



# Graduate Certificate Guidelines

**ENTOMOLOGY AND  
NEMATOTOLOGY DISTANCE  
EDUCATION PROGRAM**

**UF | IFAS**  
UNIVERSITY of FLORIDA



## Contents

Program Overview.....	3
Mailing address: .....	3
Contact Information .....	4
Application.....	5
Course Selection.....	5
Course Registration.....	5
Progression through the Certificate Program.....	6
Completion of the certificate.....	6
Student Learning Outcomes.....	7
Transferring credit to a degree program.....	8
Courses .....	9
Program Exit Survey .....	11
Appendices.....	12
Academic Probation.....	13



## Purpose

Graduate certificates may be taken by non-degree seeking students, who already have a bachelor's degree, and are designed for employees of industries or agencies where pest management is important. The program is offered entirely online. You can complete all the courses and earn a certificate without coming to Gainesville.

Progression through the program will depend on a student's other time commitments and typically ranges from 12-18 months.

We hope these guidelines are useful to you. We wish you every success in your academic program and hope that it meets your educational needs and expectations.

### Graduate Certificates available in:

- Urban Pest Management
- Landscape Pest Management
- Medical Entomology
- Beekeeping

### Mailing address:

Entomology & Nematology Department  
PO Box 110620  
1881 Natural Area Drive  
University of Florida  
Gainesville, FL 32611



## Contact Information

### **First contact, registration each semester, and general questions:**

Distance Education Support Team  
(352) 273-8691 | [dess@ahc.ufl.edu](mailto:dess@ahc.ufl.edu)

### **For course advising once in the program, general questions:**

Dr. Georgette Kluiters  
Distance Education Coordinator  
(352) 273-3919 | [g.kluiters@ufl.edu](mailto:g.kluiters@ufl.edu)

Ms. Ally Fleischer Academic Advisor I  
(352) 273-3912 | [afleischer@ufl.edu](mailto:afleischer@ufl.edu)

### **For graduate program policy concerns/problems:**

Dr. Marc Branham  
Graduate Coordinator  
(352) 273-3915 | [marcbran@ufl.edu](mailto:marcbran@ufl.edu)

### **Certificate Coordinators:**

#### **Urban Pest Management (code UPG)**

Dr. Philip Koehler/Dr. Rebecca Baldwin  
(352) 392-2484 | [pgk@ufl.edu](mailto:pgk@ufl.edu)  
(352) 273-3974 | [baldwinr@ufl.edu](mailto:baldwinr@ufl.edu)

#### **Landscape Pest Management (code LPG)**

Dr. Adam Dale  
(352) 273-3976 | [agdale@ufl.edu](mailto:agdale@ufl.edu)

#### **Medical Entomology (code MEY)**

Dr. Cynthia Lord  
(772) 226-6628 | [clord@ufl.edu](mailto:clord@ufl.edu)

#### **Beekeeping (code BEE)**

Dr. Cameron Jack  
(352) 294-6926 | [cjack@ufl.edu](mailto:cjack@ufl.edu)



## Application

Do not take more than two 3-credit graduate entomology courses from our department before deciding to apply to the certificate program. The Graduate School will allow only two courses taken as a non-enrolled student to be counted towards a certificate program.

Students should apply for admission to a certificate program at <http://www.admissions.ufl.edu>. Choose More Options and then Certificates. Choose “For new students, apply here.” Arrange for an official copy of your bachelor’s transcript to be sent to the Office of Admissions at 201 Criser Hall, PO Box 114000, Gainesville, FL 32611-4000. You will not be able to register for a class until your official transcript has been received.

## Course Selection

Students should take the required courses listed for each of the certificates, usually one per semester, depending on their circumstances and time available for study. We suggest that fully employed students do not take more than one course their first semester. The beginning course for each certificate is ENY 5006 and 5006L, Graduate Survey of Entomology and Lab. ENY5006 and ENY5006L MUST be taken together.

If you have received permission from your Academic Advisor (Ally Fleischer) and the Distance Education Coordinator (Dr. Georgette Kluiters) to substitute this class due to prior experience, an alternative starting course will be suggested. If you start your program in the Spring semester and are based in a location where an insect collection will be severely impacted by the weather, please discuss an alternative starting course with Ally Fleischer. You will be required to undertake ENY 5006 and ENY 5006L the following semester.

Many options for elective courses are listed but other courses may be substituted at the discretion of the certificate coordinators, academic advisor, and Distance Coordinator. The coursework used to satisfy a certificate MAY NOT be used to count toward another certificate. Course availability can be accessed on the [Department of Entomology & Nematology Course Descriptions](#) webpage. Course syllabi are linked in the individual course pages.

## Course Registration

Each semester you will receive an email about registration for the next semester. Registration is available to students approximately two months before each semester begins. Students must register through the DESS Team using this website: <https://distanceufhealth.secure.force.com/StudentRegistration/>

If you want to drop the course, without having to pay the tuition and associated fees, you must do so within the first week of classes (spring and fall semesters), or the first two DAYS of class in the summer semester.

**Failure for the student to register through the proper channels (Registration Link) or pay the tuition and associated fees by the deadline will result in additional fees for the student. These fees are university policy and MAY NOT be reversed by the department. Failure to drop courses before the payment deadline results in the student being fee liable – these charges MAY NOT be waived. In order to not be fee liable for registered courses, you must drop the course during the scheduled Drop/Add period that is posted on the Critical Dates web page. Failure to pay your bill will result in a hold on future registration in any class at the University of Florida and may result in your account being sent to a collection agency.**



## Progression through the Certificate Program

Most courses will simply show up in your e-Learning account once you have been registered. If not, contact the professor in the course to let him/her know that you are enrolled, before the first day of classes.

Almost all of our courses are taught online for these programs (exception is ENY 6591C Mosquito Identification). A Gatorlink (yourname@ufl.edu) account will grant you access to your course online, UF libraries, and billing (be sure to pay on time to avoid late fees). **You must use this email (yourname@ufl.edu) account for all correspondence with UF personnel.**

You will receive course announcements and instructions at your Gatorlink email account. All of our courses are offered using e-Learning at UF eLearning - University of Florida (ufl.edu)

Your course will open on the first day of the semester. It is your responsibility to log onto e-Learning and to keep up with the course requirements. Many of our courses have assignments due during the first week of class.

Semesters typically start in mid-August, early January and mid-May. Specific dates can be found on the [Critical Dates](#) web page.

## Completion of the certificate

Students must apply to receive the certificate in the semester in which they take the final course in the certificate. Apply through <https://one.ufl.edu/> by clicking on Student, Academics, then Degree/Certificate Application. You must apply within the first two weeks of the semester in which you plan to receive the certificate.

The Graduate School requires an average grade point average (GPA) of 3.0 or better in order to receive the certificate. Students will receive credit for courses in which they score a C or higher, but the average over all courses must be at least a 3.0. **Required courses for which students receive a C- or lower must be retaken and at least a C earned.**

Prior to your final semester, you MUST reach out to the Entomology team ([distance.ed@ifas.ufl.edu](mailto:distance.ed@ifas.ufl.edu)) to let them know you are planning on finishing in the next term to start the process of scheduling your final exam.

A pre-completion final exam is required to assess achievement of the Student Learning Outcomes listed below. The final exam will be administered in the semester in which the last course in the certificate is taken. You must schedule this exam with your respective Certificate Coordinator within the first two weeks of the semester. The final exam will be open book, administered in E-Learning, and checked with Turnitin anti-plagiarism software to ensure originality.

## **Student Learning Outcomes**

### **1. Urban Pest Management**

- a. Identify household and structural pests and describe their biology
- b. Develop management options for household and structural pests
- c. Integrate pest management practices into building maintenance practices
- d. Assimilate technical information related to household and structural pests and their management
- e. Communicate pest-related hazards and benefits related to humans, pets and other environmental factors, and economics

### **2. Medical Entomology**

- a. Identify biting arthropods and describe their biology
- b. Discuss biology of mosquitoes and arthropod-borne diseases
- c. Develop management options for mosquitoes and the diseases they vector
- d. Assimilate technical information related to vector ecology and management
- e. Communicate arthropod-related hazards and benefits related to humans, wildlife and other environmental factors, and economics

### **3. Landscape Pest Management**

- a. Identify landscape pests and describe their biology
- b. Develop management options for landscape pests
- c. Integrate pest management practices into landscape maintenance practices
- d. Assimilate technical information related to landscape pests and their management
- e. Communicate pest-related hazards and benefits related to humans, wildlife and other environmental factors, and economics

### **4. Beekeeping**

- a. Describe the biology of the honeybee at both the individual and colony levels
- b. Identify honeybee pests and pathogens and describe their biology
- c. Develop an integrated pest management approach to controlling honeybee pests and pathogens
- d. Compare different management practices in relation to achieving the goals of the beekeeper
- e. Communicate the impact of honeybees and beekeeping to agriculture, environment and economy.



## Transferring credit to a degree program

If you decide after taking a few courses/earning a certificate that you would like to apply for a M.S. degree (online non-thesis), please contact the Distance Education Coordinator or Program Advisor ([distance.ed@ifas.ufl.edu](mailto:distance.ed@ifas.ufl.edu)). You will need to apply to the non-thesis MS program using the [Entomology and Nematology website](#). Successful completion of a graduate certificate does NOT guarantee acceptance into the M.S. program.

The Graduate School requires an upper division undergraduate GPA of at least 3.0 and TOEFL scores of at least 80 for international students from countries where English is not the official language. If you are admitted to the online M.S. program, up to 15 hours of UF graduate courses, earned with a grade of B or better, may be transferred into your graduate program from your certificate courses.



## Courses

### Certificate in Urban Pest Management (choose 15 credits from this list of courses)

Required		Credits
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		Credits
ENY 5332	Graduate Survey of Urban Vertebrate Pest Management	(2)
ENY 6166	Insect Classification	(3)
ENY 6572	Apiculture I	(3)
ENY 6665	Advanced Medical and Veterinary Entomology	(3)
IPM 6021	Insect Pest and Vector Management	(3)

### Certificate in Landscape Pest Management (choose 15 credits from this list of courses)

Required		Credits
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		Credits
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 15 credits from this list of courses)**

<b>Required</b>		<b>Credits</b>
ENY 5006	Graduate Survey of Entomology	(2)
ENY 5006L	Graduate Survey of Entomology Laboratory	(1)
ENY 6665	Advanced Medical and Veterinary Entomology	(3)
ENY 6591C OR ENY 6934	Advanced Mosquito Identification OR Arthropod Vector ID	(3)
ENY 6593	Advanced Mosquito Biology	(3)
<b>Elective</b>		<b>Credits</b>
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)

**Certificate in Beekeeping (choose 15 credits from this list of courses)**

<b>Required</b>		<b>Credits</b>
ENY 6572	Apiculture I	(3)
ENY 6575	Apiculture II	(3)
ENY 6576	Honeybee Biology	(3)
<b>Elective</b>		<b>Credits</b>
ENY 5006	Principles of Entomology	(2)
ENY 5006L	Principles of Entomology Lab	(1)
ENY 6207	Ecology and Conservation of Pollinators	(3)
ENY 6401	Insect Physiology	(3)
ENY 6651	Insect Toxicology	(3)
ALS 5156	Agricultural Ecology Principles and Applications	(3)
HOS 5117C	Environmental Plant Identification and Use	(3)



## **Program Exit Survey**

All students will receive by email a survey about their experiences in our online graduate program during the last semester of their program. Students will not be added to this list until they apply to graduate. The survey will be sent to your ufl.edu email.

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.

Each semester, the department hosts a graduation event for all in-person and distance education students at Steinmetz Hall (Entomology and Nematology Building) in Gainesville, FL one day prior to the University of Florida commencement ceremony start date. Those who have applied to graduate will receive an email to their ufl.edu account with specific details and RSVP information. If you are able, please join us to meet your fellow graduates, course instructors, and your Entomology and Nematology Department Distance Education team!



## 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.

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>



## **Academic Probation**

Students must receive certification from the Graduate School based on the following criteria:

- 3.0 overall
- 3.0 in the courses in their major

## **Unsatisfactory Progress or Unsatisfactory Scholarship**

Any graduate student may be denied further registration if progress toward completing the program becomes unsatisfactory to the academic unit, college, or Dean of the Graduate School.

**Unsatisfactory scholarship is defined as failure to maintain a B average (3.00) in all work attempted. Graduate students need an overall GPA of 3.00 truncated and a 3.00 truncated GPA in their major (and in the minor, if a minor is declared) at graduation. Students with less than a 3.00 GPA may not hold an assistantship or fellowship.**

## **Student Honor Code (copied entirely from the [Dean of Students Office website](#))**

**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.**

**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:

**Quoting oral or written materials including but not limited to those found on the internet, whether published or unpublished, without proper attribution.**

**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.**

**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:

**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.**

**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.**

**Any materials or resources which the faculty member has notified the student or the class are prohibited.**



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.

**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.

Prohibited collaboration or consultation shall include but is not limited to:

Collaborating when not authorized to do so on an examination, take-home test, writing project, assignment, or course work.

Collaborating or consulting in any other academic or co-curricular activity after receiving notice that such conduct is prohibited.

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.

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.

**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.

**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.

**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.

**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:

Removing, concealing, damaging, destroying, or stealing materials or resources that are necessary to complete or to perform the academic activity.

Tampering with another student's work.

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.

**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.

**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.

**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.

**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.

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

**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:

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

**Course grade penalty.** The student is assigned a grade penalty in the entire course including but limited to an "E".  
**Student Conduct Code Sanctions.**

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

**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.

**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.

**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.



**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.

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

**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.

**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.

**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.

**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.

**No Contact Order:** A no contract 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 party.





**Graduate Certificate Students – Program of Study  
Entomology and Nematology**

Please use the Graduate Certificate Guidelines Handbook to complete this form.

Course Descriptions: <https://entnemdept.ufl.edu/academic-programs/course-descriptions/>

Student Name	UFID	First Term	Anticipated Graduation Term	Certification Program

**Required Courses**

Course Number	Course Title	Credit Hours	Expected Term of Enrollment

**Electives**

Course Number	Course Title	Credit Hours	Expected Term of Enrollment

