

MSE PhD Graduate Advising Worksheet

Student Name:

Matriculated Term/Year:

UFID:

Degree Timeline and Deadlines

The following table illustrates a typical timeline to the PhD degree

Time	Milestone	Completed
Annually	Complete your yearly Individual Development Plan (IDP) via Canvas	
First (1st) Semester - Fall	Select PhD Advisor Complete 2 core courses with B or better: EMA 6316 & declared Core Applications course	
Second (2nd) Semester	Submit Core Course Declaration Form Complete remaining 2 core courses with B or better: EMA 6136 & declared Core Applications course Establish Ph.D. supervisory committee and submit Appointment of Supervisory Committee Form	
Fourth (4th) Semester	Complete EMA 6920 with S (1 credit) Complete any remaining Materials Fundamentals Core or Materials Applications courses (B or better) if needed Complete EMA 6941 (2 credits) with S	
Fifth (5th) Semester	Pass graduate qualifying examination / admission to candidacy Complete EMA 6941 (2 credits) with S	
Annually after qualifying exam	Annual research update with supervisory committee	
Within 6 months of defense	Sufficiency meeting with supervisory committee Meet with the Academic Services Office (ASO) to discuss defense requirements and deadlines	
Fourth (4th) – Fifth (5th) year	PhD dissertation defense	

Additional Program Requirements

- **EMA 6936 (1 credit)** is required in the Fall/Spring semesters
 - **Exemptions:**
 - Enrolled in 9+ graded credits, or
 - In final semester, or
 - An approved waiver from the Academic Services Office

- **Individual Development Plan (IDP)**

- Assignments are completed via [Canvas](#) annually
- Students are not able to register for courses if IDP are not completed for the term
 - e.g., If fall assignments are not completed, students cannot register for the spring term
- One time assignment: IDP Agreement
- Repeated Assignments – resubmit assignments every annual term due
 - Spring Term Assignment (completed annually between months of January and May)
 - Long Term Goal Check-in
 - Fall Term Assignment (completed annually between months of August and December)
 - Schedule Advising Appointment (with PhD Advisor) to completed action plan, mentoring plan, and mentor meeting confirmation form
 - Action Plan
 - Mentoring Plan
 - Mentor Meeting Confirmation (Due no later than December 1)
 - Aspirations, Goals, & Responsibilities
 - Short Term Goals Check-in
 - Self-Assessment Survey

Supervisory Committee

- Submit the [Supervisory Committee form](#) to advisingforms@mse.ufl.edu no later than the [last day of class](#) in second semester
- Students cannot register for the following term without the completed supervisory committee form
- Students can petition for an extension with the support of their PhD advisor, send [petition forms](#) to advisingforms@mse.ufl.edu

Minimum member requirements are:

- One (1) Chair
- Two (2) in department members
- One (1) out of department member

Chair (required)	
Co-Chair (optional)	
Member (required)	
Member (required)	
Member (optional)	
External (required)	

MSE Required Courses Checklist

Course	Credits	Semester/Year Completed	Grade
Materials Fundamentals Core (7 credits total with grade B or better in graded courses and S in EMA 6920)			
EMA 6136 Diffusion, Kinetics, & Transport (B or better)	3		
EMA 6316 Materials Thermodynamics (B or better)	3		
EMA 6920 Professional Development (Satisfactory grade)	1		
Materials Applications Core (6 credits total with B or better) / Choose Two:			
EMA 6313 Materials Structure and Mechanical Properties	3		
EMA 6114 Functional Properties of Materials	3		
EMA 6580 Science of Biomaterials	3		
EMA 6581 Polymeric Biomaterials	3		
EMA 6667 Polymer Processing	3		
EMA 6165 Polymer Physics	3		
2 semesters (4 credits) of Supervised Teaching			
EMA 6941 Supervised Teaching	2		
EMA 6941 Supervised Teaching	2		
PhD Students are required to enrolled in Seminar in Fall & Spring unless within the exemptions on Page One (1)			
EMA 6936 Seminar	1		
6 credits of Materials Science electives (C or better)			
Materials Applications courses that weren't used to fulfill core requirements are allowed.			
EMA			
EMA			
EMA			
Optional specialized electives that are 5000-6000 level (3000-4000 must have pre-approval via petition)			

Core Course Declaration

- Submit the Core Course Declaration form to advisingforms@mse.ufl.edu prior to completion of the third and before registering for the fourth core course.
- If a student earns below a B in one Materials Applications course or falls below the required 3.0 GPA after completing all four core courses, they may take a fifth course (selected from the Materials Applications list and declared before the drop/add deadline of the semester in which the fifth course is taken).
- All core coursework must be completed **prior to the qualifying examination** and **no later than the end of the second year** in the program.

Resource: [Material Science Student Handbook](#)

Questions? Email advising@mse.ufl.edu or schedule an [advising appointment](#)