



Undergraduate Certificate Guidelines

**ENTOMOLOGY AND
NEMATOTOLOGY DISTANCE
EDUCATION PROGRAM**

UF | IFAS
UNIVERSITY of FLORIDA



Table of Contents

Contents

Purpose.....	3
Mailing address	3
Distance Team Contact Information	4
Certificate Coordinators Contact Information:	4
Application.....	5
Course Selection	5
Course Registration	6
Progression through the Certificate Program	6
Completion of the certificate	6
Courses	7
Exit Survey and Graduation Celebration	9
Appendices	10
Plagiarism and Academic Honesty.....	10
Student Honor Code.....	12



Purpose

Undergraduate certificates may be taken by non-degree seeking students who have completed high school and are designed for employees of industries or agencies where pest management is important. The program is offered fully online so you can complete all the courses and earn a certificate without coming to Gainesville. The exception is for Pest Control Technology certificate where an internship is undertaken with a pest control organization near to where you are based.

Progression through the program will depend on a student's other time commitments and ranges from 12-36 months.

Undergraduate Certificates available in:

- Pest Control Technology
- Urban Pest Management
- Landscape Pest Management
- Medical Entomology

Mailing address:

Entomology & Nematology Department
PO Box 1 10620
1881 Natural Area Drive
University of Florida
Gainesville, FL 32611



Contact Information

General questions:

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

First contact and registration each semester, including EEP students:

Ms. Allyson Fleischer
Academic Advisor I
(352) 273-3912 | afleischer@ufl.edu

For undergraduate program policy concerns/problems:

Dr. Rebecca Baldwin Undergraduate
Coordinator (352)273-3974 |
baldwinr@ufl.edu

Certificate Coordinators:

Pest Control Technology (PCT)

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

Urban Pest Management (code UPG)

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

Landscape Pest Management (code LPG)

Dr. Adam Dale
(352) 273-3976 | agdale@ufl.edu

Medical Entomology (code MEY)

Dr. Cynthia Lord
(772) 226-6628 | clord@ufl.edu



Application

Prospective students should discuss their academic background with Allyson Fleischer (afleischer@ufl.edu; 352-273-3912) prior to application.

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 high school or bachelor's transcripts 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.

Please note the \$30 application fee.

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. **The beginning course for each certificate is ENY 3005 and 3005L, Principles of Entomology and Lab. ENY3005 and ENY3005L 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 Distance Education coordinator. The coursework used to satisfy a certificate MAY NOT be used to count toward another certificate. Courses from another institution will not be accepted towards a certificate.

Course availability can be accessed on the Department of Entomology & Nematology web page under [Course Offerings](#). Course syllabi are linked to the course numbers on this page.



Course Registration

Once you have been accepted as a certificate student, let Allyson Fleischer know which course(s) you would like to take for the following semester **at least four weeks** before the beginning of the semester. You will be registered for courses by the department. Once you have been successfully registered, you will be notified by email from the department.

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. See precise dates on the [UF Undergraduate Catalog Dates and Deadlines](#) page.

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

Almost all of our courses are taught online for these programs. The two exceptions are ENY 4590C Mosquito Identification, typically offered in Vero Beach, FL the first and second weeks of March, and ENY4230, an internship with a pest control company local to the student. 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 at the UF [Critical Dates 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 University requires an average grade point average (GPA) of 2.0 or better to receive the certificate. Students will receive credit for courses in which they score a C or higher. **Required courses for which students receive a C- or lower must be retaken and at least a C earned.** A pre-completion final exam is required to assess achievement of the Student Learning Outcomes. 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.

Courses

Certificate in Pest Control Technology (choose **24 credits** from this list of courses)

Required		Credits
ENY 3005	Principles of Entomology	(2)
ENY 3005L	Principles of Entomology Laboratory	(1)
ENY 3510C	Turf and Ornamental Entomology	(3)
ENY 4161	Insect Classification	(3)
ENY 4230*	Urban Pesticide Application	(3)
IPM 3022	Fundamentals of Plant-Pest Management	(3)
Elective		Credits
Choose 9 credits from Urban Pest Management and/or Landscape Pest Management		(9)

***Arrange with Dr. Koehler and Dr. Baldwin before you register for ENY4230.**

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

Required		Credits
ENY 3005	Principles of Entomology	(2)
ENY 3005L	Principles of Entomology Laboratory	(1)
ENY 3222C	Biology and Identification of Urban Pests	(3)
ENY 3225C	Principles of Urban Pest Management	(3)
Elective		Credits
ENY 3228	Urban Vertebrate Pest Management	(2)
ENY 4161	Insect Classification	(3)
ENY 4573	Beekeeping I	(3)
ENY 4660	Medical and Veterinary Entomology	(2)
IPM 4114	Insect Pest and Vector Management	(3)

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

Required		Credits
ENY 3005	Principles of Entomology	(2)
ENY 3005L	Principles of Entomology Laboratory	(1)
ENY 4660	Medical and Veterinary Entomology	(2)
ENY 4590C OR ENY4932	Mosquito Identification OR Arthropod Vector ID	(3)
ENY 4592	Mosquito Biology	(3)
Elective		Credits
ALS 4161	Exotic Species and Biosecurity	(3)
ENY 3225C	Principles of Urban Pest Management	(3)
ENY 3563	Tropical Entomology	(3)
ENY 4210	Insects and Wildlife	(3)
IPM 4114	Insect Pest and Vector Management	(3)

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

Required		Credits
ENY 3005	Principles of Entomology	(2)
ENY 3005L	Principles of Entomology Laboratory	(1)
ENY 3510C	Turf and Ornamental Entomology	(3)
ENY 4161	Insect Classification	(3)
Elective		Credits
ENY 4210	Insects and Wildlife	(3)
IPM 4114	Insect Pest and Vector Management	(3)
IPM 3022	Fundamentals of Plant-Pest Management	(3)
IPM 4114	Insect Pest and Vector Management	(3)
IPM 5305	Principles of Pesticides	(3)
NEM 3002	Principles of Nematology	(3)
PLP 3230	Survey of Plant Pathogens	(3)



Exit Survey to be sent to Undergraduate Coordinator and Department Chairperson

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

As a student in the College of Agricultural and Life Sciences, your academic progress is monitored each semester you are enrolled at the university. If you are a current student and have less than a 2.0 UF grade point average, you are considered to be on probation. Students must meet certain progression standards to be allowed to continue once they are on probation.

The intent of academic probation is to formally serve notice that a student is not making satisfactory progress. The conditions of academic probation are intended to specify the achievement standards required to graduate, to identify unsatisfactory academic performance at an early date, to provide occasion for counseling, and to give students whose ultimate success is in question further opportunity to demonstrate their ability to meet academic expectations.

Academic probation can occur for the following reasons:

- Undergraduate students with less than a 2.0 UF GPA and a [grade point deficit](#) of fewer than 15 are automatically placed on academic probation. Probation status is noted on the student's transcript in One.UF.
- Probation is continued so long as the student has more than 0 but less than 15 deficit points. A student who accumulates 15 or more deficit points will be dismissed (see Dismissal above).
- Students may be placed on probation by their college for failure to maintain normal academic progress in their degree program. College probation will be removed when the college determines that satisfactory academic progress has been demonstrated.

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.

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.

(d) 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.

(e) 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.

(f) 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.

(g) 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.

(h) 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.

(i) 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.

(j) 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.

(k) 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.



Undergraduate Certificate Students – Program of Study

Please use the [Undergraduate 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