Resources Available to Graduate Students

The information in this catalog is current as of July 2016. Please contact individual programs for any additional information or changes.

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Career Resource Center, Student Health Care Center, and University Writing Studio information may be found by visiting the Student Services section of this catalog.

University Galleries

University Galleries is comprised of three art galleries that play an integral role in the teaching mission of the School of Art + Art History, College of the Arts at the University of Florida, as well as serving the entire UF and Gainesville community.

UNIVERSITY GALLERY, located at the intersection of SW 13the Street and SW 4th Avenue, presents primarily contemporary exhibitions that rotate every two to eight weeks. For the past 14 years University Gallery has collaborated with myriad UF colleges, community and regional entities in creating a trans-disciplinary venue for the visual arts. Exhibitions feature nationally/internationally known artists in the fall, and an annual studio art faculty exhibition, juried student art show and two MFA graduating thesis project shows in the spring. The 3,000 square foot space is a lively, exciting venue that is utilized for many events throughout the academic year.

University Gallery is open Tuesdays, Wednesdays and Fridays 10 am–5 pm; Thursdays 10 am–7 pm; and Saturdays 12–4 pm.

The gallery is closed Mondays, Sundays and academic holidays.

UFIT Computer Labs

Services available to graduate students include electronic thesis and dissertation computing support, phone and walk-in application support, plotter printing, technical & mobile device consulting, email support, software distribution (including statistical software), and the use of computer classrooms. These computer classrooms are available for personal and academic use. They are equipped with both Windows and Macintosh-compatible computers, laser printers, plotters, and scanners.

Information regarding all facilities is located at https://labs.at.ufl.edu/. Students can find a complete list of each lab's hours, services, and software available for use.

Instructors may use the site-licensed E-Learning course management system to provide online course tools such as syllabus, content and secure grade posting. Instructors may reserve a computer classroom or multimedia lecture classroom for class sessions. For more information about these and other UFIT services, contact the UF Computing Help Desk, 132 Hub, http://helpdesk.ufl.edu, (352) 392-HELP (4357).

Field and Fork

The Field and Fork Campus Food Program is a university-wide collaboration to create awareness about food insecurity and sustainable food practices. An interdisciplinary program housed within UF/IFAS College of Agricultural and Life Sciences, it seeks to not only provide healthy food but also to educate Gators with making balanced food choices. The vision for the Field and Fork Program is to offer spaces at UF where individuals can take courses, engage with demonstrations, and participate in activities focusing on sustainable agriculture and food systems at multiple scales from a home, community garden, or small/urban farm to large-scale production.

The Pantry
The Alan and Cathy Hitchcock Pantry is intended to assist members of our campus community who experience food insecurity. We will not ask guests of The Pantry to verify income or need. We will trust that guests will use The Pantry only when they have a need to use the service. We recognize that some people who use The Pantry will have a chronic need for food while others may only have a temporary need that may not be reflected in a financial statement of need.

The Teaching Farm
The Teaching Farm hosts a variety of productions systems that can be used for experiential learning, From Art and History to Engineering and Agronomy, the farm is designed to allow for all disciplines to be able to explore and experience food systems concepts and sustainable agriculture in practice. The Farm can also be used for tours and events.

The Student Gardens
The Student Garden spaces are geared towards community engagement. Here, volunteers and members of the Garden work together to manage the space and to provide food for themselves, as well as to donate food to the Field and Fork Pantry and local charities. This space also offers demonstrations that showcase world cultures and their relationships to plants, home gardening, and the link between agriculture and natural resources. The Gardens can also be used for classes, tours, and events.

Contact
(352) 294-3601
The Pantry is located at 564 Newell Drive, adjacent to McCarty and the Food Science and Human Nutrition buildings.
fieldandfork@ufl.edu

Florida Museum of Natural History

The Florida Museum of Natural History was created by the Legislature in 1917 as a department of the University of Florida. Through its affiliation with the University, it carries dual responsibility as the official State Museum of Florida and as the University museum. The public education and exhibits division of the Museum is in Powell Hall, on Hull Road at the western edge of campus, situated between the Harn Museum of Art and the Phillips Center for the Performing Arts. Powell Hall is devoted exclusively to permanent and traveling exhibits, educational and public programs, special events, and includes the Butterfly Rainforest. It is staffed by specialists in interpreting natural history through exhibits and educational programs. Consult the website for hours and admission fees (http://www.flmnh.ufl.edu). The Museum also operates as a center of research in anthropology and natural science. The research and collections division is in Dickinson Hall, at the corner of Museum Road and

Newell Drive. This building is not open to the public. The Department of Natural History houses the state's natural history collections and is staffed by scientists and support personnel concerned with the study of modern and fossil plants and animals, and historic and prehistoric people and their cultures; scientific and educational faculty (curators) hold appointments in appropriate UF academic units. Through these appointments, they participate in both undergraduate and graduate teaching programs. The Museum's newest addition is the McGuire Center for Lepidoptera and Biodiversity. This world-class facility features a 46,000-square-foot Lepidoptera center devoted to housing one of the world's largest and most comprehensive Lepidoptera collections, and state-of-the-art research facilities for their study. It also contains dynamic public exhibitions and a live Butterfly Rainforest with a walking trail, educational exhibits, and hundreds of living butterflies.

The **Randell Research Center** at the Pineland archaeological site near Fort Myers, Florida, is dedicated to learning and teaching the archeology, history, and ecology of Southwest Florida.

The **Herbarium at UF** is also a division of the Museum. It contains specimens of vascular and nonvascular plants. The research collections are in the care of curators who encourage scientific study of the Museum's holdings. Materials are constantly being added to the collections both through gifts from friends and as a result of research activities of the Museum staff. The archaeological and ethnographic collections are noteworthy, particularly in the aboriginal and Spanish colonial material remains from the southeastern United States and the Caribbean. There are extensive study collections of birds, mammals, mollusks, reptiles, amphibians, fish, invertebrate and vertebrate fossils, and plant fossils, and a bioacoustic archive consisting of original recordings of animal sounds. Opportunities are provided for students, staff, and visiting scientists to use the collections. Research and field work are presently sponsored in the archaeological, paleontological, and zoological fields.

Students interested in these specialties should apply to the appropriate academic units. Graduate assistantships are available in the Museum in areas emphasized in its research programs.

Gator 1 Card

The Gator 1 Card is the official University of Florida picture ID card. A valid Gator 1 Card must be presented to transact business at University Financial Services, athletic event tickets, Gator Dining accounts, CIRCA computer labs, University Libraries, and all recreational facilities. The Gator 1 Card can be obtained and purchased for $15.00 at the Gator 1 Central Office located at the UF Bookstore and Welcome Center at the Museum Road entrance. Please note, we also have an office located in the HSC Building; Room NG-10 down from the Bookstore and Post Office. An official picture ID (military ID, passport, or driver's license) is required. A student's spouse or domestic partner may also obtain a Gator 1 ID; verification of eligibility for a spouse or domestic partner is performed by Student Legal Services. For information and instructions visit their website at https://www.studentlegalservices.ufl.edu/PartnerGator1.aspx. After Student Legal Services approves the request, contact the Gator1 Central Office to obtain the ID Card. The cost of the card is $15.00; payment may be made with cash, check or a credit card. The Gator 1 Central Office may be contacted at 352-392-8343. Office hours are Monday, Wednesday, and Thursday from 9:00 a.m.–3:00 p.m.

Graduate Student Email Listserv and GIMS

The Graduate School communicates directly with enrolled graduate students via email using UF business email addresses; this listing generally corresponds to a student's GatorLink account. Students must establish a Gatorlink account and must check it regularly. In order to set up the required GatorLink account, one should visit their website at http://www.gatorlink.ufl.edu. The Graduate School cannot maintain personal email addresses.

The UF business email addresses of all currently enrolled graduate students are automatically added to the Graduate School's Graduate Student listserv. **A student cannot opt out of receiving these messages.** Messages contain time-sensitive information about important deadlines. An archive of messages is available at http://lists.ufl.edu/archives/gradstudent-l.html.

The Graduate Information Management System (GIMS) has information about important milestones, grants and fellowships, workshops, and many other pertinent items relevant to graduate education. Students must check GIMS on a regular basis.

Graduate Student Handbook

The Graduate School provides additional information in the online Graduate Student Handbook:
http://graduateschool.ufl.edu/media/graduate-school/pdf-files/handbook.pdf

Housing

Graduate students and their families are housed in graduate and family housing villages. All applicants must apply to the University and have a UF ID number. Due to limited space, all students are not guaranteed on campus housing.

For information, go to the Housing website, http://www.housing.ufl.edu/gfh/choices/.

To be eligible for Graduate and Family housing, all residents must make normal progress toward a degree in consultation with academic departments and Graduate and Family Housing policies. Please inquire at villages@housing.ufl.edu for more information about general eligibility and/or eligibility as it relates to academic status.

Applying for Housing

Each student must make personal arrangements for housing, either by applying to the Department of Housing and Residence Education for assignment to University housing facilities or by obtaining accommodations off campus.

For application information and to submit an application:
http://www.housing.ufl.edu/gfh/apply/howto/

For off-campus housing information:
http://www.offcampus.ufl.edu/

Graduate and Family Housing

Village apartments are unfurnished. Residents in all villages must provide their own linens, dishes, rugs, curtains, or other similar items. Electricity is an additional expense and is billed with the rent. For questions about Graduate and Family Housing, please email villages@housing.ufl.edu, or call 352.392.2171 extension 10321.

The Continuum is UF affiliated off-campus Housing. To qualify for residency, Continuum residents must be matriculated, full-time or part-time (or equivalent) students enrolled in a graduate or professional school or a faculty or staff member at UF.

Additional information about all Graduate and Family Housing facilities is available at the following website:
http://www.housing.ufl.edu/gfh/choices/

Off Campus Life

The Office of Off Campus Life is part of the Division of Student Affairs and offers resources, services, education and support for students living off campus.

Services include a free Off Campus Housing Locator http://housing.offcampus.ufl.edu so students can search for apartments off campus based on price, number of bedrooms, location and several other criteria. Additional resources include the Off Campus Life website www.offcampus.ufl.edu, which features the Gator Guide to Off Campus Life. The Gator Guide includes tips for finding off campus housing, average rental costs, lease information, safety information, transportation information and much more. Off Campus Life also provides one-on-one meetings for students looking for off campus housing. All resources and services are free to students. We are happy to help you with your questions and hope to see you at an upcoming OCL event.

To schedule an appointment or for questions:

- visit the Off Campus Life website, www.offcampus.ufl.edu
- stop by the Off Campus Life office, which is located in 311 Peabody Hall
- call Off Campus Life at (352) 392-1207

Like Off Campus Life on Facebook:
https://www.facebook.com/UFOffCampusLife

Follow OCL on Twitter:
https://twitter.com/UFOffCampusLife.

Libraries

The libraries of the University of Florida (UF Libraries) form the largest information resource system in the state of Florida and include seven libraries. Six are in the system known as the George A. Smathers Libraries, and one (Legal Information Center) is attached to the law school's administrative unit. All of the libraries serve the entire community, but each has a special mission to be the primary support of specific colleges and degree programs. Because of the interdisciplinary nature of research, scholars may find collections built in one library to serve a specific discipline or constituency to be of great importance to their own research. The University of Florida Gator 1 card provides access to library services.

The library home page offers a wealth of information about the libraries and links to a vast array of resources. Print and electronic collections can be accessed through the library catalog as well as through general and subject specific databases. Library Guides are available by subject to guide the user to appropriate resources. Materials not held on campus can be quickly located and borrowed through Interlibrary Loan. Reference service is available in each library as well as via phone, email and chat. All of the libraries provide special services to help students and faculty with disabilities.

For Library Hours
http://www.uflib.ufl.edu/ps/hours/

Workstations in UF libraries provide access to the whole array of electronic resources and services. Licensing for library databases, e-journals and e-books restricts off-campus access to staff, students and faculty.

Library orientation programs are offered at the beginning of each term. In addition, instruction librarians will work with faculty and teaching assistants to develop and present course-specific library instruction sessions for their students. Subject specialists, who work closely with faculty and graduate students to select materials for the collections, also advise graduate students and other researchers who need specialized bibliographic knowledge to define local and global information resources available to support specific research.

Library West houses most of the humanities and social science collections; professional collections in support of business, health and human performance, journalism and public relations; the African Studies Collection; the Asian Studies Collection; and the Isser and Rae Price Library of Judaica. Library West includes 84 individual graduate study carrels that are assigned for the academic year. An online application form is available here: http://apps.uflib.ufl.edu/cars/. In addition, the sixth floor of Library West is a study area reserved for graduate students. Access is provided after students register at the Circulation Desk. A Lactation Room is available for use by UF students, faculty and employees. The key can be requested from the Circulation Desk. A changing table is available next door in the gender neutral/family restroom.

Marston Science Library houses collections in agriculture, life sciences, engineering, physical sciences, mathematics and earth sciences. The first floor Collaboration Commons includes a multipurpose conference room featuring a multi-touch visualization wall. The first floor is also home to MADE@UF, a collaboration space created by the Libraries and Academic Technology to be used for creative activities such as mobile app development, 3D scanning and other "maker" initiatives.

Health Science Center Libraries serve the academic, research and clinical information needs of the Colleges of Dentistry, Medicine, Nursing, Pharmacy, Public Health and Health Professions and Veterinary Medicine, as well as the affiliated research institutes, hospitals and clinics. The Borland Library serves UF Health Jacksonville, and the Veterinary Medicine Reading Room in the College of Veterinary Medicine Building, while not a branch library, is supported by the HSCL. The HSCL was an early leader among health sciences libraries in providing liaison librarian services, is integrated into the curricula of the health science colleges, and collaborates with faculty in the provision of instruction and on other projects. Librarians at the HSCL also provide clinical rounding, basic bioinformatics, and systematic review services.

Smathers Library (formerly known as Library East) holds the Latin American and Caribbean Collection, the Map & Imagery Library, and the Special Collections: rare books and manuscripts, the Baldwin Library of Historical Children's Literature, P. K. Yonge Library of Florida History, and the University Archives (custodian of the University's historically significant public records including the administrative files of its past presidents).

Architecture & Fine Arts Library (201 Fine Arts Building A) holds visual arts, art history, architecture, landscape architecture, interior design, building construction and urban planning materials and the music collection — music scores, books, periodicals and other music sources, as well as a non-circulating collection of recordings.

Education Library (1500 Norman Hall) holds education, child development, higher education, psychology and counseling collections. In addition to electronic and print research materials, there are other specialized collections such as the Children's Literature Collection, the K-12 Textbook Collection, and the ERIC Documents Microfiche and other multimedia collections.

Lawton Chiles Legal Information Center holds resources for law and related social sciences with over 595,000 volumes and equivalents. It is named in honor of the former governor and senator and housed in a completely renovated facility that is the largest in the Southeast. The Lawton Chiles Legal Information Center occupies the bottom three floors of Holland Hall with computer support on the top floor. The facility includes 13 student study rooms, a lactation/meditation room, lounge seating, open reserve area and carrels.

UF Digital Collections (http://ufdc.ufl.edu/) comprise a constantly growing collection of digital resources from the University of Florida's library collections, as well as partner institutions.

The Libraries participate in UBorrow which allows users to request materials through the online library catalog directly from participating Florida state university libraries. If a book is unavailable in the University of Florida collection, but is available elsewhere in the state, the UBorrow icon will appear on the library catalog search page. Clicking this link will take the user to the statewide catalog, where they can provide their library credentials, and specify a pickup site. UBorrow loans usually arrive within a few days. This unmediated borrowing service creates a virtual statewide library of over 16 million items.

Oak Ridge Associated Universities

Since 1948, UF students and faculty of the University of Florida have benefited from its membership in Oak Ridge Associated Universities (ORAU). ORAU is a consortium of 98 colleges and universities and a contractor of the U.S. Department of Energy in Oak Ridge, Tennessee. ORAU works with its member institutions to help their students and faculty gain access to federal research facilities throughout the country; to keep its members informed about opportunities for fellowship, scholarship, and research appointments; and to organize research alliances among its members.

Through the Oak Ridge Institute for Science and Education (ORISE), the DOE facility that ORAU operates, undergraduates, graduates, postgraduates, and faculty enjoy access to a multitude of opportunities for study and research. Students can participate in programs covering a wide variety of disciplines including business, earth sciences, epidemiology, engineering, physics,

geological sciences, pharmacology, ocean sciences, biomedical sciences, nuclear chemistry, and mathematics. Appointment and program lengths range from 1 month to 4 years. Many of these programs aim to increase the number of underrepresented minority students pursuing degrees in science- and engineering-related disciplines. A comprehensive list of these programs and other opportunities, their disciplines, and details on locations and benefits can be found in the *ORISE Catalog of Education and Training Programs*, which is available at http://www.orau.gov/orise/educ.htm, or by calling either of the contacts below.

ORAU's Office of Partnership Development seeks opportunities for partnerships and alliances among ORAU's members, private industry, and major federal facilities. Activities include faculty development programs, such as the Ralph E. Powe Junior Faculty Enhancement Awards, the Visiting Industrial Scholars Program, consortium research funding initiatives, faculty research, and support programs as well as services to chief research officers.

For more information:
The Office of Institutional Planning and Research website provides access to the Florida ExpertNet searchable database of Centers and Institutes. Go to the search function and choose "University of Florida" from the "Limit By" drop-down menu toward the bottom of the page. Finally, click "search" for a complete list of UF Interdisciplinary Research Centers.

For more information about ORAU and its programs, visit the ORAU home page at http://www.orau.org.

Office of Research

The University of Florida's Office of Research facilitates and manages the university's external research funding enterprise. The office provides many services for UF faculty, staff and students, from identifying a grant opportunity to managing proposals and awards and protecting and promoting intellectual property. The Division of Sponsored Programs facilitates institutional approval for all extramural proposal submissions, accepts and administers grant awards, and negotiates contracts and other research-related agreements on behalf of the University of Florida. The Division of Research Program Development identifies funding opportunities for faculty, manages internal funding programs and assists in planning and coordinating large, interdisciplinary research initiatives.

The Division of Research Compliance assists faculty, staff and students in conducting research in compliance with applicable research regulatory requirements and institutional policies. The goal of the Division of Research Compliance is to promote compliance while facilitating research. The Division of Research Operations and Services provides support that underpins the campus-wide services that are part of the Office of Research portfolio.

The University of Florida Research Foundation is a non-profit, direct-support organization that manages the university's royalty and licensing enterprise. The Office of Technology Licensing handles patenting, marketing and licensing of intellectual property. OTL works closely with UF inventors in identifying and protecting new inventions. All patents, copyrights and trademarks are processed and managed by OTL, which also helps researchers develop confidentiality, mutual secrecy, and material transfer agreements.

The Office of Research provides funds for the Grinter Fellowship program. These fellowships are part of funding packages awarded by academic units to support recruitment of outstanding new graduate students. The Office of Research also supports individual graduate students by offering competitive travel grants and other types of awards. This office also provides an important centralized location for other internal and external funding opportunities by offering a host of resources at http://www.research.ufl.edu/research-program-development/internal-competitive-funding.html.

Ombuds

The Office of the University Ombuds was established by the state legislature and reports through the Provost to the President. The Office helps students resolve problems and conflicts. It offers an informal avenue of redress for students' problems and

grievances that arise in the course of interacting with the institution. By considering the problems in an unbiased way, the Ombuds works to achieve a fair resolution while protecting the rights of all involved parties.

Resolving student academic issues: The Office of the Ombuds deals with student concerns of an academic nature. In almost all instances, students should first contact the instructor, the academic unit chair, and the college dean before seeking help from the Ombuds, although in some rare circumstances earlier contact with the University Ombuds is beneficial.

Resolving student non-academic issues: In many instances, non-academic issues can be easily and readily resolved for students merely by facilitating direct communication and effective listening. For other problems not related to academic issues, the Offices of the Dean of Students and the University Ombuds may provide help or direct students to contact the appropriate campus office.

For more information, visit http://www.ombuds.ufl.edu.

Performing Arts Venues

University of Florida Performing Arts brings a diverse range of events to its venues each season, including theater, chamber, classical, dance, jazz, world performances and more. The 1,700-seat Phillips Center features computerized lighting and sound systems. The Squitieri Studio Theatre is used for experimental or small musical productions, recitals and receptions. The historic University Auditorium seats 839 and provides a classic setting for chamber and solo concerts, musical performances, lectures and more. The Baughman Center, a breathtaking pavilion on the shores of Lake Alice, is an inspirational setting for both contemplation and celebration.

UFPA offers discounted tickets (for most events) to students with a valid Gator 1 card. For more information about student tickets, please visit the website.

For information about UFPA:
Administrative offices,
Phone (352) 273-2457.

For event information or tickets:
Phillips Center Box Office,
Phone (352) 392-ARTS,
Website http://www.performingarts.ufl.edu

University Press of Florida

The University Press of Florida is the official scholarly publishing agency of the State University System of Florida. The Press (just off campus, at 15 NW 15th Street) reports to the President of the University, who supervises the Press on behalf of the 11 state universities. The statewide Council of Presidents is the governing board for the Press.

An advisory board, consisting of representatives from each of the 11 state universities, determines whether manuscripts submitted to it reflect appropriate academic, scholarly, and programmatic standards of the Press.

The Press publishes scholarly works of intellectual distinction and significance, books that contribute to improving the quality of higher education in Florida, and books of general and regional interest and usefulness to the people of Florida, reflecting their rich historical, cultural, and intellectual heritage and resources. The Press publishes works in the following fields: the Caribbean and Latin America; the Middle East; North American archeology, American history, and culture; Native Americans; literary theory; medieval studies; architecture; ethnicity; natural history; conservation biology; the fine arts; and Floridiana.

Submit manuscripts to

The Editor-in-Chief,
University Press of Florida,
15 NW 15th Street,
Gainesville, FL 32611

Workshops for Teaching Assistants

The Graduate School and the Teaching Center offer an orientation and a series of workshops for teaching assistants to improve their instructional skills. The orientation and "getting started" workshop are mandatory for all graduate students starting teaching assignments. Some topics included in the workshop series are presentation skills, course and lecture planning, techniques for improving student attention and motivation, group dynamics, testing and grading, use of technology to enhance learning, and how to elicit and interpret feedback. TAs who complete a significant percentage of the workshops are awarded certificates. To register or for more information go to TA Development at https://www.teachingcenter.ufl.edu, call the Teaching Center, 392-2010, or visit the office on the ground level, Southwest Broward Hall. Teaching at the University of Florida: A Handbook for Teaching Assistants is available at https://www.teachingcenter.ufl.edu/ta_development.html.