

# Environmental Horticulture Graduate Student Handbook 2017-2018



*NOTE:* We designed this graduate handbook to assist Environmental Horticulture (ENH) graduate students fulfill the necessary requirements for their degree programs and to meet all deadlines as established by the University of Florida and the Graduate School. You will find clickable hyperlinks throughout that handbook that lead you to more information. We have made every effort to ensure the accuracy of information presented in this handbook. The [UF Graduate Catalog](#) is the official University of Florida (UF) publication for graduate policies and procedures. The UF Graduate Catalog will take precedence if there are any discrepancies between it and the ENH Graduate Handbook.

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*Welcome* to the University of Florida and the Environmental Horticulture Department.

The mission of the department is to create visionary leaders and professionals by providing student-centered learning experiences that integrate current research and sustainable practices in plant-related disciplines and careers.

Environmental Horticulture graduate programs prepare students to become exemplary research scientists, educators, and professionals in academic, industry settings, and public service. The Environmental Horticulture Department, through the joint Horticultural Science (HOS) Graduate Program, offers graduate studies leading to the Master of Science Non-thesis, Master of Science, and Doctor of Philosophy degrees.

The Master of Science (MS) degree is research-based and students work closely with their major advisor in completing a research project and thesis. The objective of this degree is to provide training in the scientific method and prepare students for research careers or for entering a doctoral program.

The Master of Science Non-Thesis (MS-NT) degree is course-based. Students in the MS-NT program must complete a final special project rather than a thesis. Additionally, MS-NT students must complete a final written or oral exam. This degree provides broad training in environmental horticulture and is usually reserved for those not desiring specialized research training. The objective of this degree track is to acquire knowledge and learn the skills necessary for managing horticulture applications from the ground up, including plant production, marketing, public relations, or horticultural education endeavors like extension.

The Doctor of Philosophy (PhD) study consists of independent mastery of a field of knowledge and the successful completion of original research that makes a major contribution to the field of horticulture. The objective of this degree track is to put your independent thinking skills to work with the assistance of outstanding research faculty by designing, conducting, and interpreting independent, original, and creative research.

The Environmental Horticulture Department supports graduate students through innovative research collaboration, professional development activities, and creating an academic culture that values diversity, intellectual curiosity, and critical thinking.

We intend for the ENH Graduate Handbook to assist in the successful planning and completion of your graduate program. Please contact us if you have questions about the handbook.



It is an honor to welcome you to the Environmental Horticulture Department. I am happy that you decided to join our graduate program and encourage you to seek out the many opportunities offered by the department to advance your studies and professional development. I wish you all the best as you pursue your graduate degree. Once again, welcome!

Dean Kopsell  
Professor & Department Chairman  
Phone: 352-273-4791; Email:



Hello and welcome to the Environmental Horticulture department. I am here to serve as your connection to graduate advisors, the ENH department chair and dean's within the college and graduate school. My goal is to facilitate your success in our graduate programs. Please feel free to contact me with any questions about your graduate experience.

Héctor E. Pérez, Ph.D.  
Associate Professor & Graduate Coordinator  
Phone: 352-273-4503; Email: [heperez@ufl.edu](mailto:heperez@ufl.edu)



Welcome to Environmental Horticulture! I am so happy you are here! My goal is to help every student navigate the varied paths to successful completion of their selected graduate degree. My door is always open so stop by anytime.

Dee Boyle  
Graduate Academic Program Specialist  
Phone: 352-273-4526; Email: [deeks@ufl.edu](mailto:deeks@ufl.edu)

## Important Dates/Deadlines

Current deadlines are available on the Graduate School [Academic Calendar](#) and UF [Student Self Service](#) websites.

## Quick Reference Checklists for Major Tasks

The purpose of the following checklists is to assist graduate students in tracking important tasks and deadlines during their graduate programs.

### Prior to Arrival

Date Completed	Task	Location
	Set up Gatorlink and email account; send an email Graduate Program Specialist (Dee Boyle, <a href="mailto:deeks@ufl.edu">deeks@ufl.edu</a> )	<a href="http://helpdesk.ufl.edu/self-help/new-gator-resources/gatorlink/">http://helpdesk.ufl.edu/self-help/new-gator-resources/gatorlink/</a> <a href="http://helpdesk.ufl.edu/self-help/gatorlink-e-mail-setup/">http://helpdesk.ufl.edu/self-help/gatorlink-e-mail-setup/</a>
	Verify that your immunizations are updated	<a href="http://healthcompliance.shcc.ufl.edu/immunizations-2/">http://healthcompliance.shcc.ufl.edu/immunizations-2/</a>
	Review Student Self Services	<a href="https://one.ufl.edu/">https://one.ufl.edu/</a>
	Review UF Graduate School Handbook	<a href="http://graduateschool.ufl.edu/media/graduate-school/pdf-files/handbook.pdf">http://graduateschool.ufl.edu/media/graduate-school/pdf-files/handbook.pdf</a>
	Meet with faculty advisor to discuss first semester coursework	

### Upon Arrival

Date Completed	Task	Location
	<b>High Priority:</b> Apply for Florida residency if applicable	<a href="http://www.registrar.ufl.edu/services/residencychange.html">http://www.registrar.ufl.edu/services/residencychange.html</a>
	Meet with Graduate Coordinator, Graduate Program Specialist, and the department chair	Fifield Hall
	Complete assistantship paperwork for payroll and tuition payments if applicable	Fifield Shared Service Center HR
	Review and complete Year 1 Individual Development Plan; discuss plan with major advisor	Submit completed form to: Dee Boyle ( <a href="mailto:deeks@ufl.edu">deeks@ufl.edu</a> , 352-273-4526), 1519 Fifield Hall
	Student ID Card (Gator 1)	<a href="http://www.bsd.ufl.edu/g1c/idcard/idcard.asp">http://www.bsd.ufl.edu/g1c/idcard/idcard.asp</a>
	Purchase Parking Decal (do this after you obtain your student ID)	<a href="http://www.parking.ufl.edu">http://www.parking.ufl.edu</a>
	Attend UF Graduate School Orientation	<a href="http://graduateschool.ufl.edu/">http://graduateschool.ufl.edu/</a>
	Attend Department Orientation	Date announced through email
	Obtain office key and desk assignment	Graduate Academic Program Specialist Dee Boyle ( <a href="mailto:deeks@ufl.edu">deeks@ufl.edu</a> , 352-273-4526) 1519 Fifield Hall
	Sign up for health insurance if applicable	<a href="https://bluebiz.bcbsfl.com/stuenroll/GatorGradCare.do">https://bluebiz.bcbsfl.com/stuenroll/GatorGradCare.do</a>

## First Year – Master’s Students

Date Completed	Task	Location
	Establish Supervisory Committee by <b>end of 1<sup>st</sup> semester (Form 1)</b>	Submit completed form to: Dee Boyle ( <a href="mailto:deeks@ufl.edu">deeks@ufl.edu</a> , 352-273-4526), 1519 Fifield Hall
	Meet with supervisory committee to plan research topic and thesis proposal. We strongly suggest completing your thesis proposal by the <b>beginning of your 2<sup>nd</sup> semester.</b>	To schedule Fifield Hall classrooms/conference rooms: Call Office Assistant at (352) 273-4529
	Complete Program of Study form ( <b>Form 2</b> ) to establish a timeline for your program by <b>beginning of 2<sup>nd</sup> semester.</b>	Submit completed form to: Dee Boyle ( <a href="mailto:deeks@ufl.edu">deeks@ufl.edu</a> , 352-273-4526), 1519 Fifield Hall
	Schedule meetings with supervisory committee as needed to discuss academic and research needs, at least at the midpoint of your degree program	To schedule Fifield Hall classrooms/conference rooms: Call Office Assistant at (352) 273-4529
	Discuss year 2 Individual Development Plan with major advisor and committee by the end of year 1	Submit completed form to: Dee Boyle ( <a href="mailto:deeks@ufl.edu">deeks@ufl.edu</a> , 352-273-4526), 1519 Fifield Hall

## Important Notes

Date Completed	Task	Location
	Conduct a review of Progress Toward Degree prior to final semester	Contact Dee Boyle ( <a href="mailto:deeks@ufl.edu">deeks@ufl.edu</a> , 352-273-4526) for an appointment
	Discuss production and formatting of thesis prior to final semester	Application Support Center: <a href="http://helpdesk.ufl.edu/application-support-center/">http://helpdesk.ufl.edu/application-support-center/</a>

## Final Semester - Master’s Students

Date Completed	Task	Location
	Register for required research hours: HOS 6971	3 credits minimum fall and spring 2 credits minimum summer C
	Apply for degree	<a href="https://one.ufl.edu/">https://one.ufl.edu/</a>
	Schedule public seminar and thesis defense	Must send announcement/request forms to Dee Boyle ( <a href="mailto:deeks@ufl.edu">deeks@ufl.edu</a> ) a minimum of two weeks prior to defense; <b>A public seminar is required for all graduate students regardless of location.</b>
	First submission of successfully defended thesis	Editorial Office: <a href="http://www.graduateschool.ufl.edu/graduate-life/graduation/graduation-checklist/">http://www.graduateschool.ufl.edu/graduate-life/graduation/graduation-checklist/</a>
	Thesis final submission	Editorial Office: <a href="http://www.graduateschool.ufl.edu/graduate-life/graduation/graduation-checklist/">http://www.graduateschool.ufl.edu/graduate-life/graduation/graduation-checklist/</a>
	Schedule exit interview with Graduate Coordinator; submit completed form prior to exit interview	<a href="#">Exit Interview Form</a> Graduate Coordinator Dr. Héctor Pérez ( <a href="mailto:heperez@ufl.edu">heperez@ufl.edu</a> ; 352-273-4503)

	Purchase/rent your cap and gown	<a href="http://www.registrar.ufl.edu/commencement/">http://www.registrar.ufl.edu/commencement/</a>
	Submit contact information	Graduate Academic Program Specialist Dee Boyle ( <a href="mailto:deeks@ufl.edu">deeks@ufl.edu</a> , 352-273-4526) 1519 Fifield Hall
	Clean desk space and return all keys issued by department	Graduate Academic Program Specialist Dee Boyle ( <a href="mailto:deeks@ufl.edu">deeks@ufl.edu</a> , 352-273-4526) 1519 Fifield Hall

## First Year – Ph.D. Students

Date Completed	Task	Location
	Establish Supervisory Committee by <b>end of 2<sup>nd</sup> semester (Form 1)</b>	Submit completed form to: Dee Boyle ( <a href="mailto:deeks@ufl.edu">deeks@ufl.edu</a> , 352-273-4526), 1519 Fifield Hall
	Meet with supervisory committee to plan research topic, dissertation proposal, and <b>schedule qualifying examination</b> . We strongly suggest completing your dissertation proposal by the <b>end of your 2<sup>nd</sup> semester</b> .	To schedule Fifield Hall classrooms/conference rooms: Call Office Assistant at (352) 273-4529
	Complete Program of Study form ( <b>Form 2</b> ) to establish a timeline for your program by <b>end of 2<sup>nd</sup> semester</b>	Submit completed form to: Dee Boyle ( <a href="mailto:deeks@ufl.edu">deeks@ufl.edu</a> , 352-273-4526), 1519 Fifield Hall
	Petition the Graduate School for Transfer of graduate level coursework (if prior graduate degree)	Submit completed form to: Dee Boyle ( <a href="mailto:deeks@ufl.edu">deeks@ufl.edu</a> , 352-273-4526), 1519 Fifield Hall
	Schedule meetings with supervisory committee as needed, but at least annually, to discuss and plan academic/research needs	To schedule Fifield Hall classrooms/conference rooms: Call Office Assistant at (352) 273-4529
	Discuss year 2 Individual Development Plan with major advisor and committee by the end of year 1	Submit completed form to: Dee Boyle ( <a href="mailto:deeks@ufl.edu">deeks@ufl.edu</a> , 352-273-4526), 1519 Fifield Hall

## Important Notes

Date Completed	Task	Location
	Discuss year 3 and 4 Individual Development Plans with major advisor and committee	Submit completed forms to: Dee Boyle ( <a href="mailto:deeks@ufl.edu">deeks@ufl.edu</a> , 352-273-4526), 1519 Fifield Hall
	Conduct review of Progress Toward Degree prior to final semester	Contact Dee Boyle ( <a href="mailto:deeks@ufl.edu">deeks@ufl.edu</a> , 352-273-4526) for an appointment
	Discuss production and formatting of dissertation prior to final semester	Application Support Center: <a href="http://helpdesk.ufl.edu/application-support-center/">http://helpdesk.ufl.edu/application-support-center/</a>



## Final Semester- Ph.D. Students

Date Completed	Task	Location
	Register for required research hours: HOS 7980	3 credits minimum fall and spring 2 credits minimum summer C
	Apply for degree	<a href="#">Degree application</a>
	First dissertation submission	Editorial Office: <a href="http://www.graduateschool.ufl.edu/graduate-life/graduation/graduation-checklist/">http://www.graduateschool.ufl.edu/graduate-life/graduation/graduation-checklist/</a>
	Schedule public seminar and dissertation defense.	Must send announcement/request forms to Dee Boyle ( <a href="mailto:deeks@ufl.edu">deeks@ufl.edu</a> ) a minimum of two weeks prior to defense; <b>A public seminar is required for all graduate students regardless of location.</b>
	Final dissertation submission	Editorial Office: <a href="http://www.graduateschool.ufl.edu/graduate-life/graduation/graduation-checklist/">http://www.graduateschool.ufl.edu/graduate-life/graduation/graduation-checklist/</a>
	Schedule exit interview with Graduate Coordinator; submit completed form prior to exit interview	<a href="#">Exit Interview Form</a> Graduate Coordinator Dr. Héctor E. Pérez ( <a href="mailto:heperez@ufl.edu">heperez@ufl.edu</a> , 352-273-4503)
	Purchase/rent your cap and gown	<a href="http://www.registrar.ufl.edu/commencement/">http://www.registrar.ufl.edu/commencement/</a>
	Submit contact information	Graduate Academic Program Specialist Dee Boyle ( <a href="mailto:deeks@ufl.edu">deeks@ufl.edu</a> , 352-273-4526) 1519 Fifield Hall
	Clean desk space and return all keys issued by department	Graduate Academic Program Specialist Dee Boyle ( <a href="mailto:deeks@ufl.edu">deeks@ufl.edu</a> , 352-273-4526) 1519 Fifield Hall

### Clearing Prior

Clear prior status is only possible 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. Clear Prior permits students to be exempt from registration for the degree award term. Visit the [Editorial Office](#) and [UF Graduate Student Handbook](#) for important details on Clear Prior.

## **Faculty and Support Staff**

The [Environmental Horticulture Department](#) consists of faculty members located on the main campus in Gainesville and at six [Research and Education Centers](#) throughout the state. Graduate students in the department also have the assistance of a number of support staff at these locations. You can find a full faculty listing [here](#).

## **Graduate Program Advisory Committee**

The Environmental Horticulture Department graduate program advisory committee is comprised of five faculty members. The current committee members are: Drs. Héctor Pérez, Carrie Adams, Charles Guy, Gail Hansen and Mack Thetford. This committee oversees the departmental rules and policies for our graduate students and admissions decisions for applicants to our program.

## **Graduate Student Organizations**

Graduate students created [The Environmental Horticulture Graduate Student Association](#) (EHGSA) in 1999. Members of EHGSA continually strive to improve the quality of graduate education in the department and university by openly communicating with faculty and staff about graduate student needs. At least one graduate student represents the EHGSA at faculty meetings as a non-voting member. EHGSA provides members with social support and a place to enjoy other aspects of graduate student life. EHGSA also orchestrates the Environmental Horticulture Annual Spring Plant Sale in March. This event supports graduate student travel scholarships, international travel, and community service projects.

[Graduate Assistants United](#) (GAU), founded in 1972, seeks to improve the lives of all graduate assistants during their time at UF. As a recognized labor union, GAU gives graduate assistants the right to negotiate the terms of our employment through a contract with the University of Florida. UF-GAU affiliates with the United Faculty of Florida, the Florida Education Association, the National Education Association, The American Federation of Teachers, and the AFL-CIO.

## **International and Multicultural Student Services**

### **UF International Center (UFIC)**

The [UFIC](#) assists and supports all students, staff and faculty with their international activities. The UFIC encourages all students to take advantage their services. [UFIC International Student Services](#) office provides support for international students through immigration document preparation, orientation, immigration services and various workshops. These services include advising international students on academic, immigration, financial, cultural and personal issues. All new international students are required to check-in with the International Center.

### **UF Office of Graduate Diversity Initiatives (OGDI)**

The [OGDI](#) administer various multicultural educational programs that support and foster an intellectually and culturally diverse student population. The OGDI accomplishes this by actively working with academic units to recruit and retain students who are under-represented in their fields of study, low-income, or first-generation students, and ethnic/cultural minorities.

## **Degree Program Requirements**

The [Graduate School](#) at the University of Florida confers all graduate degrees. It is the **student's responsibility** to read UF's [Graduate Student Handbook](#) and work with the Graduate School as well as the department to meet all requirements. Students need to abide by the policies listed in the Graduate Catalog for the year in which they first enrolled in their graduate program.

## **Graduate School Requirements**

### **Graduate Information Management System (GIMS)**

[GIMS](#) provides information about important milestones, grants and fellowships, workshops, and many other pertinent items relevant to graduate education. Students must check GIMS on a regular basis.

### **Florida Residency Requirement**

All students that are U.S. citizens are strongly encouraged to become Florida residents if they are eligible. This process should begin immediately upon arrival in Gainesville, FL. Instructions can be found [here](#).

### **Master of Science (thesis option, M.S.)**

Students must earn at least 30 credits as a graduate student at UF. No more than 9 of the 30 credits (earned with a grade of A, B+, or B) may be transferred from institutions approved for this purpose by the Dean of the Graduate School. At least half of the required credits (not counting HOS 6971-Master's Research) must be in the major.

This degree requires a minimum 24 credits of regular course work and 6 credits of thesis research (HOS 6971). Students must complete at least 12 letter-graded course credits in the major at the 5000 level and above. You can find courses that count toward the major here: [Horticulture Science Program Information](#). S/U graded courses do not count towards the 24 credits since these are not regular coursework, but can count towards the 30 credits for the degree. Undergraduate courses in the major do not count towards meeting degree course requirements. Six hours of 3000- or 4000-level undergraduate courses, taught outside the major department, may count toward the minimum requirements for the degree. Incorporation of undergraduate courses requires supervisory committee and college dean approval.

Students may choose a minor in an academic unit other than the major. If a minor is chosen then at least 6 credits of letter graded coursework are required in the minor field. Student may take two 6-credit minors with the major academic unit's permission. A 3.00 (truncated) GPA is required for minor credit. In addition, a representative from the minor department must be on the supervisory committee. The Graduate School restricts graduate students from pursuing minors in academic units that contribute major credit towards their degree program. For example, students cannot minor in Forestry, Botany, or Plant Pathology. Contact the Graduate Academic Program Specialist for more information about pursuing a minor.

### **Master of Science (non-thesis option, M.S.-NT)**

This option offers additional training beyond the bachelor's degree in a horticultural specialization. Essential elements of this program include a program of courses and a comprehensive written and/or final oral qualifying examination. The exam occurs during the final semester of enrollment. The graduate committee chair administers the exam. The exam shall include all members of the supervisory committee. This program also requires a special project for degree completion. The student, advisor, and supervisory committee work together to develop guidelines for completion of a suitable project. There is no thesis requirement.

A minimum of 30 credit hours of course work is required. Only courses numbered 5000 or higher count towards program credit. At least 15 of these credits must originate in the [Horticultural Science major](#). Six hours of 3000-

or 4000-level undergraduate courses, taught outside the major department, may count toward the minimum requirements for the degree. Incorporation of undergraduate courses requires supervisory committee and college dean approval.

Students may choose a minor in an academic unit other than the major. If a minor is chosen then at least 6 credits of work are required in the minor field. Student may take two 6-credit minors with the major academic unit's permission. A 3.00 (truncated) GPA is required for minor credit. In addition, a representative from the minor department must be on the supervisory committee. The Graduate School restricts graduate students from pursuing minors in academic units that contribute major credit towards their degree program. For example, students cannot minor in Forestry, Botany, or Plant Pathology. Contact the Graduate Academic Program Specialist for more information about pursuing a minor.

### **Doctor of Philosophy (Ph.D.)**

Course requirements for doctoral degrees vary from field to field and from student to student. In all fields, the Ph.D. degree requires at least 90 credits beyond the bachelor's degree. No more 30 credits counted from an M.S. degree program may transfer to a Ph.D. if students earned the degree within the previous seven years. Alternatively, students may petition for M.S. credit transfer.

The Doctor of Philosophy is a research degree and granted on evidence of general proficiency, distinctive attainment in a special field, and particularly on ability for independent investigation as demonstrated in a dissertation presenting original research with a high degree of literary skill. Consequently, doctoral programs are more flexible and varied than those leading to M.S. degree programs. General requirements for the program include: 1) a clear objective for research; 2) approval of the student's entire supervisory committee; and 3) an appropriate number of credits of doctoral research.

**Minor:** Students may choose one or more minor fields with the supervisory committee's approval. Students may complete minor work in any academic unit outside the major, if approved for M.S. or doctoral programs listed in the graduate catalog. The collective grade for courses included in a minor must be "B" (3.00) or higher.

If students select one minor then the supervisory committee member representing the minor suggests 12 to 24 credits of courses, numbered 5000 or higher, as preparation for a qualifying examination. Students may earn part of this credit in the M.S. degree program. If two minors are chosen then each must include at least 8 credits. Students demonstrate competence in the minor area via written examination by the minor academic unit or by the oral qualifying examination.

Minor course work at the doctoral level may include courses in more than one academic unit; if the objective of the minor is clearly stated and the Graduate School approves the combination of courses. This approval is not required for a minor in one academic unit.

Please review the [Horticulture Science Program Information](#) in the Graduate School Catalog for more details on M.S., M.S.-NT and Ph.D. program requirements.

### **UF Academic Written English Test Requirement**

All graduate students from non-U.S. countries or Puerto Rico are required to take a written English screening test *only if you scored less than:*

- 80 on Internet TOEFL or 550 on Paper TOEFL
- 320 on verbal section of old GRE (tests prior to 2011) or 140 on verbal section of current GRE

## UF Academic Written English Test Requirement (continued)

The English screening test is free and no pre-registration is required. If a student does not pass the English screening test then they are required to take EAP 5845 (Academic Writing) during their first semester. This course does not count toward any degree and tuition waivers do not cover its cost. You can find more information about the UF Academic Written English Program [here](#).

## Supervisory Committee

The supervisory committee serves as a guide for a student's research and program of study. Students select committee members in consultation with the major professor. Appointment of the student's supervisory committee must occur as soon as possible after the student is admitted to the Graduate School and no later than the second term of graduate study. If a student takes fewer than 12 credits in the first term then the deadline is the end of the term during which the student has accumulated 12 or more credits or the end of the second term. Students must complete [Form 1](#) immediately after the supervisory committee is established. Promptly return your completed form to the Graduate Academic Program Specialist.

### M.S. Thesis

The ENH Department requires that M.S. thesis committees consist of three members including one member from outside of the department.

### M.S. Non-Thesis

The ENH Department specifies that M.S.-non-thesis committees consist of at least two ENH graduate faculty. An extension agent can substitute for one ENH faculty member via special appointment for extension related M.S.-NT projects.

### Note on Additional Departmental Requirements for MS-Thesis Supervisory Committee

*Information presented in the Master of Science [Supervisory Committee](#) section of the UF Graduate Catalog specifies minimum requirements. Departments may designate additional requirements. Moreover, if students designate a minor then the committee must include a Graduate Faculty member from the minor department.*

### Ph.D. Students

The ENH Department requires that Ph.D. committees consist of a minimum of four members including at least two members from the ENH Department and at least one external member selected from a discipline outside of Horticultural Sciences or Environmental Horticulture. External members must have UF graduate faculty status in any department except Environmental Horticulture. Note that the external member requirement for ENH represents an additional requirement above the graduate school minimum. Here is a sample Ph.D. committee:

Role	Department
Major Advisor	Environmental Horticulture
Member #1	Environmental Horticulture
Member #2	Horticultural Sciences
External Member	Agronomy, Biology, Forestry, Plant Pathology, etc.
External member must be from outside the Environmental Horticulture and Horticultural Sciences departments.	

Please review the Ph.D. [Supervisory Committee](#) section of the UF Graduate Catalog. If students designate a minor then the supervisory committee includes at least one Graduate Faculty member representing the student's minor. If the student elects more than one minor then a representative from each minor area serves on the supervisory committee. Therefore, committees for students with two minors must have a minimum of five members.

## Special Appointments

Ph.D. students may include guest experts on their committee as special appointments. These members do not count toward the required minimum for a supervisory committee. Rather, they count over and above the minimum number of required committee members. Guest experts must obtain graduate faculty status via an application process. Contact the Graduate Academic Program Specialist for more information about adding a special appointment.

## Off-Campus Student Policies

All students whose graduate supervisor is located at a Research and Education Center must comply with the following policies if they are taking courses on main campus:

- Establish an on-campus co-advisor before the end of the first semester of study
- Meet all department requirements including taking required courses (see below)
- Contact the Graduate Academic Program Specialist at least one semester prior to arriving in Gainesville if desk space is desired while taking courses in Gainesville (desk space is assigned based on availability)

## Departmental Requirements for M.S. and Ph.D. Students

Please see the [Horticultural Sciences Section of the Graduate Catalog](#) for more information.

## Course Requirements

ALS 5934 – Graduate Professional Development (1 credit S/U; offered every fall)

HOS 6931 – Seminar (1 credit S/U; offered every spring)

HOS 6940 – Supervised Teaching (variable credit 1-5, max 5 credits; letter graded; offered every semester)

- Useful Links:
  - [HOS 6940 Syllabus](#) (shows how to determine credit assignment)
  - [UF Workshops for Teaching Assistants](#)
  - [Teaching Assistant Handbook](#)

**The above three courses are required for all graduate students.** If students took ALS 5934 and HOS 6931 during their MS program then they do not need to retake those courses during the doctoral program. However, we recommended students retake both courses if several years have lapsed between programs.

## Program of Study

Every graduate student is required to submit a program of study form ([Form 2](#)) containing all coursework for their graduate program. Students, major advisors and committee members work cooperatively to select courses for the degree program. The Graduate Academic Program Specialist cannot provide assistance with course selection. Students are responsible for [registering](#) for their own classes by the appropriate deadlines.

## Note on Definition of Unsatisfactory Scholarship

*The Graduate School defines unsatisfactory scholarship as failure to meet a B average (3.00) in all work attempted. Graduate students need an overall GPA of 3.00 and a 3.00 GPA for coursework in the major (and in minor if chosen) at graduation. Students with less than a 3.00 GPA may not hold an assistantship or fellowship.*

## Coursework for the Major

You can find courses that count toward the major here: [Horticulture Science Program Information](#). Please only list approved courses with the prefixes ALS, BCH, BOT, HOS, ORH, PCB, PLS and PLP under the Major heading on [Form 2](#). List research coursework once by indicating multiple semesters and credits on the same line. The following courses are research coursework: HOS 6910, HOS 6971, HOS 7979, HOS 7980.

### **Coursework for a Minor**

If you are claiming a minor then list those courses under the Minor heading; otherwise leave this section blank. Students cannot minor in programs offered by academic programs that provide courses accepted for major coursework. For example, students cannot minor in Forestry, Botany, or Plant Pathology. Contact the Graduate Academic Program Specialist for more information about pursuing a minor.

### **Foundation and Supporting Coursework**

All other courses must be under foundation and supporting work. Students should follow the guidelines for their degree program when filling out this form.

### **Course Registration Rules**

Students on assistantship (0.25 to 0.50 FTE) are required to register for nine credits in the fall and spring semesters and six in the summer semester. If a student wishes to take additional credits then they will be responsible for additional costs. Students that are not on assistantship should refer to the graduate catalog for additional information regarding [registration requirements](#) for full-time and part-time student status.

Students wishing to register for a departmentally controlled course in ENH must complete a [Graduate Registration Request Form](#). If a student wishes to register for a departmentally controlled course in another department then they must contact that appropriate department for registration assistance.

### **Graduate Assistantships**

Students may receive a graduate research or teaching assistantship as part of their offer to study in the Environmental Horticulture Department at the University of Florida. Assistantships include an annual stipend and tuition waiver. Total enrollment costs consist of various components. Tuition represents the majority of total costs. A tuition waiver covers tuition costs. Students are responsible for all additional fees, except in cases where tuition waivers include full fees, as stated in a student's individual offer of admission. The university charges all students on assistantship tuition fees based on in-state residency.

The ENH department must formally hire students upon arrival to Florida in order to process assistantships (i.e. stipend and tuition waiver). Students should contact the Graduate Academic Program Specialist prior to arrival to set up an appointment to complete the appropriate paperwork. Students should plan their finances accordingly since this process takes 6 to 8 weeks for U.S. citizens and up 12 weeks for international students.

Students must maintain a minimum grade point average of 3.0 in order to maintain an assistantship. Students on assistantship (0.25 to 0.50 FTE) must register for nine credits in the fall and spring semesters and six credits in the summer semester. Students are responsible for additional costs if they wish to take additional credits.

Assistantships are annual appointments and renewable every year depending upon satisfactory progress made in academic and research programs. Assistantships may be non-renewed if the student performs in an unsatisfactory manner. Assistantship duties vary depending on the source and type of funding and the expectations of the student's faculty advisor or assistantship supervisor. It is very important to discuss the duties and level of performance expected with your major advisor prior to your arrival on campus. It is also critical to specifically discuss and agree upon with your advisor issues such as semester work schedules and leave.

Please note that students are not required to work more hours than designated by their appointment (e.g. 0.5 FTE = 20 hours/week). Assistantship duties do not necessarily reflect work related to a student's degree research requirements. Preparation for teaching and contact hours are included in total hours worked. Supervisors are required to conduct annual student evaluations to measure progress in the degree program.

The Graduate Academic Program Specialist processes tuition waivers every semester. Students who are required to pay their portion of fees must do so each semester regardless of the status of the tuition waiver. Fee calculation is the responsibility of the student and is determined using this website:

<http://www.fa.ufl.edu/bursar/current-students/tuition-and-fees-2016-17/>

### **Note on Breaking Assistantship Appointment**

*If a student chooses to break his/her assistantship appointment prior to the end of a semester, tuition waivers will be revoked and the student will be responsible for paying the entire tuition bill for that semester, including out-of-state fees if the student is not a Florida resident.*

## **Resource Allocation Policy**

In this context, departmental resources include, but are not limited to graduate student stipend support from departmental or State funds, research or teaching assistantship or tuition waiver from State funds, special scholarships from the College or private donations to the department, and the use of departmental vehicles and office space.

- (1) The graduate coordinator or department chair inform faculty at departmental meetings when a resource is available for graduate student support
- (2) The graduate advisory committee: (a) considers all the students eligible for the support and choose the best candidate based on merit criteria, and (b) makes recommendations to the department chair
- (3) Merit criteria for graduate student support:
  - (a) Eligibility for the award
    - incoming students versus students already in the program
    - certain scholarships or awards primarily delineated for incoming students or specific research topics
  - (b) Academic standing of the student as judged by grade point average and standardized test scores
  - (c) Success in research as evident in graduate student's authorship or co-authorship in refereed journal article(s), extension publications, patent applications and presentations in professional conferences
  - (d) Success, diligence and promise in research, extension or teaching as supported by major advisor's written comments to the committee
  - (e) Programmatic needs as expressed by the major advisor's written comments to the committee
  - (f) Seniority level of the graduate student (Ph.D. versus M.S (thesis) vs M.S. (non-thesis))

## **Keys**

Contact the Graduate Academic Program Specialist (Dee Boyle, [deeks@ufl.edu](mailto:deeks@ufl.edu), 352-273-4526) to receive keys and instruction on responsibilities associated with departmental assets.

## **Use of State Vehicles**

Graduate students employed by the University of Florida and that possess a valid driver's license may operate a university-owned vehicle for official university business only upon permission from their advisor. The full list of rules regarding university-owned vehicle usage is available [here](#). You may request an Environmental Horticulture Fleet vehicle by contacting the Environmental Horticulture Operations Manager (Brian Owens, [bowens@ufl.edu](mailto:bowens@ufl.edu), 352-392-6901).



## **Jasper Joiner Graduate Student Travel Scholarship**

The purpose of this scholarship is to provide funding to help defray expenses for graduate students presenting a paper or poster at a national or international professional meeting or conference. The ENH department named this scholarship after the late Dr. Jasper Joiner, a distinguished teacher and researcher in the Environmental Horticulture department, who established the endowment to fund these scholarships.

### **Eligibility**

Only graduate students enrolled in the Environmental Horticulture graduate program (HSE) are eligible to apply. Students must make a presentation (oral or poster) on their original research at a national or international meeting or conference and must have the support of their major advisor to attend. Students are eligible for one travel scholarship per fiscal year. Submit [completed applications](#) to the Graduate Coordinator (Dr. Héctor E. Pérez, [heperez@ufl.edu](mailto:heperez@ufl.edu), 352-273-4503) by February 1<sup>st</sup>.

### **Amount**

The exact number and amounts of scholarships depends on the total funds available. However, the department anticipates awarding up to eight \$300 scholarships annually. Students are encouraged to seek funding from multiple sources (see Useful Websites on next page).

## **Safety Training**

### **Pesticide Use License**

A license is required for any student needing to apply pesticides for their research. Licenses are required prior to the application. Information on pesticide use and licensing is available from the IFAS Pesticide Information Office: <http://pested.ifas.ufl.edu/> and a handbook with additional information is also available: <http://pested.ifas.ufl.edu/pdfs/PesticideHandbook.pdf>.

### **Greenhouse Training**

Any student whose duties involve greenhouse work are required to complete Worker Protection Standard training at the “Worker” level before beginning work in the greenhouse complex. The Operations Manager, Brian Owens, coordinates this training for students.

### **Laboratory Safety**

Most graduate students require use of a lab during their graduate program. It is imperative to follow all safety rules as provided by Environmental Health and Safety at the University of Florida. A complete listing of lab rules is available at: <http://www.ehs.ufl.edu/Lab/>

## **Additional Graduate Student Resources**

### **Student Conduct and Honor Code**

The [Dean of Students Office](#) provides information regarding acceptable and unacceptable student conduct, including but not limited to: plagiarism, harassment and cheating. The Dean of Students website provides information on reporting, victim rights, appeals and sanctions.

### **Grievance Procedures**

The [UF Graduate Student Handbook](#) outlines grievance procedures for academic problems. College Dean's and/or the [University Ombuds](#) may participate in resolving unsettled grievance if necessary.

### **Useful Websites**

[UF Graduate & Family Housing](#)

[UF Graduate School Funding](#)

[UF Graduate School – Theses and Dissertation](#)

[Guide to Preparing Theses and Dissertation](#)

[Application Support Center \(theses and dissertation templates\)](#)

[UF Graduation Checklists](#)

[UF Graduate Student Council Travel Grants](#)

[UF Office of Graduate Professional Development](#)

[UF-IFAS Graduate Student Awards, Travel Grants and Fellowships](#)

[UF Career Resources Center](#)

[UF Counseling and Wellness Center](#)

[UF Disability Resource Center](#)

[UF Infirmary](#)

[Local Resources](#) (airport, utilities, transit, voter registration, motor vehicles, hospitals, schools)

