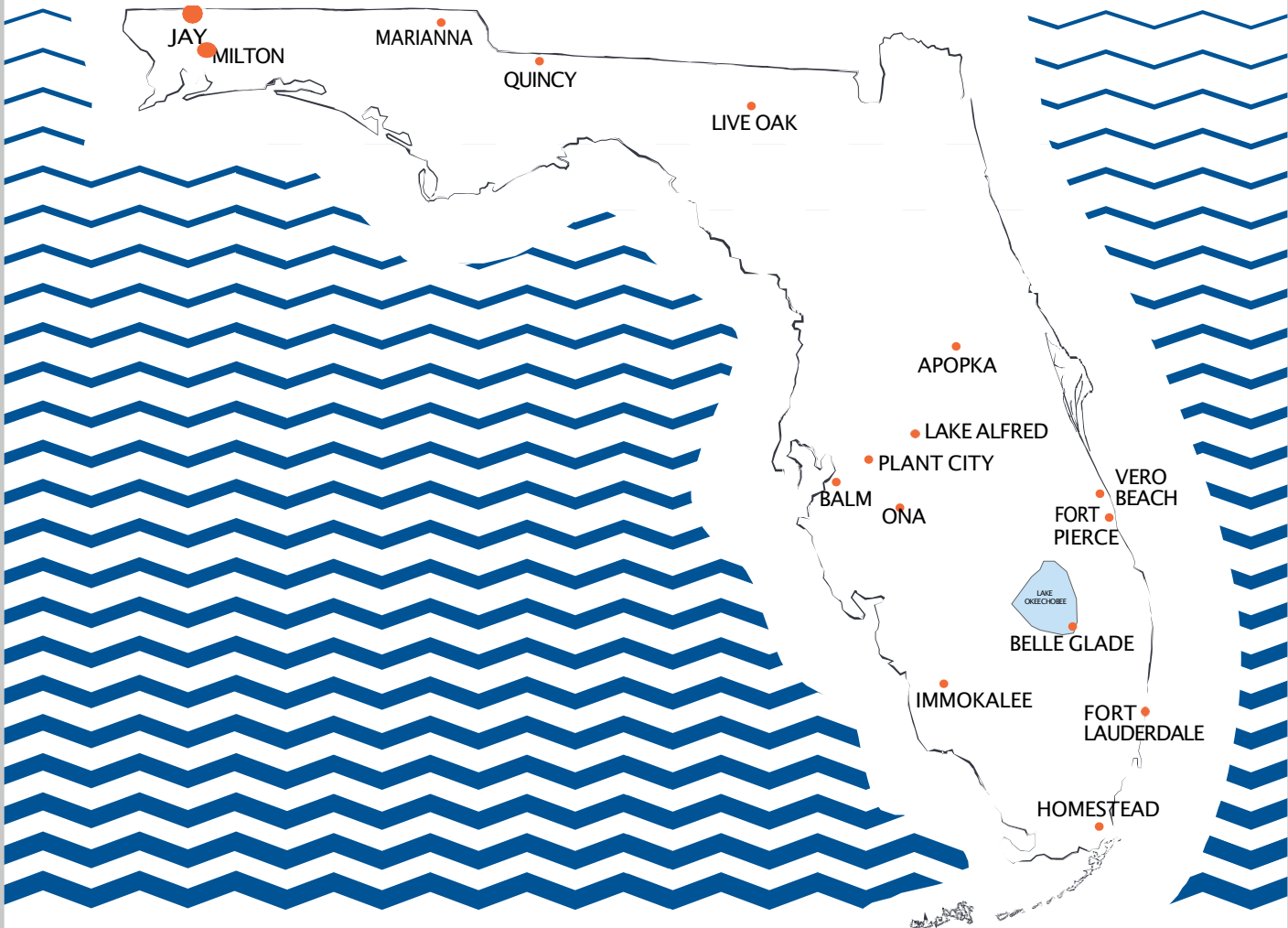


# Graduate Student Handbook

2024



**UF/IFAS  
WEST FLORIDA REC**  
*Jay & Milton*

*An Equal Opportunity Institution.*

## WFREC Graduate Student Handbook

University of Florida IFAS – West Florida Research and Education Center

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## (1) Onboarding Information

### A. Arrival at WFREC

#### Welcome Information

Upon arrival at your REC, you will receive a copy of this graduate student handbook (<https://wfrec.ifas.ufl.edu/media/wfrecifasufledu/docs/pdf/staffresources/hr/WFRECGraduateStudentHandbook.pdf>). You will also be introduced to the WFREC graduate coordinator and the Human Resources representative, Sarah Hatfield. This individual can make sure you are added to the WFREC email listserv/TEAMS' site.

#### Getting Around

Your supervisor/advisor should assist you with identifying the staff who can assist with procurement of housing, food, and transportation until you are established.

#### i. Getting Started Checklist

- Contact Human Resources and start hire paperwork:  
*Sarah Hatfield, [sl.hatfield@ufl.edu](mailto:sl.hatfield@ufl.edu), 850-983-7143*
- Contact REC Graduate Coordinator: *Sarah Hatfield, [sl.hatfield@ufl.edu](mailto:sl.hatfield@ufl.edu), 850-983-7143*
- Enroll in GatorGradCare (see **Benefits** section)
- Complete your request for [Gatorlink email account](#). Work with REC IT person if you have problems with this.
- Make an appointment for ID badge: *Jay – Chanda Pitman, [cpitman@ufl.edu](mailto:cpitman@ufl.edu), 850-983-7102*  
*Milton – Sarah Hatfield, [sl.hatfield@ufl.edu](mailto:sl.hatfield@ufl.edu), 850-983-7143*
- Make an appointment for Keys: *Jay – Chanda Pitman, [cpitman@ufl.edu](mailto:cpitman@ufl.edu), 850-983-7102 -OR- Milton-  
Connie Spencer, [conniespencer@ufl.edu](mailto:conniespencer@ufl.edu), 850-983-7125, [UF Milton Parking Decal Registration Form](#)*
- General Local Information contact: *Dallas Brooks, [dallasbrooks@ufl.edu](mailto:dallasbrooks@ufl.edu), 850-375-4402*
- Complete required training:
  - Hazardous Waste Management Off Campus Facilities ([UF EHS809A OLT](#))
  - General Biosafety ([EHS853-OLT](#))
  - Chemical Hygiene Plan ([EHS861](#))
  - Managing a Safe and Respectful Campus ([UF GET803](#))
  - Biomedical Waste Training ([EHS851](#))
  - Heat Stress Training ([EHS819](#))
  - Hearing Conservation Training ([EHS838](#))

#### ii. Important Contacts

- Center Director – *Wes Wood, [woodwes@ufl.edu](mailto:woodwes@ufl.edu), 850-377-2456, Milton Rm. 4905 & Jay Admin Rm. 3*
- REC Graduate Coordinator – *Sarah Hatfield, [sl.hatfield@ufl.edu](mailto:sl.hatfield@ufl.edu), 850-983-7143, Milton Rm. 4910*
- Dorm Information – *Jay – Chanda Pitman, [pitmanc@ufl.edu](mailto:pitmanc@ufl.edu), 850-983-7102*
- Human Resources - *Milton – Sarah Hatfield, [sl.hatfield@ufl.edu](mailto:sl.hatfield@ufl.edu), 850-983-7143, Milton Rm. 4910*
- ID Cards: *Jay – Chanda Pitman, [cpitman@ufl.edu](mailto:cpitman@ufl.edu), 850-983-7102*  
*Milton – Sarah Hatfield, [sl.hatfield@ufl.edu](mailto:sl.hatfield@ufl.edu), 850-983-7143, Milton Rm. 4910*
- IT and Computer/Email Help:

- REC IT help – *Lee Thrasher*, [wthrasher@ufl.edu](mailto:wthrasher@ufl.edu), 850-983-7136, Milton Rm. 4908
- UF Campus computing [help desk](#) – (352) 392-4357; [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu)
- Facilities and Maintenance - *Levi Morris*, [levimorris@ufl.edu](mailto:levimorris@ufl.edu), 850-516-7420
- Hazardous Waste Coordinator- *Moo Brown*, [jabrown11@ufl.edu](mailto:jabrown11@ufl.edu), 850-983-7120
- Shipping and Receiving - *Connie Spencer*, [conniebspencer@ufl.edu](mailto:conniebspencer@ufl.edu), 850-983-7125, Milton reception.

## B. International Student check-in

All international students must immediately meet with their REC Human Resources representative. In addition, they must complete the official immigration check-in using the [online portal](#). The link to do the online check-in process will be sent to you by email. Please read important information from the UF International Office for [new F-1 students](#). Make sure to follow the instructions from your UF international [F-1 advisor](#). If you are on a J-1 visa, you will have a different [advisor](#) and different [check-in process](#). Always check your UF email as documents and important email will only come via Gatorlink email (username@ufl.edu). The UF International Center [website](#) is your main source of information for everything you need to know about keeping in compliance with your visa requirements. International students must continue to take all necessary actions to maintain their student status, to the extent possible under the circumstances.

## C. Hire Information

You should see the Human Resources (HR) representative immediately upon arrival to start your assistantship paperwork.

- *Domestic students* - You will need a copy of your driver's license AND a physical copy of your Social Security Card. You will start the [GatorStart](#) process after your HR administrator initiates the hire. Please respond promptly to email requests from GatorStart. The sooner the hire is processed, the sooner you will get your first paycheck.
- *International students* – Your hire paperwork can be initiated without a Social Security Card. You must bring your passport, visa, I-20 (or DS-2019 – work authorization), I-94 and travel history. Complete the process as quickly as you can and reply to all emails from [GatorStart](#) and tax services as soon as you receive them. Once you have been in the U.S. for 10 days, you can make an appointment to go to the local Social Security office ([The United States Social Security Administration \(ssa.gov\)](#) 411 W Garden St, Pensacola, FL 32502, (800) 772-1213, (HOURS: MON 9-4, TUE 9-4, WED 9-12, THR 9-4, FRI 9-4, SAT & SUN CLOSED) and ask for the Social Security Card. It may take from 1 to 6 weeks to get the card by mail, and several months to be updated on their webpage. Please plan on bringing enough money to cover expenses during the first 2 months in the U.S. Make sure you can retrieve \$US dollars from your bank account here in the US and bring some cash with you.

## D. Housing Information

***Dorm description*** Dormitory space is for UF students seeking a UF degree and visiting scientists and is available on a first come, first served basis according to availability.

Dorm facilities contain shared living, dining, laundry, and kitchen area with 2 private rooms and 2 shared bathrooms. Each bathroom is shared by 4 residents. The residents are responsible for cleaning shared

and private spaces; however, biweekly professional cleaning is provided to clean the common spaces.

**Dorm cost** The maximum stay in the dorm is 3 months. The current monthly cost is \$250. To apply for housing, please complete the Housing Coordinator email [pitmanc@ufl.edu](mailto:pitmanc@ufl.edu).

### ***Dorm guidelines/rules***

- Smoking is **only** permitted in designated outdoor areas.
- If you own a bicycle, please secure it and park it in the assigned areas.
- You are responsible for taking the trash to one of the three dumpsters located at the Administration building or behind the Events building. There is no trash service.
- Parking is located on the south side of the house. Please do not park on the grass.
- No overnight guests are permitted without Dr. Wood's approval.
- Only UF/WFREC students or UF visitors may occupy grad student housing.
- No pets on premises; service animals only.
- Keep noise to a minimum.
- Do not open the windows.
- Everyone in the grad house is responsible for cleaning:
  - Bedrooms and personal areas
  - Bathroom
  - Kitchen
  - Microwave
  - Stove
  - Sink
  - Counters
  - Floors
  - Cabinets
- Monthly inspection visits will be conducted by WFREC personnel to ensure the residence remains a clean and healthy environment.
- WFREC personnel will access the residence to make repairs as needed.
- No food allowed in bedrooms.
- Furniture is to remain where it was when you arrived. Please do not bring in new furniture.
- Bed linens, towels, and cleaning products will not be provided.
- You are expected to return the key when you leave the residence permanently.
- If you lose your keys (housing or gate) you will need to pay \$10 to replace them.
- You are responsible for intentional or accidental damage to UF property caused by you or your guests.

### ***Local Housing options***

- Milton Housing Authority    850-623-8216    <https://miltonhousing.org/Online-Portal>

### ***Websites to search for local housing***

- <https://www.apartments.com/>
- <https://www.zillow.com/>

- <https://www.trulia.com/>
  - <http://www.realtor.com/>
  - <https://www.facebook.com>
  - [Pensacola Association of REALTORS® \(pensacolaml.com\)](https://www.facebook.com)
  - [Craigslist](#)
- **Roommates** You might also be interested in looking for a room to rent. Some incoming students have reached out to their fellow REC students and were able to find roommates this way. The Graduate Coordinator and Graduate Student Organization president can help you send an email to the students via the student mailing list.

## 2) Benefits for students on a graduate assistantship

- A. *Your union – Graduate Assistants United –* Your union advocates for your welfare and benefits, regardless of whether you choose to pay dues. There are additional benefits that can be provided for you if you pay dues and become [a member](#).
- a. Your [GAU contract](#) – The contract is renegotiated every three years. It explains leaves of absence, grievance procedures, and work conditions, among other things.
  - b. Your [Health Plan Benefits](#) – All graduate assistants have the opportunity to sign up for Blue Cross Blue Shield health insurance. Your benefits schedule is the GatorGradCare OOA Plan (out of area). Your work location entered during your hire must be your REC location county [Santa Rosa County](#) in order to obtain the lower OOA rates when needing to use Tier 2 Blue Options providers.
- B. *Information about GatorGradCare*
- a. [GatorGradCare](#) plan information - Read this section in its entirety for a summary of benefits, information about providers, emergency care, and [dental care](#) (If you are in the Tampa Bay or Miami area).
  - b. [UF HR GatorGradCare](#) site – This explains how to enroll.
  - c. [Out of Area Plan](#) (for students with non-Alachua County work addresses)
  - d. [Benefit changes for 2021-2023](#) for Out of Area (non-Alachua County work locations)
  - e. **FloridaBlue Customer Service:** (800) 664-5295
  - f. **FloridaBlue Representative:** Jacksonville & Central Florida (904) 244-9130  
[GatorCareCSR@bcbsfl.com](mailto:GatorCareCSR@bcbsfl.com)

### C. *Provider Information*

All providers that participate in Florida Blue’s Network Blue are in the Tier 2 network. A list of Tier 2 providers can be found on the [Florida Blue online provider directory](#). When searching in the Florida Blue online provider directory, please use “**BlueOptions**” under Health Plans to find providers that qualify for Tier 2 coverage under the GatorCare health plan. When calling to make an appointment, let the provider know you have insurance with Florida Blue.

Our Find a Doctor & More search results seem to be loading slowly at this time. We're working on it and appreciate your patience! If your webpage freezes after clicking the Search Now button, please refresh your page and try again. X

Find a doctor by name in your area or search for doctors, dentists, and other specialists that participate in Florida Blue networks. Also find medical facilities such as hospitals, urgent care centers and imaging centers as well as pharmacies and other types of providers.

Search For:  Search Within:  Enter Location\*:

Provider Type\*: [What is this](#) ?

[Urgent Care Centers](#) - Find the urgent care center in your work county. These documents explain the difference between [emergency visits and urgent care](#) and [the cost differential](#). For urgent needs, choose to visit an urgent care center rather than the emergency room, if possible.

- To locate providers: <https://providersearch.floridablue.com/providersearch/pub/index.htm>


## Find Doctors by Plan

You can search our plans below to see which doctors, pharmacies, and other facilities are in each of the networks.

Remember: If you're already a member, you should log in for the best results and to take advantage of our member-only features of the online directory.

[Why should I select a plan?](#) !

FB OPD Plan 001 102018



Florida Blue BlueOptions	
JAMES GERARD	IC 690 RS 596
Member Number XFWH1270031	FB BEN 012833 PCN FLBC
Group Number 99999	Plan Number: Plan Name:

### D. Mental health and general wellness resources:

Dr. Philip Daniels is a UF Counseling and Wellness Center mental health counselor who works part-time for the College of Agricultural and Life Sciences. He can consult via Zoom with graduate students at RECs who do not pay the UF student health fee. You can call the UF Counseling and Wellness Center at 352-392-1575 and say you are with CALS at a Research and Education Center. You will be connected with Dr. Daniels' phone answering service.

[Online mental health resources](#): Your GatorGradCare benefits provide you with access to Talkspace. This provides access to live psychiatric sessions, and live or text-based counseling.

[Thriving Campus](#) is a university-provided service to help students with health insurance locate mental health providers in the vicinity using filters based on practice area, insurance accepted, approaches, and many other factors. They have been identified as currently taking new patients.

In addition to services provided by GatorGradCare, you can also access many resources from the UF [Employee Assistance Program](#). You will need to make an account to access this material. Click the UF Employee Assistance Program Login, select Register, and enter "UFEAP" in the Organization Web ID field. You will create a unique user ID and password, which will ensure confidentiality. You will **not** use your Gatorlink username and password.

Although you do not pay the student health fee (or the Gainesville transportation fee), you can still access telehealth medical and psychiatric services from the UF [Student Health Care Center](#) in Gainesville. Ideally, you will have a local health care provider as not all medical visits can be handled by telehealth.

**Telehealth Capabilities:** Student Health Psychiatry and Student Health Care Center have [telehealth appointment](#) capabilities.

**Financial:** If not paying the UF student health fee, student is responsible for the co-pay associated with the visit. If paying a health fee, this covers the patient's responsibility for the office visit. Any labs or prescriptions ordered would be billed to their insurance and anything not covered by insurance would go on the student's bursar account.

**Visits Requiring In-Person:** Physical health care visits that do not lend themselves well to telehealth appointments are acute sick visits where point of care testing can't be done (strep, flu, etc...) or acute injuries (not occupational health related) where an exam and possibly x-rays are needed. Psychiatric visits that do not lend themselves well to telehealth appointments are initial appointments requiring controlled substances (e.g., stimulants-need to be in compliance with the Ryan Haight Act), acute safety issues (suicidality), psychosis (auditory/visual hallucinations, paranoia), and mania.

There are many resources you can access online from UF without the student health fee or paying an insurance co-pay. You can request group presentations that can be delivered by Zoom to your student organization.

- UF [Counseling and Wellness Center](#)
  - online [resources](#) such as [SilverCloud](#), [apps](#), and much more
  - [outreach](#) presentations, [workshops](#)
- [GatorWell](#)
  - resources and outreach presentations to help with [time management](#), [stress management](#), and other healthy habits

• Local resources:

Santa Rosa County Sheriff's Office	9-1-1; 850-983-1100
Milton Police Department	850-983-5420
Santa Rosa County Emergency Management	850-983-5360
Lakeview Center (mental health)	850-437-8900
Milton Fire Department	850-983-5430
Jay Volunteer Fire Department	850-675-4909
Santa Rosa Medical Center – ER	850-626-7762
Jay Hospital – ER	850-675-8000
Florida Department of Health	850-983-5200

### 3) Getting to know our REC community

- a) Student organizations:



[Asian Graduate Student Organization \(AGSO\)](#)

[Black Graduate Student Organization \(BGSO\)](#)

[Gator McKnights Unite \(GMU\)](#)

[Latino-Hispanic Organization of Graduate Students \(LOGRAS\)](#)

[Black Business Students Association](#)

[Society for Advancement of Chicanos/Hispanics and Native Americans in Science \(SACNAS\)](#)

b) Teaching WFREC:

[Degrees Offered](#)

[Admissions](#)

[Student Resources](#)

[Current Course Offerings](#)

c) Security

Jay Facility Gate Code: 2456 (6am-5pm, M-F)

Milton Facility (8 AM - 5 PM Fall and Spring & 7 AM to 4PM Summer)

PSC Campus Security (850) 484-5200 (8 AM - 5 PM Fall and Spring & 7 AM to 4PM Summer)

### **Driving:**

Students that want to drive an REC (state) vehicle must have a driver's license on file. A vehicle is garaged at WFREC for grad students residing at the Jay facility grad student housing to use for personal business use (groceries, doctor/dentist visit). Personal recreational use is prohibited.

#### **Grad student vehicle policy:**

- Only residents of the graduate student housing are allowed to use the vehicle
- Drivers must have a valid license to operate a motor vehicle in Florida. This may include Florida, other US states and international licenses within timeframes established by the Florida DMV
- Operating the vehicle while drinking alcohol, intoxicated, or in any other way impaired is prohibited
- Smoking while using the vehicle is prohibited
- Texting/Phone usage while driving is prohibited
- No Non-UF personnel are allowed in the vehicle
- Allowed use includes shopping for groceries and supplies, doctor visits, and other personal errands. Personal recreational use is not allowed (beach visits, going to a movie, or social outings are not allowed)
- The vehicle will not be used for personal travel outside Santa Rosa and Escambia counties
  
- The vehicle will not be used for work purposes – not be used at the Research Station for visiting fields or data collection
- Incoming drivers must be added to the insurance prior to driving the vehicle
- The vehicle/keys/milage log will be reserved in four-hour time slots on the sheet in the front Admin office
- Weekend reservations must be made no later than 1pm on Friday afternoons (emergencies are an exception)
- The mileage log for the vehicle will be filled out just as it is for any other State vehicle
- Grad House Residents must be trained in the rules and procedures prior to vehicle use
- Keys must be returned to the front Admin office as soon as your reserved time slot has ended.

### Other driving information:

- If you do not have a driver's license, you will have to take a written and a practical driver's test, as well as a vision test, before you can apply for their license. For more information, see the <https://www.flhsmv.gov/> and the Florida Driver's License Handbook.
- If you already possess a driving license from another country, you may be exempt from taking the driving skills test or both the written and driving test. Please refer to the section "Reciprocity" (p. 71 (July 2021)) in the manual to see if this applies to you: <https://www.flhsmv.gov/resources/handbooks-manuals/>
- It is better to study for the test before arriving in the US, so you can do the test as soon as possible. First semesters are usually dedicated to adapting to the new place and other academic and administrative responsibilities. In addition to the manual provided above, you can use several free apps available for both Android and Apple phones to study for the test. You may also take private instructions that will help you with all aspects of the process.
- The written exam consists of 50 questions; of which you must pass 40. Once you pass the required number of questions, or answer more than 10 wrong, this computer-based exam will end, even if you have not answered all. **Important Note:** if you are stuck on or unsure about one question, you can skip it. It will show up at the end of the exam again, but you may be able to finish the exam without having to answer one that you are unsure about.
- Please be aware that because some documents are required to apply for your driver license, it may take a few weeks before you are able to obtain yours. For more information on required documents, see the driver's license manual or go to: <https://www.flhsmv.gov/driver-licenses-id-cards/what-to-bring/non-immigrant/>

### 4) Safety

- a) Emergency information – Keep all necessary immigration documents in a safe, secure place and hand-carry them should you need to evacuate. Prepare before hurricane season by securing your immigration documents in a waterproof bag that will be quick to grab and easy to keep with you at all times. For more information see [Maintain F and M Status in Emergency Events | Study in the States \(dhs.gov\)](#)
- b) Hurricane preparedness/evacuation routes for your county: [Florida Evacuates](#). Evacuations: Hurricanes are the most common reason evacuations are ordered in Santa Rosa County, but orders can be issued at any time for other types of disasters that will impact our area to ensure the safety of residents and visitors. Evacuations are the movement of people to a safe area from an area believed to be at risk when emergency situations necessitate such action. Being told to evacuate is no doubt disruptive and inconvenient, but it is necessary to ensure the safety of you and your loved ones. When evacuation notices are given, residents and visitors must adhere to evacuation guidelines and immediately travel to a place outside of the evacuation zone. In Santa Rosa County, there are two types of evacuations. Mandatory Evacuation: Residents in a specific zone must evacuate the area of danger. It is illegal to stay in a home under a mandatory evacuation order. Access to areas may be restricted. Shelters will open in conjunction with mandatory evacuations. Additionally, traffic control measures are implemented. Recommended Evacuation: Residents and visitors in the affected area are encouraged to seek refuge on their own initiative and independently obtain safe accommodations, ideally with family or friends living in an area not within the evacuation zone(s).
- c) Venomous snakes – There are only five species of venomous snakes in Florida, but all snakes should be given space and respect as they play an important role in their ecosystems.

- i) [Know Florida's Venomous Snakes](#)
- ii) Johnson, S. A., and M. B. Main. 2020. Recognizing Florida's Venomous Snakes. [EDIS](#)

Florida Museum of Natural History. [Identify a Florida Snake](#).

## 5) Getting to know our community

### a) Grocery stores:

Greer's Food Tiger | 3873 Scotts Plaza Dr, Jay, FL 32565 | 850-675-4531  
Piggly Wiggly Chumuckla | 3367 Wallace Lake Rd, Pace, FL 32571 | 850-304-7383  
Publix | 5580 Woodbine Rd, Pace, FL 32571 | 850-994-6552  
Bypass Farmer's Market & Oriental | 5177 Dogwood Drive | 850-626-3153  
Winn-Dixie | 5428 Dogwood Drive, Milton, FL 32570 | 850-626-9800  
Food Outlet | 6516 Caroline Street, Milton, FL 32570 | 850-983-1392  
Feeding the Gulf Coast | 5709 Industrial Blvd, Milton, FL 32583 | 850-626-1332  
Pace Church of Christ Food Pantry | 4075 Berryhill Rd, Pace, FL 32571 | 850-995-8244  
New Testament Church Food Distribution | 5277 Glover Ln, Milton, FL 32570 | 850-417-3858

### b) Banks:

[United Bank](#) | 5907 Berryhill Medical Park Drive, Milton, FL 32570 | 850-981-3352  
[Regions Bank](#) | 6650 Caroline Street, Milton, FL 32570 | 850-365-9890  
[SouthState Bank](#) | 6512 Caroline Street, Milton, FL 32570 | 850-623-2822  
[Gulf Winds Credit Union](#) | 5850 US-90, Milton, FL 32583 | 800-650-6320

### c) Laundromat:

Quick Wash Coin Laundry | 6416 Park Ave, Milton, FL 32570  
6 Flags Cleaners & Laundromat | 6540 Caroline St, Milton, FL 32570

### d) Thrift Stores:

Waterfront Rescue Mission & Thrift Store | 4467 Avalon Blvd, Milton, FL 32583 | 850-

### e) Transportation

Stacey's Cab | [Get Quote](#) | 850-380-9688

### f) Local sites of interest/fun things to do/county chamber of commerce:

- General Local Information contact: *Dallas Brooks*, [dallasbrooks@ufl.edu](mailto:dallasbrooks@ufl.edu), 850-375-4402  
Santa Rosa County Chamber of Commerce and Tourist Information Center

5247 Stewart Street, Milton, FL 32570 | 850-623-2339 | [WEBSITE](#)

Visit FLORIDA | [WEBSITE](#)

[Blackwater Canoe Rental](#), [Blackwater River State Forest](#), [Imogene Theater](#), [St. Mary's Episcopal Church](#), [West Florida Railroad, Museum](#), [Gulf Breeze Zoo](#), [Naval Live Oaks Area](#), [Gulf Islands National Seashore](#), [National Naval Aviation Museum](#), [Historic Pensacola Village](#), [Seville Square](#), [Quietwater Beach Boardwalk](#), [Gulf Islands National Seashore](#), [Krul Lake State Recreation Area](#), [Coldwater Gardens](#), [Adventures Unlimited](#)

- g) Emergency information - This includes keeping necessary documents in a safe, secure place and hand-carrying them should you need to evacuate. Prepare for hurricane season by securing your immigration documents in a waterproof bag that will be quick to grab and easy to keep with you at all times. For more information see [Maintain F and M Status in Emergency Events | Study in the States \(dhs.gov\)](#)

## 6) Your academic department

- a) Departmental orientation and meeting Gainesville academic staff
- You should email/call your departmental Graduate Coordinator and graduate program advisor in Gainesville as soon as you arrive at your REC ([see table below](#)).
  - Attend the Gainesville department's orientation by Zoom or in person, as required for your department.
  - Download or bookmark the link to your departmental graduate student handbook.
- b) Register for classes and research hours
- You can register for classes as soon as the schedule is opened (March for Summer and Fall classes; October for Spring classes).
  - Processes will vary by department. Some departments will ask that you tell them your requested courses and will register you. Other departments request that the REC staff register students or may even ask you to register for courses on your own. Make sure you know the process in your department. Do not miss the [registration deadlines](#) or you will have to pay a \$100 late fee.
- c) Courses
- Many of your courses will be available via synchronous Zoom, or asynchronous online. Some courses may only be offered in person in Gainesville. You can see what is offered each semester at [One.UF schedule of courses](#).
- d) Fees you will pay
- Although your tuition will be paid if you are on a graduate assistantship, you will still be responsible for [other enrollment fees](#) and course-specific fees (e.g., materials and supplies, distance learning). You will pay the Capital Improvement Trust Fund, Student Financial Aid, Technology Fee, Activity and Service Fee, and Athletic Fee, amounting to approximately \$57 per credit hour enrolled. You will NOT pay for the Health Fee and Transportation Access fee if appropriately enrolled in REC sections of your courses and research hours.
- e) Professional development opportunities
- You have many opportunities for professional development at your REC (field days, outreach to the public and to schools, symposia, etc....). In addition, you can take advantage of what is available in Gainesville via Zoom or online, if you will not be spending any time in Gainesville.
  - PhD students must complete an Individual Development Plan (IDP) and update it annually. Your department will provide details. Some departments require M.S. students to also complete an IDP.
    - Resources
      - [myIDP](#) from Science Careers
      - [College of Agricultural and Life Sciences](#) IDP forms and resources

- Graduate School [Office of Professional Development](#) offers professional development resources such as [upcoming events](#) professional [competencies](#), [workshops](#), and [planning resources](#).
- The UF [Center for Teaching Excellence](#) offers many useful resources to develop your teaching skills including the [Passport to Great Teaching](#), and membership in the Center for the Integration of Research, Teaching and Learning ([CIRTL](#)).

f) Your graduate student organization

- List of RECS with GSOs and contact at the REC
- If your REC does not have a GSO, you can create your own following these [directions](#) from the UF [Student Activities and Involvement](#) group. You will need at least 10 members, a faculty or staff advisor, and an approved constitution.

### Gainesville Department Graduate Coordinators and Student Services Coordinators

Degree Program	Faculty / Staff	Phone (352)	E-Mail	Location
<b>Agricultural and Biological Engineering</b> PO Box 110570 <a href="http://abe.ufl.edu">http://abe.ufl.edu</a>	Dr. Greg Kiker Daphne Flournoy	294-6749 294-6709	gkiker@ufl.edu dfournoy@ufl.edu	291 ROG 116 ROG
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