



GRADUATE PROGRAM HANDBOOK

2023-2024

ONLINE

aec.ifas.ufl.edu

TELEPHONE

O: 352.392.0502

F: 352.392.9585

ADDRESS

PO Box 110540
Gainesville, FL
32611-0540

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General Graduate Program Information

The Department of Agricultural Education and Communication offers Master of Science and Doctor of Philosophy degrees. Graduate students who obtain a degree in Agricultural Education and Communication focus their study in one of four areas of specialization. The areas of specialization are agricultural communication, agricultural education, extension education, and agricultural leadership education. These degree programs are individually tailored to meet the student's unique needs for professional development. *The requirements for each degree are described in the Graduate Degrees section of the University of Florida Graduate Catalog.*

AEC Graduate Program Vision:

"To be the global leader in graduate agricultural education."

AEC Graduate Program Mission:

"To prepare world-class agricultural education graduates via integrated teaching, research, and extension programs designed to instill the confidence and capacity to engage all aspects of the land-grant mission."

AEC Vision for Graduate Student Engagement:

"Participation within the Department of Agricultural Education and Communication at the University of Florida provides fulfilling opportunities beyond the classroom that round out a graduate student's experience. The department strives to maintain a deep connection with the demands of the workforce and match the industry's needs with university programs that provide relevant and developmental experiences for our graduate students. Program engagement will maximize your personal and professional development by participating in departmental learning and professional experiences including seminars, special lectures, prospective student and faculty interviews, social and recreational events, meetings with stakeholders, special projects under the supervision of various faculty members, professional development opportunities, and other events designed to enhance scholarship, professional growth, and community in the Department. Reflecting the department's vision of upholding the highest standard of professional and academic development, as graduate students who engage in academic activities at a higher capacity, you will represent AEC in a professional manner in all settings. In addition, all graduate students are encouraged to become active members participating in the continued development and planning of departmental activities through the AEC Graduate Student Association (AECGSA)."

Graduate Committee and Support Staff

The Department of Agricultural Education and Communication's Graduate Committee is led by the Graduate Coordinator and consists of graduate faculty from each disciplinary area of the department, as well as two graduate students (MS and PhD). The committee approves new curricula, makes admission decisions, and assists the Graduate Coordinator with developing and interpreting policies and procedures at the department level, from the College of Agricultural and Life Sciences, and from the Graduate School.

The Graduate Coordinator's responsibilities are to lead the Graduate Committee, monitor graduate student progress throughout the program, submit appropriate paperwork to the Graduate School and the College of Agricultural and Life Sciences, and assist AEC faculty with advising duties. The Academic Program Specialist supports the Graduate Coordinator with managing the graduate program. The Academic Program Specialist manages the necessary paperwork

throughout the graduate student's program, assists students with the recruitment and admission process, and completes course registration each semester.

Graduate students who serve on the Graduate Committee are not involved in personnel or admission decisions. Their role is to serve as liaisons between graduate students and the Graduate Committee. They serve a one-year term and are nominated by the AEC Graduate Student Association (AECGSA).

Master of Science

The Master of Science program is designed to prepare graduates for domestic and international teaching, research, extension, administrative, and leadership positions in both the public and private sectors. Courses are taught in an agricultural and natural resources context and are broadly applicable in education, business, government, and agency settings. The Master of Science program is delivered on-campus and online.

The *Agricultural Communication* specialization prepares students for professional communication careers in or dealing with agriculture and agribusiness. It is intended primarily for students who enter with a bachelor's degree in journalism, agricultural communication/journalism, advertising, broadcasting, public relations, or related fields. Graduates of this option are employed in: (1) communication or management positions with the numerous commodities or special-interest associations in agriculture and related fields; (2) communication support positions in agricultural extension and research information departments of land-grant universities, agencies of USDA, state departments of agriculture, and agricultural development projects overseas; (3) advertising and public relations positions with agribusiness firms or commodity associations; and (4) media positions involved in reporting on agriculture, agribusiness, and natural resource issues.

The *Agricultural Education* specialization is designed to enhance the careers of those employed in the educational professions in agriculture and natural resources. Whether desiring to be employed in public school teaching, community college instruction, or training and development in agribusiness, students gain valuable knowledge and experience designing, implementing, and evaluating educational programs. In addition, graduates of the program command added depth in the understanding of the teaching and learning process. This specialization may be designed to allow students to complete the requirements for teacher certification while completing their master's degree program.

The *Extension Education* specialization is designed to prepare students for careers in the Cooperative Extension service, outreach education, and/or other international agencies. Through coursework and research, students gain valuable knowledge and experience designing, implementing, and evaluating educational programs in informal settings. Extension graduate students choose between a domestic or international focus regarding coursework and/or research. In addition, graduates of the program have command of the depth of the teaching and learning process.

The *Agricultural Leadership Education* specialization is designed to prepare students for educational leadership, training, and outreach positions in agricultural, extension, community, and governmental agencies. Course work in the specialization focuses on core agricultural courses along with an emphasis on designing educational/training programs, leadership development, organizational change, teaching/training methods, and interpersonal communication in an agriculture and natural resources context.

Doctor of Philosophy

The Doctor of Philosophy degree program is primarily designed to prepare graduates for academic positions in teaching, research, and extension in the discipline of agricultural education and communication. In addition, graduates may obtain positions in administration, human resource management, or training and development. The Doctor of Philosophy degree program is only offered on-campus, face-to-face.

The *Agricultural Communication* specialization is a program highlighting global communication, public opinion, and mass communication theory. Students in Agricultural Communication also develop strong skills/application in media writing, production, campaign strategies and/or web design/desktop publishing. Graduates are prepared for positions in both public and private sectors in industry and educational settings.

The *Agricultural Education* specialization has a primary focus of preparing candidates to assume faculty positions in college or university teacher education programs. Candidates develop an individual program of study that provides a comprehensive knowledge of teaching and learning processes. The degree also seeks to extend the candidate's development by providing instruction, research opportunities, and experiences that enhance the depth and breadth of the candidate's prior learning opportunities.

Candidates who select the *Extension Education* specialization develop an individual program of study that focuses on such topics as program development, experiential education, the change process, educational technologies and extension, program evaluation and organizational accountability, administration and leadership, and international extension. Graduates are prepared for a variety of positions including state extension specialists, county and district extension directors, outreach education coordinators for private and public agencies, 4-H Extension agents and specialists, and education specialists in international agencies.

Candidates who select the *Agricultural Leadership Education* specialization develop an individual program that focuses on leadership theory and measurement, critical and creative thinking, and leadership in cross-cultural settings in an agriculture and natural resources context. Students will encompass a research and theory-based program with a strong knowledge of training and development and human resource management. Graduates are prepared for positions in both public and private sectors in industry and educational setting.

General Academic Regulations

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. Any exceptions to the policies stated in the UF Graduate Catalog must be approved by the Dean of the Graduate School. Once a supervisory committee is appointed, registration approval is the responsibility of the committee chair.

Academic Integrity

In 1995, the UF student body enacted an Honor Code and voluntarily committed itself to the highest standards of honesty and integrity. In adopting this Honor Code, the students at the University of Florida recognize that academic honesty and integrity are fundamental values of the University community.

Students who enroll at the University commit to holding themselves and their peers to the high standard of honor required by the Honor Code. Any individual who becomes aware of a violation of the Honor Code is bound by honor to take corrective action. Student and faculty support are crucial to the success of the Honor Code. The quality of a University of Florida education is dependent upon the community acceptance and enforcement of the Honor Code. The University of Florida is committed to preserving an open learning environment for all those who participate in the university community. Such an environment requires respect for self-expression, civil discourse in and out of the classroom, and trust, from all members of UF. All students must participate in academic research and learning at the university in a manner consistent (in accordance) with these values. Dishonesty, plagiarism, and other forms of misconduct are serious violations of academic integrity and should be discouraged by all members of the university community.

Please review the Student Honor Code found at the following site:

<https://sccr.dso.ufl.edu/students/student-conduct-code/>. All students are expected to follow these expectations.

Academic Honesty: As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following Honor Pledge: “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.” You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.”

It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g., assignments, papers, quizzes, exams). As such, Gators do not cheat, plagiarize, bribe, misrepresent, conspire, or fabricate. Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action.

Academic Integrity requires graduate students to:

1. Appropriately acknowledge the work of others, in conducting and reporting one's own research;
2. Be academically honest, in representing one's academic work according to the research standards and methodology that are appropriate for one's field of study;
3. Use their own work in research and graded coursework, not inappropriate and un-cited materials, or work produced by a third-party
4. Conduct responsible research which complies with federal laws, and promotes open and active scientific and knowledge inquiry;
5. Treat other students with respect, to ensure their right to pursue their educational goals without interference

To understand the University's expectations regarding academic integrity, view the Dean of Students Academic Integrity Module found at the following site:

<https://sccr.dso.ufl.edu/process/resources/academic-integrity/>.

Research Expectations: Plagiarism includes but is not limited to quoting oral or written materials including but not limited to those found on the Internet. UF expects all of its students to pursue research with integrity and responsibility. All research to be submitted for a grade should follow UF's Honor Code. For those students working on research which requires IRB approval, UF provides training throughout the year. For those students supported by NSF funding, you must participate in UF's Responsible Conduct of Research Training.

Student Conduct Code and Conflict Resolution

Student Conduct Code: The University of Florida is an institution which encourages the intellectual and personal growth of its students as scholars and citizens. As an educational institution, the University recognizes that the transmission of knowledge, the pursuit of truth and the development of individuals requires the free exchanges of ideas, self-expression and the challenging of beliefs and customs.

To maintain an environment where these goals can be achieved safely and equitably, the University promotes civility, respect, and integrity among all members of the community. Students are expected to exhibit high standards of behavior and concern for others.

The University strives to protect and guide the educational community by establishing a Student Conduct Code, which promotes individual and social responsibility. Choosing to join the University of Florida community obligates each member to a code of civilized behavior. Individuals and student organizations are expected to adhere to the policies and regulations of the University of Florida and the State of Florida.

University policies have been designed to protect individuals and the campus community and to create an environment conducive to achieving the academic mission of the institution. Please review the Student Conduct Code found at the following site: <https://sccr.dso.ufl.edu/students/student-conduct-code/>. All students are expected to follow these expectations.

The purpose of the Student Conduct Code is to set forth the specific authority and responsibility of the University in maintaining social discipline, to establish guidelines which facilitate a just and civil campus community, and to outline the educational process for determining student and student organization responsibility for alleged violations of University regulations. The Student Conduct and Conflict Resolution process will follow established procedures to ensure fundamental fairness and an educational experience that facilitates the development of the individual and of the organization and wherever possible to help the student who violated University regulations to repair any harms committed through their behavior. In addition to formal adjudication procedures, SCCR can also assist with other conflict resolution processes.

The University believes in offering a variety of conflict resolution options in general and deciding, based on the individual circumstances, which conflict resolution option is best for a given situation. The various conflict resolution options include: conflict coaching, facilitated dialogue, mediation, restorative justice, informal adjudication (administrative review) and formal adjudication (administrative hearing and committee hearing). For more information on these options, please visit <https://sccr.dso.ufl.edu/>. For more information about the Student Conduct Code, please refer to the UF Graduate Catalog: <https://gradcatalog.ufl.edu/graduate/regulations/>

Conflict Resolution: The conflict resolution services provide students an avenue to address and resolve interpersonal conflicts which may include but are not limited to conflicts between members of a student organization, roommates, students within a class or study group, faculty/staff and students, and friends. The UF Conflict Resolution program has become nationally recognized for its work at helping parties successfully resolve conflicts. Conflict resolution staff are also available to come to groups, classes and organizations to present workshops on conflict resolution and to provide training on resolving conflicts. The various conflict resolution options include conflict coaching, facilitated dialogue, mediation, and restorative justice practices. SCCR staff are trained in all these forms of conflict resolution. In addition, they train student peers to help resolve conflict on campus as well. SCCR partners with Gators for Alternative Dispute Resolution and the Conflict Resolution Initiative at the Levin College of Law to assist in providing these services. The conduct process will follow established procedures for ensuring fundamental fairness and an educational experience that facilitates the development of the individual and of the organization. Individuals and student organizations are expected to observe the policies, rules, and regulations of the University of Florida and the State of Florida.

For referral or to request conflict resolution services, visit <https://sccr.dso.ufl.edu/students/conflict-resolution/>. For more information about Conflict Resolution, please visit the UF Graduate Catalog: <https://gradcatalog.ufl.edu/graduate/regulations/>.

Overall Graduate Student Conduct

AEC graduate students are responsible to conduct themselves in a manner complimentary to self, fellow graduate students, faculty, the AEC department, CALS, IFAS, and the University of Florida in general. In addition to the grade requirements set forth by UF's Graduate School, it is expected that graduate students will: 1) have positive assistantship evaluations (if applicable) and 2) be making timely progress on program of study and research (as determined by advisor and/or supervisory committee chair). Failure in any of these expectations is not acceptable and may result in probation, termination of assistantship funding, and/or dismissal from the AEC graduate program.

Registration Requirements

The University of Florida operates on a semester system consisting of two 16-week terms and two 6-week summer terms. One semester credit equals 1.5 quarter credits. "Term" is used hereafter, instead of "semester." For more registration information, please visit the UF Graduate Catalog: <https://gradcatalog.ufl.edu/graduate/regulations/>.

Required Full-Time Registration: Full-time registration is 9 to 12 credits. Students not on an appointment may want to enroll full time to finish their degrees in the minimum time frame or may be required to enroll full time by external funding agencies or their academic units.

Registration for fewer than 9 to 12 credits may be considered equivalent to full-time enrollment in specific circumstances, such as internships or fieldwork required for all students within the degree program, or lockstep programs (e.g., M.B.A.). Upon petition by the academic unit and under

circumstances directed by Graduate Council policy, the Graduate School may certify specified students as meeting full-time equivalency.

Graduate Assistants: The full-time registration requirement is reduced for students who are graduate assistants, based on the appointment's FTE. The most common assistantships have an FTE of .25 - .74 and require the following registration: 9 credits for fall and 9 credits for spring. For students on appointment for Summer C, registration must equal 6 credits (A & B or A & C or B & C or C; cannot be in A only; cannot be in B only). Students on appointment are financially liable for credits in excess of the required number. 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 who do not register properly are not permitted to remain on appointment.

Pre-doctoral Fellowship: Required registration for students who are appointed as pre-doc fellows with stipends of \$4,000 or greater is 12 credits for fall and spring. For students who are appointed as pre-doc fellows with stipends of \$4,000 or greater with a Summer C semester stipend must register for 8 credits in either A & B or A & C or B & C or C (cannot be all in A or all in B). Students on a pre-doctoral fellowship with a stipend of more than \$4,000 are financially liable for credits in excess of the required number.

Likewise, if a student on pre-doc fellowship drops below the required registration at any time in the semester, the student becomes financially liable for the entire registration. Students who do not register properly are not permitted to remain on the pre-doc fellowship.

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.

Part-Time Registration and Financial Aid: Graduate students should be aware that in order to qualify for most financial aid programs (federal, state, or institutional), students must be enrolled at least half-time. For financial aid purposes, a grad student must be enrolled for five hours during fall or spring term, four hours during summer term. In addition, due to limited funds, priority is generally given to full-time students. For more information:

<http://www.sfa.ufl.edu/receiving/enrollment-requirements>.

Employee Registration: UF staff employed on a permanent, full-time basis may be permitted to waive fees up to a maximum of 6 credits per term on a space-available basis. Enrollment is limited to courses that do not increase direct costs to the University. Courses that increase direct costs can include TBA (to be arranged), computer courses, individualized courses, distance learning, internships, and dissertation and master's thesis courses. Laboratory courses are permitted on a space-available basis. For updated information: <https://learn-and-grow.hr.ufl.edu/education-programs/employee-education-program/>

Undergraduate registration in graduate courses: Upper-division undergraduate students may enroll in 5000- level courses with consent of the instructor. Normally, a student must have a GPA of at least 3.00. To enroll in 6000-level courses, a student must have senior standing, consent of the instructor, and an upper-division GPA of at least 3.00.

After a student is accepted to graduate school, up to 15 credits of graduate-level courses earned with a letter grade of B or better taken under this provision may be applied toward a graduate degree at UF if credit for the course has not been used for an undergraduate degree, and if the transfer is approved by the academic unit and made as soon as the student is admitted to a graduate program.

Clear prior: Clearing prior status is only possible for thesis and dissertation students who have met all published deadlines for the current term except Final Submission and/or Final Clearance from the Graduate Editorial Office. No other students are eligible. Clear Prior permits students to be exempt from registration for the term in which the degree will be awarded. Although not required to register during the term of degree award, students are required to file a new degree application for that term within all published deadlines for doing so, as degree applications do not carry over from semester to semester and are essential for the degree to be awarded.

A student requesting to clear prior must meet ALL of the following criteria:

- Student has successfully submitted a degree application for the current term within the published deadlines, as confirmed by print screen available from ONE.UF. Student has appropriately satisfied the current term registration.
- Student has successfully met the current term first submission deadlines for the thesis or dissertation, as confirmed by the Editorial Office, via a confirmation email to the student and committee chair.
- Student has successfully met all other degree and administrative requirements, within the published deadlines for the current term, except Final Submission and/or Final Clearance with the Graduate School Editorial Office.
- Student is in the process of finalizing the thesis or dissertation with the Graduate School Editorial Office. No other students are eligible.
- All deadlines and more information can be found at the following link:
<http://graduateschool.ufl.edu/about-us/offices/editorial/editorial-deadlines/>

Drop/add: Courses may be dropped or added during drop/add without penalty. This period usually lasts 5 UF business days in the fall and spring semesters or 2 business days for summer semesters, starting with the first day of the term. Classes that meet for the first time after drop/add may be dropped without academic penalty or fee liability by the end of the next business day after the first meeting. This does not apply to laboratory sections. After this period, a course may be dropped, and a W appears on the transcript. Students become financially liable for any course added or dropped after the deadline, including students with tuition waivers. Prior to the last day of classes for each term, students should personally verify all registration changes and any required adjustments online on ONE.UF. Retroactive drop/add will not be permitted.

Retaking courses: Graduate students may repeat courses in which they earn failing grades. More information can be found in the UF Graduate Catalog:
<https://gradcatalog.ufl.edu/graduate/regulations/>

Tuition/Fee Waivers

Tuition waivers will be given to students who are appointed on assistantships at .25 FTE or greater or are given fellowships. These tuition waivers will apply toward the required number of registration credits for the appointment. These credits must count toward the degree and do not include audited courses, correspondence work, Division of Continuing Education (DOCE) courses, or courses designated as “self-funded” by the Registrar.

Waivers authorized through the UF Grad Letters of Appointment file for Graduate Research Assistants, Graduate Teaching Assistants, and Fellows will be automatically entered into the student account. Questions concerning the Letter of Appointment file, or a graduate or fellow waiver should be directed to the department.

Change of Graduate Degree Program

If a currently enrolled student in a graduate program wishes to discontinue the program to move into a different graduate major, they would need to submit a new application through the Office of Admissions.

If a student plans to graduate with an AEC master's degree and desires to advance directly into the AEC PhD program without missing any terms, the student must reapply to the AEC Graduate Committee to be admitted to the AEC PhD program. A new application through the Office of Admissions would not be required. However, if any terms are missed between the AEC master's program graduation term and the desired AEC PhD program admission term, the student must submit a new application through the Office of Admissions to apply for admission to the AEC PhD program.

Any changes to degree programs, including thesis/non-thesis/project option, MUST occur before the published midpoint deadline of the student's final term.

Courses and Credits

Undergraduate courses (1000-2999) may not be used as any part of the graduate degree requirements. All 1000- and 2000-level courses may be taken on a satisfactory/unsatisfactory (S/U) basis. Six credits of undergraduate courses (3000-4999) outside the major may count when taken as part of an approved graduate program. Consult the Academic Unit before registering. Courses numbered 5000 and above are limited to graduate students, with the exception described under *Undergraduate Registration in Graduate Courses*. Courses numbered 7000 and above are normally for advanced graduate students.

No more than 5 credits each of 6910 (Supervised Research) and 6940 (Supervised Teaching) may be taken by a graduate student at UF. Students who have taken 5 credits of 6910 cannot take 7910; the rule also applies to 6940 and 7940. Courses numbered 7979 and 7980 are not eligible to count toward a master-level degree program.

Audited courses at any level do not count toward any graduate degree requirements.

Academic units decide which graduate courses to offer in a given term. Contact the academic unit for information on available courses.

Generally, graduate courses may not be repeated for credit. However, there is no limit on courses numbered 6971 (but the Graduate School will only count a maximum of 6 credits of 6971 toward a thesis master's-level degree), 7979, and 7980. Please see the Graduate Catalog for a full list of courses that can be repeated for credit: https://gradcatalog.ufl.edu/graduate/courses-az/agricultural_education_and_communication/. Note that the Graduate Catalog indicates "max" after the single term credit for courses with credit limits.

Grades

The Office of the University Registrar records student grades. The word "credit" refers to one semester hour, generally representing one hour per week of lecture or two or more hours per week of laboratory work.

The only passing grades for graduate students are A, A-, B+, B, B-, C+, C, and S. Grades of B-, C+ or C count toward a graduate degree if an equal number of credits in courses numbered 5000 or higher have been earned with grades of B+, A- and A, respectively. Grade points are not given for S and U grades; S and U grades are not used to calculate grade point averages. All letter-graded courses eligible to count toward the graduate degree, except 1000- and 2000-level

courses, are used to calculate the cumulative grade-point average. Letter grades of C-, D+, D, D- or E are not considered passing at the graduate level, although the grade points associated with these letter grades are included in grade point average calculations.

Satisfactory/Unsatisfactory: Grades of S and U are the only grades awarded in courses numbered 6910 (Supervised Research), 6940 (Supervised Teaching), 6971 (Research for Master's Thesis), 7979 (Advanced Research), and 7980 (Research for Doctoral Dissertation). Additional courses for which S and U grades apply are noted in the academic unit offerings in the UF Graduate Catalog: https://gradcatalog.ufl.edu/graduate/courses-az/agricultural_education_and_communication/

Incomplete grades: Grades of I (incomplete) received during the preceding term should be removed as soon as possible. Grades of I carry zero grade points and become punitive after 1 term. All grades of I must be removed before a graduate degree can be awarded.

Unsatisfactory Progress or Unsatisfactory Scholarship: Any graduate student may be denied further registration if progress toward completing the program becomes unsatisfactory to the academic unit, college, or Dean of the Graduate School. Unsatisfactory scholarship is defined as failure to maintain a B average (3.00) in all work attempted. Graduate students need an overall GPA of 3.00 truncated and a 3.00 truncated GPA in their major (and in the minor if a minor is declared) at graduation. Students with less than a 3.00 GPA may not hold an assistantship or fellowship.

Financial Information

Financial Support for Graduate Study

Qualified graduate students are eligible for fellowships, assistantships, traineeships, and other financial aid awards. Many of these are described in the Financial Aid section of the Graduate Catalog: <http://gradcatalog.ufl.edu/>. Interested students should contact the program graduate coordinator or chair for further information. Information on external fellowships, small grants, and other funding opportunities is available on the Office of Research website: <https://research.ufl.edu/funding-funding.html>. The Community of Science Funding Opportunities database and the Grants Net Database are keyword searchable and highly recommended as information resources. Additionally, the University Libraries hosts a website: <http://guides.uflib.ufl.edu/funding>. The Graduate School also posts information that it receives concerning external funding opportunities at <http://graduateschool.ufl.edu/prospective-students/funding/>. Note that loan applications are available from the Office for Student Financial Affairs: <http://www.sfa.ufl.edu/>. Lastly, a list of funding resources can be found on the AEC website: <https://aec.ifas.ufl.edu/graduate/funding/>

Registration and Tuition Fees Liability

Pursuant to Section 6C1-3.037(1) Regulations of the University of Florida, registration shall be defined as consisting of two components: a) formal enrollment in one or more credit courses approved and scheduled by the university; and b) fee payment or other appropriate arrangements for fee payment (deferment or third-party billing) for the courses in which the student is enrolled as of the end of drop/add date.

Registration must be completed on or before the date specified in the university calendar. Students are not authorized to attend class unless they are on the class roll or have been approved to audit. Unauthorized class attendance will result in tuition fee liability.

In addition to the matriculating term, a student must be registered during the terms of the qualifying examination and the final examination, and during the term the degree is awarded.

Tuition Fee Liability: Pursuant to Section 6C1-3.037(2) Regulations of the University of Florida, a student is liable for all tuition fees associated with all courses for which the student is registered, at the end of the drop/add period or for which the student attends after that deadline. The fee payment deadline is 3:30 p.m., on Friday of the second week of classes.

Graduate Assistants have fee deferral deadline viewable in the GAU contract under Article 10.2 here: <https://www.ufgau.org/>

Late Registration/Late Payment Fees

Late Registration Fee: (6C1-3.037(3) Regulations of the University of Florida): Any student who fails to register prior to the late registration date published in the academic calendar will be subject to the late registration fee of \$100.

Late Payment Fee: (6C1-3.037(4) Regulations of the University of Florida): Any student who fails to pay all tuition fees due or to make appropriate arrangements for tuition fee payment (deferment or third-party billing) by the tuition fee-payment deadline published in the academic

calendar will be subject to a late payment fee of \$100.

Waiver of Late Fees: A student who believes that a late fee should not be assessed because of university error or extraordinary circumstances that prevented all conceivable means of compliance by the deadline may petition for a waiver. Late registration fee: Office of the University Registrar; Late payment fee: University Bursar. The university reserves the right to require documentation to substantiate these circumstances. General Fiscal Information Students can pay online at ONE.UF the exact amount of tuition fees and/or other amounts owed the university. The online payment system accepts the following payment methods: American Express, MasterCard, Discover, or Visa credit cards and electronic checks from checking and international payments via wire transfer. Students can pay at the University Bursar office with personal checks, cashier's checks and money orders, which can be placed in the 24-hour drop box located outside 113 Criser Hall. Payments on all financial obligations to the university will be applied on the basis of age of the debt. The oldest debt will be paid first. *The University Bursar is not able to accept cash or debit card payments and does not cash checks or make cash refunds.* It is the student's responsibility to maintain a correct current address in the UF directory: <https://registrar.ufl.edu/address-change>. **Address changes** should be made online at ONE.UF.

AEC Degree Requirements

Master of Science

Course Requirements

The Master of Science degree is conferred only upon completion of an approved course of study consisting of at least thirty-two (32) credits. All work (including transferred credit) counted toward the master's degree must be completed within 7 years before the degree is awarded. At least half the required credits (not counting 6971) must be in the major. In addition, the following courses must be included in the degree program:

- ☐ **AEC 6767: Research Strategies in AEC (3 credits)**
- ☐ **STA 6126: Statistical Methods in Social Science Research I (3 credits)**
 - **OR EDF 6400: Quantitative Foundations of Educational Research (3 credits)**
 - **OR STA 6166: Statistical Methods in Research (3 credits)**
 - **OR graduate-level Qualitative Data Analysis course**
 - **OR another approved graduate-level statistics course**

MS-thesis students are required to register for research hours, AEC 6971, during work on their thesis. MS- thesis students must have at least 3 credits of AEC 6971 in their program. Total registration for AEC 6971 is unlimited, but only 6 credits can be used for "credit" toward the 32 required for the MS degree. During the term the final examination is given and during the term the degree is awarded, a thesis student must be registered for AEC 6971 for at least three credits in fall or spring and two credits in summer. Students must work closely with their advisor and supervisory committee to determine the right balance for academic courses and research credits and agree upon a *Program of Study* or contract of courses taken while completing the MS degree.

MS-non-thesis students are required to register for non-thesis research hours, AEC 6912, during the work on their project. MS non-thesis students must have 3 credits of AEC 6912 in their program, but no more than 6 credits. During the term the final examination is given and during the term the degree is awarded, a non-thesis student must be registered for course work that counts toward the graduate degree for at least three credits in fall or spring and two credits in summer. Students often register for AEC 6912 during the term the degree is awarded. For non-thesis students, no more than 6 credits can be from S/U courses. Also, non-thesis students cannot enroll in Research for Master's Thesis (6971). Students must work closely with their advisor and supervisory committee to determine the right balance for academic courses and non-thesis research credits and to decide on a *Program of Study* or contract of courses taken while completing the MS degree.

In order to assist all graduate students to gain a more complete understanding of the various disciplines contained within agricultural education and communication, the AEC faculty recommends that coursework in the following areas be included in a graduate student's Program of Study:

- ☐ Leading/Managing Change
- ☐ Leadership Development
- ☐ Teaching and Learning
- ☐ Communication

Supervisory Committee

The supervisory committee should be appointed as soon as possible, and no later than the end of the second semester of study, or after completing 12 credit hours. The supervisory committee must be comprised of at least two faculty members from the Agricultural Education and Communication Department (the chair and a co-chair/member). All members must have Graduate Faculty status. If the student would like to add a faculty member that does not have Graduate Faculty status, the faculty member may be added as a “special committee member.” If a minor is designated, the committee must include a Graduate Faculty member from the minor department. If two minors are designated, two representatives are needed. A student, in consultation with their academic unit, may seek changes to an existing supervisory committee. Changes to a student’s committee are allowed until midpoint of the term of degree award if the defense has not occurred. No changes are allowed after the defense. Any changes in the supervisory committee must be approved by the AEC Graduate Program Coordinator.

The general duties of all supervisory committees include informing the student of all regulations governing the degree sought, checking the qualifications of the student, and planning and approving a program of study. Open and frequent communication between the student and the chair of the supervisory committee is a very important part of the graduate experience. Although it is the duty of the supervisory committee to inform the student of all regulations governing the degree sought, this does not absolve the student from the responsibility of being informed concerning these regulations.

The supervisory committee for a thesis program must approve a thesis topic and the plans for carrying out the research. The committee should meet when the thesis is at least 50 percent completed (usually after the first three chapters of the thesis is written) to review procedures, progress, and expected results, and to make suggestions for the completion of study.

The supervisory committee for a non-thesis program must approve a non-thesis project that is designed to be a culminating activity of the MS program.

Program of Study

After the supervisory committee is appointed, the student should complete a Program of Study no later than the end of the second semester of study, or after completing 12 credit hours. This is a plan of courses and research hours the student plans to complete for their degree. All supervisory committee members must sign the form prior to submission. A student may take courses not listed on the Program of Study with approval from the supervisory committee. Any changes to the Program of Study must be approved by all members of the supervisory committee.

Individual Development Plan (IDP) & Annual Student Evaluation

Students are required to complete an Individual Development Plan & Annual Student Evaluation form their first semester in the program. Students should meet with their faculty advisor to discuss goals and objectives and to complete the form which is found on the AEC website:

<https://aec.ifas.ufl.edu/resources/graduate/>. The form must be reviewed and updated each year during the annual student evaluation.

Additional Requirements

Major: All coursework in the Department of Agricultural Education and Communication must be in courses numbered 5000 or above. For work outside the major, 6 credits of courses numbered 3000-4999 may be taken if part of an approved program of study.

Minor: Minor work must be in an academic unit outside the Department of Agricultural Education and Communication. If an academic unit contributes more than one course (as specified in the curriculum inventory and/or the Graduate Catalog) to the major, the student is not eligible to earn a minor from the contributing academic unit. If a minor is chosen, at least 6 credits of work are required in the minor field. Two 6-credit minors may be taken with the major academic unit's permission. A representative from each minor must be on the supervisory committee. A 3.00 (truncated) GPA is required for minor credit.

Transfer of Credit

Only graduate-level (5000-7999) course work with a grade of B or better is eligible for transfer of credit. A maximum of 15 transfer credits are allowed. These can include no more than 9 credits from institution/s approved by UF, with the balance obtained from post baccalaureate work at UF. Credits transferred from other universities are applied toward the degree requirements, but grades earned are not computed in the student's grade point average. Acceptance of transfer of credit requires approval of the student's supervisory committee and the Dean of the Graduate School. Academic units must submit petitions for transfer of credit for a master's degree during the student's first term of enrollment in the Graduate School. The supervisory committee is responsible for using established criteria to ensure the academic integrity of course work before accepting graduate transfer credits.

Leave of Absence

Any student who will not register at UF for a period of more than 1 term needs prior written approval from the supervisory committee chair for a leave of absence for a designated period of time. This approval remains in the student's departmental file. The Graduate School does not require notification. Former students who do not enroll at the university for three consecutive terms, including any summer term, must apply for readmission to the same program of their previous enrollment.

Master's Thesis Requirements

Each master's thesis candidate must prepare and present a thesis that shows independent investigation. It must be acceptable, in form and content, to the supervisory committee and to the Graduate School. The work must be of publishable quality and must be in a form suitable for publication, guided by the Graduate School's format requirements. The academic unit is responsible for quality and scholarship. Graduate Council requires the Graduate School Editorial Office, as agents of the Dean of the Graduate School, to briefly review theses for acceptable format, and to make recommendations as required. For more information, please visit the UF Graduate Catalog: <https://gradcatalog.ufl.edu/graduate/>

Electronic Submission of the Thesis

All students must submit their theses electronically. All members of the supervisory committee, the Associate Dean of CALS, and the Dean of the Graduate School must approve the thesis. Information on the format of the thesis may be obtained from the web at <https://helpdesk.ufl.edu/application-support-center/etd-technical-support/>. ***All studies conducted at the University of Florida involving human subjects must have Institutional Review Board (IRB) (<http://irb.ufl.edu/>) approval.***

Thesis Final Examination and Defense

When most of the MS-thesis student's course work is completed, and the thesis is in final form, the supervisory committee must examine the student orally or in writing on (1) the thesis, (2) the major subjects, (3) the minor or minors (if applicable), and (4) matters of a general nature pertaining to the field of study. The exam must occur no earlier than the term before the degree is awarded. The student must register for sufficient and appropriate graduate credits during the term the examination is taken. Additionally, the student must comply with all graduate school requirements for the final exam, as specified in the UF Graduate Catalog:

<https://gradcatalog.ufl.edu/graduate/>

The student's supervisory committee is responsible for administering the final oral examination for defense of the thesis. Students are responsible for coordinating the scheduling of the oral examination with their committee and academic unit. The student is responsible for making arrangements and reservations for a suitable room if needed, or via an online platform if needed. The student is also responsible and for communicating with their supervisory committee about the defense date and time. The student must also contact the Academic Program Specialist to arrange for all necessary forms and the Administrative Support Assistant to arrange department-wide invitations.

With approval of the chair/co-chair and the entire committee, the defense can be held face-to-face, remotely, or hybrid using modern communication technology.

The defense date must be within 6 months of the degree being awarded. All forms should be signed at the defense: the candidate submits the UF Publishing Agreement form in the Graduate Information Management System (GIMS) and the entire supervisory committee signs the ETD Signature Page and the Final Examination Report. When committee members participate remotely, the forms are signed as soon as possible after the defense. If thesis changes are requested, the supervisory Committee Chair or the Committee's designee may hold the ETD Signature Page until all requirements are met regarding the thesis. Once all stipulations of the Committee members are satisfied, and before the Editorial Office's Final Submission deadline for the term of intended degree award, verification of completion of this form must be submitted electronically to the Graduate School via GIMS. The signed forms are to remain in the student's folder in the academic unit.

All department faculty and graduate students are invited to attend the presentation portion of the defense. The presentation should take the first 30 minutes (20 minutes for the presentation and 10 minutes for discussion) of the scheduled time, after which the defense typically continues with only the student and their supervisory committee.

Change from a Thesis to Non-Thesis Option

Students who wish to change from a thesis to a non-thesis option must obtain the permission of the supervisory committee. This permission must be forwarded to the Graduate School by midpoint of the final term via the Graduate Information Management System (GIMS). The student must meet all the requirements of the non-thesis option. At the discretion of the supervisory committee, and with the approval of the Graduate School, a maximum of three (3) credits of AEC 6971 (Master's Research) with a grade of S may be converted to AEC 6905 (Special Problems) with a grade of B or better. To do so, a petition written by the chairperson of the supervisory committee must certify that the 6971 work was productive and warrants credit as Special Problems credit. The petition must be addressed to the Dean of the Graduate School and approved by the Associate Dean of CALS.

Non-Thesis Final Examination

When the project is in final form, the supervisory committee must evaluate the student on (1) the non-thesis project, (2) the major subjects, (3) the minor or minors (if applicable), and (4) matters of a general nature pertaining to the field of study. The final examination consists of two parts, (1) a written portion and (2) an oral portion, including a presentation of the non-thesis project. The final exam is designed to assess the student's knowledge of the theoretical foundation of the discipline, ability to apply scholarly literature, and capacity to synthesize concepts incorporated throughout the program of study. It must occur no earlier than the term before the degree is awarded. The student must register for sufficient and appropriate graduate credits during the term the examination is taken. Additionally, the student must comply with all graduate school requirements for the final exam, as specified in the UF Graduate Catalog: <https://gradcatalog.ufl.edu/graduate/>

The written exam will be compiled by the supervisory committee chair from questions submitted by all members of the student's supervisory committee. Each student's supervisory committee will determine if the written exam will be taken with or without references. The student will have 4 hours to complete an exam without references and 8 hours to complete an exam using references. Administration dates and location of the written portion will be determined by the supervisory committee. The written comprehensive examination for the non-thesis master's degree may be taken at a remote site.

The oral portion of the exam includes a presentation of the non-thesis project. Upon completion of the non-thesis project, the graduate student must defend their work to the supervisory committee. The student's supervisory committee is responsible for administering the oral examination for the defense of the project. Students are responsible for coordinating the scheduling of the oral examination with their committee and academic unit. Distance students enrolled in the e-Learning program may present the project material online via distance (2-way audio & video). On campus students are expected to present the project material in either a conference room at UF or another suitable meeting area. The student is responsible for making arrangements and reservations (if a room is being used) and for communicating with their supervisory committee about the project defense date and time. The student must also contact the Academic Program Specialist in order to arrange for all necessary forms and the Administrative Support Assistant to arrange department-wide invitations to the defense/presentation. All required Graduate School and departmental forms should be signed at the defense. When committee members participate remotely, the forms are signed as soon as possible after the defense. The signed forms are to remain in the student's folder in the academic unit. Electronic information will be sent to the Graduate School via the Student Information System (SIS). If non-thesis project changes are requested, the supervisory committee chair may hold the forms until the committee is satisfied with the non-thesis project.

All department faculty and graduate students may be invited to attend the presentation portion of the final exam. The presentation should typically take the first 30 minutes (20 minutes for the presentation and 10 minutes for discussion) of the scheduled time, after which the oral exam typically continues with only the student and their supervisory committee.

The student's supervisory committee will evaluate all parts of the student's final exam. This final exam must be taken no more than 6 months before the degree is awarded.

Non-Thesis Project

The non-thesis project should be a scholarly work that demonstrates the student's ability to synthesize concepts from their program of study. The project needs to provide substance, value,

and relevance to the student's area of specialization. The student will prepare a project proposal to be submitted to the supervisory committee. Possible sections this project proposal could include are: (a) Problem, Situation, or Need Addressed; (b) Proposed Audience; (c) Proposed Activities/Products; (d) Implications/Significance; (e) Timeline. Examples of projects include, but are not limited to: curriculum materials, EDIS publication(s), full research paper(s) submitted for conference presentation or publication, a series of reusable learning objects, program evaluation, needs assessment, or media (web and/or video) projects. The student's supervisory committee will make the final determination regarding the appropriate products and scope of the project.

After the project has been successfully defended, the student will convert their file(s) and 300-word abstract into either PDF or HTML format for display in the online AEC Non-thesis Project Repository. The electronic version of the approved project and abstract must be submitted by the announced deadline prior to being cleared for graduation.

Doctor of Philosophy

The doctoral degree requires ninety (90) credit hours beyond the baccalaureate degree. This includes hours that comprise the AEC core courses and those for research methods and statistics. All work must be completed within five calendar years after the qualifying examination, or the examination must be repeated.

AEC Core Course Requirement

In order for all graduate students to gain a more complete understanding of the various disciplines contained within agricultural education and communication, the AEC faculty require that the following core coursework be included in a graduate student's Program of Study for graduate students admitted for the Fall 2015 semester or after:

- o **AEC 5454: Leadership Development for Extension & Community Nonprofit Organizations**
- o **AEC 6300: Methodology of Planned Change**
- o **AEC 6540: Ag & Natural Resources Communication Theory and Strategies**
- o **AEC 6543: Teaching and Learning Theory: Applications in AEC**

AEC Research Methods and Statistics Requirement

Doctoral students must take twenty-one (21) hours of Statistics and/or Research Methods courses, which must include:

- o **AEC 6767: Research Strategies in AEC (3 credits)** or equivalent
- o **STA 6126: Statistical Research I or EDF 6400** or equivalent
- o **STA 6127: Statistical Research II or EDF 6402** or equivalent
- o **Graduate level qualitative methods/techniques course**

Note: AEC 6932: Proposal Development, AEC 6932 Developing and Conducting Needs Assessments in Domestic & International Extension Settings, and AEC 6552: Evaluating Programs in Extension Education may be included in the 21 hours

Additionally, a PhD student must be registered in the term the degree is awarded (unless the student has been approved for clear prior status). Per the Graduate School, students must register for a minimum of three credits of AEC 7980 (Doctoral Research) if graduating during the fall or spring term, and minimum of two credits of AEC 7980 if graduating during the summer term.

Experience Expectations

Every PhD student must complete a dissertation, which consists of an in-depth study or a series of related studies, with the support and mentorship of the supervising committee. In addition, every PhD student is expected to become involved in and obtain a variety of experiences across teaching, extension, and research (in addition to the dissertation) related to their specialization. The student's supervisory committee will work with the student to determine the most applicable set of experiences.

Supervisory Committee

The supervisory committee should be appointed as soon as possible after the student starts doctoral work and no later than the end of the second term of equivalent full-time study. The supervisory committee for a doctoral candidate comprises at least four members selected from the Graduate Faculty. At least two members, including the chair, must be from the AEC department.

To substitute for the chair of the committee at any examinations, the co-chair must be in the same academic unit as the candidate. At least one member serves as external member and should be from a different educational discipline with no ties to the AEC department. The remaining member may be from the AEC department or another unit. A typical committee consists of three members from AEC (including the chair) and one member from a department other than AEC (external member).

If a minor is designated, the committee must include a Graduate Faculty member from the minor department. If the student elects more than one minor, each minor area must be represented on the supervisory committee. The Graduate Faculty member who represents a minor on a student's committee may be appointed as the external member if they do not have a courtesy graduate appointment in the student's major academic unit. If the student would like to add a faculty member that does not have Graduate Faculty status, the faculty member may be added as a "special member" through the special appointment process. A special member may not serve as a supervisory committee chair, co-chair, external member, or minor representative. Changes to the supervisory committee should be made before the qualifying examination. Any changes in the supervisory committee must be approved by the AEC Graduate Program Coordinator.

The UF Graduate Catalog states that the duties of the supervisory committee are to: (1) inform the student of all regulations governing the degree sought; (2) meet immediately after appointment to review the student's qualifications and discuss and approve a program of study ; (3) meet to discuss and approve the proposed dissertation project and the plans for carrying it out; (4) give the student a yearly evaluation letter in addition to S/U grades earned for research courses 7979 and 7980 (the chair writes this letter after consulting with the supervisory committee); (5) conduct the qualifying examination; (6) meet when at least half the work on the dissertation is complete to review procedure, progress, and expected results, and to make suggestions for completion; (7) meet with the student when the dissertation is completed and conduct the final oral examination to assure that the dissertation is a piece of original research and a contribution to knowledge (the supervisory committee chair or co-chair must be present with the candidate for the examination, and all other committee members may attend remotely; only the actual supervisory committee may sign the Electronic Thesis and Dissertation (ETD) Signature Page, and they must approve the dissertation unanimously).

Open and frequent communication between the student and the chair of the supervisory committee is a very important part of the graduate experience. Although it is the duty of the supervisory committee to inform the student of all regulations governing the degree sought, this does not absolve the student from the responsibility of being informed concerning these regulations.

The supervisory committee for a dissertation program must approve a dissertation topic and the plans for carrying out the research. The committee should meet when the dissertation is at least 50 percent completed (usually after the first three chapters are written) to review procedures, progress, and expected results and to make suggestions for the completion of the study. For more information regarding the supervisory committee, please visit the UF Graduate Catalog:

<https://gradcatalog.ufl.edu/graduate/degrees/>

Program of Study

After the supervisory committee is appointed, the committee and the student should meet to complete the Program of Study no later than the end of the second semester of study, or after

completing 12 credit hours. This form lists all courses and research credits planned for the graduate student's program. A student may take courses not listed on the Program of Study only with approval from the supervisory committee. Changes in the Program of Study require the approval of all committee members.

Specialization: A minimum of twelve (12) hours constitutes the coursework component of a specialization in the PhD program. This could be AEC or other courses that are highly related to the specialization as determined by the supervisory committee.

Minor: With approval from the supervisory committee, the student may obtain one or more minor fields of study. Minor work may be completed in any field other than Agricultural Education and Communication that is approved for doctoral degree programs listed in the Graduate Catalog. Competency in the minor is demonstrated by written examination by the minor academic unit or by the oral qualifying examination. If one minor is chosen, the supervisory committee member representing the minor suggests 12-24 credits of courses numbered 5000 or higher as preparation for a qualifying exam. If two minors are chosen, each must include 8 credits. A 3.00 (truncated) GPA is required for minor credit.

Individual Development Plan (IDP) & Annual Student Evaluation

Students are required to complete an Individual Development Plan & Annual Student Evaluation their first semester in the program. Students should meet with their faculty advisor to discuss goals and objectives and to complete the form which is found on the AEC website:

<https://aec.ifas.ufl.edu/resources/graduate/>. The form must be reviewed and updated each year during the annual student evaluation. The Individual Development Plan is a university-level requirement for all PhD students and your IDP milestone must be updated each year.

Transfer of Credit

No more than 30 credits of a master's degree from another institution will be transferred to a doctoral program. If a student holds a master's degree in a discipline different from the doctoral program, the master's work will not be counted in the program unless the academic unit petitions the Dean of the Graduate School. All courses beyond the master's degree taken at another university to be applied to the Ph.D. degree must be taken at an institution offering the doctoral degree and must be approved for graduate credit by the Graduate School of the University of Florida. All courses to be transferred must be graduate-level and letter-graded with a grade of B or better and must be demonstrated to relate directly to the degree being sought. All such transfer requests must be made by petition of the supervisory committee no later than the third term of PhD study.

The total number of credits (including 30 for a prior master's degree) that may be transferred cannot exceed 45, and in all cases the student must complete the qualifying examination at the University of Florida. In addition, any prior graduate credits earned at UF (e.g., a master's degree in the same or a different discipline) may be transferred into the doctoral program at the discretion of the supervisory committee and by petition to the Graduate School. The petition must show how the prior course work is relevant to the current degree.

Leave of Absence

A doctoral student who ceases to be registered at UF for more than 1 term needs prior written approval from the supervisory committee chair for a leave of absence for a stated period of time. This approved leave is kept on file in the student's departmental record. It does not need Graduate School approval. Students who do not enroll at the university for three consecutive terms, including

any summer term, must apply for readmission to the same program of their previous enrollment.

Campus Residence Requirement

Beyond the first 30 credits counted toward the doctoral degree, students must complete 30 credits enrolled at the University of Florida campus or at an approved branch station of the University of Florida Agricultural Experiment Stations or the Graduate Engineering and Research Center.

PhD Qualifying Examination

The PhD qualifying examination is comprehensive in scope with questions on theories and principles, as well as applications and generalities. The student should prepare by reviewing all courses in one's major and closely allied subjects as if preparing to take a final examination in each subject. This generally requires a few months of review for most students.

Students may take their qualifying exams once the majority of coursework has been completed, according to UF Graduate School requirements, and any incomplete grades have been resolved unless otherwise approved by their supervisory committee. It may be taken during the third term of graduate study beyond the bachelor's degree. There must be at least two terms between the oral part of the qualifying exam and the date of the degree. The term the qualifying exam is passed is counted if the exam occurs before the midpoint of the term. The student must register for sufficient and appropriate graduate credits during the term the examination is taken. Additionally, the student must comply with all graduate school requirements for the qualifying exam, as specified in the Graduate Catalog:

<https://gradcatalog.ufl.edu/graduate/>

The examination is both written and oral, and the student's supervisory committee is responsible for administering the written and oral qualifying examinations. Students are responsible for coordinating the scheduling of oral examinations with their committee. The actual format of the qualifying exams must be decided upon between the doctoral student and their supervisory committee.

One option for the written qualifying exam requires a total of sixteen (16) hours of writing time. The exam consists of four components where each component is answered on a different day (for a total of four days), during a four-hour time block. This exam must include the equivalent of a 4-hour exam in the following areas: research methods and statistics; the AEC core; the student's primary specialization; and the outside area or minor.

There is also a "take-home" option that can be completed over a 2-week time period. There is a 20-page guideline for each of the four components of the Qualifying Exam. The "take-home" option shall reflect a parallel breakdown of questions.

After the written portion of the exam, an oral exam should be scheduled within two weeks. Except for allowed substitutions, all members of the supervisory committee must attend the oral part. With approval of the chair/co-chair and the entire committee, the oral part can be held face-to-face, remotely, or hybrid using modern communication technology.

Dissertation Proposal Defense

After successfully completing the PhD Qualifying Exam, the student then holds a dissertation proposal defense. This is a presentation for acceptance by the supervisory committee for the proposed dissertation topic. Departmental recommendations for the proposal defense are:

- A) The Qualifying Exam and the Proposal Defense should be held separately.
- B) For the proposal defense meeting it is expected that students present to their committees a

draft of the first three chapters of their dissertation or a well-developed research prospectus, including a draft of any instrumentation to be used.

Admission to Candidacy

Admission to Candidacy refers to the stage of the degree when most, if not all, courses are completed for the Doctor of Philosophy and the student is ready to commence dissertation research. A student is not a candidate for the PhD degree until granted formal Admission to Candidacy. This requires approval from the supervisory committee, the Department chair, the College Dean, and the Dean of the Graduate School. The approval is based on (1) written and oral qualifying examinations, (2) the academic record of the student, (3) the opinion of the supervisory committee concerning overall fitness for candidacy, and (4) an approved dissertation topic. Application for admission to candidacy should be made as soon as the qualifying exam has been passed and a dissertation topic has been approved by the student's supervisory committee. Graduate students can only register for AEC 7979 (Advanced Research) until they are admitted to candidacy, then they are allowed to register for AEC 7980 (Doctoral Research) and have a "9" classification.

Electronic Submission of the Dissertation

All students must submit their dissertation electronically. Information on format may be obtained from the web at <https://helpdesk.ufl.edu/application-support-center/etd-technical-support/>. The supervisory committee chair should receive a bound copy of the dissertation. Other members of the committee may also request a copy. ***All studies conducted at the University of Florida involving human subjects must have IRB (<http://irb.ufl.edu/>) approval.*** For more information regarding the dissertation, please visit the UF Graduate Catalog: <https://gradcatalog.ufl.edu/graduate/degrees/>

Final Examination/Dissertation Defense

After submitting the dissertation and completing all other work prescribed for the degree (but no earlier than the term before the degree is awarded) the candidate is given a final examination by the supervisory committee. The student must register for sufficient and appropriate graduate credits during the term the examination is taken. Additionally, the student must comply with all graduate school requirements for the final exam, as specified in the UF Graduate Catalog: <https://gradcatalog.ufl.edu/graduate/>

The student's supervisory committee is responsible for administering the final oral examination for the defense of the dissertation. Students are responsible for coordinating the scheduling of the oral examination with their committee and academic unit. The student is responsible for making arrangements and reservations for a suitable room if needed, or via an online platform if needed. The student is also responsible for communicating with their supervisory committee about the defense date and time. The student must also contact the Academic Program Specialist in order to arrange for all necessary forms and the Administrative Support Assistant to arrange department-wide invitations.

The format of this exam may be oral, written, or both, and the exam is given by the supervisory committee. With approval of the chair/co-chair and the entire committee, the defense can be held face-to-face, remotely, or hybrid using modern communication technology. The defense should be no more than 6 months before degree award. All forms should be signed at the defense: the candidate submits the UF Publishing Agreement form in the Graduate Information Management System (GIMS) and the entire supervisory committee signs the ETD Signature Page and the Final Examination Report. When

committee members participate remotely, the forms are signed as soon as possible after the defense. The signed forms are to remain in the student's folder in the academic unit. Electronic information will be sent to the Graduate School via the Graduate Information Management System (GIMS) and the Student Information System (SIS) once the student successfully defends. The signed ETD Signature Page should be held by the Academic Unit until all committee stipulations have been met regarding the document; however, it should be posted electronically to GIMS no later than the Final Submission Deadline for the intended term of degree award.

All department faculty and graduate students are invited to attend the presentation portion of the defense. The presentation should take about 40 minutes (30 minutes for the presentation and 10 minutes for discussion) of the scheduled time, after which the defense typically continues with only the student and their supervisory committee.

Time limitation: All work for the doctorate must be completed within 5 calendar years after the qualifying examination, or this examination must be repeated.

Graduate Student Progress and Supervisory Committee Forms

In an effort to assist AEC graduate student supervisory committees in completing the letter and the intent of the policies set forth in the UF Graduate Catalog, the following forms were created.

Program of Study

This is a plan of courses and research hours the student intends to complete. The Program of Study must be completed by the end of the second semester of study. A student may take courses not listed on the Program of Study with approval from the supervisory committee. Any changes to the Program of Study must be approved by all members of the supervisory committee. This form is available on the AEC website at <https://aec.ifas.ufl.edu/resources/graduate/>.

Individual Development Plan (IDP) & Annual Student Evaluation

This form is designed to assist the supervisory committee in providing feedback to the graduate student regarding their progress in the graduate program. A written letter may also be attached to this form. This form should be completed by the student and the chair of their supervisory committee with input from the other committee members. Students who start their program in the spring should complete this form by April 15th to count as both the Individual Development Plan and the Annual Evaluation. These students should then review, update, and submit this form each following spring before April 15th (to count as their Annual Evaluation and IDP each year). Students who start their program in the summer or fall should complete this form before the end of their first semester to count as the Individual Development Plan. They will then review, update, and submit this form each spring before April 15th (to count as their Annual Evaluation and IDP each year). This form is available on the AEC website at <https://aec.ifas.ufl.edu/resources/graduate/>.

Admission to Candidacy (*PhD only*)

This form should be completed after the student has passed the oral part of the qualifying exam and a dissertation topic has been approved, as approval for admission to candidacy is based on (a) the student's academic record, (b) the supervisory committee's opinion on overall fitness for candidacy (c) an approved dissertation topic, and (d) a qualifying examination. This form is available through the Student Information System (SIS); see the Academic Program Specialist for assistance.

Dissertation Transmittal Letter (*PhD only*)

This form must be completed before a student can make first submission of their dissertation to the Editorial Office. This form verifies that the student's dissertation is not in draft form and is ready to be reviewed by the Graduate School. This form is available through the Graduate Information Management System (GIMS); see the Academic Program Specialist for assistance.

ETD Signature Page (*MS-thesis & PhD only*)

This form should be completed at a student's thesis/dissertation defense/final exam. This form verifies that the student's thesis/dissertation has been reviewed and accepted by the student's supervisory committee.

If the supervisory committee requests that changes be made to the thesis/dissertation, this form may be held until all stipulations are met (but not later than the posted deadline). This form is available through the Graduate Information Management System (GIMS); see the Academic

Program Specialist for assistance.

Final Exam

This form should be completed at the student's project/thesis/dissertation defense/final exam. This form verifies that the student's project/thesis/dissertation has been examined by the committee and that the final exam (written exam & project presentation for MS-non-thesis; oral thesis/dissertation defense for MS- thesis/PhD) has been evaluated. This form should be submitted as soon as the student successfully defends and should not be held for revisions to the thesis/dissertation. This form is available through the Student Information System (SIS); see the Academic Program Specialist for assistance.

Publishing Agreement (*MS-thesis & PhD only*)

This form should be completed by the student in the Graduate Information Management System (GIMS) after the thesis/dissertation defense/final exam.

SLO Assessment Rubric

All University of Florida academic programs are required to assess student progress on stated Student Learning Outcomes. This form is to guide this assessment at the student's project/thesis/dissertation defense/final exam. This form is available on the AEC website at <https://aec.ifas.ufl.edu/resources/graduate/>.

Form Due Dates

*Note: The Annual Student Evaluation is due on **April 15** each year.*

Semester	MS thesis	MS non-thesis	PhD
1	IDP	IDP	IDP
2	Program of Study	Program of Study	Program of Study
Variable			Admission to Candidacy
Final Term	- ETD Signature Page - Final Exam - UF Publishing Agreement - SLO Assessment Rubric	- Final Exam - SLO Assessment Rubric	- Dissertation Transmittal Letter - ETD Signature Page - Final Exam - UF Publishing Agreement - SLO Assessment Rubric

Preparation for Final Term

The student is responsible for meeting all requirements and observing every deadline.

Deadlines are given in this handbook, the Graduate Catalog, the UF Graduate Student Handbook, and online at the Graduate School website.

Final term registration requirements

Master's Degree: During the term the final examination is given and during the term the degree is awarded, a student must be registered for at least three credits in fall or spring and two credits in summer. Thesis students must enroll in 6971. Non-thesis students must enroll in course work that counts toward the graduate degree. Students on a fellowship, traineeship, or assistantship must be registered appropriately for their appointments.

Doctor of Philosophy: During the term the final examination is given and during the term the degree is awarded, a student must be registered for at least three credits in fall or spring and two credits in summer. Doctoral students must enroll in 7980. Students on a fellowship, traineeship, or assistantship must be registered appropriately for their appointments.

Thesis and Dissertation students: When the thesis or dissertation is ready to be put in final form for submission to the Graduate School, the student should review the Format Requirements of the Graduate School Editorial Office and should work with the UF Computing Help Desk to format the document in order to meet the minimum submission requirements of the Editorial Office. The UF Computing Help Desk offers students assistance with troubleshooting their documents free of charge. They also provide more extensive formatting and pdf-conversion services for reasonable fees to the student. It is highly recommended that all students writing theses and dissertations use their services in order to alleviate some of the stress felt during the approval process. You can contact the Help Desk here: <https://helpdesk.ufl.edu/application-support-center/>

All students: Students must submit a Degree Application on ONE.UF before the published deadline of the term and must meet minimum registration requirements. Application for the degree ensures that the student's name is on the graduation list and includes the application for the diploma, placement of the student's name in the commencement program, and placement of the name on the list to receive information on commencement procedures, including rental or purchase of regalia. Application for graduation must be made each term a student anticipates graduating.

Degree Applications do not carry over from one semester to the next.

Awarding of Degrees

The Graduate School authorizes a candidate to be awarded the degree appropriate to the course of study under the following conditions (see degree descriptions for details):

- The candidate must have completed all course requirements, including an internship or practicum if required, in the major and minor fields while observing time limits and limitations on transfer credit, on nonresident work, and on level of course work.
- The candidate's grade point averages must be at least B (3.00, truncated) in the major and overall (all courses eligible to count toward the graduate degree), including a minor where appropriate.
- All grades of H, I, N and NG must be changed. Furthermore, all grades of I assigned to course numbers 6971, 7979, and 7980 must be resolved with a final grade assignment of

Satisfactory (S) or Unsatisfactory (U). The candidate must have satisfactorily completed all required examinations (qualifying, comprehensive, and final) and be recommended for the degree by the supervisory committee, major academic unit, and college.

- The dissertation or thesis must have been approved by the supervisory committee and accepted by the Graduate School. Projects must be approved by the academic unit, which then certifies completion to the Graduate School.
- Recommendations for awarding a degree include meeting all academic and professional qualifications as judged by the faculty of the appropriate academic unit.

All requirements for the degree must be met while the candidate is a registered graduate student. Degrees are certified 3 times per year: December (fall semester), May (spring semester), and August (summer semester).

Preparing for Graduation

The semester before graduation, the candidate should check their file with the academic unit to make sure that all incompletes or other unresolved grades are cleared, grade changes have been recorded, and the supervisory committee and all degree program details listed in the Graduate Information Management System (GIMS) are accurate.

Satisfactory performance on **the final examination or defense and final submission of the corrected thesis or dissertation** must be completed by the deadline dates shown in the Graduate School calendar. Diplomas will be available approximately six weeks after Commencement and will be mailed by the Registrar's Office to the graduates' permanent addresses. Degree remarks are posted to the student's transcript by the Registrar's Office and are generally available the day after certification.

Graduate Assistantship and Fellowship Information & Guidelines

AEC teaching, extension, and research graduate assistantships are available to qualified students on a competitive basis. Graduate students holding assistantships must be registered for the minimum number of credit hours for each semester. See the registration reference on pages 6-7 for details.

AEC endeavors to match assistantship assignments with students' goals as well as contributing toward the accomplishment of the Department's teaching, research, or extension/outreach goals and objectives. Graduate students are awarded assistantships depending on available funding each semester. In return, students' tuition is waived, and they are awarded a stipend for their assistantship duties. Graduate students are responsible for various student fees matriculated each semester.

The Department of Agricultural Education & Communication is proud of the exceptional assistantship opportunities eligible for graduate students. In return, AEC expects students to uphold to the high standards with the opportunities available. **Continuation of support is contingent upon satisfactory performance as determined by the assistantship supervisor and Supervisory Committee chair.**

As a graduate assistant you may have the opportunity to be actively involved in the research process under the supervision of a professor in an area that is of interest to you. This experience will give you the opportunity to develop essential skills for the types of activities you are likely to engage in as a professional once employed. It is, therefore, an excellent hands-on learning opportunity and an important part of your professional development. As a graduate assistant, you could also provide essential teaching support in undergraduate courses offered through the department and/or College of Agricultural & Life Sciences. In addition to research and teaching assistance, students also may have the opportunity to work with professional development in extension education.

Florida law requires international teaching assistants (ITAs) to demonstrate oral proficiency in English. See additional information and requirements on this webpage: <https://eli.ufl.edu/information/academic-information/igss/international-teaching-assistant-support-speak-eap-5836/>

AEC Vision for Graduate Assistant Engagement:

"Graduate assistantships in the Department of Agricultural Education and Communication provide a meaningful student experience, opening opportunities for professional development and playing an active role in the department's community. A highly integrated role with strong engagement requires an attitude of integrity and professionalism that models the behavior of staff and faculty within the department. This includes, but is not limited to wearing appropriate attire, practicing mindful and respectful behavior of others, and the timely fulfillment of duties assigned by the faculty you have been assigned to assist. Due to the campus-wide high-visibility of AEC graduate assistants, the role requires active awareness and participation in AEC activities, such as AECGSA and departmental-wide activities and events. Full engagement in an AEC graduate assistant position includes maintaining a physical presence in the office appropriate for your appointment. As with any departmental role, full engagement while an AEC graduate assistant is a tremendous opportunity for professional growth and future career success.

The Department admits applicants with the highest integrity because of the highly influential

position you hold in building the local and national reputation and standing of the Department. A role with this great of responsibility requires proactive contributions to the positive and professional work environment in the Department. This includes maintaining professional interactions, fulfilling all assigned duties in an exemplary manner, recognizing their professional role as teachers and mentors of undergraduate students, corresponding in a timely and professional manner via email and other means, maintaining the professional appearance of their desk/office space, being physically present in the Department academic environment, and working collaboratively with faculty supervisor(s) and others in the Department and University.”

Graduate Student Scholarships and Fellowships

PhD students are eligible for fellowships through the department as well. For more information about the various scholarship and fellowships offered by the Graduate School and the College of Agricultural and Life Science, visit <https://cals.ufl.edu/current-students/student-awards/gr-awards/> and <https://cals.ufl.edu/current-students/scholarships/>.

UF Endowed Scholarships and Fellowships

The following endowed scholarships and fellowships are administered by the UF Foundation. For information, check with the departmental contact or the Student Financial Affairs Scholarships webpage at <http://www.sfa.ufl.edu/types-of-aid/scholarships/>.

Fulbright-Hays Doctoral Dissertation Research Abroad Fellowship Program

This program provides grants to colleges and universities to fund individual doctoral students to conduct research in other countries in modern foreign languages and area studies for periods of six to twelve months. Students must apply through their institutions. Students must be a citizen or national permanent resident of the United States; a graduate student in good standing who, when the fellowship begins, is admitted to candidacy in a doctoral program in modern foreign languages and area studies; planning a teaching career in the United States upon graduation; and possess adequate skills in the language(s) necessary to carry out the dissertation process. Students may propose research for six to twelve months, and the fellowship may not be renewed. See additional information and requirements on this webpage: <https://www2.ed.gov/programs/iegpsddrap/index.html>

Applying for Aid

See this website for more information about applying for financial aid: <http://www.sfa.ufl.edu/process/eligibility-2/>.

University of Florida Scholarship search engine

See this website for a user-friendly search engine: <http://www.sfa.ufl.edu/search/>.

Financial Aid Loans and Part-Time Employment

Graduate Students may apply for loan programs (Federal Direct Loan Program loans, including Federal Direct Stafford loans and Federal Direct Unsubsidized Stafford Loans) and for part-time employment through Student Financial Affairs (SFA). Students who accept assistantships, fellowships, or traineeships must receive approval from the Graduate School before accepting other employment. Students applying for loans and work through SFA should understand that fellowships and fee waivers are included in aid packages. Receiving fellowships or fee waivers affects eligibility for SFA- awarded aid, and students applying for aid through SFA must notify SFA of all assistance they receive from such sources.

Graduate Student Travel Support

The College of Agricultural and Life Sciences provides financial support for travel. Visit <https://cals.ufl.edu/current-students/student-awards/gr-awards/> to access the application and to learn more about those programs. Also, the AEC department has support for graduate students to travel and attend conferences or present research. Travel should be arranged with your supervisory committee chair and presented to the Department Chair. Students with approved travel support should visit with the AEC Fiscal Assistant for information about required forms and receipts, as well as processing procedures.

Graduate Student Organizations and Clubs

Agricultural Education and Communication Graduate Student Association

Membership is by invitation only, based on academic record. AECGSA seeks to provide opportunities for AEC graduate students to learn and grow from relationships with each other. The purpose of this organization is to further the education and interest of its members in AEC and its related fields at the University of Florida (UF). AECGSA is committed to advocating for AEC student interests, supporting the diversity within AEC, and fostering an inclusive environment for all AEC graduate students.

Alpha Tau Alpha

Alpha Tau Alpha (ATA) is a national professional honorary society for students enrolled in academic programs in agricultural education, extension education, leadership, and communication. The purposes of the organization, which was founded in 1921, are to promote academic achievement, encourage high professional standards, and develop a sense of community and professional identity among those pursuing education, communication, and leadership careers in agriculture and natural resources. Membership is by invitation only, based on academic record.

Agricultural Communicators and Leaders of Tomorrow (ACLT)

University of Florida/Agricultural Communicators and Leaders of Tomorrow is designed for college students who have a professional interest in the field of communications related to agriculture. UF/ACLT is a chapter of the National ACT (<http://nactnow.org/>) organization. The national and local organizations provide members with a broad network of professional contacts. ACLT sponsors a scholarship, convention and a critique contest. Activities include touring agricultural communication professionals, attending the National ACT Convention each year, participating in the National ACT Critique and Contest, and assisting at the State FFA Agricultural Communication Career Development Event. UF's ACLT chapter is housed in the Department of Agricultural Education and Communication at the University of Florida.

Collegiate FFA

Collegiate FFA provides opportunities for students to improve their understanding of problems and issues in agricultural education, extension, and communication and maintain close contact with professionals in the field. The yearly program of activities includes many social, recreational, and professional development events, including trips to the state and national FFA conventions and the regional leadership conference each fall.

Professional Organizations

Students are encouraged to join and actively participate in academic professional organizations within their specializations, some of which include the following:

- American Association for Agricultural Education (AAAE) <http://aaaeonline.org/>
- American Evaluation Association (AEA) <https://www.eval.org/>
- Association for International Agriculture and Extension Education (AIAEE) <http://www.aiaee.org/>
- National Agricultural Communicators of Tomorrow <http://nactnow.org/>
- Southern Association of Agricultural Scientists (SAAS) <http://www.saasinc.org/>
- Association for Communication Excellence (ACE) <http://www.aceweb.org/>
- Association for Education in Journalism and Mass Communication (AEJMC) <http://www.aejmc.org/>

- Association of Leadership Educators, Inc. <http://www.leadershipeducators.org/>
- North American Colleges and Teachers of Agriculture (NACTA) <http://www.nactateachers.org/>
- National Association of Extension Program & Staff Development Professionals (NAEPSDP) <https://naepsdp.wildapricot.org/>

Graduate Student Resources

- University of Florida Website: <http://www.ufl.edu/>
- UF Graduate School Website: <http://graduateschool.ufl.edu/>
- UF Graduate Assistants United (Graduate Assistant Union): <https://www.ufgau.org/>
- UF Career Connections Center: <https://career.ufl.edu/>
- UF Student Page: <http://www.ufl.edu/students/>
- College of Agricultural and Life Sciences: <http://cals.ufl.edu/>
- AEC: <http://aec.ifas.ufl.edu/>
- AEC Graduate Resources: <https://aec.ifas.ufl.edu/resources/graduate/>
- Funding Resources: <https://aec.ifas.ufl.edu/graduate/funding/>
- ONE.UF: <https://one.uf.edu/dashboard/>
- Graduate Information Management System (GIMS):
<https://gradschool.ufl.edu/gimsportal/gatorlink/portal.asp>
- UF Institutional Review Board (IRB): <http://irb.ufl.edu/>
- UF Graduate School Editorial Office: <http://graduateschool.ufl.edu/about-us/offices/editorial/>
- UF Electronic Thesis and Dissertation (ETD) Technical Support:
<http://helpdesk.ufl.edu/application-support-center/etd-technical-support/>
- UF Smathers Library: <http://www.uflib.ufl.edu/>
- UF Campus Map: <http://campusmap.ufl.edu/>

International Student Resources

- UF International Center Website: <https://internationalcenter.ufl.edu/>
- UF International Center Forms: <https://internationalcenter.ufl.edu/forms-resources>
- UF International Admissions: <https://admissions.ufl.edu/apply/international/>
- Fulbright Program: <http://foreign.fulbrightonline.org/>

Graduate Student Services

Graduate School Records Office

The Graduate Records Office works with academic units to support students at all phases of their graduate careers, from admission through degree certification and graduation. The Office is responsible for keeping the official graduate student record and ensuring that all Graduate Council and University policies are followed.

Division of Graduate Student Affairs (DGSA)

The Division of Graduate Student Affairs (DGSA) supports all graduate students through sponsorship of professional development workshops throughout the academic year. These workshops are announced on the Graduate School website and the Graduate Student listserv. DGSA offers a variety of programs for incoming and continuing underrepresented minority graduate students.

Graduate School Editorial Office

The Editorial Office provides a detailed website with information on formatting and checklists to assist graduate students in the preparation of the manuscript. These guidelines offer suggestions and advice on the preparation and reproduction of illustrative materials, the use of copyrighted materials, and the securing of a copyright for a dissertation. The editorial staff examines a limited portion of the final draft and makes recommendations concerning the format of the manuscript before the final submission. The Editorial Office maintains a file of experienced typists and editors whom students may consult. The responsibility for acceptable English in a thesis or dissertation, as well as the originality and quality of the content, lies with the student and the supervisory committee. Students are required to submit their final theses or dissertations electronically. Online tutorials are offered by the Application Support Center. Information is available online at <http://helpdesk.ufl.edu/application-support-center/etd-technical-support/>. Checklists for preparing theses and dissertations to meet deadlines are available at <http://graduateschool.ufl.edu/graduate-life/graduation/graduation-checklist/>.

University of Florida International Center

The mission of the University of Florida International Center (UFIC) is to enhance the educational experience and environment of UF's students, faculty and staff by promoting a global perspective. Located in 170 HUB, Stadium Road, the International Center helps bring the world to UF and bring UF to the world. The International Center is the University of Florida's liaison with foreign and domestic embassies and consulates and is responsible for maintaining compliance with federal regulations pertaining to international students, faculty and scholars. For more information, contact the appropriate person at UFIC: phone (352) 392-5323, website <https://internationalcenter.ufl.edu/>.

Web Pages for Graduate Students

The Graduate School website contains information about important deadlines, checklists, grants and fellowships, workshops, and other items relevant to graduate education. Students will be held responsible for procedures and deadlines that are published through this website: <http://graduateschool.ufl.edu>.

ONE.UF: The Office of the Registrar provides ONE.UF as a central location for many academic services and student resources. Please become familiar with the elements, including access to the

Graduate Catalog, GIMS, your transcript, grades, registration, etc. Be advised that some of the items in ONE.UF are for undergraduates. <https://one.uf.edu/dashboard/>.

Graduate Information Management System (GIMS): The Graduate School maintains a database which captures key elements of graduate students' progress through their degree program. Students are expected to review this read-only data a minimum of twice each semester. The first review should be two weeks after drop-add, to make sure their demographic information is pulling correctly from the university directory. At the end of each semester, students should review GIMS to make sure all degree program changes and/or milestones achieved in that term have been properly recorded. Prudent students will carefully review their GIMS' record any time a milestone has been reached. During the final term/graduating semester, students must be certain that all necessary GIMS data is entered on time to meet the deadlines posted in the graduate calendar. Failure to meet any deadline will result in delay of degree award to a future term. <https://gradschool.ufl.edu/gimsportal/gatorlink/portal.asp>

Graduate Student e-mail Listserv

The Graduate School communicates directly with enrolled graduate students via an e-mail listserv using GatorLink addresses only. Students are automatically included in this listserv and **cannot** opt-out. These messages include funding announcements, information applicable to graduate students in general, reminders of deadlines, and critical information related to graduation, etc. An archive of messages is available at <http://www.graduateschool.ufl.edu/graduate-life/student-life/graduate-student-listserv/>. Students are required to use their GatorLink account to receive all official university communications. GatorLink has a website at <http://helpdesk.ufl.edu/self-help/new-gator-resources/gatorlink/>.

Workshops for Teaching Assistants

The Graduate School and the Office of Academic Technology offer an orientation and a series of workshops for teaching assistants who want to improve their instructional skills. The orientation and the "getting started" workshop are mandatory for all who are beginning teaching assignments. The website for teaching assistants is <https://teach.ufl.edu/grow-your-teaching/for-teaching-assistants/>. A Handbook for Teaching Assistants is available online at <https://ufl.pb.unizin.org/ta-handbook/>.

University Libraries

Orientation tours of the main libraries are scheduled at the beginning of each semester. LUIS (Library User Information Service) terminals in each library provide computerized access to the collection. The entire sixth floor of Library West is reserved exclusively for graduate student use. See the library website at www.uflib.ufl.edu.

University Counseling and Wellness Center

The University Counseling and Wellness Center offers free psychological counseling to currently enrolled students and their partners/spouses. Individual and couples counseling is available for students experiencing personal, social, or marital difficulties, academic challenges, or career concerns. The Center offers groups and workshops designed to help students cope with common problems such as stress management, anxiety, self-confidence, relationship and family issues, eating disorders, and substance abuse. Services also are provided to deal with issues related to gender, racial and ethnic identity, physical disability, and sexual orientation. All counseling is confidential. For more information, visit the website at <http://www.counseling.ufl.edu>.

Student Health Care Center

The Student Health Care Center (SHCC) provides outpatient medical services that include primary medical care, health screening programs, health education, and sexual assault recovery services. Physicians are board-eligible or certified and all clinical staff are experienced in the care of university students. SHCC is accredited by the Accreditation Association for Ambulatory Health Care, Inc. The SHCC is staffed by physicians, physician assistants, nurse practitioners, registered nurses, dietitians, health educators, psychiatrists, psychologists, and mental health counselors. Health education staff provide counseling and an extensive campus outreach including the GatorWell program. Detailed information on the Student Health Care Center services and programs is at <http://www.shcc.ufl.edu/>.

Students with Disabilities

The Disability Resource Center provides individual support services based on specific needs and may include campus orientation, assistance with registration, and support in securing auxiliary learning aids. All support services provided to and for University of Florida students are individualized to meet the needs of students with disabilities. To obtain individual support services, each student must meet with one of the support service coordinators at the Disability Resource Center and collaboratively develop appropriate support strategies. Appropriate documentation regarding the student's disability is necessary to obtain any reasonable accommodation or support service. For further information, please contact 001 Reid Hall, 392- 8565 and see the web page at <https://disability.ufl.edu/>

Computer Support

Graduate students who are preparing theses or dissertations must contact the Application Support Center. ASC has developed templates in various word-processing programs for preparing theses and dissertations in the Graduate School format. Students should download these templates from <http://helpdesk.ufl.edu/application-support-center/>. Thesis or dissertation production consulting also is available by appointment — call ASC, 392-HELP (392-4357), option 5, and ask for a thesis/dissertation consultant. Students are required to have computer hardware and software appropriate to their degree program and to have basic competency in computer use. Consult UF Computing Help Desk (downstairs HUB) for further advice and information.

UF Immunization Policy: <http://shcc.ufl.edu/services/primary-care/immunizations/>

Frequently Asked Questions

How long will the graduate program take me?

The Master of Science program usually takes two years (two fall, two spring and one summer semester). The PhD program is designed to take three years (three fall, three spring and two summer semesters).

What is the difference between a thesis and non-thesis master's degree?

In lieu of a thesis, non-thesis students complete a final exam and a non-thesis project. While a thesis focuses on conducting a study to answer a research question or test a hypothesis, a non-thesis project focuses on developing a product with a practical application. For example, developing a curriculum, a set of reusable learning objects, EDIS fact sheets, etc. You can view examples of AEC non-thesis projects here: <https://aec.ifas.ufl.edu/resources/non-thesis-projects/>

Where do graduate students go for assistance?

Students are encouraged to work closely with their advisor and supervisory committee throughout their graduate program. Students can also use the support of the Graduate Coordinator and the Academic Program Specialist.

When/how do I register for courses?

AEC graduate courses are departmentally controlled, meaning the Graduate Program Specialist must register students for courses. The Program Specialist will send email with instructions on how to request registration for each semester.

Can I take courses outside my major/AEC?

Yes, in fact you are encouraged to take courses outside the Department of Agricultural Education and Communication. Your advisor and supervisory committee will work diligently to help you find courses not only in AEC but in other departments and colleges throughout the university.

When and how do I select my supervisory committee?

It's a good idea to begin selecting your supervisory committee once you begin your program. Choose a committee that closely reflects your research interests and professional goals. Your supervisory chairperson (advisor) will assist you in this decision.

What is the Qualifying Exam?

The PhD qualifying examination is comprehensive in scope with questions on theories, principles, and applications. The student takes this exam when most, if not all, course work is completed. Students should prepare by reviewing all courses in one's major and closely allied subjects as if preparing to take a final examination in each subject. This generally requires several months of review. You will work closely with your supervisory committee in preparing for this exam.

What does a defense entail?

Master of Science (thesis option) and PhD students must complete extensive research resulting in a thesis or dissertation. Master of Science (non-thesis option) students must complete extensive research resulting in a final project. When a student reports and defends their findings from their study, this is referred to as the defense or final exam. This must be completed the semester the student expects to graduate. The student provides a 20 – 30 minute presentation of their research (which is open to the public). The presentation is then followed by a private meeting with committee members to evaluate the substance of the dissertation, thesis, or non-thesis project based on Student Learning Outcomes.

What are my graduate assistantship responsibilities?

Graduate assistantship responsibilities vary per graduate student. There are three types of assistantships: teaching, extension, and research. Teaching assistantships include AEC 3030C: Oral Communication, AEC 3033C: Writing in Ag and Life Sciences, AEC 3414 Leadership Development, and other undergraduate courses within the department. Research and extension assistantships will vary with specializations and advisors. Many students on research appointments have the benefit of working on a grant or assisting faculty with research in their particular area of interest.

How many hours a week will I dedicate to my assistantship?

It depends upon your FTE (full time equivalent). A standard 50% (.50 FTE) appointment requires an average of 20 hours per week on assigned GA projects. Meet with your GA supervisor(s) on a weekly basis to ensure on-target and timely progress. Please understand that graduate assistantships are not hourly positions. This is provided just as an information guideline. I encourage you to fully invest in your assistantship as a way to not only meet the obligations of the assignment but also to achieve a standard of excellence that will help prepare you for the next step in your career.

We ask GAs to share their weekly schedule each semester with their GA supervisor(s) and academic advisor. This schedule should include your courses schedule and your planned office hours. You will probably have multiple faculty supervisors each semester, and your faculty advisor may not be one of them in a given semester. We strive to provide a positive and productive work environment. It is expected that you will utilize your office and other AEC facilities to complete your assigned duties. It is understood that sometimes your duties will require you to be outside of the office. Your physical presence in the department will allow you to be more engaged in both scheduled and impromptu events and discussions.

Should I belong to university organizations?

Agricultural Education and Communication faculty strongly encourages graduate students to get involved in student organizations and campus and professional activities during their graduate program at the University of Florida. In the department, students can get involved in the Agricultural Education and Communication Graduate Student Association and Alpha Tau Alpha (by invitation only, based on GPA). Graduate students are also strongly encouraged to join regional and national professional societies in their disciplines.

Program of Study -MS

AEC Graduate Program

Student Name	UFID	First Term	Anticipated Graduation Term
Degree Sought (<i>MS non-thesis or MS thesis</i>)	AEC Specialization	Minor(s) (<i>if applicable</i>)	Date of Meeting

Specialization Courses (*min. of 12 hours suggested*)

Course Number	Course Title	Credit Hours	Expected Term of Enrollment

Statistics and Research Courses (*min. 6 hours for MS*)

Course Number	Course Title	Credit Hours	Expected Term of Enrollment
AEC 6767	Research Strategies in AEC	3	

Minor Courses (*if applicable*)

Course Number	Course Title	Credit Hours	Expected Term of Enrollment

Supporting Courses and Independent Research/Project Hours, Transfer Credit Hours

Course Number	Course Title	Credit Hours	Expected Term of Enrollment

Total Credit Hours in Program of Study (<i>min 32 for MS</i>)	
Total Credit Hours Transferring	

The above program of study meets or exceeds the minimum requirements for this degree as outlined in the AEC Graduate Handbook and the UF Graduate Catalog. Therefore, we recommend it be approved.

Committee Chair/Advisor

Name	UFID	Signature	Date

Committee Members (*min 1 for MS; if member is the co-chair, please designate*)

Name	UFID	Signature	Date

Graduate Student

Signature	Date

Approved:

AEC Graduate Coordinator

Signature	Date

Return completed form to the AEC
Academic Program Specialist

Original: AEC Student File

Copy: Graduate Student
Committee Chair
Committee Members

Program of Study - PhD

AEC Graduate Program

Student Name	UFID	First Term	Anticipated Graduation Term
Degree Sought (<i>PhD</i>)	AEC Specialization	Minor(s) (<i>if applicable</i>)	Date of Meeting

AEC Core Courses (*PhD only*)

Course Number	Course Title	Credit Hours	Expected Term of Enrollment
AEC 5454	Lead Dev. for Ext & Community Nonprofit Orgs	3	
AEC 6300	Methodology of Planned Change	3	
AEC 6540	Ag & Nat Resources Comm. Theory and Strategies	3	
AEC 6543	Teaching and Learning Theory: Applications in AEC	3	

Specialization Courses (*min. of 12 hours suggested*)

Course Number	Course Title	Credit Hours	Expected Term of Enrollment

Statistics and Research Courses (*min. of 21 hours for PhD*)

Course Number	Course Title	Credit Hours	Expected Term of Enrollment
AEC 6767	Research Strategies in AEC	3	

Minor Courses (*if applicable*)

Course Number	Course Title	Credit Hours	Expected Term of Enrollment

Supporting Courses and Independent Research/Project, Transfer Credit Hours

Course Number	Course Title	Credit Hours	Expected Term of Enrollment

Total Credit Hours in Program of Study (90 for PhD)	
Total Credit Hours Transferring	

The above program of study meets or exceeds the minimum requirements for this degree as outlined in the AEC Graduate Handbook and the UF Graduate Catalog. Therefore, we recommend it be approved.

Committee Chair/Advisor

Name	UFID	Signature	Date

Committee Members (min 2 for PhD; if member is the co-chair, please designate)

Name	UFID	Signature	Date

External Member (min 1 for PhD)

Name	UFID	Signature	Date

Graduate Student

Signature	Date

Approved:

AEC Graduate Coordinator

Signature	Date

Return completed form to the AEC
Academic Program Specialist

Original: AEC Student File

Copy: Graduate Student
Committee Chair
Committee Members

Graduate Student Individual Development Plan & Annual Evaluation AEC Graduate Program

AEC's goal for graduate education is to help each student develop skills and competencies which contribute to success along the student's chosen career path. In addition, the developmental process is facilitated by positive relationships among students, faculty, and staff and the foundation of these relationships is clear and open communication. Thus, it is required that each student completes an Individual Development Plan (IDP) in partnership with their faculty advisor during the student's first semester. In addition, the IDP should be reviewed as part of the student's annual evaluation by April 15th of each spring semester.

Expectations Guiding Student-Adviser Relationships

Student

- Takes primary responsibility for the successful completion of the degree
- Meets regularly with adviser and provides them with updates on the progress and results of the student's activities
- Establishes a shared understanding of satisfactory progress with adviser
- Works with adviser to develop a nonthesis/thesis/dissertation project and select a committee
- Actively seeks out advice and feedback from adviser, committee, and other mentors
- Keeps informed of departmental and Graduate School policies and requirements for the degree
- Attends and participates in department meetings and seminars
- Acts as a good collaborator, maintaining a safe, clean, and collegial academic and work environment
- Discusses policies on work hours, sick leave, and vacation with the adviser
- Discusses expectations on authorship and attendance at professional meetings with the adviser

Adviser

- Commits to a student's education and training as a future member of the academic community
- Commits to guiding a student's nonthesis/thesis/dissertation research project, while allowing the student to take ownership of the research
- Encourages student to set reasonable goals and establishes a timeline for completion
- Provides regular feedback to student
- Encourages student to bring discuss concerns, while aiming to find acceptable solutions for all concerned
- Is knowledgeable of and guides student through the graduate program's requirements/deadlines
- Advises and assists with a student's committee selection
- Leads by example and facilitates training in complementary skills needed for a successful career, such as communication, writing, management, and ethical behavior
- Discusses authorship policies, acknowledges a student's research contributions, and works with student to aid in publishing their work in a timely manner



Graduate Student

Individual Development Plan & Annual Evaluation

AEC Graduate Program

Student Name	UFID
Degree Sought (MS-thesis/MS-nonthesis/PhD)	Specialization
IDP/Annual Meeting Date	Career Goal

Graduate Program Milestones Achieved (check all that apply)				
Supervisory Committee Appointed <input type="checkbox"/>	Program of Study Submitted <input type="checkbox"/>	Qualifying Exam (PhD only) <input type="checkbox"/>	Project /Proposal Approval <input type="checkbox"/>	Final Exam/Thesis/ Dissertation/Project Defense <input type="checkbox"/>

Student Learning Outcomes (SLO)	Current level of Proficiency ¹									
	None		Basic		Emerging		Advanced		Mastery	
	S	A	S	A	S	A	S	A	S	A
1. Summarize contemporary and foundational theory and research in the selected specialization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Apply, analyze, and synthesize content knowledge, evolving concepts and philosophies in the selected specialization to solve problems by identifying component parts, relationships and ideas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Apply visual and nonvisual techniques in the use of instructional materials and methods.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Apply concepts and principles related to design, implementation, and evaluation of formal and non-formal education and/or training and development programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Apply principles, practices, and strategies for conducting behavioral research in agricultural and natural resource professions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Display ethical behaviors, cultural sensitivity, teamwork, professional conduct, and communication.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

¹S = Student's self-assessment; A = Adviser's assessment of student

Student Learning Outcomes (SLO)	Progress during the current year (annual evaluation only)	Goals for the next Academic Year	
		Goal	Activities and Timeline
1. Summarize contemporary and foundational theory and research in the selected specialization.			
2. Apply, analyze, and synthesize content knowledge, evolving concepts and philosophies in the selected specialization to solve problems by identifying component parts, relationships and ideas.			
3. Apply visual and nonvisual techniques in the use of instructional materials and methods.			
4. Apply concepts and principles related to design, implementation, and evaluation of formal and non-formal education and/or training and development programs.			
5. Apply principles, practices, and strategies for conducting behavioral research in agricultural and natural resource professions.			
6. Display ethical behaviors, cultural sensitivity, teamwork, professional conduct, and communication.			

Overall Academic Progress			
<input type="checkbox"/> Unacceptable	<input type="checkbox"/> Below Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Exceeds Expectations

Overall Research Progress (Developing research skills; Progress on Project/Thesis/Dissertation)			
<input type="checkbox"/> Unacceptable	<input type="checkbox"/> Below Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Exceeds Expectations

Advisor/Committee Comments

Student Comments/Response

Committee Chair

Name	UFID	Signature	Date

Graduate Student

Signature	Date

Accepted:

AEC Graduate Coordinator

Signature	Date

Return completed form to the AEC
Academic Program Specialist

Original: AEC Student File

Copy: Graduate Student
Committee Chair

Student Milestones

Academic Institution University of Florida
Academic Program Agricultural and Life Sciences

Academic Career Graduate

Milestones accepting supporting data

Milestone Nbr	Milestone	Academic Plan	Access	Enter Data
40 GRFINALEX	Graduate Final Examination	AEC_PHD	Agricultural Education & Comm	<input checked="" type="checkbox"/> Enter Data
50 GRQUALEX	Graduate Qualifying Exam	AEC_PHD	Agricultural Education & Comm	<input checked="" type="checkbox"/> Enter Data

Selected Milestone

Milestone Nbr 50 Milestone GRQUALEX Graduate Qualifying Exam
Academic Plan AEC_PHD Agricultural Education & Comm

GRQUALEX/ATC Supporting Data

The original, printed version of the Qualifying Examination form with all dated signatures must be retained at the department level. Data from the completed form must be submitted electronically via myUFL SIS to the Graduate School.

To print a copy of this form for signatures from the student's committee, use your browser's print function (Ctrl+P on a Windows machine or Apple+P on a Mac).

Please complete the following fields after the student has completed their qualifying examination, then click Save to submit to the Graduate School.

This form requests a qualifying examination date and a dissertation topic approval date. The later of these two dates will be used as the student's Admission to Candidacy date.

Cumulative GPA

☐ Check this box to indicate the student is making satisfactory academic progress.

Qualifying Exam Result Qualifying Exam Date

Dissertation Topic Approval Date

Dissertation Title



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Committee Members

☐ Approved by all members of the student's committee

This is not yet submitted to Grad School.

UFID:	College: Agricultural and Life Sciences (AG)
Name:	Major: Agricultural Education and Communication (AEC)
Email:	Degree: Doctor of Philosophy (H)
First Term:	Concentration: No concentration

Transmittal Statement

On behalf of _____ entire Dissertation Committee, I/we confirm the dissertation document is complete, is not in draft form, and is ready for the Graduate School to review.

All of the following supervisory committee member or their designated substitutes must approve this form before it is submitted to the UF Graduate School.

Committee Member
Approval Signature

Chair

Agricultural Education and Communication

The original, printed version of this form with all dated signatures must be retained at the department level. Data from the completed form must be submitted electronically via GIMS to the UF Graduate School.

This is not yet submitted to Grad School.

UFID:	College: Agricultural and Life Sciences (AG)
Name:	Major: Agricultural Education and Communication (AEC)
Email:	Degree: Doctor of Philosophy (H)
First Term:	Concentration: No concentration

ETD Signature Statement

_____ has submitted a Dissertation entitled:

_____ This document has been reviewed and accepted by the student's supervisory committee.

All of the following supervisory committee member or their designated substitutes must approve this form before it is submitted to the UF Graduate School.

Committee Member	Approval Signature
Chair	
Agricultural Education and Communication	
Member	
Agricultural Education and Communication	
Member	
Agricultural Education and Communication	
External	

The original, printed version of this form with all dated signatures must be retained at the department level. Data from the completed form must be submitted electronically via GIMS to the UF Graduate School.

Academic Institution University of Florida
Academic Program Agricultural and Life Sciences

Academic Career Graduate

Milestones accepting supporting data

Personalize | Find | 1-2 of 2 | Last

Milestone Nbr	Milestone	Academic Plan	Access	Enter Data
40	GRFINALEX Graduate Final Examination	AEC_PHD Agricultural Education & Comm	<input checked="" type="checkbox"/>	Enter Data
50	GRQUALEX Graduate Qualifying Exam	AEC_PHD Agricultural Education & Comm	<input checked="" type="checkbox"/>	Enter Data

Selected Milestone

Milestone Nbr: 40 Milestone: GRFINALEX Graduate Final Examination
Academic Plan: AEC_PHD Agricultural Education & Comm

GRFINALEX Supporting Data

Subplans

Academic Sub-Plan	Description
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The original, printed version of the Final Examination form with all dated signatures must be retained at the department level. Data from the completed form must be submitted electronically via myUFL SIS to the Graduate School.

To print a copy of this form for signatures from the student's committee, use your browser's print function (Ctrl+P on a Windows machine or Apple+P on a Mac).

Please complete the following fields after the student has completed their final examination/defense, then click Save to submit to the Graduate School.

Please note that this form only represents the final examination/defense. The ETD Signature Page and Transmittal Letter must be separately submitted by an academic unit user via GIMS, and the UF Publishing Agreement and UMI Form must be separately submitted by the student via GIMS.

Thesis/Dissertation Title (if available will display below this line)

This has been examined by all members of the candidate's supervisory committee and has been:

The committee has examined the candidate on

In accordance with the regulations governing the Final Examination, has adjudged their performance as

Exceptions or qualifications are noted as follows:

Committee Members

☐ Approved by all members of the student's committee

SLO Assessment Rubric

Project/Thesis/Dissertation Defense AEC Graduate Program

Student Name	UFID
Degree Sought (<i>MS non-thesis, MS thesis, or PhD</i>)	Specialization

Student Learning Outcomes (SLO)	Needs Improvement	Satisfactory
1. Summarize contemporary and foundational theory and research in the selected specialization.	<input type="checkbox"/>	<input type="checkbox"/>
2. Apply, analyze and synthesize content knowledge, evolving concepts and philosophies in the selected specialization to solve problems by identifying component parts, relationships and ideas.	<input type="checkbox"/>	<input type="checkbox"/>
3. Apply visual and nonvisual techniques in the use of instructional materials and methods.	<input type="checkbox"/>	<input type="checkbox"/>
4. Apply concepts and principles related to design, implementation and evaluation of formal and non-formal education and/or training and development programs.	<input type="checkbox"/>	<input type="checkbox"/>
5. Apply principles, practices and strategies for conducting behavioral research in agricultural and natural resource professions.	<input type="checkbox"/>	<input type="checkbox"/>
6. Display ethical behaviors, cultural sensitivity, teamwork, professional conduct and communication.	<input type="checkbox"/>	<input type="checkbox"/>

Exam Results	
<input type="checkbox"/> Fail	<input type="checkbox"/> Pass

Committee Chair/Advisor

Name	UFID	Signature	Date

Graduate Student

Signature	Date

Accepted:

AEC Graduate Coordinator

Signature	Date

Return completed form to the AEC
Academic Program Specialist

Original: AEC Student File

Copy: Graduate Student
Committee Chair

NOTES

UF | IFAS

UNIVERSITY *of* FLORIDA



AGRICULTURAL
EDUCATION AND
COMMUNICATION

