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 2018 Fall Orientation
GRADUATE OFFERINGS IN THE
UF IFAS AGRONOMY DEPARTMENT

Doctor of Philosophy Degree

Master of Science Degree
Thesis and 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

Interdisciplinary Certificates managed by the Department
Global Agroecology
Sustainable Agroecosystems
Tropical Agriculture

Professional Development
Skills Training for Agricultural Industry Readiness (STAIR)
And multiple interdisciplinary courses mentioned elsewhere in this handbook

A separate handbook listing departmental requirements of the Agroecology curriculum and fulfillment of the degrees with associative concentrations is available at: agroecology.ifas.ufl.edu
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Agroecology at UF: [https://agroecology.ifas.ufl.edu](https://agroecology.ifas.ufl.edu)

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

**Graduate Certificates offered:**
- Global Agroecology
- Sustainable Agroecosystems
- Tropical Agriculture

Center for Stress Resilient Agriculture: [https://research.ifas.ufl.edu/linked-content/csra/](https://research.ifas.ufl.edu/linked-content/csra/)
Location: MCCD G052

**Skills Training for Agricultural Industry Readiness:** STAIR

Center for Aquatic and Invasive Plants: [http://plants.ifas.ufl.edu/](http://plants.ifas.ufl.edu/)
Location: 7922 NW 71 Street, Gainesville 32653

STUDENT CLUBS...

**Agronomy Graduate Student Organization (AGSA)**
Facebook page: [https://www.facebook.com/agruf/](https://www.facebook.com/agruf/)
Email: agronomygrads@gmail.com

**Plant Science Council:** [www.ufplants.org](http://www.ufplants.org)

**Agronomy-Soils Club:**
- Facebook Page and email: agsoils.uf@gmail.com
- [R-Gators.com](http://R-Gators.com) - Activity hub for R programming at UF

RESOURCES TO GET YOU STARTED . . .

**IT Support:** [http://helpdesk.ufl.edu](http://helpdesk.ufl.edu)
Gatorlink - UF email (required) [http://helpdesk.ufl.edu/self-help/](http://helpdesk.ufl.edu/self-help/)

**Gator 1 Central (Photo ID Card)**
[https://www.bsd.ufl.edu/G1C/idcard/idcard.asp](https://www.bsd.ufl.edu/G1C/idcard/idcard.asp)
Ride the city bus for free with ID Card: [bus schedule](http://helpdesk.ufl.edu/self-help/)

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

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

**Graduate Assistants:**
- *GatorGradCare insurance* [http://hr.ufl.edu/benefits-rewards/health/gatorgradcare/](http://hr.ufl.edu/benefits-rewards/health/gatorgradcare/)
- *UF-GAU Agreement*
- Graduate Assistants United (union) [www.ufgau.org](http://www.ufgau.org)
- HR Contact: Refer to Letter of Appointment

**UF Graduate School:** [www.graduateschool.ufl.edu](http://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
Graduate Catalog: [http://gradcatalog.ufl.edu/](http://gradcatalog.ufl.edu/)

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

See p. 37-38 for more Travel Grants & scholarships!

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

**University of Florida:** [www.ufl.edu](http://www.ufl.edu)
Use the search engine within this website to find nearly anything in the UF system.

**UF Athletics:** [www.gatorzone.com](http://www.gatorzone.com)

**Career Resource Center:** [http://www.crc.ufl.edu/](http://www.crc.ufl.edu/)
Cory Graf cgraf@ufsa.ufl.edu - assigned to CALS students

**UF Registrar Hub:** [http://www.registrar.ufl.edu/hubstudents.html](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/](http://www.umatter.ufl.edu/)

**UF Police Depart. Safety Services - Main Campus**
Out-of-network medical providers used by students at a Research and Education Center

Students should be reimbursed for expenses by out-of-network medical providers. Students will need to contact Florida Blue Customer Service at the telephone number on the back of their ID card for assistance with claims submission and for help with questions regarding plan coverage or claims. Customer Service can also help the participant to locate BlueOptions network providers in their area. Direct additional inquiries to UF Human Resources (352) 392-0003. or email: kbarrera@ufl.edu.

If the graduate students are not GAs and are participating in the United HealthCare Student Insurance Plan, they will need to contact United HealthCare Customer Service regarding plan benefits, provider networks, and claims submission. The telephone number for United HealthCare is on their insurance ID card.

Duties of Graduate Assistants supported by Department Funds

Students who are partially or fully-funded by the UF IFAS Agronomy Department have a job duty within the letter of appointment: “Additional teaching assignments may be made as needed by the Agronomy Department throughout your program.” To fulfill this responsibility, we would expect the student to provide:

1. Teaching Assistant (TA) duties, as assigned by instructor, for at least one course per year; and
2. Support of Department through promotional activities, hospitality, and communication, while providing the student professional development.

Related to #1, we expect the student to coordinate the TA duties with one’s major professor and Graduate Coordinator. Related to #2, the Department will survey the student to learn of his/her interests. Potential assignments would be discussed with the student in advance, and are not intended to interfere with job duties by the supervisor, or academic responsibilities and class schedules. Examples of Department activities include:

⇒ Contribute content to departmental websites and social media platforms in the form of: Blog posts, coordination of photographs of faculty and/or students conducting research, writing an article, and writing press releases.

⇒ Mentor undergraduate and/or non-thesis master’s students, such as literature review and discussion.

⇒ Hospitality of visitors of the Department, such as pre-arrangement details of seminars and conferences, driving visitors to UF functions, taking visiting scholars or new students to UFIC and HR for set-up processes.

⇒ Communicate Department offerings to undergraduate and graduate students for recruitment. This might include, visiting classes to make announcements, assisting Agronomy staff at campus tabling events, or assisting at exhibitor tables at other colleges or society meetings.

⇒ Assist Agronomy faculty or staff with online course development or technology mechanisms for seminars.

Although graduate assistants are approached to become engaged in the activities listed above, we encourage all students to participate in these and similar activities for one’s career readiness!
Graduate Assistant 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 specifies what tuition will be waived. Students are financially responsible for all other fees, textbooks, course material and supply fees, and distance learning fees associated with the credit hour registration per term.

“Graduate Assistant” Job Title

This title is appropriate if job duties include research, as well as teaching assistantship duties. “Graduate Research Assistant” is a choice if the student has at least 30 credit hours of graduate coursework towards the degree.

Holidays, Personal leave, Vacation

An academic holiday does not automatically excuse a GA from work duties, but the Department would expect the student to have the day off from work, if previously arranged with the supervisor, and expect the supervisor to assign urgent work duties to OPS and TEAMS employees (e.g., maintaining growth chambers or watering plants) during UF academic holidays and closures.

The GA receives five days of personal leave during a semester. There is no paid vacation for a graduate assistant. The Department would expect a student to arrange in advance the time the GA desires to take all or part of one’s personal days. If the student takes personal leave during another point of the term, then these days would need to be reported as “Leave without pay” (see p. 14 of bargaining agreement for more).

Payroll/Human Resources

**With an appointment, the student enters into an employee-employer relationship with the University.** Sick leave is to be reported to one’s supervisor. 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 IFAS Shared Service Center or the HR representative of the Research and Education Center to schedule an appointment to become set-up on payroll. The tuition waiver cannot be inserted until the student’s payroll 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.
Emergency Telephone Numbers:

University Police Department (352) 392-1111 (on-campus issues, such as theft, assault, after-dark escort)

On-campus or off-campus, life and death threatening situations, call 911

Immigration urgent issues when International Center is not open, call (352) 538-5558

International Student Activity Report

Registration in a class that has online delivery might require an “International Student Activity Report” memo to explain if the online course has any physical presence requirements. It would be helpful for the student to contact the Department’s Academic Coordinator to alert about the expected memo. The memo is initiated by the Department about three weeks into a new semester. The student is responsible to self-monitor USA Immigration compliance. As a guideline, holders of a J-1 VISA are restricted to one course-delivered 100% online in the entire degree program. F-1 VISA holders may take up to one online class per semester. The convenience of taking online courses make residency at a Research and Education Center feasible for the bulk of one’s research program.

Graduate Assistants and maximum combined FTE of 0.50

Students with student VISAs have employment restrictions. Some F-1 holders are not permitted to work for compensation. VISA holders who are permitted to work cannot exceed total full time equivalency (FTE) of 20 hours per week (or 0.50). This pertains to all combined employment while on a student VISA. Example, a Graduate Assistant on an FTE of .33 cannot start an OPS position with an FTE of 0.25. Having a second source of income must be communicated with the home department to ensure compliance, and the hiring process of added work, is within compliance.

Social Security Administration Process

International Students will need to be in the U.S. ten days to qualify to obtain a Social Security Card. The Department makes every effort to assist the student with the necessary tools to remain compliant with policy. To start employment, acquiring a social security card is necessary and one must take to the Social Security Office the offer letter and letter of appointment. The offer letter must include the following criteria:

On UF letterhead, original letter (not a photocopy), with physical address for the position and date
Employee’s given and family name, job title, start and end date of position, and number of hours per week
Must include UF’s EIN number 596002052
Original signatures (electronic signatures are not permitted, to include Adobe, Docusign, typed script, copies)
Signed and dated by supervisor or an HR representative and the new hire (student)
Letter to include supervisor’s name, title, and telephone number
Job duties (3-5 sentences) must be in letter or an addendum to the office letter attached.

List of documents required to apply for a Social Security Number:

Employment Offer Letter (having all the data listed above)
UF International Center Authorization Letter on Letterhead
Passport, VISA, Continued Attendance I-20
Visit the form at this site https://www.ssa.gov/forms/ss-5.pdf, complete online and print
I-94 - visit this site https://i94.cbp.dhs.gov/I94/#/home to obtain online the I-94 form

UF International Center recommends all students with a VISA obtain a State Identification Card from the Department of Motor Vehicles; details on what to take to acquire one is here.
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. Program variations to one’s major in Agronomy might include a plan such as Dual Major or Minor, and/or sub-plan, like a Concentration or Graduate Certificate. The student is responsible to comply with the requirements of each plan and sub-plan, as well as the Graduate School. The student 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 one’s plan (and sub-plan).

**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.

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 deficiencies may be required prior to admission or during the first year of graduate study. **Bridge to Agroecology** certificate is designed for those who desire to apply to the M.S. online with Agroecology concentration.

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<td>Forage Nutrition &amp; Management</td>
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<td><strong>Plant Breeding - Genetics &amp; Genomics</strong></td>
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<td>Plant Physiology and Crop Management</td>
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<td><strong>Statistical Methods/Data Analysis</strong></td>
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<tr>
<td>Weed Science &amp; Ecology - Terrestrial &amp; Aquatic</td>
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Minimum Grades and 3.0 GPA

- **Cumulative 3.0 GPA** within each Plan and Sub-Plan is required throughout the duration of the graduate program. *Failure to maintain an overall 3.0 will be cause for dismissal.*
- **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](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 days 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/](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/](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 or view a previous recording. Agroecology supplemental forms and handbooks are here: [https://agroecology.ifas.ufl.edu/student-handbooks/](https://agroecology.ifas.ufl.edu/student-handbooks/)
Registration & Student VISA Compliance

Students are responsible to become familiar with registration and employment compliance related to their student VISA restrictions. In general, if the registration pattern varies from the guide below, the student should contact the UF International Center and the Agronomy Department.

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<td>Fall and Spring</td>
<td>Nine (9) credit hours conforms to USA Immigration and most letters of appointment (LOA)</td>
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<td>Summer</td>
<td>Lapse permitted per US Immigration in some circumstances if not on appointment</td>
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<tr>
<td>Final Two Terms</td>
<td>US Immigration permits reduction of credit-hour registration; balance against funding requirements of registration</td>
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Research Hour Registration

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.

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.

Final Term Registration

Use the guide below for minimum course registration in the final term.

<table>
<thead>
<tr>
<th>Type</th>
<th>Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>All students</td>
<td>AGR 6933 Agronomy Graduate Seminar, 1 credit AND AGR 7980 Doctoral Research, 3 credits if fall or spring (2 if in summer)</td>
</tr>
<tr>
<td>Ph.D. Dissertation</td>
<td>AGR 7980 Doctoral Research, 3 credits if fall or spring (2 if in summer)</td>
</tr>
<tr>
<td>M.S. Thesis</td>
<td>AGR 6971 Master’s Research - 3 credits if fall or spring (2 if in summer)</td>
</tr>
<tr>
<td>M.S. Non-thesis</td>
<td>AGR 6905 Agroecology Project, 2 credits if in Agroecology concentration, or AGR 6905 Project, 3 credits if not in the Agroecology concentration.</td>
</tr>
</tbody>
</table>

Hence, if one is on a graduate assistantship with required registration of 9 credit hours, a final semester of registration might be: AGR 7980 Doctoral Research, 8 credits + AGR 6933 Agronomy Graduate Seminar, 1 credit.

If in doubt of appropriate registration, refer to the 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_8BKzo7N6yvHtU4B
**Semester System:** 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:

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Full Time Enrollment</th>
<th>Part-time Enrollment</th>
<th>Semester Lapse</th>
</tr>
</thead>
<tbody>
<tr>
<td>9-12 credits fall/spring, and 6-8 credits summer</td>
<td>3 credits (fall or spring) and 2 credits summer</td>
<td>Permitted if registered in two previous terms, and if funding source approves</td>
<td></td>
</tr>
</tbody>
</table>

**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.* Graduate Assistants’ fees are deferred until late in the given semester (Fall - early November, Spring - mid-March, and Summer C(mid-July). Tuition waivers and Scholarships are processed after enrollment is verified after Add/Drop.

Resources:  
*UF Bursar critical deadlines:* [http://www.fa.ufl.edu/bursar/critical-dates/](http://www.fa.ufl.edu/bursar/critical-dates/)  
*Minimum enrollment related to receiving financial aid is here.*

### Credit Load

<table>
<thead>
<tr>
<th>Credit Load</th>
<th>Fall/Spring Term</th>
<th>Sum A Term</th>
<th>Sum B Term</th>
<th>Sum C Term</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full-Time Graduate Students</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not on Appointments</td>
<td>9-12</td>
<td>4 and</td>
<td>4 or</td>
<td>8</td>
</tr>
<tr>
<td>Assistants on .01 - .24 FTE and/or Fellows</td>
<td>12</td>
<td>4</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>Assistants on .25 - .74 FTE</td>
<td>9</td>
<td>3</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Assistants on .75 - .99 FTE</td>
<td>6</td>
<td>2</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Assistants on 1.0 FTE</td>
<td>3</td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td><strong>International Students</strong></td>
<td>9</td>
<td></td>
<td>Refer to LOA, Award Letter, or UFIC</td>
<td></td>
</tr>
<tr>
<td><strong>Part Time Students</strong></td>
<td>3</td>
<td></td>
<td>2 or lapse</td>
<td></td>
</tr>
</tbody>
</table>
### Graduate Courses Charged per Student Credit Hour

<table>
<thead>
<tr>
<th></th>
<th>Academic Year Fall 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident Tuition</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</strong> Rate Per Credit Hour</td>
<td><strong>$530.69</strong></td>
</tr>
<tr>
<td>Non-Resident Fee</td>
<td>$690.21</td>
</tr>
<tr>
<td>Non-Resident Student Financial Aid</td>
<td>$34.51</td>
</tr>
<tr>
<td><strong>Non-Resident Tuition &amp; Fees Per Credit Hour</strong></td>
<td><strong>$1,255.41</strong></td>
</tr>
<tr>
<td>*Fees Per Credit Hour for Assistants on Main Campus after Tuition Waiver</td>
<td>*Gainesville /Main Campus $81.96 Multiply by credit hours (9) and you owe $737.64 fall/spring; $491.76 summer C</td>
</tr>
<tr>
<td>^ Fees removed for Assistants at RECs, depending upon codes associated with registration</td>
<td>^ Research &amp; Education Centers $56.71 Multiply by credit hours (9) and you owe $510.39 fall/spring; $340.26 summer C</td>
</tr>
<tr>
<td>UF tuition waiver for Students on Assistantship</td>
<td>$448.73 per credit hour Multiplied by 9 credits $4,038.57 (f/sp) Multiplied by 6 credits $2,692.38 (sum)</td>
</tr>
</tbody>
</table>

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/](http://www.fa.ufl.edu/bursar/current-students/)

**Bursar’s deadline:** [http://www.fa.ufl.edu/bursar/critical-dates/](http://www.fa.ufl.edu/bursar/critical-dates/)

For Fall 2018 term, the Bursar’s deadline is Aug. 31 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 2018 term, the deferred deadline for Graduate Assistants is Nov. 16.
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.

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.

Vehicles

To reserve a Department van, contact the Department’s front office. Familiarity with policy and procedures of operating UF-owned vehicles and machinery is required. A copy of the student’s driver’s license must be on file with the front office prior to operating a Department vehicle.
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.

**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

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.
Every Student will be evaluated after the First Term and thereafter, every Spring

After your first term grades are posted, 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.

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

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**GRADUATE STUDENT EVALUATION**

Name: ________________ UF ID: ________________

Begin date: __________ End Date __________

<table>
<thead>
<tr>
<th>Low</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Student proficiency in classroom academics
- Student awareness of current literature
- Student proficiency in conducting research
- Student proficiency in instruction
- Performs teaching responsibilities in a timely and competent manner
- Accomplishes thesis/dissertation research in a scientific and innovative manner with minimal supervision
- Completes other research responsibilities assigned by supervisor on a timely basis
- Complies with work schedule established by supervisor
- Adheres to departmental and University requirements regarding deadlines for submission of forms related to registration and academic progress
- Overall work performance

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*Supervisory Committee Names*

**Supervisory Committee Signatures**

Chair:

Co-Chair: or Member

Member:

Minor Representative or Member:

External Member: *(Ph.D. students have this member role)*

Comments: *(Additional room for comments on the back of this form)*

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

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 one of the three other majors associated with the concentration, and a third member 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 one of the three other majors associated with the concentration.

**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 the course choices and Agroecology Committee 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 petition.*
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 Concentration: Refer to Agroecology Graduate Student Handbook for M.S. Committee Composition. Agroecology curriculum is interdisciplinary with the three other UF majors. The chair and a member must be Agronomy Faculty, a third faculty member from one of the other three majors: Ag Biological Engineering, Entomology/Nematology, or Soil and Water Sciences.

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 Member 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: Committee 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 their 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.
Core Curriculum Requirements - Minimum 3-credit hours from each category

**Plant Physiology/Biochemistry**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGR 5444</td>
<td>Ecophysiology of Crop Production</td>
<td>3</td>
</tr>
<tr>
<td>BCH 5045</td>
<td>Graduate Survey of Biochemistry</td>
<td>4</td>
</tr>
<tr>
<td>BOT 5505C</td>
<td>Intermediate Plant Physiology</td>
<td>3</td>
</tr>
<tr>
<td>FOR 6340</td>
<td>Physiology of Forest Trees</td>
<td>3</td>
</tr>
<tr>
<td>HOS 6345</td>
<td>Environmental Physiology</td>
<td>4</td>
</tr>
<tr>
<td>HOS 6535</td>
<td>Woody Plant Physiology</td>
<td>2</td>
</tr>
<tr>
<td>HOS 6932</td>
<td>Hort Physiology</td>
<td>4</td>
</tr>
<tr>
<td>PLS 6655</td>
<td>Plant-Herbicide Interactions</td>
<td>3</td>
</tr>
</tbody>
</table>

**Plant Ecology/Management/Nutrition**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGR 5215C</td>
<td>Integrated Field Crop Science</td>
<td>3</td>
</tr>
<tr>
<td>AGR 5230C</td>
<td>Florida Grassland Agroecosystems</td>
<td>4</td>
</tr>
<tr>
<td>AGR 5511</td>
<td>Crop Ecology</td>
<td>3</td>
</tr>
<tr>
<td>AGR 5277C</td>
<td>Tropical Crop Production</td>
<td>3</td>
</tr>
<tr>
<td>AGR 6233</td>
<td>Tropical Grassland Agroecosystems</td>
<td>3</td>
</tr>
<tr>
<td>AGR 6237C</td>
<td>Research Techniques in Forage Eval.</td>
<td>3</td>
</tr>
<tr>
<td>AGR 6422C</td>
<td>Environmental Crop Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>ALS 5155</td>
<td>Global Agroecosystems</td>
<td>3</td>
</tr>
<tr>
<td>ALS 6166</td>
<td>Exotic Species &amp; Biosecurity Issues</td>
<td>3</td>
</tr>
<tr>
<td>FAS 6932</td>
<td>Cuba - Tropical &amp; Coastal Ecology</td>
<td>4</td>
</tr>
<tr>
<td>IPM 5305</td>
<td>Principles of Pesticides</td>
<td>3</td>
</tr>
<tr>
<td>PLS 5632C</td>
<td>Integrated Weed Management</td>
<td>3</td>
</tr>
<tr>
<td>PLS 5652</td>
<td>Advanced Weed Science</td>
<td>3</td>
</tr>
<tr>
<td>PLS 6623</td>
<td>Weed Ecology</td>
<td>3</td>
</tr>
<tr>
<td>PLS 6626</td>
<td>Invasive Plant Ecology</td>
<td>3</td>
</tr>
<tr>
<td>SWS 6136</td>
<td>Soil Fertility</td>
<td>3</td>
</tr>
</tbody>
</table>

The objective is to ensure that all Agronomy students have a common knowledge base that will enhance their overall understanding of Agronomy, their interaction with students and faculty during the graduate program, and their value as future collaborators after they complete their graduate work.

Courses that count toward this requirement are listed in these four tables. **Bold face** indicates courses that satisfy the Agronomy major. Other courses not listed may count. Contact the Graduate Coordinator.

M.S. with Agroecology Concentration - exempt from the core curriculum. Students should refer to the Agroecology handbook for program of study template and course choices.

Ph.D. with Global Systems Agroecology Concentration is not exempt from the core curriculum.

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

Use the Program of Study as the communications tool to confirm compliance.
Process of the Program of Study
a. Select courses, discuss with Chair
b. Complete template, submit to Graduate Coordinator for review.
c. Present to Committee with research proposal, modify, collect signatures.
d. Submit signed copy for student 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). 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.

Minors
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 student 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 6 to 18 credits depending on the degree program and minor field. 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.
Program of Study – Form 2 for Ph.D. Degree in UF IFAS Agronomy

Proposed program of study for UF ID: NAME:

Major: Agronomy

<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>AGR6933 Agronomy Graduate Seminar</td>
<td>1</td>
<td>Final Term</td>
<td></td>
</tr>
<tr>
<td>AGR7979 Advance Research</td>
<td>~ 20</td>
<td>Various, before Qual Exam</td>
<td></td>
</tr>
<tr>
<td>AGR7980 Doctoral Research</td>
<td>~ 10</td>
<td>Various and final term</td>
<td></td>
</tr>
<tr>
<td>AGR 6932 Experimental Design Analysis (Stat Core)</td>
<td>3</td>
<td>Sum 19</td>
<td></td>
</tr>
<tr>
<td>AGR 6940 Supervised Teaching</td>
<td>5</td>
<td>Various</td>
<td></td>
</tr>
<tr>
<td>PLS 6626 Invasive Plant Ecology</td>
<td>3</td>
<td>Spring 2019</td>
<td></td>
</tr>
<tr>
<td>University of Florida (Agronomy major) MS Credits</td>
<td>39</td>
<td>Transfer</td>
<td></td>
</tr>
<tr>
<td>PLS 6655 Plant Herbicide Interaction</td>
<td>T</td>
<td>T</td>
<td></td>
</tr>
<tr>
<td>AGR 5444 Ecophysiology Crop (Physiology Core)</td>
<td>T</td>
<td>T</td>
<td></td>
</tr>
<tr>
<td>IPM 5305 Principles of Pesticide (Ecology Core)</td>
<td>T</td>
<td>T</td>
<td></td>
</tr>
<tr>
<td>PLS 5526 Advanced Weed Science</td>
<td>T</td>
<td>T</td>
<td></td>
</tr>
<tr>
<td>AGR 6932 Aquatic Weed Control</td>
<td>T</td>
<td>T</td>
<td></td>
</tr>
<tr>
<td>AGR 5321 Genetics Improvement of Plants (Genetics Core)</td>
<td>T</td>
<td>T</td>
<td></td>
</tr>
</tbody>
</table>

Minor: Soil and Water Sciences

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Term &amp; Year</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWS 6448 Biochemistry of Wetlands</td>
<td>3</td>
<td>Fall 19 or 21</td>
<td></td>
</tr>
<tr>
<td>SWS 5247 Hydric Soils</td>
<td>2</td>
<td>Summer 19 (main campus)</td>
<td></td>
</tr>
<tr>
<td>SWS 5248 Wetlands and Water Quality</td>
<td>3</td>
<td>Fall 18 (main campus)</td>
<td></td>
</tr>
<tr>
<td>SWS 5155 Environmental Nutrient Management</td>
<td>3</td>
<td>Spr 18 or 20</td>
<td></td>
</tr>
<tr>
<td>SWS 5234 Environmental Soil, Water, Land Use</td>
<td>3</td>
<td>F 19 or 21</td>
<td></td>
</tr>
</tbody>
</table>

Foundation and Supporting Work:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Term &amp; Year</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>AEC 6932 Trans Ag into Effective Outreach</td>
<td>3</td>
<td>Spr 19</td>
<td></td>
</tr>
<tr>
<td>ALS 5932 Sea Level Rise &amp; Coast</td>
<td>3</td>
<td>Spr 19</td>
<td></td>
</tr>
<tr>
<td>ALS 6046 Grant Writing</td>
<td>3 or 1</td>
<td>Spr 21</td>
<td></td>
</tr>
<tr>
<td>(or 1 credit PLP 6921 Journal Colloquium Grant Writing)</td>
<td></td>
<td>Spr 21</td>
<td></td>
</tr>
</tbody>
</table>

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

Student: ____________________________

Chair: L. Gettys

Co-chair, if applicable: (none in this example)

Member: E. Van Santen (Dept mbr)

Member: S. Enloe

External: B. Lindberg

Special: (e.g., 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.

Graduate Students should submit a draft version to the Graduate Coordinator for approval.
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

<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></td>
<td>Fall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*AGR 5511 Crop Ecology</td>
<td>3</td>
<td></td>
<td>Fall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*AGR 5444 Ecophysiology of Crop Production</td>
<td>3</td>
<td></td>
<td>Spring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*AGR6233 Tropical Grassland Agroecosystems</td>
<td>3</td>
<td></td>
<td>Fall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SWS 5050 Soils for Environmental Professionals</td>
<td>3</td>
<td></td>
<td>Fall or Spr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SWS5246 Water Sustainability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semester Abroad at Partner Institution</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* ALS 5905 International Research Immersion</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**Social Science and Economics**
- FNR6669 - Policy and Economics of Natural Resources (3 credits) (highly recommended)
- AGS6007 - Communicating in Academia (3 credits)
- AEC 5434 - Leadership Development: For Extension & Community Nonprofit Organizations (3 credits)
- AEC 6325 - History and Philosophy of Agricultural Education (3 credits)
- AEC 6211 - Delivering Educational Programs in Agricultural Settings (3 credits)

**Modeling**
NOTE:Prerequisite for modeling courses: STA 6093 Intro to Applied Statistics or STA 6146 Statistical Methods 1 or equivalent
- ABE 5433C - Biological Systems Modeling (3 credits) (highly recommended)
- ABE 5446 - Biological and Agricultural Systems Simulation (3 credits)
- ABE 5015 - Empirical Models of Crop Growth & Yld Response (3 credits)
- ABE 6254 - Simulation of Agricultural Watershed Systems (3 credits)
- ABE 6448 - Agricultural Decision Systems (3 credits)
- ABE 6935 - Crop Simulation (3 credits)

**Ecology**
- PCB 5338 - Principles of Ecosystem Ecology (3 credits) (highly recommended)
- WIS 5456 - Research Design in Wildlife Ecology (Fall - 3 credits)
- WIS 5511 - Plant-Animal Interactions (every other year - 3 credits)
- WIS 5555C - Conservation Biology (Fall – 3 credits)
- PCB 6447C - 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: _______
### Program of Study for Master of Science, Non-Thesis Degree

**Proposed program of study for Name:** [Name]

**Major:** Agronomy (Thesis)

#### Required Core Courses

<table>
<thead>
<tr>
<th>Selection</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Semester Offered</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Any major)</td>
<td>ALS 5155</td>
<td>Global Agroecosystems</td>
<td>3</td>
<td>Fall</td>
<td>2018</td>
</tr>
<tr>
<td>(Any major)</td>
<td>AGR 6933/WS 6931</td>
<td>Graduate Departmental Seminar</td>
<td>1</td>
<td>Fall</td>
<td>2019 (Final)</td>
</tr>
<tr>
<td>(Any major)</td>
<td>AGR 6025 or ABE 6933/AGS 6027</td>
<td>Building Skills in Agroecology or Communicating in Academia</td>
<td>3</td>
<td>Fall/Spring</td>
<td>2020</td>
</tr>
<tr>
<td>(Any major)</td>
<td>STA 6093</td>
<td>Intro to Applied Statistics</td>
<td>3</td>
<td>Fall/Spring</td>
<td>2019</td>
</tr>
<tr>
<td>(Any major)</td>
<td>AGR/WS/AGS 6960</td>
<td>Special Topics (May complete research hours)</td>
<td>2-6</td>
<td>any</td>
<td>Various</td>
</tr>
</tbody>
</table>

And select two of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
<th>Semester Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGR 5511</td>
<td>Crop Ecology</td>
<td>3</td>
<td>Fall/Spring 2019</td>
</tr>
<tr>
<td>SWS 5090</td>
<td>Soils Environmental Professionals</td>
<td>3</td>
<td>Fall/Spring 2019</td>
</tr>
<tr>
<td>ORM 6766</td>
<td>Principles and Issues in Environmental Hydrology</td>
<td>3</td>
<td>Fall</td>
</tr>
<tr>
<td>ENY 5006/SWE 5008L</td>
<td>Graduate Survey of Entomology</td>
<td>2+1</td>
<td>Fall/Spring/sum C</td>
</tr>
</tbody>
</table>

and one each from two of the following groups:

**Group 1 – Agronomy Focus Area**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
<th>Semester Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGR 5444</td>
<td>Ecophysiology of Crops</td>
<td>3</td>
<td>Spring 2019</td>
</tr>
<tr>
<td>AGR 6422C</td>
<td>Environmental Crop Nutrition</td>
<td>3</td>
<td>Fall</td>
</tr>
</tbody>
</table>

**Group 2 – Soil and Water Focus Area**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
<th>Semester Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWS 5246</td>
<td>Water Sustainability</td>
<td>3</td>
<td>Spring</td>
</tr>
<tr>
<td>SWS 5208</td>
<td>Sust. Agr. &amp; Urban Land Management</td>
<td>3</td>
<td>Fall</td>
</tr>
</tbody>
</table>

**Group 3 – Engineering Focus Area**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
<th>Semester Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORM 6766</td>
<td>Irrigation Principles and Management</td>
<td>3</td>
<td>Fall</td>
</tr>
<tr>
<td>ABE 6545C</td>
<td>Computer Simulation of Crop Growth and Management Responses</td>
<td>3</td>
<td>Summer 2019</td>
</tr>
</tbody>
</table>

**Group 4 – Entomology Focus Area**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
<th>Semester Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEM 5207</td>
<td>Plant Nematology</td>
<td>3</td>
<td>Spring</td>
</tr>
<tr>
<td>ENY 5236</td>
<td>Insect Pest and Vector Management</td>
<td>3</td>
<td>Summer C</td>
</tr>
</tbody>
</table>

**Electives (as needed to reach the required number of credits):**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Semester Offered</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWS 6932</td>
<td>Scientific Writing</td>
<td>2</td>
<td>Sum 2020</td>
<td></td>
</tr>
</tbody>
</table>

---

**QUICK TIPS:**

Students with the Agroecology Concentration should refer to the Agroecology handbook supplement and orientation specific to this concentration.

Transfer of Credit paperwork is initiated by Agronomy and provided to the student’s Committee Chair for review in the first term.
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.
STAIR - Skills Training for Agricultural Industry Readiness, STAIR, is a new initiative recently launched through the Center for Stress Resilient Agriculture (CSRA). It was created with the goal to better prepare graduate students to enter the private sector (industry, non-profit, etc.). Webpage: https://agroecology.ifas.ufl.edu/uf-stair/

The UF-STAIR program consists of three exciting initiatives:

**ALS 6031 Project Team Research: Building Skills in Agrobiology**
This course emphasizes acquiring/refining skills within the following areas: professionalism; project management; working in interdisciplinary teams; effective communication (written and oral) with peers and mentors; tackling complex projects through creative and novel approaches, and formulating, designing, and presenting methodologies to solve problems.

The process for begins with contact from a private or non-profit to the administrator of the Center for Stress Resilient Agriculture (CSRA), through which this course is managed, with a research question/challenge they are facing. After discussion and definition of the expectations from the company, the problem is formulated in a course friendly format with a set of concrete deliverables to be produced by the end of the semester. A selected team of 5 – 8 multi-disciplinary students tackles the defined problem.

This course has been highly successful during its initial three semesters, with very positive feedback from the companies who participated. Additional companies have contacted the CSRA, and we need to recruit more students to address all of these real-life problems. In short, we are limited by the number of students taking the course, and not by the number of companies that wish to participate.

**Accelerate to Industry, A2i**, is an innovative 3-day symposium, hosted in partnership with NC State University, and features developmental workshops, panel discussions, presentations from industry stakeholders, and networking events – all focused on developing skills that provide students with a competitive edge in the agricultural job market. Participants also interview and discuss career opportunities with industry leaders during the event. The event frequency is 1 or more times per year and students are informed 2-3 months in advance.

**ALS 6905 International Research Immersion**
This course addresses the need for international opportunities for our student body by offering students the ability to take part in international differences scientifically and culturally, and helps them develop their professional network. The format of the course is a semester long research internship, during which students assist in an on-going research project at one a partner institution. The Department encourages faculty advisors to cover at least the cost of the round-trip airfare. All remaining living expenses are at the student’s expense. Upon return to UF, students give an oral presentation to their advisor and UF Agroecology program administrators highlighting the activities they carried out abroad. Successful completion fulfills 3 or 4 course credits, depending upon one’s program.

**Web page of partner institutions:** https://agroecology.ifas.ufl.edu/
Individual Development Plan

⇒ Required for all students in Agronomy major who started Fall 2017 and later
⇒ Supplement to the Program of Study
⇒ Signature Sheet Due with First Term Evaluation. Students/Chairs will be sent the template for First Term Evaluation and IDP (template choices) about 1 month before the signature page is due to the student’s file.
⇒ Subsequent/updated IDPs will be submitted with the annual evaluation that occurs for all graduate students in Spring semester.

An Individual Development Plan (IDP) helps one align personal and professional goals with academic expectations and responsibilities.

Agronomy Department’s Customized IDP Template asks...

- Student statement of academic and career goals
- Student summary of at least three current strengths (suggest using an instrument like that available at http://cals.ufl.edu/students/graduateIndividualDevPlan/index.php under “Individual Development Plan Year 1”)
- Student summary of at least three areas for improvement
- Adviser assessment of student’s current strengths
- Adviser assessment of areas for improvement
- Plan of action for coming year - list at least three specific goals (e.g., experiments to complete, manuscripts, presentations, workshops, professional development activities, etc.)
- Student statement of how adviser can best assist student in meeting goals
- Signatures of Student and Chair

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. Our Colleges resource page with the Graduate School’s template is on this web page: http://cals.ufl.edu/students/graduateIndividualDevPlan/index.php

Why an IDP is of value

An individual development plan helps the student to align academic activities and responsibilities with one’s personal and professional goals.

Developing a plan will give the student critical information for building the skills, knowledge, and resources necessary for one’s career and prepare one for meaningful personal or professional opportunities after graduation.

The IDP template is comprised of a self-assessment of the student’s skills and interests, a summary of one’s goals for the upcoming year based on the self-assessment, and an action plan to shape one’s skillset, created in conjunction with their adviser.

Each Spring the Student and Chair are expected to re-visit the IDP and complete an update, as well as initiate the Annual Evaluation.
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 Concentration), 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: If required by the Supervisory Committee, a comprehensive written exam should be taken prior to the midpoint of the term of graduation. Questions for the exam can be solicited from all faculty within the Agronomy Department. A special project may substitute for the written exam. 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.

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 6
Complete “First Term Evaluation” and “Individual Development Plan”; provide signed copy for student file
Provide signed copy of Program of Study and non-thesis proposal for student file
Verify via ONE.UF degree attributes in GIMS and transfer of credit on transcript
M.S. THESIS DEGREE REQUIREMENTS

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 four core curriculum areas
(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 physically 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 elsewhere in this handbook.

First Semester Goals: (even if enrolled part-time as a place-bound professional):
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 6
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 supplemental 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 to 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 four core curriculum areas if not fulfilled within M.S degree and regardless of Ph.D. concentration. 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:** See elsewhere in 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.

**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 for a Graduate Certificate or a Degree. This is a hard deadline and cannot be petitioned.

Ph.D. - Commencement Escorts for Ph.D. students may be selected in advance of the term’s mid-point; provide to Department.

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. and Thesis - UMI Publishing Agreement choices are within ONE.UF for the student to select an embargo period and submit.

Schedule an Exit Seminar and Final Exam. Usually the same day. 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. Ask Chair to set-up Zoom video conference link.

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, Zoom link, 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 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.

OPT requests to the UF International Center are made online submission by the student. (If one’s faculty advisor does not upload the letter supporting OPT, then the student may wait until the degree is earned.)
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 or video conference for REC locations.

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. Lectures are WEB delivery plus 2-3 required field trips departing from the main campus. Students at an REC are required to come to main campus/field sites to participate in the field trips.

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 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 - Plant Chrom & Genomes (3)  Prereq: AGR 3303. Genetic variability with emphasis on interrelationships of cytologic and genetic concepts. Offered spring semester during even years.

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. Future years permanent PLS SXXX course number and new name, and campus or WEB delivery.

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.

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.

Multiple Course Sections Exist for Research Hours and/or WEB-delivered Courses. For quality control of correct section, use the Agronomy Registration Requests link.
ALS 6031 - Project Team: Building Research Skills in Agrobiology (3) Addresses the need for broad training in agricultural fields as food production systems become more complex with interdisciplinary challenges. Hands-on experience solving specific problems faced by industry representatives is critical for employment preparation and competitive standing. Offered each spring and fall campus or video conference for students at REC locations.

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 5XXX - Upland Invasive Plant Management (3) Available in Fall 2019 or Spring 2020. Campus and WEB delivery.

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. Offered spring 2019 campus or WEB delivery.

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.

How to Register:

ONE.UF for courses that are on main campus and traditional classrooms.

Agronomy courses listed above that are Dept-controlled, use the Agronomy Registration Requests link.

Distance students at REC locations and self-funded students should always involve the Agronomy’s Academic Program Specialist for registration in the appropriate sections; use the Agronomy Registration Requests link.

For WEB-delivered or other “Department Controlled” courses, contact the academic unit that offers the course.

Website of Statistics Courses offered at UF https://ufstatscourses.shinyapps.io/shiny_tutorial/

STA 6093 registration request if a student at an REC or in the Agroecology online curriculum.
**CALS Courses that contribute to the Agronomy major**

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

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

**ALS 5905 - International Research Immersion (3-4 credits per semester)** A 3 to 6 month international internship from one of the UF Agroecology Partner Institutions. This is a stand-alone course or part of the graduate certificate (4 credit hours) or PhD concentration (3 credit hours) in two Agroecology offerings. Requires interview with Agroecology Program Specialist for Partner Institution placement. Offered every semester.

**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.

**STA 6093 Intro to Applied Statistics (3)** Provides students with a conceptual and practical understanding of the application of statistics in the agricultural and life sciences. A combination of lectures, programming demonstrations, data exercises using the programming language R, group activities, and primary literature will be used. WEB delivery only. *International Students are required to take the final/comprehensive exam on the main campus in Gainesville, FL.* Registration request for students not on main campus. Student group that discusses R [http://www.r-gators.com](http://www.r-gators.com)

**4+1 Combined BS/MS Program in CALS**

The combined degree program in our College allows undergraduate students at UF with a GPA of at least 3.2 to consider taking up to 12 graduate credit hours to contribute to the present bachelor’s degree and future Master’s degree in the Agronomy major.

**The process:** Undergraduate student coordinates the list of desired graduate courses with the present undergraduate advisor and future graduate advisor, completes the 4+1 form, collects signatures and submit to the College! The graduate coursework qualifies to transfer, as long as grades are “B” or higher and transfer is within seven years of taking the coursework. Starting a 4+1 program does not obligate the student to take the courses listed. The student is responsible for the graduate-level tuition. Entering 4+1 does not guarantee M.S. admission, but grades “B” or higher strengthens a graduate application! Link to the form.

Recent bachelor’s graduates might consider a “bridge” activity, such as a graduate certificate.
Interdisciplinary Graduate Certificates Managed by the Department

UF IFAS Agronomy Department manages three interdisciplinary graduate certificates. Admissions requirements include an earned bachelor’s degree from an accredited institution with a major in a natural resource discipline (or at least two biology and two chemistry courses). The GRE is not required for admission.

Graduate School policy on graduate certificates contains eligibility, maintenance of a GPA of 3.0, and permits the academic unit to set standards for completion.

Applicants are advised to contact the Agronomy department’s Academic Program Specialist or Agroecology Specialist prior to applying. The three following graduate certificates are available by application to current UF graduate students, or to self-funded students as a stand-alone. All certificates are accredited.

Global Agroecology Certificate 10+ Credits

The curriculum provides international exposure in meeting the challenges of food and farming systems with agroecological approaches. Admission process includes an interview with the UF Agroecology director or staff to discuss the research abroad and an appropriate Partner Institution. Fulfillment of the certificate includes an International Research Immersion experience that might be 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 ALS 5155 and an oral seminar presentation to Agroecology Faculty of the research of the Partner Institution is required for completion.

**Two Core Courses:**
- ALS 5155 Global Agroecosystems
- ALS 5905 Research Immersion Experience
  - 3-6 month research abroad at a Partner Institution* (4 credits)

**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 - [Link for the online magazine](#)

- Australia
  - University of New England - Innovation Center (SMART Farm) (Armidale)
  - Western Sydney University - Hawkesbury Institute for the Environment (Richmond)
- Brazil
  - UFRPE, Pernambuco (Recife)
- Colombia
  - Agrosavia
- France
  - ISARA-Lyon (Lyon)
- Guadeloupe
  - INRA Antilles-Guadeloupe
- Israel
  - Hebrew University of Jerusalem
- Italy
  - Universita di Foggia
- Netherlands
  - Wageningen University
- Nigeria
  - International Institute of Tropical Agriculture
- South Korea
  - Gyeongsang National University
- United Kingdom
  - Cranfield University (Bedfordshire)
  - Harper Adams University (Newport)
- United States
  - University of the Virgin Islands
**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. Self-funded students (often place-bound professionals) have the convenience of 100% online delivery.

**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

**Tropical Agriculture Certificate 12+ Credits**

Curriculum addresses unique challenges faced with integrating production, environment, and society in tropical agroecosystems. Applicants should have an earned bachelor’s degree from an accredited institution with a major in a natural resource discipline, such as Agronomy, Plant Science, Soil and Water Sciences, Horticulture Science, Environmental Engineering, or Agricultural Engineering. Those with a different major should possess at least two courses in related sciences including biology, chemistry, environmental science, and/or soil and water sciences. Self-funded students (often place-bound professionals) should scrutinize electives for those offered 100% online. A comprehensive final written exam of courses taken is required for completion. Check with Department for updates on when courses are offered, course delivery, and prerequisites.

**One Core Course:**
- ALS 5155 Global Agroecosystems (3 credits, fall, main campus or 100% online)

**Electives - choose 3 classes for 9 – 11 additional credit hours from the following:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits, Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABE 6645C</td>
<td>Computer Simulation of Crop Growth and Management Response</td>
<td>(3 credits, summer)</td>
</tr>
<tr>
<td>AEB 6675</td>
<td>International Agribusiness Marketing</td>
<td>(3 credits, spring)</td>
</tr>
<tr>
<td>AEB 7645</td>
<td>Economic Development and Agriculture</td>
<td>(3 credits, fall)</td>
</tr>
<tr>
<td>AGR 5277C</td>
<td>Tropical Crop Production</td>
<td>(3 credits, fall, main campus)</td>
</tr>
<tr>
<td>AGR 6233</td>
<td>Tropical Grasslands Agroecosystems</td>
<td>(3 credits, fall odd, main campus or concurrent video conference in real time.)</td>
</tr>
<tr>
<td>AGR 6422C</td>
<td>Environmental Crop Nutrition</td>
<td>(3 credits, fall, main campus or 100% online)</td>
</tr>
<tr>
<td>BOT 5685C</td>
<td>Tropical Botany</td>
<td>(5 credits, summer)</td>
</tr>
<tr>
<td>ENV 5566</td>
<td>Tropical Entomology</td>
<td>(3 credits, summer A odd)</td>
</tr>
<tr>
<td>FOR 6170</td>
<td>Tropical Forestry</td>
<td>(3 credits, spring)</td>
</tr>
<tr>
<td>FOR 6628</td>
<td>Community Forest Management</td>
<td>(3 credits, fall, main campus)</td>
</tr>
<tr>
<td>HOS 5555</td>
<td>Tropical Fruit Production and Research in Florida</td>
<td>(3 credits, summer B onsite at Tropical Research and Education Center in Homestead, FL)</td>
</tr>
<tr>
<td>ORH 5282</td>
<td>Orchid Biology and Culture</td>
<td>(3 credits, spring odd, 100% online)</td>
</tr>
<tr>
<td>SWS 5132</td>
<td>Tropical Soil Management</td>
<td>(3 credits, spring odd, main campus)</td>
</tr>
</tbody>
</table>
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
Agronomy-Soils Club $500 - 1,000 one award annually to an AY or SLS major who has made significant contributions to the club.
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)

Other UF Scholarships:
Graduate School Doctoral Dissertation Award, up to final two terms $15,000 and 5 credits in-state tuition
Delores Auzenne Dissertation Award (Underrepresented 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.
Graduate School Supplemental Retention Scholarship

Non-UF Scholarships, Grants:
Annie’s Sustainable Ag Scholarship Marshall Scholarships - USA students for graduate study in U.K
Biodiversity International Professional, MS, PhD Midsouth Aquatic Plant Mgmt Society Annual Meeting
Environmental Protection Agency Midsouth Aquatic Plant Management Society $2,000
The Explores Club $2500 avg. Modelling Complex Ecological Dynamics (MCED)
Florida Sea Grant scholarships New Belgium Sustainability Grant
Horticulture Research Institute OAS Scholarships Professional Development, M.S., Ph.D.
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 Rufford Fnd Small Grants (non-first world applicants)
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

**Career Readiness; Post Graduation**

Skills Training for Agricultural Industry Readiness: **STAIR**

CALS Career Resources: [http://cals.ufl.edu/students/career-resources](http://cals.ufl.edu/students/career-resources)

**OPT:** UF International Center [online submission](http://cals.ufl.edu/students/career-resources) to request OPT prior to earning the degree

**UF Office of Postdoctoral Affairs, Post Doc jobs bank at website:** [http://postdoc.aa.ufl.edu/jobs/](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**

**MEDEX Required Insurance for traveling abroad on official business**

Travel Registry documentation [http://www.ufic.ufl.edu/travelregistration.html](http://www.ufic.ufl.edu/travelregistration.html) required for travel abroad

**UF Travel Grants**

**CSRA Travel Scholarships** $500 - $1000 towards expenses of Agronomy Department’s International Immersion course or conferences supported by CSRA [https://csra.ifas.ufl.edu/](https://csra.ifas.ufl.edu/)

**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](http://www.ufic.ufl.edu/travelregistration.html) [Timmissartok Foundation](http://www.ufic.ufl.edu/travelregistration.html)

**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](http://www.ufic.ufl.edu/travelregistration.html). Additionally, there is a PDF brochure one can access and download [here](http://www.ufic.ufl.edu/travelregistration.html). 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](http://www.ufic.ufl.edu/travelregistration.html) 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/](http://www.ufic.ufl.edu/) - select “Travel”
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

<table>
<thead>
<tr>
<th>University Petition form</th>
<th>Student completes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor Statement</td>
<td>Instructor completes</td>
</tr>
<tr>
<td>Interviewing Officer</td>
<td><a href="mailto:chight@ufl.edu">chight@ufl.edu</a></td>
</tr>
</tbody>
</table>

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

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)
kboote@ufl.edu; (352) 273-2215; 2087 McCarty Hall B

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; (850) 394-9124
3925 Hwy 71, Marianna, FL 32446

Stephen Enloe, Center for Aquatic/Invasive Plants
sfnloee@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 (Retired and Retained)
whaller@ufl.edu; (352) 392-9615, CAIP (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

Ramón Leon-Gonzalez
(Contract the Department for details)

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
m.mulvaney@ufl.edu; (850) 995-3720
4253 Experiment Dr. Jay, FL. 32555-7332

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 S (campus mail Box 110965)

Diane Rowland
drowland@ufl.edu; (352) 273-3408; G052 McCarty D

Hardev Sandhu, Everglades REC - Belle Glade
hgsandhu@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

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

William T. Haller (Retired and Retained)
whaller@ufl.edu; (352) 392-9615, CAIP (Campus Box 110610)

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

Fred M. Fishel
weeddr@ufl.edu; (352) 392-4721
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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 (Retired and Retained)
whaller@ufl.edu; (352) 392-9615, CAIP (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

Ramón Leon-Gonzalez
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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
m.mulvaney@ufl.edu; (850) 995-3720
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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
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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 S (campus mail Box 110965)

Diane Rowland
drowland@ufl.edu; (352) 273-3408; G052 McCarty D

Hardev Sandhu, Everglades REC - Belle Glade
hgsandhu@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

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

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

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

Marcelo Osorio Wallau
mwallau@ufl.edu; (352) 273-2216; 2083 McCarty Hall B

Jianping Wang
wangjp@ufl.edu; (352) 273-3420; 3111 McCarty Hall B

Chris Wilson
chwilson@ufl.edu; (352) 273-2217; 2089 McCarty Hall B

David Wright, North Florida REC - Quincy
wright@ufl.edu; (850) 875-7100
155 Research Rd., Quincy, FL. 32351

Other: Agronomy-Soils Club Advisor, Erin Alvarez
ealvarez@ufl.edu; (352) 294-1582
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 funding with 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 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.

Admission is a collaboration between Agronomy and UF Admissions, and admission review is concurrent. UF Admissions receives 12,000+ graduate applications in a year and recommends applying one year in advance to admissions. Agronomy cannot formally offer admission until UF Admissions refers the applicant to the department. Delays in admission most frequently relate to failure to receive academic credentials, test scores, and conduct issue resolution.

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 or non-thesis project
6. Meet with Committee to present proposal and accompanying Program of Study
7. Develop and Individual Development Plan (IDP)
8. Initiate First Term Evaluation after first term grades are displayed.

Evaluations & IDP for each student you chair: Due In sixth month, and thereafter 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/personal days per semester on appointment. The management of this is between supervisor and student. Discuss Extenuating circumstances with the appropriate office: U Matter We Care (Dean of Students), HR, Agronomy Academic Program, etc.

Vacation and UF Holidays: There are no paid vacation days. The Department would expect UF holidays to be granted to the GA, with the faculty member asking lab research scientists or OPS lab workers to maintain plant care on holiday breaks when UF is closed.

FTE: The weekly FTE is an average. Hence, if you agree to time off 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, the Department would expect supervisors to ask their paid OPS or Lab technicians to work instead of GAs.

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>Award Name</th>
<th>Amount</th>
<th>Criteria and Nomination Packet</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSSA Gerald O. Mott Meritorious Grad Scholarship in Crop Sciences (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>High-quality research that reflects global environmental and agronomic concerns that were important to Rob Harris. Submit: 1.) Abstract of Research; 2.) Nomination letter from chair; Optional: Committee letters of support.</td>
<td>Dec 1 and June 1</td>
</tr>
<tr>
<td>Fred Hull Scholarship Alternates with C.E. Dean Scholarship</td>
<td>$500 Award and Certificate in fall term, based on available funds</td>
<td>Recognizes the outstanding graduate student in Agronomy, based on research creativity and originality, as well as overall contributions to the department and the profession. Submit: 1.) Abstract of Research; 2.) Nomination letter from chair Optional: Committee letters of support.</td>
<td>June 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.

<table>
<thead>
<tr>
<th>Scholarship Name</th>
<th>Award Amount</th>
<th>Deadline to Awards Committee</th>
<th>Committee’s Deadline to submit Dept. Choice</th>
<th>Criteria</th>
<th>Nomination Packet Contents</th>
</tr>
</thead>
<tbody>
<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>May 1 Selects one</td>
<td>First week of May to organization</td>
<td>Completion of 1 year, scholastic excellence, character, and financial need.</td>
<td>1.) Letter/Nomination from UF Faculty 2.) Student’s CV 3.) Student’s essay</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>Aug 1 Selects one</td>
<td>Aug 15 to CALS</td>
<td>Outstanding academics, and exceptional contributions to Dept and CALS, UF and campus life, and community</td>
<td>1.) Student’s CV to include contributions to UF and city community 2.) Nomination letter and two additional letters of rec</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>Dec 1</td>
<td>Jan 15 online upload to IFAS Research</td>
<td>Quality of thesis or dissertation presentations, Quality of research, UF Editorial Final Clearance</td>
<td>1.) Nomination letter 2.) Thesis or Dissertation 3.) Support materials (e.g. Statement by Chair, CV with list of publications</td>
</tr>
</tbody>
</table>
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

Effective 2018, the student may insert the publishing agreement via ONE.UF and the Department can perform this task for the student, if requested. As a convenience to the Committee Chair and student the form is often provided with the signature pages to initiate the conversation of embargo choices. 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.)
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
Web-delivered courses
Jan - May 15 changes accepted for Fall
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
Course Production Staff-Payroll
Graduate/Teaching Assistants
Hardware (Depreciation schedule required)
Dr. Robert Gilbert  
Agronomy Department Chair  
3105, McCarty Hall B  
ragilber@ufl.edu

Dr. Diane Rowland  
Professor and Assistant Chair  
3105, McCarty Hall B  
dlrowland@ufl.edu

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

Theresa Martin  
Manager of Operations  
Fiscal and HR liaison with Shared Services, Administrative functions for CSRA  
G052, McCarty Hall D  
tmoore72@ufl.edu

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

Roman Gloaguen  
UF Agroecology Program Coordinator  
Academic support for Agroecology offerings  
3105 McCarty Hall B, (352) 394-1591  
romain.gloaguen@ufl.edu

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

Bethany Highsmith  
Keys, Reserving Conference Room & Van, Mail  
highsmith.b@ufl.edu

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

Shared Service Center  
https://sharedservices.ifas.ufl.edu/ (352) 294-3199

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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 irrevocably 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 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