



STUDENT HANDBOOK

Master of Science (non-thesis option) in Entomology & Nematology

Distance Degree Program

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Purpose of this Graduate Program

The University of Florida's Department of Entomology & Nematology offers a Master of Science degree (non-thesis), with five specializations, by distance technologies to meet the needs of place-bound students who wish to increase their knowledge for professional or personal development reasons. We aim to serve the educational needs of Extension agents and other educators; state and federal employees in agricultural, environmental, and regulatory positions; consultants; pest control industry and agricultural chemical industry personnel; and any others who wish to further their education.

Our Entomology specialization is intended for anyone interested in biological science with an emphasis on insects and other arthropods. Our four pest management specializations (Urban Pest Management, Landscape Pest Management, Medical Entomology and Agroecology) are intended for those students interested in the principles and practices of integrated pest management in urban, agricultural and public health sectors.

We hope this handbook is useful to you and your faculty supervisor. Please let us know if you think there is other important information that should be included in future versions of this handbook. We wish you every success in your academic program and hope that it meets your educational needs and expectations.

Distance Education Support Team – dess@ahc.ufl.edu; 352-273-8691

Heather McAuslane – gradc@ifas.ufl.edu; 352-273-3913

Graduate Coordinator

Cameron Jack – cjack@ufl.edu; 352-294-6926

Distance Education Coordinator

Last updated – September 23, 2020

Contact Information

For admission, registration and graduate program policy concerns/problems:

Distance Education Support (DES) Team
Phone (352) 273-8691; email: dess@ahc.ufl.edu

For admission and graduate program policy concerns/problems:

Dr. Heather McAuslane (Graduate Coordinator)
Phone (352) 273-3913; FAX (352) 392-5660; e-mail: gradc@ifas.ufl.edu

For academic advising once in the program:

Dr. Cameron Jack (Distance Education Coordinator)
Phone (352) 294-6926, email: cjack@ufl.edu

For administrative help once admitted to the program (EEP Students):

Ms. Ruth Brumbaugh (Academic Programs Assistant)
Phone (352) 273-3912; FAX (352) 392-5660; e-mail: brumbaugh@ufl.edu

For help with planning specialized certificates within the M.S. program:

Dr. Phil Koehler, Professor (Certificate in Urban Pest Management)
Phone: (352) 392-2484; e-mail: pgk@ufl.edu

Dr. Derrick Mathias, Assistant Professor (Certificate in Medical Entomology)
Phone: (772) 778-7200 ext. 173; e-mail d.mathias@ufl.edu

Dr. Adam Dale, Assistant Professor (Certificate in Landscape Pest Management)
Phone: (352) 273-3976; e-mail agdale@ufl.edu

Mailing address:

Entomology & Nematology Department

PO Box 110620

1881 Natural Area Drive

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Checklist of Important Actions to be Taken by Student

PLEASE READ CAREFULLY

NOTE: The student is responsible for fulfilling all requirements and meeting all deadlines.

<u>COMPLETION DATE</u>	<u>WHAT/WHERE</u>	<u>WHEN</u>
_____ 1.	Signup for Gatorlink account http://helpdesk.ufl.edu/self-help/new-gator-resources/gatorlink/	As soon as admitted
_____ 2.	Check Schedule of Courses on Entomology web site http://entnemdept.ufl.edu/academic-programs/course-descriptions/	As soon as admitted
_____ 3.	Correspond with Cameron Jack to determine course(s) to take the 1 st semester	As soon as admitted
_____ 4.	Register each semester through DES Team website https://distanceufhealth.secure.force.com/StudentRegistration/ (Important academic dates at https://onlineentomology.ifas.ufl.edu/student-resources/critical-dates/)	
_____ 5.	Send Ruth Brumbaugh 300 dpi photo for Bulletin Board Display	As soon as admitted
_____ 6.	Choose committee supervisor with help from Cameron Jack Complete form in Appendix and email to DES Team.	By mid-point 1 st semester
_____ 7.	In conjunction with committee, decide on Program of Study. Complete form in Appendix and email to DES Team.	By end of 1 st semester
_____ 8.	Apply to add a certificate to your plan of study if you want a specialization to appear on your transcript	By end of 1 st semester
_____ 9.	Apply for graduation in final semester (https://one.ufl.edu , Student, Academics, then Degree/Certificate Application on left-hand navigation bar)	By 2 nd week of final semester
_____ 10.	Schedule final exam at least one week before "Deadline for Final Exam Forms to be Posted on GIMS" (http://www.graduateschool.ufl.edu/graduate-life/graduation/deadlines/ - click on Academic Calendar, then Graduate School Academic Calendar on right hand side, and scroll to your semester)	

Curriculum

The M.S. non-thesis degree requires 30 credit hours of coursework. At least 15 of the 30 credits must be graded courses in the Entomology & Nematology major at the 5000 level. Six of these 30 credits may be S/U graded. One or two minors of at least six credits each may be chosen [minor(s) not required]. Six credits outside the major may be courses numbered 3000 and 4000.

A minimum GPA of 3.0 is required in the major, the minor, and to graduate. No grade below a C will count towards your degree. There are a number of required courses in the specializations and many elective courses to choose from to fulfill the 30-credit hour requirement (p. 9-10).

Your committee supervisor can help you decide what courses might be useful to you based on your desired academic goals.

Master of Science, Entomology Specialization

Required courses	Course number	Credits
Graduate Survey of Entomology	ENY 5006	2
Graduate Survey of Entomology Laboratory	ENY 5006L	1
Insect Classification	ENY 6166	3
Graduate ecology course – recommend Insect Ecology and Insect Ecology Laboratory	ENY 6203 ENY 6203L	3 1
Insect Physiology	ENY 6401	3
Elective in ENY/NEM		3
Statistics course	STA 6093	3
Seminar	ENY 6931	1
Capstone Project	ENY 6905	2-3
Other applicable courses from ENY or other majors for remaining credits	From list on p. 9-10	To reach 30

Master of Science, Urban Management Specialization

Required courses for the M.S.	Course number	Credits
Graduate Survey of Entomology and lab	ENY 5006 and 5006L	3
Insect Classification	ENY 6166	3
Graduate ecology course – recommend Insect Ecology and Insect Ecology Laboratory	ENY 6203 and 6203L	4
Insect Toxicology OR Principles of Pesticides	ENY 6651C OR IPM 5305	3
Statistics course	STA 6093	3
Capstone Project	ENY 6905	2-3
Seminar	ENY 6931	1
To add the certificate in urban pest management		
Biology and ID of Urban Pests	ENY 5223C	3
Principles of Urban Pest Management	ENY 5226C	3
And choose at least 3 credits from the following:		
Survey of Urban Vertebrate Pest Management	ENY 5332	2
Insect Pest and Vector Management	IPM 6021	3
Advanced Medical and Veterinary lecture and lab	ENY 6665 and 6665L	4
Other applicable courses from ENY or other majors for remaining credits	From list on p. 9-10	To reach 30

Master of Science, Landscape Management Specialization

Required courses for the M.S.	Course number	Credits
Graduate Survey of Entomology and lab	ENY 5006 and 5006L	3
Insect Classification	ENY 6166	3
Graduate ecology course – recommend Insect Ecology and Insect Ecology Laboratory	ENY 6203 and 6203L	4
Insect Toxicology OR Principles of Pesticides OR Biological Control	ENY 6651C OR IPM 5305 OR ENY 5241	3/4
Statistics course	STA 6093	3
Capstone Project	ENY 6905	2-3
Seminar	ENY 6931	1
To add the certificate in landscape pest management		
Turf and Ornamental Entomology	ENY 5516	3
And choose 6 credits from the following:		
Graduate Survey of Nematology	NEM 5004C	3
Plant Nematology	NEM 5707C	3
Insect Pest and Vector Management	IPM 6021	3
Insects and Wildlife	ENY 5212	3

Other applicable courses from ENY or other majors for remaining credits	From list on p. 9-10	To reach 30
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Master of Science, Medical Entomology Specialization

Required courses for the M.S.	Course number	Credits
Graduate Survey of Entomology and lab	ENY 5006 and 5006L	3
Insect Classification	ENY 6166	3
Ecology of Vector-borne Diseases	ENY 6206	2
Insect Toxicology OR Principles of Pesticides	ENY 6651C OR IPM 5305	3
Statistics course	STA 6093	3
Capstone Project	ENY 6905	2-3
Seminar	ENY 6931	1
To add the certificate in medical entomology		
Advanced Medical and Veterinary lecture and lab	ENY 6665 and 6665L	4
Advanced Mosquito Identification OR Arthropod Vector Identification	ENY 6951C OR ENY 6934	3
Advanced Mosquito Biology	ENY 6593	3
And choose 2 or more credits from the following:		
Principles of Urban Pest Management	ENY 5226C	3
Insect Pest and Vector Management	IPM 6021	3
Insects and Wildlife	ENY 5212	3
Other applicable courses from ENY or other majors for remaining credits	From list on p. 9-10	To reach 30

Master of Science, Agroecology Concentration

Required courses for the M.S.	Course number	Credits
Graduate Survey of Entomology and lab	ENY 5006 and 5006L	3
Insect Classification	ENY 6166	3
Graduate ecology course – recommend Insect Ecology OR Crop Ecology	ENY 6203 OR AGR 5511	3
Insect Toxicology OR Principles of Pesticides OR Biological Control	ENY 6651C OR IPM 5305 OR ENY 5241	3/4
Plant Nematology OR Insect, Pest and Vector Management	NEM 5707 OR IPM 6021	3
Statistics course	STA 6093	3
Capstone Project	ENY 6905	2-3
Seminar	ENY 6931	1
Agroecology concentration requirements		
Global Agroecosystems	ALS 5155	4

Building Skills in Agrobiolgy OR Communicating in Academia	ALS 6031 OR ABE 6933/AGG 5607	3
Crop Ecology OR Soils Env. Professionals OR Principles/issues in Env. Hydrology	One course from: AGR 5511, SWS 5050, AOM 6736	3
Ecophysiology of Crops OR Env. Crop Nutrition OR Water Sustainability OR Sust. Agr. & Urban Land Mgt. OR Irrigation Principles and Mgt. OR Computer sim. crop growth & Mgt. response	One course from: AGR 5444, AGR 6422, SWS 5246, SWS 5208, ABE 6654C, OM 6735	3

Capstone project, ENY 6905 – This 2 to 3-credit project will be arranged with input from your supervisory committee chair or other faculty member with whom you have interacted over the course of your M.S. program. The capstone project can consist of a small research project, an educational or Extension learning product, or some other scholarly endeavor that is individualized to your interests and situation. The project should showcase your scientific knowledge, quantitative literacy, and communication skills. The outcomes of the project will be communication orally and in written form.

Seminar in Scientific Communication, ENY 6931 – This course will be offered spring and fall. The course will involve attending the Entomology & Nematology departmental seminar asynchronously (6 seminars in a semester) and completing activities such as reflections on knowledge gained, critique of oral presentation skill and style, and critical analyses of papers pertinent to the subject of the talk.

Schedule of Course Offering

The semester-by-semester schedule of courses offered by our department faculty (ENY, NEM and select ALS prefixes) is on the Entomology & Nematology Department web page (<http://entnemdept.ufl.edu/academic-programs/course-descriptions/>). The College of Agriculture and Life Sciences (CALs) Distance Education web site (<https://cals.ufl.edu/current-students/syllabuses/>) may have a different schedule but we keep our web page as up-to-date as possible, so please check our web page first.

Other Applicable Courses

- ALS 6046 Grant Writing (3)
- ALS 6166 Exotic Species and Biosecurity Issues (3)
- ALS 6935 Topics in Biological Invasions (3)
- ENY 5212 Insects and Wildlife (3)
- ENY 5223C Biology and Identification of Urban Pests (3)
- ENY 5226C Principles of Urban Pest Management (3)
- IPM 6021 Insect Pest and Vector Management (3)
- ENY 5516 Turf and Ornamental Entomology (3)

ENY 6572 Apiculture I (3)
ENY 6166 Insect Classification (3)
ENY 6203 Insect Ecology (3)
ENY 6203L Insect Ecology Laboratory (1)
ENY 6206 Ecology of Vector-borne Diseases (2)
ENY 6207 Ecology and Conservation of Pollinators (3)
ENY 6401 Insect Physiology (3)
ENY 6651C Insect Toxicology (3)
ENY 6665 Advanced Medical and Veterinary Entomology (3)
ENY 6665L Advanced Medical and Veterinary Laboratory (1)
ENY 6821 Insect Microbiology (3)
ENY 6905 Molecular Biology of Insects and Nematodes (3)
NEM 5004C Principles of Nematology (3)
NEM 5707 Plant Nematology (3)

STA 6093 Introduction to Applied Statistics (3)
IPM 5305 Principles of Pesticides (3)
STA 6166 Statistical Methods in Research (3)
PLS 5632C Integrated Weed Management (3)
AGR 5611 Crop Ecology (3)
SOS 5050C Soils for Environmental Professionals (4)
SOS 5166 Environmental Nutrient Management (3)
SUR 5625 Geographic Information Systems Analysis (3)

Statistics

Our program requires a solid understanding of statistics. The University of Florida offers several introductory graduate-level classes by distance technology: STA 6093 (Introduction to Applied Statistics for Agricultural and Life Sciences) is recommended. In order to meet the prerequisites for those courses, students should have the equivalent of STA 2023 (Introductory Statistics) during their undergraduate program. If not, the Statistics department recommends the student work through this free online course, STATISTICAL REASONING, offered through Carnegie Mellon University to prepare for taking STA 6166 or STA 6093: <http://oli.cmu.edu/learn-with-oli/see-our-free-open-courses/>.

In addition, students who are not confident of their statistical skills may want to review this online handbook of statistics before attempting STA 6166 (<http://www.biostathandbook.com/>). It is also available for download as a free PDF (<http://www.biostathandbook.com/HandbookBioStatThird.pdf>).

If your statistics background is not strong, and you and your committee truly feel that you do not need a strong knowledge of statistics for your career, you can take PHA 6935 Applied Statistics for Data Analysis. This is a basic course, similar in content to an undergraduate statistics, but be

aware though that this is a course designed for public health and forensics students and will not use entomological or agricultural examples.

Suggested Progression of Courses

1. If you have never taken an entomology course, start with Graduate Survey of Entomology (ENY 5006 and ENY 5006L) before taking any of our other entomology courses. We suggest taking Insect Classification (ENY 6166) next. After that, you have the entomology background for any of our entomology courses.
2. Take statistics (STA 6166 or STA 6093) before taking Insect Ecology Lab (ENY 6203L).

Cost of the Program

The Provost of the University of Florida prohibits us from setting our distance course tuition rate to be less than the in-state graduate tuition rate. Thus, the tuition rate that we must charge will rise whenever the University raises its graduate tuition rate. Rates may be raised each fall semester.

Financial aid

Our department does not offer any scholarships or financial aid for graduate students in the distance program. However, domestic graduate students are eligible for federal financial aid in the form of loans, arranged through the University of Florida's Financial Aid Office. The loans are Federal Direct Unsubsidized Loans up to \$20,500 in one academic year. Anything required beyond that would be either a Graduate PLUS Loan or a private loan through a lender such as a bank or credit union.

<http://www.sfa.ufl.edu/programs/loans/>

Federal loans are processed by the Financial Aid Office once they have received a valid and complete FAFSA. The student's UFID number and program determine who the student's financial aid adviser is.

<http://www.sfa.ufl.edu/contact-sfa/>

Supervisory Committee

The Supervisory Committee should be appointed as soon as possible, preferably by the mid-point of the first semester, but no later than the end of the first semester of study. The Distance Education Coordinator can help the student find an appropriate faculty member to serve as chair of the committee. The chair should be someone with expertise in the student's area of interest. If the student declares a minor (not required), one member of the Supervisory Committee must be from the minor department. The chairperson of the supervisory committee must have been appointed to the Graduate Faculty. Special member status may be granted to non-University of Florida members. A Special member may not serve as the committee chair. The student and

committee must fill out and sign the Supervisory Committee Agreement form (see Appendix) and send it to DES Team by the mid-point of the first semester.

The role of the supervisory committee is to guide you in your selection of courses, to facilitate your capstone project, and to administer your final exam. We suggest that you contact your supervisor at least a couple of times each semester to maintain the lines of communication. Phone, email or Skype/Zoom are all great ways to stay in touch.

Program of Study

The student must correspond with his/her committee to complete a preliminary Program of Study (see Appendix) and email a signed copy to the DES Team no later than the end of first semester. As soon as the Supervisory Committee is formed, they should approve the Program of Study; the updated Program of Study with signatures of committee members should be filed with DES Team at that time. Substitutions for required courses must be approved by the student's committee and the Graduate Coordinator.

All graduate students are required to have a Program of Study. It is extremely important for Distance Education students to work with your major professor (advisor) to prepare your Program of Study as early as possible. Having a Program of Study on file allows you to prepare for the next semester's registration, during advance registration. It also allows your major professor, and the Entomology & Nematology Department, to help keep you on-track toward successful completion of your degree program. If we know in advance what courses you may need to graduate on a certain timetable, we may be able to help you by offering a course not usually offered.

Routine Registration and Other Logistical Details

All correspondence from the University, including from the Graduate Coordinator, Distance Education Coordinator and the DES Team, will be to your Gatorlink email address. Please check it often.

Dates for registration, drop/add, and beginning and end of class each semester are found on the UF Graduate School website: <http://graduateschool.ufl.edu/graduate-school-calendar/>. Please bookmark this site.

Each semester you will receive an email, about advance registration, for the next semester. Advance registration is available to all UF degree-seeking students approximately two months before each semester begins. Students admitted to a M.S. Distance Education program (not using the State of Florida EEP to pay for their courses/program) must register through the DES Team using this website <https://distanceufhealth.secure.force.com/StudentRegistration/>. Each semester you must choose courses from the "Courses Offered" section of our Distance Education website <http://entnemdept.ufl.edu/academic-programs/course-descriptions/>. **Do not** use the online

(<https://one.uf.edu/>) semester Schedule of Course to determine what you will register for; some courses offered through distance education, in the self-funded program, are not offered to students on the main UF campus, and some courses offered to the on-campus students are not always offered via distance education. Our departmental Course Descriptions page shows the courses that are available to our distance students (marked “Web” in Method column). Always discuss your registration with your supervisory committee chair and refer to your Program of Study, before requesting registration.

Every semester there will be registration holds (Emergency Contact Information and Registration Prep) that only students can remove; the DES Team cannot remove these holds. After you have removed your holds, using <https://one.uf.edu/> (Student, Registration, Registration Prep), contact the DES Team by email, with course number and registration request. If you request registration after 5 p.m. on the last day of registration, a late registration fee of \$100 will be assessed by the University on the first day of drop/add (first day of class). Dropping a course after the published drop/add deadline (first 4-5 days of the fall/spring semester, first 2 days of the summer A/C semester), does not relieve the student’s financial responsibility. All UF students, regardless of their physical location, or degree classification, remain “fee liable” for any course (credit hours) dropped after the last day of “drop/add”, which can be found on our Critical Dates page <https://onlineentomology.ifas.ufl.edu/student-resources/critical-dates/> .

Distance students in self-supporting (off-book) sections will have to pay tuition and fees by the second Friday of the semester. You will receive emails to your Gatorlink accounts from the Office of the Registrar and UF Financial Services with the payment deadline. Check <https://one.uf.edu/> as soon as you are notified that you have been registered (login to <https://one.uf.edu/> and choose Finances, Campus Bursar). The University levies a \$100 late fee payment which our department can do nothing about, if you pay fees after the second Friday of the semester. Lab fees will be waived for self-funded section numbers, during the first week of class, each semester.

Students using Employee Education Program to pay for courses

Students on- or off-campus, using the State of Florida Employee Education Program (EEP), must check the EEP website for [registration dates](#), registration rules, and program requirements, each semester.

<https://registrar.ufl.edu/registration/employee-education.html>

Students intending to use the EEP should inform Ruth Brumbaugh as soon as they create an application, as they will not be admitted through the DES Team. Once admitted to the program, these students should send all communications to Ruth instead of the DES Team.

Students using the EEP may register themselves, once their holds have been removed. Please send an email to Ruth immediately after you register so that we may check your registration before the EEP, Registrar, and Financial Services deadlines.

The <https://one.uf.edu/> schedule of courses, has a column titled “EEP”. To ensure your registration will be paid for by the EEP program, you must choose a section number listed with a “Y”, under the EEP column. If you do not see the “Y” in the EEP column, EEP will not pay for that course. The Employee Education Program does not pay for Research credit hours (ENY 6910, 6971, or 7980), under any circumstances. They also will not pay for a course offered under a Special Topics number (ENY 6905 or 6943), or registration in any self-funded section numbers.

EEP will not pay the late fee of \$100 if you register after the registration period has closed. The student must pay that fee.

Graduate Certificates

Graduate students may complete the coursework necessary for a 15-credit hour graduate certificate to add to the credentials documented on their University of Florida transcript. Graduate certificates, essentially concentrations, are available in urban pest management, landscape pest management, medical entomology, and agroecology. Students should apply for admission to a certificate program at <https://admissions.ufl.edu/apply/more>. Choose “For currently enrolled UF students” if you wish to add a certificate to your current graduate program. A pre-completion final exam is required to assess achievement of the student learning objectives for each certificate. The final exam will be administered in the semester in which the last course in the certificate is taken and can be arranged with the DES Team.

Certificate in Urban Pest Management (choose 6 credits from the elective list)

Required

- ENY 5006 Graduate Survey of Entomology (2)
- ENY 5006L Graduate Survey of Entomology Laboratory (1)
- ENY 5223C Biology and Identification of Urban Pests (3)
- ENY 5226C Principles of Urban Pest Management (3)

Elective

- ENY 5332 Graduate Survey of Urban Vertebrate Pest Management (2)
- ENY 6166 Insect Classification (3)
- ENY 5572 Advanced Apiculture (3)
- ENY 6665 Advanced Medical and Veterinary Entomology (3)
- ENY 6665L Advanced Medical and Veterinary Entomology Laboratory (1)
- IPM 6021 Insect Pest and Vector Management (3)

Certificate in Landscape Pest Management (choose 6 credits from the elective list)

Required

ENY 5006 Graduate Survey of Entomology (2)
ENY 5006L Graduate Survey of Entomology Laboratory (1)
ENY 5516 Turf and Ornamental Entomology (3)
ENY 6166 Insect Classification (3)

Elective

ENY 5212 Insects and Wildlife (3)
IPM 6021 Insect Pest and Vector Management (3)
IPM 5305 Principles of Pesticides (3)
NEM 5004C Graduate Survey of Nematology (3)

Certificate in Medical Entomology (choose 2 credits from the elective list)

Required

ENY 5006 Graduate Survey of Entomology (2)
ENY 5006L Graduate Survey of Entomology Laboratory (1)
ENY 6665 Advanced Medical and Veterinary Entomology (3)
ENY 6665L Advanced Medical and Veterinary Entomology Lab (1)
ENY 6591C Advanced Mosquito Identification (3) **OR** ENY 6934 Arthropod Vector ID
ENY 6593 Advanced Mosquito Biology (3)

Elective

ALS 6166 Exotic Species and Biosecurity (3)
ENY 5226C Principles of Urban Pest Management (3)
ENY 5566 Tropical Entomology (3)
ENY 5212 Insects and Wildlife (3)
IPM 6021 Insect Pest and Vector Management (3)
ENY 6203 Insect Ecology (3)
ENY 6203L Insect Ecology Laboratory (1)
ENY 6206 Ecology of Vector-borne Diseases (2)
ENY 6651 Insect Toxicology (3)
ENY 6905 Blood Feeding Insects (1)
ENY 6905 Mosquito Management (1)

Applying to Graduate

You must apply for M.S. graduation within the first two weeks of the semester that you plan to graduate. It costs nothing to apply and it doesn't matter if you end up not graduating that semester. However, if you don't apply by the deadline, contact the DES Team as soon as possible. You must be enrolled for a minimum of 3 credit hours of coursework to graduate during spring or fall semesters and for 2 credit hours to graduate in a summer semester. The Graduate School and

the DES Team will send you numerous emails (via your Gatorlink account only) asking whether you are planning to graduate this semester. Please follow the instructions on what to do if you think there is even a remote chance you would be ready to graduate that semester.

Final M.S. Examination

The final examination must be both written and oral and is usually given in the last semester of the program. The exam must be completed at least a week before the published “Deadline for final exam forms to be posted in GIMS” (<http://www.graduateschool.ufl.edu/graduate-life/graduation/deadlines/>). The exam may contain questions from subject matter covered in any of the required courses taken during the program.

The written exam will be taken on the computer and will be proctored, using an online proctoring service such as ProctorU. The oral exam will be via Skype or Zoom, at a time convenient to the student and their committee members. There is no need to travel to Gainesville for the exam but we do hope you will travel to Gainesville for Commencement so that we can finally meet you.

At the committee’s discretion, a student who fails the exam will usually be given the opportunity to retake the exam the next semester. However, the student will need to register and pay for 3 credit hours of courses (spring or fall) or 2 credit hours (summer) in that next semester in order to graduate.

Exit Survey to be sent to Graduate Coordinator and Department Chairperson

All students will receive by email a survey about their experiences in our graduate program during the last semester. We request that you return that PDF survey by email (fillable if you have Adobe Professional or printed out and scanned if you don’t have Adobe Professional) to the Department Chairperson, Dr. Blair Siegfried (bsiegfried1@ufl.edu), the Graduate Coordinator (gradc@ifas.ufl.edu), and the Distance Education Coordinator (cjack@ufl.edu). Please provide a short statement describing the quality of your experience as a student in the Department and information regarding plans for the immediate future regarding employment (Academic or Industry) or continued education. We want to continue to improve this program and your feedback is very welcome and valued. We also invite you to stop by the Student Services office and finally meet Ruth, the Distance Coordinator, and the Graduate Coordinator. We’d love to see who we’ve been corresponding with by email for the past couple of years.

Appendices

Plagiarism and Academic Honesty

Plagiarism is a serious problem in academia today, especially with the ease of obtaining information from the World Wide Web. Plagiarism is defined as representing the words or ideas of another person as one's own, without attribution to the source. All words and ideas must be attributed to a source unless they are considered common knowledge (i.e., widely known by many people and found in many different sources). There are many kinds of plagiarism, as you will read on the Guide to Plagiarism website referenced below.

Plagiarism is unethical, unacceptable in science, and prohibited by the UF Student Honor Code (appropriate sections of the Honor Code are appended to this document). The consequences for plagiarism while at the University of Florida range from receiving a grade of zero for the plagiarized assignment or a failing grade for the course, to, for repeated offenses, expulsion from the university. Plagiarism after graduate training calls into question one's scientific integrity and can lead to banning of publication in journals and the loss of jobs/careers.

In some countries, it is an acceptable practice to write in a way that faculty members at the University of Florida consider to be plagiarism. Students studying in our university and with plans to publish their research in the English language need to know what plagiarism is and how to avoid it.

Students who plagiarize will be caught and consequences will be applied. Many faculty in our department check all written assignments using an anti-plagiarism software called Turnitin® (<https://lss.at.ufl.edu/help/Turnitin>).

Please understand that our purpose in bringing to your attention the matter of plagiarism is to help train you to be ethical scientists, not to impugn your character.

Marston Science Library's Guide to Plagiarism

Before you take your first class at the University of Florida, please go to the following website and read about plagiarism and tips on how to avoid it when writing. Look at the Plagiarism – learning tools on the right-hand side of the Sustainable Agriculture and Food Systems: Research Misconduct/Plagiarism Library guide.

<http://guides.uflib.ufl.edu/c.php?g=147950&p=967551>

Student Honor Code

(copied entirely from the Dean of Students Office website <https://www.dso.ufl.edu/sccr>)

Preamble: In adopting this Honor Code, the students of the University of Florida recognize that academic honesty and integrity are fundamental values of the University community. Students who enroll at the University commit to holding themselves and their peers to the high standard of honor required by the Honor Code. Any individual who becomes aware of a violation of the Honor Code is bound by honor to take corrective action. Student and faculty support are crucial to the success of the Honor Code. The quality of a University of Florida education is dependent upon the community acceptance and enforcement of the Honor Code.

The Honor Pledge:

We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity by abiding by the Honor Code.

On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied:

"On my honor, I have neither given nor received unauthorized aid in doing this assignment."

(3) VIOLATIONS OF THE STUDENT HONOR CODE.

(a) Plagiarism. A student shall not represent as the student's own work all or any portion of the work of another. Plagiarism includes but is not limited to:

1. Quoting oral or written materials including but not limited to those found on the internet, whether published or unpublished, without proper attribution.
2. Submitting a document or assignment which in whole or in part is identical or substantially identical to a document or assignment not authored by the student.

(b) Unauthorized Use of Materials or Resources ("Cheating"). A student shall not use unauthorized materials or resources in an academic activity. Unauthorized materials or resources shall include:

1. Any paper or project authored by the student and presented by the student for the satisfaction of any academic requirement if the student previously submitted substantially the same paper or project to satisfy an academic requirement and did not receive express authorization to resubmit the paper or project.
2. Any materials or resources prepared by another student and used without the other student's express consent or without proper attribution to the other student.
3. Any materials or resources which the faculty member has notified the student or the class are prohibited.
4. Use of a cheat sheet when not authorized to do so or use of any other resources or materials during an examination, quiz, or other academic activity without the express permission of the faculty member, whether access to such resource or materials is through a cell phone, PDA, other electronic device, or any other means.

(c) Prohibited Collaboration or Consultation. A student shall not collaborate or consult with another person on any academic activity unless the student has the express authorization from the faculty member.

1. Prohibited collaboration or consultation shall include but is not limited to:
 - a. Collaborating when not authorized to do so on an examination, take-home test, writing project, assignment, or course work.
 - b. Collaborating or consulting in any other academic or co-curricular activity after receiving notice that such conduct is prohibited.
 - c. Looking at another student's examination or quiz during the time an examination or quiz is given. Communication by any means during that time, including but not limited to communication through text messaging, telephone, e-mail, other writing or verbally, is prohibited unless expressly authorized.
2. It is the responsibility of the student to seek clarification on whether or not use of materials or collaboration or consultation with another person is authorized prior to engaging in any act of such use, collaboration or consultation. If a faculty member has authorized a student to use materials or to collaborate or consult with another person in limited circumstances, the student shall not exceed that authority. If the student wishes to use any materials or collaborate or consult with another person in circumstances to which the authority does not plainly extend, the student shall first ascertain with the faculty member whether the use of materials, collaboration or consultation is authorized.

(d) False or Misleading Statement Relating to a Student Honor Code Violation. In reporting an alleged Student Honor Code violation, a student shall not intentionally or in bad faith make a false or misleading statement. During the course of a Student Honor Code

proceeding, or on final appeal following such a proceeding, a student shall not at any time make a false or misleading statement to any person charged with investigating or deciding the responsibility of the accused, reviewing a finding of responsibility, or determining or reviewing the appropriateness of the sanction or sanctions to be recommended or imposed.

(e) False or Misleading Statement for the Purpose of Procuring an Academic Advantage. A student shall not intentionally or in bad faith make a false or misleading statement for the purpose of procuring from the person to whom the statement is made an academic advantage for any student.

(f) Use of Fabricated or Falsified Information. A student shall not use or present invented or fabricated information, falsified research, or other finding if the student knows or in the exercise of ordinary care should be aware that the information, research, or other finding has been fabricated or falsified.

(g) Interference with or Sabotage of Academic Activity. A student shall not do any act or take any material for the purpose of interfering with or sabotaging an academic activity. Sabotage includes, but is not limited to:

1. Removing, concealing, damaging, destroying, or stealing materials or resources that are necessary to complete or to perform the academic activity.
2. Tampering with another student's work.
3. Stealing from another student materials or resources for the purpose of interfering with the other student's successful completion or performance of the academic activity or of enhancing the offending student's own completion or performance.

(h) Unauthorized Taking or Receipt of Materials or Resources to Gain an Academic Advantage. A student shall not without express authorization take or receive materials or resources from a faculty member for the purpose of gaining academic advantage.

(i) Unauthorized Recordings. A student shall not without express authorization from the faculty member and, if required by law, from other participants, make or receive any recording, including but not limited to audio and video recordings, of any class, co-curricular meeting, organizational meeting, or meeting with a faculty member.

(j) Bribery. A student shall not offer, give, receive, or solicit a bribe of money, materials, goods, services or anything of value for the purpose of procuring or providing an academic advantage.

(k) Submission of Paper or Academic Work Purchased or Obtained from an Outside Source. A student shall not submit as his or her own work a paper or other academic work in any form that was purchased or otherwise obtained from an outside source. An outside source includes but is not limited to a commercial vendor of research papers, a file of research papers or tests maintained by a student organization or other body or person, or any other source of papers or of academic work.

(l) Conspiracy to Commit Academic Dishonesty. A student shall not conspire with any other person to commit an act that violates the Student Honor Code.

(2) Student Honor Code Sanctions. For a violation or violations of the Honor Code, a student may receive any of the sanctions that can be imposed for Student Conduct Code violations, including but not limited to conduct probation, suspension and expulsion as well as any educational sanctions. In addition, students may receive the following:

(a) Assignment grade penalty. The student is assigned a grade penalty on an assignment including but not limited to a zero.

(b) Course grade penalty. The student is assigned a grade penalty in the entire course including but limited to an "E".

(3) Student Conduct Code Sanctions.

(a) Reprimand: The student is given formal written notice and official recognition that the behavior has violated the Student Conduct Code.

(b) Loss of University Privileges: Loss of University privileges comprises the denial of specific University privileges including but not limited to attendance at athletic functions, unrestricted library use, parking privileges, university computer usage, and residence hall visitation for a designated period of time.

(c) Conduct Probation: The student is deemed not in good standing with the University. Students on conduct probation cannot represent the University on any athletic team other than intramurals, hold an office in any student organization registered with the University, represent the University in any extracurricular activity or official function or participate in any study abroad program. The duration of any probation period or any conditions or sanctions imposed for the violation shall be in proportion to the seriousness of the violation and imposed on an individual basis by the sanctioning authority. Individuals placed on conduct probation are subject to suspension or expulsion should they violate the conditions of probation or any University regulations or policies while on conduct probation.

(d) Deferred Suspension: The student will be officially suspended from the University, but the suspension will be deferred. The suspension will automatically be enforced for any subsequent violation of the Student Honor Code or Student Conduct Code, as applicable. The hearing authority will specify when issuing a deferred suspension which violations will automatically trigger the

enforcement of the deferred suspension. If a student commits a violation of the Student Honor Code or Student Conduct Code, as applicable, while on deferred suspension and is found responsible, then, unless the Director of Student Conduct and Conflict Resolution determines otherwise in exceptional circumstances, the student is automatically suspended in addition to the other sanctions imposed for the subsequent violation. Suspensions can be deferred for a semester or indefinitely.

(e) Suspension: The student is required to leave the University for a given or indefinite period of time, the determination of which shall depend upon specified acts of the student's own volition related to mitigation of the offense committed. The student must comply with all conditions imposed prior to re-enrolling unless told otherwise by the hearing authority. Students who are suspended for more than one semester will need to apply for readmission.

(f) Expulsion: The student is permanently deprived of his or her opportunity to continue at the University in any status.

(g) Restitution: The student is required to pay for loss of or damages to University property, provided that such payment shall be limited to the actual cost of repair or replacement of such property.

(h) Repair of Harm through Community/University Service Work Hours: A student is required to complete a specified number of hours of service to the campus or general community.

(i) Educational Requirements: A student is required to complete a specified educational sanction related to the violation committed. Such educational requirements include completion of a seminar, report, paper, project, alcohol or drug consultation, counseling consultation or psychological evaluation.

(j) Residence Hall Transfer or Removal: A student is required to transfer residence halls or leave the residence halls for a specified or indefinite period of time.

(k) No Contact Order: A no contact order is a directive to refrain from any intentional contact, direct or indirect, with one or more designated persons or group(s) through any means, including personal contact, e-mail, telephone, or third parties.

