STUDENT HANDBOOK
INTERDISCIPLINARY PROGRAM
IN BIOMEDICAL SCIENCES

UNIVERSITY OF FLORIDA
2012-2013

COLLEGE OF MEDICINE
HEALTH SCIENCE CENTER
GAINESVILLE, FLORIDA 32610

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WELCOME FROM THE FACULTY AND STAFF

We are pleased that you have elected to enroll in the Interdisciplinary Program (IDP) in Biomedical Sciences at the UF College of Medicine. Soon you will find graduate students engaged at every level of the research and educational enterprise within the College. Through dedication and scholarship, you will join this group of men and women and become an independent biomedical scientist. Friendships and associations that you will make here during your graduate training will be of enduring value both personally and professionally throughout your career. We trust that you will experience the thrill of scientific discovery, the spirit of collaboration and scholarship felt by the faculty and students in the IDP.

The hallmark of graduate education in the UF College of Medicine is the IDP, in which both basic and clinical faculty members coordinate their efforts for the common goal of providing outstanding mentorship for your training. Thus, our objective is to provide the highest quality environment and intellectual excitement for your research and educational training. The faculty is constantly striving to challenge our students and provide the opportunity for discovery.

PURPOSE OF STUDENT HANDBOOK

This Handbook is intended to serve as a single-source reference (to the extent possible) both for our new and continuing graduate students in the IDP. Retain the Handbook and use it as a guide throughout your graduate education. The IDP is grateful to those faculty members, staff, and students who have contributed time and ideas for this Handbook. Special thanks are given to Dr. Richard Boyce, who assembled the first edition of the Handbook for the Department of Biochemistry and Molecular Biology, and Teresa Richardson in the Graduate Education office, who assists with the annual updates.

This Handbook is intended to provide a summary of how to be successful in the IDP and University of Florida. Note that this year the formal policies and rules of the university and IDP have been separated into a Policy Manual intended for use by both students and faculty members. Therefore, you should utilize both documents, as well as documents provided by the university to guide your plans and actions during your tenure as a graduate student here. You are still responsible for becoming familiar with and abiding by the requirements, procedures, and deadlines set forth by the University of Florida Graduate School.

Parts of the handbook concerning general university regulations have been copied verbatim. If questions or problems arise that are not covered in the Handbook, please feel free to contact the Associate Dean for Graduate Education, Room R1-102 in the Academic Research Building (ARB). University regulations are also detailed in the University of Florida Graduate Catalog (http://gradcatalog.ufl.edu/). Suggestions for improving the IDP Program or the Handbook are always welcome. Much of the information from previous versions, especially forms, has been removed and is now accessible from the IDP web page (idp.med.ufl.edu).

There is a map in Appendix A of the Health Science Center Buildings, which should help you find your way around.
EXAMPLE OF STUDENT CAREER SCHEDULE - GENERAL GUIDELINES

YEAR 1

2-3 months prior to starting IDP program
Make housing arrangements in Gainesville area
Address changes
Payroll sign-up forms
UF Gatorlink Email account; My.UFL.edu

Arrival
Check in with Graduate Education office
Check for holds on registration – You are required to update your emergency contact information and a registration checklist EVERY term. Other holds are insurance or financial holds.
International students obtain a social security number at the Social Security Administration Office (Must be in country 10 days before going to the Social Security Office)
Check in with International Center (International students only)
Sign Letter of Appointment
Gator One ID badge
Orientations for College of Medicine and Graduate School
Orientation for International Center (international students only)
Health insurance (required for international students, optional for domestic students)
Paperwork to establish Florida residency

First 1-2 weeks in IDP program
Parking arrangements (if desired)
Pay student fees
Sign up for Student Insurance

End of first semester (fall)
Register for second semester classes
Pay student fees for next semester
Florida residency paperwork, if not already done.

End of second semester (spring)
Finalize mentor selection and concentration selection
Register for summer and pay student fees for summer
Advise the Advanced Program Graduate Secretary so a Change of Major can be processed.

Stipend: Students will continue being paid a stipend form Office of Graduate Education funds through ~May 15. Subsequently, students will be paid from advisor/department sources.

Summer of first year
Students usually register for 6 hrs of GMS 7979 (Advanced Research) and begin full-time research in their dissertation advisor’s laboratory, for the whole of summer C.

Mentor Selection: Once a student has chosen a faculty mentor (dissertation advisor), she/he will choose an Advanced Program to be associated with. This process normally occurs during February of Year 1. However, some students perform a fourth rotation to find a mentor.
Choosing an Advanced Program means that a student will meet the requirements of that group (e.g. attendance at journal clubs, data presentations, etc.). Clarification of these requirements can be obtained from the Advanced Program Director. In addition, students will coordinate with the appropriate Advanced Program Secretary on administrative matters (e.g. course registration, supervisory committee forms, qualifying exam forms, etc.). See the IDP web page for Advanced Program directors and their contact information.

Select Supervisory Committee

Supervisory Committee: By the end of summer semester at the end of the first year, students must have chosen (in consultation with their Dissertation Advisor), a dissertation Supervisory Committee. This committee consists of the Dissertation Advisor, and at least 3 other members of the Graduate faculty. The Chair of your committee plus at least one additional member must be within your Advanced Program. At least one member must be from outside your Advanced Program. See your Advanced Program secretary for the appropriate forms. This form must be completed, signed, and returned to the Advanced Program secretary for processing to officially set up a supervisory committee.

Register for fall courses with your assigned Advanced Program Graduate Secretary.

YEAR 2

General Course Requirements: In all years, students take 9 hrs in the fall, 9 hrs in the spring and 6 in the summer (unless on a training grant, then it is 12 hrs in fall and spring, and 8 hrs in the summer.)

Specific Course Requirements: Beyond Year 1, the requirement is that all students must take a minimum of 6 credits of Advanced Module courses. Most modules are 1 credit hr each and 5 weeks in length. The 6 credits of courses are chosen by the student with his/her educational goals in mind, in consultation with the Dissertation Advisor, Supervisory Committee, and the Advanced Program Director. Note that these are the minimum requirements. Students may take more advanced courses if they believe them to be relevant to their IDP education. The balance of courses in each semester is made up from research (GMS 7979/7980) and journal club.

Journal Club: All advanced IDP students (2nd year and beyond) must register for a journal club course each fall and spring semester. Advanced Programs may have specific journal club requirements.

Research: Students work in their Dissertation Advisor’s laboratory and receive a grade through GMS 7979/7980. They are expected to develop, in consultation with their Dissertation Advisor, plans for the dissertation research.

Fall of second year
Select dissertation project (if not already done)
Take chosen courses
Attend journal club/research conference with your Advanced Program
Pay student fees
Register for spring courses
Meet with Supervisory Committee to begin planning research project, review course work, and prepare for qualifying exam. A record of this meeting MUST be completed, signed and returned to the Advanced Program Secretary along with a summary of the meeting (emailed or attached by the student’s
mentor) for the meeting to be official.

**Spring of second year**
Take any chosen courses
Attend journal club/research conference with your Advanced Program
Pay student fees
Register for summer credits
Schedule qualifying exam for completion by November 1

**Summer of second year**
Qualifying Exam: Students must have taken their Qualifying Exam (Admission to Candidacy) by November 1 of their 3rd year in the IDP, unless there is an extenuating circumstance approved by the Associate Dean for Graduate Education. The exam consists of 2 parts. Part 1 is the written portion in which the student writes in conjunction with the dissertation advisor. This document is reviewed by an Exam Committee consisting of the FULL supervisory committee. If approved, the student proceeds to part 2, the Oral Qualifying Exam. This consists of an oral presentation (~20 mins) to the supervisory committee, with accompanying Q & A. After Admission to Candidacy for the Ph.D. degree, the student now registers for GMS 7980 (Doctoral Research) instead of GMS 7979.

Pay student fees
Register for fall courses

**YEAR 3 and beyond**

**Fall**
Take any chosen courses
Attend journal club/research conference with your Advanced Program
Pay student fees
Register for spring courses
Hold a Supervisory Committee meeting, if necessary
Qualifying exam, if not already held (by November 1)

**Spring**
Take any chosen courses
Attend journal club/research conference with your Advanced Program
Pay student fees
Register for summer courses
Hold a Supervisory Committee meeting, if necessary

**Summer**
Pay student fees
Register for fall courses
Hold a Supervisory Committee meeting, if necessary
FINAL YEAR

Second-to-last semester
Take any chosen courses
Pay student fees
Register for courses
Review all records with the Graduate School to ensure there are no problems
Begin making post-graduate plans
Hold a Supervisory Committee meeting to discuss post-graduate plans and dissertation outline. Get approval to begin writing dissertation.
Plan ahead to meet all graduation requirements and deadlines.
Write dissertation
Schedule dissertation defense
Finalize post-graduate plans

Final semester
Pay any remaining student fees
Apply to graduate on ISIS (http://www.isis.ufl.edu/). There is a strict deadline published on the web site of the Graduate School
UF Graduate School check-list for graduating students (http://www.graduateschool.ufl.edu/graduation)
Turn in first electronic submission of dissertation draft to UF Graduate School by the deadline
Finish dissertation for defense and give to Supervisory committee at least 10 business days prior to defense exam.
Defend dissertation (final exam)
Turn in final electronic submission of dissertation to the UF Graduate School by the deadline
Attend graduation ceremony if desired
Complete Alumni information (http://idp.med.ufl.edu/students/for-graduating-students/alumni-information/)

Note: This is an example. It is the primary responsibility of the student to ensure that they are in compliance with all rules and regulations including deadlines for graduation. The Advanced Program Graduate Secretary can provide the record of the student's history in the IDP but cannot provide official approval of readiness. Additional information can be found on the U.F. Graduate School web pages, the IDP web pages, the IDP Policy Manual, and throughout this handbook.
FACULTY AND ADMINISTRATIVE STAFF:

Dean of the College of Medicine: Michael Good, M.D.

Sr. Associate Dean for Educational Affairs: Joseph C. Fantone, M.D.

Associate Dean for Graduate Education: Paul A. Gulig, Ph.D., IDP Director

ADVISORY BOARD TO ASSOCIATE DEAN FOR GRADUATE EDUCATION:

Jennifer Bizon, Ph.D., Linda Bloom, Ph.D., Michael Bubb, M.D., Edward Chan, Ph.D., Richard Condit, Ph.D., Art Edison, Ph.D., Jeff Harrison, Ph.D., Alexander Ishov, Ph.D., Hideko Kasahara, Ph.D., Christiaan Leeuwenburgh, Ph.D., Marian Limacher, M.D., Clayton Mathews, Ph.D., Wayne T. McCormack, Ph.D., Robert McKenna, Ph.D., Steven C. Ghivizzani, Ph.D., Peter Sayeski, Ph.D., Dietmar Siemann, Ph.D., Richard Snyder, Ph.D., Wolfgang J. Streit, Ph.D., Colin Summers, Ph.D., Peggy Wallace, Ph.D., Sam Wu, Ph.D., Maria Zajac-Kaye, Ph.D. and Lei Zhou, Ph.D.

GRADUATE EDUCATION ADVISORY COUNCIL

Henry V. Baker, Ph.D., Steve Baker, Ph.D., William Dunn, Ph.D., Lucia Notterpek, Ph.D., Robert Burne, Ph.D., Michael J. Clare-Salzler, M.D., James B. Flanegan, Ph.D., Elizabeth Shenkman, Ph.D., Charles Wood, Ph.D.

Course Directors, Core Curriculum (GMS 6001): James L. Resnick, Ph.D.
Research and Professional Development (GMS 6003): Wayne T. McCormack, Ph.D.
Responsible Conduct in Biomedical Sciences (GMS 7003): Wayne T. McCormack, Ph.D.

ADVANCED PROGRAM DIRECTORS:

Biochemistry & Molecular Biology: Linda Bloom, Ph.D. and Robert McKenna, Ph.D.
Genetics: Margaret Wallace, Ph.D. and Lei Zhou, Ph.D.
Immunology & Microbiology: Richard Condit, Ph.D. and Clayton Mathews, Ph.D.
Molecular Cell Biology: Alexander Ishov, Ph.D. and Maria Zajac-Kaye, Ph.D.
Neuroscience: Wolfgang J. Streit, Ph.D., and Jennifer Bizon, Ph.D.
Physiology & Pharmacology: Jeffrey Harrison, Ph.D. and Hideko Kasahara, Ph.D.

ADMINISTRATIVE STAFF:

Program Assistant: Ms. Teresa Richardson
Admissions Assistant: Ms. Valerie Cloud-Driver
Program Assistant: Ms. Susan Gardner
GRADUATE STUDIES COMMITTEE:

Dietmar Siemann, Ph.D. (Chair), David Bloom, Ph.D., Mavis Agbandje-McKenna, Ph.D.,
Thomas Rowe, Ph.D., Sue Semple-Rowland, Ph.D.
and Maurice Swanson, Ph.D.

2011-2012 IDP ADMISSIONS COMMITTEE:

Steve Ghivizzani, Ph.D., (Chair) Jennifer Bizon, Ph.D., Lung-Ji Chang, Ph.D., David Culp, Ph.D., Judy
Delp, Ph.D., Jorge Girón, Ph.D., Marguerite Hatch, Ph.D., Alexander Ishov, Ph.D.,
Michael Kladde, Ph.D., Jianrong Lu, Ph.D., Drake Morgan, Ph.D.
Yi Qiu, Ph.D., Alberto Riva, Ph.D., Matthew Sarkisian, Ph.D., Lei Zhou, Ph.D.
Special Reviewers: Shouguang Jin, Ph.D., Satya Narayan, Ph.D., and Paul Oh, Ph.D.

ADVANCED PROGRAM SECRETARIES:

Biochemistry & Molecular Biology: Elise Feagle, R3-234, 392-6896, slide99@ufl.edu
Genetics: Kris Minkoff, R2-220, 273-6380, kminkoff@ufl.edu
Immunology & Microbiology: Kris Minkoff, R2-220, 273-6380, kminkoff@ufl.edu
Molecular Cell Biology: Kimberly Hodges, B1-03, 273-8473, kahodges@ufl.edu
Neuroscience: BJ Streetman, L1-100, 294-0053, bettyj@ufl.edu
Physiology & Pharmacology: Amy Davis, R5-234, 294-5353, aldavis@ufl.edu
Robyn Edwards, M-552, 294-5064, redwards@ufl.edu
I. Pertinent Arrival Information

A. Payroll Signup, Letters of Appointment

Upon receipt in writing of the student's acceptance of our assistantship offer, the IDP will mail out payroll forms that must be filled out, signed, and returned well before the entrance term begins. Failure to do so may result in a delay in the receipt of the student's first paycheck. If you have not already filled out payroll forms, do so as soon as possible and return them to the Graduate Education Office, Room R1-102. Payroll can be viewed at my.ufl.edu; My Self Service; Payroll and Compensation; View Paycheck - this can be viewed the Monday of pay week.

Students are required to have a LETTER OF APPOINTMENT in order to have their tuition payments processed at the Academic Personnel Office. Appointment letters should be ready upon arrival and can be signed for further processing in the Graduate Education Office in room R1-102.

**Students may not hold any other type of payroll appointment at UF while in the IDP.** Allowed exceptions will be posted at the IDP student webpage. Students may not have employment outside of the IDP as well.

B. Medical Guild Emergency Loan Fund

The University of Florida Medical Guild has established a revolving interest-free emergency loan fund available to Ph.D. students in the basic medical sciences. These loans are intended to help with extra expenses incurred moving to Gainesville, or financial emergencies which arise during enrollment in our graduate program. The student must actually be enrolled in our program before loan monies will be given, and mentor approval is necessary. Up to $750 can be requested from this fund and is to be paid back by the end of the semester of the loan. Loans are administered via UF Student Financial Services, and electronic payment options are available. To apply for a loan, please see Susan or Teresa in the Office of Graduate Education. Completed forms should be turned in to Eileen Parris in the College of Medicine Office of Financial Aid (room M-128). After approval, you will have an appointment at Criser Hall where a check will be issued. IF you default on the terms of the loan, a financial hold will be placed on your student record and you will not be allowed to register for the next semester until the account is up-to-date.

C. Keys and Identification Badge

The Health Center (HSC) buildings are locked outside of regular weekday business hours. For building access in the evenings and on weekends only, you may park in the Shands Hospital visitor garages (no charge). Security guards are available for escorts to cars at night. The only HSC entrances that are open 24 hours are the Shands Hospital east (near Emergency Room) and west (near Dental clinics) entrance doors nearest to the parking garages.

After hours access to the McKnight Brain Institute and Academic Research Buildings is available to authorized personnel with your Gator 1 ID card.

With authorization from your major professor, lab and/or office keys may be checked out through that professor’s department.

The Health Center requires that identification badges be worn at all times while personnel are on
the premises. Appointments have been made for new IDP students to go to Satellite ID card center in Room NG-10 to get their Gator One Badge; see your arrival checklist for the actual times. Please bring a picture ID. All paperwork has already been done. Just tell them you are a new IDP graduate student in the College of Medicine. If you have any problems, please call Ms. Teresa Richardson, 273-8602.

D. Health Insurance

All IDP students are eligible to participate in Gator Grad Care health insurance program at no cost to them. Insurance registration is done online at www.gatorgradcare.com.

All international students are required to purchase health insurance that is approved by the Florida Board of Governors. It is the student’s responsibility to provide proof of insurance to the Office of International Studies & Programs at 170 Hub prior to each registration term. Their phone number is 392-5323. Once you receive your confirmation for insurance enrollment, it should be forwarded to insurance@ufic.ufl.edu.

Proof of insurance is not required for domestic students to register for classes. As a service, the Graduate Education Office in Room R1-102 will have information on hand. Domestic students may choose whatever policy suits them best.

E. Mail

A branch of the U.S. Post Office is located on the ground floor of the Medical Sciences Building. The address during your first year is your name, College of Medicine, Office of Graduate Education (IDP), PO Box 100229, Gainesville, FL 32610-0229. After you join a lab, you should use your department address for mail, and should update your address, phone number, and location in the UF directory.

You can update your Directory Profile by going to http://my.ufl.edu. You will use your Gatorlink username and password to login. Under "MyUFL Menu" click on "My Account," then select "Update My Directory Profile." Each heading with orange text is a link to an area where you can edit your information. Select the area, then select from the options on the left, and follow the instructions to edit your information. When you are done, you can select "Published View" to see how things will appear. Note that you have the option to not have you information available in the public U.F. phonebook.

F. Graduate Assistantship and Tuition Waivers

Entering students are provided with a stipend and tuition waiver, but students are responsible for paying all student fees. For the academic year 2012-2013 the total for the stipend has been set at $25,750. The first year stipend and first year tuition are paid by the College of Medicine. You are responsible for paying student fees each semester. Following the end of the second semester of study, students will identify a dissertation mentor who assumes financial responsibility for the student’s stipend, tuition, and cost of GatorGradCare. In most cases this means that the costs are covered by the mentor’s research grant.

In order to qualify for a tuition waiver, the student must hold at least 1/4 time appointments (all of our students are appointed at 0.33 FTE) and must maintain a 3.0 GPA. Out-of-state students who are US citizens must complete the paperwork provided to be classified as in-state for tuition purposes in order to maintain their tuition waiver (see Section K).
G. Fee Payments

The deadline for payment of student fees is usually the second Friday after the first day of class, at 3:30 pm. Even though we will make every effort to inform you of the deadline for fee payment, it **is the student's responsibility to ascertain this date**. There is no basis for petitioning to waive a late payment penalty. All University dates are provided in the Graduate School Catalog, available at http://gradcatalog.ufl.edu/. To find out the amount of your portion of fees (after tuition payments have been applied), check with ISIS (http://www.isis.ufl.edu). Failure to pay your portion by the deadline will result in a $100 late payment penalty. For payment methods see http://fa.ufl.edu/ufs/cashiers/default.asp

H. Financial Aid

For federal loans, please see Ms. Eileen Parris in Room M-128 or call her at 352-273-7939.

For loan deferments of federal loans, please see Ms. Teresa Richardson in Room R1-102 of the Graduate Education Office. **DO NOT** go to Criser Hall for loan deferments.

I. Registration

You will be registered for all your fall 2012 courses by the Graduate Education Office, so you need take no action on your registration for your first semester. You should however ensure that you do not have any holds on your record for immunizations, insurance, emergency contact information, registration checklist or financial services. If you have a hold that is not cleared up during advanced registration and we are unable to process your registration, you will be assessed a $100 late registration fee that will not be waived. You will be responsible for filling out a registration form with Teresa for spring semester. If you have any questions, please see Teresa in R1-102. Your spring course selection will depend on the concentration(s) that you are considering for your advanced studies.

J. Change of Address

Be sure that the Office of the Registrar has your current address. A change of address is changed by you at www.isis.ufl.edu, using your student ID and PIN number.

K. Qualifying for Florida Residency

State law has recently changed. For non-Florida residents, unless you are a US citizen or permanent resident AND you have lived in Florida for at least one year before matriculating at UF, you are not currently eligible to be classified as in-state. The out-of-state portion of your tuition will be waived by UF while you are on an assistantship. In the hope and anticipation that state law will change again (back to the way it was before July 1, 2009), we ask that you take steps that will be necessary to establish Florida residency.

To establish residency, students should file a Declaration of Domicile, register to vote in Florida, obtain Florida vehicle registration, and acquire a Florida driver's license. You will be informed of any additional changes in state law or university policy that affects you.
L. International Student Contacts

A list of international students who can be helpful is available in the graduate office, R1-102. Please feel free to contact any of these people to ask for help when arriving at the airport in Gainesville and to get transportation to the Social Security Office located at 1610 NW 23rd Avenue. The phone number is (877) 219-8323.

M. E-mail Accounts, Internet access

Email is a vital means of communication for the University of Florida and College of Medicine and a U.F. Gatorlink email account is required by the College of Medicine as much IDP office communication comes via email. The email address we will use to contact you is your Gatorlink address listed in the UF directory. You are REQUIRED to use your Gatorlink account. It can no longer be forwarded to a non .ufl.edu account. The reason is that third party providers often block forwarded messages because of the increasing problem of spam. It is required by the University of Florida to have a Gatorlink account. All student messages sent out by UF and the IDP office will be sent to the Gatorlink address. If a non-UF email service provider misplaces an official email that results in problems for you, you are solely responsible.

To set up an email account you need to log into GatorLink at: http://www.gatorlink.ufl.edu/

The third paragraph states “If you are new to GatorLink please see About GatorLink in the GatorLink Information before creating your account.” Follow the instructions at this site to create your account.

If you need access to a networked computer to get started, you can use the computer lab in the Communicore, Room C2-3. If you encounter problems with accessing Gatorlink, or with your username or password, contact the CIRCA help desk at 392-HELP (4357) or helpdesk@ufl.edu. All UF computer and web applications now will require your GatorLink user name and password.

N. Game Room

All College of Medicine graduate students have access to the Game Room & Student Lounge, which is shared by medical students, in Room DG-18. Students may obtain the lock combination from Ms. Teresa Richardson in the IDP Office at R1-102.

II. University and IDP Administrative Requirements and Policies

A. Teaching Requirements

There are currently no formal teaching requirements for students in the IDP. However, several courses taught either within the IDP or by departments require teaching assistants. Volunteers for these assignments will be solicited from the graduate student body periodically.

B. Graduate Assistantship Policy

All IDP students are employed as graduate assistants. The assistantship is a formal contract between the student and the university that involves rights and responsibilities on both parties. The IDP
appoints graduate assistants for single semester terms. Failure to fulfill the obligations of the assistantship by a graduate student can result in the student having to pay the tuition for the semester. For out of state students, this can be a significant amount of money. All graduate students receive the same basic 12 month stipend which is increased annually in accordance with the state appropriation and Graduate Assistants United (GAU) negotiations. Payment is biweekly throughout the calendar year. The IDP provides these stipends from various sources during the student's first year. At the appropriate time, it then becomes the responsibility of the student's mentor to provide funds for this stipend. In the event a faculty member cannot temporarily provide a student stipend, it is the responsibility of the mentor and the mentor's primary department to find continuous support for students in good standing. All assistantships are 0.33 FTE. The reason for this is that according to federal regulations you cannot be employed more than one-third time and still be a full-time student for tax purposes. Technically, this requires the students to devote 13 1/3 hours per week to research activities relevant to the source of funding. However, note that Ph.D. students are expected to devote most of their time while not in class to research of direct relevance to the research of the student's mentor and which will be appropriate for their own Ph.D. dissertation.

Additional employment is not allowed while you hold a graduate assistantship in the IDP. While you are a Graduate Research Assistant, you are forbidden to seek and hold employment outside the University of Florida, except for Reserve or National Guard military duty. Allowed supplemental UF appointments will be listed at the IDP student webpage.

Graduate assistantship appointments may be made on a semester-by-semester or annual basis. Typical dates for appointments are:

- Fall ~August 15 – December 31
- Spring ~January 1 – May 15
- Summer C ~May 16 – August 15
- Summer A ~May 16 – June 30
- Summer B ~July 1 – August 15

Note that the summer semester appointment may be split if needed to accommodate a leave of absence for vacation purposes (see section D)

C. Compensation during the Final Semester

Under normal conditions the graduate student's stipend comes from the mentor’s research grant. Thus, the date that the stipend terminates following the Dissertation Defense and Final Examination is negotiated between those two parties providing that the student remains physically in the COM. Students receiving stipends from IDP sources who remain in the COM subsequent to the Defense and Final Exam will continue to be paid at the same rate until the semester ends. If the student remains beyond this time, the laboratory in which the student works will provide financial support at a rate to be negotiated between the Principal Investigator and the student. If a graduate assistantship appointment is terminated before the end of a semester according to the fiscal calendar, the tuition payment is cancelled and the student will be required to reimburse the University the full amount of the tuition payment.

Registration of less than 9 hours in fall/spring terms, or 6 hours in the summer disqualifies the student from receiving a graduate assistantship and tuition waiver.

Students who intend to leave UF before the end of the semester may register for a minimal
number of credits, be paid via an OPS appointment, and pay the tuition out-of-pocket (or have the mentor pay tuition from a grant or departmental source). Your designated Advanced Program Graduate Secretary will be able to advise you of your options at the time it becomes necessary.

D. Vacation Policy

Students on assistantships may take up to 5 days per semester of personal leave. The schedule of any vacation time must be approved in advance by the mentor. As employees of the University of Florida, graduate assistants are also entitled to days off for designated official paid holidays, declared emergencies, and travel to scientific meetings. University breaks (e.g., Spring Break) are not considered as vacations. According to the GAU contract, vacation days are not cumulative, i.e., days not taken in one semester don’t carry over to the next semester.

Since the demands of graduate studies, teaching, and research do not easily fit into a rigid schedule, it is expected that students will take a mature committed attitude toward their professional responsibilities.

Students planning any extended travel for personal reasons, e.g., vacation or marriage, should plan to take a leave of absence from the program for ~6 weeks during the summer, during the summer A or summer B term. You will not be paid a stipend, will not be registered for classes, or research credits, and will not be liable for payment of student fees. GatorGradCare health insurance will still cover you for the full summer (if you had previously signed up for it).

E. Minimum Credit Registration Requirements

The Graduate School requires that students register for a minimum number of credits depending on the type of appointment. The following table lists these minimums:

<table>
<thead>
<tr>
<th>Category</th>
<th>Fall &amp; Spring Semesters</th>
<th>Summer Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/3-time Assistants (most IDP students)</td>
<td>9</td>
<td>3  3  6</td>
</tr>
<tr>
<td>Full-time students not on assistantship, (i.e., other fellowships or traineeships)</td>
<td>12</td>
<td>4  4  8</td>
</tr>
</tbody>
</table>

Please note that in the absence of any transfer credits, the earliest graduation date possible for 1/3 time assistants (most IDP students) to have earned 90 credits is the spring semester of your fourth year of graduate study.

Tuition payments are granted for up to 9 hours for graduate research assistants (including those supported by the Alumni Graduate Program Awards) and 12 hours for students supported by training grants and/or fellowships. Students who register for over 9 hours must pay for the additional credits in full.
F. Other University, HSC and IDP Office Information

F1. Libraries

The Health Science Center Library is located in the Communicore Building of the J. Hillis Miller Health Center. It has a large collection of medical, chemical and biological journals, as well as a wide array of texts and reference materials. The ground floor of the library has been converted to collaborative meeting space with computer workstations with large monitors. Students are required to present their identification badges when checking out materials.

Another excellent source is the Central Science Library on Newell Drive diagonally across from Century Tower. It houses the combined holdings of the agriculture library, the chemistry library, and several others.

F2. Work-related Injuries

For non-serious injuries you should first contact the Worker’s Compensation office at 392-4940 for assistance filling out the forms. You may then go to the Student Infirmary or another designated site for treatment. For serious injuries you should go directly to the Shands Emergency Room for treatment. Upon arrival you should inform the admitting clerk of your graduate status and that the injury is work related. As soon as possible after treatment, contact the Worker’s Compensation office so that a worker’s compensation form and accident/injury form can be prepared. After year 1, you should report to your departmental worker’s compensation representation (the department in which your payroll is processed).

F3. Non-work Related Injuries

For injuries that are not related to your work you may contact the Infirmary or health unit of your choice. You should present your health insurance card when you sign in. Although you will be billed at either place, the Infirmary costs are usually fully covered by your student activities fees. (See Student Health Care Center website for more information: http://www.health.ufl.edu/shcc/).

Do not go to a Shands clinic without first going to the Infirmary for referral. This is important because your health insurance policy may require referral by the infirmary.

F4. Fire and Police Emergencies

All emergencies pertaining to fire or police should be reported to the University Police Department, Phone: 392-1111. SNAP (Student Nighttime Auxiliary Police) can provide an escort after dark to anywhere on campus. They can be reached at 392-SNAP.

F5. Housing

On-campus housing is available on a limited basis for both single and married students. Generally a waiting period of at least several months is encountered. Contact the Division of Housing for information (352-392-2161 or http://www.housing.ufl.edu/housing/). This office also distributes extensive lists of off-campus apartments and houses available for renting, and provides useful information about each. The Division is located at Museum Road and 13th Street just east of Beatty Towers.
F6. Traffic and Parking Regulations

Only University vehicles are permitted to drive on the central campus Monday-Friday between 8:30 a.m. and 4:30 p.m. Any student of the University can register a car. Eligibility for a parking permit is determined by the student's local address and academic classification. Contact Transportation and Parking Services for additional information. They are located on 254 Gale Lemerand Drive. Phone: 352-392-7275 or http://www.parking.ufl.edu

G. Policy on Sexual Harassment

WHAT IS SEXUAL HARASSMENT?

According to the Sex Discrimination Guidelines promulgated by the Equal Employment Opportunity Commission (EEOC), sexual harassment is a form of sex discrimination. The guidelines define sexual harassment at 29 C. F. R., Section 1604.11 as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or academic performance.
2) submission or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or job applicant, and between graduate assistant and student.
3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or educational environment.

For more information, please see the website: http://www.dso.ufl.edu/sccr/sexual/

H. In-House Counseling & Development Office

The Office of Student Counseling and Development is available to graduate students in the College of Medicine who may have personal or professional situations they need help with from a qualified counselor. Student-counselor conversations are strictly confidential. The counselor is Dr. Beverly Vidaurreta, Program Director and Clinical Assistant Professor. You may reach her at 273-8383 or dr. vidaurreta@gmail.com

I. Leave of Absence

A doctoral graduate student who will not be registered at the University of Florida for a period of one or more semesters needs to request written permission from his/her faculty advisor for a leave of absence for a designated period. This should be approved by the Associate Dean for Graduate Education as well.

If a student has a break in enrollment (two semesters), they must complete an Application for Readmission. A break in enrollment is defined as not being enrolled for two or more consecutive terms, with summer being counted as one term.
For international students on an F1 visa, as long as the leave is less than 5 months, it does not affect your visa status. If the leave is longer than 5 months, the International Center must be notified and your leave must be processed and approved through them as well as your mentor and the IDP. Potentially, your I-20 will also need to be extended.
III. General IDP information

A. Overview

The basic science departments in the College of Medicine at the University of Florida work together to offer graduate training in biomedical research leading to a Ph.D. degree through a single integrated graduate program, the Interdisciplinary Program in Biomedical Sciences. The goal of the interdisciplinary program is to prepare students for a diversity of careers in research and teaching in academic and commercial settings. The program provides a modern, comprehensive graduate education in biomedical science while providing both maximum program flexibility, as well as appropriate specialization for graduate students.

The Interdisciplinary Program in Biomedical Sciences represents a cooperative effort among six interdisciplinary graduate concentrations with a total membership of over 200 faculty members. The six concentrations are Biochemistry & Molecular Biology, Genetics, Immunology & Microbiology, Molecular Cell Biology, Neuroscience, and Physiology & Pharmacology. During the first year of study, incoming graduate students undertake a common, comprehensive interdisciplinary core curriculum of study developed collaboratively by the six interdisciplinary concentrations. The core curriculum provides a fundamental background for all first year students on which the advanced interdisciplinary concentrations can build. The core curriculum consists of five basic components: 1) All students are required to take Fundamentals of Biomedical Sciences I (GMS 6001) during the fall semester. This course covers Structural Biology, Molecular Biology, Genetics, Cell Biology & Transport, Cell Biology & Cytoskeleton, Signal Transduction, and consists of lectures with associated discussion sections and grand rounds. 2) Any combination of introductory/fundamentals courses and advanced modules (≥6 credits total) in the spring semester. 3) A practical course consisting of essentials of research laboratory, radiation safety, and biosafety, 4) three laboratory rotations, and 5) a journal club. Students select from any of the participating affiliated IDP faculty for participation in laboratory rotations conducted throughout the first year (see section VI, A3 for further information). By the end of their first year, students select a laboratory in which to conduct their dissertation research and once again they may choose from any of the participating IDP affiliated graduate faculty. At that time, students also choose one of the six Advanced Programs for their advanced graduate training. Their mentor must be affiliated with that concentration also. Formal selection of an Advanced Program and mentor is made after completion of the core curriculum to maximize flexibility and facilitate an informed decision. Through the individual advanced interdisciplinary graduate concentrations, students have access to advanced courses and seminars in their chosen specialty, which can be undertaken along with their dissertation laboratory research.

B. Degrees Offered

The IDP offers a program leading to the Doctor of Philosophy in Medical Sciences with concentration according to the student's Advanced Program of study. The IDP does not accept students whose objective is the Master's degree. First-year Ph.D. students who are dismissed from the program for academic reasons will not be accepted into the Master’s Program offered by the Department of Molecular Genetics and Microbiology.

C. Transfer Students into the IDP

The transfer of students into the IDP from other graduate programs and/or institutions (e.g., when their mentor moves to UF before the student has graduated) is done according to the University of...
Florida policies set out in "The Exchange #39", which is published by the UF Office of Research and Graduate Programs. These policies are fairly straightforward. According to these policies, each student must apply to our program (and be accepted), and must complete the qualifying examination at UF (regardless of whether they have already taken it at their prior institution). The following is an adaptation of this policy for the COM IDP.

1. **Transfer of credit:** Essentially, these policies state that up to 45 hours may be transferred, 15 hours from any graduate work, and an additional 30 credit hours from an incomplete Master’s degree. Thus, in situations where incoming transfer students wish to transfer more than 15 hours of credit, a petition must be made to the UF Graduate School. Transfer of credit must first be approved by the IDP Graduate Studies Committee (see coursework below). The petition for transfer of credit should then carry the signatures of the appropriate Advanced Program Director and the Associate Dean for Graduate Education.

2. **Applications:** Students must apply to the IDP as any other prospective students. Applications will be reviewed by the Associate Dean for Graduate Education. It is anticipated that students who are in good academic standing at their prior institution will gain acceptance without any problems. For application forms and procedures, students may contact the Office of Graduate Education at 352-273-8602 or 352-273-8600, or access our website at http://idp.med.ufl.edu/.

3. **Supervisory Committee:** Following acceptance and arrival at UF, students will form a supervisory committee.

4. **Course Work:** Students who transfer into the IDP will be at different stages of their graduate careers, and will thus have completed different amounts/types of courses at their prior institutions. It is anticipated that the majority of students who transfer to the University of Florida will have completed at least a year of graduate studies. In the case of these students, the appropriateness of their prior courses will be determined by their supervisory committee and the Advanced Program Director. These individuals will determine if the prior coursework is appropriate for transfer and whether the student will need to take further courses at UF. Students who transfer during their first year of study will have their cases reviewed by the IDP Graduate Studies Committee, who will decide upon the transfer of credit and on whether the student must take any part of the IDP core curriculum.

5. **Qualifying Exam:** All transfer students must take the qualifying exam at UF. There will be 2 categories of students:

   a. Students who have not taken the qualifying exam at their prior institution, i.e. first and second year students, will take this exam under the current IDP guidelines.

   b. Students who have already taken a qualifying exam at their previous institution must re-take the exam. While the format of their exam should follow the IDP guidelines, the content of the exam will be determined by the Supervisory Committee and Advanced Program Director.
IV. IDP Administration

A. Faculty Membership in IDP Advanced Programs

Membership in the IDP is open to all graduate faculty members with primary or joint appointments in the basic science departments of the College of Medicine and the Department of Oral Biology in the College of Dentistry. Faculty from outside the basic science departments of the College of Medicine and Department of Oral Biology must have a joint or courtesy appointment in a College of Medicine basic science department or Oral Biology. Each member of the graduate faculty may elect an appointment in one or two of the six Advanced Programs for the purposes of graduate training. Current faculty membership in Advanced Programs is listed on the IDP web page.

B. Academic Departments

Historically, the IDP represents an amalgamation of several separate graduate programs which were administered by the College of Medicine basic science departments (Anatomy & Cell Biology, Biochemistry & Molecular Biology, Molecular Genetics & Microbiology, Pathology & Laboratory Medicine, Neuroscience, Pharmacology and Therapeutics, and Physiology and Functional Genomics) and the Department of Oral Biology in the College of Dentistry. While some of the Advanced Programs have names that are similar or identical to department names, the departments and the Advanced Programs are distinctly different entities. Faculty members retain departmental appointments for the purposes of payroll, undergraduate and professional student teaching, and promotion and tenure. Department chairs play a major role in administration of graduate education policy through the Graduate Education Advisory Council, but the departments otherwise have little or no formal role in the operation of the IDP. Membership in Advanced Programs is interdepartmental in nature and very flexible.

C. Associate Dean for Graduate Education

The IDP is led by the Associate Dean of Graduate Education, who has the ultimate responsibility for any IDP policy decisions.

D. The Advisory Board to the Associate Dean of Graduate Education

The Advisory Board is a faculty committee that is chaired by the Associate Dean of Graduate Education. This Board is made up of the Directors of the Advanced Programs, Directors of the first year (core) courses, chairs of the Graduate Studies Committee and the Admissions Committee, ad-hoc faculty members, three senior graduate students selected by the Graduate Student Organization and the Associate Dean for Graduate Education. The panel meets on a monthly basis and discusses issues that directly influence the quality of education, such as the curriculum, development of joint degree programs with other colleges, formation of student- and faculty- run seminar series and coordination of student research presentations.

E. The Graduate Education Advisory Council

The Graduate Education Advisory Council is comprised of basic science department chairs from the College of Medicine and from the Department of Oral Biology in the College of Dentistry. The council is chaired by the Associate Dean for Graduate Education. This council is involved in overall policy making for the IDP, including policies that relate to education quality such as changes in the curriculum and enrollment of faculty from other Colleges in the IDP.
F. Graduate Studies Committee

The Graduate Studies Committee is a panel of faculty and a graduate student member that acts as an academic status committee for students in the IDP. This panel reviews academic progress and makes decisions on whether students will be allowed to continue in the program. This panel also deals with students who wish to enter the program with advanced standing. This committee reports directly to the Associate Dean for Graduate Education. Students in need of academic counseling or advice should contact the Associate Dean for Graduate Education or the relevant core course director.

If a student decides to appeal the decision of the Graduate Studies Committee, the Dean's Office of the College of Medicine has a final appeals committee consisting of all of the senior associate deans and the dean of the College of Medicine.

V. Degree Requirements for Doctor of Philosophy

A. The Nature and Purpose of the Doctoral Program

The following is quoted from the Council of Graduate Schools policy statement on the Doctor of Philosophy Degree:

"The Doctor of Philosophy degree is the highest academic degree granted by North American universities. It is a research degree and is to be distinguished from other doctorates such as the M.D., J.D., or Ed.D degrees which are designed for professional training or which focus on applied rather than basic research.

The Doctor of Philosophy program is designed to prepare a student to become a scholar, that is, to discover, integrate, and apply knowledge, as well as communicate and disseminate it. Such skills may lead to careers in social, governmental, business, and industrial organizations as well as in university and college teaching, research and administration. The program emphasizes the development of the student's capacity to make significant original contributions to knowledge in a context of freedom of inquiry and expression. A well-prepared doctoral student will have developed the ability to understand and evaluate critically the literature of the field and to apply appropriate principles and procedures for the recognition, evaluation, interpretation, and understanding of issues and problems at the frontiers of knowledge. The student will also have an appropriate awareness of and commitment to the ethical practices appropriate to the field. All of this is accomplished in apprenticeship to and close association with faculty members who are experienced in research and teaching.

A central purpose of scholarship is the extension of knowledge, and students in a doctoral program become scholars by choosing an area in which to specialize and a professor with whom to work. Individualized concentrations of study may then be developed and committee members selected cooperatively as course work is completed and research undertaken. When all courses have been taken, the research finished, the dissertation written, and all examinations passed, the student should have acquired the knowledge and skills expected of a scholar who has made an original contribution to the field and has attained the expertise to continue to do so." (Refer to the last page of the graduate catalog for a summary of procedures for doctoral degrees).
B. Course Work Requirements

The Associate Dean for Graduate Education, in consultation with the Graduate Studies Committee, has the responsibility of advising students in their course work during the student’s first year of study and until the student's Supervisory Committee is appointed. Thereafter, it becomes the responsibility of that committee for continued recommendation of the course of study subject to approval by the Graduate Studies Committee and the Dean of the Graduate School. There are no Graduate School requirements in regard to credit hours of formal courses. The IDP requires that every student take the first year core curriculum (see section VI, item A) and a number of elective graduate courses, dictated in detail by the Advanced Programs. The Graduate School requires a minimum of 90 credits beyond the Bachelor's degree.

C. Transfer of Credit for Students Already in the IDP

Graduate level courses (5000 and above) with grade B or better in a Master’s degree from another institution can be transferred to the Ph.D. program in the IDP up to 30 credit hours, provided that the Master’s degree was in a similar discipline. All courses beyond the Master’s degree taken at another university, to be applied to the Ph.D. degree must be taken at an institution offering the doctoral degree. The total number of credits (including 30 for a prior Master’s degree) that may be transferred can not exceed 45. In addition, any prior graduate level credit earned at the University of Florida (e.g., MS degree in COM) may be transferred into the Ph.D. degree program. The student's Supervisory Committee will recommend the number of credits earned at another institution which are appropriate for transfer. The petition for transfer of credit must be made in letter form by the mentor, indicating that the student's Supervisory Committee approves of the transfer, stating the relevance of the course work to the degree. The Advanced Program Graduate Secretary then completes a Transfer of Credit form online and submits it to the Chair of the Advanced Program for signature, and then to the Associate Dean for Graduate Education for approval. A copy of the transcript of the credits involved should accompany the letter and form. After approval by the College of Medicine, the request will be sent to the Graduate School for approval.

D. Appointment of Supervisory Committee

Committee members are recommended by the student and mentor and reviewed by the appropriate IDP Advanced Program Director and Department Chair. The form must be signed by each person on your committee, the departmental chair for your mentor, the concentration director, and the Associate Dean for Graduate Education BEFORE the Concentration Secretary can officially process your supervisory committee online.

The mentor is Chair of the Supervisory Committee. The committee should be selected between 60 and 90 days after the student's choice of a major professor, or by the end of the first summer term. The Dean of the Graduate School is an ex-officio member of all Supervisory Committees. Supervisory committees are required to have a minimum of four members. Registration for spring term of the second year will be flagged by the graduate school, and it cannot be processed unless this committee has been formed.

Supervisory Committee Membership:

- UF minimum: 4 members (Chair, internal, external, 4th). “External” member defined by Advanced Program. (Your assigned Program Secretary can review your potential committee members and can ascertain whether they are internal or external).
• Additional IDP requirement that at least two different basic science departments are represented.
• Additional IDP requirement that committee is not composed of all Assistant Professors.
• Committee membership to be approved by basic science department chair, Advanced Program director (IDP form for signatures), and the Associate Dean for Graduate Education to be entered into GIMS through your graduate secretary.
• Changes to committee membership to be approved by basic science department chair and Advanced Program director, and Associate Dean of Graduate Education (IDP form for signatures), and to be entered into GIMS by your graduate secretary.

The duties of the Supervisory Committee are as follows:

1. To coordinate the overall doctoral program in accordance with all regulations concerning the Ph.D. degree. The student has the responsibility to learn these regulations.

2. To meet with the student at the time of the dissertation proposal defense (qualifying exam) to evaluate the qualifications of the student, to discuss and approve a program of study, and to evaluate the proposed dissertation research project.

3. To meet approximately every 6 months (twice annually) during the course of the doctoral research to review progress. A concentration has the option of designating one of the "meetings" to consist of the student writing a detailed report of progress since the previous meeting, approval by the mentor, dissemination to the committee, and approval by all of the committee members. The usual committee report will be completed and signed with a designation of a "virtual" meeting having taken place. However, anyone in the process, from the student, the mentor, any committee member, the concentration director, or the Associate Dean of Graduate Education, has the authority to call a face-to-face meeting instead of a virtual meeting. In any case, there may not be two consecutive virtual meetings. The time between face-to-face meetings cannot exceed one calendar year.

4. To meet when the dissertation is completed and to conduct the final oral defense to assure that the dissertation is a piece of original research and is a contribution to scientific knowledge.

Students are required to have two supervisory committee meetings annually, with at least one formal meeting (per Graduate School requirements) with all members present (regular members may be present via phone or video conference, but the chair and external member must be there in person). The students should let their Graduate Secretary know when the meeting will be held at least 10 days ahead of time so any needed paperwork can be prepared and provided to the mentor prior to the meeting.

Following the supervisory committee meeting, the mentor must return the committee meeting form to the Graduate Secretary within a couple of days.

Also following the meeting, the mentor must send the graduate secretary an e-mail summary of the committee meeting. Please be thorough in the summary with what was discussed, recommendations made to the student, strengths & weaknesses, additional courses desired etc. Sample text is shown below. The secretary will forward to the rest of the committee members and the student if the mentor has not already sent it to them.
"Joe Student met with her supervisory committee (Drs. A, B, and C) on 8/28/08. Joe presented his research to date and the committee gave the presentation, the research problem, and the experiments completed a very positive evaluation. The decision of the committee is that the research presented is acceptable for a dissertation and Joe is to write the dissertation for the November 3 submission deadline, targeting graduation in December."

At minimum, it should include the following: The supervisory committee form states "highlight accomplishments/milestones and future goals/expectations... A written memo outlining the outcome of the supervisory committee meeting and specific recommendations must be provided to the student and a copy included with this form. Must include an NIH-style progress report and agreed upon goals and expectations". It is very important that the meeting report contain enough detail that everyone knows and agrees on the level of performance by the student, milestones accomplished since last meeting, what future expectations are, and the anticipated timeline is for accomplishing milestones.

If graduating this term, something like this can be added: “At the opening of the meeting, Dr. A proposed that Jane Student graduate in December of 2008. Given the November 3, 2008 deadline for submitting a defended draft of the thesis, this would mean stopping bench research at this time and writing full time until the thesis is completed, thus the data accumulated to date would have to be acceptable for a thesis. Jane has pursued an accelerated curriculum and will have completed all of the required credits by the end of the semester.”

If you have any questions, feel free to contact your concentration’s graduate secretary or the Office of Graduate Education at any time.

E. Qualifying Examinations (Ph.D.)

The qualifying examination consists of a written and an oral component. The written component is an NIH-type predoctoral grant proposal (F31 Research Training Plan) describing the student's proposed dissertation research project, evaluated by the student's Supervisory Committee. The oral component consists of an examination of the student's general knowledge in his or her chosen area of research as defined by the written proposal, conducted by and Examination Committee, consisting of the Supervisory Committee plus the Advanced Program Director.

E1. Scheduling

Administration of qualifying examination is the responsibility of the student's Advanced Program and the student's Supervisory Committee. Qualifying exams are traditionally taken at the end of the second year of graduate study, after most advanced course work has been completed, and are recommended to be taken during the summer semester. Qualifying examinations must be scheduled by September 1 and must be completed no later than November 1 of the third year of graduate studies. Students will not be allowed to register for the spring semester of the third year without having taken the qualifying examination.

Copies of the written proposal will be distributed to members of the student's Supervisory Committee and the Advanced Program Director at least ten working days before the scheduled examination. Students are responsible for scheduling a time and location of their exam that is suitable to their Supervisory Committee. The advanced program secretary should be notified by the student of the oral exam at least ten days prior to the exam and given a copy of the proposal for the students' file. The student should schedule 2.5 hours for the oral qualifying examination.
The advanced program secretary will distribute these instructions to the student and to all examination committee members when the examination is scheduled, and again when the written proposal (see below) is submitted to the examination committee.

E2. Examination Committee

The examining committee will consist of the student's Supervisory Committee who MUST ALL BE PRESENT at the exam. The Committee Chair (and Co-Chair) and external member must be physically present. Other committee members may be present electronically phone or video conference per Graduate School policy, subject to approval by the Advanced Program director. The Supervisory Committee will elect or appoint from its ranks an examination chairperson other than the student's mentor to moderate the examination. The Advanced Program director or his/her designated representative will also be present for the oral examination. The Advanced Program director will participate in all aspects of the examination including the final evaluation of the student's performance. The chair of the Supervisory Committee (the mentor) will be present during the oral examination and may ask questions, but will be asked not to intervene on the student's behalf.

E3. Written Proposal (based on NIH instructions for F31 Individual Fellowship)

E3a. Format Specifications

Use an Arial, Helvetica, Palatino Linotype or Georgia typeface, a black font color, and a font size of 11 points or larger. A Symbol font may be used to insert Greek letters or special characters. For figures, figure legends and tables, a smaller type size is acceptable but it must be in black ink, readily legible, and follow the font typeface requirement. Use one-half inch margins (top, bottom, left, and right). The document must be single-spaced. Formatted subheadings and double spacing between paragraphs are encouraged, as they make the document easier to read.

E3b. Page Limitations

Recently, the NIH changed the page limits on research strategy portion of the F31 proposal from 10 pages to 6 pages for the research strategy portion (see below). Each concentration will decide if its students will use the 6 or 10 page limit. The NIH Biosketch and Literature Cited do not count in the page limit. The one page Specific Aims is also not part of this page limit.

E3c. Content

1. NIH Biosketch

2. Specific Aims

Specific Aims are limited to one page.

State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved.
List succinctly the specific objectives of the research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology.

3. Research Strategy

*This item is limited to six pages*

Organize the Research Strategy in the specified order using the instructions provided below. Start each section with the appropriate section heading —Significance and Approach. Cite published experimental details in the Research Strategy section and provide the full reference in the Bibliography and References Cited section.

(a) Significance

• Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses.

• Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields.

• Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved.

(b) Approach

• Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted as well as any resource sharing plans as appropriate.

• Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.

• If the project is in the early stages of development, describe any strategy to establish feasibility, and address the management of any high risk aspects of the proposed work.

• Point out any procedures, situations, or materials that may be hazardous to personnel and precautions to be exercised.

If an applicant has multiple Specific Aims, then the applicant may address Significance and Approach for each Specific Aim individually, or may address Significance and Approach for all of the Specific Aims collectively.

As applicable, also include the following information as part of the Research Strategy, keeping within the two sections listed above: Significance and Approach.
Preliminary Studies for New Applications

For new applications, include information on preliminary studies, if any. Discuss the applicant's preliminary studies, data and/or experience pertinent to this application. When applicable, provide a succinct account of published and unpublished results, indicating progress toward their achievement.

E4. Oral examination

E4a. Format and Content

There is no public seminar. The oral examination tests the student's general knowledge in his or her chosen area of research, as defined by the written proposal. Importantly, the oral examination is NOT intended specifically as a defense of the written research proposal, but rather uses the proposal as a springboard to define the content of the exam.

The student should prepare an oral presentation of the written proposal which, if presented uninterrupted, would require 20-30 minutes. The student will deliver this oral presentation to the examination committee, during which the committee members will interrupt frequently, questioning the student on all aspects of the proposal, focusing in particular on general background knowledge underpinning both the theory and the technical execution of the proposal. The student may also be examined both on the importance and feasibility of the proposed research, and on the suitability of the proposed experiments to answer the questions posed, however this aspect of the examination is secondary to the assessment of the student's general knowledge of biomedical science. The student can expect extensive excursions into topics from proposed experiments. For example, the use of hybridoma technology in an experiment would certainly invite questions concerning immunoglobulin gene structure, HAT-media selection, and purine metabolism. The student and the committee should expect to devote approximately two hours to the examination. The interruption of the student's presentation by the committee will often prevent the student from completing the oral presentation, however the process should reveal the student's competence in her or his chosen area of research.

The next regular supervisory committee meeting (e.g., in the following semester) will focus on the Specific Aims to be pursued and a proposed timeline for the dissertation project, including goals to be met by the next supervisory committee meeting.

E4b. Evaluation

At the end of the examination, the student is asked to leave the room, and the examination chairperson asks for comments from all present regarding the student's general knowledge of the research area as defined by the written proposal. Substantial agreement among the examining committee will determine whether the student has passed the oral examination. The student will then return to the room and the committee will inform the student of their decision.

Possible outcomes of the qualifying exam include the following:

1. Pass - Student is admitted to candidacy for the Ph.D. degree.

2. Conditional Pass - Student is admitted to candidacy for the Ph.D. degree, but is required to remediate an area of weakness identified by the exam committee (e.g., by taking and passing a specific course with a B or better).
3. Fail with Option for Reexamination - The student will be allowed to repeat the exam after remedial work specified by the exam committee. At least one term of additional preparation is required by the Graduate School before re-examination, i.e., the qualifying exam may not be repeated during the same semester.

4. Fail - A re-examination will not be recommended by the Supervisory Committee, and the student will not be allowed to complete the Ph.D. program. The Supervisory Committee may recommend completion of a M.S. degree. A student who fails the examination may petition for re-examination per Graduate School policy.

F. Admission to Candidacy

A doctoral student does not become an actual candidate for the Ph.D. degree until granted formal Admission to Candidacy. Such admission requires the approval of the student's Supervisory Committee, the Advanced Program Director, the Dean of the College of Medicine, and the Dean of the Graduate School.

Admission to Candidacy is based on the following: 1) acceptable academic record; 2) satisfactory completion of the core curriculum; 3) positive recommendation of the Supervisory Committee concerning overall qualification for candidacy; and 4) successful performance on oral qualifying examination; and 5) identification of a dissertation advisor (mentor).

The Admission to Candidacy form MUST be prepared by the Graduate Secretary assigned to your Advanced Program several days prior to your exam. The secretary will give the form to your mentor who will have it signed by Supervisory Committee members after a successful oral examination. Then it is given to the Advanced Program Chair, who will sign it. Finally, it is given to the Office of Graduate Education in Room R1-102 who will forward it to the Graduate School after it is signed.

G. Supervisory Committee Meetings

After the student is admitted to candidacy, the Supervisory Committee will meet with the student at twice annually. The principal purpose of these meetings is to review the total progress of the student including academic performance and to advise/counsel/help the student towards the expeditious and successful completion of the student's Advanced Program. While the emphasis should be on the student's research, it does not require that the student accumulate a bolus of research data to carry out this objective. Nor does it require that all members of the Committee be present at all meetings. Naturally, the more the better, but the inability of a member to participate at a specific time will not be accepted as an excuse to escape such a meeting. The Graduate Secretary assigned to your concentration will prepare a brief report of the proceedings form for you. This form is given to your mentor prior to the supervisory committee meeting to record comments made during the meeting. Each supervisory committee member that is present signs the form. The completed, signed form MUST be submitted to the Advanced Program Director after which it will be placed in the student's file. Note the rule enabling one of the two meetings to be a "virtual" meeting, above, depending on the concentration.

A record of this meeting MUST be completed, signed and returned to the Advanced Program Secretary along with a summary of the meeting (emailed or attached by the student’s mentor) for the meeting to be official.
Suggested committee meeting report style:

- Student to submit a written NIH-style progress report (guidelines will be in IDP Student Handbook) and updated project timeline in advance of meeting. Copy should go into student’s file. Due in June each year.
- Required checklist form to be completed by committee annually, including requirements completed and still required.
- To be accompanied by memo written by mentor summarizing research progress, and agreed upon goals and expectations.
- Checklist and memo to be reviewed and signed by basic science department chair and Advanced Program director.
- Require a second committee meeting, perhaps less formal, but to provide the committee with a research progress update.

**Six months** prior to the anticipated date of the final oral defense the Supervisory Committee will meet to decide whether the student's research contains sufficient data for a dissertation and to approve the start of the writing of the dissertation. For this meeting the student should prepare an outline of the proposed dissertation. The committee will point out minor inadequacies, and make specific suggestions to correct them. These inadequacies will be expected to be eliminated at the student's initiative. For any major problem, the committee will devise a plan for action. Prior to the writing of the dissertation, the committee will determine that these problems have been solved satisfactorily.

H. Registration in the semester of graduation

Students who do not complete all* requirements (*including all petitions, course requirements, the oral defense, and final submission of the corrected dissertation.) before the stated deadlines must register for at least 3 credit hours during the term they will graduate in (2 credit hours for summer term). Clear prior is a possibility only for Dissertation students who have met all published deadlines for the current term except Final Submission and/or Final Clearance from the Graduate Editorial Office. No other students are eligible. If a student fails to meet the deadlines for graduation in a given semester but does complete all of the graduation requirements before the beginning of the next semester, they can petition to waive final semester registration. The student's degree will be awarded the next semester, but the student does not have to register for the minimum credit usually required for the final semester. Although not required to register during the term of degree award, students are required to file a new degree application for that term within all published deadlines for doing so, as degree applications do not carry over from semester to semester and are essential for the degree to be awarded. Degree application is done online through ISIS (http://www.isis.ufl.edu/). Registration of less than 9 hours in fall/spring terms, or 6 hours in the summer disqualifies the student from receiving a graduate assistantship and tuition waiver.

I. Dissertation

UF is a national leader in the development of electronic theses and dissertations (ETD). Among the benefits of ETDs are greater accessibility to scholarship, opportunities to include multi-media, and cost/space savings for libraries. Access issues are addressed by a three-tiered system allowing students options to post to the World Wide Web, to the university only, or totally restrict access for a certain period of time for patent and other publication purposes. The Graduate School is working with the Office of Instructional Resources and the Smathers Libraries to provide editorial, technical and archival support for the ETD program.
The following is excerpted from the final report of the University of Florida on the role and nature of the doctoral dissertation as it applies to the IDP.

"The main objective of doctoral research is to acquire new knowledge or to enhance existing knowledge. The research itself should be theory-driven and original. During the course of the research period, the student will critically evaluate research already done in the student's field of interest and will derive from this search an aspect of research which can be studied. The student, with the advice from a faculty supervisor, will design and implement methods of exploring that research question. Care should be taken to design a study that is neither too ambitious, nor trivial. The dissertation is viewed as the complete documentation of the research study, including the theoretical background, description of the problem, the method or methods used to solve the problem, interpretation of results, and explanation of their significance. The dissertation can be composed of published articles on the research study, which have been rewritten and synthesized into the dissertation document. The student is expected to produce a product of excellent quality which reflects the originality of the research. The dissertation should be publishable, at least in part, as articles in scholarly peer-reviewed journals.

Although research is built on existing knowledge, the dissertation should be original in that it does not duplicate someone else's work. It is expected that there will be collaboration between student and advisor, both on the original idea for the research and the methods used to explore that idea. Neither the idea, nor the approach need be the student's alone. The advisor/student relationship is aptly described as 'the synergistic and symbiotic relation that exists between advisor and student, intellectually and financially'. In addition to input from the advisor, other members of the supervisory committee may have an influence in the selection and progression of a research project.

Although students may have help in the development phase of their research, students must be able to demonstrate what portion of the research represents creative, original, independent thinking by the student and not simply an extension of the professor's."

Each candidate for the Ph.D. degree is required to prepare and present a dissertation that shows independent investigation of publishable quality and is acceptable in form and content to the Supervisory Committee and to the Graduate School. Students should consult the Editorial Office of the Graduate School for instructions concerning the format of the dissertation (https://asc.helpdesk.ufl.edu/tutorials/etd-submission.html). Dates for submission of the dissertation (http://graduateschool.ufl.edu/files/editorial-deadlines.pdf) to the Editorial Office of the Graduate School are also published in the University Calendar. The initial (first) submission date is generally about half way through the semester. The first submission does not have to be defended. The final, defended dissertation is due to the Editorial Office of the Graduate School towards the end of the semester. In addition to the electronic copies of the dissertation presented to the Graduate School and College, students should check with their mentor's department as to any departmental and/or mentor copies that are required by their mentor’s department.

Each dissertation, at the time of submission for initial review by the Editorial Office of the Graduate School, must be accompanied by a brief General Audience Abstract, in addition to the academic abstract. The abstract should be written in a fashion that communicates in clear and effective nonspecialized language the contributions of the work to the state of Florida, the nation, society in general and/or the discipline. Copies of the abstract should be sent to the Advanced Program Director.
and the Associate Dean for Graduate Education. This change is aimed at communicating the value of graduate education to people outside the university.

J. Dissertation Defense and Final Examination

Final dissertations must be submitted electronically according to UF Graduate School guidelines for electronic theses and dissertations (ETD) in the Graduate Catalog. More information is also available on the web at (https://asc.helpdesk.ufl.edu/tutorials/etd-submission.html) and from the Graduate School Editorial Office.

After first written submission of the dissertation draft to the Graduate School and completion of all other prescribed work for the Ph.D. degree, but not earlier than the term preceding the semester in which the degree is to be conferred, the candidate will be given a final examination, consisting of completion of a written dissertation (according to the UF guidelines for ETD), a public dissertation defense seminar, and a closed oral exam by the Supervisory Committee. The time and location of the defense should be scheduled by the student, in agreement with the attending supervisory committee members. At least 2-3 hours should be scheduled for the defense and committee meeting that follows the defense. The defense will take the form of a formal, public one hour presentation of the work to the full faculty and students. Proper announcement of the defense should be made by the Graduate Secretary assigned to the Advanced Program. These announcements are distributed to Supervisory Committee members and Associate Dean for Graduate Education, and posted. It is the responsibility of the student to ensure that this announcement precedes the actual defense by at least ten business days and that committee members receive copies of the dissertation at least ten business days in advance of the defense. Following the formal presentation, the student will meet privately with his or her Supervisory Committee members for a final oral examination on the dissertation.

At the time of the final examination, all members of the Supervisory Committee **MUST BE PRESENT** and must sign the ETD Submission Approval form and Final Examination Report (Report on Thesis or Dissertation and/or Final Examination form). The Graduate Secretary assigned to the Advanced Program prepares these forms, which may be retained by the Chairperson of the Supervisory Committee pending acceptable revision of the dissertation. Also, committee members may withhold signature of the dissertation pending acceptable revision.

All work for the doctorate, including the final examination, must be completed within five calendar years after the qualifying exam.

K. Certification

Doctoral candidates who have completed all requirements for the degree, including satisfactory defense and final acceptance of the dissertation, may request certification to that effect prior to receipt of the degree. The "Degree Certification Status Verification Form" form, which is available at http://www.graduateschool.ufl.edu/academics/graduate-student-forms must be signed by the Chair of the Supervisory Committee the Associate Dean for Graduate Education of the College of Medicine and returned to the Graduate School Editorial Office in Room 160 at Grinter Hall. Your assigned Advanced Program Graduate Secretary can assist you with this form.
VI. Course Selection and Curricula

The first year core curriculum for the IDP consists of six components to be completed by all doctoral students. These six components are: 1) Fundamentals of Biomedical Sciences I (GMS 6001). 2) Core courses and/or a selection of advanced modular courses (6 hours total) in accord with their research interests. 3) Lab rotation, 4) Responsible Conduct of Biomedical Research (GMS 7003), and 5) Research in Professional Development (GMS 6003).

Upon successful completion of the first year core curriculum, students select a mentor and an Advanced Program. Additional course work is required within the Advanced Program. The specific requirements for each concentration differ, but certain features of these requirements are common throughout the IDP. A simplified outline of a four year program is in Appendix N.

A. The First Year Core Curriculum

A1. Fundamentals of Biomedical Sciences I (GMS 6001)

Fundamentals of Biomedical Sciences and the spring core courses both consist of six lecture hours, two discussion hours, and one hour of grand rounds per week. The courses provide exposure to fundamentals of all of the disciplines represented by the six Advanced Programs, and is designed to prepare students for study in any one of the Advanced Programs and at the same time provide training which is sufficiently broad to accommodate a diversity of careers in virtually any branch of modern biomedical science. While the lectures provide a survey of the material, the discussions provide a more intimate, in depth examination of individual topics. Discussion groups are relatively small, containing 8-12 students and one faculty member. Most discussions focus on a research article and provide in depth discussion of a discipline through a rigorous examination of this literature. To ensure uniformity among all of the discussion groups, a coordinator for each discussion will identify the appropriate literature and major points to be covered by all of the discussion groups. Grand rounds consist of a presentation by a basic scientist and/or a clinician covering a clinically relevant human disease which is also relevant to the subject matter being covered in the lecture and discussion material. Grand rounds are intended to enhance the relevance of the other aspects of the course, and provide insight into the relevance of basic research into current problems in public health. It is expected that grand rounds will be attended by most faculty and advanced students as well as first year students.

Five non-multiple choice written exams will be given in the course each semester. Students must obtain a grade of B or better in each semester in order to advance to the next semester.

A2. Laboratory Rotations (GMS 6090)

During the first year, all IDP doctoral students are required to undertake three 7-week rotations in three different IDP laboratories. The rotations consist of small research projects in a given laboratory. The purpose of the rotations is to enable the student to become well acquainted with individual faculty members and other graduate students, to learn about their research, to acquire some research techniques and skills, and to establish a basis for selecting a major professor. The first rotation takes place in the second half of the first semester, and the second and third rotations occur sequentially during the first and second halves of the second semester. At the end of each rotation, it is required that the student will do a written summation and will orally present a 10-15 summation of their rotation. Students who do not participate in the research rotation presentations will receive an unsatisfactory grade. These presentations are done as part of a journal club in the Advanced Program which coincides with their
Getting involved in scientific writing early in graduate training is important. First-year IDP students are expected to write a brief summary of their rotation project in the format of a scientific paper, with the following sections:

- Introduction (background, statement of hypothesis)
- Methods
- Results
- Discussion (conclusions)

The total length should be 7-10 pages, double-spaced, not counting figures or tables. This paper should be submitted to the rotation mentor at least a few days BEFORE the rotation presentation. This should help students organize their thoughts and prepare for their oral presentations. Ask your rotation mentor for feedback about your writing.

This lab rotation writing exercise is three fold: practice for the student in scientific writing, feedback to the student about their writing, and provides a writing sample to rotation mentors.

First year students may conduct rotations in any "available" laboratory, regardless of the mentor’s Advanced Program affiliation. Available faculty members are identified on the IDP website. Given the large number of potential mentors available among the graduate faculty, the mentor selection process requires careful organization and assistance, provided by the Associate Dean and the Advanced Programs. The Graduate Education Office conducts a periodic survey of the graduate faculty designed to identify Principal Investigators who will have funded positions available for students in a given class or who are interested in hosting a rotation regardless of funding. During the first six weeks of the first year, the Advanced Programs organize presentations for the first year students by available faculty to assist students in selecting laboratory rotations. During the first six weeks, the first year students are also encouraged to interview potential mentors on an informal basis. By the end of Week 6, students submit prioritized choices of rotation mentors to the Office of Graduate Education. An Advanced Program is chosen along with the mentors for the laboratory rotations. The Office of Graduate Education coordinates mentor selection, ensuring wherever possible that the student’s preference for mentors is honored. At the end of each rotation, the mentor provides a grade for the rotation and completes a standardized rotation evaluation, which is kept in the student’s file (see Appendix O).

Students should understand that the availability of a laboratory rotation opportunity does not necessarily reflect the availability of a position for doctoral research in that laboratory. The latter position requires that the faculty member has funds to support the student. In those cases where graduate student support has not been available recently and said support is not likely in the near future, a faculty member can offer rotations only with the expressed statement that no firm long-term student opportunity exists in that laboratory.

A3. Animal Contact during Rotations

All first-year IDP students, regardless of whether or not they intend to work with animals, are required to complete the online Animal Awareness Seminar as part of their orientation to biomedical research. Additional training is required for first-year graduate students who intend to do lab rotations that will involve animal contact. The training schedule has been developed to be compliant with current
IACUC and ACS training requirements. Please note that there may be some restrictions on the types of animal research that IDP students can participate in during rotations. Animal training must be completed by the student prior to the beginning of the lab rotation involving animal contact. Please see http://acs.ufl.edu/facilities.shtml for further information.

A4. Research/Professional Development (GMS 6003)

Practical knowledge and understanding of issues to increase chances for successful graduate education and professional career in biomedical sciences. Numerous seminars are sponsored by centers and departments are held throughout the year. Seminar notices are distributed individually to all students and faculty well in advance of each event.

A.5. Responsible Conduct of Biomedical Research (GMS 7003)

A course designed to introduce key issues in the responsible conduct of research, following the research process from inception to planning, conducting, reporting, and reviewing biomedical research. The course seeks to provide a practical overview of the rules, regulations, and professional practices that define the responsible conduct of research. The coverage is not exhaustive and leaves room for continued reading and discussion with the student's mentor, in the laboratory and classroom, at professional meetings, and in any other setting where researchers gather to discuss their work. This course is taught in the spring semester and is required.

B. The Advanced Program Curriculum (Year 2 and Beyond)

Each of the Advanced Programs offers a series of advanced courses specific to the discipline of the Advanced Program. Many of these advanced courses are organized in 5-week advanced modules. The Advanced Course requirements for the second year and beyond must include a minimum total of six credits of advanced courses and/or spring semester core modules with a letter grade of B or better. Selection and final approval of courses to fulfill IDP requirements must be approved by your mentor, Supervisory Committee, and Advanced Program Director.

Courses that do NOT count toward this requirement include journal clubs, research conferences, and other courses identified as IDP electives. Non-IDP courses may count if approved by your mentor, Supervisory Committee, and Advanced Program Director.

Individual Advanced Programs may require specific courses and/or more than six credits as part of their advanced curriculum. Although most students prefer to take most of their advanced courses during their second year, advanced courses may be taken in later years.

All advanced IDP students (2nd year and beyond) are required to register for a journal club and/or research club course each fall and spring semesters. Advanced Programs may require attendance at specific journal clubs. Exceptions to this requirement may be granted by the Advanced Program Director on an individual case-by-case basis. Please consult the IDP website (http://idp.med.ufl.edu/curriculum/) for a description of these courses.
VII. Selection of Advanced Program and Major Professor

A. Mentor Selection

The single most important mechanism for selection of Advanced Program and mentor is the first year laboratory rotation. Following the third laboratory rotation, students choose a mentor for dissertation research, usually one of the three faculty members with whom a laboratory rotation was done. Students should understand clearly that individual mentors are under no obligation to accept students who apply to their lab for dissertation research; the individual mentors have the final say in this decision. Formal selection of a mentor is made after completion of the core curriculum to maximize flexibility and facilitate an informed decision; however, students may make an informal commitment to an Advanced Program or lab at any time.

B. Advanced Program Selection

Most mentors are members of two Advanced Programs, so students normally choose between those two concentrations for a degree discipline. For purposes of payroll, students are attached to the mentor’s primary department. Graduate administration is provided by the Graduate Secretary assigned to your Advanced Program.

C. Programs of Study

The following are the Program of Study outlined in each Advanced Concentration.

Advanced Concentrations Programs of Study

Biochemistry and Molecular Biology

The BMB program of study is designed to provide students with a strong foundation of knowledge in the disciplines of biochemistry and molecular biology, while at the same time, allowing the flexibility to design a course of study to fit individual research interests. All entering IDP students enroll in the same curriculum in the fall semester of the first year which prepares students to participate in graduate-level research in any one of the six graduate programs including BMB. After the first semester, students have the freedom to select courses that meet their research interests. Examples of Individual Curricula are provided below. The BMB program offers a wide range of courses and in addition to these, students can select advanced courses from other disciplines. Many of these 3-hour courses have been divided into modules so that a student can take part of the course for credit. For example, a student could take the third section (BCH 6209) of the 3-credit metabolism course (BCH 6206) for 1 credit. Links to course listings are provided below. Students typically take 6 hours of advanced courses in the spring of their first year and 3 hours in the fall and spring semesters of their second year for a total of 12 credits to complete the formal course requirements. Every semester, starting in the second year, students must register for the BMB Journal Club (BCH 6936). This coursework along with work on the research project prepares students for taking a qualifying exam for admission to candidacy for a Ph. D. degree. The qualifying exam must be completed by November of the third year. An Overview of BMB Program and Course Requirements are provided below. Specific questions can be answered by the graduate coordinator, Linda Bloom, or the graduate secretary, Elise Feagle.
Requirements After the First Year

6 credits of formal coursework – After completing the courses required in the Fall semester of the first year, a total of 12 credits of Advanced Courses must be taken. Typically, 6 of those 12 credits are taken in the spring of the first year, and the remaining 6 are taken in the second year. At least 4 of the 12 credits must be from the BMB Advanced Courses (BCH prefix) and at least 3 credits must be from another advanced concentration. Students are not required to take the Spring Semester “Core Course”, however, a student may take some or all of the spring semester Core Course modules to satisfy the advanced course requirements. These core course modules can be taken in any year not only the spring of the first year.

BMB Journal Club (BCH 6936) – 1 credit each fall and spring semester

Qualifying Exam taken by Nov. 1 of the 3rd year

Supervised Research – After the first year, supervised research is the major focus of the BMB graduate curriculum. Successful completion of a Ph.D. degree requires students to carry out an independent research project, write a dissertation describing this work, and defend the work in a public presentation.

Supervisory Committee – By the end of the first year, students must form a supervisory committee composed of 5 faculty members including the research mentor who serves as chair of the committee. In addition to the chair/research mentor, the committee must include 2 faculty members from the BMB concentration and an external member from outside the BMB concentration. The fourth member may be from within the concentration or outside the concentration.

Supervisory Committee Meetings – After passing the qualifying exam, students have regular meetings (twice a year) with members of their supervisory committees. The purpose of these informal meetings is to help students with their research projects and to help students stay on target for graduation.

Genetics

The Advanced Concentration in Genetics is one of six graduate programs leading to the PhD degree under the Interdisciplinary Program in Biomedical Sciences (IDP) at the University of Florida College of Medicine. 25 primary faculty from the Departments of Anthropology, Biochemistry and Molecular Biology, Molecular Genetics and Microbiology, Medicine, Neuroscience, Pathology, Immunology & Laboratory Medicine, Pediatrics, and others, as well as over 70 affiliated faculty, offer students broad opportunities for graduate training in genetics. Projects have included areas such as gene therapy, mouse models of genetic disorders, computational genomics, use of other model organisms, human genetics, prokaryotic genetics, epigenetics, cancer genetics, and more. Graduates of the program will be prepared to conduct research and assume supervisory and teaching responsibilities in many facets of genetics. Students should expect to have at least one first-author peer-reviewed publication prior to graduating, although level of publishing productivity is dependent on the project. Students should pursue as many opportunities as possible to author or co-author papers and abstracts. The program of study leading to the PhD degree is usually completed in four to six years. Students are encouraged to take initiative and be pro-active with respect to accomplishments, committee meetings, and training opportunities, to move toward graduation as soon as possible.

First semester: During the first semester students initiate studies in the Interdisciplinary Program in Biomedical Sciences, usually via the GMS6001 course Fundamentals of Biomedical Sciences. The last
unit in this course covers genetics concepts that Genetics concentration students should understand well. Note that students select 2nd semester courses prior to their concentration selection. These choices should be made in consideration of their interest in certain concentrations or mentors, and students should ask faculty for input, since some concentrations build upon spring courses. Course selection information is listed below.

**Second semester:** Upon successfully completing GMS6001 in the fall, and three research rotations (ending mid second semester), students may enter the Genetics Advanced Concentration by choosing a mentor affiliated with this concentration (or having a mentor agree to add/change an affiliation to Genetics).

**Requirements After the First Year**
After selecting the concentration, the student, with guidance from his/her mentor, selects the Supervisory Committee, which is chaired by the student’s mentor and consists of at least 4 members per the IDP handbook. All committee members must have UF Graduate Faculty status. One of the members must be “external”, that is, cannot be affiliated with the Genetics concentration. The external member does not have to have expertise relating to the project. This committee should be established, and entered into the graduate database by the concentration secretary, no later than **October 1st** of the second year (preferably sooner, during the summer). The Supervisory Committee should guide the student in selecting the advanced coursework. *Note that the Genetics concentration has no restrictions on selection of IDP-approved graduate courses for the 6 advanced hours.* The 6 hours do not all need to be completed in the second year. The Supervisory Committee should meet in person at least once, **before March 1st** of the second year, to approve the project choice so the student may work toward the qualifying exam.

After a successful qualifying exam (oral, and written proposal), the student becomes a PhD candidate, and the Supervisory Committee should meet in person at least once every 12 months to evaluate the student’s academic and professional progress. Between these meetings (at approximately six months), our concentration has chosen to require students submit a formal progress report to their committees (“virtual” meeting) in lieu of a face-to-face meeting. This report must consist of 2-5 pages describing (1) the progress made in each Specific Aim since the previous meeting (helpful figures/tables are encouraged), (2) planned experiments for each Aim, and (3) any additional information such as presentations at scientific meetings or publications underway. Students may also specifically request input about any concerns. Further, from the IDP Handbook ([http://oge.med.ufl.edu/Handbook-11-12.pdf](http://oge.med.ufl.edu/Handbook-11-12.pdf)), “anyone in the process, from the student, the mentor, any committee member, the concentration director, or the Associate Dean of Graduate Education has the authority to call a face-to-face meeting instead of a virtual meeting. in any case there may not be two consecutive virtual meetings. The time between face-to-face meetings cannot exceed one calendar year.” All committee members must approve of the student’s progress and plans, and sign a Supervisory Committee meeting form, including for virtual meetings. The Supervisory Committee will decide when a student is nearing graduation and formally approves starting the dissertation writing.

For Genetics PhD candidates whose mentor is a primary faculty member in the Molecular Genetics and Microbiology department: the student/committee has the option to invite an **outside faculty member** (from another institution) to attend a committee meeting (typically 3rd or 4th year) to provide additional expertise and guidance on the project. The visitor is expected to be well-established in the area of interest, and would give a seminar as well. The student would give an open seminar on his/her research, followed by a committee meeting including the visitor. This arrangement will benefit the student’s work, and may also lead to collaborations or networking for potential postdoctoral/career opportunities. Students who qualify for this opportunity and wish to take advantage of it should discuss it with their mentors.
Students are responsible for scheduling their Supervisory Committee meetings, Qualifying exam, and Dissertation Defense. The graduate secretary can help with reserving a room, and preparing paperwork. It is prudent for the students to start scheduling these meetings at least 6 weeks ahead, preferably more, to accommodate faculty availability.

**Journal Club:**
The Genetics journal club (GMS6920) currently meets each Wednesday at 4:00 p.m. during the fall and spring semester. The course webpage is at [http://10.15.194.247/JC/](http://10.15.194.247/JC/). All Genetics students are required to register for GMS6920 each Fall beginning in their second year. During the second semester of advanced years, Genetics students may participate in an alternative IDP-approved journal club. However, all Genetics students are required to present a paper in GMS6920 during each advanced year.

**Spring Course options for First-Year Students:** Students interested in pursuing Genetics as an advanced concentration area of study typically choose among the following courses, but other options are acceptable:
- GMS6012 Human Genetics I
- GMS6013 Developmental Genetics
- GMS6063 Mechanism of Aging
- BCH 6415 Advanced Molecular Biology and Cell Biology
- GMS6034 Advanced Virology I
- GMS6065 Fundamentals of Cancer Biology

**Suggested Courses for Advanced Students:** Most Genetics students take at least some advanced coursework within the Genetics concentration offerings, but the final selection is determined by the student and approved by the student’s supervisory committee. Below is a listing of advanced courses among those that have often been chosen by Genetics students:

**Fall semester advanced courses:**
- GMS6038 Bacterial Genetics & Physiology
- GMS6014 Application of Bioinformatics to Genetics
- BCH7410 Advanced Gene Regulation
- GMS6506 Biologic Drug Development
- GMS6059 Gene Therapy Bench to Bedside
- GMS6151 Genetic Analysis using Model Systems
- GMS6153 Advanced Bacterial genetics
- BCH7412 Epigenetics of Human Disease and Development
- GMS5905 RNAi and miRNA
- BCH7414 Advanced Chromatin Structure

**Spring semester advanced courses:**
- GMS6011 Mouse Genetics
- GMS6034 Advanced Virology I
- GMS6155 DNA Microarray Analysis
- GMS6231 Genomics and Bioinformatics
- GMS6211 Ethics in Genetics
- GMS6232 Advanced Application of Bioinfomatics
- GMS6145 Special Topics (Immunol. Of Gene Transfer)
- GMS6015 Human Genetics II
- GMS6841 Design and Analysis of Translational Research in Biomedical Sciences
Correspondence and Information

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Immunology & Microbiology

The Advanced Concentration in Immunology and Microbiology is one of the six programs for advanced studies in biomedical sciences in the College of Medicine at the University of Florida. The program offers graduate training in cellular and molecular immunology including immunopathology, immunogenetics, and autoimmunity and in microbiology, including virology, bacteriology, microbial genetics, and microbial pathogenesis.

The program is designed for maximum flexibility in the educational experience of the individual student and provides broad opportunities for training in immunology and microbiology, emphasizing both the cellular and molecular aspects. Following admission, students complete a year of common interdisciplinary core curriculum of classroom studies. In addition, the students participate in seminars, journal clubs, and research rotations. At the end of the first year students choose a research advisor from a total of approximately 200 faculty members belonging to the basic science departments of the College of Medicine and the College of Dentistry. Dissertation research is conducted with the advice of a supervisory faculty member and a supervisory committee. The program is expected to require four to five years of graduate study. During this time, students are expected to pass a qualifying examination indicating proficiency in immunology, microbiology and cellular and molecular biology, and to present a dissertation thesis on original research.

Students interested in pursuing bacteriology, virology, or immunology research as a student in the Immunology & Microbiology advanced program are strongly encouraged to register in the spring semester of their first year for two three-credit, semester-long courses: Infectious Diseases (GMS 6121) and Principles of Immunology (GMS 6140). A major impetus for students to participate in both courses simultaneously is the significant integration between the classes that will be included in the twice weekly discussion sessions. It is our goal that these courses will provide the foundation for each aspect of our advanced curriculum. We expect students in the advanced courses of all MSI three tracks (Bacteriology, Immunology, and Virology) to have the knowledge obtained from these two courses. Please note that due to the additional class time with the integrating discussions, you will also be registered for a 1-credit “Special Topics” course.

First-year students with very strong backgrounds in immunology and/or microbiology may begin taking advanced courses after discussing their educational background and goals with an Advanced
Concentration Co-Director or the Associate Dean for Graduate Education. Instructor’s consent must be obtained before registering for courses.

**Suggested Courses for Advanced Students:** Most Immunology & Microbiology students are expected to take about four of the six selection is determined by the student and approved by the student’s supervisory committee. Advanced graduate courses that are organized by the Immunology & Microbiology advanced concentration and may be taken to fulfill the minimum advanced course requirement of at least 6 credits beyond the first year are listed at the following two web pages:

**Fall Semester Advanced Courses**
Spring Semester Advanced Courses

**Please note that additional changes are being planned for the advanced curriculum, and some other classes may move between the Fall and Spring semesters!**

For students interested in bacteriology, GMS 6038, Bacterial Genetics & Physiology (1 credit) is offered in the Fall. GMS 6121, Infectious Diseases (3 credits), a comprehensive introduction to bacteriology and bacterial pathogenesis including a week each of virology and mycology, is offered in the Spring. The Pathobiology Department at the College of Veterinary Medicine offers a “three pack” of advanced modules focused on the molecular pathogenesis of specific parasitic or bacterial diseases (see GMS 6464 & GMS 6934) in the Spring. Additional Spring courses include GMS 6040, Host-Pathogen Interactions (1 credit) and GMS 6181, Special Topics – Antimicrobial Strategies (1 credit).

For students interested in virology, a “three pack” of advanced modules is offered in the Spring (GMS 6034, GMS 6035, GMS 6036).

Fall semester advanced modules will include: GMS 6382, Advanced Cellular and Molecular Immunology; GMS 6030, Autoimmunity; and GMS 6040, Host-Pathogen Interactions.

**Journal Club:** The Immunology & Microbiology journal club meets each Thursday at 12:00-1:00 p.m. during the Fall semester (room R2-265). All Immunology & Microbiology students are required to register for the Immunology & Microbiology journal club (GMS 6921, Immunology/Microbiology Journal Colloquy) each Fall semester beginning in their second year. Most Fall semester journal club presentations are usually based on a general theme, e.g. vaccines, immune response to infection, emerging pathogens.

Immunology & Microbiology students must also register for a journal club in the Spring semester, but they may register for the “specialty” journal club of their choice, e.g. immunology, bacteriology, virology, HIV, etc.

**Correspondence and Information**

**Co-Directors, Immunology & Microbiology Advanced Concentration**

**Richard C. Condit, Ph.D.**
Department of Molecular Genetics and Microbiology
Email: condit@ufl.edu

**Clayton E. Mathews, PhD.**
Sebastian Family Professor for Diabetes
Research Associate Professor, Departments of Pathology, Immunology and Laboratory Medicine
Email: cxm@ufl.edu or clayton.mathews@pathology.ufl.edu

**Graduate Secretary**
Kristin Minkoff
Office: R2-220
Molecular Cell Biology

The Advanced Concentration in Molecular Cell Biology (MCB) prepares investigators for careers in biomedical research in academic or industrial settings. This multidisciplinary program has nearly 60 participating faculty members and offers an extraordinary range of opportunities for advanced study of life at the molecular and cellular levels. The diverse faculty shares common interests in the molecular interactions that account for the functionally integrated subcellular, cellular, and tissue organization found in living organisms. The model systems in use range from yeast and cellular slime molds through Drosophila to birds and mammals. These systems are manipulated and analyzed employing a wide range of powerful molecular, genetic, protein chemical, immunological, pharmacological, nuclear magnetic resonance (NMR) and microscopic imaging strategies. In the first year, students are admitted into the College of Medicine interdisciplinary program in which they participate in a series of theoretical and practical courses as well as laboratory rotations that expose them to the fundamentals of biomedical inquiry. Students who select the MCB program take advanced coursework and initiate independent research during the second year. This arrangement ensures maximum flexibility for students to custom-design a training program best suited to their own needs. This program provides a broad-based vision early in the program coupled with the appropriate degree of specialization later on.

Molecular Cell Biology provides the essential linkage between important basic fields of biomedical sciences, such as genetics, developmental biology, immunology, neurobiology and cancer biology. Cell biology has indeed matured from a descriptive discipline into one that is focusing on the elucidation of function at cellular and molecular levels. As we will soon have identified all the gene products that are potentially synthesized by an organism, it will be essential to connect sequence information to physiological function with the context of the cell. Cell biology at the University of Florida is a highly interdisciplinary research area which is undergoing rapid growth in areas such as cell regulation and cancer, manipulation of stem cells, liver pathobiology, and the role of aberrant protein processing and trafficking in disease processes. Therefore, Molecular Cell Biology will be at the center of the new era of biomedical research.

Fall Semester Advanced Courses
Spring Semester Advanced Courses

MCB Policies
Date: 23 May 2012
To: Faculty and Students of the Molecular Cell Biology Advanced Concentration
From: Dr. Alexander Ishov
Director, Molecular Cell Biology Advanced Concentration
Subject: Revised Molecular Cell Biology Advanced Concentration Requirements

1. For graduation, MCB students must have at least 1 first authorship publication by the time of the defense (paper must be either published or in press). This publication must be a primary data
publication, not a review article. This requirement will be applied to all MCB students who will graduate starting with the Spring Semester, 2013.

2. MCB students must present at least 1 poster at 1 national/international conference by the time of graduation. This requirement will be applied to all MCB students who will graduate starting with the Spring Semester, 2013.

3. The Advanced Cell Biology Course (GMS 6421) is a compulsory requirement for all MCB graduate students starting with students that entered the IDP in 2011. Students that entered in 2010 are strongly advised to take this course following discussion with their mentor.

4. MCB students are required to satisfactorily complete 7 advanced credits of MCB-offered courses, including 4 credits of GMS 6421 or 6 advanced credits excluding GMS 6421. Most advanced courses (modules) are 1 credit, 5-week courses. Students usually take most of the required credits of advanced coursework during their second year. However, enrolling in advanced MCB and non-MCB modules during later years is allowed and encouraged.

5. All MCB students in their 2nd year and beyond are required to register for the Journal Club and Data Club courses each Fall and Spring semester. These credits are not counted towards the advanced credit requirement.

6. MCB requires 2 annual supervisory committee meetings, preferably in the Fall and Spring semesters. Signed committee meeting forms must be filed with the MCB graduate secretary. A summary of the committee meeting clearly stating the committee’s assessment of the student’s academic and research progress must be attached to the form. The completed and signed form should be submitted within two weeks of the committee meeting.

7. One annual supervisory committee meeting can be virtual upon approval of the mentor. For virtual committee meetings, students must send a research summary in the style of an NIH progress report to committee members for evaluation. A committee report form and statement from the mentor, exactly the same as required for an in person committee meeting, must be submitted. Each committee member must agree in writing (email is sufficient) that the student’s progress was adequate based on the materials provided for the virtual meeting. Per IDP in Biomedical Sciences policy, anyone from the student, mentor, committee member, concentration director, or associate dean, has the authority to require that a proposed virtual committee meeting be held in person, for any reason.

8. All MCB students are encouraged to participate in the Medical Guild Research Competition. Participation of students in year 4 and beyond is strongly encouraged.

9. To be excused from a class, students must send an explanatory e-mail to the course director prior to class requesting permission to be excused.

10. Please consult the Graduate Student Handbook (online) for additional IDP requirements, information and deadlines.

**NEW for 2012-13!** Advanced Cell Biology Course (GMS-6421) is compulsory requirement for all MCB graduate students.

**Journal Club:** The Molecular Cell Biology journal club meets each Tuesday at 9:00 – 10:00 am during the Fall and Spring semester (room R5-265). All Molecular Cell Biology students are required to register for the Molecular Cell Biology journal club (GMS 6690) each Fall and Spring semester beginning in their second year. Molecular Cell Biology students may participate in other journal clubs in addition to Molecular Cell Biology journal club if they wish to.
Correspondence and Information:
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Graduate Secretary
Kimberly Hodges
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Neuroscience
Neuroscience is one of the basic science advanced concentrations that comprise the Interdisciplinary Program (IDP) in Biomedical Science at the College of Medicine. All students enrolled in the IDP will work towards obtaining a Ph.D. degree. All of the IDP rules and regulations apply to Neuroscience students, but in addition there are specific Neuroscience course requirements described below. Furthermore, every student in the Neuroscience Advanced Concentration is required to have at least one member on their supervisory committee who holds a primary appointment in the Department of Neuroscience.

Neuroscience Curriculum Description:
Curriculum changes only affect students starting Fall 2012!
The Neuroscience curriculum is designed to complement the research interests of our graduate students. After completing the courses required in the fall semester of the first year, each student is required to complete a total of 12 credits of advanced graduate course work, 6 of which are normally completed in the spring of the first year of study.

All students enrolled in the Neuroscience IDP Program are required to take and successfully complete Functional Human Neuroanatomy (GMS6705), as well as a series of four Neuroscience core courses (Principles in Neuroscience I-III) that are offered in the summer and spring semesters, respectively. Successful completion means obtaining an average grade point ratio of 3.0 for all of these courses. First year students who already have a strong background in neuroscience may choose to complete the required Principles of Neuroscience I-III course series in the spring of their first year. First year students who do not have a strong neuroscience background, can take Principles I, II and III in the spring but should wait to take Principles III in the spring of their second year after completing GMS6705 in the summer.
Most students enrolled in the program complete their advanced course work by the end of the second year. However, it is also possible for students to take additional time to complete their coursework.
Students who elect to take Principles I-III in year 1 will be required to complete a minimum of six additional advanced courses starting in year 2 to meet the course requirements of the IDP program. Students who complete Principles I-III in year 02 will be required to take a minimum of three additional advanced courses to meet the course requirements of the IDP program. The Neuroscience program offers five advanced courses annually (shown in bold below) and additional courses biennially. Students may select their elective advanced courses from those offered by any of the IDP programs. In some cases, students may choose to take courses offered by programs outside of the College of Medicine. Each student’s selection of courses must be approved by the student’s advisory committee and the Neuroscience program director. Finally, each student is required to participate in the Graduate Research Seminar Series (GMS 6792), Neuroscience Seminar (GMS 7794), and one journal club each fall and spring semester. Students whose research interests center on cellular and molecular studies of the nervous system will have the opportunity to participate in journal clubs that are tailored to their specific educational needs. Students whose research interests are more clinical/human subjects-based or translational in nature will have the opportunity to participate in journal clubs that are tailored to their specific educational needs.

**Courses Required to be taken during Year 1 and 2:**
- Principles of Neuroscience I – Fundamentals (GMS 6021)
- Principles of Neuroscience II – Neural Signaling in the Nervous System (GMS 6022)
- Principles of Neuroscience III – Neuropharmacology (TBA)
- Principles of Neuroscience IIII – Neuron to Brain (GMS 6023)
- Functional Human Neuroanatomy (GMS6705)

**Courses Required to be taken during the Spring and Fall of Years 2, 3, 4, or 5:**
- Neuroscience Journal Club (GMS 6029)
- Graduate Research Seminar Series (GMS 6792)
- Neuroscience Seminar (GMS 7794)

**Neuroscience Concentration Administration**

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Physiology & Pharmacology

Advanced courses
Students entering the advanced concentration in Physiology and Pharmacology will take additional, more specialized courses which strengthen their basic knowledge and enhance development of critical thinking skills. A minimum of six advanced modules, with four in the students major are required. The advanced program curriculum is flexible enough to allow the students to integrate coursework offered by other IDP advanced concentrations. The required classroom studies are typically completed by the end of their second year, although opportunities to take optional, specialized courses in subsequent years are available. The advanced courses offered by the Physiology/Pharmacology department include:

- Cancer Biology and Therapeutics
- Current Opinions in Hypertension
- Functional Genomics Applications in Pharmacology and Toxicology
- Graduate Student Data Discussion
- Ion Channels Journal Club
- Ion Channels of Excitable Membranes
- Molecular Pharmacology
- Natural Toxins: Mechanisms and Uses
- Neurobiology of Aging Journal Club
- Neurobiology of Aging
- Neurotoxins in Biomedical Research
- Physiology Journal Club
- Physiology of the Circulation of Blood
- Principles of Drug Action
- Recent Advances in Physiology
- Research Methods: Advanced Renal Physiology
- Signal Transduction
- Special Topics in Pharmacology and Toxicology
- Synaptic Function and Plasticity

Ph.D. candidacy is granted after successful completion of the minimum required course work and a qualifying exam. This exam consists of an oral defense of a dissertation research proposal written using the National Institutes of Health grant application format. The dissertation research project is overseen by a committee consisting of the supervisory faculty member and other graduate faculty. After finishing the dissertation research, the student presents their research in a seminar to the faculty at-large and then defends this research to their supervisory committee. The typical student will take 4-5 years to complete the necessary requirements leading to the Ph.D. degree.

In summary, students entering the advanced concentration in Physiology and Pharmacology will be able to tailor their educational experience in order to meet their individual needs and interests. The intellectual development and practical expertise learned will prepare the students to meet the challenges on the path establishing independent scientific careers.

The IDP seeks promising students with undergraduate training in chemistry, biology, psychology, pharmacy or related disciplines in the life sciences. Applicants are selected on the basis of previous academic performance, research experience, GRE general test scores, letters of recommendation and an interview. Students are admitted for the fall semester, which begins in late August. Early application is recommended and should be completed by the beginning of February. Application materials can be obtained from the main IDP website.
For more information about the Advanced Concentration in Physiology and Pharmacology or questions about the IDP in general, please feel free to contact either Dr. Kasahara or Dr. Harrison (contact info shown below).

**Suggested Courses for First-Year Students:**
**First Year Fundamentals**

**Suggested Courses for Advanced Students:**
**Fall Semester Advanced Courses**

**Spring Semester Advanced Courses**
**Journal Club:** All Physiology & Pharmacology students are required to register for either the Physiology journal club (GMS 6491, Journal Club in Physiology) OR the pharmacology research conference (GMS 6590, Seminar in Pharmacology) each Fall and Spring semester beginning in their second year. Physiology & Pharmacology students may participate in other journal clubs in addition to Physiology or Pharmacology journal clubs if they wish.

**Additional IDP General Information**

**Correspondence and Information**
**Co-Directors, Physiology and Pharmacology Advanced Concentration**
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Amy Davis
Pharmacology and Therapeutics
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D. Changing Major Professors

Students wishing to change major professors should consult first with the Advanced Program Director and/or Associate Dean for Graduate Education. After evaluating the situation and if the request...
appears to be in the best interests of all parties, a strategy will be devised for implementing the change in the least disruptive manner. A new Supervisory Committee Form must be completed by the Graduate Secretary assigned to your concentration.

D. Transfer of the Major Professor to another Institution

If a student's major professor transfers to another institution the following policies apply:

1) Students who have not yet defended their research proposition and who wish to remain with the departing major professor must transfer to the graduate program of the new institution. Students who wish to remain in our program must transfer to another laboratory and defend an appropriate research proposition.

2) Students who have defended their research proposition may a) transfer to a program in the other institution, b) transfer to another laboratory in our program and submit a new research proposal, or c) remain in our program and transfer to the new institution with their major professor. To exercise option c, the following conditions must be met:

i) The student and his and her major professor must return at their own expense every 12 months after departure for a Supervisory Committee meeting. Six months before the anticipated date of the dissertation defense and final examination, the student and mentor must attend the penultimate Supervisory Committee meeting. At this time the student will present an outline of his proposed dissertation and a summary of his research results. The Committee will determine if the research is sufficient for a dissertation and must give its approval to complete the dissertation. Failure to comply with these conditions will result in termination from our program.

ii) The student and his and her major professor must return to the University at their own expense for the Dissertation Defense and final examination.

iii) To prevent any misunderstandings, a letter will be prepared by the Associate Dean for Graduate Education stating the specific conditions under which the student may continue in our program. Both the student and his or her mentor will sign this letter indicating their acceptance of these conditions.

VIII. Standards and Grades

A. Grades

Students must obtain a graduate grade point average of B (3.0) or better in each semester of their first year, regardless of overall GPA. Because GMS 6001 is a 5-credit course, a grade less than B will result in a GPA below 3.0. Failure to meet this standard is grounds for academic dismissal from the program.

Students must maintain a GPA of 3.0 throughout their graduate career. Students who fail to do this cannot hold assistantships or fellowships and do not qualify for in- or out-of-state tuition fee payments without special permission from the Dean of the Graduate School. Students who fall below a GPA of 3.0 may request that the Associate Dean for Graduate Education petition the Graduate Dean for exemption from this policy for one semester only during their tenure in the IDP. If exemption is granted, and they
fail to upgrade their GPA to 3.0 during that semester, or if they fall below 3.0 in any subsequent semester, they will be dropped from the program.

Grades of S and U are not computed into the GPA; however, all U grades must be removed before a student may graduate.

B. Satisfactory Completion of the First Year

The Graduate Studies Committee reviews each student’s record following completion of the first year, and makes a formal decision regarding passage of the student to the second year of study.

C. Identification of a Mentor

Students who fail to be accepted into a laboratory group that can provide financial support will lose their assistantship at the end of the first academic year.

D. Admission to Candidacy

Students must pass their qualifying examination and be admitted to candidacy in order to continue in the Ph.D. program. See section V, item F.

E. Annual Student Evaluation

The University requires an annual written evaluation for Ph.D students. The evaluation should be done at the time of the annual supervisory committee meeting by the student's advisor. The student should also be given the opportunity to discuss the evaluation with the advisor. This evaluation becomes a part of the student's file.

IX. Role of the Advanced Program Graduate Secretary during Your Graduate Student Tenure

The Advanced Program Graduate Secretary plays a very major role during your tenure as a Graduate Student. The Graduate Secretary processes all forms pertaining academics and graduate school requirements and can advise you on all graduate related issues. The Graduate Secretary can also give you contact information for other areas within the university as they relate to graduate studies. More specifically, and in chronological order of when they happen during your tenure, your Graduate Secretary:

1. Handles registration for fall of the second year and all subsequent semesters, as well as all drop/add forms for those semesters.
2. Assists with change of address forms.
3. Transfer of credit forms as/if necessary.
4. Generates and processes supervisory committee appointment forms.
5. Generates forms for annual supervisory committee meetings.
6. Generates annual evaluation forms.
7. Generates Admission to Candidacy forms.
9. Generates Report on Thesis or Dissertation and/or Final Exam forms.
10. Can advise you on residency reclassification, formation of a supervisory committee, final semester registration and compensation and all other matters pertaining to your graduate school tenure.

X. Grievances

The University of Florida is committed to a policy of treating all members of the University community fairly in regard to their personal and professional concerns. The procedures outlined below, based on the student grievance procedure specified by UF rule 6C1-4.012, are designed and intended to provide College of Medicine graduate students with a fair and expeditious resolution of their disputes with University of Florida faculty and/or staff.

A grievance is defined as dissatisfaction occurring when a student believes that any decision, act or condition affecting him or her is illegal, unjust, or creates unnecessary hardship. Such grievances may concern, but are not limited to, the following: academic problems (excluding grades, except when there is an allegation of illegal discrimination or where a grade penalty has been imposed without proper authority), mistreatment by any University employee, wrongful assessment of fees, records and registration errors, student employment, and violation of UF Rule 6C1-1.006 (UF Non-Discrimination Policy).

Prior to invoking the procedures described below, graduate students are encouraged to consult the program director of the COM Office of Student Counseling and Development for advice or counsel. Additionally, or in the alternative, the student may seek advice from a Department Chair, IDP Advanced Program Director, the Associate Dean for Graduate Education, or the Graduate Studies Committee.

Prior to invoking the procedure described below, the student is strongly encouraged to discuss his or her grievance with the person(s) alleged to have caused the grievance. The discussion should be held as soon as the student first becomes aware of the act or condition that is the basis of the grievance. Additionally, or in the alternative, the student may wish to present his or her grievance in writing to the person(s) alleged to have caused the grievance. In either case, the person alleged to have caused the grievance must respond to the student either orally or in writing.

(1) Initial Review

If a student decides not to present his or her grievance to the person alleged to have caused the grievance or if the student is not satisfied with the response, he or she may present the grievance in writing to the Associate Dean for Graduate Education. The Associate Dean for Graduate Education shall conduct an informal investigation as warranted to resolve any factual disputes. Upon the student's request, the Associate Dean for Graduate Education shall confer with the Graduate Studies Committee to conduct an investigation. The Associate Dean for Graduate Education must state the terms and conditions of the investigation in a memorandum appointing the fact-finding panel. A fact-finding panel appointed hereunder shall have no authority to make recommendations or impose final action. The panel shall be limited to determining and presenting facts to the Associate Dean for Graduate Education.

The disposition of the grievance shall be reported by the Associate Dean for Graduate Education to the student in writing and shall inform the student of the right to seek review by the Dean of the Graduate School as indicated below. If possible, this response should be transmitted to the student within ten business days from the date the written grievance was received. If the disposition extends
beyond ten business days the Associate Dean for Graduate Education should inform the student of the delay and the expected response date.

(2) Appeal

Any student who is not satisfied with the response after the initial review may present the grievance in writing, together with the written response to the grievance from the Associate Dean for Graduate Education, within five business days of receipt thereof to the Dean of the Graduate School.

The Dean of the Graduate School's action will be limited to a review of the basis for the COM Associate Dean for Graduate Education's disposition and will not involve a de novo factual investigation. Notwithstanding the above, the Dean of the Graduate School may, but is not required to, direct that further facts be gathered or that additional remedial action be taken. The Dean of the Graduate School's action shall constitute final University action.

XI. Integrity in Graduate Study

In the fall of 1990, the Graduate School Guide on Integrity in Graduate Study was produced. It is included in its entirety in Appendix Q. It has been succinctly summarized by Dr. Brian D. Cain of the Department of Biochemistry & Molecular Biology into the following:

THE GRADUATE SCHOOL COMMANDMENTS

1. Thou shalt not manufacture data.
2. Thou shalt not ignore conflicting data.
3. Thou shalt not copy someone else's words.
4. Thou shalt not steal someone else's ideas.
5. Thou shalt not appropriate someone else's creative productions.
6. Thou shalt not be ignorant of commandments 3 to 5.
7. Thou shalt not cheat on exams.
8. Thou shalt not borrow thoughts from unpublished sources.
9. Thou shalt not have a business relationship with your advisor.
10. Thou shalt not engage in sexual activities with your advisor.
11. Thou shalt not sign an attendance sheet and then leave without attending the entire event
APPENDIX A

Building and Room Designations are as follows:

Some sample room numbers are: DG-3  R2-231  M-128  CG-81  HD-300  L4-183

The first alpha (or in some cases, 2 alpha characters) is for the building.
   D is for the dental wing (DSB)
   R is for the Academic Research Building (ARB)
   M is for the Medical Sciences Building (MSB)
   C is for the Communicore (COM)
   HD is for the Human Development Building (HDC)
   L is for the Brain Institute (MBI)
   B is for Basic Sciences (BSU)
   G is for the HPNP Building
   J is for the Biomedical Sciences Bldg. (BMS)

The second character is for the floor number:
   G is for the ground floor
   1, 2, 3, 4, 5, 6 are the floor numbers

Anything else is the room number.

For example DG-3 is room 3 on the ground floor of the Dental Sciences Bldg.
R2-231 is room 231 on the second floor of the Academic Research Building.
APPENDIX B
Records and Registration
Where Do I Go For:

ADDRESS CHANGES: my.ufl.edu (My Account, Update My Directory Profile) or- Registrar Information Counter, 222 Criser Hall, PO Box 114000, Gainesville, FL 32611-4000

AID DISBURSEMENT QUESTIONS: http://fa.ufl.edu/bursar or- University Bursar, S-113 Criser Hall, PO Box 114050, Gainesville, FL 32611, 392-0181 or- email: askbursar@admin.ufl.edu

ASK UF: www.questions.ufl.edu, 392-3261

BUS SERVICE: RTS www.go-rts.com, or- 100 SE 10th Ave, 352-334-2600 or 352-334-3676

CAMPUS MAPS: campusmap.ufl.edu

CAREER GUIDANCE (Career Resource Center): www.crc.ufl.edu, CR 100 Reitz Union, 352-392-1601

COUNSELING CENTER: www.counsel.ufl.edu, 301 Peabody Hall, 352-392-1575

DEAN OF STUDENTS: www.dso.ufl.edu, 202 Peabody Hall, PO Box 114075, Gainesville, FL 32611-4075, 352-392-1261 or 352-392-3008 (TDD), or- 1-877-9UF-DEAN or- 1-800-955-8771 (TDD)

DIVISION OF RECREATIONAL SPORTS: Southwest Recreational Center or Student Recreational Fitness Center, 352-846-1081, http://www.recsports.ufl.edu/home.aspx

EXIT INTERVIEW FOR FEDERAL STUDENT LOANS: http://www.fa.ufl.edu/bursar/alumni-former-students/exit-counselingUniversityBursar, S-113 Criser Hall, PO Box 114050, Gainesville, FL 32611-4050, 352-392-0737

FEDERAL WORK STUDY (award letters, work permits): http://www.sfa.ufl.edu/programs/employment/, Student Financial Affairs, S-107 Criser Hall, PO Box 114025, Gainesville, FL 32611-4025, 352-392-1275

FEE PAYMENT VERIFICATION (tuition/fees): http://www.fa.ufl.edu/bursar/current-students/tuition-fees/ University Bursar Customer Service counter, S-113 Criser Hall, PO Box 114050, Gainesville, FL 32611-4050, 352-392-0181

FINANCIAL AID: http://www.sfa.ufl.edu/ Student Financial Affairs, S-107 Criser Hall, PO Box 114025, Gainesville, FL 32611-4025, 352-392-1275

GATOR DINING: www.bsd.ufl.edu/dining, 114 Recreational Center, PO Box 112282, 352-392-2491

GRADUATE SCHOOL: http://graduateschool.ufl.edu/ or- Graduate Student Records, 103 Grinter Hall, PO Box 115500, Gainesville, FL 32611-5500, 352-392-4643

HOUSING, ON-CAMPUS: http://www.housing.ufl.edu/or- Contact Housing and Residence Education, corner of Sw 13th Street and Museum Road, PO Box 112100, Gainesville, FL 32611-2100, 352-392-2161

ID CARD (Original or Replacements): ID Card Services http://www.bsd.ufl.edu/G1C/idcard/location.asp Welcome Center, 352-392-8343 (UF Bookstore) or 273-5044 (HSC Branch)
ISIS (Integrated Student Information System): http://www.isis.ufl.edu/. Provides access to academic and financial records. Gatorlink Username and password required to access individual student record.

LIBRARIES, GEORGE A. SMATHERS: web.uflib.ufl.edu, 352-392-0355

OSA (Office of Student Activities): https://www.studentinvolvement.ufl.edu/default, Reitz Union room 300, 352-392-1671

PARKING DECALS: www.parking.ufl.edu or- Transportation and Parking Services, 254 Gale Lemerand Dr, Gainesville, FL 32611-2400, 352-392-7275

RESIDENCY QUESTIONS FOR IN-STATE FEES: http://www.admissions.ufl.edu/residency/index.html Admissions Information Counter, 201 Criser Hall, PO Box 114000, Gainesville, FL 32611-4000, 352-392-1365 ext. 7103

RESTRICTING DIRECTORY INFORMATION (Privacy Hold): Registrar Information Counter, 222 Criser Hall, PO Box 114000, Gainesville, FL 32611-4000, 352-392-1374 ext. 7229

RESTRICTING DIRECTORY INFORMATION ON THE WEB (Privacy Hold): my.ufl.edu (My Account-Update My Directory Profile □ Personal Information)

SCHEDULE: Refer to http://www.isis.ufl.edu/ to print or view (My Self Service □ ISIS)

STUDENT HEALTH CARE CENTER: http://shcc.ufl.edu/ Infirmary Building, 352-392-1161

TRANSCRIPTS: http://www.registrar.ufl.edu/transcript.html
TRANSFER CREDIT EVALUATION: Office of Admission, 201 Criser Hall, PO Box 114000, Gainesville, FL 32611-4000, 352-392-1365 ext. 7155 http://www.registrar.ufl.edu/currents/transfercredit.html

UNIVERSITY OPERATOR: 352-392-3261

APPENDIX C

Organization of Dissertation Research Proposition

The following sections describe the recommended organization for preparing your proposition in connection with the Ph.D.-qualifying examination. The general outline for your proposal is based, in part, on the published NIH Guidelines for Research Proposals, but we have rearranged the NIH recommendations to fit with the goals of our Ph.D. research training program. You should understand that the NIH accepts applications for wide-ranging research that is both technology- and hypothesis-driven, whereas all doctoral research should be based on a clearly developed hypothesis. In this regard, we distinguish between the idea of a proposal as an offering to conduct research toward the accomplishment of a certain goal and that of a proposition as a carefully constructed logical strategy based upon the scientific method and the development of a hypothesis.

A: Background and Significance --Briefly sketch the background to the research described in the present proposal, critically evaluate the existing knowledge, and specifically identify the gaps in our understanding that your project is intended to fill. State concisely the importance of the research to be described in this proposition by relating your proposed research to broader issues of cell structure and function. Do not exceed three, single-spaced pages.

B: Hypothesis and Specific Aims --Based on the background developed in the previous section, state succinctly what hypothesis (or hypotheses) will be tested in your investigation, and concisely present a realistic set of objectives that will allow you to prove or disprove your hypothesis. Do not exceed one page.

C: Preliminary Studies --If applicable, provide a brief account of any related research findings that you have made regarding the proposed research project. Do not exceed four pages, and include figures and tables in a separate appendix, if more than four pages would be required otherwise.

D: Experimental Design and Methods --Discuss in detail the experimental strategy and procedures to be used to accomplish the specific aims of the research project. Describe all protocols to be employed and a tentative sequence for accomplishing the various experiments comprising the investigation. Include the means by which your data will be analyzed and interpreted, and describe any relevant statistical procedures. If applicable, describe any new methodology that you will use, and discuss advantages over existing approaches. Be certain to discuss potential difficulties, limitations, and pitfalls of the proposed research plan, and outline alternative approaches that might be necessary to achieve your specific aims. Finally, describe any procedures, situations or materials that may be hazardous to personnel involved, and indicate precautions to be exercised. Although no page limitation is specified for this part of the application, please recognize that the overall length of your proposition cannot exceed twenty-five pages including figures and tables.

E: References --Provide the authors, year, title, journal, volume and inclusive pages for each pertinent reference cited. Do not exceed three pages, and be sure to confirm the accuracy of each citation.

F: Collaborative Arrangements --Doctoral dissertation research is expected to be conducted largely, if not wholly, by the graduate student on her/his own, and each graduate student is strongly discouraged from proposing any team-oriented approach to achieving her/his specific research objectives. This does not mean that graduate students cannot cooperate with each other in achieving the solution to a research problem so long as the work product of each student is related to her/his proposition. (It is generally recognized that one may engage technological services, such as those provided by the core laboratories sponsored by the Interdisciplinary Center for Biotechnology Research.) Limit your description of any collaborative arrangements to one page.

G: PAGE LIMITATION --Propositions will be limited to 25 single spaced typed pages.
# Proposed Courses and Program Outline for 4 Year Program

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*Most advanced courses (modules) are 1 credit, 5-week courses. This enables students to combine different specialization courses at one time.
**Each Advanced Program has their own journal club requirements.
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***Most students tend to take most of the required 6 credits of advanced coursework during their second year. However, taking advanced modules during later years is allowed and encouraged, if desired, by the student as their research project matures.
APPENDIX E

INTEGRITY IN GRADUATE STUDY: A Graduate School Guide

Introduction

Integrity in scholarly work has received considerable attention in recent years both in academic circles and in the news. Some notorious cases of fraud have made those in higher education sensitive to this issue. Some of these cases, especially in the sciences, have surfaced when attempts to replicate work have failed. In the humanities and social sciences plagiarism assumes greater prominence. Cheating, the bane of many high school and undergraduate teachers, surfaces as well at the graduate level. Moreover, in our ever more complex professional world, graduate students may find themselves embroiled in abuses of confidentiality or conflicts of interest. All five of these problems are of major concern to graduate students, faculty, and other graduate educators.

Although many graduate students will have few problems with the ethical decisions involved in maintaining integrity in their work others may not see the issues so clearly. Some very few may even be unaware of the potential for problems with integrity in graduate study. For these reasons and to help its constituent units in the event that fraud, plagiarism, cheating, abuses of confidentiality, or conflicts of interest should arise, the Graduate School has prepared these guidelines.

FRAUD

Fraud usually involves the intentional and deliberate misuse of data in order to draw conclusions that may not be warranted by the evidence. Falsification of results may take one of two forms: 1) fabrication of data, or 2) omission or concealment of conflicting data for the purpose of misleading other scholars. An intermediate form, difficult to detect especially in quantitative analyses, occurs when students are sloppy about categorization. All researchers, irrespective of discipline, can agree that the fabrication of data is fraudulent, and most will agree that the deliberate omission of conflicting data is also fraudulent. But a few scholars might argue that one person's conflicting data is another person's irrelevant data. In general, the best researchers are those who come to terms with any piece of evidence which others may regard as conflicting. Strong support for a given hypothesis involves disposing of or dealing with alternative hypotheses.

The best insurance against fraud in graduate student research is the careful and close supervision by the faculty advisor as well as the examples other members of the academic community provide. The student should communicate regularly and frequently with his or her major professor. He or she can do so in a variety of ways -- by submitting laboratory notebooks for frequent faculty review, by having faculty monitor the student's reading in the field, by regular progress reports to the faculty advisor, etc. Faculty should normally expect such communication, and in the absence of faculty initiative graduate students should instigate dialogues with faculty. Such communication will help the student develop intellectually and lessen the possibility of fraud. If a student is suspected of fraud, the academic community should handle the matter forthrightly with a clear regard to the rights of the graduate student so that the career of a student researcher who may be innocent is not damaged. Similarly, if graduate student fraud is verified, it must be adjudicated in accordance with established University procedures. The Graduate School will provide information on those procedures to any interested party.

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Unlike fraud, which is usually the deliberate creation of false data or results, plagiarism is the use of another's words, ideas, or creative productions or omission of pertinent material without proper attribution, i.e., without giving due credit to the original source. Flagrant cases of plagiarism may involve extensive borrowing of others' material from articles, books, or creative productions with perhaps only slight modifications. In such cases, penalties are usually very severe for the student and would likely result in expulsion from Graduate School or, if a degree has already been earned, in rescinding of that degree. Less extensive cases of plagiarism may be either intentional or unintentional (carelessness or ignorance of the commonly accepted rules) but may also have severe repercussions. In using other people's work, one must cite that work in the text or, more commonly in footnotes and use either direct quotations or skillful paraphrasing for all ideas that are not one's own. Since much of the basic information about our disciplines comes from outside ourselves through a variety of sources common to all who work in a discipline, it is unnecessary to footnote those facts and ideas which are, so to speak, in the common domain of the discipline. Otherwise, we would be footnoting everything we know. But an intimate familiarity with the literature of the discipline, or a subdiscipline thereof, lets one know when the distinctive words or ideas of another researcher should be given proper attribution. The fairly common practice among scientists of citing the previous significant literature relating to the subjects of their articles or books, serves as something of a safeguard against plagiarism, but such reviews of the pertinent literature are less usually in the humanities.

Every graduate student should have a comprehensive knowledge of what constitutes plagiarism. Ignorance of the concept of plagiarism on the part of the student is no excuse for resorting to it at the graduate level, if indeed ignorance is an excuse at the undergraduate level. Graduate students, if in any doubt about the concept, should discuss plagiarism with faculty members. And students should expect faculty members to demand that they know what constitutes plagiarism.

There are problems, however, not always associated with traditional perceptions of plagiarism. One of these is the danger, when borrowing from the works of others, or quoting, paraphrasing, or summarizing the material in such a way as to misrepresent what the author is trying to say. A second problem arises when a student is overly dependent on the work of another, even if the other is cited meticulously. Still another problem is plagiarizing oneself by submitting the same data or findings in more than one article or by reviewing the same book in two different journals. And, finally, there is the problem of a graduate student's findings being used by his or her mentor without proper attribution to the student either in the article or book, indeed of not giving credit for joint or co-authorship in articles or books where a substantial amount of the work is done by the student. The student should discuss any perceived problem of this nature with the faculty member involved, the chair of the department, or, if need be, with the Graduate School.

In nearly all of these instances of plagiarism, or variations, thereon, the best preventive is the example and consultation of the faculty advisor and the rest of the academic community, who should be sensitive to all of these nuances. Again, as with cases of fraud, University of Florida faculty should handle any suspicion of plagiarism with due regard to the student's rights, and any detection of plagiarism should be adjudicated in accordance with established University procedures. The Graduate School will provide procedural information on request.
CHEATING

Cheating at the graduate level may not differ morally from the same action on the undergraduate level, but many find graduate cheating more reprehensible and the consequences, understandably, more severe. Academic dishonesty for one whose presence in graduate school declares he or she has opted for the intellectual life is a serious matter indeed. While cheating in the classroom is covered by regulations emanating from other parts of the University, cheating on qualifying or preliminary examinations is not.

Such dishonesty, one proven, will at the very least result in failure of the examination and may mean termination of the student's enrollment.

ABUSES OF CONFIDENTIALITY

Abuses of confidentiality by graduate students can take various forms. Students often have access to thesis and grant proposals, data, or unpublished papers of other graduate students or faculty members. Some students use this privileged material in their own research without permission, even though proper attribution may be made. Such an abuse of confidentiality would include the adaptation into one's own research of a thesis or dissertation proposal or any unpublished work that one has opportunity to read or indeed of adopting ideas first floated, and not yet relinquished, by someone else. Another example of the abuse of confidentiality is that in which the graduate student gains archival or library materials about living or recently living subjects and uses them in his or her research without permission from the library or archive or in some cases from the individual. Any research on live subjects can present similar dilemmas.

In some way confidentiality is one of he forms of integrity which is relatively easy to abuse and relatively difficult to detect. Once again, as with fraud and plagiarism, the example of the graduate student's mentor and that of the rest of academic community is the best preventive.

CONFLICTS OF INTEREST

Conflicts of interest between graduate students and faculty members may arise in a variety of ways. We have already alluded to the problems which can occur when the research of a graduate student is inadequately acknowledged by faculty either by failure to footnote properly or to give co-authorship credit. But another set of professional interpersonal relationships must be handled with great care if the integrity of graduate study is to be preserved. As continuing formal education becomes more common and as academics begin to become involved in the world of business, the possibility of a business relationship between student and teacher becomes greater. All of us are familiar with the kind of conflict of interest which may arise through nepotism, that is, when a person serves in an administrative or supervisory relationship to those who are related to him or her by blood or marriage. Most universities have rules which try to regulate professional relationships in such cases. Many faculty members are reluctant to have their own sons, daughters, or spouses take their courses for credit on the grounds that such students may be perceived by others to have an unfair advantage. A business relationship including a consulting one must evoke the same kind of caution. And a student should be careful about working for a company owned or administered by faculty involved in the student's degree work.

Similarly, a student should not date an instructor while the student is enrolled in the instructor's course. And a student should not ask any instructor to serve as his or her thesis or dissertation director (or research committee member) if the student is having or has had either an intimate personal
relationship, a family relationship, or a business relationship with that instructor. If such a relationship should develop after a professional one has been established, the student should expect the instructor to remove himself or herself from the professional role. Such a relationship, whether between a graduate student and a faculty member or between a graduate student acting as an associate instructor and an undergraduate, constitutes a potential conflict of interest, especially as perceived by other students and faculty members. Both because of perceptions and because of the possibilities for exploitation, such relationships should be scrupulously avoided.