



GRADUATE ORIENTATION

August 19, 2025 | University of Florida

Welcome Address & Introductory Remarks



Michael Tonks, Ph.D.

Interim Department Chair

Alumni Professor of Materials Science & Engineering

(352) 846-3779

michael.tonks@ufl.edu

Department Key Faculty



Simon Phillpot, Ph.D.

Associate Department Chair

Distinguished Professor, Vladimir A. Grodsky Professor of MSE

(352) 846-3782 sphil@mse.ufl.edu



Kevin Jones, Ph.D.

MSE Graduate Coordinator

Distinguished Professor, Frederick N. Rhines Professor of MSE

(352) 846-3301 kjones@eng.ufl.edu



Yong Yang, Ph.D.

NE Graduate Coordinator

Associate Professor

(352) 846-3791 yongyang@ufl.edu

Advising Office

Tahara Franklin, Academic Advisor III

Allyson Beatty, Academic Advisor II

Nabby Rivera, Academic Assistant II

Email: advising@mse.ufl.edu

Office Hours: M-F, 7:30 am – 4:30 pm

Phone: 352-846-3312

Advising Form Submission: advisingforms@mse.ufl.edu



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

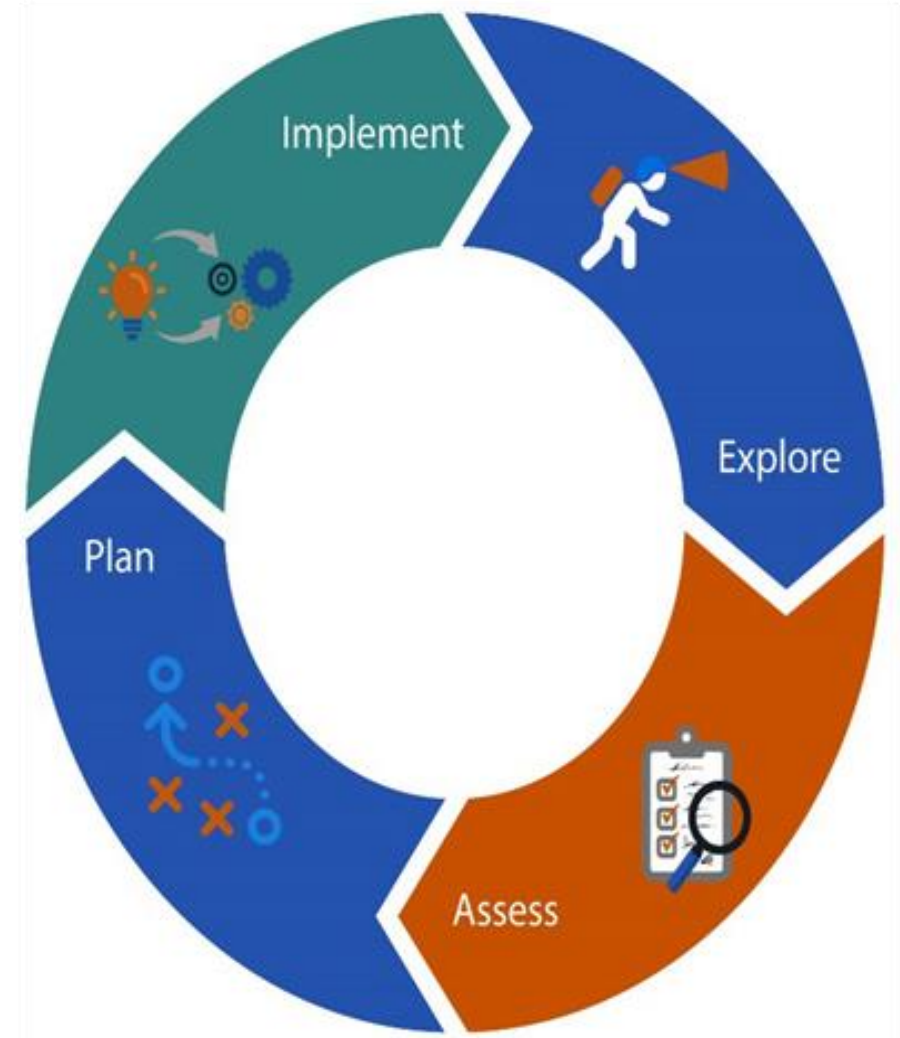
Students must submit the Self-Assessment Survey and Summary & Goals assignment during the Fall semester.

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. Voluntary for MS students.
- Completed in consultation with your faculty advisor.
- Will help you identify, pursue, and meet your professional and personal goals.
- Completed via Canvas Modules.
 - Complete the explore, assess, and plan modules every Fall semester.
 - Short-Term Goal Check-in is completed in the Fall
 - Long-Term Goal Check-in is completed in the Spring.
- If modules are not completed by the deadline, a hold will be placed on the student's record.
- Semesterly reminders will be sent via email by the ASO office.

HWCOE Human Resources



Donna Stilwell

Associate Director, Human Resources
HR Operations
340 Weil Hall
dstil@eng.ufl.edu
(352) 294-7977



Jennifer Munroe

Associate Director, Human Resources
HR Employee Relations
340 Weil Hall
jmunroe@eng.ufl.edu
(352) 392-0904



Sonya Robinson

HR Generalist III
340 Weil Hall
sjones@eng.ufl.edu
(352) 846-3769



Kristina Ortiz

HR Generalist I
340 Weil Hall
kortiz.ufl.edu
(352) 392-9742



Pynie Gonzales

Manager, Immigration
Services
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 semesters for your Graduate Assistantship are fall, spring and summer for a 12-month appointment.
 - You will receive an annual appointment letter for the full academic year (08/16/2025 – 08/15/2026). There are exceptions for semesterly appointments for specific conditions.
- Payroll:
 - UF is paid bi-weekly, every other Friday. Your first paycheck for your GA appointment should be 09/05/2025 for 9 days of pay since the pay period covers 08/15 – 08/28.

Graduate Assistantship Leave

There are three types of leave available to graduate assistants:

- **PERSONAL LEAVE TIME:** Graduate assistants are eligible for personal time with pay for up to five (5) days per semester, used in (1) day increments. Personal time is not cumulative from semester to semester. 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

MSE Finance Team

April Miller

MSE Finance Staff

106 Rhines Hall

Department Finance Email: finance@mse.ufl.edu



Holly O'Ferrell – Associate Director, Administrative Services

Email: oferrell@ufl.edu Phone: 352.294.6784



April Miller – Fiscal Assistant III

Email: finance@mse.ufl.edu Phone: 352.846.3331

Responsible for assistance with deposits, reports for student societies, material/supply and equipment fees



Katelyn Williams – Fiscal Assistant II

Email: finance@mse.ufl.edu Phone: 352.846.3783

Responsible for assistance with UFMarketplace purchasing, vendor registration and invoices



Brandi Simmons – Fiscal Assistant I

Email: finance@mse.ufl.edu Phone: 352.392.6667

Responsible for assistance with travel, PCard, general reimbursements, and professional development.

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

Eric Hill, IT Generalist II

Matthew Herrick, End User Computing Specialist II

Information Technology



Eric Hill

IT Generalist II

eric.hill@ufl.edu | 352-273-1812

Office: 218 Rhines Hall

Email: support@mse.ufl.edu

IT Ticketing System

- Used to record and communicate with you about your requests
- Email **ithelp@mse.ufl.edu** with details of your request and a ticket will automatically be created



Matthew Herrick

Ender User Computer Specialist II

matthew.herrick@ufl.edu | 352-846-2496

Submit tickets for:

- UF owned computer support (hardware and software)
- Software access, installation, licensing, troubleshooting
- Networking support (wired and wireless)
- Guidance on accessing and using IT resources at UF

Operations

Mark Haberman

Operations



Mark Haberman
Operations Manager



Mike Phillips
Maintenance
Operations Specialist

Rhines Hall 104

operations@mse.ufl.edu

(352) 273-0265

Things we can help with:

- Keys/After-hours Swipe Card Access
- Building Facilities Issues
- Mail and Packages (Deliveries and outgoing FedEx)
- Assistance in department machine shop

Lab & Safety

Kevin Gilley, Ph.D.

Laboratory and Safety Management

Kevin Gilley, Ph.D.

Laboratory and Safety Manager

Rhines Hall 112

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 Assistants United

The background is a collage of three images. The top left shows a dense forest of trees. The bottom left shows a group of people sitting at outdoor tables under a large umbrella. The right side shows a large crowd of people, many holding signs, in front of a brick building.

Graduate Assistants United
YOUR UNION, YOUR VOICE.

What is GAU?

- A certified labor union with the legally-enforceable right to negotiate with the University of Florida to improve the lives of over 4400 Graduate Assistants
- An efficient way to resolve employment disputes in a way fair to graduate employees
- A resource and safe space for Graduate Assistants
- A community!

GAU is YOU.

We're volunteer powered. By GAs, for GAs.

What WE do: Bargaining

As a union, we have ability to directly negotiate the employing contract for raises, benefits, and more.

We've WON

- ✓ Minimum stipend increases
- ✓ GatorGradCare
- ✓ Fee relief (saving GAs ~\$700/yr)
- ✓ Annual raises
- ✓ 8 weeks paid parental/medical leave
- ✓ Affordable premiums for healthcare add-ons

Now we're fighting for

- ✓ Another minimum stipend increase
- ✓ Total fee elimination
- ✓ Extended paid leave
- ✓ Academic freedom protection improvement



What WE do: Organizing



We mobilize membership to speak out for issues important to GAs, including living wages, affordable housing, and fair treatment in order to create and maintain an environment at UF in which all GA needs are understood and respected.

What WE do: Health Care

Did you know? Without GAU, there would be no GatorGradCare!

GAU has always and will continue to fight for better access to healthcare options for Graduate Assistants.

Currently, we have auto-enrollment and low premiums of \$17.65/mo and new options for adding on vision and dental.



What WE do: Grievances

The grievance process is the muscle behind our contract.

In short, a grievance is an official filing of an instance of an employer violating a CBA, or collective bargaining agreement.



**Members
receive two free
30 minute legal
consultations
every year!**

What WE do: Community Building

The community we create is arguably the most important thing we do.

GAU is a campus-wide support system for GAs:

- Stewards structure to understand department-specific concerns
- Pay Day parties and Happy Hour socials to meet fellow GAs
- Leadership opportunities to develop skills across outside of your research or academic discipline
- Community events to connect GAs with Gainesville
- Collaborations with Graduate Student Council, United Faculty of Florida, and Student Government

We NEED to Reach 60% Membership ASAP to Save Our Union

UF-GAU is a historic institution over 50 years old!

If we lose GAU, we lose our contract.

If we lose our contract, UF may:

- **charge you \$2000/year for insurance**
- **end tuition waivers**
- **force you to pay full fees (\$1400/year)**
- **pay you LESS or never give raises**

How to Get Involved

GAU is entirely volunteer-lead for GAs, by GAs.

- **Leadership opportunities**
 - Lots of committee positions are open!
- **Become a steward for your department**
- **Join organizing fellows program**
- **Join a committee**
 - International, Mental Health, Healthcare, Family and Childcare, Housing, Bargaining, Grievance, Government Relations, Communications, Organizing
- **Become a member**
 - Volunteering not necessary to join!
- **Join our Discord server, come to events!**



Graduate Assistants United

YOUR UNION, YOUR VOICE.



Instagram



New Member Signup



Join our Discord

ufgau.org // [@ufgau](https://www.instagram.com/ufgau) // [twitter: @uf_gau](https://twitter.com/uf_gau)

College of Engineering Presentation

MSE+NES New Grad Student Orientation

Krista Smith, Assistant Director
Office of Graduate Recruiting & Undergraduate Research

August 19, 2025

Office of Graduate Recruiting & Undergraduate Research

- Welcome!
- What Do We Do?
- How Can You Get Involved?



UF Ranks
Second for Two
Consecutive
Years In
Fulbright Top
Producing
Institutions

[Read More](#)



What Do We Do?

- Spoiler – A Lot of Stuff
- But Really...
 - Recruitment Messaging
 - Informational Webinars for applicants & admitted students
 - Spring Visit for admitted PhD students
 - SURF – Summer Undergraduate Research at Florida
 - University Scholars Program
 - ENGINE
 - Events for current students



2024-2025 Academic Year Selections

Student Dept	Student First Name	Student Last Name	Faculty First Name	Faculty Last Name
BME	Marion	Irwin	Ann Marie	Potter
BME	Elizabeth	Marlin	Wendy	Buck
BME	Kennedy	Mari	Christine	Schmidt
BME	Melvin	Out Cyprien	Angela	Camacho
BME	Luke	Parker	Wendy	Buck
BME	Chadler	Tammara	Brittany	Taylor
BME	Brennan	Willam	TED	
BME	Isabella	Zavacka	Christine	Schmidt
CHE	Callahan	Barbar	Whitney	Stegall
CHE	Michael	Clue	Carlos	Rinaldi-Santos



Let's Get You Future-Ready.

A graduate degree is more than a credential - it's your launchpad.

At UF Engineering, your degree opens the door to unparalleled opportunities, a strong connection to global networks of innovators and a career built for the future. You'll have access to top-tier faculty, state-of-the-art facilities, and a vibrant community that will propel your career goals to new heights.

MASTER'S PROGRAMS

- \$4,000 scholarships for non-Florida residents
- Accelerated degree programs
- GRE waived for most programs
- Internship, co-op, and employment assistance
- Access to a \$4,000+ alumni network
- Online programs available via UF EDGE

PH.D. PROGRAMS

- All students receive a tuition waiver, competitive stipend, and benefits/health insurance
- Accelerated degree programs
- GRE waived for all programs
- All experienced graduate students
- February 15 - 22, 2025 (by invitation to current students residing in the U.S.)

Master's Programs Learn More

Ph.D. Programs Learn More



- \$100 million \$750M facility
- Manufacturing hub for auto, aerospace, and more
- Recently built Herbert Wertheim Laboratory for Engineering Excellence
- Over 30 research-based centers and institutes



- Listed in the Top 100 Best Places to Live in the U.S. by U.S. News & World Report
- Home to numerous parks, trails, and healthy outdoor spaces



The Engineering Graduate Student Council Presents...

END OF SEMESTER SOCIAL

MAY 1, 2025 12-2PM

Reitz Union Room 2335

FREE FOOD

ALL MAJORS WELCOME

SURF: Summer Undergraduate Research at Florida

How Can You Get Involved?

- EGSC: Eng Grad Student Council
 - Email: egsc@eng.ufl.edu
 - QR code for interest form
 - Join Exec Board or volunteer to help
- Webinar Panelist
 - Tell prospective & admitted students about your experiences at UF
- Spring Visit
 - Volunteer to help prospective students while on campus
 - Attend department/college events



How Can You Get Involved?

- **Lunch & Lab**
 - Meet with UF undergrad to answer questions about grad school
 - Show them your workspace/facilities/lab
- **Recruit @ Home**
 - Send emails to your previous institution(s) or give Zoom presentation
 - Email templates & slides provided



Thank You!

- Contact us anytime!
 - Mike Nazareth, Director:
mikenaz@eng.ufl.edu
 - Krista Smith, Assistant Director:
kristasmith@eng.ufl.edu
 - Dalice Betterson, Program Coordinator:
betterson.Dalice@eng.ufl.edu
- We'll be emailing you soon 😊
 - Watch out for our emails asking for volunteers
 - We love to give stuff away!



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.

