

*Graduate Student Handbook*  
*of the*  
*Food and Resource Economics Department*  
*2013-2014*



Amended 2/13/2014

## **Welcome!**

The Food and Resource Economics graduate program provides excellent preparation for successful careers. While the program is demanding, we admit only students who we believe can complete it successfully. Graduate School is one of the most exciting experiences of your life. The friendships you build during your stay here will be with you forever and we are happy that we can be an active part of it.

The staff and faculty in the Food and Resource Economics Department (FRED) take great pride in their commitment to education and our students are our priority. Even though FRED is a large department it manages to successfully maintain a warm, welcoming atmosphere where students, staff and faculty feel as if they are part of a large family. We are a diverse group but we share many commonalities. In the Graduate Program, our door is always open to our students. Please feel free to come by and see us with questions, problems, or just to let us know how you're doing in your program.

The purpose of this handbook is to provide graduate students with information about the Food and Resource Economics Department and highlight certain policies of the Department and the University. Ultimately the Graduate School sets the rules and politics regarding graduation requirements and deadlines for your program of study. These are published in the Graduate Catalog at <http://graduateschool.ufl.edu/academics/graduate-catalog>. You should bookmark a copy of this as well as the FRED Graduate Student handbook for reference. It is the department's policy that the student is required to know University, Graduate School and Department policies. When in doubt, consult with the Graduate Program Student Services for clarification.

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## **History of UF/IFAS**

The University of Florida's Institute of Food and Agricultural Sciences (UF/IFAS) is a federal-state-county partnership dedicated to developing knowledge in agriculture, human and natural resources, and the life sciences, and enhancing and sustaining the quality of human life by making that information accessible. While extending into every community of the state, UF/IFAS has developed an international reputation for its accomplishments in teaching, research and extension. Because of this mission and the diversity of Florida's climate and agricultural commodities, IFAS has facilities located throughout Florida.

IFAS provides research and development for Florida's agricultural, natural resources and related food industries, which in 2010 made value-added contributions of \$108.7 billion to the gross domestic product of the state economy.

While the University traces its roots to 1853 and the establishment of the state-funded East Florida Seminary, UF/IFAS traces its roots to the Morrill Act of 1862, which established the land-grant university system. On July 2, 1862, President Abraham Lincoln signed into law what is generally referred to as the Land-Grant Act. The new piece of legislation introduced by U.S. Representative Justin Smith Morrill of Vermont granted to each state 30,000 acres of public land for each senator and representative under apportionment based on the 1860 census. Proceeds from the sale of these lands were to be invested in a perpetual endowment fund that would provide support for colleges of agriculture and mechanical arts in each of the states. The establishment of Florida Agricultural College at Lake City in 1884 under the Morrill Act marked the beginning of what became the College of Agriculture of the University of Florida in 1906. Florida's governing body for higher education created the Institute of Food and Agricultural Sciences in April 1964, by reorganizing UF's College of Agriculture, School of Forestry, Agricultural Experiment Station, and the Cooperative Extension Service into a single unit. Today, UF/IFAS includes extension offices in each of the state's 67 counties, 12 Research and Education Centers with a total of 20 locations (including demonstration sites) throughout Florida, the College of Agricultural and Life Sciences, the School of Forest Resources and Conservation, the School of Natural Resources and Environment, the Center for Tropical Agriculture, portions of the College of Veterinary Medicine, the Florida Sea Grant Program, and International Programs.

## **History of Food and Resource Economics**

The discipline of Agricultural Economics has been represented on the UF campus since the arrival of Dr. J. E. Turlington from Cornell University. Dr. Turlington, while trained as an agricultural economist, was named Head of the department of Agricultural Education in 1914 and in 1916 also became Head of Agronomy and Agricultural Engineering. A Department of Agricultural Economics was formed in the teaching college in 1926 with Dr. J. E. Turlington as Head. In 1926, a Department of Agricultural Economics was created in the Agricultural Experiment Station with Dr. C. V. Noble as Head. In the early 1930s economists were also employed in the Florida Agricultural Extension Service. By 1934, however, the two formal agricultural economics departments were merged into one with Dr. Noble as Head. In some respects, the integrated research, extension, and teaching philosophy of the present IFAS organization was initiated by agricultural economists at the University of Florida in 1934.

The Food and Resource Economics Department has approximately 300 undergraduate students, 100 graduate students and 33 faculty members involved in a full range of research, extension, and teaching programs in a wide variety of areas including Agricultural Marketing and Policy, Production/Farm Management, Community/Regional Development, International Trade and Development, Marine Economics, Natural Resource/Environmental Economics, and Labor Economics.

Faculty in the department have served as members and chairmen of key committees in the College of Agricultural and Life Sciences, Agricultural Experiment Station, Graduate School, University Senate, and State University System. They have served on search committees for Deans, Vice Presidents and University Presidents and have presented testimony on various issues before the US Congress and the Florida Legislature as well as local and state agencies, trade groups and business firms on various economic problems affecting Florida agriculture. FRED faculty have engaged in various development projects in Latin America and the Caribbean as well as Europe, Asia, and Africa, involved in making analyses and recommendations for expanding food supplies and improving efficiency in their agricultural economies.

FRED faculty and students have garnered a significant number of awards including teaching awards at the college, university, regional and national levels. FRED undergraduate students have been highly successful in national competitions including three consecutive wins at the American Agricultural Economics Association Quiz Bowl Competitions. Graduate students have been awarded prestigious fellowships and presented papers and posters at national meetings. Three faculty members have received Lifetime Achievement Awards from the Southern Agricultural Economics Association and others have garnered international reputations in diverse fields such as trade policy, leadership development, consumer attitudes towards genetically modified foods and dairy marketing.

The Department has awarded nearly 1200 graduate degrees since 1916 with its first, the Master of Science, awarded to Harold Clayton, whose chair was Dr. J. E. Turlington and thesis was titled, "A Study of Some Variations of Japanese Cane, with Special Reference to the Development of the Sugar Content, in Connection with their Use as a Florida Silage Crop."

## The Graduate Degree Programs

The **Master of Agribusiness (MAB)** is a 30-credit hour **non-thesis** degree for students with no background in economics. The curriculum includes courses in quantitative methods, management, finance, policy and marketing. The program begins in Summer B and ends the following Summer C. The MAB is not recommended for students interested in the PhD or in careers in research or teaching at the University level. Consideration for admission requires the Bachelor's degree with minimum GPA of 3.0 prior to enrollment, 300 or higher on the new GRE, 550 or higher on the TOEFL (for international students) and a B or better in the prerequisite courses: Financial Accounting, Statistics, Management and Principles of Microeconomics. Due to the competitive nature of the program, applicants are highly encouraged to exceed the minimum requirements for consideration for admission.

The **Master of Science with Concentration in Agribusiness (MSAB)** is a 30-credit hour **non-thesis** degree aimed at students with a background in economics. The curriculum includes microeconomic theory, econometrics, strategic agribusiness management, finance, and policy. This program begins in fall and ends the following fall. Skills learned provide students with a strong competitive advantage when entering the agribusiness industry. Consideration for admission to the program requires the Bachelor's degree with minimum GPA of 3.0 prior to enrollment, 300 or higher on the new GRE, 550 or higher on the TOEFL (for international students) and B or better in the prerequisite courses: Financial Accounting, Statistics, Calculus, Management, Marketing, Finance, and Intermediate Microeconomics. Undergraduate Econometrics is strongly recommended. Due to the competitive nature of the program, applicants are highly encouraged to exceed the minimum requirements for consideration for admission.

The **Master of Science with thesis** is a 30-credit hour program that prepares graduates for employment as an economic analysts in varied settings. Students receive broad training in applied economics as it relates to food production, marketing and trade, regional economics, and natural resource issues and are taught how to use basic economic principles and quantitative data to address common production, marketing, trade, allocation, and resource policy problems. Students learn to conduct quantitative economic analysis, which includes the use of statistics, econometrics, programming models, and survey design and implementation. Consideration for admission to the program requires the Bachelor's degree with minimum GPA of 3.0 prior to enrollment, 300 or higher on the new GRE, and B or better in the prerequisite courses: Statistics, Intermediate Microeconomics and Calculus. Undergraduate Econometrics is strongly recommended. Due to the competitive nature of the program, applicants are highly encouraged to exceed the minimum requirements for consideration for admission.

**Doctoral studies** provide the student with rigorous training in economics, statistics, and applied quantitative techniques. Students are exposed to core theory and quantitative methods as well as to fields of specialization. Experience is gained in through research and teaching assignments, in dissertation research and publication. The purpose is to prepare the candidate for professional teaching and research careers in education, government and private business. Consideration for admission to the program requires the Bachelor's and Master's degrees with minimum GPA of 3.0 in each prior to enrollment, 300 or higher on the new GRE, and grades of B or better in the prerequisite courses: Calculus, Statistics, Microeconomics and Econometrics. Also, we highly recommend applicants have Matrix Algebra and Calculus II. Due to the competitive nature of the program, applicants are highly encouraged to exceed the minimum requirements for consideration for admission.

## The Master of Agribusiness

### Summer B

- 3-AEB 5188 Economics of Agribusiness Decisions
- 3-AEB 5516 Quantitative Methods in Agribusiness

### Fall

- 3-AEB 5326 Agricultural Financial Management
- 3-AEB 6225 Public Policy and the Agribusiness Firm
- 2-MAN 5246 Organizational Behavior

### Spring

- 3-AEB 6385 Management Strategies for Agribusiness Firms
- 3-AEB 6183 Agribusiness Risk Management
- 3-AEB 6675 International Agribusiness Marketing

### Summer C

- 4-AEB 6942 Advanced Applications in Agribusiness Experience (Internship)

Elective course may be taken any semester.

Course schedule subject to change at department's discretion.

## MAB Timeline of Responsibilities

- End of first summer term
  - Complete program of study
  - Appoint Supervisory Committee
- Beginning of fall term
  - Attend orientation
- Late fall term
  - Begin looking at internship opportunities
- Prior to end of spring term
  - Secure internship, have forms completed by committee chair/employer
- Beginning of final summer term
  - Apply for degree
  - Check that you meet the requirements including GPA, hours, etc
  - Begin working on project/paper
- One month before the end of final term
  - Submit paper/presentation to committee chair for remarks

## Supervisory Committee

The general duties of the supervisory committee includes informing the student of all regulations governing the degree sought, checking the qualifications of the student, and planning and approving a program of study. Students must choose a supervisory committee by the end of the first semester. The MSAB requires one member who also serves as Chair. The Chair of the committee must be a graduate faculty member within FRED. Students, for their own reasons, may choose to have additional members. This is optional.

Open and frequent communication between the student and the chair of the supervisory committee is a very important part of the graduate experience. Although it is the duty of the supervisory committee to inform the student of all regulations governing the degree sought, this does not absolve the student from the responsibility of being informed concerning these regulations.

### Transfer of credit

Students who have taken graduate level coursework as an undergraduate may transfer in a maximum of 12 hours of graduate work, which must be done in the first semester, if they meet the following requirements:

1. Approval of the FRED Graduate Program
2. B or better grade in the course(s)
3. Courses were not used towards the student's undergraduate degree (with the exception of students officially enrolled in and approved for the Combined Degree Program)

### Undergraduate coursework

Graduate students may take a maximum of six credit hours of undergraduate coursework or two undergraduate courses so long as the courses are 3000-4000 level, letter-graded and not taught within the FRE undergraduate program.

### Minor

Students may choose a minor (6 hours) and if so, must include on their committee a faculty member from the minor department. Minimum 3.0 GPA required for the minor.

### Internship

The internship is an educational program in which students work with employers to improve the skills and knowledge needed in their prospective vocation. The objectives of the internship include:

1. Provide an opportunity for learning experience relevant to the student's degree program.
2. Permit students' independent exploration of their fields of interest.
3. Assist students in establishing career goals related to their interests and professional aspirations.
4. Prepare students for employment through field training and professional experience.
5. Make students aware of additional training/experience necessary to reach their career goals.

While many internships are compensated, some are not. According to the Fair Labor Standards Act (FLSA), "internships in the "for-profit" private sector will most often be viewed as employment, unless the test described below relating to trainees is met. Interns in the "for-profit" private sector who qualify as employees rather than trainees typically must be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek."

Below is the [six criteria](#) to be applied when making this determination regarding employees vs. trainees:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;

4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

If all of the factors listed above are met, an employment relationship does not exist under the FLSA, and the Act's minimum wage and overtime provisions do not apply to the intern. This exclusion from the definition of employment is necessarily quite narrow because the FLSA's definition of "employ" is very broad. Some of the most commonly discussed factors for "for-profit" private sector internship programs are considered below.

A faculty member also serving as the student's supervisory committee chair must approve the internship in advance. Students should download the "Guide to the Graduate Internship" and read it carefully before embarking on the internship search.

An internship experience is a valuable part of the educational program in preparation for a professional career. In order to evaluate progress and the outcome of the internship, students must submit a short paper and oral presentation of what was gained from the experience.

### **Non-thesis Final Oral Exam**

Students must pass a final oral examination and paper based on the internship experience. The pass/fail for the final oral examination is based on the *presentation* while the letter grade in the AEB 6942 course is based on the *paper*. The date of the presentation is set at the beginning of the summer and all students are required to participate in person and remain in attendance. Students will submit presentations to the Graduate Office no later than two days in advance

#### **The Presentation**

1. Created in power point, submitted via email, two days in advance of presentation date.
2. 15-20 minutes followed by short Q&A.
3. Must include key points from your paper (background, problems, and findings).
4. Graded pass/fail by student's supervisory committee chair.

#### **The Final Paper (suggested format)**

1. Five pages, typed, double-spaced, 12-point font, title page.
2. Should be in greater details relative to the oral presentation.
3. Background/situation (including name of organization and duties).
4. Methods used to solve/deal with the problem.
5. Problem statement.
6. Findings
7. Recommendations
8. The student's committee chair reserves the right to change the format of the final paper.

### **Credit Hour Requirements**

The student must complete minimum 30 credit hours of actual letter-graded coursework (not S/U).

### **Final Term Registration and Preparation for Graduation**

Students must be registered for a minimum of 3 hours of coursework in fall/spring or 2 in summer during the final semester. Students on assistantship will adhere to the assistantship minimum registration requirements.

#### **Steps for preparing for the final semester**

1. Register correctly for final term.
2. Apply for the degree via ISIS
3. Make arrangements for cap and gown.
4. Graduate Office will perform graduation check and email student with results
5. Log onto GIMS to verify degree title, minor and committee info are correct.
6. Review Graduate School deadlines
7. On the day of the final oral examination/presentation, obtain signature forms (Final Oral Exam Form) from Jessica Herman.
8. Meet with Jess and return all keys, equipment.
9. Pay any outstanding fees
10. Complete online exit survey. Link will be sent at end of semester.

## The Master of Science with Concentration in Agribusiness

### Fall

3-AEB 6106 Microeconomic Principles and Analysis  
3-AEB 6145 Agricultural Finance  
3-AEB 6225 Public Policy and the Agribusiness Firm

### Spring

3-AEB 6183 Agribusiness Risk Management  
3-AEB 6553 Elements of Econometrics  
3-AEB 6817 Survey Research Methods for Agribusiness

### Summer C

3-AEB 6942 Advanced Applications in Agribusiness Experience

### Fall 2

6-Electives  
3-AEB 6385 Management Strategies for Agribusiness Firms  
Electives may be taken any semester.  
Course schedule subject to change at department's discretion.

## MSAB Timeline of Responsibilities

- End of first fall term
  - Complete program of study
  - Appoint Supervisory Committee
- Beginning of fall term
  - Attend orientation
- Late fall term
  - Begin looking at summer internship opportunities
- Prior to end of spring term
  - Secure internship, have forms completed by committee chair/employer
- Beginning of final term
  - Apply for degree
  - Check that you meet the requirements including GPA, hours, etc
  - Begin working on project/paper
  - Submit paper/presentation to committee chair for remarks

## Supervisory Committee

The general duties of the supervisory committee includes informing the student of all regulations governing the degree sought, checking the qualifications of the student, and planning and approving a program of study. Students must choose a supervisory committee by the end of the first semester. The MSAB requires one member who also serves as Chair. The Chair of the committee must be a graduate faculty member within FRED. Students, for their own reasons, may choose to have additional members. This is optional.

No changes in a supervisory committee may be made during a student's final semester without a letter from the committee chair to the Graduate Student Records Office, justifying the change. Any change must be completed prior to the final examination and before the midpoint deadline of the term. Open and frequent



communication between the student and the chair of the supervisory committee is a very important part of the graduate experience. Although it is the duty of the supervisory committee to inform the student of all regulations governing the degree sought, this does not absolve the student from the responsibility of being informed concerning these regulations.

### Transfer of credit

Students who have taken graduate level courses as an undergraduate may transfer in a maximum of twelve hours of graduate work, which must be done in the first semester, if they meet the following requirements:

1. Approval of the FRED Graduate Program
2. B or better grade in the course(s)
3. Courses were not used towards the student's undergraduate degree (with the exception of students officially enrolled in and approved for the Combined Degree Program)

### Undergraduate coursework

Graduate students may take a maximum of six credit hours of undergraduate coursework or two undergraduate courses so long as the courses are 3000-4000 level, letter-graded and not taught within the FRE undergraduate program.

### Minor

Students may choose a minor (6 hours) and if so, must include on their committee a faculty member from the minor department. Minimum 3.0 GPA required for the minor.

### Internship

The internship is an educational program in which students work with employers to improve the skills and knowledge needed in their prospective vocation. The objectives of the internship include:

1. Provide an opportunity for learning experience relevant to the student's degree program.
2. Permit students' independent exploration of their fields of interest.
3. Assist students in establishing career goals related to their interests and professional aspirations.
4. Prepare students for employment through field training and professional experience.
5. Make students aware of additional training/experience necessary to reach their career goals.

While many internships are compensated, some are not. According to the Fair Labor Standards Act (FLSA), "internships in the "for-profit" private sector will most often be viewed as employment, unless the test described below relating to trainees is met. Interns in the "for-profit" private sector who qualify as employees rather than trainees typically must be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek."

Below is the [six criteria](#) to be applied when making this determination regarding employees vs. trainees:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment.
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;

5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

If all of the factors listed above are met, an employment relationship does not exist under the FLSA, and the Act's minimum wage and overtime provisions do not apply to the intern. This exclusion from the definition of employment is necessarily quite narrow because the FLSA's definition of "employ" is very broad. Some of the most commonly discussed factors for "for-profit" private sector internship programs are considered below.

A faculty member also serving as the student's supervisory committee chair must approve the internship in advance. Students should download the "Guide to the Graduate Internship" and read it carefully before embarking on the internship search.

An internship experience is a valuable part of the educational program in preparation for a professional career. In order to evaluate progress and the outcome of the internship, students must submit a short paper and oral presentation of what was gained from the experience.

### **Non-thesis Final Oral Exam**

Students must pass a final oral examination and submit a paper, both of which are based on the internship experience. The pass/fail for the final oral examination is based on the *presentation* while the letter grade in the AEB 6942 course is based on the *paper*. The date of the presentation is set at the beginning of the summer semester and all students are required to participate in person and remain in attendance. Students will submit presentations to the Graduate Office no later than two days in advance of the event. Students will be notified in advance of the format in which they should send their presentation.

#### **The Presentation**

1. Created in power point, submitted via email, two days in advance of presentation date.
2. 15-20 minutes followed by short Q&A.
3. Must include key points from your paper (background, problems, and findings).
4. Graded pass/fail by student's supervisory committee chair.

#### **The Final Paper (suggested format)**

1. Five pages, typed, double-spaced, 12-point font, title page.
2. Should be in greater details relative to the oral presentation.
3. Background/situation (including name of organization and duties).
4. Methods used to solve/deal with the problem.
5. Problem statement.
6. Findings
7. Recommendations
8. The student's committee chair reserves the right to change the format of the final paper.

### **Credit Hour Requirements**

The student must complete minimum 30 credit hours of actual letter-graded coursework (not S/U).

### **Final Term Registration and Preparation for Graduation**

Students must be registered for a minimum of 3 hours of coursework in fall/spring or 2 in summer during their final semester. Students on assistantship will adhere to the assistantship minimum registration requirements.

#### **Steps for preparing for the final semester**

1. Register correctly for final term.
2. Apply for the degree via ISIS
3. Make arrangements for cap and gown.
4. Graduate Office will perform graduation check and email student with results
5. Log onto GIMS to verify degree title, minor and committee info are correct.
6. Review Graduate School deadlines
7. On the day of the final oral examination/presentation, obtain signature forms (Final Oral Exam Form) from Jessica Herman.
8. Meet with Jess and return all keys, equipment.
9. Pay any outstanding fees
10. Complete online exit survey. Link will be sent at end of semester.

## The Master of Science with Thesis

### Fall 1

3-AEB 6106 Microeconomic Principles and Analysis  
3-AEB 6225 Public Policy and the Agribusiness Firm  
6-Elective

### Spring 1

3-AEB 6553 Elements of Econometrics  
3-AEB 6817 Survey Research Methods  
6-Elective

### Summer 1

Thesis Proposal Seminar

### Year 2

6-12 AEB 6971 Masters Research (Research/Writing/Defense)

Course schedule subject to change at department's discretion.

## MS thesis Timeline of Responsibilities

- Beginning of fall term
  - Attend orientation
- End of first fall term
  - Complete program of study
  - Appoint Supervisory Committee
- End of spring term
  - Begin data collection, research, work on thesis
- End of first summer term
  - Thesis proposal seminar to departmental staff, students, faculty
- Beginning of final term
  - Apply for degree
  - Check that you meet the requirements including GPA, hours, etc
  - Prepare for defense and submission of thesis to Graduate School

## Supervisory Committee

The general duties of the supervisory committee includes informing the student of all regulations governing the degree sought, checking the qualifications of the student, and planning and approving a program of study. Students must choose a supervisory committee by the end of the second semester. The MS thesis requires a minimum two supervisory committee members, one of who serves as Chair. The Chair of the committee must be a graduate faculty member within FRED.

On occasion, a student may request a faculty member at UF or another institution to serve on the committee. The faculty member does not need to be member of the graduate faculty but must have a Ph.D. This individual can be petitioned however if granted, they do not meet the minimum requirements for the number of individuals on the committee. To petition the addition of a special member, the student's committee chair

must submit the individual's short vitae and a short explanation of the benefit of the individual on the committee, to the graduate office.

No changes in a supervisory committee may be made during a student's final semester without a letter from the committee chair to the Graduate Student Records Office, justifying the change. Any change must be completed prior to the final examination and before the midpoint deadline of the term. Open and frequent communication between the student and the chair of the supervisory committee is a very important part of the graduate experience. Although it is the duty of the supervisory committee to inform the student of all regulations governing the degree sought, this does not absolve the student from the responsibility of being informed concerning these regulations.

### **Transfer of credit**

Students who have taken graduate level coursework as an undergraduate may transfer in a maximum 12 hours of graduate work, which must be done in the first semester, if they meet the following requirements:

1. Approval of the FRED Graduate Program
2. B or better grade in the course(s)
3. Courses were not used towards the student's undergraduate degree (with the exception of students officially enrolled in and approved for the Combined Degree Program)

### **Undergraduate coursework**

Graduate students may take a maximum of six credit hours of undergraduate coursework or two undergraduate courses so long as the courses are 3000-4000 level, letter-graded and not taught within the FRE undergraduate program.

### **Minor**

Students may choose a minor (6 hours) and if so, must include on their committee a faculty member from the minor department. Minimum 3.0 GPA required for the minor.

### **Credit Hour Requirements**

The student must complete minimum 24 credit hours of actual letter-graded coursework (not S/U). Only a maximum of six hours of research counts towards the degree.

### **Research Proposal**

Students are required to prepare a written research proposal and given an oral presentation of it prior to the end of their first year of study.

#### **Steps for preparing for the proposal seminar**

1. Check with the supervisory committee for availability.
2. Check with Carol Fountain ([cf1@ufl.edu](mailto:cf1@ufl.edu), 1103 MCCB, 294-7669) for availability of Conference Room 1086 MCCB or Candace Kaswinkel ([ckasin@ufl.edu](mailto:ckasin@ufl.edu), 1167 MCCA, 294-7669) for availability of Conference room 1151 MCCA.
3. Contact Ed Howard at [edhoward@ufl.edu](mailto:edhoward@ufl.edu) or 294-7645 or Matt Nash at [matt.nash@ufl.edu](mailto:matt.nash@ufl.edu) or 294-7646 at least a week in advance to reserve tech support with computers/software
4. Email a copy of the abstract of the proposal to Jessica Herman one week prior.
5. Obtain the signature forms from Jessica Herman via email or in person.

### Final Term Registration

Students must be registered for a minimum of 3 hours of coursework in fall/spring or 2 in summer during their final semester.

### Final Examination/Thesis Defense/Registration (final semester)

In the final term, the student is given a final examination by the supervisory committee. The format of this exam may be oral, written, or both and is determined by the committee. **The candidate and the supervisory committee chair or co-chair must be present together at the same location. All other supervisory committee members may attend the defense remotely.** If changes are requested, the supervisory committee chair may hold the ETD Signature Page until satisfied with the thesis. More information at <http://gradschool.rgp.ufl.edu/editorial/introduction.html>.

#### Steps for preparing for the final semester and defense

1. Register correctly for final term.
2. Apply for the degree via ISIS
3. Make arrangements for cap and gown.
4. Graduate Office will perform graduation check and email student with results
5. Log onto GIMS to verify degree title, minor and committee info are correct.
6. Review Graduate School deadlines
7. Make first submission according to the Graduate School deadline
8. Check with Carol Fountain ([cf1@ufl.edu](mailto:cf1@ufl.edu), 1103 MCCB, 294-7669) for availability of Conference Room 1086 MCCB or Candace Kaswinkel ([ckasin@ufl.edu](mailto:ckasin@ufl.edu), 1167 MCCA, 294-7669) for availability of Conference room 1151 MCCA.
9. Contact Ed Howard at [edhoward@ufl.edu](mailto:edhoward@ufl.edu) or 294-7645 or Matt Nash at [matt.nash@ufl.edu](mailto:matt.nash@ufl.edu) or 294-7646 at least a week in advance to reserve tech support with computers/software
10. Email Jessica Herman with date/time of defense
11. On the day of the defense, obtain forms (Final Oral Exam Form, ETD Publishing Agreement, and ETD Signature page) from Jessica Herman. Please note that while the final oral exam form and publishing agreement may be submitted after a successful defense, the ETD signature page which is signed by the faculty may be withheld until the student completes any required changes.
12. Meet with Jess and return all keys, equipment.
13. Pay any outstanding fees
14. Complete online exit survey. Link will be sent at end of semester.

### Electronic Thesis/Dissertation (ETD)

When your thesis or dissertation is ready to be put in final form for submission to the Graduate School, you should review the Format requirements of the Graduate School Editorial Office and should with the Application Support Center to format the document in order to meet the minimum submission requirements. The Application Support Center offers students assistance with troubleshooting their documents free of charge. The Center also provides more extensive formatting and pdf-conversion services for reasonable fees to students. It is highly recommended that all students writing theses or dissertations use their services, in order to alleviate some of the stress felt during the approval process.

Format requirements:

<http://gradschool.ufl.edu/pdf-files/editorial-format.pdf>

Format examples:

<http://gradschool.ufl.edu/editorial/format.html#samples>

Checklists:

<http://gradschool.ufl.edu/pdf-files/checklist-thesis.pdf>

Application Support Center/ETD Lab:

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

Graduate Editorial Office:

<http://gradschool.ufl.edu/editorial/introduction.html#contacts>

### **Substitution of members at Final Examination (Defense)**

If a supervisory committee member cannot be present at the student's final defense, a Graduate Faculty member in the same academic unit may substitute for the absent committee member. No substitutions are allowed for the Chair.

The substitute should sign the Final Examination form on the left side, in the space provided for committee members, noting the name of the absent member. The chair of the student's major academic unit also must indicate the reason for the absence and state that the absent member agreed to this substitution at the final examination. The substitute should not sign the ETD signature page. The original committee member must sign.

### **Clearing prior**

Clearing prior is a possibility only for MS thesis and PhD students who have met all published deadlines for the current term except Final Clearance from the Graduate Editorial Office. No other students are eligible. Clear Prior permits students to be exempt from registration for the term in which the degree will be awarded.

#### **Requirements for clearing prior**

1. Submission of application for current term by the published deadline
2. Current term registration requirements met
3. Email confirmation by Editorial office to student and committee chair stating student meets current term first submission deadline for thesis.
4. All other degree and administrative requirements met within published deadlines for current term
5. Student is in process of finalizing dissertation with the Graduate School Editorial Office
6. Student files Graduation Date Change form at the Registrar's office by the last day of classes of the current term

## Submission Deadlines

Make your appointment with the [Application Support Center \(ASC\)](#) consultants early. Students who do not troubleshoot their documents with ASC before making [First Submission](#) to the Editorial Office often have their documents rejected by the Graduate School's Editorial Office. In most cases, only a slight extension may be granted. Deadlines below are 5 pm

### Fall 2013

First Submission deadline for doctoral dissertations*	October 4
First Submission deadline for defended master's theses*	November 4
Final Submission deadline for all thesis and dissertation students**	December 2
Last day to achieve Final Clearance (all thesis and dissertation students)***	December 11
Last day to achieve Final Clearance status to clear prior to spring++	January 3

### Spring 2014

Classes start	January 6
First Submission deadline for doctoral dissertations*	February 10
First Submission deadline for defended master's theses*	March 10
Final Submission deadline for all thesis and dissertation students**	April 9
Last day to achieve Final Clearance (all thesis and dissertation students)***	April 22
Last day to achieve Final Clearance status to clear prior to summer++	May 9

### Summer 2014

Classes start	May 12
First Submission deadline for doctoral dissertations*	June 16
First Submission deadline for defended master's theses*	July 8
Final Submission deadline for all thesis and dissertation students**	July 25
Last day to achieve Final Clearance (all thesis and dissertation students)***	August 5

\* **First Submission:** Master's students must orally defend prior to making First Submission. Accordingly, for master's students, the final exam data must be posted to GIMS by the department prior to the student submitting the thesis for First Submission review by Editorial. It is recommended that as soon as the oral defense has occurred successfully, the final exam data should be posted simultaneously to GIMS by the department, and the student should promptly deliver the thesis to the Editorial Office for review. Doctoral students must defend by the Final Submission deadline but are not required to defend prior to submitting their dissertation for First Submission review by the Editorial Office.

\*\***Final Submission:** This date only applies to both thesis and dissertation students who have successfully met the First Submission deadline. This is the last potential day to submit the final document for review by the Editorial Office. If additional revisions, to the thesis or dissertation, after the oral defense, were necessitated, the Committee Chair can hold the ETD Signature Page from posting to GIMS until all changes to the document have been made to the satisfaction of the committee. This form must be posted to the student's GIMS record by the Final Submission deadline, for the intended term of graduation. Students cannot achieve Final Clearance with the Editorial Office without this form in place. Students must not submit the pdf document for final review by the Editorial Office until it has been cleared by their committee for publication, as once accepted by the Editorial Office, no further changes can be permitted. Since there are hundreds of students with this same deadline, our office recommends submitting at least 5 business days in advance of all submission deadlines. Students submitting on or near the submission dates will not hear back from our office until very near the final clearance deadline, and, therefore, take a chance of not graduating in their intended term. For this reason, we recommend submitting the document no later than 5 business days prior to the Final Submission deadline for the term in which you intend to graduate. Students making their final submissions after that are likely to be clearing prior to the next semester.

\*\*\***Final Clearance:** This deadline only applies to students who have successfully met both First and Final Submission deadlines. Among other requirements (checklists below), the final thesis/dissertation must be accepted by 5:00 p.m. on this deadline in order for a degree award this term. Most students complete all requirements well in advance, to ensure they do not face the chance of not graduating in their intended term. As there are hundreds of students with this same final clearance deadline, this deadline is firm.

++**Clearing prior** is a possibility only for thesis and dissertation students who have met all published deadlines for the current term except Final Submission and/or Final Clearance from the Graduate School Editorial Office. No other students are eligible. Clearing Prior permits students to be exempt from registration in their final term (the term in which the degree will be awarded). Among other requirements (checklists below), the final thesis/dissertation must be accepted (not just submitted) by 5:00 p.m. on this deadline. For this reason, we recommend submitting the document no later than 5 business days prior to the deadline.

EDM System Login

Checklist for dissertation submission

Checklist for thesis submission (master's students)

ETD Technical Support

UF's Guide to Preparing Theses and Dissertations

Registrar's checklist

Graduate Record's checklist for all students

<http://edm.gradschool.ufl.edu>

<http://www.graduateschool.ufl.edu/files/checklist-dissertation.pdf>

<http://www.graduateschool.ufl.edu/files/checklist-thesis.pdf>

<http://helpdesk.ufl.edu/application-support-center/edt-technical-support/>

<http://www.graduateschool.ufl.edu/files/etd-guide.pdf>

<http://www.registrar.ufl.edu/commencement/gradchecklist.html>

<http://graduateschool.ufl.edu/files/graduation-checklist.pdf>

**Technical help with formatting templates, troubleshooting the document, and PDF conversion:**

**Application Support Center (ASC)**

224 Hub (Stadium Road)

<http://helpdesk.ufl.edu/application-support-center/>

Phone: (352) 392-HELP Option 5

Email: [asc-hd@ufl.edu](mailto:asc-hd@ufl.edu)

**Questions about the Graduate School Editorial Office's requirements:**

**Graduate School Editorial Office**

224-B Hub (Stadium Road)

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

Phone: (352) 392-1282

Email: [gradedit@aa.ufl.edu](mailto:gradedit@aa.ufl.edu)



## **The PhD Program**

All incoming PhD students are required to take an intensive math review course offered during the first week of August to ensure sufficient math skills for success in the program. There is no registration or payment required for this course.

In order to earn the PhD, students must (1) earn a B or better grade in each core course and in each field course, (2) maintain a 3.0 GPA throughout; (3) demonstrate proficiency in economic theory by passing the core exam; (4) demonstrate proficiency in two fields of specialization by taking and passing examinations in each field; (5) satisfy all graduate school requirements.

Timely completion of the Ph.D. degree requires that students choose a dissertation topic and advisor as soon as possible during their first year in the program. Regardless of the topic chosen, the dissertation must demonstrate the student's mastery of the subject, an agenda for future research and ability to independently pursue that research and other lines of scholarly inquiry.

### **Year 1 - fall**

3-AEB 7571 Econometric Methods I  
3-ECO 7115 Microeconomic Theory I  
2-ECO 7404 Game Theory for Economists  
1-AEB 7979 Advanced Research

### **Year 1 - spring**

3-AEB 7108 Microeconomic Theory II  
3-AEB 7240 Macroeconomic Theory II  
3-AEB 7572 Econometric Methods II

### **Year 1 - summer**

3-AEB 6933 Advanced Econometrics  
1-AEB 6921 PhD Workshop I

### **Year 2 – fall/spring**

Field Courses/Minor courses

### **Year 2 - summer**

1-AEB 6934 PhD Workshop II

### **Year 3**

Finish Field Courses and preparation for Admission to Candidacy no later than end of summer of Year 3

### **Year 4**

Research/Writing. Prepare to defend and submit final dissertation by end of summer of Year 4

Course schedule subject to change at department's discretion.

## PhD Timeline of Responsibilities

- Beginning of fall term in year 1
  - Attend orientation
- End of first fall term in year 1
  - Complete program of study
  - Appoint Supervisory Committee
- End of spring term in year 1
  - Complete remaining core
- End of first summer term in year 1
  - Complete core examination
- Beginning of fall term in year 2
  - Begin taking field courses
- End of summer of year 3
  - Finish remaining field courses
  - Pass field examinations and submit dissertation proposal for Admission to Candidacy
- Beginning of final term in year 4
  - Apply for degree
  - Check that you meet the requirements including GPA, hours, etc
  - Prepare for defense and submission of dissertation to Graduate School

## The Core Examination

1. Upon completion of the first year students will take the qualifying exam which is prepared, administered and evaluated by core exam committee immediately after spring term ends.
2. Students will be given copies of exam questions from prior years to help them prepare.
3. The exam is eight hours long with an hour break for lunch.
4. The results of the examination will be returned within two weeks.
5. Should the student fail this exam, a second will be administered again in early July. Failure to pass the second exam will result in termination from the program

## Fields Requirement

Students will have knowledge of at least two fields with three unique courses in each field. Prior to admission to candidacy, students will be evaluated in their fields by a written or oral exam administered by the supervisory committee. The structure of the field exam is determined by the committee.

### *Agribusiness*

1. AEB 7174 Economic Coordination and Organizational Behavior
2. A 6000/7000 level Management, Marketing, or Finance course
3. A 6000/7000 level course at UF which is approved by your major professor

### *Agricultural Economics*

1. AEB 7184 Economics of Ag Production
2. AEB 7373 Consumption and Demand
3. A 6000/7000 level course at UF which is approved by your major professor

### *Development*

1. AEB 6933 Labor Economics
2. AEB 7645 Economic Development

3. A 6000/7000 level course at UF which is approved by your major professor

#### *Natural Resource/Environmental Economics*

1. AEB 6483 Natural Resource Economics
2. AEB 7453 Environmental Economics
3. A 6000/7000 level course at UF which is approved by your major professor

### **Supervisory Committee**

The general duties of the supervisory committee includes informing the student of all regulations governing the degree sought, checking the qualifications of the student, and planning and approving a program of study. Students must choose a supervisory committee by the end of the second semester. The PhD requires a minimum four supervisory committee members. Of the four members, one serves as Chair and one serves as the external member. The Chair of the committee must be a graduate faculty member within FRED. Duties and responsibilities of the committee:

- Inform the student of all regulations governing the degree sought. This does not absolve the student from responsibility for being informed about these regulations. See *General Regulations*.
- Meet immediately after appointment to review the student's qualifications and discuss and approve a program of study.
- Meet to discuss and approve the proposed dissertation project and the plans for carrying it out.
- Give the student a yearly evaluation letter in addition to S/U grades earned for research courses 7979 and 7980. The chair writes this letter after consulting with the supervisory committee.
- Conduct the qualifying examination (or participate in it, if administered by the academic unit).
- Meet when at least half the work on the dissertation is complete, to review procedure, progress, and expected results; and to make suggestions for completion.
- Meet with the student when the dissertation is completed and conduct the final oral examination to assure that the dissertation is a piece of original research and a contribution to knowledge. The supervisory committee chair or co-chair must be present with the candidate for the examination. All other committee members may attend remotely. Only the actual supervisory committee may sign the ETD Signature Page, and they must approve the dissertation unanimously. See *Examinations* in *General Regulations*.

On occasion, a student may request a faculty member at UF or another institution to serve on the committee. The faculty member does not need to be member of the graduate faculty but must have a Ph.D. This individual can be petitioned however if granted, they do not meet the minimum requirements for the number of individuals on the committee. To petition the addition of a special member, the student's committee chair must submit the individual's short vitae and a short explanation of the benefit of the individual on the committee, to the graduate office.

Any change must be completed prior to the final examination and before the midpoint deadline of the term. Open and frequent communication between the student and the chair of the supervisory committee is a very important part of the graduate experience. Although it is the duty of the supervisory committee to inform the student of all regulations governing the degree sought, this does not absolve the student from the responsibility of being informed concerning these regulations.

### **Transfer of Credit from Masters to PhD**

A minimum of 90 credit hours beyond the bachelor's degree must be completed. Usually for those students entering with an appropriate M.S. from another institution, 30 credit hours are granted.

### Undergraduate coursework

Graduate students may take a maximum of 6 hours of undergraduate coursework/two undergraduate courses 3000-4000 level, letter-graded and not taught within the FRE undergraduate program.

### Minor

Students may choose a minor (12 hours) and if so, must include on their committee a faculty member from the minor department. Minimum 3.0 GPA required for the minor.

### Grades

At least a grade of B is required for all AEB courses, in order to satisfy Graduate School graduation requirements.

### Leaves of Absence

A doctoral student who ceases to be registered for more than one term needs prior written approval from the supervisory committee chair for a leave of absence for the stated period of time.

### Dissertation Proposal Seminar (Admission to Candidacy)

Admission to Candidacy refers to the stage of the degree when all courses and field exam are complete and the student is ready to commence research. A student is not a candidate for the PhD degree until granted Admission to Candidacy which requires approval from the Supervisory Committee and Dean of the Graduate School. The requirements for approval for Admission to Candidacy are:

1. Minimum 3.0 GPA in the PhD program
2. Successful completion of core requirements and core exam
3. Successful completion of field courses and field examination
4. Approval of topic as judged by the committee during the student's dissertation proposal seminar
5. Overall fitness for candidacy

Students are required to be admitted to candidacy by the end of the summer of their third year in the program. Failure to do this will result in a hold placed on the student's record and a meeting between the student, his/her committee chair, the Associate Chair and Chair of the Department. If there are extenuating circumstances, the student may be given one additional semester to complete the admission to candidacy.

Except for allowed substitutions, all members of the supervisory committee must attend the oral part. The student and chair or co-chair must be in the same physical location. **With approval of the entire committee, other committee members may attend remotely using modern technology.** At this time the supervisory committee is responsible for deciding whether the student is qualified to continue work toward a Ph.D. degree.

### Steps for preparing for the proposal seminar

1. Check with the supervisory committee for availability.
2. Check with Carol Fountain ([cf1@ufl.edu](mailto:cf1@ufl.edu), 1103 MCCB, 294-7669) for availability of Conference Room 1086 MCCB or Candace Kaswinkel ([ckasin@ufl.edu](mailto:ckasin@ufl.edu), 1167 MCCA, 294-7669) for availability of Conference room 1151 MCCA.
3. Contact Ed Howard at [edhoward@ufl.edu](mailto:edhoward@ufl.edu) or 294-7645 or Matt Nash at [matt.nash@ufl.edu](mailto:matt.nash@ufl.edu) or 294-7646 at least a week in advance to reserve tech support with computers/software

4. Email a copy of the abstract of the proposal to Jessica Herman one week prior.
5. Obtain the signature forms from Jessica Herman via email or in person.
6. Students must be registered for AEB 7979 Advanced Research.

### **Final Examination/Dissertation Defense (final semester)**

After submitting the dissertation and completing all other work prescribed for the degree (but no earlier than the term before the degree is awarded) the candidate is given a final examination by the supervisory committee. The format of this exam may be oral, written, or both and is determined by the committee. The candidate and the supervisory committee chair or co-chair must be present together at the same location. All other supervisory committee members may attend the defense remotely. All forms should be signed at the defense: the candidate and the supervisory committee chair sign the ETD Publishing Agreement form; and the entire supervisory committee should sign the ETD Signature Page and the Final Examination Report. If changes are requested, the supervisory committee chair may hold the ETD Signature Page until satisfied with the dissertation. The presentation should take no more than the first 30 minutes (20 minute presentation and 10 minutes for discussion) of the scheduled time, after which the defense typically continues with only the student and his/her supervisory committee. More information at <http://gradschool.rgp.ufl.edu/editorial/introduction.html>.

### **Steps for preparing for the final semester and defense**

1. Register correctly for final term.
2. Apply for the degree via ISIS
3. Make arrangements for cap and gown.
4. Graduate Office will perform graduation check and email student with results
5. Log onto GIMS to verify degree title, minor and committee info are correct.
6. Review Graduate School deadlines
7. Make first submission according to the Graduate School deadline
8. Check with Carol Fountain ([cf1@ufl.edu](mailto:cf1@ufl.edu), 1103 MCCB, 294-7669) for availability of Conference Room 1086 MCCB or Candace Kaswinkel ([ckasin@ufl.edu](mailto:ckasin@ufl.edu), 1167 MCCA, 294-7669) for availability of Conference room 1151 MCCA.
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10. Email Jessica Herman with date/time of defense
11. On the day of the defense, obtain signature forms (Final Oral Exam Form, ETD Publishing Agreement, and ETD Signature page) from Jessica Herman. Please note that while the final oral exam form and publishing agreement may be submitted after a successful defense, the ETD signature page which is signed by the faculty may be withheld until the student completes any required changes.
12. Meet with Jess and return all keys, equipment.
13. Pay any outstanding fees
14. Complete online exit survey. Link will be sent at end of semester.

### **Substitution of members at Qualifying Examination (Dissertation Proposal) and Final Examination (Defense)**

If a supervisory committee member cannot be present at the student's final defense, a Graduate Faculty member in the same academic area may substitute for the absent committee member. The substitute should sign the Final Examination form on the left side, in the space provided for committee members, noting the name of the absent member.

The chair of the student's major academic unit also must indicate the reason for the absence and state that the absent member agreed to this substitution at the final examination. The substitute should not sign the ETD signature page. The original committee member must sign. The student and chair or co-chair should be present for the oral defense; however, other committee members may elect to attend remotely, with approval by the other committee members, using modern communication technology to be present rather than being physically present at the defense. **No substitutes are allowed for the chair or external member of the committee.** Changes to the supervisory committee may be entered online in GIMS before the qualifying examination. For complete information on the appointment process, consult the Graduate Council Policy Manual, <http://gradschool.ufl.edu/archived-files/policy-manual-archived-copy.html> (Chapter VIII).

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Format examples: <http://gradschool.ufl.edu/editorial/format.html#samples>  
Checklists: <http://gradschool.ufl.edu/pdf-files/checklist-dissertation.pdf>  
Application Support Center/ETD Lab: <http://etd.helpdesk.ufl.edu>  
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#### Requirements for clearing prior

1. Submission of application for current term by the published deadline
2. Current term registration requirements met
3. Email confirmation by Editorial office to student and committee chair stating student meets current term first submission deadline for thesis/dissertation
4. All other degree and administrative requirements met within published deadlines for current term
5. Student is in process of finalizing dissertation with the Graduate School Editorial Office
6. Student files Graduation Date Change form at the Registrar's office by the last day of classes of the current term.

### Time Limitation

All work for the doctorate must be completed within five calendar years after the qualifying examination or the examination must be retaken.

## Submission Deadlines

Make your appointment with the [Application Support Center \(ASC\)](#) consultants early. Students who do not troubleshoot their documents with ASC before making **First Submission** to the Editorial Office often have their documents rejected by the Graduate School's Editorial Office. In most cases, only a slight extension may be granted. Deadlines below are 5 pm

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Final Submission deadline for all thesis and dissertation students**	July 25
Last day to achieve Final Clearance (all thesis and dissertation students)***	August 5

\* **First Submission:** Master's students must orally defend prior to making First Submission. Accordingly, for master's students, the final exam data must be posted to GIMS by the department prior to the student submitting the thesis for First Submission review by Editorial. It is recommended that as soon as the oral defense has occurred successfully, the final exam data should be posted simultaneously to GIMS by the department, and the student should promptly deliver the thesis to the Editorial Office for review. Doctoral students must defend by the Final Submission deadline but are not required to defend prior to submitting their dissertation for First Submission review by the Editorial Office.

\*\***Final Submission:** This date only applies to both thesis and dissertation students who have successfully met the First Submission deadline. This is the last potential day to submit the final document for review by the Editorial Office. If additional revisions, to the thesis or dissertation, after the oral defense, were necessitated, the Committee Chair can hold the ETD Signature Page from posting to GIMS until all changes to the document have been made to the satisfaction of the committee. This form must be posted to the student's GIMS record by the Final Submission deadline, for the intended term of graduation. Students cannot achieve Final Clearance with the Editorial Office without this form in place. Students must not submit the pdf document for final review by the Editorial Office until it has been cleared by their committee for publication, as once accepted by the Editorial Office, no further changes can be permitted. Since there are hundreds of students with this same deadline, our office recommends submitting at least 5 business days in advance of all submission deadlines. Students submitting on or near the submission dates will not hear back from our office until very near the final clearance deadline, and, therefore, take a chance of not graduating in their intended term. For this reason, we recommend submitting the document no later than 5 business days prior to the Final Submission deadline for the term in which you intend to graduate. Students making their final submissions after that are likely to be clearing prior to the next semester.

\*\*\***Final Clearance:** This deadline only applies to students who have successfully met both First and Final Submission deadlines. Among other requirements (checklists below), the final thesis/dissertation must be accepted by 5:00 p.m. on this deadline in order for a degree award this term. Most students complete all requirements well in advance, to ensure they do not face the chance of not graduating in their intended term. As there are hundreds of students with this same final clearance deadline, this deadline is firm.

++**Clearing prior** is a possibility only for thesis and dissertation students who have met all published deadlines for the current term except Final Submission and/or Final Clearance from the Graduate School Editorial Office. No other students are eligible. Clearing Prior permits students to be exempt from registration in their final term (the term in which the degree will be awarded). Among other requirements (checklists below), the final thesis/dissertation must be accepted (not just submitted) by 5:00 p.m. on this deadline. For this reason, we recommend submitting the document no later than 5 business days prior to the deadline.

#### EDM System Login

Checklist for dissertation submission

Checklist for thesis submission (master's students)

ETD Technical Support

UF's Guide to Preparing Theses and Dissertations

Registrar's checklist

Graduate Record's checklist for all students

<http://edm.gradschool.ufl.edu>

<http://www.graduateschool.ufl.edu/files/checklist-dissertation.pdf>

<http://www.graduateschool.ufl.edu/files/checklist-thesis.pdf>

<http://helpdesk.ufl.edu/application-support-center/edt-technical-support/>

<http://www.graduateschool.ufl.edu/files/etd-guide.pdf>

<http://www.registrar.ufl.edu/commencement/gradchecklist.html>

<http://graduateschool.ufl.edu/files/graduation-checklist.pdf>

#### Technical help with formatting templates, troubleshooting the document, and PDF conversion:

##### Application Support Center (ASC)

224 Hub (Stadium Road)

<http://helpdesk.ufl.edu/application-support-center/>

Phone: (352) 392-HELP Option 5

Email: [asc-hd@ufl.edu](mailto:asc-hd@ufl.edu)

#### Questions about the Graduate School Editorial Office's requirements:

##### Graduate School Editorial Office

224-B Hub (Stadium Road)

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

Phone: (352) 392-1282

Email: [gradedit@aa.ufl.edu](mailto:gradedit@aa.ufl.edu)

## Graduate Assistants

Students appointed to graduate assistantships have the opportunity to be actively involved in the research process under the supervision of a professor in an area that is of interest to them. This experience will give you the opportunity to develop essential skills for the types of research-related activities you are likely to engage in as a professional once employed. It is, therefore, an excellent hands-on learning opportunity and an important part of your professional development. As a graduate assistant, you could also provide essential teaching support in undergraduate courses offered through the department and/or College of Agricultural & Life Sciences. In addition to research and teaching assistance, students also have the opportunity to work with professional development in extension education.

Due to budget constraints, state-funded graduate assistantships are generally limited to PhD students. Students who are seeking funding are encouraged to talk to faculty members about current projects and the possibility of writing grant proposals to fund an assistantship.

The graduate assistantship includes an annual stipend, tuition waiver and health insurance.

## Academic Progress

Students not making satisfactory academic progress (not only in their research but in time-to-degree) will be subject to one semester of probation (the student will remain on funding) during which time the student must improve to satisfactory which includes meeting any deadlines/requirements set forth by the supervisory committee or Graduate Coordinator. If this does not happen, the assistantship will be terminated at the end of the probation term.

## Health Insurance

GatorGradCare is an injury and sickness insurance plan underwritten by the BlueCross BlueShield of Florida, created for students on appointment as Graduate Assistants and Pre-Doctoral Fellows. The University covers the student's premium while the student pays the premium for any covered dependents. Students who lose their eligibility do not have the option of paying the premium to continue participation. For detailed information go to <http://www.hr.ufl.edu/benefits/gatorgradcare/bcbs.asp>. Enrollment in GatorGradCare is not automatic. Students must to [www.gatorgradcare.com](http://www.gatorgradcare.com) to enroll by the established deadline.

## Leaves of Absence

Graduate assistants must discuss leaves of absence with their supervisory committee chair and with their faculty supervisor if serving as a teaching assistant, prior to making travel arrangements. Do NOT purchase airline tickets prior to receiving authorization from these individuals! A graduate assistant is entitled to a leave of absence under the following circumstances:

- He or she is disabled or otherwise unable to perform assigned duties because of injury, illness, jury duty, or required U.S. military service, or when his or her presence is required elsewhere because of injury, illness, or death in the immediate family.
- The university is closed for a state holiday or declared emergency, unless the conditions of the appointment require the employee to perform duties at these times.
- He or she is taking examinations for professional licensing related to the degree, or qualifying examinations are required by the university.
- He or she is traveling to conferences or other special events for professional development.



Personal leave is paid up to five days per semester appointment, which is credited at the beginning of each semester. This leave may not be used in less than one-day increments, and leave is not cumulative from semester to semester. For more information, please refer to Article 10 of the [GAU contract](#). Requests for leaves of absence must be made in writing (email) to the student's committee chair or the Graduate Coordinator if no committee chair is appointed. The approved grad student leave form is filed with the FRED graduate program office.

Graduate Assistants will not be paid for time they are absent on personal leave *beyond* the allotted five days per semester. Students will enter the time into the payroll system as leave without pay.

**Official University Holidays (weekends not listed, only weekdays)**

Labor Day	September 2, 2013
Homecoming	November 8-9, 2013
Veteran's Day	November 11, 2013
Thanksgiving*	November 28-29, 2013
Christmas	December 25-27, 30-31, 2013
New Year's Day	January 1, 2014
Martin Luther King Day	January 20, 2014
Spring Break	March 3-7, 2014
Memorial Day	May 26, 2014
Independence Day	July 4, 2014

**Off-Book Courses**

Off-book courses are also known as self-funded meaning the tuition and fees paid by those enrolled covers the entire cost of the courses. Thus, tuition waivers do not cover off-book courses.

**Registration requirements**

Students on assistantship must be registered for 9 hours in fall/spring and 6 hours in summer.

**Residency requirement**

The Florida Legislature provides funding to state universities to offset the cost of educating Florida students. Tuition covers a portion of the cost and the remainder comes from the State. Out-of-state residents receive modest support from the Legislature in the form of tuition waiver. **U.S. citizens appointed to assistantship are required to apply for Florida resident status upon initial arrival at UF and before the beginning of their first semester of enrollment because it takes one calendar year of proven and documented residency to qualify as a Florida resident.** Students who do not take the prescribed actions face having to pay the difference between the resident and non-resident tuition. The process for applying is at: <http://www.admissions.ufl.edu/residency/independent.html>

**Teaching Assistant**

Students on teaching assistantships perform a variety of duties including but not limited to grading papers, meeting with students, taking attendance, proctoring exams and assisting the instructor with developing course materials for the class. TA's may also be required to be present during class. Prior to the start of the term or sometime during the first week, the TA and faculty instructor will sit down and review their responsibilities for the class and both will sign a form indicating those responsibilities. At the end of the

semester the TA will be evaluated by the instructor. Satisfactory work in TA duties is required in order to remain on assistantship. Teaching Assistants may also lecture in the third or fourth year. Students can find more information on becoming a successful TA at [http://www.teachingcenter.ufl.edu/ta\\_development.html](http://www.teachingcenter.ufl.edu/ta_development.html)

Within the first two weeks of classes, all teaching assistants must take FERPA training (if they have not had it within the previous year). FERPA stands for Family Educational Rights and Privacy Act also known as the Buckley Amendment that protects the privacy of a student's educational record. TA's must take FERPA training once a year via: <http://privacy.health.ufl.edu/training/FERPA/>

### **Tuition Waiver**

Students on assistantships providing a tuition waiver are exempt from paying tuition costs but are still responsible for paying student fees, which includes health, athletic, activity and service fees. These fees are calculated on a per-credit basis and the amount varies depending on when the student is admitted.

When viewing the tuition/fees on the fee calculation site, graduate assistants should note that the waiver covers the portion marked "tuition. Tuition waivers generally process the second week of the semester. Graduate assistant fee payments are deferred until mid-semester. Students whose do not pay their fees by the deferral date will be assessed a \$100 late payment fee. Students on tuition waiver are considered "Florida resident for tuition purposes" and as long as they are on assistantship with the waiver, they will pay in-state fees. Should they be removed from the assistantship, non-Florida residents will automatically be adjusted to non-Florida resident tuition and fees.

US residents receiving federal financial aid in the form of student loans should take note that effective August 2011 the University Financial Aid office will be deducting the tuition waiver cost from the student's loan in the first week of the semester. Once fee waivers run, the student will receive the money which was taken out of their loan.

The fee calculation site is at <http://www.fa.ufl.edu/bursar/current-students/>

### **Workers Compensation (Work Injury)**

If you are injured while performing your job you must:

1. Notify your supervisor immediately. You/your supervisor must contact the UF Workers Compensation Office at 392-4940. UFWC will complete a first report of injury/illness form for you. Even if you do not think you need medical care, you should contact them immediately.
2. If you require medical attention, contact UFWC prior to going to a medical care provider. UFWC staff will assist you in selecting an authorized medical care provider to treat your injury, thereby insuring you do not incur any expenses.
3. Remember to seek treatment only from an authorized medical provider as set forth in the Workers Compensation Employee Handbook. If you are uncertain as to what procedures to follow contact UFWC for help.
4. When you arrive at the authorized provider's facility, show the copy of your first report of injury or illness form.
5. Provide your supervisory and the UFWC office with medical documentation of your work status and inform your supervisor and the Workers Compensation office of any subsequent changes. The authorized medical provider must support all request for time off due to an injury in writing.
6. Contact your supervisory daily or according to a schedule established by your supervisor in order to keep him or her informed about your treatment and recovery.

7. You must attend all of your scheduled medical appointments. Failure to do so may result in disciplinary action up to and including termination of employment.
8. Read the modified duty program statement. Once your medical provider has released you to return to work (regardless of the limitations or restrictions the medical provider assigns), you must be willing and available to return to the workplace.

## International Students

Much of this information (and more) can be found in the International Student Handbook at <http://www.ufic.ufl.edu/ISS/handbook.html> or at room 170 HUB.

### Check-in Process for New Students

When you arrive at the University of Florida to start your program, you need to go to the University of Florida International Center (UFIC) as soon as possible. UFIC is located in [1765 Stadium Road, Suite 170 Hub](#).

All international students coming to the University of Florida are responsible for maintaining legal non-immigrant status and valid insurance coverage. When checking in, you must read, sign and submit the [Responsibility Form](#) to the International Student Services (ISS) unit. ISS will also check your documents and health insurance coverage for immigration and University of Florida purposes.

For check-in you are required to bring your University of Florida I-20 or DS-2019, (and previous I-20s/DS-2019s for SEVIS Transfer students), I-94 card, passport, and visa with you to UFIC. SEVIS Transfer students have 15 days from the first day of class to complete the check-in procedure.

All international non-UF sponsored students (AMIDEAST, IIE, LASPAU, USAID, VED, FORD, and OAS) must check-in with the ISS Coordinator.

To clear your health insurance hold(s), you must provide proof of current health insurance coverage. The international student health insurance must meet the standards of the State of Florida Board of Governors.

- If you already have health insurance, please bring the [Insurance Verification Form](#) completed and signed by an insurance company representative.
- If you do not have health insurance, please click [here](#) to find more information about obtaining health insurance coverage.

Once ISS checks your health insurance documents, we will clear your insurance hold(s) in Student Records. We also check other holds you may have which would prevent you from registering. If there are other holds we will explain how to clear them. Frequently, students have the [immunization hold](#) and the [emergency contact hold](#). To clear the immunization hold, take your immunization documents to the [Student Health Care Center \(SHCC\)](#).

Once you are registered for classes, ISS will report your enrollment status in the Student and Exchange Visitors Information System (SEVIS) showing you are in active status at this school. If you are in F-1 status, you will receive an email notification to pick up your Continued Attendance I-20. The new I-20 will be signed for travel outside the United States. This signature is valid for only one year.

All international students must [report their United States local home physical address](#) (no P.O. Boxes) to the University of Florida and USCIS.

In order to access the University of Florida Directory you will need to set up your [Gatorlink](#) e-mail account. You can get assistance to create your e-mail account in the HUB at the Computer Help Desk. You will need your student ID card. All important information will be sent to your Gatorlink e-mail account. Get your [University of Florida Identification Card \(Gator1Card\)](#) at the Welcome Center. You will need a photo I.D. and \$15.00.

If you will be working on campus or have an Assistantship/Fellowship, you will need a Social Security Number (SSN) (this is not the number issued by the school). To obtain your SSN, take your Continued Attendance I-20 or DS-2019, the letter of appointment (must be on University of Florida department letterhead), ISS letter of student status verification, your passport, visa and I-94 to the Social Security Office. Maps are located in 170 Hub.

## Employment

Employment opportunities for international students are limited by regulations of the United States Citizenship and Immigration Services (USCIS) and the Department of State (DOS). Employment is available only to students who are in good academic standing and maintain their non-immigrant status. With the exception of work on campus, F-1 students need approval from an international student adviser (ISA) or USCIS, depending on the circumstances, before they may accept employment. Students in J-1 status must have written authorization from an international student adviser before beginning employment. It is very important that you do not work without authorization. You may not be self-employed as an international student. This section presents a brief introduction to the following situations, primarily as they apply to students in F-1 and J-1 status.

- [Assistantships](#)
- [On-Campus Employment](#)
- [Off-Campus Employment](#)
- [Volunteering](#)

If you want to learn about employment visas, please go here <http://www.ufic.ufl.edu/ISS/Forms/The%20Coveted%20H1B.ppt> or click [here](#).

## Assistantships

Research assistants are selected for excellence in scholarship and promise as researchers. They do part-time research as a portion of their training under the direct supervision of regular faculty members.

Teaching assistants have a responsibility in an instructional capacity. Services provided by a graduate teaching assistant may include lecturing, leading discussion groups, serving as assistants to laboratory classes, and grading tests and papers. Florida law requires all non-US students who are going to be graduate teaching assistants to prove adequate command of the English language. Before getting a graduate teaching assistantship, they must submit Test of Spoken English or Speaking Proficiency English Assessment Kit scores that meet the acceptable minimum set by the university. Go to [TSE and SPEAK Testing](#)

## Authorization to work

### On Campus F-1 & J-1

F-1 and J-1 students who are maintaining status may work part-time on campus while classes are in session. "Part-time" means not more than 20 hours per pay week (Friday through Thursday).

**F-1 students** are eligible for employment as indicated below:

- On campus, without prior approval from the international center
- Maximum of 20 hours per week during fall/spring and 40 hours in summer term.
- Full time employment allowed during official University vacation periods
- During practical training (CPT or OPT)

**J-1 students** need written authorization from their international student adviser or responsible officer of their exchange visitor program. Student assistantships are considered "on-campus employment" and therefore are also limited to 20 hours per week. During vacation periods and academic breaks, you may work full-time on-campus if you are returning to classes the following term. You may not work on-campus after completing your course of study. If you are continuing for another educational program, consult your international student adviser.

For links to some of the available on-campus job search resources, go to <http://www.ufic.ufl.edu/ISS/Documents/Job%20Search%20Notice.pdf> or click [here](#).

### **Off-Campus - F-1**

Off-campus employment is limited to students in colleges and universities who are pursuing academic studies. Working off-campus requires special authorization and is only available in certain situations. Consult your international student adviser (ISA) for advice.

### **Curricular Practical Training (CPT)**

CPT is alternate work/study, internship, cooperative education, clerkship, or optional/required internship or practicum, available only while the student is in F-1 status, before completion of the educational objective. There are two CPT options: full-time (over 20 hours) and part-time (20 hours or less). Full-time CPT of one year (365 days) or more will cause you to become ineligible for Optional Practical Training (OPT); part-time CPT does not affect OPT eligibility.

#### **Eligibility**

- Must have been enrolled full-time for at least one full academic year (fall and spring semesters).
- Employment must be integral or relevant to your established curriculum.
- Training that is required of all students or optional for your degree or track.
- Register for the appropriate credits before applying for CPT; if you cannot receive course/research credits for the work experience, you cannot be authorized for CPT. See Registration Requirements below.
- Your International Student Advisor (ISA) will process your application for CPT. If approved, you will be issued a new I-20 that shows the CPT employment authorization on the third page. Your CPT is authorized for a specific employer, location and length of time. You may only work on CPT for the employer and length of time authorized on your I-20.

#### **Registration**

Registration requirements are indicated in the chart below. If engaging in part-time CPT in the fall and spring semesters, you must register for a full course load of which one credit must be CPT. If engaging in full-time CPT in the fall and spring semesters, at least three hours must be the internship and you are limited to a maximum number of credits.

#### **Application**

You should make an appointment to meet with your ISA at the International Center prior to engaging in the internship, clerkship, or practicum. Please bring the following documents with you for your appointment:

- [CPT Application Form](#)
- [CPT Department Recommendation Form](#)
- **Internship Offer Letter** - An offer letter from the prospective employer on the employer's letterhead. The offer letter should provide the EXACT PHYSICAL ADDRESS (Street, Suite # if

any, City, State, and Postal Code) of the internship, the duration of the internship including the start and end dates, and a general description of duties

You may begin CPT after receiving your new I-20 with the Employment Authorization from your ISA. If all documents are in order and registration for CPT is completed, CPT will be authorized during your appointment. No additional employment authorization is required for CPT. If you have any questions regarding any type of practical training, please [contact your ISA](#).

**Learn more about CPT:** [Curricular Practical Training \(CPT\) Presentation](#)

### Forms

- [CPT Application Form](#)
- [CPT Department Recommendation Form](#)

### Optional Practical Training (OPT)

Optional Practical Training is defined in the regulations as "temporary employment for practical training directly related to the student's major area of study." The student can use it during or after program completion. To be eligible, the student must have been enrolled for classes for at least one academic year (fall and spring semesters). Pre-completion OPT is always part-time and can be used at any time during the degree program. Post-completion OPT is full-time and is granted only after graduation or completion of the degree program. A maximum of 12 months of OPT employment is permitted for each higher educational level.

### Applying for OPT:

You should make an appointment to meet with your International Student Advisor. Please bring the ORIGINALS (UFIC will make the necessary copies) of the following documents with you for your appointment:

- Your current I-20
- The Departmental Confirmation letter, on department letterhead (see sample letter)
- Your ORIGINAL passport, visa, and I-94 card (no photocopies – UFIC will make copies)
- Two passport-regulation photos (taken within the last six months), which meet the USCIS color photograph requirement. Please print full name in pencil on the back of each photo.
- OPT Questionnaire
- Completed I-765 Form (Application for Employment Authorization). Items 3 and 16 on the I-765 have been completed for you
- \$380.00 Fee for processing your application - this should be a personal check (preferred), money order, or cashier's check, made payable to the Department of Homeland Security)
- If applicable, copies of any previously issued EAD cards (front and back)

Your International Student Advisor will review your documents and process a new I-20 for you showing the information for the OPT Employment Authorization on the third page. The Advisor will also prepare your OPT package for you to mail to USCIS. This packet must be mailed and arrive at the USCIS Service Center within 30 days of the day it is prepared. After you send the application packet to USCIS, we will receive a Notice of Action at our office. This will serve as a receipt of your packet, and will contain a receipt number for you to check your case status online. We will then receive your Employment Authorization Document (EAD), which is your OPT card. When these items arrive at our office, we will copy them for your file, and then send an email to your UFL address so that you can pick them up.

It can take up to 3 months for you to receive your EAD card. If you have your SRC (receipt) number from your Notice of Action, you may check the status of your application at the [USCIS Dashboard](#).

When a student is admitted to a new program or transfers to another program, the remaining portion of OPT is terminated when the sponsoring school registers the student for the new program in SEVIS.

At the completion of OPT, students will have a 60-day grace period to leave the country, change visa status, or transfer to a new program of study with a starting date no later than 5 months after OPT completion date.

**IMPORTANT:**

- If you choose to apply for OPT, you must do so between the 90 days before graduation or during the 60 day grace period from your graduation day. The OPT application **MUST** arrive at the USCIS Service Center before the 60 day grace period expires.
- Students planning to apply for **CLEAR PRIOR** must apply for OPT between the 90 days before the Clear Prior deadline or during the 60 days after the Clear Prior deadline. The OPT application **MUST** arrive at the USCIS Service Center before the 60th day after the Clear Prior deadline. Please click [here](#) for more information.

**OPT FACTS:**

- You must be in valid full-time student status for at least 2 semesters at the time of application
- Post-completion OPT is granted to students who will work after graduation/completion of the degree program.
- You are only eligible for 12 months of full-time OPT for each higher degree earned.
- You may apply for OPT either within 90 days before you graduate or complete your coursework, or during the 60 day grace period following the graduation day.
- OPT is obtained through the US Citizenship and Immigration Service (USCIS).
- The earliest you can apply for post-completion OPT is 90 days before your graduation or completion date.
- If your OPT is approved, you will be issued an EAD (Employment Authorization Document) card, which you must have before you begin working.
- You choose the date you wish to begin working, but the start-date cannot be more than 60 days after your graduation/ degree completion.
- You do not need to have a job when you apply for OPT.
- You must work in a position directly related to your field of study.
- Post-completion OPT is considered full-time employment.
- Application fee for OPT is \$380.00, payable to the Department of Homeland Security.
- Leaving the country after graduation but before you begin working is risky.
- If you leave the country, be sure to have your EAD card, your I-20 (signed within the last 6 months), a job or job offer, a valid passport, and a valid visa for re-entry.
- You are required to maintain contact with UFIC while on OPT to keep your SEVIS record updated with your address and your contact information. To report any update, please find your UFIC advisor's contact information in the following site: <http://www.ufic.ufl.edu/issstaff.htm>

For more information, please visit: [Optional Practical Training \(OPT\) Presentation](#)

**Forms**

- [OPT Application for Employment Authorization, Form I-765](#)
- [OPT Questionnaire](#)
- [OPT Departmental Confirmation Letter](#)
- [Color Photograph Specifications](#)
- [OPT Mailing Check List](#)



### **OPT Withdrawal**

You may request withdrawal of your OPT application\* if you are unable to meet an academic requirement for degree completion and are therefore unable to graduate. However, if you wish to withdraw your OPT application, you must do so BEFORE the expiration date on the OPT endorsed I-20 and BEFORE USCIS approves or produces the OPT card.

*\*If you will request withdrawal of your OPT application, you must submit an [I-20 Extension](#) application along with the OPT Application Withdrawal form. You must request an I-20 extension before the I-20 expires.*

- [OPT Application Withdrawal Form](#)

### **Economic Hardship**

F-1 student may request employment authorization based on severe economic hardship caused by unforeseen circumstances beyond the student's control. These circumstances may include a loss of financial aid or on-campus employment without fault on the part of the student, substantial fluctuations in the value of currency or exchange rate, inordinate increases in tuition and /or living costs, or unexpected changes in the financial condition of the student's source of support, medical bills, or other substantial and unexpected expenses. *Source: [8 C.F.R. 214.2(f)(9)(ii)(C)-(D) and (F)].*

### **Special Student Relief**

Special Student Relief is available to F-1 students who began full-time study in F-1 status before June 10, 1998, and whose financial support comes from **Indonesia, South Korea, Malaysia, Thailand, or the Philippines**. These students must be able to prove that they are experiencing severe and unforeseen financial problems due to the economic crisis in Asia.

### **Temporary Relief Measures**

As an academic student, you may need to work off-campus if a disaster has affected your ability to support yourself. The disaster may occur in the United States and prevent you from working on-campus or the disaster may occur overseas and affect your economic support. If you can demonstrate that you are from an affected country or region and you have been recommended for such employment by a ISA, you may be eligible to receive employment authorization when filing the I-765, Application for Employment Authorization. For more information, click [here](#).

### **Off Campus J-1**

Exchange visitor students who are in good academic standing may obtain authorization for work off-campus as part of an academic training experience or when unforeseen economic circumstances arise after the student becomes an exchange visitor. Employment as a result of unforeseen economic circumstances is limited to 20 hours per week while classes are in session but can be full-time during vacation periods and breaks. See your international student advisor for advice.

### **Academic Training**

Academic training is a type of employment directly related to a J-1 student's major area of study designed to apply knowledge and skills learned during the academic program. J-1 students may pursue academic training opportunities during or after their studies. In general, you are limited to 18 months of academic training, unless one of the following applies:

- Your program of study is less than 18 months, in which case your academic training period cannot be longer than your course of study

- You are pursuing postdoctoral training, in which case, you may be eligible for up to 36 months of academic training
- You have used periods of academic training earlier in your studies. Academic training must be recommended by your dean or major adviser and authorized by the responsible officer of your exchange visitor program. (See your responsible officer for criteria and procedures for academic training.)

For more information click [here](#).

### **Unforeseen Economic Circumstances**

A student may be authorized for off-campus employment when necessary because of serious, urgent and unforeseen economic circumstances that have arisen since acquiring exchange visitor status.

Authorization must be approved by an international student advisor before employment begins and off-campus employment is available up to 20 hours per week.

### **Special Student Relief**

Students in J-1 status whose means of financial support come from Indonesia, South Korea, Malaysia, Thailand, or the Philippines, and whose financial support has been disrupted, reduced, or eliminated due to economic crises in that country may be authorized for full- or part-time employment on- or off-campus.

### **J-2 dependents**

J-2 dependents are eligible for employment and are required to:

1. Apply and be approved for full-time or part-time work authorization through USCIS.
2. Not work for the purpose of supporting the J-1
3. Reapply, in a timely manner, for renewal of the Employment Authorization Document (EAD) each year
4. Cease working if the J-1 violates status, changes from J-1 to another non-immigrant class, or leaves the J program altogether

For more information click [here](#).

## Grace period

As an F-1 student, you have a 60-day grace period after your graduation date (or OPT end date, if applicable). During the grace period you may remain in the US but you may not exit and re-enter the US in F-1 status. If you only need to re-enter the US to pick up your belongings, you should consider the possibility of entering the US on a tourist visa.

## Insurance

**Insurance coverage for F-1 and J-1 students is mandatory.** While proof of insurance is not mandatory for dependents of F-1 students, it is **STRONGLY** recommended that they also be insured as there is no medical assistance for international students or their family.

**Insurance for both J-1 students AND their J-2 dependents is a federal requirement.** It is each student's responsibility to maintain valid health insurance at all times. The Code of Federal Regulations states that if J-1 students and the J-2 dependents do not have Health and Accident Insurance coverage, the student's program and visa status will be terminated.

The [Florida State University System's Board of Governors \(BOG\)](#) requires that all international students have health coverage during the entire year, including annual breaks. Only students graduating in a given semester may purchase insurance for that semester only with proof of graduation by completing the [Health Insurance Waiver Form](#).

The [Insurance Verification Form](#) must be filled out by a representative of your insurance company to verify that you have adequate insurance coverage if you purchase a plan other than the UF sponsored plan.

Once you have purchased insurance, provide UFIC with the receipt/confirmation of purchase (**the dates for which you are covered MUST be visible**). Make sure to **include your UFID/Visa Type (F1 or J1)** on the front of the proof of purchase. **Forward to [insurance@ufic.ufl.edu](mailto:insurance@ufic.ufl.edu). Holds will be removed within 24-48 hours.**

## Registration

International graduate students must be registered for nine credit hours in fall and spring term and six credit hours in summer C term. Students are not required to register full-time in their final term. Final term registration in fall/spring is three credit hours and in summer, two credit hours.

## Social Security Numbers for International Students

International students are not eligible for a social security number unless the student receives an assistantship, fellowship or on-campus employment. All international students can work only 20 hours per week on appointment or other on-campus employment. Students are allowed to work over 20 hours a week during vacation terms and breaks. Any student who has been able to obtain a job or appointment on campus will be required to apply for a SSN. The department must provide the student with an appointment or offer letter for the assistantship, fellowship or on-campus employment which the student must take to UFIC. We will provide the student with a student verification letter. The student must take these two letters along with their passport, visa, I-94 card and "continued attendance" I-20 to the Social Security Administration. New students may not apply until they have been in the country at least 10 days.

## General information

### First things first!

These critical tasks must be completed before the start of your first semester at UF!

1. If you are on assistantship or fellowship and you are not an international student or a Florida resident, you should take steps to establish residency immediately. Go to <http://registrar.ufl.edu/pdf/residencyclass.pdf>. The more documentation, the better.
2. Set up your Gatorlink account at [www.gatorlink.ufl.edu](http://www.gatorlink.ufl.edu). You are required to maintain a ufl.edu email address for the duration of your academic program. You may forward your UFL email to another account if desired.
3. Obtain a Gator One ID card at [www.gator1card.ufl.edu](http://www.gator1card.ufl.edu).
4. Log into ISIS at [www.isis.ufl.edu](http://www.isis.ufl.edu) and familiarize yourself with it, as this is the primary interface for registration, fee payments and every other academic record interaction. Specifically you must update and/or enter your contact information and clear emergency contact holds once every eight weeks. You cannot register without doing this update!
5. Clear your immunization and any health insurance holds via ISIS.
6. If you are receiving a graduate assistantship or fellowship you must complete the paperwork required to hire you. The Graduate Program office will send your information to the IFAS Shared Service Center and they will contact you with for the necessary information.
7. Students on assistantship or fellowship should sign up for GatorGradCare at [www.hr.ufl.edu/benefits/gatorgradcare](http://www.hr.ufl.edu/benefits/gatorgradcare).
8. Once you know what courses you are required to register for, sign in to ISIS and register prior to the first day of classes.
9. Attend the Graduate School New Student Orientation and the Departmental Orientation.
10. Register before the first day of classes!

## Drop/Add

Drop/Add is done online through ISIS during the first 5 days of class in fall/spring and the first 3 days of class in summer. So long as a student is registered for at least **one credit hour** before regular registration ends, there is NO late fee to add or drop a course during any time in the semester. Students become financially liable for the tuition/fees for course(s) dropped after the ISIS deadline. Once the ISIS drop/add period is over, students must complete a drop/add petition available in the FRED graduate office. Dropped courses by petition result in a “W” on the transcript.

### Drop/Add procedures

1. Visit the Graduate Program Office for the necessary form and approval
2. If adding a course, the signature of the department which owns the course is required
3. Take the form to the CALS Dean’s office in 2002 McCarty Hall
4. International students must have approval from UFIC first. UFIC will place a stamp on the drop/add form which is valid for only 24 hours.

### The following reasons for dropping a course will not be approved

1. Failing a course
2. Forgetting to drop during the online drop/add period
3. Inability to attend
4. Inability to pay for the course

## Email and Gatorlink username

All official university communications are sent to students at their Gatorlink account. Accounts can be setup at [www.gatorlink.ufl.edu](http://www.gatorlink.ufl.edu). All online campus services require a Gatorlink username/password.

## Grades

A minimum GPA of 3.0 is required overall and within the major to graduate. The only passing grades for graduate students are A, A-, B+, B, B-, C+, C and S. C+ and C grades count toward a graduate degree if an equal number of credits in courses numbered 5000 or higher have been earned with grades of B+ and A, respectively. Grades of I (incomplete) received during the preceding term should be removed as soon as possible. Grades of I carry no quality points and become punitive after one term. All incomplete grades must be removed before a graduate degree can be awarded. Current term grades are normally due by noon on the Monday after Commencement. Students can view their grades on ISIS after noon on the following day. Before a student will be certified to graduate, all incomplete grades must be cleared by the Monday prior to commencement.

## Hold

Holds are placed on student’s records for outstanding tuition/fees/fines. Balances must be paid before students can make changes to their academic record or request a transcript. The University has a hold for emergency contact information. Once every eight weeks, you need to check this information. Even if your contact information has not changed you must still go in and click on “submit” to update.

## ID Cards

ID cards are obtained in the University Bookstore on the south side of the Reitz Union.

## Mail

Graduate student mailboxes are located on the first floor of McCarty Hall Building B. Delivery of US mail and UF campus mail is made to these boxes. Check your box a few times per week for memos, notes, etc. Most messages and information will be delivered via email but some things will be placed in your mailbox. Do not have personal mail sent to this mailbox!

## Office Space

Graduate students in the department have access to two common areas with computers, printers, refrigerators, microwaves and storage space. Each common area, G120 MCCB, the Byrne Room in 1120 MCCB and the Prochaska Room in 2120 MCCB require codes, which will be given to students once they begin the program. Students are not to give the code to anyone outside the graduate program. The department furnishes supplies and students should inform the Graduate Program Office when supplies are low or empty. Some students will be issued keys to offices and building entrances. Exercise great care to prevent loss and if a key is lost, report to the Graduate Program Office immediately. Students will be financially liable for lost keys. Do not loan keys and do not prop locked doors open. Report unusual or suspicious activity to UPD at 392-1111.

## Petitions

Students have the option to petition various deadlines and requirements. **The graduate program will submit a memo of petition on behalf of the student only if the reason for the petition is the result of a FRE departmental error.** However, petitioning anything that is not the fault of the department (even if it is the fault of another department at the University) should be done by the student. The petitions process is available for students to request a waiver of a university regulation or deadline. A university petition is used to request:

- Retroactive Course Adds
- Retroactive Course Drops (Nonmedical)
- Retroactive Withdrawal (Nonmedical) from All Courses in a Term
- Refund of Fees
- Other requests

Effective July 2, 2012, the Dean of Students Office will be responsible for receiving all paperwork and questions related to the process for all medically related course drops and withdrawals. These changes have been made in order to streamline the medical withdrawal process and create a one-stop shop for students who may be petitioning to withdraw for medical reasons. For more detailed information on the medical withdrawal process please visit the [Dean of Students website](#), contact the Dean of Students Office at 352-392-1261, or visit 202 Peabody Hall.

The University Student Petitions Committee meets each Tuesday. Please submit your petition and all necessary documentation by 5:00 p.m. the previous Friday. Due to the large number of requests, it may take 1-2 weeks before your petition is reviewed.

Current students will receive their results on [ISIS](#) under the heading Petition Status (under My Record on the left menu) as soon as they are available. Instructions for this process can be found at <http://www.registrar.ufl.edu/currents/petitioninstructs.html>

### Photocopies & Printing

Copy services are available at the [Reitz Union](#) for UF students. Teaching Assistants copying materials for the course instructor may use the FRED copier and their faculty supervisor's UFID (with permission). Individual staff and faculty will not print materials for students. Graduate students have unlimited access to printing in the Prochaska & Byrne rooms and individual student offices.

### Registration

Students enrolled at the University of Florida may register early for the next semester, register during the regular registration period or during the drop/add period. To avoid late charges, students should be sure to register and pay fees on time. There is a \$100 charge each for late registration and late payment of fees. Students register and pay fees through ISIS (Integrated Student Information System) at [www.isis.ufl.edu](http://www.isis.ufl.edu). A Gatorlink username is required to use the ISIS system.

### Student Health Care Center

Student Health Care Services provides a broad range of medical services in the outpatient clinic, which include primary medical care, health education, sexual assault recovery, health screening and mental health consultation and counseling. The health fee is part of the tuition fee paid by all students. The Center is located in the Infirmary Building, 1 Fletcher Drive, next to the Florida Gym.

### Transportation and Parking

RTS provides free bus service to students/spouses with UF identification card. A mini-bus service is provided for the handicapped. The Student Nighttime Auxiliary Patrol (SNAP) offers nightly escorts anywhere on campus, is staffed by students and supervised by the University Police. Persons needing an escort/ride should call 392-SNAP (7627). Those who want to park on campus should purchase a commuter decal from Transportation and Parking.

### Travel

Students traveling on UF official business are required to have a travel authorization on file. You must complete a travel authorization and it must be approved BEFORE any travel can take place otherwise it is considered unauthorized.

International: Any student traveling to a foreign country on UF related business must register in the [“TeamAssist Emergency Assistance Program”](#). This program provides 24/7 assistance, including emergency evacuation, repatriation, travel assistance services and security coverage. This is only to be used for travel related to University business and not for personal travel. Students will complete a [“Checklist for international travel”](#) and submit it to their supervisor, who will approve and forward to the next level for approval.

### Tuition/Fees

Tuition and fees are assessed based on residency, first enrolled term of the current degree and course level. Graduate courses are designated at 5000 or higher. The latest tuition/fee schedule can be found at this link: <http://www.fa.ufl.edu/bursar/current-students/>. Graduate Assistants see the section on Graduate Assistantships for tuition/fee calculation.

## Financial Assistance

### Financial Aid Basics

This is specifically related to federal financial aid. Information in this section can be found at <http://www.sfa.ufl.edu/basics/>.

For many students, financial aid can greatly affect their decision about whether or not to attend college, or which institution they attend. Because of its importance, the decision to apply for financial aid, and which programs to accept, should be made only with a complete understanding of the process, requirements, benefits, and responsibilities.

The University of Florida offers four types of financial aid—[grants](#), [scholarships](#), [loans](#), and part-time [employment](#). Grants and scholarships are considered gift aid, as they do not have to be repaid. Loans by definition must be repaid. Student employment is offered in exchange for a service—work.

UF offers financial aid for the express purpose of helping students pay their educationally related expenses. Such aid is usually provided by federal, state, institutional, or private agencies. If you are eligible for assistance, SFA will offer you a financial aid package, which could consist of scholarships, grants, loans, and/or student employment (solely or in combination).

SFA recognizes that each student's financial situation is unique and strives to develop policies and procedures that treat each student fairly and equitably while taking into account special circumstances.

### Who Should Apply for Aid?

All students who think they need financial assistance should apply. The only way to tell if you're eligible to receive aid is to apply. Many factors are taken into account when awarding aid. Currently, more than seventy percent of students at UF receive some form of financial assistance.

### Who is Eligible to Apply?

For *most* financial aid programs at UF, you must:

1. Be a U. S. citizen, national, or permanent resident alien.
2. Be enrolled or accepted for enrollment at least half time in a degree program. Exception: Federal Pell Grants. Complete enrollment information is available [here](#).
3. Make satisfactory [academic progress](#) toward a degree.
4. Register with the Selective Service Administration, if required to do so.
5. Not be in default on a federal or institutional loan or owe a repayment on a previous financial aid award received at UF or other institution.

Some [programs](#) will list additional eligibility requirements.



## Scholarships & Fellowships

The following awards (merit, travel, & other) are not distributed by the financial aid office. Applications are directly to the departments below and awards are distributed by those departments.

### College of Agricultural and Life Sciences

#### Graduate Student Scholarships and Fellowships

*Agricultural Women's Club & Vam C. York Graduate Scholarship:* Provides financial assistance to female graduate students within the College of Agricultural and Life Sciences. To be eligible for these Agricultural Women's Club Scholarships, candidates must be Female, US Citizen, Graduate Student, any major within CALS, minimum 3. GPA.

*D. Glynn Davies - Juice Products Association Graduate Scholarship:* recipients will be selected based on GPA, interest in fruit juice industry, courses in production, processing, packaging, marketing with strong business administration or food technology courses

*Grebe-Wahlberg Memorial Fund Scholarship:* the student must have earned a bachelor's degree from UF. The recipients will be selected based on the following criteria: outstanding leaders academically and in organizations, grade point average, leadership ability, service and extracurricular activities. Graduate student applicants will be ranked by the Graduate Student Awards, Scholarship, and Fellowship committee. Once the rankings are complete, the highest ranked applicants will be sent to the donor committee for review and selection.

*J. R. Greenman Memorial Fund:* Selection will be based on academic merit, professional potential and leadership ability.

*Herlong Endowed Graduate Scholarship:* provides financial assistance to graduate students whose course of study is in citrus. This scholarship provides a stipend for two years for full-time graduate students (9 - 12 credits per term) conducting research on problems relating directly to the citrus industry. The A.S. Herlong Endowed Scholarship is available to worthy and capable graduate students enrolled in the departments of Agricultural and Biological Engineering, Entomology and Nematology, Food and Resource Economics, Food Science and Human Nutrition, Horticultural Science, Microbiology and Cell Science, Plant Pathology, and Soil and Water Science. Recipients of the scholarship will be selected on the basis of academic merit, research plans, leadership ability, and professional potential.

*Harold E. Kendall, Sr. Endowed Scholarship:* available to worthy and capable "Florida Resident" graduate students enrolled in the College of Agricultural and Life Sciences at the University of Florida. The definition of a "Florida Resident" has been expanded only for this award. Applications will be accepted from graduate students classified as "F" Florida Resident, "R" Florida Resident Alien/Pays Florida Fees, or "T" Florida Resident for Tuition Purposes Only/Pays Florida Fees. The purpose of the scholarship is to provide financial assistance to "Florida Resident" graduate students whose course of study is Subtropical Fruits. Graduate students working on limes, avocados, and mangos will be given preference. This is a non-renewable scholarship and recipients of the scholarship will be selected on the basis of scholastic achievement and professional promise. In addition, recipients of this scholarship must submit a progress report at the end of fall semester and a final report at the end of the spring semester.

*IFAS/CALS Graduate Student Travel Grant:* provides matching funds up to \$200.00 to each graduate student applicant who is presenting a paper or poster on their original research at a regional, national, or international scientific meeting (one award per fiscal year). This travel grant *must* be matched 1:1 by funds provided through the student's department/program or advisor. The grants are reimbursed directly to the department, not the graduate student.

*James Davidson Graduate Travel Scholarship:* Provides funding to help defray travel expenses for graduate students presenting a paper or poster at a national or international professional meeting or conference. These scholarships are named after Dr. James M. Davidson, former Vice President for Agriculture and Natural Resources, Institute of Food and Agricultural Sciences, University of Florida, who established the endowment to fund these scholarships.

*William C. and Bertha M. Cornett Fellowship:* The endowment specifies "fellowship" so the graduate student cannot be treated as being on an assistantship and cannot be expected to teach or conduct research other than his/her own work. Graduate students enrolled in College of Agricultural and Life Sciences are eligible to apply.

### **Food and Resource Economics**

Applications for FRE graduate student scholarships are due at the end of April each year. Applications should include a brief (1-2 page) resume, current GPA, a description of the student's program of study or research proposal, and purpose for which the scholarship funds will be used. For the Hamilton-Stubbs scholarship, also include a statement of financial need. Applications should be submitted in **electronic format by email** to Jess Herman by **April 30, 2014**.

*Hamilton-Stubbs Scholarship.* In honor of longtime FRE professor Henry Hamilton, this scholarship is intended to support students majoring in FRE, based on both financial need and academic achievement, with preference given to students who have an agricultural background, have graduated from a Florida high school, and intend to pursue a career related to agriculture in the state of Florida. This year, two, \$2,000 scholarships may be awarded.

*McPherson Travel Scholarship.* In honor of FRE faculty member W.W. McPherson, this scholarship is intended to support graduate student travel for research or professional meetings. This year we are offering up to three \$1,000 scholarships for travel to professional meetings.

*Herndon Endowment in Citrus Economics.* In honor of Philip L. Herndon, an important figure in the Florida citrus industry, this scholarship is intended to support students studying economic issues related to the citrus industry. This year we are offering the scholarship in the amount of \$2,000.

*Ross International Travel Award.* In honor of former FRE faculty member James E. Ross, this scholarship is intended to support graduate students for international travel for research or professional meetings. This year two \$750-\$1,000 scholarships may be awarded.

#### *Latin American/Caribbean Scholarship*

Under Florida statute 1009.21, full-time students from Latin America and the Caribbean (including Puerto Rico and the U.S. Virgin Islands) who receive scholarships from the federal or state government qualify for in-state tuition. This provision of the law provides an opportunity to encourage the continued internationalization of UF and to attract more high-quality students from Latin America and the Caribbean.

To qualify, UF students must be awarded a non-duty scholarship of a minimum of \$500 per semester paid from either state or federal funds. Students must be full-time and in good academic standing. Graduate or

research assistantships are not considered scholarships for this purpose. To receive the LAC Scholarship status:

- The qualified student may either submit their initial award letter the start of each semester, indicating the amount of the scholarship and the semester for which it is awarded. Students may use the same letter over again so long as the current term is indicated in the letter.
- Student must take letter to the International Center for processing of the application for residency status for tuition purposes under Florida Statutes 1009.21.
- Student or staff member at UFIC will take the residency application (signed by the administrator of the UFIC) to the office of the Registrar.
- Once the Registrar processes it (3-5 days), the residency code will be changed, and the registrar will forward the information to the Bursar so that the tuition and fees can be adjusted
- Generally, the \$500 scholarship will be applied to the student's outstanding tuition/fees.

### **Graduate School**

[Delores Auzenne Dissertation Award](#): Designed to assist underrepresented minority students in completing their dissertation work. The program provides competitively awarded stipends to Ph.D. candidates who are in the advanced writing stages of their dissertations at UF. Students who are appointed on a state-funded fellowship or assistantship are not eligible. Interested students who meet the eligibility requirements are invited to apply to the Office of Graduate Minority Programs (OGMP).

[Graduate School Doctoral Research Travel Award](#): Supports research-related travel expenses for UF PhD students in the humanities, arts and social sciences. This program is for students who have inadequate departmental funding to effectively conduct doctoral dissertation research away from UF. Click on the above link for more information and an application form.

[Supplemental Tuition Retention Program](#): Designed to help doctoral students complete their degree program. Eligible students must be within three semesters of completing their degree and must no longer have funding available through an assistantship or fellowship. The program provides limited tuition assistance for the remaining semesters. Applications are available in the Office of Graduate Minority Programs, or by clicking on the link above.

[UF/RGP/SDR Student Travel Funding](#): The UF Office of Research and Graduate Programs (RGP) and the UF Division of Sponsored Research (DSR) offer travel funding for graduate students. Click on the above link to download a PDF file (readable and printable with Adobe Acrobat Reader, available for free online) for more information about applying for such funds.

[UF Graduate Student Council Travel Grants](#): The UF Graduate Student Council offers travel grants to help graduate students attend conferences and present their research. For more information, applications and deadlines, click on the above link.

[UF/Santa Fe College Faculty Development Project](#): The UF/Santa Fe College (SFC) Faculty Development Project is a partnership designed to increase the number of doctoral students at UF and faculty at SFC. Students awarded this prestigious graduate assistantship receive an annual stipend, tuition and fee waiver, mentoring, and professional development training at UF and SFC. Participants are required to fill a teaching, advising, or recruitment & retention role at Santa Fe for the appointed year. Applicants must hold an MS/MA or equivalent degree with the required number of hours in an appropriate discipline based on SFC needs. Selection of individuals for this program is contingent on the positions available at Santa Fe.

Students must be fully admitted into a doctoral program at UF and meet all SFC adjunct faculty hiring criteria. For more information please click on the link above.

### **International Center**

[Emergency Hardship Scholarship](#): for international students experiencing unforeseen financial difficulties that are beyond their control.

[Scarborough Scholarship](#): Scarborough Agency has provided an insurance option for international students for nearly 20 years. The agency established this award to show appreciation for the opportunity to work with international students at the University of Florida. The scholarship will be given to two international students enrolled in a Master's or Ph.D. program in the amount of \$1,000.00 each.

[Scarborough-Maud Fraser Scholarship](#): provides an insurance option for international students for nearly 20 years. The agency established this award to show appreciation for the outstanding service provided by the International Student Services staff. The award will be given in the honor of Mrs. Maud Fraser, who provided outstanding service to international students for 13 years; Mrs. Fraser retired June 30, 2010. The Scarborough-Maud Fraser Scholarship will be given to one international student enrolled in a Master's or Ph.D. program in the amount of \$1,000.00 each.

## Resources

### Career Resource Center

The Career Resource Center (CRC) is located on the first floor of the Reitz Union and offers career planning, internship, and cooperative education guidance as well as employment/school search services for UF students. The CRC also includes career counseling, workshops and skills/aptitude/interest testing. The CRC library offers students the opportunity to research specific companies.

### Computers/IT Support

FRED IT Support consists of two staff members, Ed Howard and Matt Nash, located in 1104 MCCB. Their responsibilities include network access, email services, web space, security oversight, PC repair and installations, and software license management. If you have questions related to IT matters, contact them at 294-7645 or 294-7646. All personal computers in use on the network need to run a current and self-updating antivirus scanning utility. All operating systems should be configured to auto-update to ensure that all patches are installed in a timely manner. McAfee Virus Scan Enterprise is available free to all UF faculty, staff and students for business and personal use. Also, review UF's Acceptable Use Policy for computers at <http://www.it.ufl.edu/policies/aupolicy.html>

### Counseling and Wellness Center

The UF Counseling Center provides counseling and consultation services to undergraduate and graduate students and spouses/partners. The Center offers brief counseling and therapy to help students confront personal, academic, and career concerns. The primary goal of counseling is to help students develop the personal awareness and skills necessary to overcome problems and to grow and develop in ways that will allow them to take advantage of the educational opportunities at the university.

### Dean of Students Office

The DSO creates a culture of care for students, their families, faculty and staff by providing exemplary programs and services designed to enhance students' academic and personal success. Areas include new student and family programs, student conduct and conflict resolution, disability resource center and mental health.

### FRED Conference Room

The department utilizes two conference rooms, the large one 1151 MCCA and a smaller one 1086 MCCB. Both are equipped with the latest up-to-date technology. Due to its larger capacity, 1151 should be reserved for thesis and dissertation proposal seminars. The room splits into two sides so students may reserve either side or 1086 to hold their defense. Students should reserve 1086 MCCB through Carol Fountain, [cfl@ufl.edu](mailto:cfl@ufl.edu), 294-7669 and scheduling for 1151 MCCA may be done through Candace Kaswinkel, [ckaswin@ufl.edu](mailto:ckaswin@ufl.edu), 294-7669 in 1167 MCCA scheduling calendar for this room. If you plan to use the technology in the room, you should also contact Ed Howard at [edhoward@ufl.edu](mailto:edhoward@ufl.edu) so that he can mark his calendar and be available to help you with the technology setup should you need it.

## Health Care Center

The University of Florida Student Health Care Center (SHCC) is an accredited outpatient clinic staffed by licensed, board-certified health care professionals who provide health and wellness care to UF students by appointment. SHCC staff is comprised of physicians (MDs), physician assistants (PAs), advanced registered nurse practitioners (ARNPs), registered nurses (RNs), health support technologists (HSTs) and many others who pride themselves in helping each student achieve maximum physical and emotional health so that each may participate fully in the educational and personal growth opportunities afforded by the University. All medical and psychiatric physicians faculty positions in the College of Medicine.

## Libraries

The nine Libraries of the University of Florida serve all of the university's faculty and students, but each has a special mission to be the primary support of specific colleges and degree programs. Because of the interdisciplinary nature of research, scholars may find collections built in one library to serve a specific discipline or constituency to be of great importance to their own research in another discipline.

## FRE Library Specialist

The Marston Science Library has a number of faculty who specialize in specific areas and are able to help students with research. [Melody Royster](#) is a Library Specialist whose interests include General Agriculture, Agronomy and Plant Pathology, Environmental Horticulture, Family, Youth and Community Sciences, Food and Resource Economics, Food Science and Human Nutrition and Horticulture. Melody earned her B.S. in Food and Resource Economics at UF and her Master of Library Science in Information Science at Florida State University. When conducting research for your thesis or dissertation, Melody can assist you with finding information and the publications you need. You can contact her at 352-273-2661, [mroyster@uflib@ufl.edu](mailto:mroyster@uflib@ufl.edu) or in Room 206 Marston Science Library.

## Office of the Ombuds

The purpose of the Ombuds office is to assist students in resolving problems and conflicts that arise in the course of interacting with the University of Florida. By considering problems in an unbiased way, the Ombuds works to achieve a fair resolution and works to protect the rights of all parties involved.

The role of the Ombuds is to serve as a resource and designated neutral party for students who may have a university related concern or problem. Such problems may be related to grades, difference of opinion with instructors, interpretation of university policies, or other administrative issues that may be of concern. The Ombuds will work with students to interpret university policy, help identify options and strategies for resolving issues, and serve as a mediator when appropriate.

**Students are advised to first contact the instructor, the department chairperson, and/or the college dean before seeking assistance from the Ombuds, although instances do exist where contact with the University Ombuds first is beneficial.**

When academic regulation appears to result in undue hardship, students may petition for a waiver of the regulation. If a student wishes to appeal a decision of the University Senate Committee on Student Petitions, he/she may do so to the Office of the Ombuds.

The Office of the University Ombuds has been configured to handle university matters for all levels of students including undergraduates, graduates, and professional students:

- You have a problem, concern, or complaint
- You need to speak with someone in confidentiality
- You need help communicating with an instructor or staff person
- You need clarification on a policy and procedure
- You need direction on how to file a complaint or an appeal
- You would like to know what options are available to you
- You believe a policy or procedure is not being followed fairly

### **Recreational Sports**

The Department of Recreational Sports provides many facilities for on-campus recreation. Among the facilities are three recreation facilities, nine fields, two pools, six outdoor court facilities and a gym.

More information can be found at <http://www.recsports.ufl.edu/facilities/>

### **Reitz Union**

The Reitz Union supports many different programs that benefit all University of Florida students and the Gainesville community as a whole. The staff of the Reitz Union takes a lot of pride in the quality and quantity of programs that are provided to the UF community. These programs succeed because of the commitment of students and the organizations that plan a vast number of these programs.

Among the Reitz Union's outstanding components are: an attractive building boasting 350,000+ gross square feet of public space, including two ballrooms, two auditoriums, 30 meeting rooms, a food court, game room, office spaces, and a hotel with 36 guest rooms.

For more information visit <https://www.union.ufl.edu/Home>

## Clubs and Organizations for Graduate Students

### Agricultural & Applied Economics Association

The Graduate Student Section (GSS) of the Agricultural & Applied Economics Association (AAEA) was developed to provide an opportunity for graduate students to come together to foster the professional development through various activities and seminars. The specific objectives of the AAEA-GSS are:

- To promote the professional development of graduate students in agricultural economics and related graduate programs
- To increase participation and involvement of students with both academic and non-academic career goals in the Agricultural & Applied Economics Association
- To provide more opportunities for graduate student involvement at the Annual Meetings and any other related activities of the Agricultural & Applied Economics Association.

### Who May Join the GSS?

Membership in the AAEA-GSS section is open to all interested members of the Association who pay dues. Regular members: students currently enrolled in an agricultural economics or related graduate programs, or associate members: other individuals interested in achieving the objectives of the section but are not currently students.

### How to Join the GSS

1. Join the Agricultural & Applied Economics Association. The registration fee to join the AAEA is \$25. Follow the link to the [AAEA Membership page](#) to join the AAEA and the GSS.
2. Indicate your desire to join the GSS by checking the GSS box under the sections portion of your registration form. The fee to join the GSS is \$10 for both Regular and Associate members. The membership fee for the GSS is located on the AAEA member form and fees are paid through the AAEA.

If you are already a member of AAEA and would like to join GSS, you can do so by completing [this form](#) (PDF) or logging in to the My Account section and completing the [Online Section Form](#). For more information go to: <http://www.aaea.org/membership/sections/gss/>

### FRED Graduate Student Organization (FRE-GSO)

The Food and Resource Economics Graduate Student Organization represents all graduate students within the department. GSO helps new students with the transition to graduate school as well as offering travel grants, hosting seminars, the annual spring barbecue, coffee breaks and a host of other activities. Each graduate student pays \$15 per semester. Checks/money orders should be made payable to *FRE Graduate Student Organization* during the first two weeks of the semester. GSO's treasurer deposits the funds into the GSO bank account. Graduate Students benefit directly from these fees as they fund travel grants and social events hosted by GSO.

### Master of Agribusiness Student Organization (MABSO)

MABSO was started by graduate Agribusiness students with the objective to foster professional development of students in the department through interaction with industry professionals as well as activities that aid in career preparation/placement and interaction with fellow students. MABSO conducts philanthropic activities benefiting agricultural/business or humanitarian organization.



### **Southern Agricultural Economics Association**

Becoming a member of the SAEA allows you to:

- Publish in the journal of Agricultural and Applied Economics
- Attend the annual meeting each February at locations across the South
- Moderate sessions at the annual meeting
- Present papers and posters at the annual meeting
- Publish abstracts in the JAAE of your presentations
- Win professional and monetary awards
- Make professional and personal contacts with 400+ students and faculty across the region
- Join at a low cost of just \$10 per year

More information can be found at [www.saea.org](http://www.saea.org)

### **UF Student Government**

The UF Department of Student Activities and Involvement is home to a diverse group of over 975 Registered Student Organizations. Student organizations have critical impact on the student experience providing opportunities for leadership development, social interaction, entertainment, and education. So whether its dance, religion, political, recreation, research, cultural, music, adventure, or even special interest, there is an organization for you to join! We encourage you to look through the list of currently registered student organizations at: <https://www.studentinvolvement.ufl.edu/StudentOrganizations> to find contact information and meeting information. If you don't see what you are looking for then consider starting a new organization!

## Course Listings

### [AEB 5167 Econ Analysis in Small Farm Livelihood Systems \(3\)](#)

General analysis techniques used to enhance economic analysis of small-scale, limited-resource family farm livelihood systems to evaluate impact of proposed technology, infrastructure, and policy changes on family welfare. Linear programming and regression.

### [AEB 5188 Economics of Agribusiness Decisions \(3\)](#)

Comprehensive treatment of microeconomic theory and its use in managerial decision making. Fundamental economic concepts of the business firm and its strategic and operating decisions are developed. Students learn to develop strategic skills and vision in analyzing and understanding the process of entrepreneurship and value creation. Emphasis placed on economic principles underlying the identification of market opportunities, creation of appropriate organizational structures and competitive dynamics of markets.

### [AEB 5326 Agribusiness Financial Management \(3\)](#)

Integration of finance and management decision-making tools to solve advanced financial and other management problems faced by agricultural firms and agribusinesses.

### [AEB 5516 Quantitative Methods in Agribusiness Decisions \(3\)](#)

Introduction to variety of quantitative methods with application to business decision-making contexts. Topics include basic quality control analysis, econometric analysis and business forecasting. Emphasis on correct application of methodologies and the use of Microsoft Excel.

### [AEB 5757 Strategic Agribusiness Human Resource Management \(3\)](#)

Issues involved in strategic and effective leadership and management in agribusiness sector of economy. Emphasis on human resource ideas and techniques that managers utilize to improve organizational teamwork, productivity, and performance.

### [AEB 6106 Microeconomic Principles and Analysis \(3\)](#)

To help students further their development and understanding of microeconomic theory. This is accomplished by stressing mathematical structure of microeconomics and by including intuitive explanations of principle results.

### [AEB 6145 Agricultural Finance \(3\)](#)

Advanced agricultural finance concepts. Of particular concern will be finance theories applied to production agriculture decisions including portfolio analysis, capital asset pricing model, net present value decisions and risk analysis.

### [AEB 6183 Agribusiness Risk Management \(3\)](#)

Review the conceptual framework of decision analysis. Examine and develop applied risk analysis skills useful for risk management decision-making by agricultural producers, agribusinesses, and researchers. Objectives are to improve the student's understanding of the methodology of making decisions, improve the student's understanding of risk management and the analysis of risk management tools, locate and use data and information from various sources to use in risk analysis and management, and understand and apply basic computer and mathematical decision-making aids to firm level problems and decisions.

### [AEB 6225 Public Policy and the Agribusiness Firm \(3\)](#)

Focuses on understanding the policy-development process and analyzing domestic and international policies and their influence on the decisions and success of agribusiness firms. Emphasis will be placed on

developing a policy perspective and an understanding of the significance of policy dynamics. Various policy environments, drivers, mechanisms and processes will be analyzed. The economic and political forces underlying policy formation and change will be examined. The impact of current policies and policy issues on agribusiness firms, the relationship between policy signals and firm decisions, and the avenues for influencing the policy process will be explored. Policies considered include those associated with domestic agricultural price and income support, international trade, competition, the environment, food safety, biotechnology, country-of-origin labeling, traceability, economic development, agro-terrorism and globalization.

[AEB 6301 Food Wholesale and Retail Marketing \(3\)](#)

Wholesale and retail issues that exist both in U.S. and world markets. Designed to give students the opportunity to participate in open discussion forums led by the instructor and industry leaders. Each class period will pertain to issues varying from brand management, supermarket category management, market research and other issues as presented in food industry literature.

[AEB 6385 Management Strategies for Agribusiness Firms \(3\)](#)

Planning, organizing, implementing, and evaluating the agribusiness management functions of strategic planning, finance, marketing, and personnel. Designed to help students synthesize across their formal and informal learning of the general principles of marketing, finance, accounting and human resource management. Helps the student transition from graduate student to working professional, from a focus on class content to a focus on problem solving in the working world. The successful student will be able to assess situations, analyze problem settings, choose wisely, defend choices, and persuade successfully. Course represents the theory and practical application of strategic management concepts as a template to learn and guide the development of this basic skill set.

[AEB 6553 Elements of Econometrics \(3\)](#)

First year graduate course in designed to help students understand and apply an econometric approach to problem solving. Major emphasis is placed on applications of methods to economic problems in economics and related fields. Econometric problem solving and determining quantitative relationships among economic variables in agriculture and related industries. Students will learn to apply econometric tools to modeling, estimation, inference and forecasting in the context of real world problems, use related econometric software to estimate econometric models, evaluate and interpret the results and conclusion of econometric models and build up their foundation for advanced econometrics courses

[AEB 6675 International Agribusiness Marketing \(3\)](#)

Principles, trends, issues, barriers, policies, strategies, and decisions involved in international marketing, with emphasis on perishable and storable agricultural commodities and food products. Combines firm-level agribusiness marketing concepts with strategic international agribusiness marketing and export applications. Includes development and presentation of an international agribusiness marketing plan.

[AEB 6817 Survey Research Methods for Economists \(3\)](#)

This course introduces students to the history, theories, and methods of survey research. The course focuses on the design, development, execution, and analysis of surveys and related research methods. In particular, survey sampling, question construction, questionnaire design, interviewing techniques, survey data analysis, and research ethics will be covered. Multiple survey modes – in-person, mail, internet, and telephone – will be included. Additionally, focus groups and sensory evaluation data collection methods will be covered.

[AEB 6921 PhD Workshop I \(1\)](#)

PhD students will be exposed to research topics and faculty research within the department.

**[AEB 6934: PhD Workshop II \(1\)](#)**

PhD Students will be exposed to research topics and faculty research within the department.

**[AEB 6933 Dynamic Economics \(2\)](#)**

Investigation of the application of nonlinear time series analysis (NLTS) to economic and biophysical data. NLTS aids investigators in detecting and characterizing deterministic structure in observed time series data. This information is useful to construct models whose simulated dynamics match the complexity of real-world data. NLTS includes *phase-space reconstruction* and *surrogate data techniques*.

**[AEB 6933 Advanced Econometrics \(3\)](#)**

The course will expose students to a number of different econometric modeling techniques, and to provide guidance on the econometric part of the research projects for students in their dissertation-writing stage. For each of the topics to be covered, the instructor will first make presentations on the basic concepts underlying each method. After that, students will present papers related to the methods. Each and every student will be expected to read the assigned papers before class and actively participate in the discussions in class.

**[AEB 6933 Labor Economics \(3\)](#)**

Microeconomic analysis of several issues such as open access, common pool resources, public goods and externalities. Specifically, in the presence of these issues various market distortions arise. At the same time, there are various practical ways, market instruments and environmental management and policies to correct these market distortions.

**[AEB 6933 Applied Economic Welfare/Public Policy \(3\)](#)**

Develops the foundation of welfare economics and applies this framework to topics in international economics. These topics include: (1) optimal welfare and Byrd tariffs; (2) U.S. agricultural policy in a trading environment; and (3) The economics of bio-fuels.

**[AEB 6942 Advanced Applications in Agribusiness Experience \(3\)](#)**

MAB/MSAB present paper detailing the internship experience. More to come...

**[AEB 6971 Masters Research \(S/U\)](#)**

MS thesis research

**[AEB 7108 Microeconomic Theory II \(3\)](#)**

Focuses on advanced topics in microeconomic theory in the light of contemporary thought. Attention given to general equilibrium theory and applications, welfare economics and economics of choice under uncertainty. Special topics such as models under market power will be introduced. Theory of the firm, market theory, market failure (externalities, market power, and asymmetric information). Game theory and applications. General equilibrium theory, welfare trade theory and agricultural trade policy.

**[AEB 7182 Ag Risk Analysis/Decision Making \(3\)](#)**

Review of conceptual framework and research methods for analysis of decision making by agricultural producers. Expected utility theory, risk programming, stochastic dominance, and dynamic decision models.

**[AEB 7240 Macroeconomic Theory in Open Economies II \(3\)](#)**

Essential elements of macroeconomic theory and policy in world of interdependent nations. Enables students to read and comprehend current economic literature in the area of open macroeconomics and to give students the necessary foundation to continue self-study and begin research.

[AEB 7453 Natural Resource Economics \(3\)](#)

This course is a graduate level class on economic theory and topics related to the field of Natural Resource and Environmental Economics. The objective of the class is to provide the student with a thorough understanding of the issues and methodological approaches to research in Natural Resource and Environmental Economics. This knowledge will be acquired through lectures discussions and a critical review of the literature. It is hoped that the class will generate dissertation topics or further along development of dissertations already in progress.

[AEB 7571 Econometric Methods I \(3\)](#)

Introduces students to current econometric methods and underlying econometric theory in preparation for empirical research. Least squares procedures are studied, including hypothesis testing, limitations of the standard linear model and alternative estimation approaches. Consideration also given to nonlinear models, maximum likelihood methods, simultaneous equation models and limited dependent variable models.

[AEB 7572 Econometric Methods II \(3\)](#)

Thorough introduction to the basic techniques in modern econometrics. Focuses on both theoretical and empirical applications. Topics in econometrics including single equation and multiple equation linear and nonlinear models.

[AEB 7645 Economic Development and Agriculture \(3\)](#)

Relation of human, capital, and natural resources, technology, and institutions to income growth and distribution. Development strategies in low-income countries. The course begins by looking at issues in the measurement of poverty, inequality, and vulnerability. Casual observation—as well as some systematic econometric work— suggests that inequality may affect poverty and economic growth. Interestingly, the idea that economic performance might be sensitive to the distribution of endowments goes back to old theory of agrarian economy. The Russian economist A.V. Chayanov argued (early in the 20<sup>th</sup> century) that farm households with distinct endowments of productive resources would use those resources in different proportions, with different factor productivities.

[AEB 7979 Advanced Research \(S/U\)](#)

PhD research for students not yet admitted to candidacy

[AEB 7980 Doctoral Research \(S/U\)](#)

PhD research for students admitted to candidacy

## Responsibilities of the Graduate Student

Each **Food and Resource Economics** graduate student is responsible for their entire program, including becoming familiar with all graduate requirements set forth by the University, Graduate School, College, and Department. These requirements constitute a contractual agreement between each student and the University. Compliance with published deadlines is also the responsibility of each student. Graduate students are responsible for registering and paying fees on time, choosing their supervisory committee chair and plan of study form within the required time. Graduate students on assistantship are responsible for successful completion of assigned duties and will be evaluated by their faculty committee chair every semester. Graduate study is a full-time experience and in order to succeed, students must be committed to participation in classes, research, and seminars.

The Graduate Catalog governs your study. Students and departments are bound by the regulations of the Graduate Catalog and information in it supersedes any information found in this handbook. Questions about information in this handbook, the Graduate Catalog of your program of study should be directed to the Graduate Program Office.

## Student Honor Code

Students are expected to exhibit high standards of behavior and concern for others. The University strives to protect and guide the educational community by establishing a Student Code of Conduct and judicial system, which promotes individual and social responsibility. Choosing to join the University of Florida community obligates each member to a code of civilized behavior. Individuals and student organizations are expected to observe the policies, rules, and regulations of the University of Florida and the State of Florida. University policies have been designed to protect individuals and the campus community and create an environment conducive to achieving the academic mission of the institution. The complete Standards of Ethical Conduct can be found at <http://www.dso.ufl.edu/judicial/academic.php>

## **Integrity in Graduate Study: A Graduate School Guide**

*Adopted by the Graduate Council and Graduate Departments of the University of Florida*

### **Introduction**

The value of advanced research is assessed on scientific collection of data, robust scholarship, and academic integrity. Academic integrity at the University of Florida is founded upon the vigilance of faculty—especially graduate faculty—in identifying and addressing issues of fraud, plagiarism, cheating, confidentiality, and conflicts of interest.

The common-sense ethics students learn in secondary and undergraduate education may not necessarily prepare them for the specific professional etiquette required for advanced research. It is the responsibility of graduate faculty to insure that students under their supervision are made aware of the guidelines for ethics in their discipline. Members of the graduate faculty must also be ready to identify and remediate ethical conflicts when they do arise. The Graduate School has prepared the following guidelines to aid in this responsibility.

### **Fraud**

Fraud involves the intentional and deliberate misuse of data in order to draw conclusions that may not be warranted by the evidence. Falsification of results may take one of two forms:

1. Fabrication of data
2. Omission or concealment of conflicting data.

Less overt cases of plagiarism may be either intentional or unintentional (carelessness/ignorance of professional protocols) but may have severe repercussions as carelessness verges toward malpractice. Information sources must be correctly cited for the forum in which they are presented. Paraphrased material should be attributed to the original author of the research or theory.

Disciplinary knowledge is the product of innumerable contributors. There is a core of knowledge in any discipline that must be assumed common knowledge of practice, or else we would be footnoting every sentence written. It is however simple enough for the student to explicitly state that the assertions they are drawing from are based upon common knowledge. A literature review is an even more robust method for proving that the ideas employed are part of mainstream knowledge.

In the course of advising, graduate faculty should determine that their students understand plagiarism in its overt form as well as the errors that can constitute plagiarism: *Misrepresenting an author's original intent; Over-dependence on a source to the extent that the students work does not represent an original contribution to the literature; Self-plagiarizing by submitting substantially the same paper, review, or presentation in more than one forum.*

Plagiarism is a two-way street. It is equally a violation of University of Florida rules against plagiarism for a student advisor to use the work or findings of a graduate student without attribution commensurate with their contribution. University of Florida faculty should handle any suspicion of plagiarism with due regard to the student's rights, and any detection of plagiarism should be adjudicated in accordance University procedures.

### **Cheating**

While cheating in the classroom is covered by regulations emanating from other parts of the University, cheating on qualifying or preliminary examinations is not. Such dishonesty, once proven, will at the very least result in failure of the examination and may mean termination of the student's enrollment. It may be difficult for a new graduate student to relate their previous black-and-white understanding of cheating to the collegial interaction of Graduate School. Be clear about which tasks may be completed interactively and when the student is expected to work on their own.

### **Abuses of Confidentiality**

Confidentiality involves both explicit rules of ethics and the subjective mores of professional conduct. If a student uses the unpublished data, Thesis, grant proposal, or paper of a colleague without permission of that author, they are committing an abuse of confidentiality even though it had been documented with the most meticulously attribution. A more subtle abuse of confidentiality would be the appropriation of an insight gained from collegial interaction, without the consultation and approval of the idea's originator. Another area where permission is as important as attribution lies in the use of archival material concerning a living or recently deceased individual. Of course, any research with human subjects has strict rules on confidentiality and ethics; any questions should be directed to the Institutional Review Boards (IRB) whose website is: <http://irb.ufl.edu>. Confidentiality is easy to abuse and the abuse is difficult to detect. The example set by you and your faculty colleagues will influence a graduate students' respect for confidentiality far more than any quantity of rules, handbooks, or guidelines.

### **Conflict of interest**

It is always better to prevent a conflict of interest than to redress a violation. As noted above, a student's advisor must acknowledge their use of a student's work with the deference they would show to any other professional colleague.

With growing partnerships between UF and private enterprise, advisors should beware of situations that result in their students working directly for them. Any situation where your student's grade might be perceived to be based on criteria other than academic performance should be avoided. Use care in interaction with students in consulting work you may undertake.

One reason to avoid a conflict of interest is that it may obscure issues that would be much clearer in an untrained situation. Do not react defensively to suggestions that you may be involved in a conflict of interest; other forces may be blinding you to issues that are obvious from the outside. Try to evaluate your situation as someone looking in from outside. If you determine that the conflict of interest is in appearance only, fix that appearance! Set up procedures to prevent the possible conflicts from becoming real.

A member of the graduate faculty may not date any student enrolled in coursework they are teaching. A graduate faculty member may not serve on the committee of any student with whom they have or have had an intimate personal, family or business relationship. If any personal relationship between a graduate faculty member and a student should develop subsequent to the establishment of a professional, educational relationship, the graduate faculty member will terminate the educational relationship.



## Forms

Petition to waive late registration fee	<a href="http://registrar.ufl.edu/petitionlateregfee.pdf">http://registrar.ufl.edu/petitionlateregfee.pdf</a>
Withdraw from all courses	<a href="http://registrar.ufl.edu/pdf/withdrawal.pdf">http://registrar.ufl.edu/pdf/withdrawal.pdf</a>
University Petition (fee liability, hardship)	<a href="http://registrar.ufl.edu/pdf/petitionuniv.pdf">http://registrar.ufl.edu/pdf/petitionuniv.pdf</a>
Residency Reclassification	<a href="http://registrar.ufl.edu/pdf/residencyreclass.pdf">http://registrar.ufl.edu/pdf/residencyreclass.pdf</a>
Readmission Form	<a href="http://www.admissions.ufl.edu/pdf/gradreadmission.pdf">http://www.admissions.ufl.edu/pdf/gradreadmission.pdf</a>
Leave of Absence Form	Obtain from Graduate Office
Special Committee member appointment	Obtain from Graduate Office
Internship Approval/Evaluation	Obtain from Graduate Office
OPT (Optional Practical Training)	Obtain from Graduate Office
Program of Study	Obtain from Graduate Office
Performance Evaluation	Obtain from Graduate Office
Letter of Appointment	Obtain from Graduate Office
Drop/Add	Obtain from Graduate Office
Transfer of Credits	Obtain from Graduate Office
FRED Exit Survey	Sent via email end of every semester

## **Directory**

### **Office of the Vice President for Agricultural and Natural Resources**

Senior Vice President

Dr. Jack Payne

Executive Associate Vice President

Dr. Joe Joyce

Dean for Research

Dr. John Hayes

Associate Deans for Research

Dr. Doug Archer

Dr. Mary Duryea

Dean for Extension

Dr. Nick Place

Interim Associate Dean

Dr. Thomas Obreza

### **Office of the Dean**

Interim Dean

Dr. Elaine Turner

Associate Dean

Dr. Ricky Telg

Associate Dean

Dr. Al Wysocki

## **FRE Department Administration**

### **Office of the Chair**

Rodney L. Clouser  
Interim Chair  
1161 McCarty Hall A  
352-294-7622  
[rcouser@ufl.edu](mailto:rcouser@ufl.edu)

Candy Kaswinkel  
Office Manager  
1167 McCarty Hall A  
352-294-7669  
[ckaswin@ufl.edu](mailto:ckaswin@ufl.edu)

### **Graduate Program**

Jessica L. Herman  
Graduate Student Services  
1170B McCarty Hall A  
352-294-7622  
[jherman@ufl.edu](mailto:jherman@ufl.edu)

Sherry Larkin  
Acting Graduate Coordinator  
1117 McCarty Hall B  
352-294-7676  
[slarkin@ufl.edu](mailto:slarkin@ufl.edu)

### **Undergraduate Program**

Kathy Green  
Undergraduate Student Services  
1170A McCarty Hall A  
352-294-7639  
[Kagreen1@ufl.edu](mailto:Kagreen1@ufl.edu)

Rick Weldon  
Undergraduate Coordinator  
1189 McCarty Hall A  
352-294-7635  
[rweldon@ufl.edu](mailto:rweldon@ufl.edu)

### **IT/Computer Support**

Ed Howard  
1104 McCarty Hall B  
352-294-7645  
[edhoward@ufl.edu](mailto:edhoward@ufl.edu)

Matt Nash  
1104 McCarty Hall B  
352-294-7646  
[matt.nash@ufl.edu](mailto:matt.nash@ufl.edu)

### **HR/Fiscal Services**

#### **IFAS Shared Services Center**

Jo Ann Davis  
G040 McCarty D  
Box 110490  
352-294-3199  
[Mccarty-ssc@ufl.edu](mailto:Mccarty-ssc@ufl.edu)

## Faculty

### [Chuck Adams](#),

Marine Economics, Experience in fisheries management/seafood trade in Cuba, shrimp culture in Nicaragua, sponge culture industry development in Micronesia, Mithrax crab culture in Turks and Caicos

### [Damian Adams](#)

Natural Resource Economics/Policy, emphasis on invasive species, carbon sequestration, water resources.

### [Xiang Bi](#)

Environmental and Resource Economics, Consumer Economics and Marketing, Household Survey and Analysis, Experimental Economics, Non-market Valuation.

### [Tatiana Borisova](#)

Water Economics and Policy, Conservation Pricing for Water, Water quality design, Survey Research. International Experience in Georgia, Slovenia, UK, Italy, Switzerland, Mexico, Honduras, Belize.

### [Jeff Burkhardt](#)

Ethics and Policy in the Food System, Ethics of Food and Agricultural Biotechnology, Ethics and Sustainability.

### [Rod Clouser](#)

Public Policy. Local Government Issues, Public Finance, Land Use, Growth Management, Community and Rural Economic Development

### [Carmen Diana Deere](#)

Gender Distribution of Assets/Wealth, Development/Land Policy, Rural Social Movements, Agrarian History

### [Edward “Gilly” Evans](#)

International Trade and Development, Policy Analysis, Commodity Research, Sanitary and Phytosanitary Issues, Pest Risk Analysis. International Experience in Trinidad and Tobago, Puerto Rico, Guyana, St. Lucia, Dominica, St. Vincent, Belize, Grenada, Barbados.

### [Zhifeng Gao](#)

Market Research, Consumer Behavior, Applied Econometrics, Quantitative Methods

### [Kelly Grogan](#)

Environmental and Natural Resource Economics, Economic Components of Sustainable Agriculture

### [Zhengfei Guan](#)

Finance, production economics, applied econometrics, environmental economics

### [Alan Hodges](#)

Agricultural and Natural Resource Economics, Agribusiness Management, Economic Impact Analysis, Regional Economics, Survey Research, Financial Analysis, Environmental Horticulture, Biomass Resources, Bioenergy, Forest Chemicals

### [Lisa House](#)

Agribusiness marketing & management, Consumer tastes & preferences. Experience in EU, Latin America.

[Hayk Khachatryan](#)

Horticultural Economics, Transport Economics, Applied Spatial Economics, GIS Applications in Consumer Economics and Marketing

[Jaclyn Kropp](#)

Agricultural Policy, Agricultural Finance, Advanced Production Economics, Financial Economics

[Sherry Larkin](#)

Marine economics, fisheries management, seafood marketing, Bioeconomic modeling, survey research

[Robert Allen Morris](#)

Economic Analysis of Citrus Greening, Canker and other external factors affecting Florida's citrus industry

[Chuck Moss](#)

Agricultural finance, production economics, agricultural policy, new institutional economics, optimization, econometric methods. Experience in Mexico (coffee production, marketing).

[Conner Mullally](#)

Program Evaluation and Development Economics. International Experience in Latin America and Africa.

[Mike Olexa](#)

Agricultural and Natural Resource Law. International Experience in Brazil.

[Gulcan Onel](#)

Agricultural Supply/Demand, Price Transmission, Trade, Exchange Rates, Econometrics, Labor

[Fritz Roka](#)

Citrus Mechanical Harvesting, Citrus Production

[Andy Schmitz](#)

International Trade, Industrial Organization, Marketing, Policy. International Experience in Czech Republic, Canada, Australia, Mozambique, Germany, Bulgaria, Costa Rica, Turkey, Sri Lanka, Romania,

[Jim Seale](#)

Econometrics, International consumption patterns for foods and other consumption goods in low, middle and high income countries, international trade and development policy, import demand analysis. International experience in China.

[Pilar Useche](#)

Development Economics, Innovation and Technology, Adoption of GMOs, Inequality in Latin America, Natural Resource Management, Cooperation and Behavioral Economics. International Experience in Nicaragua, Honduras, Colombia, Ecuador.

[Diego Valderrama](#)

Environmental and Natural Resource Economics, Economic Analysis of Coastal Resource Issues

[John Vansickle](#)

Marketing, International Trade, Policy Analysis, Horticulture/Vegetable/Citrus Marketing.

[Rick Weldon](#)

Agribusiness Finance and Risk Management. International Experience in Malawi and South Africa.

### Faculty areas of research

#### Agribusiness

Lisa House, Rick Weldon, Alan Hodges

#### Agricultural and Natural Resource Law

Michael Olexa

#### Applied Spatial Economics

Hayk Khachatryan

#### Behavioral Economics

Pilar Useche, Zhifeng Gao

#### Bioeconomic modeling

Sherry Larkin

#### Bioenergy

Alan Hodges

#### Canker/External factors affecting Florida's citrus industry

Robert Alan Morris

#### Central America

Conner Mullally

#### Citrus Mechanical Harvesting

Fritz Roka

#### Citrus Production

Fritz Roka

#### Commodity Research

Edward Evans

#### Consumer Economics

Lisa House, Hayk Khachatryan, Zhifeng Gao, Xiang Bi

#### Demand

Gulcan Onel

#### Development

Rod Clouser (community and rural), Carmen Diana Deere, Pilar Useche, Edward Evans, Kelly Grogan, Conner Mullally

#### Distribution of Wealth

Carmen Diana Deere

#### Econometrics

Jim Seale, Zhifeng Gao, Chuck Moss, Zhengfei Guan, Gulcan Onel

#### Economic Analysis

Robert Alan Morris (Citrus Greening), Bill Messina (US Agricultural Trade/Policy), Mohammad Rahmani, Diego Valderrama (coastal resource issues), Alan Hodges (Economic Impact)

#### Economics of Sustainable Agriculture

Kelly Grogan

#### Environmental Economics

Kelly Grogan, Diego Valderrama, Zhengfei Guan, Xiang Bi

#### Environmental Horticulture

Alan Hodges

#### Ethics

Jeff Burkhardt

#### Finance

Rod Clouser, Zhengfei Guan, Jaelyn Kropp, Alan Hodges, Chuck Moss, Rick Weldon,

#### Fisheries Management

Sherry Larkin

#### Gender and Development

Carmen Diana Deere

GIS Applications in Consumer Economics and Marketing

Hayk Khachatryan

GMOs

Pilar Useche

Growth Management

Rod Clouser

Horticultural Economics

Hayk Khachatryan

Horticulture/Vegetable/Citrus Marketing

John Vansickle

Household Survey Analysis

Xiang Bi

Industrial Organization

Andy Schmitz

Innovation and Technology

Pilar Useche

Institutional Economics

Chuck Moss

Labor

Gulcan Onel

Land Use/Economics/Policy

Carmen Diana Deere, Rod Clouser

Latin America

Carmen Diana Deere, Pilar Useche

Local Government Issues

Rod Clouser

Management

Rick Weldon (Risk)

Marine Economics

Chuck Adams, Sherry Larkin

Market Research

Lisa House, Zhifeng Gao

Marketing

Hayk Khachatryan, Lisa House, Alan Hodges, John Vansickle, Andy Schmitz, Sherry Larkin (seafood), Xiang Bi

Natural Resource Economics

Kelly Grogan, Alan Hodges, Mike Olexa (law), Pilar Useche, Diego Valderrama, Damian Adams (carbon sequestration, invasive species)

Non-market Valuation

Xiang Bi

Optimization

Chuck Moss

Policy

Tatiana Borisova, Jeff Burkhardt, Rod Clouser, Carmen Diana Deere, Edward Evans, Jaclyn Kropp, Chuck Moss, Andy Schmitz, John Vansickle, Gulcan Onel

Price Analysis

Gulcan Onel

Production Economics

Chuck Moss, Conner Mullally, Zhengfei Guan, Jaclyn Kropp, Fritz Roka (citrus)

Program Evaluation

Conner Mullally

Quantitative Methods

Zhifeng Gao

Regional Economic Impact Analysis

Alan Hodges

Resource Economics

Xiang Bi

Risk Analysis & Management

Edward Evans, Rick Weldon

Statistics

Alan Hodges, Gulcan Onel

Survey Research

Lisa House, Tatiana Borisova, Alan Hodges, Sherry Larkin

Sustainability

Jeff Burkhardt (ethics/policy), Kelly Grogan

Trade

Edward Evans, Andy Schmitz, John Vansickle, Gulcan Onel

Transport Economics

Hayk Khachatryan

Water

Tatiana Borisova, Damian Adams



## **FRE Graduate Students**

### **Master of Agribusiness**

Alejandro Acosta  
Marina Burani Arouca  
Felipe Castro Anzola  
Carmela Foresto  
Ishak Shaibu  
Paula Morelli  
Jessica Roberts  
Clayton Waterhouse

### **Master of Science with Concentration in Agribusiness**

Lee Bowman  
Curtiss Fry  
Anar Gadimaliyev  
Andres Hincapie  
Kathryn Medlin  
Jenna Rogers  
Aaron Solomon  
Carlo Valencia Martin

### **Master of Science with thesis**

Lane Abraben  
Ibtisam Al-Abri  
Will Barker  
Jorge Bastidas  
Xiang Cao  
Billy Dong  
Oren Ehrlich  
Stephany Flores Burgos  
Bo Gao  
Matt Gorstein  
Andrew Kraft  
Mark Larson  
Jamie Longanecker  
Arthur Rosales

Ruoding Shi  
Rick Spagna  
Meena Thiyagarajah  
Yuelu Xu  
Weihao Zhou

### **PhD**

Boaz Anglade  
Jorge Avila  
Trent Blare  
Olufemi Bolarinwa  
Kelly Davidson  
Gabrielle Ferro  
Chenyi He  
Yuan Jiang  
Lucie Kadjo  
Joe Lacey  
Raj Lakkakula  
Chao-lin Lu  
Mihaela Marcu  
Diwash Neupane  
Juhyun Oh  
Mayra Rivas  
Andrew Ropicki  
Ayuba Seidu  
Phil Shen  
Dong Hee Suh  
Zhijing Teng  
Mohamad Traboulsi  
Ekaterina Vorotnikova  
Ahmed Wahba  
William Warsanga  
Jing Xie  
Wan Xu  
Lisha Zhang  
Xinxin Zhang  
Manhong Zhu

**FRE Graduate Student Organization Officers**

**President**

Manhong Zhu

**Vice President of Communications**

Matt Gorstein

**Vice President of Academic Affairs**

Joe Lacey

**Vice President of Social Affairs**

KathrynAnn H. Fields

**Treasurer**

Lee Bowman

## **Constitution of the Food and Resource Economics Graduate Student Organization**

### **ARTICLE I. NAME**

The name of this organization shall be the Food and Resource Economics Graduate Student Organization of the University of Florida and is hereafter referred to in this Constitution as GSO.

### **ARTICLE II. PURPOSE STATEMENT**

The objectives of this organization shall be to:

- (1) Promote better understanding between faculty and graduate students of Food and Resource Economics Department.
- (2) Stimulate interest in cooperation between students, faculty and departmental organizations in Food and Resource Economics Department.
- (3) Increase Public knowledge and understanding of the status, achievements and goals of the Food and Resource Economics Department.

### **ARTICLE III. COMPLIANCE STATEMENT**

Upon approval by the Center for Student Activities and Involvement, GSO shall be a registered student organization at the University of Florida. GSO shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University's regulations related to Non-Discrimination, Hazing, Commercial Activity, and Student Leader Eligibility.

### **ARTICLE IV. NON-DISCRIMINATION**

GSO agrees to comply with the University of Florida's Non-Discrimination Policy (Reg 6C1-1.006).

### **ARTICLE V. MEMBERSHIP**

Membership in this organization is open to enrolled graduate students in Food and Resource Economics Department at the University of Florida. Non-students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

### **ARTICLE VI. OFFICERS**

Section A: The elected officers of GSO shall consist of the president, vice-president of communications, vice-president of social affairs, vice-president of academic affairs and treasurer.

Part 1: The President shall preside at all meetings of the organization and shall coordinate the work of all officers and committees.

Part 2: The Vice President of Communications shall help to sustain communication within GSO and third parties and also serve as an aide to the President and shall perform the duties of the President in her/his absence or inability to serve.

Part 3: The Vice President of Social Affairs shall serve as an aide to the President and shall organize social activities in the direction of GSO objectives.

Part 4: The Vice President of Academic Affairs shall serve as an aide to the President and shall follow and/or academic meetings related to graduate students in Food and Resource Economics department.

Part 5: The Treasurer shall receive all monies of GSO; shall keep an accurate record of receipts and expenditures; shall pay out local funds in accordance with the approved budget as authorized by the organization. The Treasurer shall present a financial statement at every GSO meeting and at other times when requested by the President or Vice President.

Section B: Officers shall assume their official duties at the close of the last general meeting of the academic year and shall serve for a term of one academic year and/or until their successors are elected/appointed.

Section C: Any officer of GSO may be removed from office through the following process:

Part 1: A written request by at least three voting members of the organization shall be submitted to the President, Vice---President of Communications, or Treasurer. Written notification shall be sent to the officer in question asking that officer to be present at the next meeting and prepared to respond to the removal request.

## **ARTICLE VII. ELECTIONS**

Section 1. Nominations for all officers will take place annually from the members at the last general meeting in January. Any member may nominate any other voting member, including himself or herself. Nominations may also be made during the election meeting prior to closing of nominations.

Section 2. Voting will occur by secret ballot and a simple majority vote is required to elect an officer. If there are more than two candidates running and no candidate receives a majority vote, there shall be a run---off vote between the top two vote recipients at the next general meeting. No person shall be eligible to serve more than two consecutive terms in the same office.

Section 3. Only an individual whose interests, views, and knowledge align with the organization's purpose is eligible to run for office, as specified in our By---laws.

## **ARTICLE VIII. FACULTY ADVISOR**

The faculty advisor shall serve as a resource person and provide advisory support for the officers and members of the organization. The faculty advisor should attend executive and general meetings; however, the faculty advisor may not vote in any GSO matters. The faculty advisor shall be nominated by the officers and confirmed by a majority vote of the members.

## **ARTICLE IX. FINANCE**

GSO requires each member to pay \$15 during the month of September and January per semester dues. This fee covers the cost of printing, travel to conferences, and social activities held by GSO.

**ARTICLE X. DISSOLUTION OF ORGANIZATION**

In the event this organization dissolves, all monies left in the treasury, after outstanding debts and claims have been paid, shall be donated to Food and Resource Economics Committee.

**ARTICLE XI AMENDMENTS TO CONSTITUTION**

This constitution may be amended at any regular meeting of GSO by a two thirds vote of the members present and voting, provided that notice of the proposed amendment was given at the previous meeting and that the proposed amendment shall be subject to approval of the Center for Student Activities and Involvement.

## University contacts

- Housing 392-2161
- Admissions Office, S201 Criser Hall 392-1365
- Alachua County Health Department, 730 North Waldo Road 955-2415
- Alachua County Medical Society 376-0715
- Alachua County School Board, 620 East University Avenue 955-7300
- Alachua County Sheriff's Office 367-4000
- Alachua County Tag Title, 5801 NW 34th Street 374-5263
- Alachua General Hospital, 801 SW 2nd Avenue 372-4321
- ATT 1(800)222-0300
- Baby Gator Nursery, Village Drive 392-2330 or 392-7900
- Broward Teaching Center, Broward Hall basement 392-2010
- Civitan Regional Blood Center, 1221 NW 13th Street 334-1000
- Cox Cable, 1115 NW 4th Street 377-2123
- Disabled Student Services, P205 Peabody Hall 392-1261
- Emergency Medical Center, 6121 NW 1 Place 331-4357
- English Language Institute, ELI, 313 Norman Hall 392-2070
- Gainesville Police Department 334-2400
- Gainesville Regional Utilities, 301 SE 4th Ave. 374-3434
- Graduate School, Grinter Hall 392-4646
- Greyhound Bus Station, 516 SW 4th Avenue 376-5252
- Housing-- UF Housing Office, Museum Rd. SW 13th St. 392-2173
- Linguistics Department, 162 Grinter Hall 392-0639
- Math Anxiety Group, Counseling Center, P301 Peabody Hall 392-1575
- NEXUS Tape Information (recorded information) 392-1683
- North Florida Regional Hospital, 5500 West Newberry Road 333-4000
- Office of Instructional Resources (OIR), 1012 Turlington Hall, 392-0365
- Office of Student Services, P202 Peabody Hall 392-1261
- Reading/Writing Center, 2109 Turlington Hall 392-0791
- Registrar's Office, S222 Criser Hall 392-1374
- Reitz Union Programs Office 392-1655
- Shands Teaching Hospital, SW Archer Road 395-0111
- SNAP 392-SNAP or 392-7627
- Southern Bell, 903 West University Avenue 780-2355
- Student Legal Services, 369 Reitz Union 392-2196
- The University of Florida International Center. 392-5323 ex 600
- Transportation Travel-- Regional Transit System, 100 SE 10th Avenue 334-2600
- UF Dental School 392-4261
- UF Infirmary, Infirmary Building, Fletcher Drive 392-1161
- UF Student Employment Office, S107 Criser Hall 392-0296
- UF Traffic Parking, 354 North-South Drive 392-2241
- University Athletic Association 375-4809
- University Police Department, Museum Rd. Newell Dr 392-1111
- Urgent Care Center, 3925 NW 43rd Street 371-1777
- Volunteers International Student Affairs (VISA), 300 Reitz Union, 392-1665 x 322







