

AUGUST

2023

UF UNIVERSITY of
FLORIDA
Agricultural & Biological Engineering



GRADUATE ORIENTATION

UF AGRICULTURAL AND BIOLOGICAL ENGINEERING

UF | **IFAS**
UNIVERSITY of FLORIDA

UF | Herbert Wertheim
College of Engineering
UNIVERSITY of FLORIDA

W E L C O M E



Dr. Kati Migliaccio

Department Chair

Department Mission and Overview

Mission: The mission of our department is to develop professionals, create and disseminate knowledge, and promote the application of engineering, science, and management principles to meet societal needs with respect to agricultural, biological and land and water resource systems.

Who we are:

- Our department offers graduate and undergraduate programs in both the Herbert Wertheim College of Engineering (HWCOE) and the College of Agricultural and Life Sciences (CALIS).
- By the numbers:
 - ❖ 43 faculty
 - ❖ 18 staff
 - ❖ Approximately 163 undergraduates and 76 graduate students



#5 Public University by U.S News and World Report

#6 Graduate/Biological Engineering Program by U.S. News and World Report

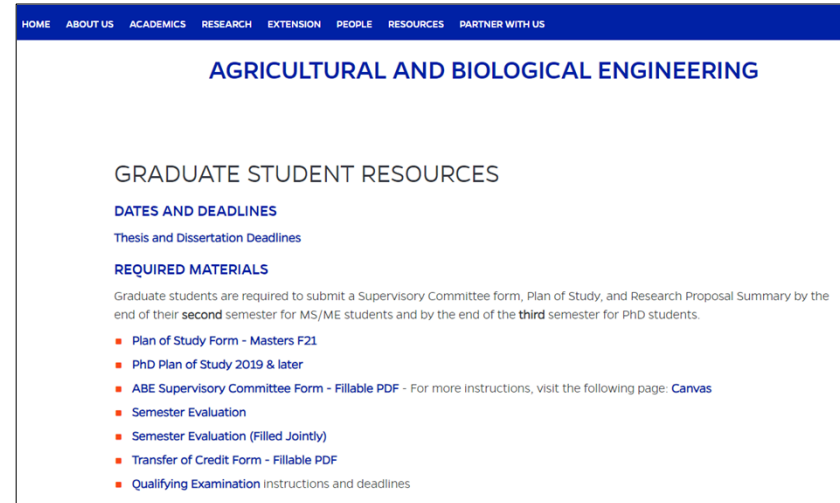
#12 Undergraduate Biological Agricultural Engineering Program by U.S. News and World Report

Graduate Coordinator

ABE Graduate Student Semester Evaluations = UF IDP

Individual Development Plan (IDP) is a requirement at UF for all PhD students (and recommend for MS students).

- Some form of an IDP is required by the Graduate School to ensure that students and their faculty advisors are discussing the **values, interests, and goals** throughout the student time at UF.
- To streamline this effort for ABE graduate students, we have created the ABE graduate student semester evaluations to be completed each semester (Fall, Spring, and Summer)



The screenshot shows the website for Agricultural and Biological Engineering (ABE) at the University of Florida. The page is titled "GRADUATE STUDENT RESOURCES" and includes a navigation menu at the top with links for HOME, ABOUT US, ACADEMICS, RESEARCH, EXTENSION, PEOPLE, RESOURCES, and PARTNER WITH US. The main content area is divided into sections: "DATES AND DEADLINES" with a link to "Thesis and Dissertation Deadlines", and "REQUIRED MATERIALS" which lists several forms and documents: Plan of Study Form - Masters F21, PhD Plan of Study 2019 & later, ABE Supervisory Committee Form - Fillable PDF (with a link to Canvas for instructions), Semester Evaluation, Semester Evaluation (Filled Jointly), Transfer of Credit Form - Fillable PDF, and Qualifying Examination instructions and deadlines.

Find the ABE Semester Evaluation Survey:
Graduate Student Resources:
<https://abe.ufl.edu/graduate/resources/>

ABE has worked with the Graduate School to combine the questions and goals of the IDP along with the ABE semester Evaluation.

W E L C O M E



Dr. Greg Kiker

Graduate Coordinator

Slide 5

FIO need photo of Kiker

Flournoy,Daphne, 2023-06-12T16:52:02.917

Graduate Coordinator

ABE Department Certificates

Certificate in Applications in AI-Based SmartAg Systems (CALs)

- **Contact:** Dr. Watson jaw7385@ufl.edu
 - **Link:** <https://abe.ufl.edu/graduate/certificate-in-advanced-smartag-systems-hwcoe/>
-

Certificate in Biological Systems Modeling

- **Contact:** Dr. Greg Kiker gkiker@ufl.edu
 - **Link:** abe.ufl.edu/graduate/biological-systems-modeling-certificate/
-

Certificate in SmartAg Engineering

- **Contact:** Dr. Tom Burks tfburks@ifas.ufl.edu
- **Link:** <https://abe.ufl.edu/graduate/certificate-in-advanced-smartag-systems-hwcoe/>

How to Apply To the Certificate:

Students must apply online using the following link: admissions.ufl.edu/apply/certificates

- Click "Currently Enrolled APP" and complete application for **current term** or **upcoming term** and hit submit.
- **Email** Daphne Flumoy at dfbumoy@ufl.edu after you have submitted your application.

Make sure to apply to the certificate prior to completing more than 50% of the classes needed for the certificate program.

GRADUATE
PLAN



Daphne Flournoy

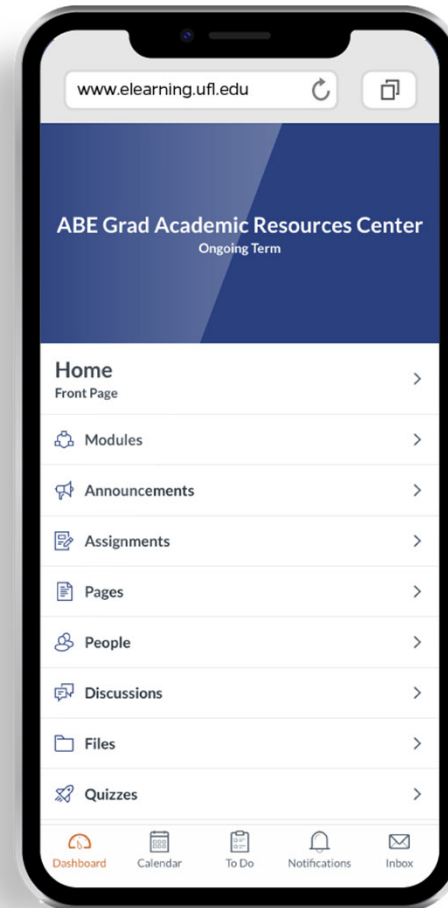
Academic Advisor

ABE Academic Resource Center

Located in Your Canvas Courses

Review Canvas [here!](#)

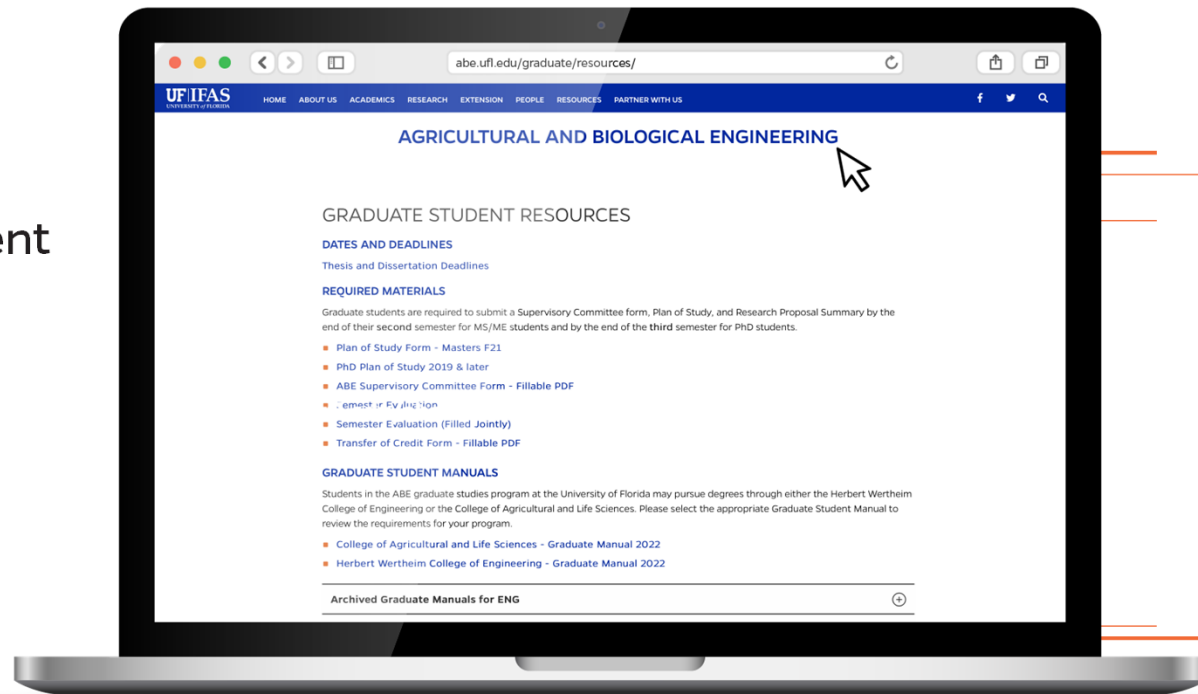
- Submit your:
 - Supervisory committee form
 - Plan of study
 - (Dept)Transfer of Credit request form
- Review information on:
 - Final Term Resources
 - Campus resources
 - Registration requirements
 - Qualifying Exam Resources



ABE Academic Resource Center

ABE Graduate Student Resources Page

- Come here first for:
 - Department Required Forms
 - Locate the ABE Graduate student Manual
 - Graduation Checklist
 - Travel Forms
 - UF Resources



<https://abe.ufl.edu/graduate/resources/>

ABE Registration

UF Courses

- **How to look up ABE department Courses** – ABE department courses are considered as any course starting with ABE/PKG/AOM or a course taught by an ABE department faculty member.
- **Where to look for an ABE department course:**
 - Look at the ABE graduate course list: <https://abe.ufl.edu/graduate/courses/> so see the course syllabus and course description.
 - ONE.UFL.EDU> search schedule of Courses.
- **A course has a prerequisite** – Having issues register for a course because there is a prerequisite please reach out to the instructor of the course (AND) CC the department advisor.
- **Courses outside of the department:**
 - Discuss with your faculty advisor (or) Dr. Kiker on options for course you can take outside of the department.
 - Having an issue enrolling in a course not in the department: Make sure to contact the department that houses the courses directly.

ABE Registration

First Semester:

- Schedule your recurring meeting with your Faculty advisor:
 - Discuss your goals
 - Decide on the course you are going to be taking for the following term
 - Start mapping out your plan of study
- Submit the ABE Semester Evaluation survey
- (For Ph.D. students) Submit your department transfer of credit request form.
- 4+1 students: submit your department transfer of credit request form

Contact information:

- For issues with registration please contact Daphne Flournoy (staff advisor): dflournoy@ufl.edu
- For issues regarding your tuition wavier being processed please contact Terri Peterson tdildine@ufl.edu and dflournoy@ufl.edu



ABE Registration

Students On Appointment (Assistantship)

Make sure to register for the minimum requirements to remain on appointment or receive funding. **If you drop below the minimum registration requirements** at any time during the semester, you will have to **pay for that semester's tuition and fees.**

- Each Fall and Spring Semester
 - 9 hours
- Each Summer Semesters
 - 6 hours
 - (Cannot be in A only / Cannot be in B only)
 - Can be (A & B), or (A & C), or (B & C), or C

Contact information:

- For issues with registration please contact Daphne Flournoy (staff advisor):
dflournoy@ufl.edu
- For issues regarding your tuition waiver being processed please contact Terri Peterson
tdildine@ufl.edu and dflournoy@ufl.edu



ABE Registration

Students Not On Appointment (Self-Funded)

Minimum registration for UF graduate students is **3 credits** during **Fall Semester** or **Spring Semester** and **2 credits** during **Summer Semester**.

- **Full-time registration** is at least **9-12 credits** during any semester
- Part-time registration: Students not on an appointment and without a specific registration requirement by the academic unit, external funding agency, or government may register as a part-time student. Minimum registration is 3 credits in fall or spring and 2 credits in summer.

Helpful links:

- [Student Financial Aid and Scholarships](#)
 - Fall/Spring: 9 Credit Hours
 - Summer: 8 Credit Hours (in any combination from Summer A + B + C)
- Office of the University Registrar
 - Drop/add ends promptly at 11:59 pm on the final day of the drop/add period. Students will be held fee liable for all courses on their schedule after this time.



ABE Registration

Fees

- **Late Registration Fee** – You must register for a course during normal registration for any semester. You can change your schedule without penalty only during drop/add.
- **Late Payment Fee** – Check your own screens (MyUFL) to see what you owe in fees or other charges. Payment deadlines are posted in many places. Grad students on UF Assistantships have a deferred due date. Check tinyurl.com/4w2fdmz each semester for the date.
- **Late Drop Fee** – You are fee liable for **EVERY** course that appears on your schedule after the drop/add deadline passes, even if you drop it later, there is no offsetting registration. For example, if you drop a 3-hour course and add a 3-hour course after the deadline, you are responsible for all 6 hours of tuition and fees.

ABE Registration

Students moving to or who are currently at a REC

- The semester before you move to your REC location:
 - Please send Daphne Fbumoy dfbumoy@ufl.edu and Jenny McKinnon mckinnon.sj@ufl.edu an email to let us know.
- To register for courses email Daphne prior to the term:
 - In your email to me, please specify your UFID, what REC you are located at, the course (ABEXXXX) you are requesting and the credit amount.
 - **Do not** register in other sections without checking first with the staff academic advisor and faculty adviser!

**Note: REC sections are departmentally controlled.*



ABE Degree Requirements

M.S. or M.E. Degree – 30 hours total

- Thesis – 24 hours of coursework (12 in ABE courses) plus 6 hours of ABE6971 Research. Must take research credits in final semester (3 in Fall/Spring, 2 in Summer)
- In your final semester you must be registered in at least 3 hours (Fall/Spring) or 2 hours (Summer) of ABE6971 research.

M.S. or M.E. Degree – 30 hours total

- Non-Thesis – 15 hours of coursework (ABE, AOM, PKG) plus at least 15 additional graduate level course credits.
- ABE6971 research **Does Not Count Toward Coursework Hours**. You may request to register for ABE6974 (non-thesis project) in place of ABE6971.

Ph.D. Degree – 90 hours total

- 48 hours of coursework (18 in ABE courses)
- 42 minimum in research (ABE7979/ABE7980). Must take research credits in final semester as noted above.
- In your final semester you must be registered in (at least) 3 hours of ABE7980 Research (Fall/Spring) or 2 hours ABE7980 (Summer). **If on an assistantship, during your final term please make sure to register for the correct amount of course credit to meet the requirements for your waiver.**

* Locate both ABE Graduate manuals for [Engineering](#) and [CALs](#) at abe.ufl.edu/graduate/resources/

** PhD students can apply to have coursework transferred from a prior MS program. Send an email to Daphne with the [ABE Transfer of Credit Request Form](#). The graduate school evaluates all courses with a grade of B or higher and determines the number of credits allowed (up to 30). A justification statement from your faculty advisor may be required.*

ABE Forms

Transfer of Credits

- How do I get courses or credits from a prior M S, M E or Combined BS/M S degree program to count in my current graduate program ?
 - Review the instructions on the [Transfer of Credit](#) petition canvas page.
 - *Make sure your final transcripts from your M S have been received by the UF admissions office. No TOC request can be submitted until this is posted by UF.*
 - *Complete the department level TOC request form on the ABE website and submit it to the [Transfer of Credit](#) petition canvas page.*
 - ***M S credits from another UF program must be approved for transfer** by the graduate school and may require a justification statement from your faculty advisor.*
- The UF Graduate School determines what credits/courses qualify for transfer to your new graduate program, not the department. The credit will show on your transcript as a single number of allowed credits, not as individual courses, with the exception of UF pre-approved BS/M S course credits.
 - *Credits from ANY program that is different than ABE require a justification statement from your faculty advisor. Only courses with a grade of B or higher can be transferred.*
 - *It can take **2-3 semesters for credits from U.S. schools to transfer.** It can take up to **8 months for credits from international institutions.***

ABE Forms

ABE Graduate Plan of Study

- Graduate students and their Supervisory Committees are expected to complete a plan of study by the designated time:
 - **Masters** - by the end of the 2nd semester of study
 - **PhD** - by the end of the 3rd semester of study
- Each student's plan of study must satisfy all requirements of the Graduate School and the Department as stated in the Graduate Catalog and this manual located on the ABE Graduate Student Resources page.
- Submit your Plan of Study form to **canvas** and then **it will be** sent out for final approval.

* Please view the ABE Plan of Study information

page here: <https://ufl.instructure.com/courses/340418/modules?wrap=1> *

ABE Forms

ABE Supervisory Committee Form

Agricultural and Biological Engineering Certification of appointment for Supervisory Committee.

- All members of the Supervisory Committee must be appointed Graduate Faculty.
- The Chair of your committee must be an ABE department faculty member.
- All committees (**except non-thesis MS**) must have a minimum of 2 additional ABE faculty member and 1 external member
 - Non-thesis Master's: Three Member (including ABE Supervisory Chair)
 - Thesis Master's: Three Members (including ABE Supervisory Chair and External Member)
 - Ph.D.: Five Members (including ABE Supervisory Chair, and External Member)
- Special Appointments do not count toward the minimum number of members required.
 - **Example:** John's committee has five member plus (a special appointed member).
- Submit your Supervisory Committee Form to the [Supervisory Committee Form](#) canvas page.
 - Members who do not have a UF Graduate Faculty appointment require a **'Special Appointment'**. Please make sure to submit their current CV and other information to the canvas page, in addition to the [ABE Supervisory Committee Form](#) in order to get the appointment processed.*

ABE Registration

ABE Supervised Teaching ABE6940

Masters Students

- Required – 1 Hour
- Maximum – 3 hours

Ph.D. Students

- Required – 3 Hour
- Maximum – 5 Hours

Graduate students must complete the following items the semester before you would like to be registered for the course.

1. Submit the [ABE Supervised Teaching Form](#)
2. FERPA
3. FERPA Basics (PRV802) training course
<https://tinyurl.com/5a23phw4>
4. Also complete (ONE) of the following:
 - The core activities portion of tinyurl.com/2p842kwa
 - EGS6056 – Learning & Teaching in Engineering (for EG students)

* Students are required to include Supervised Teaching in their Plans of Study. Students must submit the registration request form and contract of responsibilities and proof of FERPA training. The contract must be signed by the instructor of the course, once assigned.



Campus Resources

THE HITCHCOCK FIELD & FORK PANTRY

The Field and Fork pantry offers supplementary pantry staples such as, bread, nonperishable canned items, frozen meats, bread ,and seasonal produce from the Field & Fork Farm and Gardens.

Location: 564 Newell Dr, Gainesville, FL 32603

Please visit their website for more information →



HITCHCOCK FIELD & FORK PANTRY
OPERATING HOURS
HORAS DE OPERACIÓN
FALL 2023

MON/LUN	10:00 AM – 4:00 PM
TUE/MAR	12:00 PM – 6:00 PM
WED/MIÉ	CLOSED/CERRADO
THU/JUE	10:00 AM – 5:00 PM
FRI/VIE	10:00 AM – 4:00 PM

 ALAN AND CATHY HITCHCOCK
FIELD & FORK PANTRY

Campus Resources

UF Counseling and Wellness Center (CWC)

The UF CWC provides [short-term individual counseling](#), [online workshops](#), [graduate student support groups](#), and more.

Address: 4th Floor (401) 1500 Union Rd
Gainesville, FL 32603

Telephone: 352 392 1575

Learn more at <https://counseling.ufl.edu/outreach/workshops/>

ABOUT C.A.R.T

To learn more about CWC please watch the following video:
<https://www.youtube.com/watch?v=WIMS8CwsTDg>

Campus Resources

On-campus Resources Available to Graduate Students

UF Counseling and Wellness Center (CW C)

The UF CW C provides [short-term individual counseling](#), [online workshops](#), [graduate student support groups](#), and more. Learn more at counseling.ufl.edu/outreach/workshops/

3190 Radb Road Telephone: 352 392 1575

UMatterWe Care

This resource hub provides helpful information for any concern you may be having personally or academically. umatter.ufl.edu

202 Peabody Hall (1500 Union Road) Telephone: 352 294 2273

Field and Fork Campus Food Pantry

The Hitchcock Field & Fork Pantry is a free resource for all members of the University of Florida Community. <https://pantry.fieldandfork.ufl.edu>

564 Newell Drive Telephone: 352 294 3601

University of Florida Police Department

The mission of the University of Florida Police Department is to preserve a safe, secure campus environment where diverse social, cultural and academic values are allowed to develop and prosper. police.ufl.edu/our-department/

1521 Museum Road Telephone: 352 392 1111

Graduate School Editorial Office

The UF Graduate School Editorial Office is here to help with thesis, dissertation, and curriculum issues. go.ufl.edu/edit

134 Grinter Hall (1523 Union Road) Telephone: 352 392 1282

Find a more comprehensive list of on-campus resources available to graduate students at go.ufl.edu/campusresources

MEDIA & COMMUNICATIONS



McKenzie Wynn

Marketing and Communications

Media and Communications

Branding Resources

- **UF ABE Style Guide**
 - The ABE Style Guide is supported by the UF Brand Style Guide and serves to explain the department's brand tone and elements to faculty, staff, and students.
 - This guide will show you how to use the correct colors, fonts, and logos on any documents made to represent the department or the university.
 - Access the guide at go.ufl.edu/abestyleguide
- **UF ABE PowerPoint Templates**
 - Find new and old PowerPoint templates to use for your presentations at abe.ufl.edu/templates/
- **UF ABE Poster Templates**
 - Create posters for your presentations at abe.ufl.edu/templates/
- **UF ABE Logos**

Use the ABE logos on any ABE documents or files. Find UF, ABE, FAS, and Engineering logos at abe.ufl.edu/uf-and-abe-departmental-logos/

GRADUATE STUDENT
ORGANIZATION



Donald Coon
GSO President



Mert Canatan
GSO Vice President

FIO need new president photos

Flournoy,Daphne, 2023-06-12T16:48:52.913

Gradaute Professional
Development Chair



Vinicius Cerbaro
Gradaute Professional Development
Chair

Jean Pompeo
Service Chair

FIO need new student photo

Flournoy,Daphne, 2023-06-12T16:51:42.416

MENTORING PROGRAM



Moses Chilenje
Mentorship Chair



Shannon Noble
Advisor

FIO need new student photo

Flournoy,Daphne, 2023-06-12T16:51:42.416

**FOLLOW
US ON
SOCIAL
MEDIA!**

