



GRADUATE ORIENTATION

August 21, 2023 | University of Florida

Agenda

Time (EDT)	Topic	Speaker
11:00 a.m.	Welcome Address & Introductory Remarks	Michele Manuel, Ph.D.
11:05 a.m.	IDP Overview	Michael Tonks, Ph.D.
11:10 a.m.	HR/Payroll Policies & Guidelines	Sonya Robinson
11:15 a.m.	P-Card and Travel	Stephanie McGrail
11:20 a.m.	Information Technology and Facilities	Ira Harkness, Ph.D.
11:25 a.m.	Lab Safety	Kevin Gilley, Ph.D.
11:30 p.m.	Break-out Rooms: Graduate Handbook Review	Justin Watson, Ph.D.-Nuclear Simon Phillpot, Ph.D.- Materials
12:00 p.m.	Graduate Panel Lunch	
12:45 p.m.	Transition/Break	
1:00 p.m.	General Policies	Academic Services Office
1:15 p.m.	GAU Presentation	
1:20 p.m.	Q&A Session	Academic Services Office
1:25 p.m.	Closing Remarks	Andreas Enqvist, Ph.D.

Welcome Address & Introductory Remarks



Michele Manuel, PhD

Department Chair

Rhines Hall 100

chair@mse.ufl.edu

(352) 846-3300

Individual Development Plan

Michael Tonks, Ph.D.

Individual Development Plan Timeline

Explore

Students must submit the Aspirations, Goals, and Responsibilities assignment during the Fall semester.

Assess

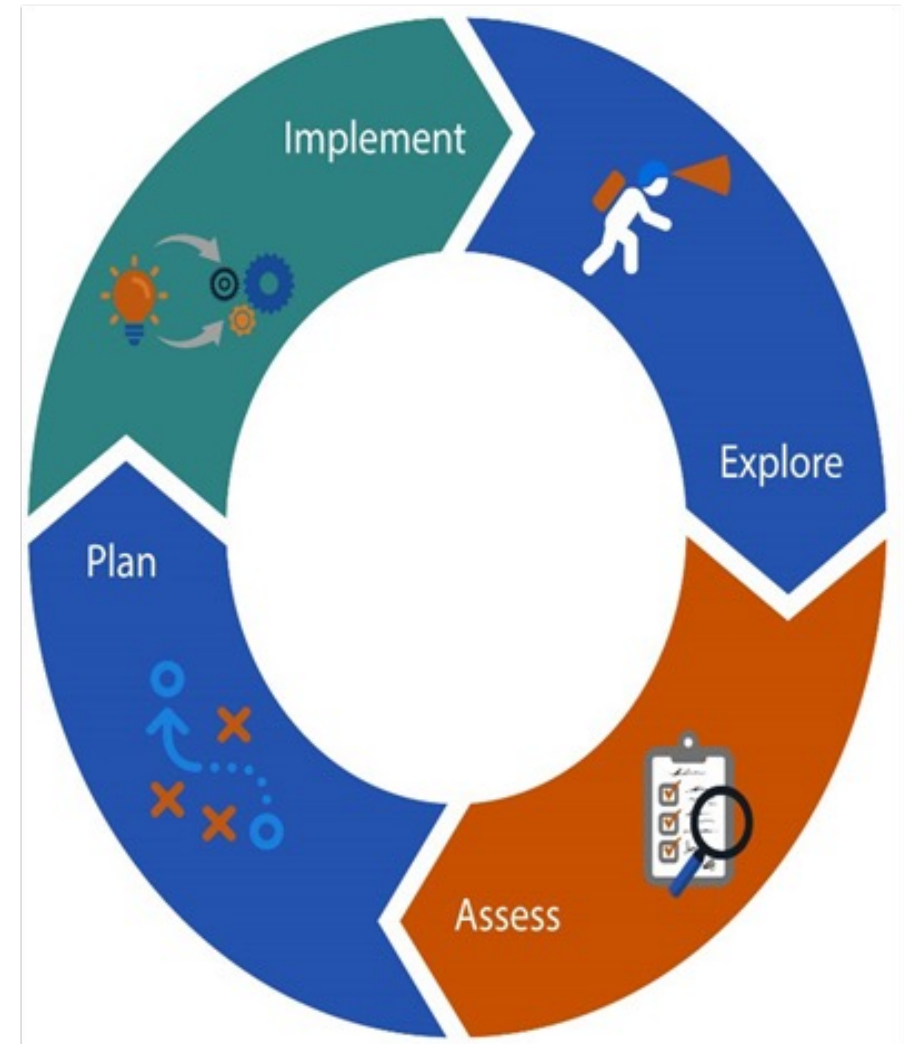
Students must submit the Self-Assessment Survey and Summary & Goals assignment during the Fall semester.

Plan

In order to complete the Plan Module, students need to first schedule and attend an advising appointment. Once they have attended the advising appointment, they must submit the Action Plan and Mentoring Plan. Students should submit all of these items during the Fall semester.

Implement

At the end of the Fall semester, students need to submit their Short-Term Goal Check-in. Students need to submit their Long-Term Goal Check-in during the Spring semester.



Individual Development Plan

- Required for all Ph.D. students, starting Fall 2017. Voluntary for MS students.
- Required to be completed on an annual basis, in consultation with your faculty advisor.
- The IDP is intended to be a working document, to guide new and continuing Ph.D. students in identifying, pursuing, and meeting their professional and personal goals.
- Completed via Canvas Modules.
- Students must complete the explore, assess, and plan modules every Fall semester. The final module, which is the implement module, is divided into two Goal Check-in's: the Short-Term Goal Check-in which is completed in the Fall, and the Long-Term Goal Check-in which is completed in the Spring.
- The deadline to complete Modules is the last day of classes of the term they're required to be completed. For example, the deadline to complete the Long-Term Goal Check-in is the last day of classes of the Spring semester.
- If modules are not completed by the deadline, a hold will be placed on the student's record immediately, restricting all future registration and registration adjustment until the required modules are completed.
- Semesterly reminders will be sent via email by the ASO office.

HWCOE Human Resources



Donna Stilwell

Assistant Director, Human Resources

340 Weil Hall

dstil@eng.ufl.edu

(352) 294-7977



Sonya Robinson

HR Generalist II

340 Weil Hall

sjones@eng.ufl.edu

(352) 846-3769



Pynie Gonzales

Business Admin. Specialist III

340 Weil Hall

pgonzalez@ufl.edu

(352) 294-7967

Graduate Assistantship

- Appointment Letter:
 - Your classification title, length of appointment, a short description of duties, name of supervisor/Academic Advisor(s), and your salary and bi-weekly stipend amount.
 - The academic semester dates for your Graduate Assistantship are August 16 – December 31 for the fall semester.
 - You will receive an appointment letter for each academic semester (fall, spring and summer).
- Payroll:
 - UF is paid bi-weekly, every other Friday. Your first paycheck for your GA appointment should be 08/25/23 for 2 days of pay since the pay period covers 08/04 – 08/17.
 - Your first full paycheck will be 09/08/23.

Graduate Assistantship Leave

There are three types of leave available to graduate assistants:

- **PERSONAL TIME WITH PAY** - personal time with pay for up to five (5) days per semester appointment. Each graduate assistant is credited with five (5) days at the beginning of each semester and must use personal time in one (1) day increments. Contact supervisor for approval.
- **PAID FAMILY LEAVE OF ABSENCE** - Graduate assistants are entitled to eight (8) weeks of paid family leave during any 12-month period for one or more of the following reasons:
 - The birth of a child and in order to care for that child within one year of birth; adoption or foster care within one year of birth; or through surrogacy.
 - The serious health condition of an immediate family member; or A serious health condition of the graduate assistant which makes the graduate assistant unable to perform their duties.

Eligibility for Paid Family Leave - A graduate assistant must be in, at least, the second semester of employment as a graduate assistant to be eligible for Paid Family Leave of Absence.

- **RESEARCH LEAVE OF ABSENCE** - A graduate assistant may request an unpaid leave of absence for a semester or a year to pursue research related to their academic program, subject to university approval. The graduate assistant shall be considered an employee during such leave.

Graduate Assistantship Information

- If a student on appointment drops below the required registration at any time in the semester, the student becomes financially liable for the entire registration.
- Students on appointment are financially liable for excess credits beyond the required registrations.
- **Remote Work Location:**
 - Requires prior approval if an individual will be working away from their primary location of main campus
 - HWCOE does not allow remote work from an International location except in specific situations with prior approval. The agreement must be approved prior to the employee working abroad.

Foreign Nationals

- Immigration services
- Changes to VISA status
- I-20 extensions

- **Contact us**
- Email: MSE-HR@eng.ufl.edu
HWCOE Human Resources is located in
Weil Hall, room 340
- (352)846-3769

P-Card and Travel

Stephanie McGrail

MSE Finance Staff

106 Rhines Hall

Department Email: finance@mse.ufl.edu



Stephanie McGrail– Associate Director, Administrative Services

Email: stephanie.will@ufl.edu Phone: 352.294.6784



Ana Garcia – Fiscal Assistant III

Email: garciaa@ufl.edu Phone: 352.846.3783

Contact for assistance with material and supply purchases, Pcard, UF Marketplace and Travel



April Miller – Fiscal Assistant II

Email: april.miller@ufl.edu Phone: 352.846.3331

Contact for assistance with material and supply purchases, Pcard, UF Marketplace and Travel



T'Keyah Mathis– Fiscal Assistant I

Email: tkeyah.mathis@ufl.edu Phone: 352.392.6667

Contact for assistance with Employee reimbursements and Travel

MSE Finance

Travel

- UFGO
 - Take UGO100
 - Work with finance staff for
 - Travel requests
 - Booking travel
 - Expense report

Purchasing

- Pcard
 - PI approval
 - funding source
- Marketplace
 - PI approval
 - funding source

Information Technology and Facilities

Ira Harkness, Ph.D.

Information Technology and Facilities



Ira Harkness, Ph.D.

Instructional Assistant Professor &
Director of IT and Facilities

Rhines Hall 104

support@mse.ufl.edu

(352) 273-1817

Things we can help with:

- Department IT Support
 - Software (CrystalMaker, Thermocalc, etc.)
- Keys/After-hours Swipe Card Access
- Building Facilities Issues
- Mail and Packages (Deliveries and outgoing FedEx)



Eric Hill

IT Professional II Facilities Operations



Mark Haberman

Specialist



Ashley Robinson

Operations Assistant

Lab & Safety

Kevin Gilley, Ph.D.

Laboratory and Safety Management

Kevin Gilley, Ph.D.

Laboratory and Safety Manager

Rhines Hall 165

kgilley@mse.ufl.edu

(352) 846-3339

Things to see me for:

- Questions about experiment setups
- Dosimeter Badges
- Equipment Issues
- Lab Safety Questions
- Hazardous Waste Issue
- Questions about Supervised Teaching/TA Assignments



Graduate Handbook Review

Justin Watson, Ph.D. - Nuclear
Simon Phillpot, Ph.D. - Materials

General Policies

Academic Services Office

Grades

- The Graduate School considers passing grades at the graduate level to be A, A-, B+, B, B-, C+ and C. Any grade below a C is not considered passing at the graduate level and will not be counted in credits earned although your GPA will be negatively impacted. If a non-passing grade is earned, it will need to be repeated (if a core course) or replaced by an additional passing grade course in order to earn credit.
- A passing grade for Ph.D. students in the core courses and EMA 6001 (MSE students only) is B or better in each course.
- Repeat Policy:
 - Graduate students may only repeat a course once in which they earn a failing grade. Grade points from both the initial failed attempt and the second attempt are included in computing the grade point average. The student receives credit for the satisfactory attempt only.

Research

- All students conducting research in a laboratory must be registered for research credits or on a paid appointment. All researchers must follow appropriate MSE policies for laboratory access (see your Supervisory Chair for guidance).
 - Masters Non-Thesis degree students can take EGN 6913 to conduct research in a faculty lab for 0 credit registration. *EGN 6913 can't be repeated for credit.*
 - Masters Non-Thesis degree students can take EMA/ENU 6910, for a maximum of 5 credits, to conduct research in a faculty lab for credit.
 - Master's Thesis degree students must register for EMA/ENU 6971 for a maximum of 6 credits towards the degree.
 - Doctoral students must register for EMA/ENU 7979 (Prior to Candidacy) and EMA/ENU 7980 (Upon Candidacy), to conduct research. There is no credit limit.

Course Registration

- EMA/ENU 7979 and EMA/ENU 7980 (doctoral research) cannot count towards the Master's degree.
- EMA/ENU 6971 (Master's Research) can't count towards the non-thesis MS degree.
- No more than five credits each of EMA/ENU 6905, EMA/ENU 6910 (Supervised Research) and EMA 6941/ENU 6940 (Supervised Teaching) may be taken .
- No more than 6 credits maximum of s/u work can be counted towards the Master's non-thesis degree.

Transfer Credit

- For Transfer of Credit, students need to contact the Academic Services Offices and send the transcript by email to advising@mse.ufl.edu.
 - The final decision will be made by the graduate school via petition.
 - Petitions for transfer of credit must be made during the student's first term of enrollment.
 - All work transferred must be coursework taken with a grade of B or better.
 - Non-graded coursework can't be transferred.
 - For the M.S. program, up to 9 credits may be transferred.
 - For the Ph.D. program, up to 30 credits may be transferred.

Internships

- Students are required to notify ASO, and if on funding HR, about any internship they plan to accept.
 - Students may register for internship credits by completing and submitting the internship form at <http://www.mse.ufl.edu/onpremforms/>. The offer letter from the company should be attached.
 - The student needs to have permission from their supervisory committee chair or graduate coordinator if the student has no supervisory committee.
 - International students can accept internship through Curricular Practical Training (CPT). Instructions for the CPT and the registration requirements can be found at <http://www.ufic.ufl.edu>. To apply students should follow the registration for internship instructions above by the appropriate deadline: April 1 – summer CPT, July 1 – fall CPT, and November 1 – spring CPT.

Graduate Minors

- The minor is set up by contacting the graduate coordinator in MSE (major) and the graduate coordinator in your desired minor field via email. After consultation, a contract is made that lists which courses are required to be taken for granting a minor. This must be arranged before or at the beginning of taking classes for the minor.
- A minor requires at least 6 to 15 credits, depending on the degree level and the Graduate Department.
- Only letter grade courses are allowed. No S/U courses. A 3.00 (truncated) GPA is required for minor credit.
- Minor work must be in an academic unit other than the major.

Nontraditional Doctoral/Master's Degree Program

- Students who are interested in pursuing M.S. and Ph.D. degrees in 2 different or more disciplines need to file paperwork for a nontraditional degree with the program coordinators in MSE and the other program(s).
- If interested, please set up an appointment with an Advisor in the Academic Services Office to discuss the requirements in detail.

Student Responsibility

- The student is responsible for becoming informed and observing all program regulations and procedures. The student must be familiar with UF Graduate Catalog general regulations and requirements, specific degree program requirements, and offerings and requirements of the major academic unit. Rules are not waived for ignorance.
- It is also the student's responsibility to check their UF email on a regular basis. Failure to do so will not be a valid excuse for missing deadlines. Under no circumstances will a faculty advisor be responsible for meeting student deadlines.

GAU Presentation

Question and Answer Session

Academic Services Office

A night scene of a lake with a firework exploding in the sky and its reflection in the water, framed by trees.

Closing Remarks

Andreas Enqvist, Ph.D.



UF Herbert Wertheim
College of Engineering
*Department of Materials Science
& Engineering*
UNIVERSITY of FLORIDA