

Horticultural Sciences Department

Graduate Student Handbook 2015-2016



Postharvest Biology



Plant Physiology



Organic & Sustainable
Vegetable Production



Genetics/ Plant Breeding



NOTE: This Graduate Handbook is designed to assist HOS graduate students to fulfill the necessary requirements for their degree programs and to meet all deadlines as established by the University of Florida and the Graduate School.

Updated July 2015
<http://www.hos.ufl.edu/graduate>

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Welcome



Horticultural Sciences Department offers great opportunities for Graduate Students in obtaining master's or doctoral degrees in a wide array of programs. All of these programs can provide the knowledge that you will need in order to reach your career goals. Graduate Students generally receive graduate research assistantships as part of their study in the department; however, these assistantships are very limited and highly competitive. We also offer all our students the ability to attain teaching experience as a part of their graduate education program. This Graduate Student Handbook can provide a better understanding of the Department, graduate policies, critical dates, deadlines, course descriptions and faculty members for master's degree and doctoral degree students. I look forward to my interactions with you and I would be happy to be of assistance to you during your time in the graduate degree program and thereafter. We welcome you to the Gator Nation!

Kevin Folta, Ph.D.
Professor & Department Chairman



We are glad that you have chosen to conduct graduate study in the Horticultural Sciences Department! We strive to provide you an environment that fosters your creativity and career success. The goal of our graduate support staff is to assist our students with the details of their programs. I am available to provide assistance in both an administrative and advising capacity as needed.

Bala Rathinasabapathi, Ph.D.
Professor & Graduate Coordinator
Phone 352-273-4847, email brath@ufl.edu



Welcome to the Horticultural Sciences Department. We are glad that you are here. We want to provide an atmosphere in which you can flourish so that you can achieve your academic goals. I am here to assist you with any academic issues you may have.

Curtis Smyder
Academic Support Services Coordinator
Phone 352-273-4781, email: curtisr@ufl.edu

Graduate program advisory committee

The Horticultural Sciences Department graduate program advisory committee is comprised of six faculty members. The committee members are: Drs. Bala Rathinasabapathi, Eduardo Vallejos, Steven Sargent, Lincoln Zotarelli, Gloria Moore, Samuel Hutton. This committee oversees the departmental rules and policies for our Graduate Students and admissions decisions for applicants to our program.

Faculty and Support Staff

The Horticultural Sciences Department consists of 30 faculty members located on the main campus in Gainesville and 27 faculty members located at 11 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. The full listing is available on the departmental website:
<http://www.hos.ufl.edu/faculty>

Graduate Program: Task and Deadline Checklist

The purpose of this checklist is to assist graduate students in tracking important tasks and deadlines during their graduate programs. The checklist is divided into three sections: Upon Arrival, First Year of Study, and Final Semester. The checklist is meant to be copied so that students can note the dates that each item is completed in the left column.

Upon Arrival

Date Completed	Task	Location
	Meet with Graduate Coordinator, Academic Coordinator and the department chairman	Fifield Hall
	Complete assistantship paperwork for payroll and tuition payments	Curtis Smyder Academic Coordinator's Office 1503 Fifield Hall
	Set up Gatorlink account and email Academic Coordinator	http://www.gatorlink.ufl.edu
	Student ID Card (Gator 1)	http://www.bsd.ufl.edu/g1c/idcard/idcard.asp
	Purchase Parking Decal if applicable	http://www.parking.ufl.edu (*do this after you have obtained your student ID)
	Begin Florida Residency Procedures (Declaration of	Alachua County Court House http://www.alachuaclerk.org/forms/DECLARATION

	Domicile)	OF FLORIDA DOMICILE.pdf
	Verify that your immunizations are updated	http://shcc.ufl.edu/services/primary-care/immunizations/
	Meet with advisor to discuss courses	
	Review ISIS	http://www.isis.ufl.edu
	Attend UF Graduate School Orientation	The date will be announced prior to arrival Reitz Union Grad Ballroom
	Attend Department Orientation	Time and location to be announced prior to arrival
	Picture taken for departmental display	Taken after department orientation
	Obtain office key and desk assignment	Done after departmental orientation
	Sign up for health insurance (if applicable)	https://bluebiz.bcbsfl.com/stuenroll/GatorGradCare.do

First Year

Date Completed	Task	Location
	Establish Supervisory Committee by mid-third semester	Email Academic Coordinator with list
	Transfer of Credit (if prior graduate degree)	Curtis Smyder Academic Coordinator 1503 Fifield Hall
	Program of Study (form 2) this will help you and your committee establish a timeline for your program. Click here for the form	Meet with advisor and supervisory committee, complete and sign form and turn it in by the midpoint of your 2 nd semester to: Curtis Smyder Academic Coordinator 1143 Fifield Hall
	Apply for Florida residency (if applicable). The deadline is the same as the deadline for fee payments. Click the following link to find the deadline for the current semester. http://www.registrar.ufl.edu/	http://www.admissions.ufl.edu/residency/index.html
	Plan research topic and thesis/dissertation proposal	Meet with supervisory committee
	Schedule meetings with supervisory committee as	To schedule Fifield Hall classrooms/conference rooms:

	needed to discuss and plan academic and research needs	Call or email Donna Perry at, (352) 273-4637 or donnab@ufl.edu
	PhD students: Plan your qualifying exam and when ready obtain an admission to candidacy form	Curtis Smyder Academic Coordinator 1143 Fifield Hall



Setting up a field experiment

Final Semester- Master's Students

Date Completed	Task	Location
	Register for required research hours: MS HOS 6971	3 credits minimum fall and spring 2 credits minimum summer C
	Apply for degree	http://www.isis.ufl.edu
	Schedule Exit Seminar/ Thesis Defense	Must send announcement/request forms to Academic Coordinator a minimum of one week prior to defense A Public exit seminar is required even at RECs
	First submission (after your defense & with committee's corrections done)	Editorial Office: http://www.graduateschool.ufl.edu/graduation/
	Final submission	Editorial Office: http://www.graduateschool.ufl.edu/graduation/
	Schedule exit interview with Graduate Coordinator	Graduate Coordinator Dr. Bala Rathinasabapathi 2247,, Fifield Hall
	Purchase/Rent your cap and gown for you and your escort (if applicable)	http://www.registrar.ufl.edu/commencement/
	Submit contact information	Curtis Smyder Academic Coordinator 1503Fifield Hall
	Clean desk space and return all keys issued by department	Fiscal Office 1302 Fifield Hall



Freshly harvested squash



Spring Planting

Final Semester- Ph.D. Students

Date Completed	Task	Location
	Register for required research hours: PhD HOS 7980	3 credits minimum fall and spring 2 credits minimum summer C
	Apply for degree	http://www.isis.ufl.edu
	PhD students: First submission	Editorial Office: http://www.graduateschool.ufl.edu/graduation/
	Schedule Exit Seminar/ Dissertation Defense *First submission must be submitted a minimum of one week prior to defense	Must send announcement/request forms to Academic Coordinator a minimum of one week prior to defense A Public exit seminar is required even at RECs
	Final submission	Editorial Office: http://www.graduateschool.ufl.edu/graduation/
	Schedule exit interview with Graduate Coordinator	Graduate Coordinator Dr. Bala Rathinasabapathi 1111 Fifield Hall
	Purchase/Rent your cap and gown for you and your escort (if applicable)	http://www.registrar.ufl.edu/commencement/
	Turn in a hard copy of your final thesis/dissertation (see format below)	Curtis Smyder Academic Coordinator 1143 Fifield Hall
	Submit contact information	Curtis Smyder Academic Coordinator 1143 Fifield Hall
	Clean desk space and return all keys issued by department	Fiscal Office 1301 Fifield Hall

Important Dates/Deadlines for 2015-2016

The current deadlines are available in the current Graduate Catalog (<http://gradcatalog.ufl.edu/>) as well as on ISIS (Interactive Student Information System) (<http://www.isis.ufl.edu>).

Graduate Program Information

All graduate degrees at the University of Florida are conferred by the Graduate School. It is the student's responsibility to read the Graduate Catalog 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.

HOS Department Degree Requirements for all M.S. and Doctoral Students

Course Requirements:

HOS 6934-Professional Seminar Preparation (1 credit; offered every fall semester)

HOS 6931-Seminar (1 credit; offered every spring semester)

Note that the above two courses are required for all graduate students. If both courses were taken during the MS program, they do not need to be retaken during the doctoral program. However, it is recommended to retake both courses if several years have lapsed between programs.

Non-HOS graduate courses can be petitioned to count for HOS graduate credit if needed. Please consult your advisor and committee if this is needed.

The Graduate School restricts graduate students from pursuing minors in academic units that contribute major credit towards their degree program. .

For more information please see the Horticultural Sciences Section of the Graduate Catalog:

http://gradcatalog.ufl.edu/preview_program.php?catoid=2&poid=1739&returnto=822

Program of Study:

All students are required to submit a program of study form that contains the courses that will be completed for their graduate program. The form is available online at:

<http://www.hos.ufl.edu/sites/default/files/users/curtisr/Program%20of%20study%203%2C5%2C12.pdf> or from the Academic Coordinator.

In order to fill this form out properly, please list only HOS prefixed courses and courses listed in the graduate catalog under Horticultural Sciences in the major section. Research can be listed just once and indicate multiple semesters and credits. If you are claiming a minor, those courses should be listed under minor; otherwise this section should be blank. All other courses must be under foundation and supporting work. Students should follow the guidelines for their degree program when filling out this form.

Exit Interview:

All students must schedule an exit interview with the Graduate Coordinator in the semester in which they plan to graduate.

Copy of Thesis/Dissertation:

Students can order a bound copy of their final thesis or dissertation through the department if they wish. Please see the Academic Coordinator for the current cost and to order a copy.

Graduate School Degree Program Requirements**Master of Science (thesis option):**

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. Please click here for (http://gradcatalog.ufl.edu/preview_program.php?catoid=2&poid=1739&returnto=822)

A minor may be chosen in an academic unit other than the major. If a minor is chosen, at least 6 credits of work are required in the minor field. Two 6-credit minors may be taken with the major academic unit's permission. A 3.00 (truncated) GPA is required for minor credit. In addition, a representative from the department in which the minor is being received must be on the supervisory committee.

Master of Science (non-thesis option):

This option offers additional training beyond the bachelor's degree in a horticultural specialization. Please note that this option is only available in special circumstances. Those circumstances include xxxxxx,xxxxxx, xxxxx, xxxxx and xxxxxx. See our graduate coordinator for further details.

Essential elements of this program include a program of courses and a comprehensive written and/or final oral qualifying examination. There is no thesis requirement. A minimum of 30 credit hours of course work is required. Courses taken for program credit must be numbered 5000 or higher with at least 16 of these credits in the Horticultural Science major. With supervisory committee and college dean approval, 6 hours of 3000- or 4000-level undergraduate courses, taught outside the major department, may count toward the minimum requirements for the degree. (http://gradcatalog.ufl.edu/preview_program.php?catoid=2&poid=1739&returnto=822)

A minor may be chosen in an academic unit other than the major. If a minor is chosen, at least 6 credits of work are required in the minor field. Two 6-credit minors may be taken with the major academic unit's permission. A 3.00 (truncated) GPA is required for minor credit. In addition, a representative from the department in which the minor is being received must be on the supervisory committee.

Non-thesis M.S. option is available only upon petition by the student and a potential faculty advisor to the graduate program advisory committee.

Doctor of Philosophy:

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. Any credits counted from an M.S. degree program must have been earned within the previous seven years (or by petition).

The Doctor of Philosophy is a research degree and is 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. The Graduate Council does not specify the courses required for the Ph.D. degree.

General requirements for the program include:

- a clear objective for research
- approval of the student's entire supervisory committee
- an appropriate number of credits of doctoral research

http://gradcatalog.ufl.edu/preview_program.php?catoid=2&poid=1739&returnto=822)

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

If one minor is chosen, the supervisory committee member representing the minor suggests 12 to 24 credits of courses numbered 5000 or higher as preparation for a qualifying examination. Part of this credit may have been earned in the M.S. degree program. If two minors are chosen, each must include at least 8 credits. Competence in the minor area is demonstrated by 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 combination of courses is approved by the Graduate School (this approval is not required for a minor in one academic unit).

Supervisory Committee

The supervisory committee is formed to serve as a guide for a student's research and program of study. The committee is selected in consultation with the major professor. All students are required to have a supervisory committee appointed by the midpoint of the third semester. Committee member names (full name, UF ID number, and department affiliation) must be submitted to the Academic Coordinator via email.

MS Students (both thesis and non-thesis): minimum of two members; one member must be HOS Graduate Faculty and one member must be from the minor department, if there is a minor declared. *The HOS Department recommends three members including one member from outside of the department.*

<http://gradcatalog.ufl.edu/content.php?catoid=2&navoid=760&hl=committee&returnto=search#Requirements for Master s Degrees>

PhD Students: minimum of four members; two members must be HOS Dept. Graduate Faculty and one member must be outside the HOS Graduate Faculty. If a minor is declared, one member must be from the minor department (this can be the same person as the outside member). *The HOS Department recommends five members for a PhD committee.*
<http://gradcatalog.ufl.edu/content.php?catoid=2&navoid=760&hl=committee&returnto=search#Requirements for Doctoral Degrees>

Graduate Assistantships

Students may receive a graduate research or teaching assistantship as part of their offer to study in the Horticultural Sciences Department at the University of Florida. Assistantships include an annual salary as well as a tuition waiver. Total tuition costs consist of various components. Tuition represents the majority of total tuition, and is covered by the tuition waiver. 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. All students on assistantship are charged tuition fees based on in-state residency.

In order to receive the assistantship (salary and tuition waiver), students must be formally hired upon arrival in Gainesville, FL. Students should contact the Academic Coordinator prior to arrival to set up an appointment to process the appropriate paperwork. Since this process takes 6 to 8 weeks for U.S. citizens and up to 12 weeks for international students, students should plan their finances accordingly.

In order to maintain an assistantship, students must maintain a minimum grade point average of 3.0. They must register for nine credits in the fall and spring semesters and six credits in the summer semester. If a student wishes to take additional credits, they will be responsible for the additional costs.

Assistantships are considered contracts and are renewed every semester. Assistantship renewal is dependent upon progress made in the research program as well as in academics. Assistantships may be non-renewed if the student performs in an unsatisfactory manner. Annual student evaluations are conducted with the supervisor to measure progress in the degree program.

Tuition waivers are processed every semester by the Academic Coordinator who will notify students regarding the progress of the waivers via email. 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-fees/>

Note: If a student chooses to break his/her assistantship contract 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.

Tuition Calculation Example

The tuition calculation example below is meant only as a guide. Individual courses may have additional material and supply fees that are also the student's responsibility.

The following example is a breakdown of the per-credit hour amount of a new graduate student's tuition for a Florida resident for Fall 2015:

Albert is taking 9 credits - how much should he pay for tuition?

Graduate Courses	
Components	
Tuition	448.73
Capital Improvement Trust Fund	6.76
Student Financial Aid	22.43
Technology	6.56
Activity and Service Fee	18.19
Athletic Fee	1.90
Health Fee	14.93
Transportation Access	8.91
Total Florida Resident Rate/Credit Hour	\$528.41

Total Tuition:

\$528.41 X 9 credits = \$4,755.69

Tuition Waiver:

\$448.73 X 9 credits = \$4,038.57

Albert must pay the difference between these two amounts.

\$4,755.69 - \$4,038.57 = \$717.12

One of Albert's courses also has a lab fee, so that would be added to his fees well.

HOS 7777 has a fee of \$25.00

So, Albert's total payment will be **\$742.12**

Course Registration Rules

Students on assistantship 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, they will be responsible for the additional costs.

Students that are not on assistantship should refer to the graduate catalog for additional information regarding the requirements for full-time and part-time student status:

<http://gradcatalog.ufl.edu/content.php?catoid=2&navoid=762#registration>

Courses are selected by the student, advisor and committee for the degree program. The Academic Coordinator cannot provide assistance with course selection. Students are responsible for registering for their own classes by the appropriate deadlines using ISIS. (<http://www.isis.ufl.edu>)

Students wishing to register for a departmentally controlled course (DEPT section number) in Horticultural Sciences must fill out the form sent out by the Academic Coordinator each semester. If a student wishes to register for a course that is departmentally controlled in another department, he/she must contact that department for registration assistance.

UF Academic Written English Test Requirement

All graduate students from non-U.S. countries or Puerto Rico who scored under 80 on the Internet TOEFL, or under 550 on the Paper TOEFL, or under 320 on the verbal portion of the GRE old GRE test or under 140 on the verbal portion of the new GRE test will be required to take a written English screening test upon arrival. The test is free and no pre-registration is required.

If a student does not pass the English screening test, he/she will be required to take EAP 5845 (Academic Writing) during his/her first semester. This course does not count toward any degree and is not covered by an assistantship.

For more information about the UF Academic Written English Program, please click on this link to its website: <http://www.lin.ufl.edu/sw.html>

Florida Residency Requirement

All students are strongly encouraged to become Florida residents if they are eligible. This process should begin upon arrival in Gainesville, FL. Instructions can be found at:

<http://www.admissions.ufl.edu/residency.html>

On-Campus/REC Residency Requirement

PhD. students must complete a minimum of 30 credits enrolled at the University of Florida campus or at a University of Florida/IFAS Agricultural Research and Education Center.

http://gradcatalog.ufl.edu/content.php?catoid=2&navoid=760#Doctor_of_Philosophy

Off-Campus Student Policies

All students whose graduate supervisor is located off-campus at a Research and Education Center must comply with the following policies:

- An on-campus co-advisor must be established before the end of the first semester of study.
- All off-campus students must meet all department requirements including taking the required courses of HOS 6934-Professional Seminar Preparation and HOS 6931-Seminar.
- Students desiring desk space while taking courses on main campus must contact the Academic Coordinator at least one semester prior to arriving in Gainesville. Space will be assigned based on availability.

Policy regarding Resource Allocation

In this context, departmental resources include, but are not limited to graduate student salary 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) When a resource is available for graduate student support, the faculty will be informed by the graduate coordinator or the department chair at a faculty meeting.
- (2) The graduate advisory committee will consider all the students eligible for the support and choose the best candidate based on merit criteria listed below, and make a recommendation to the Chair of the department.
- (3) Merit criteria set for graduate student support:
 - (a) Eligibility for the award (incoming students versus students already in the program). Certain scholarships or awards may be primarily delineated for incoming students.
 - (b) Academic standing of the student as judged by grade point average.
 - (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)).

Fifield Hall Desk Policy

The department makes every effort to assign a desk to all graduate students located in Gainesville. All graduate student desk assignments in Fifield Hall are the responsibility of the Graduate Coordinator/Academic Coordinator. In order to assist the department in keeping accurate desk assignment records, the student's and advisor's names are posted on their desks. Please do not remove this name plate.

Upon graduation or other departure, students must vacate their desk and notify the Academic Coordinator. Under no circumstances is a student to reassign the desk to another individual. If a student wishes to be relocated to another office or desk other than that which has been assigned, requests will be considered on a space-availability basis. Priority will be given to requests for relocations that result in closer proximity to a student's research facilities.

Note that keys are assigned to individuals, not offices. Students should neither accept keys from another student nor transfer keys to another student. The items that students store in their office/desk areas are their responsibility and the department is not liable for any stolen items.

Pesticide Use License

It is possible for a graduate student to apply pesticides as part of their research program. Any student that will need to apply pesticides for their research must be licensed to do so 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>

Laboratory Safety

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

Use of State Vehicles

Graduate students that are employed by the University of Florida and 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 at: <http://www.fu.ufl.edu/directives-and-procedures/university-owned-vehicle-usage/>
