods I or equivalent

- ARE 5549C - Agricultural Systems Modeling [3 credits] (highly recommended)
- ABE 5600G - Energy and Agricultural Systems Simulation [3 credits]
- AGR 4210 - Quantitative Models of Crop Growth & Yield Response [3 credits]
- AGR 5720 - Simulation of Agricultural and Watershed Systems [3 credits]
- AGR 6644 - Agricultural Decision Systems [3 credits]
- AGR 6913 - Crop Simulation [3 credits]

**Ecology**

- PCB 5376 - Principles of Ecosystem Ecology [3 credits] (highly recommended)
- W5 5456 - Research Design in Wildlife Ecology (Fall – 3 credits)
- W5 5521 - Plant-Animal Interactions (every other year – 3 credits)
- W5 555C - Conservation Biology (Fall – 3 credits)
- PBS 4476C/4476C - Community Ecology (4 credits)

Partner Institution: 
Mentor name: 
Research Area: 
Dates Abroad: 

Projected Date of Partner Institution-Research Seminar: 

GPA AUDIT IN PENULTIMATE TERM: Overall GPA: ______ Concentration: ______ Agronomy Major: ______
This student estimates 9 credit hours to transfer from a University (other than UF).

Criteria: Final transcript with UF Admissions; All courses are graduate-level with grades “B” or higher and earned within last 7 years; Former coursework is applicable to the new degree. If transferred, coursework from another university will appear as “S” grades on the UF transcript. Maximum allowable for M.S. is 9 credits, and for Ph.D. up to 30 credits.

The student also estimates 15 credit hours earned at UF to transfer through an online Graduate Certificate prior to degree admission. All were within last 7 years and had acceptable grades.

Transfer of Credit paperwork is provided by Agronomy to Committee Chair in the first term.
**Program of Study – Form 2 for MS Degree in UF IFAS Agronomy**

*Proposed program of study for UFID: ______ Name: ___________________

**Major:** Agronomy

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credit Hours</th>
<th>Term &amp; Year</th>
<th>Grade</th>
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<tbody>
<tr>
<td>AGR6933 Agronomy Graduate Seminar</td>
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<tr>
<td>AGR6971 Masters Research</td>
<td>6</td>
<td>various</td>
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<tr>
<td>AGR 5307 Molecular Genetics Crop Improvo (Gen core)</td>
<td>3</td>
<td>Spr 19</td>
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<tr>
<td>AGR 5321 Genetic Improvement of Plants</td>
<td>3</td>
<td>Spr 18</td>
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<tr>
<td>BCH 5045 Grad Survey of Biochemistry (Phys Core)</td>
<td>4</td>
<td>Spr 18</td>
<td></td>
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<tr>
<td>AGR 6322 Advanced Plant breeding</td>
<td>3</td>
<td>F 18</td>
<td></td>
</tr>
<tr>
<td>AGR 6325L Plant Breeding Techniques (6322 prerequisite)</td>
<td>1</td>
<td>Spr 19</td>
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<tr>
<td>AGR 6932 Experimental Design &amp; Data Analysis</td>
<td>3</td>
<td>Spr 19</td>
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<tr>
<td>AGR 6940 Supervised Teaching (Genetics AGR 3303)</td>
<td>1</td>
<td>Sum A 18</td>
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<tr>
<td>AGR 5277 C Tropical Crop Production (Plant Ecol Core)</td>
<td>3</td>
<td>F 18</td>
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</table>

**Minor: N/A**

**Foundation and Supporting Work:**

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credit Hours</th>
<th>Term &amp; Year</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>STA 6093 Intro to Applied Statistics</td>
<td>3</td>
<td>F 17</td>
<td></td>
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</tbody>
</table>

**Approval/Signatures - Below the signature lines, type in the appropriate name**

**Student:**

**Chair:** F. Altpeter

**Member (AY Dept):** E. Rios

**Member:** J. Wang

**Graduate Students should submit a draft copy of the Program of Study-Form 2 to 3105 McCarty Hall B for preview by the Agronomy Department’s Graduate Coordinator.**
Master of Science Non-thesis

Purpose: To meet the needs of individuals desiring graduate study in Agronomy as preparation for jobs in such areas as production agriculture, agribusiness, consulting, extension, and education that do not have research components.

Pre-requisites: PLS 3004C Principles of Plant Sciences.
SWS 3022 Introduction to Soils in the Environment or equivalent.
Other courses as specified by the Supervisory Committee.

General Requirements: At least 15 credit hours in the major, 30 total credit hours, and no more than 6 credits in S/U graded courses (excluding transfer of credit that displays as an “S” grade.)
Registration in AGR 6971 Research for Master’s Thesis is not permitted.
Course selection from core curriculum or Agroecology Concentration
Fifteen letter-graded credit hours towards the Agronomy major (no substitutions permitted)

Required Courses: AGR 6933 Graduate Agronomy Seminar, 1 credit hour in final term for an Exit Seminar.
AGR 6905 Non-Thesis Project, 3 credits (2 credits, Agroecology Program), for an analysis paper.
Other courses as specified by Supervisory Committee.
*The Agroecology program requires that students complete a group of required courses, and complete electives from an approved list of electives. Refer to the Agroecology handbook.*

Comprehensive Written Exam: A comprehensive written exam, taken prior to the midpoint of the term of graduation, is required. Questions for the exam can be solicited from all faculty within the Agronomy Department. The exam and guidelines for passage of the exam will be determined by the Supervisory Committee.

Oral Final Exam: Passage of an Oral Final Exam will be determined by the Supervisory Committee. All committee members must sign the “Report on Non-Thesis Final Examination” form which is then submitted to the Graduate Coordinator. The Final Exam must be passed by the Graduate School’s final submission deadline. The Graduate Coordinator should be informed of the scheduling of the exam at least 10 working days prior to the exam date.

Supervisory Committee: Chair in Agronomy, second member must be UF faculty. See details on pages 12-14.

First Semester Goals (even if enrolled part-time as a place-bound professional):

Month 1
- Discuss non-thesis project ideas with Committee Chair
- Form a Program of Study draft selecting courses to support project and career goals
- Verify in ONE.UF official academic transcripts are with UF Admissions
- Request initiation of Transfer of Credit paperwork

Months 2-3
- Recruit a Supervisory Committee and submit list to Graduate Coordinator
- Present in a committee meeting the Non-thesis Proposal and Program of Study; collect signatures

Month 5
- Complete “First Term Evaluation” and provide a signed copy for the student file
- Supply for student file the signed Program of Study and non-thesis proposal
- Verify via ONE.UF degree attributes in GIMS and transfer of credit on transcript
Master of Science Thesis

Purpose: To meet the needs of individuals desiring graduate study in Agronomy as preparation for jobs in research oriented and/or technical positions.

General Requirements: A total of at least 30 credits approved by the Supervisory Committee, Department, College, and Graduate School.
- A maximum of 6 credits in AGR 6971 Research for Master’s Thesis.
- A minimum of 12 credits in 5000 level or higher of Agronomy courses and others specifically approved for this purpose as listed in the Graduate Catalog, exclusive of AGR 6971.
- One course from each of the core curriculum (or Agroecology concentration)

Required Courses: AGR 6933 Graduate Agronomy Seminar, 1 credit hour in final term for an Exit Seminar.
- Other courses as specified by the Supervisory Committee.
- One Course from each of the three core curriculum areas (page 15)
  (Students in Agroecology concentration are exempt from core curriculum requirements.)

Final Examination: After course work is substantially completed and the thesis is in final form, the Supervisory Committee will give an Oral Final Exam to the student on the thesis, major subjects, minor subjects, and matters of a general nature pertaining to the discipline area of the student. The student and Committee Chair must be present for the examination. All other committee members must participate but may do so using media. UF requires official exam papers to be signed by committee members, and the Academic Program Specialist will oversee sending the exam documents to the committee members who are present at the examination. The Final Exam may not be scheduled earlier than the semester preceding graduation. An announcement of the Final Examination must be submitted to the Academic Program Specialist at least 10 working days prior to the date of the examination date.

Supervisory Committee: Details on pages 12-14 of this handbook.

First Semester Goals:

Month 1
- Discuss thesis ideas with Committee Chair; read literature on the subject
- Form a Program of Study draft selecting courses to support thesis research
- Verify in ONE.UF official academic transcripts are with UF Admissions
- Request initiation of Transfer of Credit paperwork

Months 2-3
- Recruit a Supervisory Committee and submit list to Graduate Coordinator
- Present in a committee meeting the Thesis Proposal and Program of Study; collect signatures

Month 5
- Complete “First Term Evaluation” and provide a signed copy for the student file
- Supply for student file the signed Program of Study and Thesis Proposal
- Verify via ONE.UF degree attributes in GIMS and transfer of credit on transcript

Students in the Agroecology Concentration should refer to the Agroecology Graduate Student Handbook.
Doctor of Philosophy

Purpose: To meet the needs of individuals desiring graduate study in Agronomy as preparation for faculty positions in academic institutions or as research scientists in federal agencies or in the private sector.

Refer to the Graduate Catalog for comprehensive details on each topic below.

General Requirements: A minimum of 90 total credit hours. Contributing to that total may be credit hours earned in the previous seven years. Transfer of Credit from M.S. degree and non-degree seeking courses allowable as applicable to new degree program. Restrictions include earned grades “B” and higher. (Program of Study should have a single line item of M.S. credit transferred the institution with projected credit hours.)

Minor requirements vary per department, and are usually 12 credit hours. Coursework towards a minor cannot be transferred from a previously-earned M.S. degree. The number of credit hours in the major should exceed that of any minor(s).

Dual degree pursuit begins with an approval process. Two examples: Ph.D. in Agronomy major and M.S. non-thesis in Statistics; Doctor of Plant Medicine and M.S. Thesis in Agronomy. Graduate Assistants interested in dual degree pursuit must first have approval of supervisor and an amended letter of appointment indicating allowance for dual degrees. Approval includes support of the Supervisory Committee, Graduate Coordinators and College Academic Deans of each department, and the UF Graduate School. Student accessibility to the prescribed Form 2 template for Non-Traditional Degree must be obtained by the Academic Program Specialist in the Agronomy Department, and proofread by the Graduate Coordinator (similar to the Agronomy major’s program of study). Applying for dual degree does not guarantee acceptance. Once the Graduate School makes its decision, GIMS will display “Non Traditional Degree” in the student’s record.

All candidates for the Ph.D. degree will normally obtain teaching experience, the specifics of which are determined by the Supervisory Committee. It is recommended that at least one credit of AGR 6940 Supervised Teaching be included in the program of study. Concurrent with TA classroom duties, a formal Course Teacher Evaluation is available with permission of instructor of record.

Required Courses: AGR 6933 Graduate Agronomy Seminar, 1 credit in final term to present a one-hour Exit Seminar prior to the final defense. One Course from each of the three core curriculum areas (see page 17) if not fulfilled within M.S degree. Other courses as specified by the Supervisory Committee and fulfillment of each degree attributes (minors, concentration, certificates).

Residency: UF campus residency requirement of 30 credit hours minimum and as specified by the Supervisory Committee and/or letter of appointment. (Refer to Graduate Catalog for comprehensive details.)

Foreign Language: No foreign language is required for Agronomy major. However, the Supervisory Committee (or the TCD Concentration) may require a foreign language if the members believe the language study would enable the student to be better prepared for his/her site research or anticipated career objective.
Doctor of Philosophy continued...

**Supervisory Committee:** Details on page 14 of this handbook.

**Qualifying Examination:** The qualifying examination should be given as soon as the Supervisory Committee believes a student has completed an appropriate portion of course work, generally not earlier than the last semester of their first full year. Scheduling the qualifying exam early in a program allows the committee to recommend remedial course work if the student performs marginally on the qualifying exam. The qualifying examination must be held at least two semesters prior to the receipt of the degree by a full-time student or a calendar year before receipt of the degree if the student is on less than a full-time basis. The semester in which the qualifying examination is passed is counted for this purpose if the examination is held and the Admission to Candidacy form is submitted during the first half of that semester.

The examination should consist of a written portion given by each committee member and an oral examination by all members of the Supervisory Committee in assembly. All Agronomy Graduate Faculty Members and Deans of the Graduate School, College of Agricultural and Life Sciences, and IFAS Research also may participate in the oral portion. Such examinations cover all major and minor subjects. The student and Committee Chair must be physically present for the examination. All other committee members must participate but may do so using media. UF requires official exam papers be signed by committee members, and the Academic Program Specialist will oversee sending the exam documents to committee members who were not present at the examination. The Final Exam may not be scheduled earlier than the semester preceding graduation. Contact the Academic Program Specialist to announce the exam.

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**Final Examination:** A final comprehensive oral examination given by the Supervisory Committee must be passed by all candidates no later than the deadline for each semester as published by the Graduate School. A list of deadline dates may be obtained at [http://www.graduateschool.ufl.edu/about-us/offices/editorial/thesis-and-dissertation/](http://www.graduateschool.ufl.edu/about-us/offices/editorial/thesis-and-dissertation/). The examination will cover the candidate’s dissertation as required, his/her field of specialization, and other such areas as considered appropriate by the Supervisory Committee. An announcement of the final exam must be submitted through the Graduate Coordinator’s office at least 10 working days prior to the examination date. The exam should normally be scheduled during the semester in which the student receives the degree and in no event can this examination be held earlier than six months before the degree is conferred.

The student and Committee Chair must be physically present for the examination. All other committee members must participate but may do so using media. UF requires official exam papers be signed by committee members.

The student and Committee Chair must indicate an embargo period on the Publishing Agreement, sign and submit to accompany the Final Exam signature page. The ETD signature page submission may be reserved until the dissertation document satisfies the committee.
Research Performed Elsewhere for Thesis or Dissertation

Most research for thesis and dissertation as part of the requirements for the M.S. Thesis and Ph.D. is done within the Agronomy Department, including appropriate Research and Education Centers of IFAS. However, both foreign and domestic graduate students at times present justifiable requests to perform the required research elsewhere. Some agencies that support foreign graduate students endorse the concept that research performed in the student’s home country will be of maximum educational value to the student.

A request to conduct research at an international location should be made to the Graduate Coordinator and each request will be considered based on merit. In addition to consideration of all details pertaining to the individual request, the following general guidelines will influence the departmental decision on each request:

1. Demonstrated ability of the student to work alone.
2. Availability of adequate research facilities and qualified supervisory assistance at requested research location.
3. Opportunity for major professor to visit the student and the research location sufficiently to insure maintenance of quality.
4. Ability of subject to spend not less than 1 semester in residence at the University of Florida, after doing research elsewhere, to complete requirements and defend the thesis or dissertation. This will require permission from the student’s country plus continued support from the granting agency (or personal funds). Research requests from international agencies without this provision will be denied.
5. Fulfillment of requirements of a concentration (Global Systems Agroecology or TCD).

Editorial Standards

Every candidate for the M.S. Thesis is required to prepare and present a thesis reporting his/her individual research in a form acceptable to the Supervisory Committee, the Department of Agronomy, the College of Agricultural and Life Sciences, and the Graduate School. Likewise, each Ph.D. candidate is required to prepare a dissertation showing independent investigation in form and content acceptable to his/her Supervisory Committee, the Department, College, and Graduate School. Each thesis and dissertation should be prepared in accordance with standard procedures outlined by the Graduate School and available either in the Graduate Catalog or at http://www.graduateschool.ufl.edu/about-us/offices/editorial/.

Students are required to submit an electronic thesis or dissertation and must complete all requirements imposed by the Department, College, and Graduate School.

The Department requires submission of an electronic copy/PDF of the complete thesis or dissertation document once it obtains “Final Clearance” from the Graduate School’s Editorial department. Non-thesis projects must be submitted in PDF form and before the final semester is over once the supervisory committee approves the final version. The PDF must consist of a single file unless an exception is approved by the Graduate Coordinator.
Request a “Graduation Check” of the Academic Program Specialist 2-4 months prior to your final term.

Verify GIMS profile for accuracy. Visit ONE.UF and select “GIMS” to proofread committee and degree attributes. Inform Academic Program Specialist for changes prior to the final term mid-point.

Format the thesis or dissertation using UF Editorial standards; use the UF Help Desk for assistance.

Register correctly in the final term. Once registered, one is permitted to “Apply to graduate” for the degree or certificate completion.

Apply to graduate via ONE.UF by the Graduate School’s published deadline (visit http://www.graduateschool.ufl.edu/about-us/offices/editorial/2015---2016-deadlines/. This is a hard deadline and cannot be petitioned. The university will email details about graduation ceremonies.

Ph.D. - Commencement Escorts for Ph.D. students may be selected in advance of the term’s mid-point; inform the Academic Program Specialist the name for insertion in GIMS.

Ph.D. - Transmittal Letters are provided to Ph.D. chairs (and co-chairs) for signature collection and submission in GIMS. It enables the Ph.D. student to upload a first submission prior to the deadline.

Ph.D. - UMI Publishing Agreement choices are on the Publishing Agreement paperwork provided at the final examination. If the student agrees to use UMI, then separate paperwork is supplied to UF Editorial, and the student has the option to add embargo time to the dissertation using this paperwork.

Schedule an Exit Seminar usually the same day as the final exam.

Schedule the Final Exam. Your entire committee must participate in your Final Exam. Communicate with your Committee Chair and Committee about possible day/time/place and schedule the room.

Exam Announcements are made to Agronomy faculty and graduate students. At least two weeks before your Final Exam, contact the Academic Program Specialist and email the title of your non-thesis project, thesis or dissertation, exam location/time/day, and (optional) a photograph. It is helpful to send email addresses of Special Members on the committee. Examination signature pages will be prepared, and emailed to the chair. The student might be asked to pick up the Final Exam, EDT Signature Page, and Publishing Agreement signature forms from the Academic Program Specialist in 3105, McCarty Hall B on the day of the exam. When ready to submit the final copy of the Thesis/Dissertation to editorial, students should visit the Graduate School website to make sure all requirements have been satisfied of the Graduate School. When Final Clearance is provided by UF Editorial, send a PDF of the approved document to the Academic Program Specialist.

An Exit Interview with the Graduate Coordinator is required and students on track to graduate will be sent a form to complete.

Return Agronomy and UF property (e.g., keys and books) before leaving campus.
AGR 5230C - Florida Grassland Agroecosystems (4) A comprehensive overview of planted and native grassland ecosystems in Florida emphasizing their growth, species diversity, management, and utilization by ruminant animals. Offered spring semester on campus or WEB delivery.

AGR 5266C: Field Plot Techniques (3) Prereq: STA 6166 or ALS 5932 Intro to Applied Statistics. Techniques and procedures used in design and analysis of field plot, greenhouse, and laboratory research experiments. Application of research methodology, the analysis and interpretation of research results. Offered fall semester main campus only.

AGR 5277C - Tropical Crop Production (3) The ecology and production practices of selected crops grown in the tropics. Emphasis placed on crops and systems utilized in programs for developing regions. Offered fall semester main campus only.

AGR 5307 - Molecular Genetics for Crop Improvement (3) Prereq: AGR 3303. Concepts, methodologies and applications of molecular genetics, plant transformation, RNA interference and precision genome editing used in crop improvement. Offered spring semester in even-numbered years main campus only.

AGR 5321 - Genetic Improvement of Plants (3) Prereq: AGR 3303. Genetic basis for crop improvement including methods for improving crop yield, pest resistance, and adaptability. Emphasis on manipulating genetic variability in self- and cross pollinate, annual and perennial crop plants. Offered spring semester main campus only.

AGR 5444 - Ecophysiology of Crop Production (3) Prereq: AGR 3005 or equivalent. Physiological, ecological, and environmental responses that impact growth, development, and yield formation of cultivated crops. Offered spring on campus or WEB delivery.

AGR 5511 - Crop Ecology (3) Prereq: AGR 4210, BOT 3503, PCB 3043C, or consent of instructor. Relationships of ecological factors and climatic classifications to agroecosystems, and crop modeling of the major crops. Offered fall semester on campus or WEB delivery.

AGR 6233 - Tropical Grassland Agroecosystems (3) Prereq: AGR 4231C and ANS 5446 or consent of the instructor. Potential of natural grasslands of tropical and subtropical regions. Development of improved pastures and forages and their utilization in livestock production. Offered fall semester in odd-numbered years.

AGR 6237C - Research Techniques in Forage Evaluation (3) Prereq: STA 6166 or ALS 5932 Intro to Applied Statistics. Experimental techniques for field evaluation of forage plants. Design of grazing trials and procedures for estimating yield and botanical composition in the grazed and ungrazed pasture. Offered summer C semester in odd-numbered years.

AGR 6322 - Advanced Plant Breeding (3) Prereq: AGR 3303, AGR 4321, AGR 6311 and STA 6167. Theory and use of biometrical genetic models for analytical evaluation of qualitative and quantitative characteristics, with procedures applicable to various types of plant species. Offered fall semester during even years.

AGR 6325L - Plant Breeding Techniques (1; max: 2) Prereq: AGR 3303 or equivalent; coreq: AGR 6322. Examination of various breeding techniques used by agronomic and horticultural crop breeders in Florida. Field and lab visits to active plant breeding programs, with discussion led by a specific breeder each week. Hands-on experience in breeding programs. Offered spring semester in odd-numbered years.
AGR 6422C - Environmental Crop Nutrition (3)  Prereq: BOT 3503. Design of cost-effective and environmentally sound crop nutrient management strategies. Diagnostic nutrient analysis, nutrient uptake, BMPs, and sustainable agriculture. Offered every fall semester on campus and WEB delivery.

AGR 6905 - Agronomic Problems (1-5 credits per semester)  Prereq: minimum of one undergraduate course in agronomy or plant science. Special topics for classroom, library, laboratory or field studies of agronomic plants. Offered every semester.

AGR 6905 - Agroecology Project (2 credits)  Agroecology Concentration degree attribute required. Individual study on non-thesis project or paper, followed by oral presentation and examination of the student’s committee. Refer to Agroecology handbook for details. Usually in final term. Offered every semester.

AGR 6905 - International Agroecology Experience (3-4 credits per semester)  The requirement for an International Agroecology Experience consists of a 3 to 6 months hands-on research internship at one of UF Agroecology Partner Institutions. Requires interview with Agroecology Program Specialist for Partner Institution placement. Offered every semester.

AGR 6932 - Topics in Agronomy (2-3 credits)  Critical review of selected topics in specific agronomic areas. Courses vary, so check the Agronomy Department for current offerings.

AGR 6932 - Experimental Design & Data Analysis (3)  Prereq: STA 6166, ALS 5932/STA 6093  Intro to Applied Statistics, or equivalent. Analyzing data: the process, treatment designs and implications (linear models, techniques regression and multivariate techniques, multi-environmental experiments. Offered spring/main campus and summer/RECs. Not offered online.


AGR 6932 —Aquatic Weed Control (3) Identification of Florida’s aquatic weed problems and methods of chemical, biological, mechanical and physical weed control. Offered fall semester during even years. Last offered Fall ‘16. Check with department of availability in future semesters.

AGR 6933 - Graduate Agronomy Seminar (1 credit)  Oral exit seminar facilitated by student of one’s written dissertation, thesis or non-thesis project. Offered each term, campus or online.

AGR 6940 - Supervised Teaching (1-5 Credits per semester)  Offered every semester

AGR 6971 - Research for Master's Thesis (1-9 Credits per semester)  Offered every semester.

AGR 7979 - Advanced Research (1-9 Credits per semester)  Research for doctoral students before admission to candidacy. Designed for students with a master's degree in the field of study or for students who have been accepted for a doctoral program. Not open to students who have been admitted to candidacy. Offered every semester.

AGR 7980 - Research for Doctoral Dissertation (1-12 Credits per semester)  Prereq: Passing of Qualifying Exam. Offered every semester.

Multiple Course Sections Exist for Research Hours and/or WEB-delivered Courses. For quality control of correct section, use the Agronomy Summer or Fall Registration Requests link.
ALS 5155 - Global Agroecosystems (3)  
Prereq: SWS 3022, SWS5050, AGR 4214C and ALS 3153 or instructor’s permission. This course focuses on the principles of agroecology and presentation of topics that integrate ecological with agricultural principles to optimize resource conservation, productivity, societal benefit, and profitability. Offered fall semester on campus and WEB delivery.

IPM 5305 - Principles of Pesticides (3)  
Provides opportunities for students to gain a basic knowledge of pesticides and their use. The course is not designed for students to memorize chemical structures, but to gain a practical working knowledge of all types of pesticides used primarily in agricultural and horticultural settings. Offered spring semester, WEB delivery only.

PLS 5632C - Integrated Weed Management (3)  
Overview of weed science principles and practices, with particular emphasis on strategies for Southeastern cropping systems. Situations unique to the state of Florida. Offered fall semester on campus or WEB delivery. Lab fee $15.00.

PLS 6626 - Invasive Plant Ecology (3)  
Mechanisms and hypotheses to explain non-native plant invasions. Impacts of invasions on communities and ecosystems, including natural and agricultural areas, management approaches, and design and analysis of experiments. Check with department of availability in future semesters.

PLS 6655 - Plant/Herbicide Interaction (3)  
Prereq: PLS 4601 and BOT 3503, Introductory plant physiology and biochemistry; introductory weed control and knowledge of herbicide families. Herbicide activity on plants: edaphic and environmental influences, absorption and translocation, response of specific physiological and biochemical processes as related to herbicide mode of action. Offered on campus spring semester in odd-numbered years and WEB-delivery spring even years.

MENTORING an Undergraduate Student: Ph.D. students who has passed the qualifying exam may mentor an undergraduate student, and the UG may register in PLS 4941 Supervised Research for 0-3 credits. UG may also volunteer and register in PLS 4941 Practical Word Experience. Faculty may post opportunities at this site.

**CALS Courses that contribute to the Agronomy major**

The following courses are managed at the Department level, but are offered with in the College of Agricultural and Life Sciences. They qualify to contribute to Agronomy major.

ALS 5156 - Agricultural Ecology Principles and Applications (3)  
Introduction to agroecosystems. Ecological principles with examples and applications from agriculture.

ALS 5364C - Molecular Techniques Laboratory (2)  
Current protocols in molecular biology techniques.

ALS 5932 - Special Topics

ALS 6046 - Grant Writing (2)  
Prerequisite: admitted to doctoral program. Preparation, submission, and management of competitive grants, including operations of national review panels and finding sources of extramural funding. Offered spring.

ALS 6925 - Integrated Plant Medicine (4)  
Prerequisite: all core courses for DPM degree. Review and synthesis of the principles of plant-problem prevention, diagnosis, and management.

BCH 5046 - Graduate Survey of Biochemistry  
Prerequisite: inorganic chemistry, organic chemistry, biology. Introduction to plant, animal, and microbial biochemistry for graduate students who have not had biochemistry. Integration and regulation of biochemical processes stressed; limited discussion of some biochemical techniques. Offered spring campus & REC students via video conference.
Graduate Certificates

Agroecology at the University of Florida is a collaboration between the Agronomy and the Soil and Water Sciences Departments. The core curriculum of each certificate emphasizes the interdisciplinary studies and global perspectives in agriculture, environment and society. Applicants must possess an earned bachelor’s degree and are advised to contact the Agronomy department’s Academic Program Specialist prior to applying. Graduate School policy on graduate certificates contains eligibility, maintenance of a GPA of 3.0 without grades below “C”, and permits the academic unit to set standards for completion.

Sustainable Agroecosystems Certificate 12+ Credits

Curriculum provides an understanding of current global issues related to agriculture and production systems and valuable skills for a future profession in the agricultural sciences. A comprehensive final written exam of core courses is required for completion.

Three Core Courses:
- ALS 5155 Global Agroecosystems
- AGR 5444 Ecophysiology of Crop Production
- SWS 5050 Soils for Environmental Professionals

One Elective from one of the following:
- AGR 5111 Crop Ecology
- AGR 6422C Environmental Crop Nutrition
- SWS 5208 Sustainability Ag & Urban Land Mgmt
- SWS 5246 Water Sustainability
- PLS 5632C Integrated Weed Management

Global Agroecology Certificate 10+ Credits

The curriculum provides an international exposure in meeting the challenges of food and farming systems with agroecological approaches. The requirement for an International Agroecology Experience consists of a 3 to 6 months hands-on research internship in one of UF Agroecology Partner Institutions. The goal is to expose students to different agroecosystems, to give them extra research experience and to expose them to a new culture. A comprehensive final exam of core courses is required for completion. Final exam includes an oral seminar presentation to Agroecology Faculty of the research at the Partner Institution.

Two Core Courses:
- ALS 5155 Global Agroecosystems
- AGR 6905 International Agroecology Experience 3-6 month research abroad at a Partner Institution* (4 credits)
- AGR 5230C Florida Grassland Ecosystems
- AGR 5444 Ecophysiology of Crop Production
- AGR 6422C Environmental Crop Nutrition
- SWS 5050 Soils for Environmental Professionals
- SWS 5208 Sustainability Ag & Urban Land Mgmt
- SWS 5246 Water Sustainability
- IPM 5305 Principles of Pesticides
- PLS 5632C Integrated Weed Management

One Elective from one of the following:
- AGR 5111 Crop Ecology
- AGR 5230C Florida Grassland Ecosystems
- AGR 5444 Ecophysiology of Crop Production
- AGR 6422C Environmental Crop Nutrition
- SWS 5050 Soils for Environmental Professionals
- SWS 5208 Sustainability Ag & Urban Land Mgmt
- SWS 5246 Water Sustainability
- IPM 5305 Principles of Pesticides
- PLS 5632C Integrated Weed Management

*Partner Institutions http://uf-agroecology.com/what-is-agroecology/partner-institutions/

- Australia: University of New England - Innovation Center (SMART Farm) (Armidale)
- Australia: Western Sydney University - Hawkesbury Institute for the Environment (Richmond)
- Brazil: UFRPE, Pernambuco (Recife)
- France: ISARA-Lyon (Lyon)
- Israel: Hebrew University of Jerusalem
- Netherlands: Wageningen University
- United Kingdom: Cranfield University (Bedfordshire)
- United Kingdom: Harper Adams University (Newport)
- United States: University of the Virgin Islands
UF IFAS Agronomy Department awards: (Process on p. 37)

Ph.D. Assistantships - Visit website for UF application tips
Paul Robin Harris Memorial Scholarship, $500, 4 awards
Fred Hull, alternating with C.E. Dean, Scholarship $500
Association for Academic Women (Ph.D.) only $2,000 award
Department selects its nominee to compete campus-wide
ASA/CCSA Mott Award for the annual meeting. Agronomy Faculty nominate in December for Department’s competition

UF Scholarships, Assistantships, Fellowships

CALS http://cals.ufl.edu/students/scholarships.php Opportunities display during acceptance period.
Agronomy and other department Ph.D. awards process starts January 1
Nominations submitted by Agronomy Faculty for Graduate School Preeminence Awards, Ph.D. only,
Grinter Fellowship Program, To recruit premier Ph.D. students, and more.
Bridge to the Doctorate Fellowship (Two-year fellowship to recruit and retain underrepresented minority students in STEM disciplines. Some details at UF Graduate School and some here.
FAMU Feeder Program (Must be registered as undergraduate in program)
Graduate School
McKnight Doctoral Fellowships (Minority US citizens) UF acceptance must be by Jan 1
McNair (Must be a McNair scholar in undergraduate program) UF acceptance required prior to award
Tropical Conservation Development UF acceptance required prior to applying
UF/Santa Fe College Faculty Development Must have 18 hours within Ph.D. degree
Water Institute (Announcements made mid-November of even-years for fall admission odd years)

Other UF Scholarships:

Delores Auzenne Dissertation Award (Minority Only) Up to 3 terms of Dissertation completion
Center for European Studies (US Citizens only) awards annual Foreign Language and Area Studies (FLAS) fellowships for studying in-country languages: Czech, Hungarian, Italian, Modern Greek, Polish, Portuguese, Russian, Turkish. Apply early Feb for summer only or more multiple terms.

Non-UF Scholarships, Grants:

Annie’s Sustainable Ag Scholarship
Biodiversity International Professional, MS, PhD
Environmental Protection Agency
The Explores Club $2500 avg.
Florida Sea Grant scholarships
Horticulture Research Institute
National Science Foundation Find Funding; East Asia and Pacific Summer Institutes; Graduate Research Fellowship Program (GRFP); NSF Special Programs for Graduate Students
Open Education Database scholarship bank
Rotary Foundation
SARE On-Farm Research Grants and Graduate Student Grant (full time students)
Sidney B. Meadows $1500 ornamental horticulture or related area
Toomey Foundation (Botany)
Women only:
  - **AAUW** Professional Development, on-campus, & International students
  - **Graduate Women in Science**
  - **P.E.O.** (Continuing Ed, International peace scholarship, Loan Fund are among 6 educational projects)
  - **The Woman’s National Farm and Garden Association** Sarah Bradley Tyson Mem. Fellow. $1,000

Post Graduation:
  - **UF Office of Postdoctoral Affairs, Post Doc jobs bank at website:** http://postdoc.aa.ufl.edu/jobs/
  - **Schmink Dissertation Award**, requires TCD Concentration as Ph.D. degree attribute. Award is $250 and plaque. Apply by June for degree awarded previous summer, fall or spring.
  - **IFAS Research Award** for best Dissertation and Best Thesis - Nomination by Chair to the Department

Science Magazine’s “**Science & SciLifeLab Prize for Young Scientists**” Within 2 years of earning Ph.D. Award: 3 at $10,000, 1 at $30,000

**RESEARCH ABROAD & TRAVEL TO CONFERENCES FOR PRESENTATIONS**

**UF Travel Grants:**
  - **CALS Study Abroad Scholarships**
  - **CALS** ... James Davidson $300 and/or IFAS/CALS $250 match *(conference)*
  - **TCD Field Research Grant** (Ph.D. students)
  - **UFIC Travel/Research Abroad Research Abroad for Doctoral students (RAD)**
  - **UF Graduate Student Council** $350 *(conference or professional development)*

**Non-UF Travel Grants:**
  - **Harvard Travelers Club**
  - **Timmissartok Foundation**

**Department Procedures for Travel**

**UF BUSINESS TRAVEL**
Obtain supervisor approval BEFORE you submit travel documents to the Shared Service Center. All travel related policies can be found [here](#). Additionally, there is a PDF brochure one can access and download [here](#). Submit travel authorizations at least 5 days prior to the date you plan to travel. It is recommended sending that as soon as one knows of travel, prior to expenditures. Expense reports should be submitted as soon as possible after return from travel. These should include all expenses for the travel including any that were submitted with the travel authorization request. Please be sure to cc agronomy@ifas.ufl.edu on all travel related correspondence sent to the Shared Service Center.

**PCARD RECEIPTS**
Please be sure you understand what your supervisor expects in terms of obtaining their approval on a purchase. Receipts should be turned in with 3 days of making a transaction. UF policy requires p-card transactions be approved within 15 days. Late receipt submission can delay the processing time, and may result in suspension or termination of p-card privileges. You are welcome to use the E-Mail Template or PDF template that is provided by the SSC as it provides all the options one might need. The e-mail template will automatically open your desktop e-mail client. **NOTE:** You will need to input agronomy@ifas.ufl.edu in the cc line if you use the e-mail template.

**Agronomy Related Processes:** Contact Theresa Martin (see back cover)
**PCard Issues** (ex. Declined transactions, etc.): Contact the P-Card team at 392-1331 OR e-mail pcard@ufl.edu
**Documentation Requirements:** Contact the Shared Service Center at 294-3199 or mccarty-ssc@ufl.edu
**UFIC** http://www.ufic.ufl.edu/ - select “Travel”

**MEDEX Required Insurance for traveling abroad on official business**
4-Level Petition Approval Process

At each level it is reviewed, and if approved advances to the next level

1. Student initiates with Chair for Department support. Chair evaluates if petition advances.
2. Graduate Coordinator reviews and formats it on the Graduate School’s template.
3. Department to College Dean
4. College Dean to Graduate School

University Petition Process

When student is at fault for error

University Petition form  
Instructor Statement  
Interviewing Officer  

Student completes  
Instructor completes  
chight@ufl.edu

Students looks on ONE.UF for the petition status.

Petition submission does not guarantee approval.

Class Periods

Key:
M = Monday  
R = Thursday  
T = Tuesday  
F = Friday  
W = Wednesday  
E = Evening  
S = Saturday (applicable during Final Exam week)  
(Sunday - UF does not schedule classes or final exams on Sundays or Holidays)

TBA = To Be Arranged: Contact Department (A code also used for WEB-delivered courses)

WEB = WEB-delivered, no physical presence required. (Some classes are a blend of physical presence plus 1

Fall and Spring Classes

50 minutes with a 15-minute break between classes.

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>CLASS OR FINAL EXAM BEGINS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7:25 am</td>
</tr>
<tr>
<td>2</td>
<td>8:30 am</td>
</tr>
<tr>
<td>3</td>
<td>9:35 am</td>
</tr>
<tr>
<td>4</td>
<td>10:40 am</td>
</tr>
<tr>
<td>5</td>
<td>11:45 am</td>
</tr>
<tr>
<td>6</td>
<td>12:50 pm</td>
</tr>
<tr>
<td>7</td>
<td>1:55 pm</td>
</tr>
<tr>
<td>8</td>
<td>3:00 pm</td>
</tr>
<tr>
<td>9</td>
<td>4:05 pm</td>
</tr>
<tr>
<td>10</td>
<td>5:10 pm</td>
</tr>
<tr>
<td>11</td>
<td>6:15 pm</td>
</tr>
<tr>
<td>E1</td>
<td>7:20 pm</td>
</tr>
<tr>
<td>E2</td>
<td>8:20 pm</td>
</tr>
<tr>
<td>E3</td>
<td>9:20 pm</td>
</tr>
</tbody>
</table>

Summer A and B Classes

75 minutes with a 15-minute break between classes.

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>CLASS BEGINS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8:00 am</td>
</tr>
<tr>
<td>2</td>
<td>9:30 am</td>
</tr>
<tr>
<td>3</td>
<td>11:00 am</td>
</tr>
<tr>
<td>4</td>
<td>12:30 am</td>
</tr>
<tr>
<td>5</td>
<td>2:00 pm</td>
</tr>
<tr>
<td>6</td>
<td>3:30 pm</td>
</tr>
<tr>
<td>7</td>
<td>5:00 pm</td>
</tr>
<tr>
<td>E1</td>
<td>7:00 pm</td>
</tr>
<tr>
<td>E2</td>
<td>8:30 pm</td>
</tr>
</tbody>
</table>

Summer term final exams are held in the classroom on the last day of scheduled class.

For Final Exam day/time/location, refer to the Registrar’s Fall and Spring term final exam schedule
Fredy Altpeter
altpeter@ufl.edu; (352) 273-3418
3085 McCarty Hall B

Erin Alvarez, Undergraduate Adviser and Lecturer
earlvaz@ufl.edu; (352) 294-1582
3211 McCarty Hall B

Ali Babar
mababar@ufl.edu (352) 273-2213
2081 McCarty B

Ann Blount, North Florida REC - Marianna
paspalum@ufl.edu; (850) 394-9124 x 102
3925 Hwy 71, Marianna, FL 32446

Kenneth J. Boote (Retired and retained)
kjboote@ufl.edu (352) 273-2215; 2087 McCarty Hall B

Barry Brecke, West Florida REC - Milton
bjbe@ufl.edu; (850) 995-3720 x 106
5988 Hwy 90, Bldg. 4900, Milton, FL 32583

Zachary T. Brym, Tropical REC - Homestead
brymz@ufl.edu (starts Feb 1, 2017) (305) 246-7000
18905 SW 280 St., Homestead, FL 33031

Jose Dubeux, North FL. REC - Marianna
dubeux@ufl.edu; (352) 394-9124
3925 Hwy 71, Marianna, FL 32446

Stephen Enloe, Center for Aquatic/Invasive Plants
sfnloe@ufl.edu; (352) 392-6807
7922 NW 71st St (Campus Box 110610) Gainesville

John E. Erickson
jerickson@ufl.edu; (352) 392-6189
Bldg. 345 room 102(campus mail Box 110965)

Jason A. Ferrell, Center for Aquatic/Invasive Plants
jferrell@ufl.edu; (352) 273-3685
7922 NW 71st St, Gainesville (Campus Box 110610)

Fred M. Fishel
weeddr@ufl.edu; (352) 392-4721
Pesticide Info Office Bldg. 164 (Campus Box 110710)

Luke Flory
flory@ufl.edu; (352) 294-1581; 3128 McCarty Hall B

Lyn Gettys, Ft. Lauderdale REC
lgettys@ufl.edu; (954) 577-6331
3205 College Ave. Davie, FL. 33314

Robert Gilbert, Agronomy Chair
ragilber@ufl.edu; (352) 392-1811; 3105 McCarty Hall B

William T. Haller, Center for Aquatic/Invasive Plants
whaller@ufl.edu; (352) 392-9615
7922 NW 71st St, Gainesville (Campus Box 110610)

Kevin E. Kenworthy
kenworth@ufl.edu; (352) 273-3415
Bldg. 345 room 103 (Campus Box 110965)

Dail H. Laughinghouse, IV, Ft. Lauderdale REC
hlaughinghouse@ufl.edu; (954) 577-6382
3205 College Ave. Davie, FL. 33314

Gregory E. MacDonald
pineacre@ufl.edu; (352) 294-1594; 2083 McCarty Hall B

J. Mabry McCray, Everglades REC - Belle Glade
jmmccray@ufl.edu; (561) 993-1518
3200 E Palm Beach Rd. Belle Glade, FL 33430

Michael Mulvaney, West FL. REC - Jay
mm.mulvaney@ufl.edu; (850) 995-3720
4253 Experiment Dr. Jay, FL. 32565-7332

Michael Netherland, Center for Aquatic/Invasive Plants
mdnether@ufl.edu; (352) 392-0335
7922 NW 71st St., (Campus Box 110610) Gainesville

Calvin (Dennis) Odero, Everglades REC - Belle Glade
dcodero@ufl.edu; (561) 992-1336
3200 E Palm Beach Rd. Belle Glade, FL 33430

Kenneth H. Quesenberry (Retired)
clover@ufl.edu; (352) 273-2216; 2089 McCarty Hall B & in Bldg 350

Esteban Rios
estebanrios@ufl.edu; (352) 294-3795
Bldg. 350 Rm 5 (campus mail Box 110965)

Diane Rowland
dirowland@ufl.edu; (352) 273-3408; G006 McCarty D

Hardev Sandhu, Everglades REC - Belle Glade
hsandu@ufl.edu; (561) 993-1567
3200 E Palm Beach Rd. Belle Glade, FL 33430

Brent Sellers, Range Cattle REC - Ona
sellersb@ufl.edu; (863) 735-1314
3401 Experiment Station Rd., Ona FL 33865

Lynn E. Sollenberger, Graduate Coordinator
lesollen@ufl.edu; (352) 273-3420
3111 McCarty Hall B

Edzard van Santen
evsanten@ufl.edu; (352) 392-3067; 404 McCarty Hall C

Barry Tillman, North Florida REC - Marianna
btillman@ufl.edu; (850) 482-9904
3925 Hwy 71, Marianna, FL 32446

Joao Vendramini
jv@ufl.edu; (863) 735-1314
3401 Experiment Station Rd., Ona FL 33865

Marcelo Wallau (Starts Aug 1, 2017)
wright@ufl.edu; (850) 875-7100
155 Research Rd., Quincy, FL. 32351

David Wright, North Florida REC - Quincy
wright@ufl.edu; (850) 875-7100
155 Research Rd., Quincy, FL. 32351
Applicant process for competitive merit-based awards

1. OCT - JAN Applicant recruits faculty adviser
2. DEC - JAN Applicant applies to UF and is responsible to provide UF Admissions official credentials and test scores before Agronomy is permitted to offer formal admission.
3. DEC - FEB Applicant applies to other UF funding such as Water Institute, TCD, McNair, McKnight, CALS. A nomination letter from proposed chair is required for some of these applications.
4. JAN Applicant ensures packet is complete.
5. FEB Agronomy Faculty nominate GS Assistantships & CALS Match. Possible Skype interviews, campus visit, and other evaluation processes might be included.
6. FEB Agronomy Admissions Committee reviews packets concurrent with UF Admissions review. (Other possible fundingwith similar deadlines might include McNair, McKnight, TCD, CALS Scholarships, Water Institute, BHEARD Fellowships, Fulbright, or via another unit - PMCB, DPM, SNRE.)
7. FEB-MAR UF Admissions refers or denies applicant. Petition for admission addressing deficiency may be addressed.
8. MAR Graduate Coordinator works with Faculty on admission and LOA job duties

An applicant’s “complete” packet contains:
- UF application and $30 application fee
- GRE test score
- Resume/CV
- Statement of Purpose one page essay
- Three letters of recommendation
- Transcript copies from all previous universities

In addition, international applicant packets contain:
- TOEFL or similar English proficiency test
- Transcript and Diploma copies in original language and official English translation

Admissions permits temporary evaluation and admission with conditions, and prior to enrollment in first term, the international student would hand-carry academic credentials to UF Admission.

First Term Expectations of Students

1. Discuss with Chair research focus
2. Critical courses toward Program of Study formation
3. Recruit Committee
4. Maintain grades “B” and higher
5. Develop a research proposal
6. Meet with Committee to present proposal and accompanying Program of Study
7. Initiate First Term Evaluation after first term grades are displayed.

Evaluations for each student you chair

- First term after grades are displayed
- Each spring

Graduate Assistants are employees

The UF-GAU Bargaining Agreement has within it comprehensive details on policy that is summarized and highlighted here.

Evaluations: Graduate assistants must receive an employment evaluation. Completion of our template in this handbook will satisfy that requirement if you evaluate the GA each Spring.

Sick leave: GAs are permitted five (5) sick days per semester on appointment. Although they do not have to report time each pay period, they need to insert sick leave. Discuss Extenuating circumstances with the appropriate office: U Matter We Care (Dean of Students), HR, Agronomy Academic Program, etc.

Vacation: There are no paid vacation days.

FTE: The weekly FTE is an average. Hence, if you agree to time off (like UF holidays) then it’s expected the GA will discuss the expected work week with you. On days UF is closed, due to the needs of plant and/or animal care, a GA might be asked to work a day UF is officially closed.

Grievances: GAs have a right to grieve.

U MATTER WE CARE is the Dean of Students’ office. Referrals are appropriate when a student has extenuating circumstances that interferes with academic or job duty continuation.
Faculty Doctoral Mentoring Award - Criteria within GIMS and on the Graduate School website. Nominations each Oct; Packet due Dec 1.

Agronomy Department awards/process for your Graduate Students

Nomination Call is sent from Agronomy Graduate Coordinator to Faculty members for the following:

- Graduate School Ph.D. Graduate Assistantships (4 years of 100% tuition, 100% stipend)
- CALS Match Assistantships, as made available (50% tuition, 50% stipend)
- John R Edwardson Award (Graduate Assistantship in the Agronomy Department, one to each of the three research areas: Genetics, Physiology, Weed Science.)

Nomination Calls are sent from Agronomy Awards Committee to Faculty members for the following:

<table>
<thead>
<tr>
<th>Scholarship Name</th>
<th>Award Amount</th>
<th>Criteria and Nomination Packet</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSSA Gerald O. Mott Meritorious Grad Student Scholarship (Mott award)</td>
<td>Dept. - Provides photo to CSA News magazine and nomination to compete at National level. CSA - $2500 - $5000 to attend National meeting</td>
<td>“Active” student in Spring prior to nomination; and Creativity in research as evidenced by: Recent publications Academic achievements Teaching contributions.</td>
<td>Dec 1 and June 1</td>
</tr>
<tr>
<td>University Women’s Clubs</td>
<td>$1,000 each to five UF Graduate Students, must be US citizens, men or women</td>
<td>Completion of 1 year, scholastic excellence, character, and financial need.</td>
<td>Dec 1</td>
</tr>
<tr>
<td>Alec Courtelis Award International Students (F-1 or J-1 VISA holders)</td>
<td>One $3,000 Two $1500</td>
<td>Outstanding academics, and exceptional contributions to Dept and CALS, UF and campus life, and community</td>
<td>Dec 1</td>
</tr>
<tr>
<td>Excellence for Graduate Research (Best Dissertation and Best Thesis) via IFAS Dean for Research CALS majors only</td>
<td>Dept - provides Certificate; IFAS - one MS $1000 and one PhD $1500; plaques to winner &amp; Chair</td>
<td>Quality of thesis or dissertation presentations, Quality of research, <strong>UF Editorial Final Clearance</strong></td>
<td>Dec 1</td>
</tr>
</tbody>
</table>

The chart below are Scholarship Nominations for which the Department submits one nomination. The selection process involves the Agronomy Awards Committee.
The Qualifying Exam is announced to Agronomy Faculty and Graduate Students two weeks prior to the oral examination.

If the student passes the Qualifying or Final Exam, then the Academic Program Specialist will submit the completed forms on-line in GIMS and retain the hard-copy (per the Graduate School requirements).

The Academic Program Specialist will not submit forms on-line until ALL signatures are on the page. If members have participated from remote areas, the Academic Program Specialist can help collect signatures. Digital signatures are allowable. ALL the signatures need to be acquired prior to the online submission.

Once the student passes, he/she is allowed to change AGR 7979 Advanced Research to AGR 7980 Doctoral Research, and in subsequent terms register in AGR 7980. (Appropriate registration is encouraged because UF receives more money from the State of Florida when students are registered in AGR 7980.)

If the student fails the Qualifying exam, then the Supervisory Committee needs to discuss and make a choice about degree continuance, and convey that decision when the Qualifying Examination paperwork is returned. Examples:

The student is still Ph.D. quality, chair should provide justification to Graduate Coordinator and a projected date of retaking the exam. If the student is a graduate assistant, the projected month and year to retake the second exam should be included in the letter of appointment as a “Special Condition” of this milestone completion.

The student is not Ph.D. quality but research is thesis quality or non-thesis project quality, and committee recommends an M.S. degree or different degree and major.

The student has failed in research and/or academics and the committee recommends cessation of Ph.D. degree pursuit in the Agronomy major. If the student is a graduate assistantship a second process is required for assistantship cessation and specific dates on when that is allowed apply. Contact Academic Program Specialist for dates and cessation paperwork/process.

Recommendation of cessation does not remove the student’s ability to pursue a different major, funding, or degree at UF, but does imply any funding support will be changed. The exam paperwork should be marked the student “failed” and the signature page submitted as soon as possible to the Graduate Coordinator and/or Academic Program Assistant.
Your student is ready to defend . . . Now what?

Exit Seminar

Each student prior to the final exam delivers an Exit Seminar, for which a letter-grade is awarded at the term’s end.

Final Exam and Final Exam Form

Physical Presence is required of the Committee Chair and Student at a UF Facility; all other committee members may participate by media. A co-chair, if a member of the same academic unit as the chair, may substitute in a qualifying or final exam. If the student passes the examination, then the committee marks the paperwork accordingly. If the student does not pass, then indicate that on the form and communicate with the Graduate Coordinator about whether the student will remain in the Graduate Program.

Extenuating Circumstances and Substitutes at an Exam

If a committee member has extenuating circumstances that prevents participation in the exam, then there are multiple options to retain the examination date. The committee member may participate remotely—even by telephone. If a substitute is arranged, then the absent member is still responsible to read the thesis or dissertation and must sign all forms to include the Final Exam and ETD signature pages. The substitute will sign ONLY the Final Exam form, and sign next to the place where the absent member would sign. In other words, two signatures will be on that signature line.

A substitute must be UF Faculty and of the same academic unit as the committee member who will be absent. Every effort needs to be shown the student to fulfill completion of the exam commitment.

If the student has the extenuating circumstance, then immediately contact the Academic Program Specialist for guidance. There are multiple resources on campus to intervene and prevent current term fee liability or next-term registration. The process involves multiple departments, such as the Dean of Students, and usually extenuating circumstances is a referral process that can take weeks to
Publishing Agreement

The Committee Chair and the Student complete and sign the publishing Agreement form. Note the embargo choices for release: Immediate; 6 Month; 1 Year; 2 Year; and Secret for 2 Years.

Students are given a caution prior to the exam to read the UMI Agreements in preparation for making a choice on the Publishing Agreement. Any embargo time the student selects in UMI is time added to that which he/she selects on the paperwork.

ETD Signature Page

All Members sign the ETD Signature Page if the thesis/dissertation meets the satisfaction of the committee. If it needs significant revisions, then the committee chair is encouraged to withhold his/her signature until the revisions meet the satisfaction of the committee. The other committee members may choose to sign or not sign at the final exam.

Deadlines set by the UF Graduate School are “hard deadlines” and cannot be addressed via the petition process, even if there are extenuating circumstances. If all regular deadlines are met, with exception of ETD page, then the student might qualify for Clear Prior, if the committee is agreeable to it. (The consequence to the Chair is that he/she works during the UF Holiday period to assist the student with changes to the document! Finale Clearance must be obtained prior to first day of class of the new term. Pursuit of Clear Prior does not guarantee UF Editorial will grant it.)

Submit signed forms to Academic Program Specialist in 3105 McCarty Hall B after the exam is over.
Study Abroad Scholarships: http://cals.ufl.edu/global-gators/study-abroad-scholarships.php

Graduate School Doctoral Dissertation Award: Covers AGR 7980 tuition for min registration to complete Ph.D.
UF Scholarships: http://www.sfa.ufl.edu/types-of-aid/scholarships/
Graduate School Funding resources: http://www.graduateschool.ufl.edu/prospective-students/funding/
UFIC International Student Scholarships: http://www.ufic.ufl.edu/ISS/FinancialResources.html
UFIC’s Latin American Caribbean Scholarship - https://www.ufic.ufl.edu/iss/LACScholarship.html

SUPPORT
FERPA Register via MY UFL - My Training
UF Help Desk Canvas training and course creation, Media Site recording of lectures
College of ALS http://www.cals.ufl.edu/trc/teaching-resources-home.php
Teaching Enhancement Symposium - annually each August ; Spring retreat
College of LS https://teachingcenter.ufl.edu/ta-development/workshops-for-teaching-assistants/

Course Scheduling Contact Academic Program Specialist for course set-up

Deadlines to initiate Room Requests and Off-book designation
November for following Fall December for following Summer June for following Spring

Classroom Views https://classrooms.at.ufl.edu/classroom-info/pictures-and-info/

Requesting MCCB 3096 or MCCB 3108 (CALS-owned rooms)
Check availability first. Insert UF email for redirection to log-in
Step #2: Insert in search either 3096 or 3108. Step #3: Select the classroom to view the calendar
If available then, Step #4: Make the request at http://www.cals.ufl.edu/lab/reservation-classroom.php

Requesting G001 (CALS-owned room) Send an email to Glen Graham

Textbook Adoptions http://www.textadoption.ufl.edu/
CALS Dean requests insertion prior to student’s view of SOC. State laws mandate insertion 30 days prior to first day of class.

Course Teacher Evaluations Opens the last 2 weeks of class and closes reading day “Close” date should be prior to a final exam.
Department sets-up actual dates, messages, etc.

Grades MY UFL - My Class Role, Grade My Sections
Change of Grade via hardcopy form - acquire from Academic Program Specialist

Material and Supply Fees (M&S) Oct - Jan changes accepted for Summer and Fall
      May - June changes accepted for Spring

Of funds collected, 80% must be spend in the term. Fee associated with the course is matched to the course until a change is inserted. Instructor modifies the fee as needed. M&S Fee might be seed, scantrons, or gasoline and van rental for field trips.

Distance Learning Fees Jan - May 15 changes accepted for Fall
Web-delivered courses Jan - Feb 15 changes accepted for Summer
      Aug - Oct 15 changes accepted for Spring

DL Fees are term-specific, and must be inserted each time the course is offered. Default categories are:
Course Production Cost IT Support Costs/other Online Proctoring
Course Production Staff-Payroll IT Support Payroll Costs Other
Graduate/Teaching Assistants OPS Software (Types, licenses, etc.)
Hardware (Depreciation schedule required) TA Fee Waivers
Dr. Robert Gilbert  
Agronomy Department Chair  
3105, McCarty Hall B

Dr. Lynn Sollenberger  
Distinguished Professor and Graduate Coordinator  
3111 McCarty Hall B  
lesollen@ufl.edu

Dr. Diane Rowland  
Professor and Agroecology Program Director  
3105, McCarty Hall B  
dlrowland@ufl.edu

Cynthia Hight  
Academic Program Specialist 1  
Academic support for Students and Faculty  
3105F, McCarty Hall B, (352) 294-1586  
chight@ufl.edu

Theresa Martin  
Administrative Specialist  
Fiscal liaison with Shared Services  
3105B, McCarty Hall B  
tmoore72@ufl.edu

Roman Gloaguen  
UF Agroecology Program Coordinator  
Assistance with Graduate Certificates, Non-thesis Projects, Research abroad at Partner Institutions  
Romain.gloaguen@ufl.edu

Jimmy Anuszewski  
IT support, Conference Bridges  
jski@ufl.edu

P-Card team (352) 392-1331 or email pcard@ufl.edu

Shared Service Center (352) 294-3199 or mccarty-ssc@ufl.edu and CC: agronomy@ifas.ufl.edu

Various UF websites have the most up-to-date directory information on faculty, staff and students.
General Consent and Release

Complete this form and submit to Agronomy’s main office.

I agree that the University of Florida Board of Trustees (the “University”) may record my participation, appearance, likeness, and voice or any digital, analogue, or other device or storage medium, including DVD, CD, video tape, audio tape, or photograph (the “Materials”). I hereby unconditionally and irrevocable consent to the University’s use of the Materials for any legal purpose.

I waive any right to be paid for use of the Materials, or to object to the use of the Materials for any purpose, including publishing, printing, displaying, exhibiting, distributing, or otherwise publicity using the Materials. The University may edit, crop, retouch, or otherwise alter the Materials to reveal my name and identity in the Materials or do so by descriptive text or commentary. All intellectual property rights that are associated with the Materials are the sole property of the University.

I have read and I understand this General Consent and Release. I am eighteen years of age or older.

Signature:____________________________________________________
Printed Name: ________________________________________________
Date: ___________________       Cell Phone:______________________
Address: ______________________________________________________

The University of Florida’s IFAS Agronomy Department uses photographs and digital recordings in classrooms to promote our Graduate and Undergraduate programs, as well as our research mission. Thank you for indicating consent for the Agronomy Department to use your image. Your consent might include a photo accompanying an announcement of an award or examination distributed by email, our website, and/or social media, slide shows for recruiting purposes, and/or digital recordings in UF Classrooms for rebroadcast in CANVAS.

Complete this form and submit to Agronomy’s main office McCarty Hall B room 3105.
Emergency Medical Contact Information

UF/IFAS Agronomy

UF/IFAS Agronomy request the following information that will enable us to contact appropriate persons in the event that you are incapacitated. Should a medical emergency situation arise during your graduate program, providing this information allows us to respond very quickly to contact someone you would want to know about your emergency situation. This is entirely voluntary, and doing so is strongly encouraged due to the field work and equipment you might be using. This information will be kept strictly confidential, and referenced in the unlikely event of a medical emergency requiring contact with the person(s) you have identified.

Printed Name: _____________________________________________

UFID:______________________ Date: _________________________

Your Personal Contact Information:

Cell Number: _____________ Other Number: ___________________

Emergency Medical Contacts:

Name: ____________________________________________

Location: (city/country) ______________________________

Relationship: _______________________________________

Phone Numbers: Cell ____________ Other: ______________

Name: ____________________________________________

Location: (city/country) ______________________________

Relationship: _______________________________________

Phone Numbers: Cell ____________ Other: ______________

By signing this document, I agree to allow a representative from Agronomy to share details of my emergency situation with the person(s) named above.

Signature/Date _______________________________________________________________

Return completed form to 3105 McCarty Hall or email to Cynthia Hight: chight@ufl.edu