

WEC Graduate Student Handbook

Research MS and PhD Degrees

Thesis or Dissertation Required

August 2017 Edition



Department of Wildlife Ecology and Conservation

College of Agriculture and Life Sciences
Institute of Food and Agricultural Sciences
University of Florida



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The Department of Wildlife Ecology and Conservation

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General Information

Welcome!

Our students will find outstanding educational opportunities at the [University of Florida](#). This WEC Graduate Handbook is intended to assist you with the successful planning and completion of your graduate program in the [Department of Wildlife Ecology and Conservation](#).

Dept. Mission: The mission of the [Department of Wildlife Ecology and Conservation](#) is to foster education, expand knowledge, and reward scholarship, using multi-disciplinary approaches, for the purpose of understanding, managing, and conserving biological resources. The primary goal of our teaching, research, and extension programs is to develop and communicate the knowledge necessary for enhancing the conservation and management of wildlife and their habitats for the greatest aesthetic, ecological, economic, and recreational values

Facilities: Our main Departmental offices are located in Newins-Ziegler Hall near the center of the main campus of the University of Florida. See [UF Campus Map](#). Newins-Ziegler Hall (NZH) contains classrooms, teaching and research laboratories, graduate carrels, and administrative and faculty offices. A Windows-based PC network including a fully-equipped Quantitative/GIS Laboratory (318 NZH) and other analytical facilities for instruction, research, and extension are maintained within the building for use by students, staff, and faculty. Closely affiliated with the Department is the [Florida Cooperative Fish and Wildlife Research Unit](#), a unit of the United States Geological Survey, whose principal mission focuses on graduate training in wetlands ecology and restoration. Also housed within the Department is the [Program for Studies in Tropical Conservation](#), an interdisciplinary program that develops human resources and strengthens institutions in tropical countries through integrated research and training.

The nearby 10,000 acre [Ordway-Swisher Biological Station](#), which is characterized by longleaf pine/turkey oak sandhills and freshwater lakes and marshes, provides both an outdoor laboratory for teaching and a study site for long-term field research. Several units

complement the teaching and research programs of the Department: the [Florida Museum of Natural History](#); [The McGuire Center for Lepidoptera and Biodiversity](#); the [Natural Area Teaching Laboratory](#); The Nature Conservancy; the Centers for African Studies, Latin American Studies, Wetlands, Biological Conservation, and Natural Resources; Biotechnologies for Ecological, Evolutionary, and Conservation Sciences; the Wildlife Research Laboratory of the Florida Fish and Wildlife Conservation Commission; Florida Integrated Science Center of the US Geological Survey; U.S. Department of Agriculture; and APHIS.

Organization of Academic Units

The UF Department of Wildlife Ecology and Conservation ([WEC](#)) is part of the College of Agricultural and Life Sciences ([CALS](#)), which is in the Institute of Food and Agricultural Sciences ([IFAS](#)). IFAS also includes the [College of Veterinary Medicine](#), the [Agricultural Experiment Station](#), the [Cooperative Extension Service](#), the School of Forest Resources and Conservation ([SFRS](#)), and the School of Natural Resources and the Environment ([SNRE](#)).

In all, [IFAS](#) consists of about 20 different academic departments that have faculty members and staff located both on the main UF campus in Gainesville, FL and in Research and Education Centers ([RECs](#)) throughout the state. IFAS is administered by the UF Senior Vice President for Agriculture and Natural Resources and three Deans (Extension, Academic Programs, and Research). IFAS is part of UF along with 14 other colleges and numerous academic units.

The [UF Graduate School](#) is responsible for; 1) the enforcement of minimum standards of graduate work and 2) overall coordination of graduate programs at the University. As an umbrella organization, the UF Graduate School cuts across academic units (such as colleges, schools and departments) and is managed by an Associate Vice President and Dean, three Associate Deans, the Graduate Council, and UF graduate faculty from all academic units.

WEC graduate students must satisfy both the UF Graduate School and WEC departmental requirements in order to obtain a University of Florida graduate degree. Whereas the UF Graduate School sets minimum requirements and provides overall coordination, the responsibilities for setting detailed degree requirements and managing operations of WEC graduate programs are vested with the [WEC departmental faculty](#).

Sources of Information and Assistance

At UF, numerous sources of academic and logistical information are available to students.

Academically, you should work closely with your Graduate Advisor. In addition, the WEC Graduate Coordinator and Department Chair are always willing to discuss any facet of the WEC graduate program with our students. The WEC Student Services Office (102 NZH) is also a valuable source of information, and students are encouraged to contact this office with questions regarding the academic regulations of the UF Graduate School, CALS and WEC.

Essential information pertaining to UF Graduate School minimum requirements is found in the [UF Graduate Catalog](#), on the [Graduate School's website](#), in their [Graduate Student Handbook](#), and on their Graduate Information Management System ([GIMS](#)) where WEC

students may view their UF Graduate School records, such as their degree program, Supervisory Committee, exam dates, admission to candidacy, thesis or dissertation clearance, etc.

Be sure to review thoroughly the [UF Graduate Catalog](#) in order to understand the UF Graduate School's policies and procedures, and visit [UF Office of Research](#). The UF Graduate School, located in Grinter Hall, publishes [Critical Dates and Deadlines](#) each semester; as well as its own [Graduate Student Handbook](#). You will want to consult the [UF Graduate School](#) website periodically as specific questions arise.

Essential information pertaining to WEC graduate program requirements is found on the [WEC website](#), in our [WEC Graduate Student Handbooks \(2 different handbooks: 1 for Masters \(MS\) Non-thesis Degree and 1 for Research MS and PhD Degrees\)](#), and in consultation with your Graduate Advisor, the WEC Graduate Coordinator, and WEC Student Services. Outside of issues pertaining to your WEC graduate program, the [University of Florida](#) website is a great place to explore for information. This website will allow you to learn about UF and its academics, admissions, campus life, research, and services.

[UF Student Self Service](#) will enable you to view course schedules, register for classes, check payment dates, update your address with the University, and much more. Take a few minutes to familiarize yourself with this useful tool!

Free Counseling and Health Services: Counseling and health services are available to all University of Florida students. The [UF Counseling & Wellness Center](#) provides mental health services, peer counseling, substance abuse, suicide prevention, and other programs. The [Student Health Care Center](#) provides other medical and emergency services to all UF students.

Frequently Called Numbers

You may access the UF Directory using myUFL or the University Homepage. Frequently called UF phone numbers are listed here for convenience. Area code 352.

College of Agricultural & Life Sciences	392-1963	UF Admissions Office	392-1365
WEC IT Services	846-0560	UF Bookstore	392-0194
Classroom and Computer Lab Support	392-2428	UF Career Resource Center	392-1601
GatorLink Help Desk	392-HELP	UF Counseling and Wellness Center	392-1575
UF Police Department	392-1111	University Bursar	392-0181
Graduate Student Council	392-1665	UF Graduate School	392-3261
Marston Science Library Hours	392-2758	UF General Directory Assistance	392-3261

O'Connell Center	392-5500	UF Graduate School	392-6622
Ordway-Swisher Biological Station	846-0576	UF ID Card Services	392-UFID
Recreation & Fitness Center	846-1081	UF International Center (UFIC)	392-5323
Reitz Union Information	392-1649	UF Registrar	392-1374
School of Natural Resources and Environment (SNRE)	392-9230	UF Student Financial Affairs	392-1275
Student Activities	392-1671	UF Student Health Care Center	392-1161
Student Government	392-1665	UF Transportation and Parking	392-7275
Student Night Auxiliary Patrol	392-SNAP	WEC Main Office	846-0643
WEC Personnel Office	846-0578	WEC Student Services Office	846-0633

Academic Honesty and Other UF Policies: When a student registers for courses at the University of Florida, it is assumed that he or she has read, understood, and agreed to comply with the following statement on academic honesty:

"I understand that the University of Florida expects its students to be honest in all of their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action, up to and including expulsion from the University."

The Department of Wildlife Ecology and Conservation expects its students to abide by all University policies with regard to academic honesty, student conduct, and ethics. If students have any questions concerning academic honesty, student privacy, software copyrights, safety, drugs and alcohol, sexual harassment, discrimination, Affirmative Action, or AIDS, they can seek answers from the UF Human Resources Office, the University Registrar, the UF Dean of Students Office, the WEC Student Services Office, their Graduate Advisor, the WEC Graduate Coordinator or the Department Chair. Additionally, WEC expects our students to conduct themselves in a professional manner at all times.

WEC Faculty Expertise

Virtually all the research conducted by the Department of Wildlife Ecology and conservation is conducted to enhance our knowledge and understanding of the conservation and ecology of wildlife, habitats, and natural systems. Within this scope, [faculty and students in WEC](#) are engaged in a wide breadth of research activities, at spatial scales ranging from microhabitats to global phenomena, that makes it challenging to characterize and distill the Department's programs into a simplistic framework. In an attempt to characterize generally the type and breadth of research activities in the Department, [WEC research programs](#) are currently categorized into five broad and overlapping research areas: [conservation biology](#), [spatial ecology](#), [wildlife conservation and management](#), [wetland ecology and management](#), [human dimensions in wildlife](#)

[conservation](#). In addition to research, WEC faculty and their graduate students typically have responsibilities in teaching or extension.

Conservation Biology: The WEC program in the rapidly evolving area of conservation biology has received worldwide recognition. This program addresses conservation issues at population, community, and ecosystem levels, using ecological approaches that employ technologies such as remote sensing, molecular genetics, and computer modeling. Focal points include assessment of critical linkages across biological and geographical scales, impacts of humans, climate, and other biological components on the dynamics of ecosystems, and the interrelations of cultures, economies, and political processes in global conservation strategies.

Spatial Ecology: Landscapes are usually a mosaic of different ecosystem types such as wetland and upland ecosystems that are bounded at the peninsular fringe by coastal features. This integrated natural system, which is influenced by the impacts of human development, is a focal point for generating succession models of natural and restored ecosystems, including freshwater and estuarine wetlands, forested uplands and rangelands. Inherent in these landscape scale studies are the capabilities offered by Geographical Information Systems (GIS) technologies. Research and education programs in landscape ecology and restoration center on the role of population and community level influences, as well as human-wrought disturbances, on the structure and function of the landscape system.

Wildlife Conservation and Management: The department's long-standing program in wildlife biology and management focuses on population ecology and dynamics of native vertebrates, non-indigenous species, and threatened and endangered species. Research thrusts often combine basic and applied approaches for solving problems concerned with the management and conservation of game and non-game wildlife species. Common issues include viable populations, harvest regimes, and interspecific relationships.

Wetland Ecology and Management: The Department has several faculty actively engaged in research, teaching, and extension activities focused on wetlands ecology, and the Department has developed a statewide and national reputation for this work. Focal points of departmental research in this area include predicting community dynamics in relation to hydrology, nutrients and other management activities, management and restoration of crocodilians, Everglades restoration, river and lake restoration, coastal zone management, wetland ecotoxicology, endangered wetland species recovery and management, and optimal waterfowl management.

Human Dimensions in Wildlife Conservation: Several distinct areas fall within this strong research area of DWEC. The Department of Wildlife Ecology and Conservation developed the first academic program in urban wildlife relations in the United States. This program uniquely melds both ecological research and conservation outreach with respect to managing wildlife in urban environments. Research studies in urban and urbanizing landscapes focus on the status and distribution of rare and endangered wildlife species and their habitats, impacts of human activities on wildlife, landscape designs for attracting wildlife, methods for mitigating problems associated with nuisance wildlife, and techniques for developing eco-friendly communities. The program in conservation education offers

interdisciplinary research and graduate training related to human dimensions in the conservation and management of renewable natural resources. The program focuses on the study and development of educational processes and delivery systems designed for specific arenas such as parks, nature centers, zoos, resource agencies, schools, community organizations, and mass media. The development of a Florida Master Naturalist Program (www.masternaturalist.ifas.ufl.edu) has received much recognition. Research in effective methodologies for conservation education, communication, and technology-transfer strategies will help lead to sound environmental management, both in the United States and abroad.

In addition to the four primary research areas mentioned above, faculty conduct research and outreach internationally. Foremost among the international relationships is The Program for Studies in Tropical Conservation ([PSTC](#)), an interdisciplinary program closely affiliated with the department that develops human resources and strengthens institutions in tropical countries through integrated research and training. The regional initiatives of the PSTC incorporate human dimensions and biological issues in conservation, and focus on a diversity of landscapes ranging from humid tropical forests to semi-arid steppe and marine environments.

Graduate students in WEC should find strong professional affinities with one or more of the above research program areas, although students will take courses that cross the boundaries of program areas (e.g., landscape studies in tropical ecosystems, urban conservation education, and computer modeling to aid in the conservation of populations of endangered species).

Research Graduate Degrees in WEC

For both of these research degrees, the major of record is "Wildlife Ecology and Conservation".

The **Master of Science (MS) thesis** program in Wildlife Ecology and Conservation: (a) prepares graduate students for entry-level, professional positions in areas of wildlife biology and ecology, natural resource management, conservation and (b) provides a solid, scientific foundation for further graduate work leading to the PhD degree. ***This degree is research based and requires a thesis to be completed.***

The **Doctor of Philosophy (PhD) dissertation** program in Wildlife Ecology and Conservation serves graduate students conducting advanced, original studies of fundamental ecological and social sciences (e.g., ecosystem, community, landscape ecology, human dimensions), usually with applications to further society's understanding of wildlife ecology and to improve conservation of wildlife resources. ***This degree is research-based and requires a dissertation to be completed.***

The Master of Science (MS) NON-thesis program in Wildlife Ecology and Conservation <u>is not described here.</u>
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Admission Requirements for MS and PhD Programs

All of the following requirements that apply (as indicated) must be met to qualify for admission into WEC graduate programs. Prospective students are advised to read our [Letter to Prospective Students](#) and visit our [WEC Graduate Program Admissions](#) site.

1. Prospective graduate students are required to obtain written agreement by a faculty member in the Department to serve as Graduate Advisor and Chair of the student's Supervisory Committee (for MS or PhD program) before admission can occur. Prospective students must contact prospective advisors with research interests similar to their own, and establish a mutual understanding with a faculty member who agrees to serve as Graduate Advisor. Applications to the department can be made before this to facilitate establishment of contacts between prospective students and advisors, but students will not be admitted without a Graduate Advisor.
2. An earned bachelor's degree (for MS or PhD program),
3. An earned master's degree or its equivalent (for PhD program),
4. An upper division undergraduate GPA of 3.0 or the equivalent (for MS or PhD program),
5. A graduate GPA of 3.0 or the equivalent (for PhD program),
6. Three appropriate letters of recommendation (for MS or PhD program). Students earning an MS in WEC, who continue on for a PhD in WEC, must submit three letters of recommendation, including a favorable recommendation from their master's program Graduate Advisor for admission to our PhD program.
7. Availability of space, resources, and appropriate faculty expertise (for MS or PhD program),
8. The GRE Verbal and Quantitative Exam is required, GRE Subject Tests are not required. The Department does not have a minimum Quantitative GRE score, however, lower scores become red-flags that will trigger a comprehensive review of an applicant's academic performance, work experience, and capability to succeed in the graduate program. If your Quantitative GRE score is below the 50th percentile, your advisor will need to petition your admission to WEC via a review of your application by the WEC Graduate Program Committee. If your Quantitative GRE score is in the 33rd percentile or lower, then **you will need to retake the test at least once to then be considered for admission; without a re-take, then you cannot be considered or petitioned for admission.** Upon retaking the test, if the new Quantitative GRE score is below the 50th percentile, then your advisor will need to petition your admission to WEC via a review of your application by the WEC Graduate Program Committee. Petition outcomes are not guaranteed, and remedial quantitative coursework will be required of admits below the 50th percentile.
9. All MS & PhD applicants must meet current UF Graduate School Verbal GRE score requirements (320 Verbal on tests taken prior to 8/2011 **or** 140 Verbal (10th percentile) on tests taken 8/2011 onward). If English is not the native language, a score of 550 (paper based) or 80 (web based) or more on the TOEFL (for MS or PhD program) is **also** required. If the student's earned bachelor's or master's degree is from an English-speaking institution, the TOEFL is not required.

Exceptions to some of these admission requirements can be considered if the prospective Graduate Advisor submits a petition to the UF Graduate School and/or the Department; petitions are however, discouraged, and petition outcomes are not guaranteed. International students admitted with a Verbal GRE score of less than 320 and/or TOEFL score of less than 550 are required to participate in the University's Academic Written English Program and meet SPEAK Test standards.

Some WEC faculty members may have additional admission requirements; check their [Personal Homepage](#) for this information.

Student Responsibilities

Degree requirements fall into three broad categories: those specified by the UF Graduate School, by the College of Agricultural and Life Sciences, and by WEC. It is the student's responsibility to make sure that all degree requirements are met.

In general, graduate degree requirements are intentionally flexible, especially for doctoral students, allowing you and your Supervisory Committee to design a program that best meets your educational goals. However, in some exceptional circumstances, deviations from stated policy on degree requirements may be warranted. ***Any deviation from stated degree requirements must be formulated as a formal petition, initiated by your Graduate Advisor to the WEC Graduate Coordinator, and approved by the WEC Department Chair at least one semester prior to graduation.*** Our goal is to provide our students with a quality graduate education that will meet their academic objectives, while providing them foundation to understand and address the variety of issues, challenges, and opportunities they will face later as professionals.

In addition to meeting stated degree requirements, it is imperative that all WEC graduate students conduct themselves with a high degree of personal integrity. Students must follow the guidelines for conduct detailed by the UF Graduate School in the UF Graduate Catalog and in the [UF Dean of Student's Student Guide](#) with respect to avoiding fraud, plagiarism, cheating, abuses of confidentiality, and conflicts of interest.

Academic Honesty and Other UF Policies: When a student registers for courses at the University of Florida, it is assumed that he or she has read, understood, and agreed to comply with the following statement on academic honesty:

"I understand that the University of Florida expects its students to be honest in all of their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action, up to and including expulsion from the University."

The Department of Wildlife Ecology and Conservation expects its students to abide by all University policies with regard to academic honesty, student conduct, and ethics. If students have any questions concerning academic honesty, student privacy, software copyrights, safety, drugs and alcohol, sexual harassment, discrimination, Affirmative Action, or AIDS, they can seek answers from the UF Human Resources Office, the University Registrar, the UF Dean of Students Office, the WEC Student Services Office, their Graduate Advisor, the WEC Graduate Coordinator or the Department Chair. Additionally, WEC expects our students to conduct themselves in a professional manner at all times.

Faculty Responsibilities

The UF Graduate School's [Graduate Student Handbook](#) and the UF [Graduate Catalog](#) provide basic guidelines for Supervisory Committee faculty responsibilities. The Committee Chair (Graduate Advisor) must oversee and supervise the student's research, and is required to grade the research courses WIS 6971, WIS 7979 and WIS 7980. Additional duties of the Committee Chair and Supervisory Committee include:

1. To inform the student of all regulations governing the degree sought. ***This does not absolve the student from the responsibility of informing himself/herself concerning these regulations. The student must be familiar with UF Graduate Catalog general regulations and requirements, specific degree program requirements, and offerings and requirements of the major academic unit. Rules are not waived for ignorance.***
2. To meet immediately after appointment to review the qualifications of the student and to discuss and approve a program of study.
3. To meet to discuss and approve the proposed thesis or dissertation project and the plans for carrying it out.
4. To award the student S/U grades for the research courses WIS 6971, WIS 7979 and WIS 7980.
5. To conduct the Qualifying Examination.
6. To meet when the work on the dissertation is at least one-half completed to review procedure, progress, and expected results and to make suggestions for completion.
7. To meet on campus 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.

Mentoring

A key role of the faculty is to serve as mentors for graduate students. This mentorship takes lots of different shapes depending on the needs of the student and the characteristics of the faculty. In general, this mentorship involves facilitating the education and development of the student so that they optimize their experience in graduate school and maximize their personal and professional development. Successful mentoring involves significant effort and responsibility of *both* the faculty member *and* the student. Mentors can provide student with an important understanding of scientific ethics, professionalism, leadership, the scientific process, successful publication strategies, grantsmanship, oral and written communication, networking, employment opportunities, and much more. Students and their advisor should seek opportunities to build a strong mentoring relationship, but faculty-student mentorship should not be limited to the faculty advisor. Different faculty have different strengths and skills to bring to the table, and students should seek out mentorship from whatever faculty member has the most to offer them. Much of this mentorship will often come from a student's committee members, but students should be on the lookout for other opportunities as well. *All* faculty in WEC are responsible for mentoring our graduate students... students should take advantage of this.

Assistantships, Fellowships, and Other Financial Aid

Assistantships

A very limited number of assistantships are available for graduate study in WEC.

Assistantships may become available at any time during an academic year, depending upon the source and status of the funding (contract, grant or state allocation) and faculty needs. Selection of a student for an assistantship is principally a matter of the student securing admission to WEC by contacting a prospective faculty advisor and securing a commitment from that faculty to serve as the student's Graduate Advisor and provide a stipend. Students are rarely, if ever, admitted without having secured a stipend commitment. Duration of an appointment is unique to each assistantship and specified in the student's **Letter of Appointment**. A **Letter of Appointment** is a legal contract between the student and the Graduate Advisor. Details on position, rate of pay, required credit hour enrollment (see the [UF Graduate Catalog](#)), and specific duties are also included in the **Letter of Appointment**. Information on assistantships is available either through your Graduate Advisor or from the WEC Student Services Office.

In most cases, matriculation fees (tuition fees) for students on assistantship are paid either by IFAS, CALS, or directly from the sponsoring contract/grant by means of "**tuition fee waivers**". Qualifications for tuition fee waivers vary greatly. Graduate students who have a minimum UF GPA of 3.00, are enrolled for the required minimum number of credit hours, and hold a minimum .25 FTE (1/4 time) appointment in the following categories will be eligible for tuition fee waivers: graduate assistants, graduate teaching assistants, graduate teaching associates, graduate research assistants, graduate research associates and predoctoral fellows. The WEC Personnel Office (109 NZH) keeps up-to-date policy information on tuition fee waivers.

Note: Any WEC graduate student, whether funded or not, seeking detailed information on UF tuition and fees, should visit the [University Bursar](#) and use their Fee Calculation tool. The University Bursar maintains current and historical tuition and fees rates for all UF graduate students, whether or not they are on assistantship or fellowship.

International students are not guaranteed assistantship support when admitted to a graduate program. If **personal** funding declared in order to obtain an F-1 visa does not include fellowship money, or other financial support for the student's expenses and research, assistantship support from the University is **not guaranteed**. International students needing financial assistance must work with their Graduate Advisor prior to admission to identify and secure resources to support the student's graduate program. Some assistantships and fellowships may be available for foreign students through the [UF International Center](#). Additionally, assistantships will be terminated if a student's GPA drops below 3.00.

Note: In addition to tuition fees, all UF graduate students are charged Student Fees which are not covered by assistantship tuition fee waivers. Such Student Fees include: Building, Capital Improvement Trust Fund, Student Financial Aid, Technology, Activity and Service, Athletic, Health, and Transportation Access fees. There is no funding available within WEC to cover these Student Fees, and students are personally liable for their payment.

All students on assistantship must make Student Fee payments to the University for each semester registered. The amount of Student Fees varies, is linked to number of credit hours taken, and the fee rate is updated each August. For detailed information on UF tuition and fees, please visit the [University Bursar](#) and use their Fee Calculation tool. Students on assistantship receive a deferred payment deadline for these Student Fees each semester.

Tuition fee waivers for students on assistantship are usually processed the night before fees are due for the semester. You may determine the balance of your Student Fees on [UF Student Self Service](#) or by contacting the University Financial Services Office (S113 Criser Hall).

Students holding graduate assistantships do not accrue vacation time. Arrangements must be made with your Graduate Advisor before leaving campus for an extended period of time. Each graduate assistant may take up to five (5) days of paid sick leave each semester.

WEC Graduate Assistants may become members of Graduate Assistants United ([GAU](#)). Details of the collective bargaining agreement between the UF Graduate School and GAU are available on their website.

Faculty supervisors are expected to evaluate assistants in writing during each period covered by the Letter of Appointment. The faculty member supervising a student's assistantship is usually the student's Graduate Advisor, but this is not always the case. Some assistantships may even be through other academic units at the University of Florida. The **supervisor** should always conduct the evaluation even if he/she is not the student's Graduate Advisor; although the Graduate Advisor may be consulted if necessary. Merit raises for students on assistantships will be based, in part, on these evaluations. The evaluation will assess: performance of assigned duties, compliance with job requirements (such as holding office hours and following leave policy), academic progress, and observance of the requirements of the Supervisory Committee, Department, College and UF Graduate School. Obligations of both the student and the faculty supervisor are described on the [Graduate Assistants United](#) website.

For students on assistantship, payroll appointments and reappointments are made by the WEC Personnel Office (109 NZH) upon request of the student's Graduate Advisor or Principal Investigator. The student must complete all payroll sign-up paperwork six (6) weeks prior to receipt of the first paycheck. **Note: Contact the WEC Personnel Office immediately upon notification of an assistantship or fellowship to begin your payroll appointment to ensure that your paycheck will not be delayed! Student must also confirm payroll reappointment with this office.**

Fellowships

Several competitive fellowships (on and off campus) are available to graduate students. These include: [Graduate School Fellowship](#), Presidential Fellowships, [Grinter Fellowships](#), Graduate Minority Research Fellowships, McKnight Foundation Fellowships, Fulbright-Hays Graduate Fellowships, National Science Foundation Fellowships and Tropical Conservation and Development Fellowships. Details of these and other fellowships are available on various University and external websites.

Other Financial Aid

In addition to the assistantships and fellowships described above, other sources of funding may be available to WEC graduate students. Students may find employment on Other Personnel Services (OPS) funds allocated to support teaching, research, or extension programs both in WEC and in other academic units for up to 20 hours a week while enrolled at UF. Individual faculty members, or other graduate students with grants, who should be contacted directly, administer such positions. **Also, the University has shortterm loans, and long-term loans are available through the federal government.**

To learn more about these financial options, visit [UF Student Financial Affairs](#). Finally, the [University of Florida Foundation](#), the [UF Graduate School](#), the [College of Agricultural and Life Sciences](#) and [WEC](#) have scholarships and awards that may be available to WEC graduate students. It is well worth your time to visit their websites to learn about scholarship opportunities.

Student Health Insurance

[GatorGradCare](#) is the University's injury and sickness insurance plan offered specifically for graduate students on appointment as Graduate Assistants and Pre-Doctoral Fellows and their dependents. For information about GatorGradCare, contact [UF Human Resources](#).

Note: *Students must choose to enroll in GatorGradCare each semester through UF Human Resources: enrollment is not automatic.*

Students not on Assistantship or Fellowship (self-funded)

Students who do not receive a stipend and tuition fee waiver are not considered on appointment as Graduate Assistants or Pre-Doctoral Fellows, and do not receive a Letter of Appointment. Nor are they assigned work duties, appointment terms, rate of pay, FTE, etc. They are not required to meet additional registration requirements each semester beyond those set by the Department and the UF Graduate School. They are responsible for paying their own tuition and fees by the established fee payment deadline early each semester.

You may determine the balance of your Student Fees on [UF Student Self Service](#) or by contacting the University Financial Services Office (S113 Criser Hall). For detailed information on UF tuition and fees, please visit the [University Bursar](#) and use their [Fee Calculation](#) tool to calculate your tuition and fees balances due.

Program Planning and Degree Requirements

Selection of Supervisory Committee ([WEC Faculty listing](#))

Each WEC graduate student has a Graduate Advisor who serves as the Chair of the student's Supervisory Committee. The Supervisory Committee is recommended by the Graduate Advisor in consultation with the student, and is approved by the WEC Graduate Coordinator and the UF Graduate School.

Because of the short duration of an MS program, your Supervisory Committee MUST be formed no later than the second semester of your graduate program. If possible, the Supervisory Committee for a PhD program should be formed in the first semester, but the Committee MUST be formed by the end of the second semester of full time study. It is a UF Graduate School requirement that these deadlines be met.

If your Committee is not formed within the required semester, your records will be flagged by the UF Graduate School and you will be reported to the Department as deficient.

The Supervisory Committee's responsibility is to aid the student in planning and facilitating the graduate program goals. This process involves: 1) evaluating past education, 2) determining academic deficiencies, 3) selecting coursework designed to alleviate such deficiencies, 4) conducting the appropriate examinations, and 5) developing and conducting the dissertation, thesis or technical paper research. You should work closely with all members of your Committee through all aspects of your graduate program.

The Supervisory Committee for the **MS Thesis program in WEC** consists of a minimum of **three** (3) UF graduate faculty members. At least one member must be WEC ["Core or COOP"](#) faculty (see page 49). Students with a minor (optional) in another department must have a graduate faculty member from that department on their Committee (see page 14 for information on minors). The UF Graduate School requires a minimum of two (2) UF graduate faculty members on MS committees, but gives discretion to departments to require more, as WEC does.

The Supervisory Committee for a **PhD program in WEC** consists of a minimum of **five** (5) UF graduate faculty members. At least two members must be WEC faculty (a UF Graduate School requirement), and at least one of these two members must be WEC "Core or COOP" faculty (see page 49) (this is a WEC requirement). At least one faculty member, from another UF department, must serve in the role of External Member on the Committee (a UF Graduate School requirement). Faculty members holding joint, affiliate, courtesy, special, adjunct or complementary appointments with WEC may **not** serve as an External Member of a PhD Committee, per the UF Graduate School. The WEC Student Services Office can access the official list of affiliation and status for all UF Graduate Faculty. Students with one or more minors (optional) in another department must have a graduate faculty member from each respective department on the Committee. The Graduate School requires a minimum of four (4) UF graduate faculty members for PhD committees, but gives discretion to departments to require more, as WEC does.

To initiate the appointment of a Supervisory Committee, the student completes the Appointment of Supervisory Committee Form, and related Form 2-Proposed Schedule of Courses, available on the [WEC website](#). Students are responsible for completing the forms fully, collecting faculty signatures, and returning this paperwork to the WEC Student Services Office for transmittal to the UF Graduate School. If subsequent changes are made to your Supervisory Committee during your graduate career, you must re-submit this form to WEC Student Services for transmittal to the UF Graduate School. **You are responsible for the accuracy of your Supervisory Committee data which is officially reported in [GIMS](#).**

Your Form 2-Proposed Schedule of Courses must be submitted to WEC Student Services along with your Appointment of Supervisory Committee Form. As your graduate program develops, it is imperative that all members of your Committee be kept abreast of any changes from your originally-approved Form 2-Schedule of Courses. Significant changes (see page 19) to the Form 2 require re-submission of the form to WEC Student Services for transmittal to the UF Graduate School. For additional information related to the preparation of your Form 2, please see Table of Contents of this Handbook.

Coursework Requirements

Coursework is required for all WEC graduate degrees. Refer below to the definitions of the different kinds of courses required for a WEC graduate degree. Note that they are

not mutually exclusive, and that the courses offered by the Wildlife Ecology and Conservation Department are identified by the WIS prefix.

Major coursework ("courses in the major") are the courses taken in the home department, in this case Wildlife Ecology and Conservation, and designated with a WIS-prefix. Only WIS-prefix 5000-level, or higher, courses (graded or S/U – see below) are counted for graduate credit. No undergraduate courses in the Department of Wildlife Ecology and Conservation may be applied toward the degree, even though your Supervisory Committee may require you to take some to make up deficiencies. See Coursework "deficiencies" (below).

Supporting coursework includes *courses taken outside of the Department of Wildlife Ecology and Conservation (non-WIS courses)* that are applied toward your graduate degree. For both MS and PhD students admitted to their current degree program since Fall 1999, only up to 6 credit hours of undergraduate level (3000 and 4000) coursework from departments other than WEC can be used as supporting coursework and applied toward graduate degree credit requirements. As indicated above, no WIS undergrad courses can be applied. Only graduate courses (5000- level or higher) can be used to fulfill your [Area of Emphasis](#) requirement.

Graded coursework includes courses that *receive grades of A, A-, B+, B, etc.*, as distinguished from Satisfactory/Unsatisfactory (S/U) courses.

S/U coursework includes courses that receive Satisfactory/Unsatisfactory grades (i.e. pass/fail).

Coursework "deficiencies" include undergraduate courses that your Supervisory Committee may require you to take to prepare you for graduate level work in your chosen field, i.e., to make up for deficiencies in students' previous academic preparation. Undergraduate courses taken to *make up deficiencies do not count toward the graduate degree* - they are in excess of the degree requirements and should not be included on your Form 2-Proposed Schedule of Courses.

Minor coursework includes courses taken to fulfill an *officially declared minor* offered by another UF department other than WEC. See the [UF Graduate Catalogue](#) for requirements and guidelines for related to UF graduate minors. **Note that only one course from another department may be used as Supporting Coursework if you wish to earn a minor in that department.**

Area of Emphasis Requirement

Three **Areas of Emphasis - Ecology, Quantitative Analysis, and Human Dimensions** - are defined by the Department to aid both MS and PhD students in developing a focus within the flexible WEC graduate program and, additionally, to expand knowledge in the discipline of wildlife conservation. The student, in consultation with the Graduate Advisor, selects the Area of Emphasis that best matches research and professional goals. **Approved, graded courses for each Area of Emphasis are appended at the end of this Handbook** and may count toward WEC graduate degrees. This list is ***not comprehensive and is often***

out-dated. It is included in this document to provide examples of the courses deemed appropriate for each Area of Emphasis category. UF courses not included on this list may well be selected to fulfill requirements with the approval of the student's Supervisory Committee and the WEC Graduate Coordinator.

If your Area of Emphasis is *Ecology*, select:

→ 3 courses in Ecology,
2 courses in Quantitative Analysis, 1 course in Human Dimensions.

If your Area of Emphasis is *Quantitative Analysis*, select:

→ 2 courses in Ecology,
3 courses in Quantitative Analysis, 1 course in Human Dimensions.

If your Area of Emphasis is *Human Dimensions*, select:

2 courses in Ecology,
1 course in Quantitative Analysis, →
3 courses in Human Dimensions.

Use following summary tables, checklists, and information in this WEC Graduate Student Handbook to help organize your graduate degree program and coursework schedule, especially when preparing your Form 2-Proposed Schedule of Courses. Do this prior to your first meeting with your Supervisory Committee.

Summary of MS Thesis Degree Credit Requirements

****** *The range of credit hours shown is the minimum # required up to the maximum # allowed for the degree. Some courses have a limit on the number of credit hours in which a graduate student can enroll during his/her graduate career. For example, "0 – 3, 5 max" signifies that none are required, no more than 3 can be counted toward the degree, and no more than 5 may be taken in total. Students may enroll in courses superfluous to degree requirements if there are no restrictions and time/funding allow; however, credits earned through these additional courses will NOT be counted toward the degree sought.*

The minimum credit hours required for a master's degree with thesis is 30 including no fewer than 18 credits of graded course work and up to 6 credits in thesis research.

- At least 11 graduate semester credit hours of graded course work must be in the major field (WIS courses).

- All 18 credits may consist of WIS 5000+ course work; however, this can be supplemented with up to 7 credit hours of graded course work in other departments.
- 3 of the 18 credit hours must be from an approved statistics course at the 5000 level or higher (see statistics requirement below).
- WIS 6933 Seminar (S/U) 1 credit hour is required.
- Minimum registration in the final semester is 3 credit hours of WIS 6971 in the fall and spring semesters, or 2 credit hours of WIS 6971 in the summer semester.
- Undergraduate coursework (3000-4999 level) is not to exceed 6 credit hours for supporting coursework outside the major when taken as part of an approved graduate program, and the earned grade is B or better.
- All coursework, including thesis research coursework, must be completed during the seven (7) years immediately preceding the date on which the degree is to be awarded. This includes transfer coursework.

Summary: MS thesis course requirements	Credits
A. Graded WIS 5000 & 6000 level courses	11 and up
Can include: WIS 6905	0 - 6
WIS 6934	0 - 10
B. Additional graded courses	
Can include: 5000 & 6000 level courses from other depts.	3 - 7
Must include: 3 credit hrs. approved Statistics courses (5000 level or greater)	3 min.
Can include: up to 6 additional credit hrs. of upper division courses from other depts.*	0 - 6
<i>A. + B. must equal at least 18 and no more than 27 credit hours</i>	
C. WIS 6933 WEC Seminar (S/U)	1 required
D. WIS 6910 Supervised Research (S/U)	0 - 5 max
E. WIS 6971 Master's Research (S/U)	Min. 2 (in summer) or 3 (in fall/spring) in graduation term; up to 6 total for degree
F. WIS 6940 Supervised Teaching	0-3; 5 max
TOTAL CREDIT HRS. REQUIRED	30

Checklist of Graduate Coursework Requirements for MS-thesis

- ___ 1. At least 11 credit hours of graded WIS courses (5000-level and above)?
- ___ 2. No more than 7 credit hours of non-WIS graded courses?
- ___ 3. WIS 6933 WEC Seminar requirement satisfied (1 credit)?
- ___ 4. At least 3 credit hours for graduate level [Statistics](#) course, 5000-level or above?
- ___ 5. [Area of Emphasis](#) requirement satisfied? Unlisted courses approved by Committee and Graduate Coordinator?
- ___ 6. At least 3 (spring or fall) or 2 (summer) credit hours of [WIS 6971](#) taken in final semester?
- ___ 7. No more than 6 credit hours of WIS 6971 recorded on Form 2?
- ___ 8. No more than 6 credit hours of **non-WIS undergrad*** courses recorded on Form 2?
- ___ 9. No more than 6 credit hours of [WIS 6910](#) or [WIS 6905](#), and no more than 3 credit hours of [WIS 6940](#) recorded on the Form 2?
- ___ 10. Major Coursework plus Foundation and Supporting must equal at least 30 credit hours?

*No WIS 3000 or WIS 4000 level courses may count toward the degree, but in some cases 3000 or 4000 level courses in other departments may be used for Supporting Coursework. During your final term, you must register for 3 (or 2 if summer) credit hours of WIS 6971 coursework that can be counted towards your degree.

Summary of PhD Degree Credit Requirements

****** *The range of credits shown is the minimum # required up to the maximum # allowed for the degree. Some courses have a limit on the number of credit hours in which a graduate student can enroll during his/her graduate career. For example, "0 – 3, 5 max" signifies that none are required, no more than 3 can be counted toward the degree, and no more than 5 may be taken total. Students may enroll in courses superfluous to degree requirements if there are no restrictions and time/funding allow; however, credits earned through these additional courses will NOT be counted toward the degree sought.*

Summary: PhD course requirements	Credits**
A. Master's Degree in WEC or equivalent (can transfer up to 30 credit hours for graduate level graded courses with grades of B or better).	30

B. WIS courses (12 hours min recommended, Grad School will count all WIS courses toward major except 6971, 7979, and 7980) plus additional graded courses 5000 level or above.	12 WIS recommended –30
Including: Special Topics courses (WIS 6934, etc.)	0 - 10
Including: WIS 6905 Research Problems in WEC	0 - 10
C. Statistics : required (graded; 5000 level or greater)	3 and up
D. WIS 6910 Supervised Research (S/U)	0 - 5 max
E. WIS 6933 WEC Seminar Requirement (S/U)	1 - 2
F. WIS 6940 Supervised Teaching (S/U) or approved course in pedagogy (S/U or graded) or equivalent paid teaching experience (See Teaching Requ., below)	0 - 5 max
G. WIS 7979 Advanced Research (S/U; pre-qualifying exam)	1 - 12
H. WIS 7980 Doctoral Dissertation Research (S/U; postqualifying exam). For graduation term, 2 (summer), 3 (fall/spring) credits are required.	15 total for credit
TOTAL CREDITS REQUIRED FOR DEGREE	90

Checklist of Graduate Coursework Requirement for PhD

- 1. 30 credits of graded coursework from master's degree transferred successfully?
- 2. At least 12 credits of graded courses (5000 and above)?
- 3. WIS 6933 WEC Seminar requirement satisfied (1 credit)?
- 4. At least 1 statistical analysis course (5000 and above) or approved by committee?
- 5. Area of Emphasis* requirement satisfied (and unlisted courses approved by committee)?
- 6. Teaching Requirement satisfied?
- 7. WIS 7979, no more than 12, recorded on Form 2?
- 8. At least 2(summer) or 3(fall/spring) credits of WIS 7980, and no more than 15, recorded on Form 2?
- 9. At least 3 (spring or fall) or 2 (summer) credits of WIS 7980 taken in final semester?

- ___ 10. No more than 6 credits of non-WIS undergrad courses recorded on Form 2?
- ___ 11. No more than 10 credits of WIS 6905 recorded on the Form 2?
- ___ 12. No credits of WIS 6971 recorded on the Form 2? (unless MS earned at UF in WEC)
- ___ 13. Major Coursework plus Foundation and Supporting = at least 60 total credits beyond MS?

*Further, only 5000 level and above courses (in WEC or any other department) may be counted toward the Area of Emphasis requirement. In some cases undergraduate courses from other departments may count toward your degree.

During your final term, you must register for [WIS 7980](#) (3 hours during Fall or Spring, 2 hours Summer)

If a student earns a Masters degree in Wildlife Ecology and Conservation and then decides to get a PHD in Wildlife Ecology and Conservation (same discipline as Masters degree), the Graduate School will automatically count all the Masters credits towards the PHD degree, including the 6971. All credits automatically ride up the line, no transfer of credit paperwork is needed.

Preparation of the Form 2-Proposed Schedule of Courses

A [Form 2-Proposed Schedule of Courses](#) ([the infamous "Form 2"](#)) should be submitted to the WEC Student Services Offices **prior to the end of the first semester (MS students), or prior to the end of the second semester (PhD students)**. Each plan of study is unique to the individual student and should be designed to meet your educational goals, be responsibly cohesive, and satisfy the **Area of Emphasis** and **Coursework** requirements (see **Table of Contents**). Each section of the Form 2-Proposed Schedule of Courses must be completed; your entire Supervisory Committee and the WEC Graduate Coordinator must approve your [Form 2-Proposed Schedule of Courses](#) by signature.

Note: During your graduate program, you (in consultation with your Graduate Advisor) may make changes in coursework identified on your original Form 2-Proposed Schedule of Courses if your entire Supervisory Committee approves them in writing. The WEC Student Services Office **must** be kept informed of any changes to your Form 2-Proposed Schedule of Courses to ensure compliance with UF Graduate School policies. ***If changes are minor (involving 6 or fewer credits), they should be accomplished via a memo to the WEC Graduate Coordinator, using the [Form Letter to Revise Schedule of Courses](#). If your program is substantially changed, a revised Form 2-Proposed Schedule of Courses must be-submitted.***

Major coursework includes only courses with the WIS prefix that can be counted toward your degree, including all graded and S/U WIS courses (taken at the level of 5000+ graduate level only).

Supporting coursework refers to UF courses taken in other departments that you want to be counted toward your WEC degree. Most will be graded courses, and some will apply towards your Area of Emphasis requirement. None of these can be WIS prefix courses. No more than six (6) credit hours can be from 3000- or 4000-level undergraduate courses offered by other (non-WEC) departments.

Minor coursework should only be completed if you have officially declared a minor! No WIS prefix courses can be listed here; all minor courses should be from the department hosting your declared minor. Note: only one course from the department offering your minor may be counted as Supporting coursework.

List all courses taken, or planned. Be sure to identify graded courses that fulfill the Area of Emphasis requirement. Do not list courses that do not count toward the credit hour requirement for your degree (i.e., deficiencies required by your committee, etc.).

Sample Form 2 - MS thesis degree

FORM 2-PROPOSED SCHEDULE OF COURSES: Wildlife Ecology and Conservation

Student: Josie Rocketscientist **UF ID # :** 0867-5309 **Degree Sought:** Master's w/ Thesis

Area of Emphasis (✓ one):

Ecology(E) Human Dimensions(H) Quantitative Analysis(Q)

I. Major Coursework:

A. WIS graded courses (WIS 5XXX & 6XXX level only) (11+ Credits required in this box; No S/U courses); Non-WIS course must be accompanied by the Petition Letter to be approved)

Course Number	Course Title	Hours	AOE (E,Q,H)	Grade	Term (To Be Completed)	Institution
WIS 5496	Research Design in Wildlife Ecology	3	E		Fall 15	UF
WIS 6905	Research Problems in WEC	1			Spring 16	UF

WIS 6578	Human Dimensions of Conservation	3	H		Fall 16	UF
WIS 6444	Advanced Wetlands Ecology	4	E		Fall 16	UF
Total WIS graded coursework		11				

B. WIS non-graded (S/U) courses: (*ONLY 6 WIS 6971 credits allowable towards degree although student can enroll in an unlimited number of these credits during the course of his/her graduate career (up to 15 per semester); must be enrolled for at least 3 in last semester (2 if summer semester); r=required; o=optional; m=max toward degree*)

=Graduation credit =Total credit

WIS 6933	Seminar (r)	1			Spring 06	UF
WIS 6971	Masters Research (2-3 r) (6 m)	6	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 3		Fall 05 – Spring 07	UF
WIS 6910	Supervised Research (o), (5 m)		<input checked="" type="checkbox"/> 0			
WIS 6940	Supervised Teaching (o), (3 m)		<input checked="" type="checkbox"/> 0			
Total Credit Hours Allowed for Graduation (A+B)		7	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 4	Total WIS Coursework Credit Hours (A+B) 25		

II. Supporting Coursework: non-WIS courses only, r=required

STA(5xxx-6xxx)	Statistics (r)	3	Q		Fall 05	UF
ZOO 6308	Dynamic Optimization Models in Behavioral Ecology	3	Q		Spring 06	UF
FAS 6934	Special Topic in Fisheries	4	E		Spring 07	UF
Total Supporting Credit Hours		10				

Total Credit Hours for Degree I + II must = 30 minimum

Total Credit Hours

III. Minor Coursework (if appropriate); *Host Department:* Zoology

ZOO 6927	Ecological Models and Data	4			Fall 06	UF
ZOO 6542	Behavioral Ecology	4			Spring 07	UF

Total Minor Credit Hours 8

Note: Students should collect the committee chair and committee members' signatures and then turn the form in to the WEC student services office.

Sample Form 2 - PhD Degree

FORM 2-PROPOSED SCHEDULE OF COURSES: Wildlife Ecology and Conservation

Student: _____ **UF ID #:** _____ **Degree Sought: PhD**

Area of Emphasis (✓ one):

Ecology (E)✓ Human Dimensions (H) __ Quantitative Analysis (Q) __

I. Courses Transferred from MS Degree: No more than 30 credit hours of a master's degree from another institution will be transferred. Only graduate-level work with a grade of B or better is eligible for transfer of credit.

* Applies to MS from University of Florida only

Course Number	Course Title	Hours	AOE* (E,Q,H)	Grade	Year Completed	Institution

II-B Total Non-Graded (S/U) Coursework: Graduation Credits					Total Non-Graded (S/U) WIS Coursework: All Credits		

C. Minor Coursework (if appropriate): *Host Department* = _____

II-C Total Credit Hours for Minor						

Total Credit Hours for Degree I + II must = 90 minimum for graduation

Total graduation Credit Hours

Total credit hours

Teaching Requirement: applies to PhD students only

PhD only: The ability to communicate knowledge to others is a critical skill for science professionals. Many WEC graduate students go on to positions that involve formal teaching activities (in and out of academia), and this requirement is a reflection of the need for students to be exposed to some of the techniques and rigors of teaching. Every doctoral student has the following 3 choices to fulfill this requirement:

1. Take 1-5 credits of WIS 6940 (S/U) while volunteering as a teaching assistant for a WIS course (undergraduate or graduate) taught by a faculty member in WEC; specific duties to be defined by the faculty member in consultation with the student. **OR**
2. Students can take a course in pedagogy, which includes any approved, graded course in either the College of Education or in the Department of Ag Education and Communication. **OR**

3. Provide evidence to the Graduate Programs Committee of substantive, paid teaching experience prior to enrolling in the doctoral program in WEC, or obtained during tenure in the WEC graduate program (e.g., teaching assistant).

Statistics Requirement: applies to all MS and PhD students

MS and PhD: In recognition of the importance of statistical competence in most wildliferelevant careers, WEC requires that graduate students take at least one statistics course at the 5000 or 6000 level as part of their graded coursework requirement. Specific courses must be approved by the student's Supervisory Committee; they may be found in a variety of departments; and they must be readily recognizable as having an emphasis on statistical data analysis or statistical theory. **Statistics courses will satisfy the Quantitative selections for the "Area of Emphasis" requirement. Functionally, this means that if a student takes only one Quantitative course, it must be a statistics course.** If a student takes both MS and PhD degrees from WEC, the statistics requirement must be satisfied independently for both degrees (i.e., one statistics course may not satisfy this requirement for both degrees).

WIS 6933 WEC Seminar Course Requirement: for MS and PhD students

MS and PhD: WIS 6933 WEC Seminar is a one (1) credit course required of all WEC graduate students, to be taken prior to the completion of their degree requirements, and involves attendance and critical assessment of departmental seminars. Because different faculty members are assigned as instructors, specific course requirements may vary. However, the course is meant to emphasize the importance of critical assessment of public presentations in the profession, and to expose graduate students to the breadth of work and opportunity in the field of WEC.

Research Credits

The following describes different types of WIS research credits - some are useful (or required) for both MS and PhD programs, and others are specific for different degrees, and for different stages of program completion. Only WIS 6971 or WIS 7979/7980 is required.

WIS 6905 Research Problems (1-6; max:10; Letter Graded) - Often used when a student is working closely with a faculty member on a specific project or independent study course, or for taking an advanced version of an undergraduate course (with instructor's permission), and is required for MS non-thesis students when developing their technical paper. WIS 6905 can be taken by any MS or PhD student. **WIS 6905 credits can be used readily for the graded major coursework requirement, but if they are to be used to fulfill the "Area of Emphasis" requirement, a petition to the WEC GPC is necessary.**

WIS 6910 Supervised Research (1-5; max:5; S/U Graded) - Not required for any graduate student, but can be used when, for example, a student and advisor are conducting field work internationally and the student needs to maintain registration status. WIS 6910 can be taken by any MS or PhD student.

WIS 6971 Research for Master's Thesis (1-15; S/U Graded) - A minimum of 3 credits (2 during summer) are required during the last semester, and up to 6 credits of WIS 6971 Masters Research can be applied toward the MS thesis degree. **MS non-thesis students may not take this course.** An unlimited number of credits (up to 15 per semester) can be taken in order to maintain registration compliance for funding purposes.

WIS 7979 Advanced Research (1-12; S/U Graded) - **Prior** to completion of the Qualifying Examination (see below), a PhD student will register for WIS 7979 Advanced Research.

WIS 7980 Doctoral Research (1-15; S/U Graded) - After Admission to Candidacy (i.e., after successful completion of the Qualifying Examination), the student will register for Doctoral Dissertation Research (WIS 7980). A student must register for WIS 7980 during their final semester (3 credits, Fall or Spring; 2 credits, Summer) per UF Graduate School policy.

Note: PhD students may not register for WIS 7979 Advanced Research after Admission to Candidacy, nor may they register for WIS 7980 Doctoral Dissertation Research before Admission to Candidacy.

Note: PhD students must be registered for minimum credits of WIS 7979 in the semester in which they take their Qualifying Exam. This registration may be converted to WIS 7980 after passing the Qualifying Exam, provided the request is made during the same semester in which the Exam is passed. The Registrar's Office does not automatically change WIS 7979 registration to WIS 7980. Consult WEC Student Services for additional information.

Research Planning and Proposals

Because of the short duration of an **MS thesis program**, MS students must begin their research as soon as possible. A research proposal must be developed and filed with the WEC Student Services office by the end of the student's second semester.

This plan should, at a minimum, consist of a concise statement of the research area of interest (**Introduction**), overall objectives and hypotheses and/or specific aims (**Research Objectives**), an overview of the research design or approach to be taken (**Study Design**), a brief review of pertinent and current literature (**Background**), an outline of research procedures (**Methods**), and a discussion of possible inferences should the work go as planned (**Synthesis**). A **Budget** and **Chronology** of work to be done is also important to include. *See the NSF style proposal format guideline, below.*

All members of your Supervisory Committee must approve and sign your MS research proposal, which will be filed in your WEC student record. The process of developing a research proposal is facilitated by various courses designed for this purpose. Some examples include:

- FNR 5608 Research Planning (especially good for MS students in WEC)
- FYC 6800 Scientific Reasoning and Research Design (for students emphasizing human dimensions)
- WIS 5496 Research Design in WEC (especially good for PhD students in WEC)

A cohesive, formal research proposal must be developed and defended by the end of the student's third semester of the **PhD program**. This proposal should be in the format required for an appropriate funding source in the student's field, such that the proposal could be used (submitted) to help garner funding for the student's program.

At a minimum, a PhD proposal will consist of a concise statement of the research area of interest (**Introduction**), overall objectives and hypotheses and/or specific aims (**Research Objectives**), an overview of the research design or approach to be taken (**Study Design**), a brief review of pertinent and current literature (**Background**), an outline of research procedures (**Methods**), and a discussion of possible inferences should the work go as planned (**Synthesis**). A **Budget** and **Chronology** of work to be done is also important to include. *See the NSF style proposal format guideline, below.*

At best, a dissertation proposal should conform to the standards of the National Science Foundation's Doctoral Dissertation Improvement Grant (NSF-DDIG) format. Google the current version of this solicitation to find the current NSF-DDIG preparation instructions (*Doctoral Dissertation Improvement Grants in the Directorate for Biological Sciences (DDIG)*). The advantage of using this format from the beginning, is that many WEC PhD students apply for this grant after their Qualifying Exam.

All members of your Supervisory Committee must approve and sign your PhD research proposal, which will be filed in your WEC student record. The process of developing a research proposal is facilitated by various courses designed for this purpose. Some examples include:

- FYC 6800 Scientific Reasoning and Research Design (for students emphasizing human dimensions/social science theoretical background)
- WIS 5496 Research Design in WEC (for students emphasizing ecological theoretical background)

National Science Foundation (NSF) Style Proposal Format Guidelines

Background: NSF is the primary governmental funding agency for projects related to evolutionary biology, ecosystem science, population and community ecology, systematic biology, and some areas of education. Therefore, if you work in one of these fields it is important that you are familiar with the proposal format and guidelines. Since you are not actually submitting a proposal to NSF, we have modified the format slightly, while retaining the major components. If you are a doctoral student, a well-constructed Research Proposal could be restructured and submitted to the NSF Doctoral Dissertation Improvement Grants (DDIG) panel for funding after you have advanced to candidacy.

Review Criteria: NSF and many other agencies assess proposals based on two review criteria, detailed below. It is important that these criteria are addressed throughout your proposal rather than in separate sections.

1) Intellectual Merit -- For this criterion you need to address how your research will advance understanding within your field. Related to this, you also need to demonstrate that

you are qualified to carry out the proposed work, that you have an adequate plan for completion of the work, and the exact goals or hypotheses of the research.

2) Broader Impacts -- For this criterion you need to address how your research will benefit your field, the broader scientific community, and society as a whole. If your research activities benefit underrepresented groups or educational training/thought this should also be addressed as part of this criteria. Finally, how your results will be shared with the scientific community should also be addressed.

Recommended Format: Note: all page suggestions are single-spaced.

Give your proposal a title! Put your name, associations and dates, etc., on a title page.

1) Project Summary (PhD and MS 300 word maximum): This section is essentially an abstract.

2) Specific aims/introduction (PhD and MS 1 page) - In this section you will need to set stage for the content of your proposal. You should focus on the broad context that makes your research important addressing both of the review criteria. It is common to present goals/hypotheses in a general fashion in this section.

3) Background and Significance (PhD. 3-4 pages, MS 2-3 pages) - In this section you will provide the theoretical background of your research. What data has been collected? What gaps exist in the field? How will your project move the field forward? Why should someone care about your research? You should move from general to specific, providing a detailed explanation of the questions or hypotheses you will ask. It is also important to explicitly state how your hypotheses will be tested and what constitutes a significant result (this should be restated/fully addressed also in section 5).

4) Preliminary Data (PhD 2-4 pages, MS 1-2 pages) - In this section you will present any preliminary data that is available. If you do not have preliminary data then you should expand your background and significance section accordingly. Preliminary data does not solely need to be data that you collected. If there is research that has been conducted by other researchers that relates to your question and or interpretation of the results, present it here. This section will help to present what you expect to find and why. You should think of this section as being your proof of concept.

5) Research Design (PhD 2-4 pages, MS 2-3 pages) - In this section you will present the nuts and bolts of how you will carry out your research. What hypotheses will you test (this could be stated in section 3 or 4)? What data will you collect? What analyses will you use? What constitutes a significant result? How will your results be disseminated? If you have presented specific hypotheses it is a good idea to address which analyses will be associated with which hypothesis. This is where you demonstrate that you have the skills and understanding to accomplish what you are proposing. It is also a good idea to include a timeline in this section.

6) References Cited - We do not require a specific format for references, but you need to include enough references to demonstrate your familiarity with the field.

7) **Other** -- Anything that you can illustrate in a graphical format (tables or figures) is encouraged if it makes what you are presenting easier to understand. The section titles presented here are not required, but rather guidelines for content. Create section headers that make sense for your project and allow the reader to locate information easily. A final, brief, closing section titled Synthesis and Significance can be used to drive home the merits of your proposed work.

Registration for UF Courses

MS students are classified initially as **7AG** (graduate students seeking a first master's degree) and as **8AG** after 36 credit hours are completed; **PhD** students before Admission to Candidacy are classified as **8AG** and PhD students after Admission to Candidacy are classified as **9AG**. Students must confirm that their student records reflect this classification. *Each semester, your registration should reflect your progress as specified on your Form 2-Proposed Schedule of Courses, and be approved verbally by your Graduate Advisor.*

Registration for UF graduate courses may be completed using [UF Student Self Service](#), provided you have created a [GatorLink](#) username and password. Students must meet UF registration deadlines or pay late registration penalties. The Registrar's [Schedule of Courses](#) provides comprehensive information related to UF graduate courses, departmental contact information, registration deadlines, etc. Students can self-register on [UF Student Self Service](#) for most graduate courses; some courses are departmentcontrolled and first require instructor permission. Complete graduate course descriptions are found in the UF Graduate Catalog.

Note: It is important that students register (for minimum credit hours in WIS 6910 Supervised Research, WIS 6971 Master's Research, WIS 7979 Advanced Research or WIS 7980 Doctoral Research), if they will be in the field and/or are not on assistantship. It is University of Florida policy that individuals, who are using UF property or resources in any capacity, including advisement by UF graduate faculty, be: 1) registered for courses, 2) employed by the University, or 3) on official volunteer status with the University.

Registration Requirements

Minimum registration requirements apply to all UF graduate students, depending upon their status.

For students on assistantship or fellowship, tuition fee waiver payments will be made provided minimum credit hour requirements listed in the General Regulations section of the [UF Graduate Catalog](#) are met. In most cases, graduate assistants/fellows must register for the entire Summer (either Summer C or both Summer A and B) semester in order to retain their assistantships/fellowship funding.

Full-time graduate students not on Assistantship or Fellowship must be registered for nine to twelve (9-12) credit hours in each of the Fall and Spring semesters, and eight (8) credit hours in the Summer C (or four (4) credit hours each in Summer A and B) semester. The **minimum registration requirement** when not on Assistantship or Fellowship to remain

enrolled is three (3) credit hours in the Fall and Spring semesters, and two (2) credit hours during the Summer C (or 2 each in Summer A and B) semester. The minimum registration requirement is the same for PhD students during the semester in which they take their Qualifying Examination. During their final semester in which their degree is awarded, MS and PhD students must also meet the minimum registration requirements stated above.

Dropping and Adding Courses

To drop or add a course (whether it is on your Form 2-Proposed Schedule of Courses or not) ***after the official UF Drop/Add period at the beginning of each semester***, requires a Graduate Schedule Change Form, which must be approved by WEC Student Services. No special restrictions apply when dropping or adding a class during the official UF Drop/Add period; students use [UF Student Self Service](#) and follow the instructions given. The Graduate Schedule Change Form is located on the [WEC website](#).

Note: All UF students are now held liable for tuition and student fees if a course is dropped AFTER the official UF Drop/Add period, and will pay a late registration penalty (\$100) to add a course AFTER the official UF Drop/Add period. This policy does not apply to PhD students who convert WIS 7979 to WIS 7980 upon Admission to Candidacy.

Transfer of Credits

Only graduate level coursework with a grade of B or better is eligible for transfer of credit.

MS: No more than nine (9) credit hours of graduate work (5000 level and above), taken from approved institutions outside of UF, will be approved by the UF Graduate School. Transfer of credit from one master's degree to a second master's degree is limited to six (6) semester hours. UF undergraduates may transfer up to six (6) credits of 5000-6000 level courses taken as an undergraduate provided that the courses were taken in excess of their undergraduate degree requirements. Transfer coursework must be taken within the seven (7) years immediately preceding the date upon which the master's degree is to be awarded.

PhD: Up to thirty (30) credit hours for graded courses may be transferred from a Master's degree in the same or a related field of study from an accredited institution of higher learning. UF graduates may transfer up to 6 credits of 5000 or 6000 level courses taken as an undergraduate provided that the courses were taken in excess of the undergraduate requirements.

MS and PhD: *Requests must be made during the semester in which the student's Committee is formed, no later than the third term of PhD study.* Transfer of credit requests are initiated by your Graduate Advisor and require the approval of the CALS Dean, and must be formally requested of and approved by the Graduate School. Consult WEC Student Services for further details. Any questions regarding non-resident, extension or international coursework should be referred to the WEC Student Services Office.

Minors

MS: If a minor is chosen, at least six (6) credit hours of coursework must be completed with a minimum 3.00 GPA in that field. Course requirements for the minor program must be approved by your Supervisory Committee by the end of the second semester of your

graduate program, and identified on your Form 2-Proposed Schedule of Courses. Also, one member of your Supervisory Committee must be from the minor department.

PhD: While not required, one or more minors may be taken as part of the PhD program. A minimum of twelve (12) credits should be taken in the minor field, with an earned minimum 3.00 GPA. If two minors are chosen, at least 8 credits must be taken in each field of study. Course requirements for your minor program must be approved by your Supervisory Committee by the end of the second semester of the graduate program and identified on your Form 2-Proposed Schedule of Courses. Also, one member of your Supervisory Committee must be from the minor department. If two minors are chosen, you must include faculty from each minor on your Supervisory Committee.

Consult the [Graduate Catalog](#) and the WEC Student Service Office for information regarding procedure to declare a minor.

Examinations

Masters (MS)

There is only one exam for MS students (thesis defense). A research proposal that is approved by the Supervisory Committee is also required, but there is no formal defense for the proposal as there is for the PhD students. (For additional information about WEC's Research Proposal Requirement, see Table of Contents for links).

MS Thesis Defense

A final oral **and/or** written examination is required. This exam is usually a single oral exam (thesis defense), but the exact nature is the prerogative of the student's Graduate Advisor and Supervisory Committee. This exam evaluates the student's proficiency and general knowledge in the major field of study, and in particular, evaluates the thesis and the student's comprehension thereof. Because at least part of the exam addresses the content of the MS thesis, the Graduate Advisor and members of the Supervisory Committee must have an opportunity to review the thesis at least two weeks in advance of the exam. **This examination ideally is given in the student's last semester, but should not be scheduled earlier than six (6) months before the degree is conferred.**

An announcement of the final examination must be submitted to the WEC Student Services Office two weeks prior to the scheduled date of the exam. Also, certification of satisfactory completion of the final exam must be sent to the UF Graduate School immediately following the exam.

Note: The Final Exam Form is generated by WEC Student Services, and it is the student's responsibility to work with WEC Student Services to prepare the certification form, and process the announcement of the exam two (2) weeks prior to the exam date. It is also the student's responsibility to return the signed Final Exam Form to WEC Student Services immediately following the exam for transmittal to the UF Graduate School. ***Final Exam results are not officially recognized until the student's GIMS record reflects successful completion.***

Doctoral Exams (PhD)

There are three formal exams for doctoral students that must be passed satisfactorily for the degree to be awarded: the Qualifying Exam has two distinct portions - the Proposal Defense and General Knowledge Exam - and the third exam is the Dissertation Defense.

The **Qualifying Examination** is required of all PhD students, and successful completion of this exam is a requirement for **Admission to Candidacy**. Because this is a critical benchmark for doctoral students, you should review the UF Graduate Catalog for additional details on Admission to Candidacy. Your Admission to Candidacy signals that you have achieved a high level of scholarship in your field, and it also indicates that the remaining, major step towards completion of your PhD degree program is the completion of your dissertation. Also, as a Candidate, you qualify for some fellowships and grant opportunities that new doctoral students do not.

***** The Key to smooth attainment of Candidacy with the lowest stress level and highest level of satisfaction is this: Stay in close contact with all members of your Supervisory Committee throughout your program, from your first committee meeting through your Qualifying Examination. Period. *****

The Qualifying Exam in WEC

Two exams (in 3 total parts) comprise the Qualifying Exam in WEC. All three are completed in partnership with your Advisor and your Supervisory Committee. When all three tasks are completed, the student submits the Qualifying Exam form to the Graduate School, and officially becomes a Doctoral Degree Candidate (Admission to Candidacy).

(1) Proposal Defense: A competent research proposal, which lays out the rationale and methods for the work to be completed in the dissertation, must be defended to your Supervisory Committee. (For additional information about WEC's Research Proposal Requirement, see Table of Contents of this Handbook.);

(2a) General Knowledge Exam - Written: A written exam on general knowledge pertaining to your chosen area(s) of expertise must be completed satisfactorily and,

(2b) General Knowledge Exam - Oral: An oral exam on general knowledge pertaining to your chosen area(s) of expertise must be completed satisfactorily.

(1) The Research Proposal Defense (RPD), when completed, marks the achievement of task (1), above. This exam evaluates the student's ability to convey, in a carefully written document conforming to professional standards in the field, how to carry out the research activities necessary to satisfy degree requirements for the PhD. A Research Proposal signed by the Supervisory Committee constitutes successful defense of the Proposal. Deposition of the approved proposal with WEC is a requirement.

(2) The General Knowledge Exam (GKE), when completed, marks achievement of tasks (2a) and (2b), above. This exam is intended to evaluate a student's understanding of major and minor areas of knowledge necessary to conduct and then integrate the research being conducted with current knowledge and problem solution in the student's chosen areas of expertise. Written and oral portions of the exam test the student's abilities to express ideas in spoken and written form: both exam portions

are described in greater detail, below. The oral exam should follow the written portion closely in time (within 1-3 weeks).

Notes on Timing:

- ***The RPD and GKE can occur in any order, as decided upon by the student and his/her Supervisory Committee.*** ○ Some faculty view attainment of general knowledge as a precursor to proposal finalization; others view an approved plan of research as a necessary roadmap to the areas of general knowledge required to complete the research.
 - The reality is that a variety of factors will dictate, from a practical standpoint, what the student may wish to do first. The key is to discuss the exam plan with the Supervisory Committee until it is clear which one should come first.
- Both exams should be completed by the end of a student's 3rd semester (not counting summer sessions) for progress to be considered **excellent / rapid**.
- Both exams should be completed by the end of the 4th semester (not counting summer sessions) of the student's program to be considered **average**.
- If Candidacy takes longer than 6 semesters, the student's progress through the program will be viewed as **slow**. ○ A number of situations can arise to slow a student's progress and may be beyond the student's control. However, as a student's program lengthens, competitive resources (TA's, fellowships, etc.) will be increasingly difficult to obtain.
- Before completion of the Qualifying Exam (3 tasks), students should balance their time between **(a)** completing basic courses that the Supervisory Committee deems necessary for the GKE and RPD; **(b)** clearly defining/outlining what areas of expertise they wish to address in the GKE (and communicating this to the Supervisory Committee); **(c)** learning essential techniques and methods needed to conduct the work proposed for the RPD (NOTE: for a defensible proposal, inclusion of preliminary data collection and/or analyses is also recommended); **(d)** scheduling committee meetings with the Supervisory Committee members to develop the research proposal and prepare fully for the RPD and GKE; AND **(e)** attending to their assigned duties (e.g., RA or TA).
 - Keep in mind that in addition to failing PhD exams (see below) or courses, unsatisfactory performance of one's assigned duties (RA or TA) can result in dismissal from the doctoral program.
- All portions of the Qualifying Exam MUST be completed at least two semesters before the degree is awarded. If the Qualifying Exam is completed prior to the mid-point of the term, that term may be counted as one of the two semesters required before the degree can be awarded.

Research Proposal Defense

Preparation and defense of a substantive and compelling research proposal is a task that professional scientists must be able to do with skill and efficiency up to several times per year for the duration of their professional careers. The RPD is designed to give the student motivation to achieve this skill under mentorship, by soliciting constructive feedback and evaluation from faculty who are invested and interested in the individual's career development. The RPD focuses both student and the Supervisory Committee on the student's attainment of this critical skill. Unlike the GKE, the RPD is somewhat less formal in the process laid out to meet this benchmark. As stated in the WEC Graduate Handbook,

all members of your Supervisory Committee must approve and sign the defended doctoral research proposal.

Here is a suggested scenario for a successful RPD.

- (a) In a student's first term, he/she should decide with the Advisor on the timing of the RPD. Will it precede or follow after the GKE? When should the proposal be drafted by the student? When and for how long does the Advisor wish to co-edit the proposal with the student (this may be as long as an entire semester) prior to sending it out to the Supervisory Committee before the RPD?
- (b) The student should enlist input from Supervisory Committee members on proposal development to reduce surprises in the RPD. It would be advisable for the Advisor and Supervisory Committee to provide the student with a set of 'Review Criteria' spelling out how the proposal will be evaluated. Organization and format of the proposal should be discussed and decided upon. In the absence of Committee input, the student should default to the organization and content laid out in this Handbook (see Table of Contents for links).
- (c) The defense of the Research Proposal (the RPD) should occur in a meeting with the full Supervisory Committee, and be conducted in a fashion allowing oral examination of the written document. The Supervisory Committee members should have 14 days to review the proposal before the RPD occurs (unless they have not been involved in the development of the proposal; in this case, more time should be allowed for the student to discuss the proposal with Committee members and address any red flags prior to the exam). Oral and written comments on the document should be incorporated and the revised proposal draft sent around to the Supervisory Committee for final approval. The Committee needs to sign the Research Proposal Defense form when the proposal has met final review requirements by the full Supervisory Committee (usually after the oral exam).
- (d) The student then works with WEC Student Services to deposit the finalized proposal and signed form for the record. This process must be completed before Admission to Candidacy can proceed.

Notes about the RPD:

- No new RPD needs to be done, even if a different proposal is written at some point later.
- The Research Proposal will never be a perfect document reflecting a given dissertation (unless you write it after your Dissertation Defense!). The idea is to get the RPD done when a substantive and competent proposal has been prepared that represents attainment of the skill of proposal writing.
- Although an oral discussion in a committee meeting dedicated to RPD is ideal, circumstances may call for an electronic proposal review and defense. If this is necessary, the Advisor should play the lead role (as "editor in chief") to efficiently move the process to completion and insure that all Committee members approve of the final version. If an in person (or, failing that, an online) meeting can be conducted to bring the Committee and student together, then this should be done for the benefit of the student's professional development.

- Keep in mind that the RPD is an internal requirement of the WEC graduate program, and subject to WEC policy as set by WEC faculty. Students in other graduate programs may not have the same research proposal requirements set by their departments. ***But in WEC, the Qualifying Exam and Advancement to Candidacy at UF cannot occur until BOTH the RPD and GKE are completed/passed.***
- There is no registration requirement specifically associated with the RPD exam.

General Knowledge Exam

The goal of the GKE is 3-fold:

- (1) to exercise the student's ability to effectively convey what the student does know and understand;
- (2) to press the student a bit beyond the limits of breadth and depth of his / her knowledge in order
- (3) to determine if the student has achieved adequate knowledge to effectively complete a dissertation and to begin advancing progress in the chosen field of expertise.

The **written part of the General Knowledge Examination** precedes the oral examination and demands the student to demonstrate their depth and breadth of knowledge in 2-4 subareas of conceptual and practical knowledge relevant to the research underway. Different Committee members should agree and discuss ahead of this exam (in the context of a Committee meeting with the student) which areas each will take the lead on. The student should ensure, through interactions with all Committee members prior to the exam, that each Committee member remains aware of the areas they agreed to focus on up to the day of the exam. *[Students should not assume that a Committee member, who likely sits on many Committees, will remember your priorities if you do not keep him/her updated regularly.]* The student can request multiple meetings with each member in the weeks up to the exam to go over study materials and discuss their level of understanding of recommended study materials. The Written Exam should generally proceed as follows:

- (a) The student's Graduate Advisor solicits a set of questions from each member of the student's Supervisory Committee. Normally one-half to one day is spent on each set of questions (which may be open book or closed book – as specified by the examining Committee member). One (but no more than one) Supervisory Committee member may decline to submit questions.
- (b) Advisor and student decide on a plan for the student to write answers over the course of no more than five 8-hour days. Writing days should be consecutive if possible so that the student can minimize the block of total time. Students with disabilities can request break days or longer times to complete answers and sometimes teaching or other necessary activities must be interspersed with writing days. However, a five-day (up to but no longer than 8 hours/day) written exam is the norm; deviations from this should be carefully considered and/or discussed with the Graduate Coordinator or the Chair.

(c) The student or the Advisor should submit a single document with all questions and answers from all Committee members to the Supervisory Committee at the end of the writing period (ASAP). The document should be organized by Committee member, and each question asked should be followed in order by the answer to that question. *[It is critical that all Committee members see all questions and answers, because a comprehensive evaluation of the student's performance can only be made if Committee members are aware of the student's performance on the entire exam.]*

(d) The Advisor should solicit written or oral evaluations from all Committee members on the student's overall performance, with enough time before the oral exam to allow the student to address minor deficiencies revealed. The student may discuss their written performance with each Committee member prior to the oral portion of the examination.

(e) At this juncture, the Advisor/Supervisory Committee can opt to postpone the Oral Exam to allow the student to address major deficiencies via additional study in one or more areas.

The **oral part of the General Knowledge Examination** continues to explore the student's general knowledge in the major and minor fields. Questions may be related or unrelated to those on the written portion of the exam. In general, the oral portion of the qualifying exam should be scheduled at ***least 10 days to 2-3 weeks after*** the written portion to allow the student time to discuss the written portion with each Committee member.

The GKE (in either written or oral portions) should not take the form of a Research Proposal Defense. The focus should be on conceptual comprehension and attainment of intellectual competency in disciplinary areas related to the research. Basically, the GKE assesses whether the student has achieved adequate competence in **(a)** fundamental theoretical and empirical background supporting his/her research and **(b)** practical knowledge of methodological and analytical approaches necessary for problem-solving and knowledge attainment in her/his chosen area of expertise.

Notes on Administration of the Qualifying Exam:

- The student's Graduate Advisor oversees the conduct of all three tasks of the Qualifying Exam (see exam details, above).
- Students must be appropriately registered in WIS 7979 in the semester the GKE portion of the Qualifying Exam is given. Three credits of WIS 7979 are required if the exam is taken in the fall or spring semester; two credits of WIS 7979 are required if the exam is taken in the summer semester. This is UF Graduate School policy.
- There is no registration requirement associated with the RPD exam.
- It is the student's responsibility to (1) schedule the date, time and location of the GKE in coordination with their committee; (2) provide WEC Student Services with information needed to post the Qualifying Exam announcement two weeks prior to the exam date; (3) request the RPD and Qualifying Exam Forms from WEC Student Services two weeks prior to the exam dates; and (4) bring these exam forms to their examinations for their committee members to sign.

- 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.
- It is the student's responsibility to work with WEC Student Services to insure that the filing of records of both exams is conducted properly and in a timely manner. The student must submit the signed and defended Research Proposal and RPD Form for the record to WEC Student Services. The student must also submit the signed Qualifying Exam Form to WEC Student Services for electronic submission to the UF Graduate School as soon as possible after the exam.
- Keep in mind that the Qualifying Exam is a requirement for all UF doctoral students set by the UF Graduate School and is subject to Graduate School policy. Qualifying Exam results are not officially recognized by the Graduate School until the student's GIMS record reflects successful completion. Results of the Qualifying Exam will also be posted on the student's official UF transcript.

Failure of the Qualifying Exam:

- The Advisor in concert with the Supervisory Committee can deem a student's performance as unsatisfactory on either the GKE or the RPD (or both); failing one portion automatically invokes failure of the entire Qualifying Exam. All members of the Committee must reach a majority consensus on the fail decision and sign off on the form(s) indicating the student has failed. Disagreements within a Committee preventing consensus must be resolved in consultation with the WEC Department Chair.
- Per policy of the UF Graduate School, if a student fails the qualifying examination, the Graduate School should be notified. A re-examination may be requested, but it must be recommended by the supervisory committee. At least one term of additional preparation is needed before re-examination.
- If no recourse is given to retake the failed portion(s) of the exam (this decision lies with the Supervisory Committee), then the student will be dropped from the WEC PhD Program at the end of the term. Students may be allowed to retake one or both portions one time only - but this is not guaranteed and is up to the discretion of the Supervisory Committee.
- Options following failure of the Qualifying Exam are various:
- Student may change into the MS program (thesis or non-thesis option) and earn an MS degree upon completion of the requirements for the degree (unless the student already has this degree).
- The student may change into different departments/programs (and advisors) and begin a different graduate program at UF.
- If a student fails the exam (all or in part) without retaking either portion, then the student could conceivably switch advisors in WEC and repeat the Qualifying Exam on a second attempt at passing. Retaking the exam (or a portion) one time only is a departmental limit; therefore, under a new advisor, the student would get one chance only to pass the failed exam portion(s) again. □ The student may leave UF.
- **Other models for the Qualifying Exam are used at UF. What is laid out here is the recommended model in WEC.**

Final Exams (Defenses)

PhD: The doctoral **Final Examination**, usually given the last semester of the program (it must be given within six (6) months of the anticipated date of graduation), is required and primarily a defense of the dissertation and the student's comprehension thereof; however, any topics related to any portions of the major or minor fields may be explored by the student's Committee. Because at least part of the exam addresses the content of the PhD dissertation, the members of the Committee must have an opportunity to review the dissertation in advance of the exam. The exam begins with a seminar presented by the student to the Committee and other interested faculty. An announcement of examination must be made at least two (2) weeks prior to the examination.

Note: The Final Exam Form is generated by WEC Student Services, and it is the student's responsibility to work with WEC Student Services to prepare the certification form, and process the announcement of the exam two (2) weeks prior to the exam date. It is also the student's responsibility to return the signed Final Exam Form to WEC Student Services immediately following the exam for transmittal to the UF Graduate School. ***Final Exam results are not officially recognized until the student's GIMS record reflects successful completion.***

Theses and Dissertations

MS Thesis: An approved **thesis** is required for completion of the **MS thesis degree**, and reports on the results of the MS thesis research. It may take several forms, and the student's Committee should be consulted for specific details. The student's Advisor reviews the first draft, and a typed copy of a near-final draft should then be distributed to each member of the student's Committee. The Committee should be allowed to review this draft and to advise the student of major needed revisions. Adequate time for the student to incorporate these revisions should be allowed, and a final draft made available to the members of the Committee 10 days prior to the scheduled date of the final exam. The Committee must approve the final version of the MS thesis in order for the MS degree to be awarded. For this reason, the student should make sure that their Committee is kept abreast of research direction, progress and results, and that the members have a chance to review and make suggestions on early versions of the thesis.

Before you start writing your thesis, consult with the [UF Graduate School Editorial Office](#) (224B The Hub) to learn about their deadlines, templates, submission process and technical support provided.

After a successful Final Exam, any additional revisions suggested by the Supervisory Committee are made, and signatures are obtained on the signature page of the defended thesis. This near-final, defended version must be submitted to the [UF Graduate School Editorial Office](#) for editorial review (margins, format, etc.) by their first submission deadline (which is the same date as the final exam deadline). Any changes following editorial review must be made by their final submission deadline to achieve final clearance.

WEC also requires its MS-thesis students to submit a CD of their finalized thesis, labeled with the student's name, advisor, title, and date of Degree, to the Department.

PhD Dissertation: An approved **dissertation** is a requirement of the **PhD** degree. The PhD dissertation reports on the results of the PhD dissertation research. It may take several forms, but it must: 1) show independent investigation and 2) be acceptable in both form and content to both the UF Graduate School and the student's Supervisory Committee. The

student's Graduate Advisor reviews the first draft of the **PhD** dissertation. When the student and Advisor agree that a near-final draft is ready, a typed copy must be distributed to each member of the Committee. The Committee must be allowed to review this draft and to advise the student of needed revisions. Adequate time for the student to incorporate these revisions should be allowed and a final draft made available to the members of the Committee 10 days prior to the scheduled date of the final exam. Final submission of the dissertation to the UF Graduate School, signed by all members of the Supervisory Committee, must be made by the deadline established by the [UF Graduate School Editorial Office](#), to achieve Final Clearance.

The student's Committee must approve the final version of the PhD dissertation in order for the PhD degree to be awarded. For this reason, the student should make sure that the Committee is kept abreast of the research direction, progress and results, and that the members have a chance to review and make suggestions on early versions of the dissertation. Students should consult the [UF Graduate School Editorial Office](#) early in the process of writing their dissertation to ensure compliance with all their requirements.

When the final version of the PhD dissertation has been signed by all members of the Supervisory Committee and Final Clearance has been achieved, WEC requires its PhD students to submit a CD of their dissertation, labeled with the student's name, advisor, title, and date of degree, to the Department.

Exit Seminar Presentation

All **MS-thesis** and **PhD** students must present their research in their own exit seminar as part of their WEC degree requirements. (This exit seminar is different from any seminar presentation held as part of your final examination.) WEC doctoral students present a fifty (50) minute seminar, ideally given as part of the formal WIS 6933 WEC Seminar program, scheduled Mondays at 4pm in 112 NZH, each Fall and Spring semester. Doctoral students must contact the WIS 6933 faculty instructor(s) early in the desired semester to schedule their exit seminar. MS thesis students present fifteen (15) minute MS seminars during an organized Masters Symposium each Fall and Spring semester, held on the Monday of the last week of classes at 3:30 pm in 112 NZH. In unusual circumstances, student exit seminars may be scheduled at another time and place exit Registration in WIS 6933 WEC Seminar and the individual exit presentation do **not** have to occur in the same semester (i.e., you do not have to be enrolled in the WEC Seminar Class and present your exit seminar in the same semester).

Unsatisfactory Performance in Coursework and Petitions

The Graduate School automatically flags student records and prevents registration in the following semester for graduate students who do not maintain a 3.00 average in all work attempted. For students on assistantships, their assistantship will be terminated when the cumulative GPA drops below 3.00. **If a student thinks his or her cumulative GPA may drop below 3.00, he or she must inform his or her Graduate Advisor.** The Graduate Advisor must then petition the UF Graduate School to allow registration. This petition must first be approved by the WEC Graduate Coordinator and the CALS Associate Dean, and then forwarded to the UF Graduate School. **All petitions to the UF Graduate School are initiated by the student's Graduate Advisor; students should consult WEC Student Services for more information about the petition process.**

Preparation Time for Theses and Dissertations

The time required for preparing and revising a thesis, technical paper, or dissertation is often underestimated by students. The student is urged to allow plenty of time for all stages of preparation and revision. Crucial support for student in the process of planning and writing a thesis, technical paper, or dissertation is available from the [UF Graduate School Editorial Office](#).

DO NOT LEAVE THESIS/DISSERTATION WRITING UNTIL YOUR FINAL SEMESTER - your most serious writing should occur in the semesters prior to graduation, if not well before. A wise student will allow at least two (2) weeks for your Graduate Advisor and subsequently your Supervisory Committee members to review drafts of your thesis/dissertation.

Program Completion

The last semester is a period of hectic activity. There are numerous deadlines, and a time schedule of these important deadlines is published each semester by the [UF Graduate School](#) on their [Critical Dates and Deadlines](#) website. All UF graduate students must register for a minimum number of research credits during their final semester. Also, the Final Exam (defense) for MS and PhD students will be completed during this semester. See Table of Contents for links to exam pages.

Application for Degree

Students must apply for their degree on [UF Student Self Service](#) **each and every term** they expect to graduate. Deadline dates are specified each semester and published on [Critical Dates and Deadlines](#) by the UF Graduate School.

Time Limitations

All work for an **MS thesis degree** must be completed within the seven years immediately preceding the date on which the degree is awarded. All work for a **PhD degree** must be completed within five calendar years immediately following completion of the Qualifying Examination. If not, the Qualifying Examination must be re-taken. A student must wait two semesters after the Qualifying Examination before taking the Final Examination. If the Qualifying Examination is taken prior to the mid-point of the term, that semester may be counted as one of the two required semesters.

Final Term Registration and Clear Prior

Final Term Registration–During the term in which your final examination is given and your degree is received, the Graduate School sets minimum research registration requirements for all UF graduate students:

An MS thesis student must register in the final term for WIS 6971 – three (3) credit hours if the final term is Fall or Spring, two (2) credit hours if the final term is Summer.

A PhD student must register in the final term for WIS 7980 – three (3) credit hours if the final term is Fall or Spring, two (2) credit hours if the final term is Summer.

WEC students on a fellowship, traineeship, or assistantship must meet these minimum research registration requirements, and will have additional registration requirements due to their funding. See WEC Student Services for clarification.

Clearing Prior

Clear Prior is an option **ONLY** for MS thesis and PhD students who have met all published deadlines for the current term except Final Clearance from the UF Graduate School Editorial Office. No other students (ie. Non-Thesis MS) are eligible. Clear Prior permits eligible students to be exempt from registration requirements for the term in which the degree will be awarded.

ALL of the following requirements must be met:

1. Student has successfully submitted a degree application for the current term within the published deadline, as confirmed by print screen available from UF Student Self Service.
2. Student has appropriately satisfied the current term registration.
3. Student has successfully met the current term first submission deadlines for thesis or dissertation, as confirmed by the Editorial Office via email to the student.
4. Student has successfully met all other degree and administrative requirements within published deadlines for the current term.
5. Student is in the process of finalizing the thesis or dissertation with the Graduate School Editorial Office. No other students are eligible.
6. Student has filed a [Graduation Date Change Form at the Registrar's Office](#) by the last day of classes of the current term.

Note: There are no exceptions to this Clear Prior policy.

Logistics of Being a WEC Graduate Student

Gator 1 Card

The [Gator 1 Card](#) is your official University of Florida picture ID card, and is required of all UF students, faculty, and staff. A valid Gator 1 Card must be presented to transact business at University Financial Services, to pick up tickets for athletic events, to use Gator dining accounts, to use the CIRCA computer labs, to use the University Libraries, to ride the city/campus (RTS) for free, to use all university recreational facilities, etc.. Your Gator 1 Card can be obtained at the [ID Card Services](#) Office. An official photo ID (passport or driver's license) and \$15 are required. A student's spouse may obtain a Gator 1 Card from the ID Card Services Office with a photo ID (e.g., driver's license, military ID, or passport), the *student's* Gator One Card, a copy of the marriage certificate, and \$15.

Florida Residency and Change of Residency

Residency is a classification that determines your rate of tuition (in-state or at the University of Florida). Your initial residency classification (Florida resident or non-resident) is determined by the UF Office of Admissions when you apply to UF. Reclassification of your residency status after you are admitted to the University is determined by the UF Office of the Registrar, and will only be considered before the end of your first semester at UF. It is University policy that graduate assistants and fellows who are not Florida residents should establish [Florida Residency](#) as soon as they are eligible. Further information is available from the [UF Office of the Registrar](#) (222 Criser Hall).

Carrel Assignments

A limited amount of graduate student carrel space exists within Newins-Ziegler Hall and elsewhere. Some WEC students are assigned space within their Graduate Advisor's lab.

Otherwise, the [Wildlife Graduate Student Association](#) under the guidance of the WEC Graduate Coordinator assigns carrels to incoming students. All WEC graduate assistants and fellows are eligible for assignment to a carrel; if enough space is available, other WEC graduate students will also be accommodated. New students should first check with their Graduate Advisor, and then contact the WGSA if a carrel is needed. This should be done prior to the start of your first semester.

Keys, Vehicles, and Equipment

Your Graduate Advisor will disburse keys for Newins-Ziegler Hall and outlying WEC properties. Graduate students who have a valid Florida driver's license, are employees of the University (i.e., are either graduate assistants or OPS employees), and have permission to charge vehicle-use costs to a faculty member's account may check out general-use vehicles through the WEC Operations Manager (B-3A NZH). Grant-funded projects may have full-time use of particular vehicles, but also must abide by all University regulations and state laws. Vehicles are to be used only for research, extension, and teaching purposes; they are **not** for personal use. Basic equipment can be obtained through the WEC Operations Manager.

Graduate Mailroom

All active (registered or employed) WEC graduate students are provided with a mail folder in the Newins-Ziegler Mailroom (110A NZH). Messages, mail, and announcements can be received here. Students should check folder names carefully at the beginning of each semester, as folders are constantly rearranged to allow for the influx of new graduate students. After hours access requires a key available from the Main Office (110 NZH). To receive your graduate folder, contact the WEC Senior Secretary in the Main Office prior to the start of your first semester.

Graduate Student Associations

In addition to the formal [Graduate Assistants United](#), there is a Wildlife Graduate Student Association ([WGSA](#)). The WGSA allocates travel grants, hosts a variety of speakers and workshops, organizes social events, facilitates the appointment of student to various faculty committees and is often solicited for advice on graduate programs within WEC. Graduate students are encouraged to take an active role in WGSA student governance and have input into Departmental policies. The WGSA maintains a mailbox in the NewinsZiegler mailroom (110A NZH) and a bulletin board on the third floor.

All UF graduate students may also attend the [UF Graduate Student Council](#) meetings (324 Reitz Union).

WEC Graduate students are also encouraged to become involved in the [UF Student Chapter of The Wildlife Society](#) and any other WEC or UF student organization in which they are interested. See [Student Organizations](#).

Use of Phones and Fax

WEC graduate students may use Departmental telephones for local calls. There are telephones located in the Main Office (110A NZH), the NZH Breezeway, and in most other offices. Students working on research projects may have to make long distance calls on WEC phones; this should be worked out with a student's Graduate Advisor, logged in, and charged to that specific research account. Graduate students may use the WEC fax machine

in the Main Office (110A NZH) for official business purposes only; this includes local and long distance faxes.

Use of Stationery and Office Equipment

Graduate students may use the WEC fax machine, letterhead stationery, and office equipment in the WEC Main Office (110A NZH) for official business purposes only. Students must make arrangements with their Graduate Advisor to use the copy machine in the Main Office, as it requires a code and copies must be charged to faculty accounts.

Copy Accounts

On the second floor of Newins-Ziegler Hall (**outside Room 227**) there is a copy machine for general use. Graduate students should contact the [WGSA Treasurer](#) for information on setting up a copy account for this machine. Students will be given an individual machine code, and will be billed once each semester for copies made.

UF Email and WEC List-serv

All UF graduate students establish free GatorLink email accounts, and this mailbox will be used for all official University, UF Graduate School, College, and Department communications, including official list-serv announcements. See the [GatorLink Home Page](#) for details about this and other services.

WEC Student Services also maintains an informal WEC Graduate List-serv; contact Claire Williams, ccwillia@ufl.edu, if you wish to be added to the WEC Graduate List-serv.

Computer Facilities

Computer labs for all CALS graduate students are located in 2103 McCarty Hall and 1302 Fifield Hall. Public hours and reserved hours are posted outside each lab, as well as on [CALS IT Services](#). Access to your email host, the internet, and various software is available in each lab. In addition, each graduate student receives approximately 250 pages of free printing each semester. Students must provide their own storage device, and may not save any work on the hard drives.

WEC graduate students also have access to the WEC Quantitative Computer Lab located in 354 NZH. The Quant Lab is equipped with several computers with statistics, GIS and a variety of other software. Other equipment in this lab includes a printer, scanner, slide scanner, and poster printer. More information can be found on the [WEC IT Computer Support Resources](#) Please email Tom Barnash, barnasht@ufl.edu for assistance with the equipment, and for access to this lab.

Travel Awards

Travel awards are available for travel to conferences and professional meetings. The amount awarded depends upon the type of conference, talk or post, as well as individual participation in departmental activities. A limited number of travel awards are available and are distributed among **all** graduate students; a graduate student should therefore not assume that he or she is guaranteed a travel award. The Department's [Excellence in Graduate Research Travel Award](#) is awarded annually to up to three students. The WGSA administers other travel awards; for eligibility information, application forms, and regulations visit the [WGSA](#) website. IFAS offers matching travel grants that should be

applied for in conjunction with WGSA travel awards; more information can be found on the [CALs Graduate Student](#) website. Graduate students are further encouraged to apply for additional travel money through the [Graduate Student Council](#).

Flagging of Graduate Student Registration

Some degree requirements must be met within specified time limits (e.g., formation of a Supervisory Committee and development of the Form 2-Proposed Schedule of Courses). If you anticipate that these requirements will not be completed on time, you should ask your Graduate Advisor to petition to the WEC Graduate Coordinator detailing the extenuating circumstances and asking for a one semester extension. Each semester, student records are automatically audited by the UF Graduate School, and if these requirements have not been met, the student's record will be designated deficient.

Interruption of Graduate Study and Leaves of Absence

Students who plan to take a leave of absence for two or more consecutive semesters should obtain written approval from their Graduate Advisor before they leave. Students must also inform the WEC Student Services Office of their plans by completing the [Form for Interruption of Study](#).

Readmission: A student, who does not register for two consecutive semesters, must formally reapply for admission to UF. All readmission applicants must meet the current admission requirements of the college or school they expect to enter. Readmission is for a specific term. If you are unable to enroll for the semester for which you have been admitted, you must apply for readmission again to a different term. See [Graduate Readmission](#) details.

A student who plans not to register for one semester should seek permission in writing from his or her Graduate Advisor for this limited leave of absence. A registration appointment will automatically be issued the following term; no further action needs to be taken by the student. No readmission application is required when a student takes leave for one semester (such as the Summer semester).

Note. Students on assistantships and fellowships should check with their Graduate Advisor to review the possible implications of any leave of absence on their status. Each case will be decided separately.

If leave is contemplated in order to pursue graduate research in support of a thesis or dissertation, then serious consideration must be given to enrolling for a minimum number of credits in order to maintain University connections (liability, medical assistance, use of University property, etc.). It is University policy that graduate students who wish to be considered "active" be registered each and every semester, even if they are in the field conducting research.

Sexual Harassment and Discrimination

If at any time a UF graduate student believes he or she has been sexually harassed or discriminated against in any manner, he or she should immediately contact his or her Graduate Advisor, Department Chair or Graduate Coordinator. The incidences may be on or off campus (such as when seeking housing). Sexual harassment and any form of

discrimination **are not the student's fault**, and complaints of any form can be made to any University personnel in a supervisory capacity. For University policy on sexual harassment, see [UF Office of Human Resource Services Policies/Handbook](#).

Interaction with Other Disciplines

Interdisciplinary interaction, training, and research is encouraged at UF through the variety of courses, seminars, certificate programs identified in the [UF Graduate Catalog](#) and other activities on campus. Because WEC students may interact closely with graduate students and professors in a number of units, such as Latin American Studies, African Studies, Zoology, Botany, Forestry, Microbiology, Statistics, Education, Economics, Environmental Engineering, Entomology, Resource Economics, etc., WEC students often take courses in other departments as part of their graduate program.

WEC graduate students can anticipate interaction with graduate students and professors from many of these disciplines, as well as from visiting students and professors from around the world. WEC graduate students are thus given the rare opportunity to network and correspond with a variety of professionals in a variety of fields, and are encouraged to attend seminars given through other departments at UF.

Funding Opportunities

The [Division of Sponsored Research](#) (DSR) distributes information on funding opportunities through its publications and newsletters such as Explore Research Magazine. Information on proposal development, research at UF, entrepreneurial programs and graduate education are also available through DSR.

Announcements for funding opportunities within WEC are mailed to the WEC Graduate List-serv. WEC faculty have the highest ratio of funded projects per faculty in IFAS. WEC student may increase their funding opportunities by speaking to various WEC faculty members about their research interests.

Note: Funding obtained through UF must be administrated through the WEC Budget and Development Office (111 NZH). Graduate students are encouraged to submit proposals, but **cannot** serve as Principal Investigator (PI) on a grant administrated through WEC. Usually students assign their Graduate Advisor as their PI. The student, Advisor, and PI (if different than Advisor) must be very clear about their respective expectations. The submission and awarding process is a lengthy procedure. The student should seek the advice of their Graduate Advisor or the Administrative Assistant in the WEC Budget and Development Office well in advance of work requiring the submission of grants.

Personnel Information

The WEC Personnel Office (109 NZH) will provide assistance when the student is either an employee or the manager of an account. All UF graduate student employees are required to participate in the Direct Deposit program as a condition of employment.

Students who manage projects may need to hire employees in the following classifications: non-student OPS, student OPS, or College Work Study. Sign-up paperwork is initiated in the WEC Personnel Office and must be completed prior to an employee's first day of work.

Students who utilize volunteers must have the proper paperwork submitted to the WEC

Personnel Office prior to the first day of work. Further assistance is available through the WEC Personnel Office (846-0578). **All students must complete an [Exit checklist](#) before termination of employment.**

Workers' Compensation

If a student receives a UF paycheck for any purpose, they are considered a **UF employee**. If an employee is injured while conducting duties for their UF employment, they must receive medical care from an authorized medical provider in all cases except an emergency. Contact [UF Worker's Compensation Office](#) at (352) 392-4940 for guidelines. If the employee receives care from an unauthorized medical provider the employee will be responsible for all costs incurred. Only medical costs for emergency life or death situations may be exempt from this policy.

If the employee is injured:

- 1) Notify the employee's supervisor. (This is the supervisor who is providing funding).
- 2) The employee and the supervisor must immediately contact the UF Workers' Compensation Office, Monday through Friday, between 8:00am and 5:00pm, at (352) 392-4940 or Suncom 622-4940 **before** going for medical treatment. If the supervisor is unavailable the employee may contact the UF Workers' Compensation Office alone.
- 3) If the employee is in the Gainesville area they may go to the UF Student Health Care Center (392-1161) or First Care for treatment. Notify the center staff that the injury is work related.
- 4) In the case of a life threatening injury the employee may call 911 for help and go to the nearest emergency care center. After emergency medical care is secured, contact UF Workers' Compensation at (352) 392-4940 to report the incident.
- 5) The employee must not go to their personal physician for any work related injury. Workers' Compensation will not cover the claim.
- 6) If the employee is in the field, find out where the nearest emergency care provider is by calling Humana (800) 424-6689. A moment of crisis is not the proper time to research where to go in an emergency.

Accident Report Follow-up. An *Occupational Injury Investigation Report* must be completed within 48 hours of the accident. The supervisor and employee sign the report and return it to the WEC Personnel Office for forwarding to UF Environmental Health and Safety Division.

The Worker's Comp office will forward the *First Notice of Injury Report* to the department for the signatures of the supervisor and employee. The completed report must be returned as soon as possible to the WEC Personnel Office.

International Travel

All UF students traveling outside the United States, who participate in any UF sanctioned or sponsored event, including conducting research or study projects under the direction of a UF faculty advisor, must have adequate personal health and accident insurance. Medical insurance also may be required. It is the responsibility of the student to understand the living conditions in their host country, and to be aware of risks which may occur when traveling or studying abroad. Contact the [UF International Center](#) for health insurance information. Information on required immunizations may be obtained through the Center

for Disease Control (404) 332-4565/fax or through Alachua County Public Health medical services at (352) 336-2364.

Library Resources

The [Libraries of the University of Florida](#) comprise the largest information resource system in the state of Florida. The University of Florida has ten libraries and houses over 3,000,000 books and journals. The [Marston Science Library](#) is the primary resource for wildlife literature at the University of Florida. The library holdings include books, journals, reference materials, bibliographies, and governmental documents in printed and electronic formats. CD-ROM titles include: Fish and Wildlife Review, Biological Abstracts, BA/RRM (conference proceedings, reviews, technical reports), Zoological Record, and Cambridge Database. There are also extensive Fish & Wildlife Reference Service microfiche holdings. See the Reference Librarian at the [Marston Science Library](#) for more information.

Integrity in Graduate Study

Students who find themselves in ethically confusing situations will want to consult the UF Graduate School's [Graduate Handbook](#) for guidelines regarding fraud, plagiarism, cheating, abuses of confidentiality, and conflicts of interest. .

Checklists of Key Events for MS and PhD Degrees

Note: There is an excellent resource [Checklist for Doctoral Dissertations](#) and [Checklist for Master's Theses](#) maintained by the UF Graduate School Editorial Office. These should be used to supplement the following WEC checklist.

MS Degrees (thesis)

First semester

1. Form your Supervisory Committee by working with your Graduate Advisor to select appropriate faculty, and ask those faculty to serve on your committee. Submit the completed, signed [Appointment of Supervisory Committee Form](#) to WEC Student Services Office for GIMS. Your committee should meet to discuss your research proposal by the end of your first semester!
2. Complete your [Form 2-Proposed Schedule of Courses](#) and submit it to WEC Student Services Office.
3. Transfer credits from a previous graduate program, if any.
4. Develop research proposal for thesis / technical paper; obtain approval from Supervisory Committee

Anytime

5. Fulfill the Statistics and Area of Emphasis degree requirements identified on Form 2.
6. Register for WIS 6933 WEC Seminar.

Next-to-Last Semester

7. Work with Graduate Advisor to ensure that you will complete all [MS requirements](#) in a timely manner.
8. Review [UF Graduate Critical Dates and Deadlines](#) for graduation timeline requirements. Refer to [Checklist for Master's Theses](#), if MS thesis student.

Final Semester

9. Submit a degree application on [UF Student Self Service](#), present exit seminar, complete final [exam\(s\)](#) / [thesis](#) /technical paper, and achieve final clearance.
10. Deliver copy of your revised / approved thesis or technical paper to WEC Student Services Office before you are certified to graduate.
11. MS thesis students must register for WIS 6971, and MS non-thesis students must register for WIS 6905 during the final semester. Three (3) credit hours are required in the Fall or Spring, two (2) credit hours are required in the Summer.
12. Schedule an exit interview with Graduate Coordinator to discuss your WEC graduate experience.

PhD Degree

First semester

1. [Transfer of credits](#) from a previous MS graduate program.

1st or 2nd semester

2. [Form your Supervisory Committee](#) by working with your graduate advisor to select appropriate faculty, and ask those faculty to serve on your committee. Submit the completed, signed Appointment of Supervisory Committee Form to WEC Student Services Office for GIMS. Your committee must meet and discuss your dissertation proposal by the end of your second semester!
3. [Complete a Form 2-Proposed Schedule of Courses](#) and submit to WEC Student Services Office.
4. Develop [research proposal](#) for dissertation; obtain approval from Supervisory Committee.

Anytime

5. Fulfill the [Teaching](#) / [Statistics](#) / [Area of Emphasis](#) requirements.
6. Register for WIS 6933 WEC Seminar.

3rd or 4th semester

7. [Qualifying Examination](#) - After all important preparatory coursework is completed.

Next-to-Last Semester

8. Work with Graduate Advisor to ensure that you will complete all [PhD requirements](#) in a timely fashion.
9. Review [UF Graduate Critical Dates and Deadlines](#) for graduation timeline requirements. Refer to [Checklist for Doctoral Dissertations](#).

Final Semester

10. Submit degree application on [UF Student Self Service](#), present exit seminar, and complete final exam(s) / [seminar presentation](#) / [dissertation](#), achieve final clearance.
11. Submit approved copy of your revised / approved dissertation to WED Student Services Office before you are certified to graduate.
12. PhD students must register for WIS 7980 during your final semester of registration for your degree Three (3) credit hours are required if Fall or Spring, or two (2) credit hours if your final semester is Summer).
13. Schedule an exit interview with WEC Graduate Coordinator to discuss your WEC graduate experience.

Appendix A: Wildlife Ecology and Conservation Faculty

Full contact information is available on WEC website

CORE FACULTY IN WEC:

Core faculty may serve as Graduate Advisors, Co-Advisors, & Supervisory Committee members.

JAMES D. AUSTIN, Associate Professor

Conservation genetics, Phylogeography, Phylogenetics

301A Newins Zeigler Hall, austinj@ufl.edu

BENJAMIN BAISER, Assistant Professor

Quantitative Ecology, Community Ecology, Ecological Networks, Macroecology

409 McCarty Hall C, bbaiser@ufl.edu

MATHIEU BASILLE, Assistant Professor

Landscape Ecology

UF/IFAS Fort Lauderdale Research and Education Center, basille@ufl.edu

JOHN BLAKE, Professor

Tropical Ecology, avian ecology,

Building 866, Room 110, john.blake@ufl.edu

RAOUL BOUGHTON, Assistant Professor

Rangeland Science

UF/IFAS Range Cattle Research and Education Center rboughton@ufl.edu

LYN C. BRANCH, Professor

Behavioral Ecology; Landscape Ecology; Latin American Conservation

312 Newins-Ziegler Hall, BranchL@wec.ufl.edu

EMILIO BRUNA, Professor

Tropical Ecology and Conservation

Building 866, embruna@ufl.edu

JUAN CAMPOS, Assistant Professor

Wildlife Extension Veterinarian, jmcampos@cccipy.org

MORGAN ERNEST, Associate Professor

Building 150, Room 2, skmorgan@ufl.edu

ROBERT FLETCHER, Associate Professor

Landscape and Spatial Ecology, Animal Behavior, Quantitative Biology, Population and Community Ecology, Ornithology

318 Newins-Ziegler Hall, robert.fletcher@ufl.edu
PETER C. FREDERICK, Research Professor
Wetlands Ecology; Avian Behavior
308 Newins-Ziegler Hall, pcf@gnv.ifas.ufl.edu
BILL GIULIANO, Professor and Undergraduate Coordinator
Wildlife Extension Specialist, *Wildlife/Agriculture Interactions*
308 Newins/Ziegler Hall, giulianob@wec.ufl.edu
1022 McCarty Hall D, hayesj@ufl.edu
ERIC C. HELLGREN, Chair and Professor
110 Newins-Ziegler Hall
MARK E. HOSTETLER, Professor
Wildlife Extension
215 Newins-Ziegler Hall, HostetlerM@wec.ufl.edu
VANESSA HULL, Assistant Professor
Large mammal ecology and conservation, coupled human and natural systems, human-wildlife conflict and coexistence, natural resource management
Building 87, vhull@ufl.edu
SUSAN K. JACOBSON, Professor; Director, Program for Studies in Tropical Conservation;
Human Dimensions of Wildlife Conservation
310 Newins-Ziegler Hall, jacobsonS@wec.ufl.edu
STEVEN JOHNSON, Associate Professor
Wildlife Extension, Herpetology
313 Newins Ziegler Hall, johnsons@wec.ufl.edu
BETTE LOISELLE, Professor and Director, Tropical Conservation and Development Center
Evolutionary ecology, tropical ecology
Newins-Ziegler Hall
MARTIN B. MAIN, Associate Dean for Extension and Professor
Behavioral Ecology and Conservation
1762 McCarty Dr., Bldg. 803, mmain@ufl.edu
FRANK J. MAZZOTTI, Professor
Wildlife and Growth Management
Ft. Lauderdale Research and Education Center
3205 College Ave., Ft. Lauderdale, FL 33314-7799, fjma@gnv.ifas.ufl.edu
ROBERT MCCLEERY, Associate Professor
Vertebrate Ecology, habitat ecology, habitat management
314 Newins-Ziegler Hall, ramcleery@ufl.edu
DEBORAH L. MILLER, Professor
Plant, Wetlands, and Coastal Marsh Ecology
West Florida Research and Education Center
5988 Hwy. 90 West, Milton, FL 32583, dlmi@ufl.edu
MICHAEL P. MOULTON, Associate Professor
Community and Introduced Species Ecology
303 Newins-Ziegler Hall, moultonm@wec.ufl.edu
HOLLY OBER, Associate Professor
Forest ecology, habitat management

North Florida Research and Education Center, holly.ober@ufl.edu

MADAN OLI, Professor

Population Ecology

324 Newins-Ziegler Hall, oloim@wec.ufl.edu

PIENAAR, ELIZABETH, Assistant Professor

Building 810, Room 10, efpienaar@ufl.edu

BILL PINE, Associate Professor

Quantitative Ecology, aquatic ecology, adaptive management

110 Newins-Ziegler Hall, billepine@ufl.edu

ROMAGOSA, CHRISTINA, Assistant Research Professor

Biological invasions, wildlife trade

307A Newins-Ziegler Hall, cmromogosa@ufl.edu

KATHERINE SAYLER, Research Assistant Professor

Building 116, saylerk@ufl.edu

BRETT SCHEFFERS, Assistant Professor

Tropical Ecology and Conservation, Urban Ecology, and Global Change

Building 87, Room 7, brett.scheffers@ufl.edu

KATHRYN E. SIEVING, Professor and Graduate Coordinator

Avian Community and Behavioral ecology

320 Newins-Ziegler Hall, chucaso@ufl.edu

ETHAN WHITE, Associate Professor

Data Intensive Ecology, Ecological Forecasting, Computational Ecology, Quantitative Ecology, Macroecology

Building 150, Room 1, ethanwhite@ufl.edu

WISELY, SAMANTHA, Associate Professor and Associate Director for Research and Education, Ordway Swisher Biological Station

Building 150, Room 2, wisely@ufl.edu

EMERITUS FACULTY

Emeritus faculty do not serve as Graduate Advisor or Co-Advisors, but may serve as Supervisory Committee members. Some may require special appointment.

WILEY KITCHENS, Courtesy Professor (retired)

Wetlands systems ecology, restoration ecology

P.O. Box 110430, UF Campus, wiley01@ufl.edu

H. FRANKLIN PERCIVAL, Courtesy Professor (retired)

Wetlands Wildlife Ecology

P.O. Box 110430, UF Campus, percivaf@ufl.edu

PERRAN ROSS, Associate Scientist (retired)

Conservation biology, conflict mitigation and stakeholder input, crocodilian and sea turtle ecology, international trade and sustainable use

110 Newins Ziegler Hall, rossp@wec.ufl.edu

MELVIN E. SUNQUIST, Professor Emeritus (retired)

Mammalian Ecology and Behavior

P.O. Box 110430, sunquist@ufl.edu

GEORGE W. TANNER, Professor Emeritus (retired)

Wildlife habitat management, restoration ecology, fire ecology

P.O. Box 110430, UF Campus, tannerg@ufl.edu

COOPERATIVE FISH AND WILDLIFE RESEARCH FACULTY

Under the Cooperative agreement between WEC and USGS-BRD, Coop faculty serve on Supervisory Committees in the same capacities as WEC Core Faculty – i.e., as Graduate Advisors, Co-Advisors, and Supervisory Committee members.

RAYMOND R. CARTHY, Courtesy Assistant Professor & Assistant Unit Leader

Sea Turtle Biology and Conservation

Bldg. 810, UF Campus, ngosi@ufl.edu

ABBY POWELL, Courtesy Professor & Unit Leader, Florida Cooperative Fish and Wildlife Unit

Building 810, UF Campus, abbypowell@ufl.edu

UF AFFILIATE FACULTY

Employed by other UF departments or units, hold UF Graduate Faculty status, and can serve as Graduate Co-Advisors and Supervisory Committee members.

BORKHATARIA, RENA, *Research Assistant Professor*

L. RICHARD FRANZ, Affiliate Associate Scientist (retired)

Amphibian and Reptile Ecology, Herpetofaunal Ecology

FL Museum of Natural History, PO 117800, UF Campus, Gainesville, FL 32611

KENNETH L. KRYSKO, Affiliate Assistant Scientist

Systematic Biology, Evolution, Ecology, Reproduction, and Conservation Biology

FL Museum of Natural History, PO 117800, UF Campus, Gainesville, FL 32611

MAX A. NICKERSON, Affiliate Curator

Herpetology, Herpetofaunal Ecology

FL Museum of Natural History, PO 117800, UF Campus, Gainesville, FL 32611

DAVID W. STEADMAN, Curator

Ornithology, avian ecology

FL Museum of Natural History, PO 117800, UF Campus, Gainesville, FL 32611

COURTESY FACULTY

Employed outside of UF - some can serve as Graduate Co-Advisors and Supervisory Committee member, others will require special appointment.

MICHAEL L. AVERY, Courtesy Associate Professor

TODD CAMPBELL, Courtesy Assistant Professor – needs special appointment

TYLER CAMPBELL, Courtesy Associate Professor

JUAN MANUEL CAMPOS KRAUER, Associate Professor

JAMIE A. COLLAZO, Courtesy Professor, *Zoology*, North Carolina State University
WILLIAM COX, FWC
HERALDO DE VASCONCELOS, Associate Professor
KARL DIDIER, Courtesy Assistant Professor
C. KENNETH DODD, JR., Courtesy Associate Professor
Conservation Biology of Amphibians and Reptiles, Herpetofaunal Ecology
Florida Caribbean Science Center, U.S. Geological Survey, 7920 NW 71st St. Gainesville, FL
32653
IKUKO FUJISAKI, Research Assistant Professor
MARGRET S. GUNZBURGER, Courtesy Assistant Professor
Ecology and Conservation of Amphibians and Reptiles
Nokuse Plantation
KRISTEN HART, Research Associate Scientist
FRED A. JOHNSON, Associate Professor
ULLAS KARANTH, Professor
L. KAY KIRKMAN, Courtesy Associate Professor *Conservation*
Biology
Joseph W. Jones Ecological Research Center
THOMAS KUNZ, Courtesy Professor
Bat Ecology
Boston University, Department of Biology, Lube Foundation, 5 Cummington St., Boston,
MA 02215
LYNN W. LEFEBVRE, Courtesy Assistant Professor
Marine Mammal Ecology
National Biological Service, 412 NE 16th Ave., Rm. 250, Gainesville, FL 32601
JULIEN MARTIN, Courtesy Assistant Professor
Population Ecology and Conservation
Florida Fish and Wildlife Conservation Commission
KENNETH S. MEYER, Courtesy Associate Professor
Behavioral Ecology, Raptor Biology, Avian Ecology, Conservation Biology
Avian Research and Conservation Institute
KARL MILLER, FWC
ARA MONDADJEM, Associate Professor
JAMES D. NICHOLS, Courtesy Professor
Wildlife Population Ecology, Biometrics
Patuxent Wildlife Research Center, Laurel, MD 20708
DAVID ONORATO, Assistant Professor
KENNETH G. RICE, Courtesy Associate Professor
Wildlife Biology
USGS-BRD, FL Caribbean Science Center
KEVIN M. ROBERTSON, Courtesy Assistant Professor
Fire Ecology
Tall Timbers Research Station
LORA L. SMITH, Courtesy Associate Professor
Herpetology

Joseph W. Jones Ecological Research Center, lora.smith@jonesctr.org
ALLYSON WALSH, Courtesy Associate Professor, Director, Lubee Bat Conservancy
Conservation biology of old world fruit bats
Lubee Bat Conservancy, 1309 NW 192nd Ave., Gainesville, FL 32609, awalsh@lubee.org
RANDALL WELLS, Professor

Appendix B: Approved “Area of Emphasis” Courses:

Three **Areas of Emphasis**; a) **Ecology**, b) **Quantitative Analysis**, and c) **Human Dimensions**, are defined by the Department to aid the student (MS and PhD) in developing a focus within the flexible WEC graduate program and, additionally, to expand knowledge in the discipline of wildlife conservation. The student, in consultation with the academic advisor, selects the Area of Emphasis that best matches research and professional goals. **Approved graded courses are available in multiple departments** and may count toward WEC graduate degrees. Courses selected are approved by the student’s advisory committee and included on the **Proposed Schedule of Courses** (see next topic). Listed below are potential departments to search for classes currently approved to satisfy coursework requirements for the three Areas of Emphasis for all graduate degrees in WEC. Another useful site to identify potential courses is found at the [School of Natural Resources and Environment](#). This list can be amended to accommodate a particular student’s program of study. In addition, many courses may or may not be available at a particular point in time due to faculty constraints in WEC and other departments, therefore the list must be considered temporary. Substitutions must be petitioned by the student’s Graduate Advisor to the WEC Graduate Coordinator; additions / deletions may be made anytime by the Graduate Programs Committee.

NOTE: Special Topics courses are those with a temporary/experimental course number (e.g., FAS 6932, WIS 6934, ZOO 6927, etc.). Such courses will usually satisfy Area of Emphasis requirements, and other graded course requirements, but their use of your Form 2-Proposed Schedule of Courses must be approved by your Supervisory Committee.

Ecology

Departments containing eligible courses include: AGG, AGR, BOT, EES, ENY, FAS, FOR, PCB, SOS, WIS, and ZOO.

Human Dimensions

Departments containing eligible courses include: ADV, AEB, AEE, ANT, CPO, ECO, EES, EME, ENV, FOR, FNR, FOR, GEA, LAA, LAS, LEI, MMC, POS, PUP, SCE, SUR, URP, and WIS.

Quantitative Analysis

Departments containing eligible courses include: AEB, AEB, ANG, CAP, ECO, EDF, EES, FNR, GEO, MAP, MMC, MTG, PCB, POS, STA, SUR, URP, WIS, and ZOO.

Ecology

AGR 6311 Population Genetics (2)
BOT 5685C Tropical Botany (5)

BOT 5695 Ecosystems of Florida (3)
BOT 5655C Physiological Plant Ecology (3)
BOT 5725C Taxonomy of Vascular Plants (4)
EES 5305C Ecological and General Systems (3)
EES 5307 Ecological Engineering (3)
EES 5315 Ecology and the Environment (2)
EES 6140 Biology of Exotic Species (3)
EES 6308C Wetland Ecology (3)
EES 6356 Estuarine Systems (3)
ENY 6203 Insect Ecology (3)
ENY 6203L Insect Ecology Lab (1)
ENY 6454 Behavioral Ecology and Systematics of Insects (3)
FAS 5276C Field Ecology of Aquatic Organisms (4)
FAS 5901 Scientific Thinking in Ecology (2)
FOR 5159 Ecology and Restoration of Longleaf Pine Ecosystems (3)
FOR 6170 Tropical Forestry (3), F-odd
PCB 5046C Advanced Ecology
PCB 5307C Limnology (4)
PCB 5338 Principles of Ecosystem Ecology (3)
PCB 5356 Tropical Ecology (3)
PCB 5415C Behavioral Ecology (4)
PCB 5615 Molecular Evolution and Systematics (4)
PCB 6377C Physiological Ecology of Vertebrates (4)
PCB 6049 Seminar in Ecology (1-3)
PCB 6447C Community Ecology (4)
PCB 6496C Stream Ecology (4)
PCB 6605C Principles of Systematic Biology (4)
PCB 6695 Seminar in Evolutionary Biology (1)
SOS 5303C Soil Microbial Ecology (3)
SOS 6323 Advanced Microbial Ecology (3)
WIS 5496 Research Design in Wildlife Ecology (3)
WIS 5521 Plant-Animal Interactions (3)
WIS 5555C Conservation Biology (3)
WIS 6444 Advanced Wetlands Ecology (4)
WIS 6452 Wildlife Ecology (3)
WIS 6466 Wildlife Population Modeling (3)
WIS 6468C Pattern and Process in Landscape Ecology (3)
WIS 6934 Foundations of Wildlife Ecology: Theory and Application (3)
WIS 6934 - Stream Fish Biology (3)
WIS 6934 Wildlife Ecology and Management (3)
WIS 6934 Wildlife Habitat Management (3)
WIS 6934 Climate Change Ecology (2)
WIS 6934 Hurricane Ecology (1)
WIS 6934 Conservation Genetics (3)
WIS 6934 Sea Turtle Biology (3)

WIS 6934 Salamander Biology (3)
WIS 6934 Coastal Plains Ecosystems (2)
WIS 6934 Ecosystems of South Florida (3)
WIS 6934 Wetlands Management and Research (3)
WIS 6934 Biodiversity: Ecological Patterns and Processes (3)
WIS 6934 Ecological Dynamics and Forecasting (2)
WIS 6934 Global Change Biology (3)
ZOO 5486C Mammalogy (4)
ZOO 6005 Integrative Principles of Zoology 1 (4)
ZOO 6406 Biology of Sea Turtles (3)
ZOO 6456C Ichthyology (4)
ZOO 6515C Ethology (4)
ZOO 6542 Nutritional Ecology (3)
ZOO 6931 Seminar in Marine Turtle Biology

Human Dimensions

ADV 6602 Advertising Management (3)
AEB 6106 Microeconomic Principles & Analysis (3)
AEB 6453 Natural Resource and Environmental Economics (3)
AEB 6483 Seminar in Natural Resource and Environmental Economics (3)
AEB 6645 Economic Development and Agriculture (3)
AEE 5060 Public Opinion and Agricultural and Natural Resource Issues (3)
AEE 5454 Leadership Development for Extension & Community Nonprofit Orgs. (3)
AEE 6300 Methodology of Planned Change (3)
AEE 6512 Program Development in Extension Education (3)
ANG 5702 Anthropology and Development (3)
CPO 6307 Latin American Politics (3)
CPO 6091 Introduction to Comparative Political Analysis (3)
ECO 7716 International Economic Relations (3)
EES 6009 Ecological Economics (2)
EES 6318 Principles of Industrial Ecology (3)
EME 6945 Practicum in Educational Media and Instructional Design (3-8)
ENV 5075 Environmental Policy (3)
FNR 5072C Environmental Education Program Development
FNR 6061 Conflict and Collaboration in Natural Resources (3)
FOR 5615 Forest Conservation and Management Policies and Issues (3)
FOR 6005 Conservation Behavior (3)
FOR 6543 Valuation of Forest Resources (3)
FOR 6268 Community Forest Management (3)
FOR 6665 Landscape Planning for Ecotourism (3)
FOR 6934 Seminar in Environment and Society (3)
GEA 6468 Resource Utilization and Conservation in Latin America (3)
GEA 6468L Resource Utilization and Conservation in Latin America (3)
GEO 6938 People and Parks (3)

LAA 6382 Ecological and Environmental Policy (3)
LAS 6290 Tropical Conservation and Development (3)
LAS 6291 Conservation and Development Skills (3)
LEI 6895 Tourism Theory and Concepts (3)
MMC 6400 Mass Communication Theory (3)
POS 6157 Community Analysis (3)
PUR 6607 Public Relations Management (3)
SCE 6290 Science Instruction in Informal Settings (3)
SOS 5235 South Florida Ecosystems (3)
SUR 6427 Land Tenure and Administration (3)
URP 6061 Planning Administration and Ethics (3)
URP 6341 Urban Planning Project (1-12; max 12)
URP 6601 State Planning (3)
WIS 6544 Administration in Natural Resources (3)
WIS 6525 Environmental Interpretation (3)
WIS 6543 Wildlife and Agriculture (3)
WIS 6578 Human Dimensions of Biological Conservation (3)
ZOO 6927 Creative Scientific Communication (3)

Quantitative Analysis

Students seeking quantitative courses in statistics should consult this website for a current list of statistics courses at UF of interest to ecology students! The list is maintained by Drs. Baiser (WEC) and Valle (SFRC).

https://ufstatscourses.shinyapps.io/shiny_tutorial/

The following list includes other kinds of quantitative courses, and students may peruse UF departments for updated lists of current courses and special topics.

AEB 5167 Ecological Analysis of Small Farm Livelihood Systems (3)
ALS 5932 - Ecological Statistics and Design (3)
ALS 5932 Introduction to Applied Statistics (3) – beginning in Fall 2017, this course will be taught as STA 6093 Intro to Applied Statistics (3)
ANG 5485 Research Design in Anthropology (3)
CAP 5805 Computer Simulation Concepts (3)
ECO 7415 Statistical Methods in Economics (3)
ECO 7408 Mathematical Methods and Applications to Economics (1-2)
EDF 6401 Educational Statistics (3)
EDF 6403 Quantitative Foundations of Educational Research (6)
EES 6026C Environmental Systems Dynamics (3)
EES 6028 Spatial Modeling Using GIS (3)
EES 6301 Comparative Approaches in Systems Ecology (3)
FOR 5435 Forest Information Systems (3)
GIS 5028C Remote Sensing (4)
GIS 5107C GIS in Research (4)
GIS 5306 GIS Applications in Environmental Systems (3)

MAP 6487 Biomathematics Seminar I (3)
MAP 6488 Biomathematics Seminar II (3)
MMC 6421 Research Methods in Mass Communication (3)
MTG 5412 Introduction to Dynamical Systems and Chaos (3)
PCB 5459 Morphometrics (3)
PCB 6555 Introduction to Quantitative Genetics (3)
POS 6757 Survey Research (3)
STA 5325 Fundamentals of Probability (3)
STA 5503 Categorical Data Methods (3)
STA 5701 Applied Multivariate Methods (3)
STA 6093 Intro to Applied Statistics (3) – formerly ALS 5932 Intro to Applied Statistics (3)
STA 6166 Statistical Methods in Research I (3)
STA 6167 Statistical Methods in Research II (3)
STA 6207 Applied Statistical Methods (3)
STA 6209 Design & Analysis of Experiments (3)
STA 6505 Analysis of Categorical Data (3)
SUR 5385 Remote Sensing Applications (3)
SUR 5625 Geographical Information Systems Analysis (3)
SUR 6395 Topics in GIS (3)
URP 6271 Planning Information Systems (3)
WIS 5496 Research Design in Wildlife Ecology (3)
WIS 6455 Wildlife Population Ecology (3)
WIS 6466 Wildlife Population Modeling (3)
ZOO 6308 Dynamic Optimization Models in Behavioral and Evolutionary Ecology (3)
WIS 6468C Pattern and Process in Landscape Ecology (3)
WIS 6934 Biometry (3)
WIS 6934 Ecological Statistics
WIS 6934 Data Carpentry for Biologists (3)
WIS 6934 Multivariate Statistics (3)

Note: *Students seeking quantitative courses in statistics should consult this website for a current list of statistics courses at UF of interest to ecology students! The list is maintained by Drs. Baiser (WEC) and Valle (SFRC). https://ufstatscourses.shinyapps.io/shiny_tutorial/ The following list includes other kinds of quantitative courses (remember: it is for suggested kinds of courses – many of these may no longer be offered. Peruse the departments for updated lists of current courses).*

Appendix C: Summary of Steps for Master's Degree

Remember: It is the student's responsibility to meet all requirements and deadlines. Ignorance will not be considered an excuse by the UF Graduate School.

REQUIREMENT	RESPONSIBILITY	TIME TABLE
Select Members of the Supervisory Committee	Advisor and Student	Within first or second semester or before the completion of 12 credits-whichever comes first?
Transfer Prior Credits	Advisor and Student	By the end of the first semester
Submit Form 2-Proposed Schedule of Courses) for Approval to the Supervisory Committee and file Signed Form to Department for GIMS	Advisor and Student	Within first or second semester or before the completion of 12 credits-whichever comes first?
Submit Research Project for Approval to the Supervisory Committee	Advisor and Student	By the end of the second semester
Review Critical Deadline Dates for Submission, Defense, etc	Student	At least a semester prior to graduating semester
Notify Department of Intent to Graduate	Student	Before the end of the semester prior to graduating semester.
Submit Petitions regarding Degree Requirements	Student	Before the last day of classes in the semester prior to the graduating semester.
Final Term Registration	Student	Minimum 3 credits in WIS 6971 (2 credits in the Summer)
Submit UF Degree Application on UF Student Self Service	Student	Prior to deadline in the graduating semester.
Post Notice of Final Exam in Department	Student	At least two weeks prior to exam date.
Final Exam	Advisor and Student	Prior to deadline in the graduating semester.
Submit Final Exam Certification Form to Graduate School via Department	Advisor and Student	Prior to deadline in the graduating semester

Submit Final Version of Thesis and Achieve Final Clearance	Student	Prior to deadline in the graduating semester
Submit Final Version of Thesis to Department	Student	Prior to deadline in the graduating semester
Return keys, equipment and library books and pay fines	Student	Prior to departing.

Appendix D: Summary of Steps for Ph.D. Degree

It is the student's responsibility to meet all requirements and deadlines. Ignorance will not be considered an excuse by the UF Graduate School.

REQUIREMENT	RESPONSIBILITY	TIME TABLE
Select Members of the Supervisory Committee	Advisor and Student	Within first or second semester
Transfer Prior Graduate Credits	Advisor and Student	By the end of the first semester
Submit Form 2-Proposed Schedule of Courses for Approval to the Supervisory Committee and File Signed Form with Department	Advisor and Student	Within first or second semester
Submit Research Project for Approval to the Supervisory Committee	Advisor and Student	By the end of the second semester
Notice of Qualifying Exam to Department	Student	At least two weeks prior to exam date
Written and Oral Qualifying Exams	Advisor	Must be at least two semesters before graduation
Submit Admission to Candidacy Form	Student	Submitted by Department after exams
Review Critical Deadline Dates for Submission, Defense, etc	Student	At least a semester prior to graduating semester
Notify Department of Intent to Graduate	Student	Before the end of the semester prior to graduating semester.
Submit Petitions regarding Degree Requirements	Student	Before the last day of classes in the semester prior to the graduating semester.
Final Term Registration	Student	Minimum 3 credits in WIS 7980 (2 credits in the Summer)
Submit UF Degree Application on UF Student Self Service	Student	Prior to deadline in the graduating semester.

Notice of Final Exam to Department	Student	At least two weeks prior to exam date.
Final Exam	Advisor and Student	Prior to deadline in the graduating semester.
Submit Final Exam Certification Form to Graduate School	Advisor and Student	Prior to deadline in the graduating semester
Submit Final Version of Dissertation and Achieve Final Clearance	Student	Prior to deadline in the graduating semester
Submit Final Version of Dissertation to Department	Student	Prior to deadline in the graduating semester
Return keys, equipment, library books, pay fines	Student	Prior to departing.