College of Agriculture and Life Sciences

Institute of Food and Agricultural Sciences

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An Introduction to…

The Department of Wildlife Ecology and Conservation

Dr. John P. Hayes, Chair

Dept. of Wildlife Ecology and Conservation, College of Agricultural and Life Sciences

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Mission: "The mission of the Department is to foster education, expand knowledge, and reward scholarship, using multi-disciplinary approaches, for the purpose of understanding, managing, and conserving biological resources."

Facilities: Principal Departmental offices are located in Newins-Ziegler Hall (http://campusmap.ufl.edu/) near the center of the main campus of the University of Florida. Newins-Ziegler (N-Z) Hall contains classrooms, teaching and research laboratories, graduate carrels, and administrative and faculty offices. A windows based PC network including a fully equipped quantitative ecology laboratory (room 354) 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 3,600 hectare Ordway Preserve/Swisher Memorial Sanctuary (http://www.ordway.ufl.edu/), 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 on or near campus complement the teaching and research programs of the Department: the Florida Museum of Natural History; The McGuire Center for Lepidopteran Research; the Natural Areas Teaching Laboratory; The Nature Conservancy; the Center for African Studies; the Center for Latin American Studies; the Center for Natural Resources; Biotechnologies for Ecological, Evolutionary, and Conservation Sciences; the Center for Wetlands; the Center for Biological Conservation; the Wildlife Research Laboratory of the Florida Fish and Wildlife Conservation Commission; Florida Integrated Science Center of the US Geological Survey; a wildlife services unit of the U.S. Department of Agriculture; and APHIS.
General Information

Welcome!

Students will find outstanding educational opportunities at the University of Florida. This handbook is intended to help provide information you need to successfully plan, conduct and complete your graduate program in the Department of Wildlife Ecology and Conservation.

Organization of Academic Units

The Department of Wildlife Ecology and Conservation (WEC) is part of the College of Agricultural and Life Sciences (CALS), which is in turn part of the Institute of Food and Agricultural Sciences (IFAS). In addition to CALS, IFAS includes the College of Veterinary Medicine, the Agricultural Experiment Station, the Cooperative Extension Service, the School of Forest Resources and Conservation (SFRC), 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 UF campus and in Research and Education Centers throughout the state. IFAS is administered by the UF Vice President for Agriculture and Natural Resources and three Deans (Extension, Academic Programs, and Research). In turn, IFAS is part of UF along with many other colleges and academic units (e.g. College of Engineering, College of Liberal Arts and Sciences, College of Medicine, etc.).

The Graduate School of the University of Florida 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 Graduate School cuts across academic disciplines (such as colleges and departments) and is managed by a Dean, a Director of Graduate Minority Programs, the Graduate Council, and the graduate faculty from all academic disciplines.

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

Sources of Information and Assistance (all area codes are 352)

There are many sources of academic and logistical information available to students. Academically, you should work closely with your Advisor and the members of your Supervisory Committee. In addition to the Supervisory Committee, the WEC Graduate Coordinator and Department Chair are always willing to discuss any facet of the program with students. Also within WEC, the Student Services Staff in 102A N-Z (846-0635), particularly the Program Assistant for Graduate Studies is a valuable sources of information. WEC Student Services staff will maintain student records and assist students with each step of their program (e.g., registration, setting up Committee meetings, etc.). Students are encouraged to contact WEC Student Services personnel with academic regulations questions.

If you have questions that deal with things outside of Wildlife Ecology and Conservation The University of Florida’s homepage, http://www.ufl.edu/, is a great place to start looking. This site will allow you to learn about UF and its academics, admissions, campus life, research, and services.
The University’s Integrated Student Information System (ISIS) is an excellent source of information. Visiting http://www.isis.ufl.edu/ will enable you to view course schedules, register for classes, check payment dates, change your address with the University, and much more. Take a few minutes to familiarize yourself with ISIS!

Be sure to pick up a UF Graduate Catalog (http://gradschool.rgp.ufl.edu/current-files/current-catalog.pdf) from WEC Student Services or 222 Criser Hall in order to understand the Graduate School’s requirements, or see UF’s website for Research and Graduate Programs. The Graduate School, located in Grinter Hall, publishes lists of important deadlines each year; these will also be helpful. The Student Guide, published annually by the Office for Student Services in Peabody Hall (392-1261) tells everything students need to know about UF’s organizations, facilities and regulations, including information about UF housing and day care. Student Government publishes The G.O. Team Handbook each year for the Graduate Student Council (392-1665, ext.424, Reitz Union). Designed as a guide to graduate student life at UF, this book offers thorough and interesting information about Gainesville’s utilities, services, recreation, and culture as well as UF information.

**Free Counseling Services:** Counseling, rape crisis counseling, and mental health services are available to all University of Florida students. The Student Health Care Center (Infirmary Bldg.) houses both the Mental Health Clinic (392-1171) and the Center for Assault—Abuse Recovery and Education, or CARE (392-1161, ext. 231). The Counseling Center in P301 Peabody Hall (392-1575) provides peer counseling, minority services, and substance abuse and suicide prevention programs. For more information regarding counseling or mental health services, please consult The Student Guide.

### Frequently Called Numbers: (all area codes are 352)

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<tr>
<th>Service</th>
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<td>CALS Dean's Office</td>
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<td>Career Resource Center</td>
<td>392-1601</td>
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<tr>
<td>CIRCA (computer lab hours/info)</td>
<td>392-2007</td>
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<tr>
<td>Forest Resources &amp; Conservation</td>
<td>846-0853</td>
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<td>General Library Hours</td>
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<td>ID Card information</td>
<td>392-UFID</td>
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<td>Marston Science Library Hours</td>
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<td>O’Connell Center</td>
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<td>Parking Decals</td>
<td>392-2241</td>
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<td>Recreation &amp; Fitness Ctr.</td>
<td>846-1081</td>
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<td>Reitz Union Information</td>
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<td>Student Activities</td>
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<td>Student Government</td>
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<td>Student Health Care Center</td>
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<td>Student Night Auxiliary Patrol</td>
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<td>Time and Weather</td>
<td>372-1411</td>
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<td>UF Admissions Office</td>
<td>392-1365</td>
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<td>UF Bookstores</td>
<td>392-0194</td>
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<td>UF General Directory Assistance</td>
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<td>UF Housing Office</td>
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<td>UF Registrar/Petitions</td>
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<td>UF Student Records</td>
<td>392-1374</td>
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<td>WEC Main Office</td>
<td>392-4851</td>
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<td>WEC Student Services Office</td>
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Student Responsibilities

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

Degree requirements are intentionally flexible (esp. for doctoral students) to allow you and your Committee to design a program that best meets your needs. However, in some instances, deviations from stated policy on degree requirements may be warranted. All deviations from stated degree requirements must be formulated as a petition to the WEC Graduate Programs Committee or Graduate Coordinator and approved by the WEC department Chair at least one semester prior to graduation. Our goal is to provide students with a quality graduate education that will meet their academic objectives and provide them with the foundation to understand and address the variety of issues and opportunities they will face as professionals.

In addition to meeting stated degree requirements, it is imperative that all graduate students conduct themselves with a high degree of integrity. Students must follow the guidelines for conduct detailed by the Graduate School 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. If students have any questions concerning academic honesty, software copyrights, safety, drugs and alcohol, sexual harassment, discrimination, Affirmative Action or AIDS, they can seek answers with the University Registrar, the WEC Student Services Office or their advisor or Graduate Coordinator. Additionally, WEC expects its students to conduct themselves in a professional manner.
Faculty Responsibilities

The Graduate School Handbook provides basic guidelines for supervisory faculty responsibilities. The committee chair must oversee and supervise the student’s research. The chair is required to give the student a yearly letter of evaluation in addition to grading the research courses 7979 and 7980. A copy of this letter must be placed in the student’s confidential departmental file.

The duties of the supervisory committee are outlined in the Graduate Catalog. These duties 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.
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 dissertation project and the plans for carrying it out.
4. To give the student a yearly letter of evaluation in addition to the S/U grades awarded for the research courses 7979 and 7980. The chair should write this letter after consultation with the supervisory committee.
5. To conduct the qualifying examination or, in those cases where the examination is administered by the academic unit, to take part in it.
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.

Faculty Mentoring Responsibilities: [http://gradstudies.ucdavis.edu/gradcouncil/mentoring.pdf](http://gradstudies.ucdavis.edu/gradcouncil/mentoring.pdf)

For many students (especially at the Masters level) the responsibility that faculty have MAY BE somewhat unclear. The link above (taken from the graduate Council, UC Davis, 1999) was selected as an excellent source of information aiding in clarifying the mentoring relationship of the graduate advisor to the graduate student. There are a number of other links on the web that would be useful to read, ([www.unl.edu/gradstudies/current/downloads/goodpractice.pdf](http://www.unl.edu/gradstudies/current/downloads/goodpractice.pdf), [www.mun.ca/sgs/responsibilities.pdf](http://www.mun.ca/sgs/responsibilities.pdf), [www.mun.ca/sgs/responsibilities.pdf](http://www.mun.ca/sgs/responsibilities.pdf)) any of which would help both the student and faculty start off on the same page.
Graduate Degrees in WEC

For all of these 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 and conservation management, and (b) provides a solid, scientific foundation for further graduate work leading to the PhD degree.

The **Master of Science, non-thesis (MS)** program in Wildlife Ecology and Conservation provides advanced training for students in technical and professional aspects of wildlife management, conservation, and public education, emphasizing written and oral communication of scientific information.

The **Doctor of Philosophy (PhD)** 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.

WEC Faculty Expertise

Research in the Department of Wildlife Ecology and Conservation emphasizes the application of ecological and allied sciences to questions and problems related to the conservation and management of wildlife, wildlife habitat, ecosystems, ecological processes, and biotic resources in Florida and internationally. In addition to research, WEC faculty and their graduate students usually will have responsibilities in teaching or extension. The primary research areas in the department include: conservation biology, landscape ecology, wildlife ecology, and human dimensions.

Individual **WEC faculty** members make unique contributions to one or more of these overarching research areas.

**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.

**Landscape 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 Ecology:** 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.

**Human Dimensions of 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](http://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, computer modeling to aid in the conservation of populations of endangered species).
Admission Requirements for MS and PhD Programs

All of the following that apply (as indicated) must be met to qualify for admission into WEC graduate programs.

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 in common 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 an 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 3.2 or the equivalent (for MS or PhD program),

5. A graduate GPA of 3.2 or the equivalent (for PhD program),

6. Three appropriate letters of recommendation (for MS or PhD program), including a favorable recommendation from the master’s program advisor (for the PhD program),

7. Availability of space, resources, and appropriate faculty expertise (for MS or PhD program),

8. A combined score of 1200 (Verbal and Quantitative portions) of the GRE.

9. If English is not the native language, a score of 550 (paper based)(or 213 computer based) or more on the TOEFL (for MS or PhD program). If the 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 Graduate Programs Committee. 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 Graduate School’s Scholarly Writing Program.

Some faculty members may have additional admission requirements; check their web pages for this information.

Assistantships, Fellowships, and Other Financial Aid

Assistantships

A limited number of assistantships are available for graduate study. Assistantships may become available at any time during an academic year, depending upon the 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 the department by contacting one of the interested faculty and securing a commitment from that faculty to serve as the student’s major advisor and to provide a stipend to that student. Students are rarely, if ever, admitted without having secured a stipend commitment. Duration of an appointment is unique to each assistantship and specified on the 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 Graduate Catalog), and specific duties are also included in the letter. Information on assistantships is available either through your advisor or from the WEC Student Services Office.

In most cases, matriculation fees for students holding assistantships are paid either by IFAS or directly from the sponsoring contract/grant (these are called "fee waivers"). Qualification for fee waivers varies greatly. Graduate students who have a GPA of 3.00 or higher, are enrolled for the required minimum number of hours, and who hold a minimum 1/4 time appointment in the following categories will be eligible for tuition payments: graduate assistants, graduate teaching assistants, graduate teaching associates, graduate research assistants, graduate research associates and pre-doctoral fellows. The WEC Student Services Office will keep up-to-date policy information. 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 support for the student's expenses and research, assistantship support from the University is not guaranteed. International students needing monetary assistance must work with their advisors during the admission process to identify and obtain resources to support the student's program - some assistantships and fellowships are available for foreign students (see the website for UF's International Center). Additionally, assistantships will be terminated if a student’s GPA drops below 3.00.

**Student Fees not covered by assistantship tuition waivers include: Building, Capital Improvement Trust Fund, Student Financial Aid, Activity and Service, Athletic and Health.**

Students on all assistantships do have to make fee payments to the University for each semester registered. The amount of student fees varies, linked to number of credit hours taken, and is updated each July. Check with the WEC Student Services Office or the Office of Student Financial Affairs (S103 Criser) for detailed information on costs. Tuition waivers are usually processed the night before fees are due for the term. You may find out the balance of your fees through the ISIS system [http://www.isis.ufl.edu/](http://www.isis.ufl.edu/), or by contacting the Office for Student Financial Services (392-0181), or by using the self-service terminals located outside S113 Criser Hall.

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

Graduate Assistants may become members of Graduate Assistants United (GAU). Details of the collective bargaining agreement between the Graduate School and GAU are available in the WEC Student Services Office.

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 Advisor, but this is not always the case. Some assistantships may even be through other Departments at the University of Florida. The supervisor should always conduct the evaluation even if he/she is not the student’s Advisor; the 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 Graduate School. Obligations of both the student and the faculty supervisor are described in the Collective Bargaining Agreement Booklet (available in WEC Student Services Office).
Payroll appointments and reappointments are started by the WEC Personnel Office (368 N-Z) upon receipt of notification by the student’s Advisor or Principal Investigator. The student must complete all payroll sign-up paperwork six (6) weeks prior to receipt of the first paycheck. **Contact the WEC Personnel Office immediately upon notification of an assistantship.**

**Fellowships**

Several competitive fellowships (on and off campus) are available to graduate students. These include: Graduate Council Fellowships, Presidential Research Fellowships, Graduate Minority Research Fellowships, McKnight Foundation Black Doctoral Fellowships, Fulbright-Hays Graduate Fellowships, National Science Foundation Fellowships and Tropical Conservation and Development fellowships. Details of these and other fellowships are available in the WEC Student Services Office.

**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 departments for up to 20 hours a week while enrolled. Individual faculty members, or other graduate students with grants, who should be contacted directly, administer such positions. **Also, the University has short-term loans, and long-term loans are available through the federal government. To learn more about these, visit http://www.isis.ufl.edu/ (further information can be obtained from the Office of Student Financial Services in S103 Criser Hall). Finally, the Graduate School, IFAS and other academic units on campus have scholarships, loans, assistantships and awards that may be available to WEC graduate students. Information on these is available in the WEC Student Services Office.**

**Student Health Insurance**

GatorGradCare (a health insurance program) will be offered beginning January 2007 to University of Florida Graduate Assistants (GA, TA, or RA) on an appointment, who are registered for nine credit hours, and have a FTE of .25. University of Florida Graduate Assistants on a Fellowship will also be eligible to enroll in GatorGradCare beginning in January 2007. GatorGradCare will extend free benefits to eligible Graduate Assistants. This new plan will take the place of the existing $500 subsidy plan. However, eligible Graduate Assistants will still receive the fall portion of the University subsidy to assist in current plans for fall 2006 through Scarborough and PSI. Additional information will be forthcoming.

If you have questions about this program, contact Julie Neubig at 392-0003 or at jneubig@ufl.edu.
Program Planning and Degree Requirements

Selection of Supervisory Committee ([WEC Faculty listing](http://www.wec.ufl.edu/academics/grad/forms.html))

Each graduate student has a Graduate Advisor who is the Chair of the Supervisory Committee. The Supervisory Committee is recommended by the Graduate Advisor in consultation with the student, and is approved by the Department Chair and the Graduate School (the form needed to get a Committee approved is available at [WEC Student Services Office](http://www.wec.ufl.edu/academics/grad/forms.html)). As a student’s program develops, it is imperative that all members of his/her Committee be kept abreast of any changes from the original plan. Because of the short duration of an **MS program**, a **Committee MUST be formed in the first semester of a student’s program**. If possible, the 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**. *(If your committee is not formed within the required semester your records will be flagged and registration for subsequent semesters will be prohibited).*

The 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. The student should work closely with all members of the Committee through all aspects of the program.

The Supervisory Committee for the **MS program in WEC** consists of a minimum of three graduate faculty members. At least one must be from within WEC "Core" faculty (see back of this document). Students with a minor (optional) in another department must have a graduate faculty member from that department on the committee (see below for further information on minors). The Graduate School requires a minimum of two graduate faculty members for 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 graduate faculty members. At least two must be on the WEC faculty, and at least one must be a "Core" faculty member (this is a WEC requirement). At least one member, from another department, must serve the role of External Member on the Committee. Faculty members holding joint, affiliate, courtesy, special, adjunct or complementary appointments with WEC may **not** serve as an external member of a PhD Committee. The WEC Student Services Office maintains an up-to-date list of affiliation and status for all members of the UF graduate faculty (see below). Students with one or more minors (optional) in another department must have a graduate faculty member from each respective department on the committee (see below). The Graduate School requires a minimum of four graduate faculty members for PhD committees, but gives discretion to departments to require more, as WEC does.
Coursework Requirements:

Coursework is required for all WEC graduate degrees. Refer below to the definitions of the different kinds of courses available. Note that they are not mutually exclusive, and that the courses in the WEC department are named using the WIS convention.

**Major coursework** (or, ‘courses in the major’) are the courses taken in the home department, in this case Wildlife Ecology and Conservation and designated ‘WIS’. Only WIS 5000, or higher, level 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 below).

**Supporting coursework** includes courses taken outside of the Department of Wildlife Ecology and Conservation (non-WIS courses) that are to be 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 the degree credit requirement. As indicated above, no WIS undergrad courses can be applied. Only graduate courses (5000 level and above) can be used to fulfill the Area of Emphasis requirement.

**Graded coursework** includes courses that receive grades of A, B, etc., as distinguished from S/U courses.

**S/U coursework** includes courses that receive satisfactory/unsatisfactory marks (i.e. pass/fail).

**Coursework "deficiencies"** include undergraduate courses that your supervisory committee may require you to take that they feel prepare you for graduate level work in your chosen field, i.e., to make up for deficiencies in students’ previous 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 the Proposed Schedule of Courses (Form 2 – see below).

**Minor coursework** includes courses taken to fulfill an officially declared minor hosted by a department other than WEC. See the graduate catalogue for requirements and guidelines for declaring and obtaining a minor as a graduate student.

"Area of Emphasis" Requirement.

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 for each area are appended at end of document** and may count toward WEC graduate degrees. **This list is not exhaustive and is often out dated.** It is included in this document to provide examples of the courses deemed appropriate for each category. Courses not included on this list may well be selected to fulfill requirements with the approval of the student’s advisory committee and the 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 the following summary tables, checklists, and subsequent pages of information to help organize your degree program and coursework schedule, especially when preparing your Proposed Schedule of Courses (Form 2). Do this prior to your first meeting with your supervisory committee.

Summary of MS Degree (Thesis) 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.

The minimum course work required for a master's degree with thesis is 30 credits 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 term is 3 semester credit hours of 6971 in the fall and spring semesters or 2 in the summer.
- Undergraduate courses (3000-4999) are not to exceed 6 credits for supporting course work outside the major when taken as part of an approved graduate program, and the grade is a B or better.
- All course work, including thesis course work, must be completed during the 7 years immediately preceding the date on which the degree is to be awarded. This includes transfer credits.
<table>
<thead>
<tr>
<th><strong>A. Graded WIS 5000 &amp; 6000 level courses</strong></th>
<th><strong>Credits</strong> ****</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Can include:</strong> WIS 6905 Research Problems in WEC (graded)</td>
<td>0 - 6</td>
</tr>
<tr>
<td>WIS 6934 Topics in Wildlife and Range Sciences</td>
<td>0 - 10</td>
</tr>
<tr>
<td><strong>B. Additional graded courses in other depts. (5000 &amp; 6000 level)</strong></td>
<td>3 – 7</td>
</tr>
<tr>
<td><strong>Must include:</strong> 3 credit hrs approved Statistics courses (5000 level or greater)</td>
<td>(3)</td>
</tr>
</tbody>
</table>

---

**NOTE:** A. + B. must equal … at least 18 and no more than 27

| **C. WIS 6933 Seminar (S/U) ...1 credit hour required** | 1 |
| **D. WIS 6910 Supervised Research (S/U)** | 0 - 5 max |
| **E. WIS 6971 Master’s Research (S/U)** | 2 (summer graduation) or 3 (fall/spring graduation) required, 6 for credit |
| **F. WIS 6940 Supervised Teaching** | 0-3, 5 max |

**TOTAL CREDITS REQUIRED FOR DEGREE**

30

---

**Checklist of Graduate Coursework Requirement MS-thesis:** (notice checklist has a spot for checkmarks)

- 1. At least 11 credits of graded WIS courses (5000 and above)?
- 2. No more than 7 credits of non-WIS graded courses?
- 3. WIS 6933 seminar requirement satisfied (1 credit)?
- 4. At least 3 credits for graduate level statistics course, 5000 level or above?
- 5. Area of Emphasis requirement satisfied (unlisted courses approved by committee or graduate coordinator?)
- 6. At least 3 (spring or fall) or 2 (summer) credits of WIS 6971 taken in final semester.
- 7. No more than 6 credits of WIS 6971 recorded on Form 2?
- 8. No more than 6 credits of non-WIS undergrad* courses recorded on Form 2?
- 9. No more than 6 credits of WIS 6910 or WIS 6905, and no more than 3 credits of WIS 6940 recorded on the Form 2?
- 10. Major Coursework plus Foundation and Supporting = at least 30 credits?

*No WIS 3000 or 4000 level courses may count toward the degree, but in some cases 3000 or 4000 level courses in other departments may be used.

**Summary of MS Degree (Non-Thesis) 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.**

- The minimum course work required for a master's degree (non-thesis) option is 30 credits including no fewer than 24 credits of graded course work (no more than 6 credits of courses with S/U option).
• No credit hours for WIS 6971 will be counted toward the degree.
• At least 13 graduate semester credit hours of graded course work must be in the major field (at least 3 of these must be completed during the final semester).
• At least 3 credits in an approved statistics course at the 5000 level or higher (see statistics requirement below)
• If a minor is chosen, at least 6 credits of graded course work are required. Students must have a minimum GPA of 3.0 in their minor for the minor to be valid.
• All course work, including thesis course work, must be completed during the 7 years immediately preceding the date on which the degree is to be awarded. This includes transfer credits.

<table>
<thead>
<tr>
<th>Credits **</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Graded WIS 5000 &amp; 6000 level courses</td>
</tr>
<tr>
<td>Can include: WIS 6905 Research Problems in WEC (graded)</td>
</tr>
<tr>
<td>WIS 6934 Topics in Wildlife and Range Sciences</td>
</tr>
<tr>
<td>B. Additional graded courses in other depts. (5000 &amp; 6000 level)</td>
</tr>
<tr>
<td>Must include: Approved Statistics courses (5000 level or greater)</td>
</tr>
</tbody>
</table>

NOTE: A. + B. must equal … at least 26 and no more than 29

<table>
<thead>
<tr>
<th>Credits **</th>
</tr>
</thead>
<tbody>
<tr>
<td>C. WIS 6933 Seminar (S/U)</td>
</tr>
<tr>
<td>D. WIS 6910 Supervised Research (S/U)</td>
</tr>
<tr>
<td>E. WIS 6971 Master’s Research (S/U)</td>
</tr>
<tr>
<td>F. WIS 6940 Supervised Teaching</td>
</tr>
</tbody>
</table>

TOTAL CREDITS REQUIRED FOR DEGREE 30

Checklist of Graduate Coursework Requirement MS Non-thesis: (notice checklist has a spot for checkmarks)

1. At least 13 credits of graded WIS courses (5000 and above)?
2. WIS 6933 seminar requirement satisfied (1 credit)?
3. At least 1 statistical analysis course (3 credit hours) approved by committee?
4. Area of Emphasis requirement satisfied (and unlisted courses approved by committee)?
5. At least 3 credits of WIS 6905, and no more than 10, recorded on Form 2?
6. No more than 6 credits of non-WIS undergrad courses* recorded on Form 2?
7. Major Coursework plus Foundation and Supporting = at least 30 credits?
8. Only 3 hrs of WIS 6940 can be applied toward the non-thesis MS.

* No WIS 3000 or 4000 level courses may count toward the degree, but in some cases 3000 or 4000 level courses in other departments may be used. During your final term, you must register for 3 hours of coursework that can be counted toward 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.

<table>
<thead>
<tr>
<th>A.</th>
<th>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).</th>
<th>Credits**</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td>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.</td>
<td>12 WIS recommended – 30</td>
</tr>
<tr>
<td></td>
<td>Including: Special Topics courses (graded; WIS 6934, etc.).</td>
<td>0 - 10</td>
</tr>
<tr>
<td></td>
<td>Including: WIS 6905 Research Problems in WEC (graded)</td>
<td>0 - 10</td>
</tr>
<tr>
<td>C.</td>
<td>Statistics: required (graded; 5000 level or greater)</td>
<td>3 and up</td>
</tr>
<tr>
<td>D.</td>
<td>WIS 6910 Supervised Research (S/U)</td>
<td>0 - 5 max</td>
</tr>
<tr>
<td>E.</td>
<td>WIS 6933 Required Seminar (S/U)</td>
<td>1 - 2</td>
</tr>
<tr>
<td>F.</td>
<td>WIS 6940 Supervised Teaching (S/U) or approved course in pedagogy (S/U or graded) or equivalent paid teaching experience (See Teaching Requ., below)</td>
<td>0 - 5 max</td>
</tr>
<tr>
<td>G.</td>
<td>WIS 7979 Advanced Research (S/U; pre-qualifying exam)</td>
<td>1 - 12</td>
</tr>
<tr>
<td>H.</td>
<td>WIS 7980 Doctoral Dissertation Research (S/U; post-qualifying exam)</td>
<td>2(summer graduation), 3(fall/spring graduation) required, 15 for credit</td>
</tr>
</tbody>
</table>

TOTAL CREDITS REQUIRED FOR DEGREE: 90

Checklist of Graduate Coursework Requirement PhD: (notice checklist has a spot for checkmarks)

___ 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 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.
Proposed Schedule of Courses

A 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 his/her goals, be responsibly cohesive, and satisfy the Area of Emphasis and Coursework requirements (see above). All committee members, the Department Chair, and the Assistant Dean for Graduate Academic Programs must approve the Schedule of Courses.

Note: During the graduate program, the student (in consultation with their Advisor) may make changes in coursework to the original schedule of courses if the entire Committee approves them in writing. Also, The WEC Student Services Office must be kept informed of any changes to the schedule of courses. If changes are minor (involving 6 or fewer credits), they should be accomplished via a memo to Graduate Coordinator (get this form from WEC Student Services). Only if the program is substantially changed should a new Form 2 be revised and re-submitted. There are three sections: (see sample forms on the next 3 pages).

Major coursework includes only courses with WIS as a prefix that can be counted toward the degree, including all graded and S/U WIS courses (graduate level only).

Foundation and supporting work - in this section list courses taken in other departments that you want to be counted toward the WEC degree. Most will be graded courses, and some will apply towards the Area of Emphasis requirement. None of these can be WIS courses. Only up to 6 credits can be from 3000 or 4000 level undergraduate courses.

Minor coursework - don't fill this part out unless you have officially declared a minor! No courses listed here should be WIS courses; all should be from the department hosting your declared minor.

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 requirement for your degree (i.e., deficiencies required by your committee, etc.).
Form 2 - Proposed Schedule of Courses- Wildlife Ecology & Conservation

Student  Johnny Rocketscientist  UF ID #  0867-5309

Degree Sought: Master’s w/ Thesis

Area of Emphasis (✓ one): Ecology(E) ✓ Human Dimensions(H) __ Quantitative Analysis(Q) __

**Please follow the instructions at the top of each box carefully!! Consult WEC Student Handbook for details and further clarification**

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)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Hours</th>
<th>AOE (E,Q,H)</th>
<th>Grade</th>
<th>Term (To Be) Completed</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIS 5496</td>
<td>Research Design in Wildlife Ecology</td>
<td>3</td>
<td>E</td>
<td></td>
<td>Fall 05</td>
<td>UF</td>
</tr>
<tr>
<td>WIS 6905</td>
<td>Research Problems in WEC</td>
<td>1</td>
<td></td>
<td></td>
<td>Spring 06</td>
<td>UF</td>
</tr>
<tr>
<td>WIS 6578</td>
<td>Human Dimensions of Biological Conservation</td>
<td>3</td>
<td>H</td>
<td></td>
<td>Fall 06</td>
<td>UF</td>
</tr>
<tr>
<td>WIS 6444</td>
<td>Advanced Wetlands Ecology</td>
<td>4</td>
<td>E</td>
<td></td>
<td>Fall 06</td>
<td>UF</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Hours</th>
<th>AOE (E,Q,H)</th>
<th>Grade</th>
<th>Term (To Be) Completed</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIS 6933</td>
<td>Seminar (r)</td>
<td>1</td>
<td></td>
<td></td>
<td>Spring 06</td>
<td>UF</td>
</tr>
<tr>
<td>WIS 6971</td>
<td>Masters Research (2-3 r) (6 m)</td>
<td>6</td>
<td>13</td>
<td></td>
<td>Fall 05 – Spring 07</td>
<td>UF</td>
</tr>
<tr>
<td>WIS 6910</td>
<td>Supervised Research (o), (5 m)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WIS 6940</td>
<td>Supervised Teaching (o), (3 m)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours Allowed for Graduation (A+B)  7 14  Total WIS Coursework Credit Hours (A+B)  25

II. Supporting Coursework- non-WIS courses only, 7 credit hour max towards degree; r=required

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Hours</th>
<th>AOE (E,Q,H)</th>
<th>Grade</th>
<th>Term (To Be) Completed</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>STA(5xxx-6xxx)</td>
<td>Statistics (r)</td>
<td>3</td>
<td>Q</td>
<td></td>
<td>Fall 05</td>
<td>UF</td>
</tr>
<tr>
<td>ZOO 6308</td>
<td>Dynamic Optimization Models in Behavioral Ecology</td>
<td>3</td>
<td>Q</td>
<td></td>
<td>Spring 06</td>
<td>UF</td>
</tr>
<tr>
<td>ZOO 4472C</td>
<td>Avian Biology</td>
<td>4</td>
<td>E</td>
<td></td>
<td>Spring 07</td>
<td>UF</td>
</tr>
</tbody>
</table>

Total Supporting Credit Hours  10

Total Credit Hours for Degree I + II must = 30 minimum  30  Total Credit Hours  35

III. Minor Coursework (if appropriate) Host Department = Zoology

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Hours</th>
<th>Term (To Be) Completed</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZOO 6927</td>
<td>Ecological Models and Data</td>
<td>4</td>
<td>Fall 06</td>
<td>UF</td>
</tr>
<tr>
<td>ZOO 6542</td>
<td>Behavioral Ecology</td>
<td>4</td>
<td>Spring 07</td>
<td>UF</td>
</tr>
</tbody>
</table>

Total Minor Credit Hours  8

Revised 09/12/06
Note: Students should collect the committee chair and committee members’ signatures and then turn the form in to the WEC student services office.
Student: Mirfee McMaster  
UF ID #: 4110-0567  
Degree Sought: Master’s non-Thesis  

Area of Emphasis (check one): Ecology (E) ___ Human Dimensions (H) ___ Quantitative Analysis (Q) ___

**Please follow the instructions at the top of each box carefully!! Consult WEC Student Handbook for details and further clarification**

I. Major Coursework –
A. WIS graded courses (WIS 5XXX & 6XXX level only) (13+ Credits required in this box; No S/U courses) (must be enrolled for at least 3 in last semester or 2 in summer) (Non-WIS course must be accompanied by the Petition Letter to be approved)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Hours</th>
<th>AOE (E,Q,H)</th>
<th>Grade</th>
<th>Term (To Be) Completed</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIS 6905</td>
<td>Research Problems in Wildlife and Range Sciences</td>
<td>2</td>
<td></td>
<td></td>
<td>Fall 06</td>
<td>UF</td>
</tr>
<tr>
<td>WIS 6934</td>
<td>Topics in Wildlife and Range Sciences</td>
<td>4</td>
<td></td>
<td></td>
<td>Fall 07</td>
<td>UF</td>
</tr>
<tr>
<td>WIS 6544</td>
<td>Administration in Natural Resources</td>
<td>3</td>
<td>H</td>
<td></td>
<td>Spring 08</td>
<td>UF</td>
</tr>
<tr>
<td>WIS 6578</td>
<td>Human Dimensions of Biological Conservation</td>
<td>3</td>
<td>H</td>
<td></td>
<td>Fall 06</td>
<td>UF</td>
</tr>
<tr>
<td>WIS 6452</td>
<td>Wildlife Ecology</td>
<td>3</td>
<td>E</td>
<td></td>
<td>Fall 06</td>
<td>UF</td>
</tr>
<tr>
<td>WIS 6466</td>
<td>Wildlife Population Modeling</td>
<td>3</td>
<td>E</td>
<td></td>
<td>Spring 07</td>
<td>UF</td>
</tr>
<tr>
<td>_____________</td>
<td>_____________</td>
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<td>___________</td>
<td>___________</td>
<td>___________</td>
<td>___________</td>
</tr>
<tr>
<td><strong>Total WIS graded coursework</strong></td>
<td></td>
<td><strong>20</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. WIS non-graded (S/U) courses: A maximum of 6 hrs in this category may count toward the degree.  

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Hours</th>
<th>Graduation credit</th>
<th>Total credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIS 6933</td>
<td>Seminar</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WIS 6940</td>
<td>Supervised Teaching (o), (3 m)</td>
<td>3</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>_____________</td>
<td>_____________</td>
<td>___________</td>
<td>___________</td>
<td>___________</td>
</tr>
<tr>
<td><strong>Total Credit Hours Allowed for Graduation (A+B)</strong></td>
<td></td>
<td><strong>4</strong></td>
<td><strong>6</strong></td>
<td><strong>Total WIS Coursework Credit Hours (A+B)</strong></td>
</tr>
</tbody>
</table>

II. Supporting Coursework- non-WIS courses only, 13 credit hour max towards degree; r=required

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Hours</th>
<th>AOE (E,Q,H)</th>
<th>Grade</th>
<th>Term (To Be) Completed</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>STA 6166</td>
<td>Statistics</td>
<td>3</td>
<td>Q</td>
<td></td>
<td>Spring 07</td>
<td>UF</td>
</tr>
<tr>
<td>LAA 6382</td>
<td>Ecological and Environmental Policy</td>
<td>3</td>
<td>H</td>
<td></td>
<td>Fall 07</td>
<td>UF</td>
</tr>
<tr>
<td>_____________</td>
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<td>___________</td>
<td>___________</td>
<td>___________</td>
<td>___________</td>
<td>___________</td>
</tr>
<tr>
<td><strong>Total Supporting Credit Hours</strong></td>
<td></td>
<td><strong>6</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

| **Total Credit Hours** | 30 |

III. Minor Coursework (if appropriate) Host Department = ________________________

| _____________ | _____________ | _____________ | _____________ |
| _____________ | _____________ | _____________ | _____________ |
| _____________ | _____________ | _____________ | _____________ |
| _____________ | _____________ | _____________ | _____________ |
| _____________ | _____________ | _____________ | _____________ |
| **Total Minor Credit Hours** | | |

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

Revised 09/12/06
FORM 2 - PROPOSED SCHEDULE OF COURSES - WILDLIFE ECOLOGY & CONSERVATION

Student _______________________________ UF ID # ____________________________
Degree Sought: Ph D

Area of Emphasis (✓ one): Ecology (E) __ Human Dimensions (H) ___ Quantitative Analysis (Q) ✓

**Please follow the instructions at the top of each box carefully!! Consult WEC Student Handbook for further clarification**

I. Courses Transferred from Masters Degree - Graded coursework from MS- Grades A or B, only.
   * Applies to MS from University of Florida only

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Hours</th>
<th>AOE* (E,Q,H)</th>
<th>Grade</th>
<th>Year Completed</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
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Total transferred coursework (30 hrs max)

II. Coursework – (Major and Supporting)

   A. Graded courses- (no undergrad WIS courses approved ) (12+ WIS credits recommended in this box; No S/U courses); Must meet Area of Concentration requirements and 3 credits of Statistics 5XXX) (max of 9 credits of non-WIS counted toward degree.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Hours</th>
<th>AOE* (E,Q,H)</th>
<th>Grade</th>
<th>Term (To Be) Completed</th>
<th>Institution</th>
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</table>

Total graded coursework
B. WIS non-graded (S/U courses: up to 12 credits of 7979 and 15 credits of 7980 may count toward the degree; must be enrolled in at least 3 credits (2 if summer semester) during last semester).

\( r = \) required; \( o = \) optional; \( m = \) max

\( \square = \) Graduation credit \hspace{1cm} \( \blacksquare = \) Total credit

C. Minor Coursework (if appropriate) Host Department = ________________

<table>
<thead>
<tr>
<th>WIS 6933</th>
<th>Seminar (r)</th>
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Total non-graded WIS courses graduation credits | Total non-graded WIS courses

C. Minor Coursework (if appropriate) Host Department = ________________

Total credit hours for Minor

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

Total graduation Credit Hours \[ \square \] \hspace{1cm} Total credit hours \[ \blacksquare \]
Teaching Requirement

**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 from 1-5 credits of WIS 6940 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., TA).

Statistics Requirement

**MS and PhD:** In recognition of the importance of statistical competence in most wildlife-related 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).

Seminar Course Requirement

**MS and PhD:** WIS 6933 (WEC Seminar) is a 1-credit course required of all graduate students (1 term during their degree) 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 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.

**MS or PhD:**

*WIS 6905 Research Problems* - can be 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 used
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 - 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 6971 Research for Master’s Thesis (S/U) - 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 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 status.

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

WIS 7980 Doctoral Research (1-15; S/U) - 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 last semester (3 credits, Fall or Spring; 2 credits, Summer).

PhD students may not register for Advanced Research (WIS 7979) after admission to candidacy, nor may they register for Doctoral Dissertation Research (WIS 7980) before admission to candidacy.

PhD students should note that if they are registered for credits of WIS 7979 in a particular semester, and they pass their Qualifying Examination that same semester, the Graduate Records Office will not automatically change the WIS 7979 registration to WIS 7980.

Research Planning and Proposals

Because of the short duration of an MS thesis program, MS students should begin their research as soon as possible. A research proposal should be developed during the first semester of the program. This plan should, at a minimum, consist of a concise statement of objectives, brief review of pertinent literature, an outline of research procedures, and a discussion of possible inferences. All members of the Committee must approve the proposal.

The process of developing a research proposal may be facilitated by a special course designed for this purpose: WIS 5496 Research Design in Wildlife Ecology, offered in the Fall semester. It is highly recommended that MS students register for this course in their first Fall semester, unless the student has substantial evidence of previous experience in planning and implementing independent research.

Non-thesis MS students do not require a research plan as such, but should develop a written proposal outlining the content of their technical paper. All members of the Committee must approve the proposal.
A cohesive, formal research proposal must be developed during the first or second 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 minimum, a proposal should include a title, concise statement of objectives, thorough review of pertinent literature, an outline of research objectives, procedures, and a discussion of possible inferences. At best, a dissertation proposal should conform to the format used by the National Science Foundation (find them at www.NSF.gov/funding).

All members of the Committee must approve the proposal.

Registration for 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 being admitted to candidacy are classified as "8AG," and PhD students after candidacy are classified as "9AG." Students should check to make sure that their registration materials reflect this classification. The student’s registration should reflect progress as specified on the proposed schedule of courses, and should be approved verbally each semester by the student’s Advisor. Registration may be completed using the ISIS system. You must have your Gatorlink username and password to register for classes on ISIS (http://www.isis.ufl.edu).

Note: It is important that students register (for Supervised Research or Master’s Research at least), even 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 way (including advisement by faculty) be: 1) registered for courses, 2) employed by the University, or 3) on official volunteer status with the University.

Registration Requirements

Minimum registration restrictions apply to all graduate students, depending upon their status. For students on assistantships/fellowships, tuition payments apply to the minimum credit hours listed (see Registration Requirements section of the Graduate Catalog). Graduate assistants/fellows must be registered all summer (either Summer C or both Summer A and Summer B) in order to retain their assistantships/fellowships.

Full time students not on Assistantship or Fellowship must be registered for 12 credits in the Fall, Spring and Summer C (or 6 credits each in Summer A and B) semesters. The minimum registration requirement when not on Assistantship or Fellowship to remain enrolled is 3 credits in the fall and spring semesters, and 2 credits during summer C (or 2 each in Summer A and B). The minimum registration requirement is the same for PhD students during the semester in which they plan to take their qualifying examination. During the final semester, MS and PhD students must meet the minimum registration requirements stated above.

Dropping and Adding Courses

To drop or add a course (whether it is on the schedule of courses or not) after the regular drop/add period requires a Drop/Add Petition. This petition, which must be approved by the student’s Advisor, is available in the WEC Student Services Office. No special restrictions apply when dropping or adding a class during the regular drop/add period;
students just use the ISIS systems and follow the instructions given. WEC Student Services Office can assist students.

Transfer of Credits

**MS:** No more than two courses (6-8 credits) of graduate work (5000 level and above), taken prior to admission to the graduate program at UF, will be approved by the Dean of the Graduate School. Only graded (non S/U) courses with grades of B or better may be transferred. Transfer of credit from one master’s degree to a second master’s degree is limited to six semester hours. UF undergraduates may transfer up to 6 credits of 5000-6000 level courses taken as an undergraduate provided that the courses were taken in excess of undergraduate requirements. **Requests for transfer of credits must be made during the first semester of residence in the graduate program.** Any transfer of credit should have the approval of the student’s Advisor and the College Dean, and must be formally requested of and approved by the Graduate School by filling out the "Transfer of Graduate Courses for All Degrees" form (available in Student Services). Transfer course work must be taken within the 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. **Requests must be made during the semester in which the student’s Committee is formed.** Transfer of credit is requested by the student’s Graduate Advisor through the "Transfer of Graduate Courses for all Degrees" form to the Dean of the Graduate School (see the WEC Student Services Office for this form). Official transcripts from all relevant universities must accompany the form.

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 credits of work must be completed with a minimum GPA of 3.00 in that field. Course requirements for the minor program must be approved by the student’s Committee by the end of the second semester of the graduate program, and entered into the proposed schedule of courses. The list of course requirements for the minor must also be sent in the form of a memo by the student’s Advisor to the Graduate School for approval, unless the minor is comprised of Departmental coursework only. Also, one member of the student’s 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 12 credits should be taken in the minor field, with an earned GPA of at least 3.00. If two minors are chosen, at least 8 credits must be taken in each field of study. Course requirements for the minor program must be approved by the student’s Committee by the end of the second semester of the graduate program and entered into the proposed schedule of courses. The list of course requirements for the minor must also be sent in the form of a memo by the Graduate Advisor to the Graduate School for approval, unless the minor is comprised of Departmental coursework only. Also, one member of the student’s Committee must be from the minor department.
Consult the Graduate Catalog or the WEC Student Service Office for information regarding procedure to declare a minor or interdisciplinary minor, and contact WEC Student Services to file appropriate paperwork.

Examinations

**MS Thesis:** A final oral and/or written examination is required. This exam is usually a single oral exam (thesis defense), and is usually given immediately following the student’s seminar presentation, but the exact nature is the prerogative of the student’s Advisor and 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 Advisor and members of the 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 6 months before the degree is to be 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 Graduate School as soon as possible following the exam. **Forms are available in the WEC Student Services Office, and it is the student's responsibility to work with Student Services personnel to prepare the certification form, and process the announcement of the exam in a timely manner!**

**MS Non-thesis:** A final oral and written examination is required. These exams may be separate or combined, but the exact nature is the prerogative of the student’s Committee. These exams evaluate the student’s proficiency and general knowledge in the major field of study and, in particular, evaluate the technical paper and the student’s comprehension thereof. **These examinations ideally are given in the student’s last semester, but should not be scheduled earlier than 6 months before the degree is to be conferred.**

An announcement of the final examinations must be submitted to the WEC Student Services Office two weeks prior to the scheduled date(s) of the exams. Certification of satisfactory completion of the final exams must be sent to the Graduate School as soon as possible following the exams. Also, a "Profile of Position After Graduation" form must be sent to the Graduate School with the final exams certification. Forms are available in the WEC Student Services Office.

**PhD:** The qualifying examination is required of all PhD students, and successful completion of this exam is a requirement for admission to candidacy (see Graduate Catalog for further details on admission to candidacy). The qualifying exam consists of the written and the oral examination (described in more detail below). The exam is intended to evaluate a student’s understanding of major and minor areas and his or her capability for carrying out the proposed research. Prior to the qualifying exam, the student should complete all basic coursework and circulate the research proposal to all members of the Committee. The qualifying exam should be completed in the third semester (not counting summer sessions) of the program. It must be completed at least two semesters prior to the date the degree is awarded. If the qualifying exam is taken 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. Upon completion of the qualifying exam, the application for admission to candidacy (available in the WEC Student Services Office) should be filled out and forwarded for the necessary approvals. The student's Advisor administers the exam. An announcement of examination (available in WEC Student Services Office) must be sent to the College of Agriculture and Life Sciences, Assistant Dean for Graduate Programs (2014 McCarty Hall D) 10 working days prior to the oral
exam (Student Services will send it over there). The student is responsible for working with Student Services personnel to prepare the application for admission to candidacy and process the announcement of examination in a timely manner!

The written part of the qualifying examination precedes the oral examination. For the written portion, the student’s Advisor solicits a set of questions from each member of the student’s Committee. Normally one-half to one day is spent on each set of questions (which may be open book or closed book). One (but no more than one) Committee member may decline to submit questions. Each Committee member’s evaluation of the student’s responses should be returned to the student’s Advisor who in turn will normally return all sets of questions and evaluations to the student as soon as possible. The student may then discuss their performance with each Committee member prior to the oral portion of the examination. Each Committee member should have an opportunity before the oral examination to see each other’s questions and the student’s responses to those questions.

The oral part of the qualifying 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 2 to 3 weeks after the written portion to allow the student to discuss the written portion with each committee member. The Research Plan may be discussed at the oral exam if there is adequate time; or, it may be discussed at another committee meeting.

The final examination, usually given the last semester of the program (it must be given within 6 months of the anticipated date of graduation) is 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 (available in WEC Student Services Office) must be sent to the College of Agriculture, Assistant Dean for Graduate Programs Office (2014 McCarty Hall D) 10 working days prior to the exam. Also, certification of satisfactory completion of the final exam must be sent to the Graduate School afterwards (see WEC Student Services). Again, the student is responsible for working with WEC Student Services personnel to process the announcement of the exam, and prepare the certification of satisfactory completion form in a timely manner!

Theses and Dissertations

MS Thesis: An approved thesis is required for completion of the MS 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 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.
After a successful final exam, revisions suggested by the supervisory Committee are made and signatures obtained on the signature page of the revised thesis. This near-final version is submitted to the Graduate School for editorial review (margins, format, etc.). When the thesis is ready to be put into final form, the student should obtain the Guide for Preparing Dissertations and Theses from the Graduate School or online. Templates to assist in preparation of the thesis according to Graduate School format standards are available from CIRCA (E520 CSE, 392-2007).

Copies of the thesis on 100% rag, acid-free bond paper must be submitted to: WEC Student Services (unbound copy), the Graduate School (unbound copy), the student’s Advisor (bound copy), and the Marston Science Library (unbound copy via the Dean for the College of Agricultural and Life Sciences). Additionally, each member of the student’s Committee should receive a plain-paper, bound copy of the thesis. The thesis must be submitted to WEC Student Services prior to the student being certified for graduation.

**MS Non-thesis Technical Paper:** A technical paper in an appropriate professional area must be approved by the student’s Committee for completion of the non-thesis MS degree. It may take several forms, and the student’s Committee should be consulted for specific details. The Committee must approve the final version of the technical paper in order for the MS non-thesis degree to be awarded, and therefore must have adequate time to review and critique early drafts.

Bound copies must be submitted on 100% rag, acid-free bond paper with letter-quality type to the student’s Advisor and each member of the student’s Committee should also receive a plain-paper, bound copy. The technical paper must be submitted to WEC Student Services prior to the student being certified for graduation.

**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 Graduate School and the student’s Committee. The student’s 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 of it should be distributed to each member of the Committee. The Committee should 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. This final draft, printed in letter quality type on bond paper, is due in the Graduate School 10 working days prior to the final exam. A letter of transmittal from the Graduate Advisor accompanies the dissertation stating that the advisor has read the dissertation and that it is ready for editorial review by the Graduate School.

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. When the dissertation is ready to be put into final form, the student should obtain the Guide for Preparing Dissertations and Theses from the Graduate School or online. The Graduate Catalog should also be consulted. CIRCA has word processing templates available to assist in formatting the dissertation according to Graduate School requirements (E520 CSE, 392-2007).
When the final version of the PhD dissertation has been signed by all members of the Supervisory Committee, as many as four letter-quality copies as well as an electronic version are required. More information is available at [http://etd.circa.ufl.edu](http://etd.circa.ufl.edu) or from the Graduate School Editorial Office. Copies of the dissertation on 100% rag, acid-free bond paper must be submitted to: WEC Student Services (bound copy), the Graduate School (original printout, unbound or electronic version), the student’s Advisor (bound copy), and the Marston Science Library (unbound copy via the Dean for the College of Agriculture). Additionally, each member of the student’s Committee should receive a plain-paper, bound copy of the thesis. These must be received before the student is certified for graduation ([http://gradschool.rgp.ufl.edu/pdf-files/checklist-dissertation.pdf](http://gradschool.rgp.ufl.edu/pdf-files/checklist-dissertation.pdf)). Electronic dissertations may be viewed at [http://www.uflib.ufl.edu/etd.html](http://www.uflib.ufl.edu/etd.html).

**Seminar Presentation**

All MS-thesis and PhD students must present their own seminar on their research as part of their degree requirements. 50-minute PhD seminars are ideally given at the formal seminar time (Mondays at 4:00 pm in Room 112 N-Z) and 15-minute MS seminars are presented in an organized Masters Symposium. In unusual circumstances seminars may be held at another time and place. Registration in Wildlife Ecology and Conservation Seminar ([WIS 6933](http://gradschool.rgp.ufl.edu/pdf-files/checklist-dissertation.pdf)) and the individual 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 should talk to his or her Advisor.* His or her Advisor will need to petition the Dean of the Graduate School to allow registration. The petition should also be approved by the WEC Department Chair prior to forwarding to the Graduate School. To graduate, students must have an overall GPA of 3.00 or above. **All petitions to the Graduate School must start with the student’s Advisor; students should consult WEC Student Services for more information.**

**Preparation Time for Theses, Technical Papers, 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. The "Guide to Preparing Theses and Dissertations" is available through the Editorial Office, 168 Grinter Hall. Additionally, both a General Audience and Academic abstract guidelines are available through the Editorial Office. It is prudent for students to check with each advisory committee member, in advance, to plan a convenient time for thesis review and final exams.

**DO NOT LEAVE THESIS/DISSERTATION WRITING UNTIL YOUR FINAL SEMESTER** - your most serious writing should occur in the semester prior to graduation, if not well before. Allow at least 2 weeks for your advisor and subsequently your 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 in the **Graduate Catalog**. A special bulletin, **Deadline Dates**, is prepared each semester by the Graduate School, and is available in WEC Student Services. WEC graduate students must register for a minimum number of credits during the final semester (see table). Also, the final exam (defense) for MS and PhD students will be completed during this semester.

**Application for Degree**

Students must apply for their degree each term they expect to graduate. Deadline dates are specified each semester and published in the **Graduate Catalog**. Use the "Application for Degree" form from the WEC Student Services Office.

**Time Limitations**

All work for an **MS degree, thesis or non-thesis**, 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.

**Final Term Registration and Cleared Prior: (information taken from the graduate school catalog, page 28)** ([http://gradschool.rgp.ufl.edu/students/faqs-graduation.html](http://gradschool.rgp.ufl.edu/students/faqs-graduation.html))

- **Final Term Registration**—During the term in which the final examination is given and during the term the degree is received, a student must be registered for at least three credits in fall or spring and 2 credits in the summer that count toward his/her graduate degree. Students on a fellowship, traineeship, or assistantship must be registered appropriately for their appointment. Thesis students must be registered in 6971 and doctoral students in 7980 for at least the minimum required registration.

- **Cleared Prior**—Students exempt from final term registration must meet all of the following conditions before the start of the first day of classes:
  1. Correctly registered in the preceding term.
  2. Completed all degree requirements, including final submission of the dissertation, thesis, or project and the final examination report.
  3. Submitted the final examination form for the non-thesis degrees
  4. Cleared all incompletes or other unresolved grades.
  5. Filed degree application with Office of the University Registrar.

If you are properly registered and complete all graduate degree requirements — all course requirements, final defense, UF Graduate School Editorial review, final submission of corrected thesis or dissertation, and any necessary grade changes or petitions — **after** deadline but **before** the first day of the next semester's classes, you may "clear prior" (graduate without further registration) at the end of the next term. Dates on your thesis should reflect the month and
Logistics of Being a WEC Graduate Student

Gator One card

The Gator One card is the official University of Florida picture ID card. It is required of all students, faculty, and staff. A valid Gator One 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, and to use all recreational facilities. The Gator One card can be obtained at the ID Card Services office. An official picture ID (passport or driver’s license) and $10 are required. A student’s spouse should go to 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 $10.

Changing Residency

It is University policy that graduate assistants who are not Florida residents should apply to become a Florida resident as soon as they are eligible. Though the formal residency status cannot be changed until after one year, it is important for students to begin the process as soon as possible, after arriving in Florida. Further information is available from the Office of the University Registrar (222 Criser Hall).

Carrel Assignments

A limited amount of graduate student carrel space exists within Newins-Ziegler Hall and elsewhere. Senior graduate students and the Wildlife Graduate Student Association (see below) under the guidance of the WEC Graduate Coordinator and other faculty assign these carrels. All WEC graduate assistants and holders of fellowships and scholarships are eligible for assignment to a carrel; if enough space is available, other WEC graduate students will also be accommodated. Incoming students will be placed on a waiting list until space is available, and first-time carrel assignments will be in NZ room B-2. Students leaving for a semester or more must vacate their carrel; they will maintain their seniority status upon returning. Carrel space occupation is limited to 3 years for master’s students and 5 years for PhD students from the initial date of enrollment. Wildlife T.A.’s may have carrels in Room 301A.

Keys, Vehicles, and Equipment

Your major advisor will disburse keys for Newins-Ziegler Hall and outlying WEC properties. If you advisor is other than a core faculty member, see the Operations Manager with a memo from your advisor. 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 Operations Manager.

year of graduation, not the month and year of submission. Students attempting to "clear prior" should make first submission of their theses or dissertations to the UF Graduate School Editorial Office three weeks before classes start. Final submission must be made before the next semester's classes start. There are no exceptions to this policy. Students who are "clearing prior" must also submit a new degree application form to the UF Office of the Registrar before the published deadline for the semester in which they will "clear prior" for graduation.
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 Operations Manager. A list is available in the Graduate Mail Room, 301 N-Z. See the Operations Manual.

Graduate Mailroom

All active (registered or employed) WEC graduate students are provided with a mailbox in 301 Newins-Ziegler Hall. Messages, mail, and announcements can be received here, and other important information is posted on the bulletin boards in the mailroom. Students should check box names carefully at the beginning of each semester, as mailboxes are constantly rearranged to allow for the influx of new graduate students. A phone for local calls and computer for email are available in the mailroom. After hours access requires a key available from the main office. If you need a mailbox, see the Main Office, 110 N-Z.

Graduate Student Associations

In addition to the formal Graduate Assistants United (information available from the Graduate Coordinator), the Wildlife Ecology and Conservation Department has an informal graduate student association (Wildlife Graduate Student Association, or WGSA). This association serves a variety of valuable functions and is often solicited for advice on graduate programs within WEC. Graduate students are encouraged to take an active role in their education and in helping to form policy. The WGSA maintains a mailbox and bulletin board in the graduate student mailroom (Room 301 Newins-Ziegler Hall). All graduate students may also attend the UF Graduate Student Council meetings (contact the office in room 324, Reitz Union, 392-1665, ext. 424).

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. Check with the WEC Student Services Office for more information on Departmental organizations, or visit the Student Activities Center on the third floor of the Reitz Union for information about UF’s student organizations and graduate student services.

Use of Phones and Fax

Graduate students may use Departmental telephones for local calls. There are telephones located in the lobby of the WEC Student Services Office (110 N-Z), in the main office (110 N-Z), 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 Advisor, logged in, and charged to that specific research account. Graduate students may use the WEC fax machine in the Main Office (110 N-Z) for official business purposes only; this includes local faxes. A "9" must be dialed first to get an outside line for local calls or faxes. To make long distance calls or faxes, dial "8" and then "1" and the area code and number. Please use Suncom for in-state calls whenever possible (consult one’s Advisor for information regarding Suncom and its use).
Use of Stationery and Office Equipment

Graduate students may use the WEC fax machine, stationery, and office equipment in the WEC Main Office (110 N-Z) for official business purposes only (such as using supplies for your Teaching assistantship). Students must make arrangements with their 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 Rm 227) there is a copy machine for general use. Graduate students should contact a 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.

Email

All WEC Graduate students are eligible for free Gatorlink email accounts; sign-up forms are available through CIRCA. The Department provides email access for students through use of a dedicated computer in the Graduate Student Mailroom (3rd floor of N-Z). Many departmental announcements are only disseminated through email and all WEC graduate students are strongly encouraged to sign-up for an account. After the student has received notification of their new email address, email Tom Barnash (tbarnash@ufl.edu) to have their address included on the WEC departmental emailing list.

Computer Facilities

Computer labs for CALS graduate students are located in 2103 McCarty Hall and 1302 Fifield Hall. Public hours and reserved hours are posted outside each lab. Access to your email host, the internet, and various software is available in each lab. Students must provide their own disks and may not save any work on the hard drives.

WEC has a computer lab on the 3rd floor of Newins-Ziegler Hall. WEC graduate students have access to this lab, but not generally for extended periods of time. The lab is equipped with several computers dedicated to GIS work, and two general use computers hooked up to the following types of equipment; printer, scanner, slide maker, slide scanner. A first class poster-quality plotter is also available in this lab. See Tom Barnash (tbarnash@ufl.edu) for help with the equipment, and with access to this lab.

Travel Awards

Travel awards are for $200, and are cost-reimbursable. A maximum of ten (10) travel awards per year are distributed among all graduate students; a graduate student should therefore not assume that he or she is guaranteed a travel award. The WGSA administers travel awards; for information, application forms, and regulations see the WEC Student Services Office. IFAS offers matching travel grants that should be applied for in conjunction with WGSA travel awards, and 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 Proposed Schedule of Courses within the first semester or year). If a student knows that these requirements will not be completed on time, he or she should ask his or her Graduate Advisor to write a letter of petition to the WEC Graduate Programs Committee detailing the extenuating circumstances and asking for a one semester extension. Each semester, student records are automatically audited, and if these requirements have not been met, the student’s record will be automatically flagged. If action is not taken by the student and/or Graduate Advisor to correct the problem, the student will not be permitted to register in the following semester.

**Interruption of Graduate Study and Leaves of Absence**

If a student plans not to register for one semester, the student should ask permission (in writing) from his or her Graduate Advisor. Students must also inform the WEC Student Services Office of their plans by filling out the form available on our website. A registration appointment will automatically be issued the following term; contact The Office of the University Registrar (392-1374) for information. A student who is not registered for a period of more than one semester needs to fill out a Readmissions Application Form (available from the Admissions Office, 201 Criser) in order to be reactivated. Students on assistantships and fellowships should check with their Graduate Advisor to learn 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, 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. Since registration can be done over the phone, students can have their Advisor or a friend call in their registration for them if they are out of town.

**Sexual Harassment and Discrimination**

If at any time a graduate student feels he or she has been sexually harassed or discriminated against in any matter, 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**. Complaints of any form can be made to any University personnel in a supervisory capacity. Please see [http://pdec.ifas.ufl.edu/New_Faculty_Orientation/civilrights/sexualharassment/](http://pdec.ifas.ufl.edu/New_Faculty_Orientation/civilrights/sexualharassment/) for a general statement regarding Departmental and University policy on sexual harassment and discrimination.

**Interaction with Other Disciplines**

Interdisciplinary interaction, training, and research is encouraged at UF through the variety of courses, seminars, certificate programs 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 Department of Sponsored Research (DSR) distributes information on funding opportunities through the following publications: 1) FYI (monthly newsletter); 2) DSR Catalog of Graduate and Postdoctoral Support (yearly publication); 3) DSR Web Page at [http://www.ortge.ufl.edu/research/funding.html](http://www.ortge.ufl.edu/research/funding.html). Through the DSR Web Page graduate students with an email account may sign up to receive the monthly FYI newsletter electronically. The electronic format is an enhanced version of the paper copy including deadlines and articles. Information on proposal development, research at UF, entrepreneurial programs and graduate education are also available through the Web Page.

Announcements for funding opportunities are posted outside the Main WEC Office (303 N-Z), the Academic Support Services Office (110B N-Z), and the WEC Student Services Office (110 N-Z). Utilize the WEC Faculty Listing (available in the WEC Student Services Office), WEC faculty have the highest ratio of funded projects per faculty in IFAS. The student may increase their funding opportunities by speaking to various WEC faculty members about their research interests.

Two important notes: 1) funding obtained through UF must be administrated through the WEC Budget and Development Office (111 N-Z). Graduate students are encouraged to submit proposals, but can not be the 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. 2) 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 N-Z) will provide assistance when the student is either an employee or the manager of an account. All employees are strongly encouraged to sign-up for direct deposit. Direct deposit paycheck receipts will be placed in graduate student mailboxes each payday Friday. Local students who decide against direct deposit may pick-up their check in 110 N-Z after 2:00pm on payday Friday. Students in the field who elect against direct deposit will have their paychecks sent via certified mail. It is the student’s responsibility to notify the WEC Personnel Office, in writing, of all address changes.

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 they are considered an *employee*. If an employee is injured while conducting duties for their UF employment, they must receive medical care from a Humana Medical Plan, Inc. provider in order to ensure that Workers’ Compensation medical bills are paid. 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 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. If that office is unavailable the employee may contact Humana directly at (800) 424-6689.

3) If the employee is in the Gainesville area they may go to the UF Student Health Care Center (392-1161) for treatment. Notify the center staff that the injury is work related.

4) In the case of a life threatening injury the employee may go to the nearest emergency care center. Notify the staff that the injury is work related.

5) The employee must not go to their personal physician for any work related injury. Workers’ Compensation will not cover the claim.

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 students traveling outside the U.S. who participate in any UF sanctioned or sponsored event, including conducting research or study projects under the direction of a 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 Office of Overseas Studies (123 Tigert Hall) for health insurance information. Information on required immunizations may be obtained through
Library Resources

The University of Florida has 8 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. Not all of these resources are available on LUIS. 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 obtain the publication "Integrity in Graduate Study." These guidelines provide information on fraud, plagiarism, cheating, abuses of confidentiality, and conflicts of interest. Students who desire information on these issues may obtain this publication from the Graduate School (168 Griner Hall).

Checklists of Key Events for MS and PhD Degrees

**MS Degrees (thesis or non-thesis)**

1st semester

1. Form your Supervisory Committee (work with your graduate advisor to select appropriate faculty, and ask those faculty to serve on your committee - see above) and submit the completed, signed form to WEC student services (get the form from them). Your committee should meet and discuss your proposal by the end of your first semester!
2. Complete a Proposed Schedule of Courses (the "Form 2") – File it with the WEC Student Services Office.
3. Transfer credits from a previous graduate program.
4. Develop research proposal for thesis / technical paper; obtain approval from Supervisory Committee.

Anytime

5. Fulfill the Statistics and Area of Emphasis requirements.
6. Register for one credit of WIS 6933 Seminar.

Next-to-Last Semester

7. Work with Graduate Advisor to ensure that you will complete all MS requirements in a timely fashion.
8. Obtain [Deadline Dates](#) from the Graduate School for graduation requirements.

**Last Semester**

9. Formally apply for graduation, present seminar, and complete final exam(s) / thesis / technical paper.
10. An approved copy of your revised / approved thesis or technical paper is received by the Student Services Office before you are certified to graduate.
11. You must register for 3 credits of 6971 (MS thesis option only) during your final semester of registration for your degree (or 2 credits if your final semester is a summer session).
12. Obtain and complete an [exit checklist](#) from WEC Personnel.

**PhD Degree**

1. **1st semester**
   
   1. [Transfer of credits](#) from a previous graduate program.

   2. **1st or 2nd semester**
      
      3. [Form your Supervisory Committee](#) (work with your graduate advisor to select appropriate faculty, and ask those faculty to serve on your committee - see above) and submit the completed, signed form to WEC student services (get the form from them).
      Your committee has to meet and discuss your proposal by the end of your second semester!
      4. [Complete a Proposed Schedule of Courses](#) (the "Form 2") – File it with the WEC Student Services Office.
      5. Develop [research proposal](#) for thesis / technical paper; obtain approval from Supervisory Committee.

2. **Anytime**
   
   5. Fulfill the [Teaching / Statistics / Area of Emphasis](#) requirements.
   6. Register for one credit of WIS 6933 [Seminar](#).

3. **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. Obtain [Deadline Dates](#) from the Graduate School for graduation requirements.

**Last Semester**
10 Formally apply for graduation, present seminar, and complete final exam(s) / **seminar presentation** / dissertation.

11. An approved copy of your revised / approved dissertation is received by the Student Services Office before you are certified to graduate.

12. You must register for 3 credits of 7980 during your final semester of registration for your degree (or 2 credits if your final semester is a summer session).

13. Obtain and complete an **exit checklist** from WEC Personnel.
Wildlife Ecology and Conservation Faculty

CORE FACULTY IN WEC

JAMES D. AUSTIN, Assistant Professor  
*Conservation genetics, Phylogeography, Phylogenetics*  
301A Newins Zeigler Hall, austinj@ufl.edu

LYN C. BRANCH, Professor  
*Behavioral Ecology; Landscape Ecology; Latin American Conservation*  
312 Newins-Ziegler Hall, BranchL@wec.ufl.edu

EMILIO BRUNA, Assistant Professor  
*Tropical Ecology and Conservation*  
Newins-Ziegler Hall, brunae@wec.ufl.edu

PETER C. FREDERICK, Research Associate Professor  
*Wetlands Ecology; Avian Behavior*  
308 Newins-Ziegler Hall, pcf@gnv.ifas.ufl.edu

MARK E. HOSTETLER, Assistant Professor  
*Wildlife Extension*  
215 Newins-Ziegler Hall, HostetlerM@wec.ufl.edu

BILL GIULIANO, Assistant Professor  
*Wildlife Extension Specialist, Wildlife/Agriculture Interactions*  
308 Newins/Ziegler Hall, giulianob@wec.ufl.edu

STEVEN JOHNSON, Assistant Professor  
*Wildlife Extension, Herpetology*  
313 Newins Ziegler Hall, johnsons@wec.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

MARTIN B. MAIN, Associate Professor  
*Behavioral Ecology and Conservation*  
SW FL Res. & Ed. Center, 2686 State Road 29N  
Immokalee, Florida 34142; mbma@icon.imok.ufl.edu

FRANK J. MAZZOTTI, Associate Professor  
*Wildlife and Growth Management*  
Ft. Lauderdale Research and Education Center  
3205 College Ave., Ft. Lauderdale, FL 33314-7799, fjma@gnv.ifas.ufl.edu

DEBORAH L. MILLER, Associate Professor  
*Plant, Wetlands, and Coastal Marsh Ecology*  
PJC Milton Campus Bldg. 4900,  
5988 Hwy. 90 W., Milton, FL 32583, dlmi@gnv.ifas.ufl.edu

MICHAEL P. MOULTON, Associate Professor  
*Community and Introduced Species Ecology*  
318 Newins-Ziegler Hall, mpm@gnv.ifas.ufl.edu

JEFF MULLAHEY, Professor  
Center Director WFREC, jjm@ifas.ufl.edu

MADAN OLI, Assistant Professor  
*Population Ecology*  
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PERRAN ROSS, Associate Scientist

Revised 09/12/06
307A Newins Ziegler Hall, rossp@wec.ufl.edu

JOSEPH M. SCHAEFER, Professor
District Extension Director, South Florida
schaefer@wec.ufl.edu

KATHRYN E. SIEVING, Associate Professor; Honors Coordinator
Conservation of Forest Birds; Behavioral Landscape Ecology
320 Newins-Ziegler Hall, sievingk@wec.ufl.edu

MELVIN E. SUNQUIST, Professor
Mammalian Ecology and Behavior
314 Newins-Ziegler Hall, mesu@gnv.ifas.ufl.edu

GEORGE W. TANNER, Professor and Assistant Chair
Wildlife Habitat Management/Restoration; Fire Ecology
322 Newins-Ziegler Hall, TannerG@wec.ufl.edu

EMERITUS FACULTY
(Emeritus faculty do not serve as Graduate Advisors, but may serve on supervisory committees.)

LAWRENCE D. HARRIS, Professor Emeritus
Landscape Ecology
P.O. Box 110430, UF Campus, ldh@gnv.ifas.ufl.edu

PATRICIA A. WERNER, Professor Emeritus
Population and Community Ecology
P.O. Box 110430, UF Campus, WenerP@wec.ufl.edu

RONALD F. LABISKY, Professor Emeritus
Wildlife Population Ecology and Conservation
P.O. Box 110430, UF Campus, LabiskyR@wec.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.)

RAYMOND R. CARTHY, Courtesy Assistant. Professor & Asst. Unit Leader
Sea Turtle Biology and Conservation
Bldg. 810, rayc@zoo.ufl.edu

WILEY M. KITCHENS, Courtesy Professor & Assistant Unit Leader-Ecology
Wetland Systems Ecology,
Bldg 810 , kitchensw@wec.ufl.edu

H. FRANKLIN PERCIVAL, Courtesy Associate Professor & Unit Leader
Wetlands Wildlife Ecology
Bldg.810, percivalf@wec.ufl.edu

AFFILIATE FACULTY
(Employed by other UF departments, and can serve as Graduate Advisors and committee members.)

L. RICHARD FRANZ, Affiliate In Ecology
Herpetofaunal Ecology
FL Museum of Nat. History, PO 117800, UF Campus, Gainesville, FL 32611

STEPHEN R. HUMPHREY, Affiliate Professor & Director of Academic Programs
COURTESY FACULTY
(Employed outside of UF, and can serve as Graduate Advisors and supervisory committee members.)

MICHAEL L. AVERY, Courtesy Associate Professor
Avian Ecology
USDA Wildlife Res. Field Sta, 2820 E. University Ave., Gainesville, FL 32641

GRAEME CUMMING, Courtesy Assistant Professor
Landscape Ecology
Percy FitzPatrick Institute of African Ornithology, University of Cape Town, Rondebosch 7701, Cape Town, South Africa

C. KENNETH DODD, JR., Courtesy Associate Professor
Conservation Biology of Amphibians and Reptiles
Florida Caribbean Science Center, U.S. Geological Survey, 7920 NW 71st St. Gainesville, FL 32653

MARGRET GUNZBURGER, Courtesy Assistant Professor
Ecology and Conservation of Amphibians and Reptiles
gunz@ufl.edu

THOMAS KUNZ, Courtesy Professor
Bat Ecology
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LYNN W. LEFEBVRE, Courtesy Assistant Professor
Marine Mammal Ecology
National Biological Service, 412 NE 16th Ave., Rm. 250, Gainesville, FL 32601

GARY MEFFE, Courtesy Professor; Editor
Conservation Biology
PO Box 110430, Gainesville, FL 32611

KENNETH S. MEYER, Courtesy Assistant Professor
Behavioral Ecology
Big Cypress National Preserve, National Biological Service, HCR 61, Box 110, Ochopee, FL 33943

JAMES D. NICHOLS, Courtesy Associate Professor
Wildlife Population Ecology
Patuxent Environmental Science Center, Laurel, MD 20708

LORA SMITH, Courtesy Assistant Professor
Jones Center, lora.smith@jonesctr.org

JOHN THORBJARNARSON, Courtesy Professor
Conservation Biologist
Wildlife Conservation Society, jthorbjarnarson@wcs.org

ALLYSON WALSH, Courtesy Associate Professor; Director, Lubee Bat Conservancy
1309 NW 192nd Ave., Gainesville, FL 32609, awalsh@lubee.org

MARY F. WILLSON, Courtesy Professor
Evolutionary Ecology and Conservation Biology
303 Newins-Ziegler Hall, MFWillson@ptialaska.net
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 students 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 their advisor to the graduate WEC coordinator and 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., WIS 6934, ZOO 6927, etc.). Such courses will usually satisfy Area of Emphasis requirements, and other graded course requirements, but make sure your supervisory committee approves their use to fulfill requirements.

Ecology
Departments containing eligible courses include: AGG, AGR, EES, ENY, FAS, FOR, PCB, SOS, WIS, and ZOO. Special Topics Courses, all departments (MUST BE APPROVED BY SUPERVISORY COMMITTEE)

Human Dimensions

Departments containing eligible courses include: ADV, AEB, AEE, ANT, CPO, ECO, EES, EME, ENV, FNR, FOR, GEA, LAA, LAS, LEI, MMC, POS, PUP, SCE, URP, and WIS. Special Topics Courses, all departments (MUST BE APPROVED BY SUPERVISORY COMMITTEE)

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. Special Topics Courses, all departments (MUST BE APPROVED BY SUPERVISORY COMMITTEE)
**Ecology**

AGG 5425 Sustainable Agriculture (3)
AGR 6311 Population Genetics (2)
BOT 5725C Taxonomy of Vascular Plants (4)
BOT 5695 Ecosystems of Florida (3)
BOT 6951 Tropical Biology: An Ecological Approach (8)
EES 5305C Ecological and General Systems (3)
EES 5307 Ecological Engineering (3)
EES 6140 Biology of Exotic Species (3)
EES 6308C Wetland Ecology (3)
ENY 6203 Insect Ecology (4)
FAS 5276C Field Ecology of Aquatic Organisms (4)
FOR 6170 Tropical Forestry (3), F-odd
PCB 5307C Limnology (4)
PCB 5317C Marine Ecology (4)
PCB 5415C Behavioral Ecology (4)
PCB 5575C Ecological Genetics (3)
PCB 5615 Evolutionary Genetics (4)
PCB 6356C Ecosystems of the Tropics (3)
PCB 6357C Tropical Biology (8)
PCB 6377C Physiological Ecology of Vertebrates (4)
PCB 6447C Community Ecology (4)
PCB 6496C Stream Ecology (4)
PCB 6605C Principles of Systematic Biology (4)
PCB 6675 Advanced Evolutionary Biology
SOS 5303C Soil Microbial Ecology (3)
WIS 5323C Impact of Diseases on Wildlife Populations (3)
WIS 5496 Research Design in Wildlife Ecology (3)
WIS 5555C Conservation Biology (3)
WIS 5909 Remote field Experiences in Wildlife Ecology (2-4)
WIS 6426 Landscape Ecology and Management for Biodiversity Conservation (4)
WIS 6444 Advanced Wetlands Ecology (4)
WIS 6452 Wildlife Ecology (3)
WIS 6464 Wildlife Habitat Analysis (3)
WIS 6466 Wildlife Population Modeling (3)
WIS 6468C Pattern and Process in Landscape Ecology (3)
ZOO 6117 Vertebrate Paleoecology (3)
ZOO 5486C Mammalogy (4)
ZOO 6456C Ichthyology (4)
ZOO 6515C Ethology (4)

**Special Topics** Courses, all departments (MUST BE APPROVED BY SUPERVISORY COMMITTEE)

**Human Dimensions**

ADV 6602 Advert/Public Relations Management
AEB 6106 Microeconomic Principles & Analysis (3)
AEB 6453 Natural Resource and Environmental Economics (4)
AEB 6483 Ecological 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 and Community NGOs (3)
AEE 6206 Advanced Instructional Techniques in Ag & Life Sciences (3)
AEE 6300 Methodology of Planned Change (3)
AEE 6512 Program Development in Extension Education (3)
AEE 6541 Instruction and Communication Technologies for Ag & Nat Resources (3)
AEE 6611 Agricultural and Extension Adult Education (3)
ANT 5702 Anthropology and Development (3)
CPO 6036 Politics in Developing Societies (3)
CPO 6307 Latin American Politics (3)
ECO 7716 International Economic Relations (3)
EES 6009 Ecological Economics (2)
EME 6945 Practicum in Educational Media and Instructional Design (3-8)
ENV 5075 Environmental Policy (3)
FNR 6934 Conservation Behavior (3)
FOR 5615 Forest Conservation and Management Policies and Issues (3)
FOR 6543 Forest Resource Economics (3)
FOR 6640 Environmental Education Program Development (3)
GEA 6109 Tropical Lands and Their Utilization (1-10; max 10)
GEA 6468L Resource Utilization and Conservation in Latin America (3)
LAA 6382 Ecological and Environmental Policy (3)
LAS 6290 Community Forest Management (3)
LAS 6291 Conservation and Entrepreneurship: Business & Management Practice (3)
LAS 6983 Conflict Management for Tropical Conservation & Dev(3)
LEI 6895 Tourism Analysis (3)
MMC 6400 Mass Communication Theory (3)
POS 6157 Community Analysis (3)
PUP 6057 Politics of Regulation (3)
SCE 4342 Environmental Education Methods and Materials (3)
SCE 6290 Science Instruction in Informal Settings (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 6578 Human Dimensions of Biological Conservation (3)

Special Topics Courses, all departments (MUST BE APPROVED BY SUPERVISORY COMMITTEE)

Quantitative Analysis

AEB 5167 Ecological Analysis of Small Farm Livelihood (3)
AEB 6299 Benefit-Cost & Social Impact Analysis (3)
ANG 5485 Research Design in Anthropology (3)
CAP 5805 Computer Simulation Concept (3)
ECO 7415 Statistical Methods in Economics (3)
ECO 7408 Mathematical Methods and Applications to Economics (3)
EDF 6401 Educational Statistics (3)
EDF 6403 Quantitative Foundations of Educational Research (6)
EES 6028 Spatial Modeling Using GIS (3)
EES 6301 Comparative Approaches in Systems Ecology (3)
FNR 5563 Simulation of Ecological Models (3)
GEO 5134C Remote Sensing (3)
GEO 5159 GIS Applications in Environmental Systems (3)
GEO 5177 GIS in Research (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)
POS 6757 Survey Research (3)
STA 5503 Categorical Data Methods (3)
STA 5701 Applied Multivariate Methods (3)
STA 5325 Mathematical Methods of Statistics (3)
STA 6166 Statistical Methods in Research I (4)
STA 6167 Statistical Methods in Research II (4)
STA 6201 Analysis of Research Data (3)
STA 6207 Applied Statistical Methods (3)
STA 6208 Regression Analysis (3)
STA 6209 Design & Analysis of Experiments (3)
STA 6505 Analysis of Categorical Data (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 Ecology (3)

**Special Topics** Courses, all departments (MUST BE APPROVED BY SUPERVISORY COMMITTEE)
### Appendix A: Summary of Steps for Master’s Degree

*It is the student’s responsibility to meet all requirements and deadlines!*

<table>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>RESPONSIBILITY</th>
<th>TIME TABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Members of the Supervisory Committee</td>
<td>Advisor and Student</td>
<td>Within first or second semester or before the completion of 12 credits-whichever comes first.</td>
</tr>
<tr>
<td>Transfer Prior Credits</td>
<td>Advisor and Student</td>
<td>By the end of the first semester</td>
</tr>
<tr>
<td>Submit Proposed Schedule of Courses (Form 2) for Approval to the Supervisory Committee and File form with Department</td>
<td>Advisor and Student</td>
<td>Within first or second semester or before the completion of 12 credits-whichever comes first.</td>
</tr>
<tr>
<td>Submit Research Project for Approval to the Supervisory Committee</td>
<td>Advisor and Student</td>
<td>By the end of the second semester</td>
</tr>
<tr>
<td>Review Critical Deadline Dates for Submission, Defense, etc</td>
<td>Student</td>
<td>At least a semester prior to graduating semester</td>
</tr>
<tr>
<td>Notify Department of Intent to Graduate</td>
<td>Student</td>
<td>Before the end of the semester prior to graduating semester</td>
</tr>
<tr>
<td>Submit Petitions regarding Degree Requirements</td>
<td>Student</td>
<td>Before the last day of classes in the semester prior to the graduating semester.</td>
</tr>
<tr>
<td>Final Term Registration</td>
<td>Student</td>
<td>Minimum 3 credits in WIS 6971 (2 credits in the Summer)</td>
</tr>
<tr>
<td>File Degree Application</td>
<td>Student</td>
<td>Prior to deadline in the graduating semester</td>
</tr>
<tr>
<td>Notify Department of Intent to Graduate</td>
<td>Student</td>
<td>At least 10 working days prior to exam date.</td>
</tr>
<tr>
<td>Submit Final Exam Report Form to Graduate School</td>
<td>Advisor and Student</td>
<td>Prior to deadline in the graduating semester</td>
</tr>
<tr>
<td>Pay Binding Fees and Submit Original Copy of Thesis</td>
<td>Student</td>
<td>Prior to deadline in the graduating semester</td>
</tr>
<tr>
<td>Submit Final Copy of Thesis</td>
<td>Student</td>
<td>Prior to deadline in the graduating semester</td>
</tr>
<tr>
<td>Return keys, equipment and library books</td>
<td>Student</td>
<td>Prior to departing.</td>
</tr>
</tbody>
</table>
Appendix B: Summary of Steps for Ph.D. Degree

*It is the student’s responsibility to meet all requirements and deadlines!*

<table>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>RESPONSIBILITY</th>
<th>TIME TABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Members of the Supervisory Committee</td>
<td>Advisor and Student</td>
<td>Within first or second semester</td>
</tr>
<tr>
<td>Transfer Prior Credits</td>
<td>Advisor and Student</td>
<td>By the end of the first semester</td>
</tr>
<tr>
<td>Submit Proposed Schedule of Courses (Form 2) for Approval to the</td>
<td>Advisor and Student</td>
<td>Within first or second semester</td>
</tr>
<tr>
<td>Supervisory Committee and File form with Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit Research Project for Approval to the Supervisory Committee</td>
<td>Advisor and Student</td>
<td>By the end of the second semester</td>
</tr>
<tr>
<td>Notice of Qualifying Exam to Department</td>
<td>Student</td>
<td>At least 10 working days prior to exam date</td>
</tr>
<tr>
<td>Written and Oral Qualifying Exams</td>
<td>Advisor</td>
<td>Must be at least two semesters before graduation</td>
</tr>
<tr>
<td>Submit Admission to Candidacy Form</td>
<td>Student</td>
<td>Filed with the Graduate School after exams</td>
</tr>
<tr>
<td>Review Critical Deadline Dates for Submission, Defense, etc</td>
<td>Student</td>
<td>At least a semester prior to graduating semester</td>
</tr>
<tr>
<td>Notify Department of Intent to Graduate</td>
<td>Student</td>
<td>Before the end of the semester prior to</td>
</tr>
<tr>
<td>Submit Petitions regarding Degree Requirements</td>
<td>Student</td>
<td>graduating semester.</td>
</tr>
<tr>
<td>Final Term Registration</td>
<td>Student</td>
<td>Minimum 3 credits in WIS 7980 (2 credits in the Summer)</td>
</tr>
<tr>
<td>File Degree Application</td>
<td>Student</td>
<td>Prior to deadline in the graduating semester.</td>
</tr>
<tr>
<td>Notice of Final Exam to Department</td>
<td>Student</td>
<td>At least 10 working days prior to exam date.</td>
</tr>
<tr>
<td>Final Exam</td>
<td>Advisor and Student</td>
<td>Prior to deadline in the graduating semester.</td>
</tr>
<tr>
<td>Submit Final Exam Report Form to Graduate School</td>
<td>Advisor and Student</td>
<td>Prior to deadline in the graduating semester.</td>
</tr>
<tr>
<td>Pay Binding Fees and Submit Original Copy of Dissertation</td>
<td>Student</td>
<td>Prior to deadline in the graduating semester.</td>
</tr>
<tr>
<td>Submit Final Copy of Dissertation</td>
<td>Student</td>
<td>Prior to deadline in the graduating semester.</td>
</tr>
<tr>
<td>Return keys, equipment and library books</td>
<td>Student</td>
<td>Prior to departing.</td>
</tr>
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Revised 09/12/06