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General Graduate Program Information

The Department of Agricultural Education and Communication offers the degrees of Master of Science and Doctor of Philosophy. Graduate students who obtain a degree in Agricultural Education and Communication will focus their study in one of four areas of specialization. The areas of specialization are: agricultural communication, agricultural education, extension education, and leadership development. 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 General Information 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:
"The full engagement of graduate students in the Department’s academic and professional community provides a tremendous opportunity for enhanced professional growth and career success. This engagement takes the form of regular participation in department 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. In addition, all graduate students are encouraged to become active members of the AEC Graduate Student Association (AECGSA). Part-time students and others who may not live in the Gainesville area are encouraged to participate in Department programs and activities to the extent possible, given these constraints.

Graduate students in the Department are very influential in building the local and national reputation and standing of the Department. As such, graduate students are expected to proactively contribute to the positive and professional work environment in the Department. This includes maintaining professional interactions and attire, corresponding in a timely and professional manner via email and other means, and working collaboratively with faculty supervisor(s) and others in the Department and University."

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 via the AEC e-Learning Institute (eLI).

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 commodity 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 in 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 will gain valuable knowledge and experience in designing, implementing, and evaluating educational programs in nonformal settings. Extension graduate students choose between a domestic or international focus in regards to coursework and/or research. In addition, graduates of the program command depth of the teaching and learning process.

The Leadership Development 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 will focus on a core of agricultural courses along with an emphasis in 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 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 Leadership Development 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 settings.

**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 in developing and interpreting policies and procedures within the department, the College of Agricultural and Life Sciences, and the Graduate School.

The Graduate Coordinator’s responsibilities are to lead the Graduate Committee, monitor graduate students’ progress throughout the program, submit the appropriate paperwork to the Graduate School and the College of Agricultural and Life Sciences, and assist AEC faculty in their advising duties.

The Academic Programs Specialist supports the Graduate Coordinator in managing the graduate program. The coordinator oversees and manages the necessary paperwork throughout the graduate student’s program, assists students in the recruitment and admission process, and aids in registration.

Graduate students serving 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).
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 Honesty
In 1995 the UF student body enacted an honor code and voluntarily committed itself to the highest standards of honesty and integrity. When students enroll at the university, they commit themselves to the standard drafted and enacted by students.

Preamble: In adopting this honor code, the students of 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. The quality of a University of Florida education is dependent upon community acceptance and enforcement of the honor code.

The 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.

On all work submitted for credit by students at the university, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The university requires all members of its community to be honest in all endeavors. A fundamental principle is that the whole process of learning and pursuit of knowledge is diminished by cheating, plagiarism and other acts of academic dishonesty. In addition, every dishonest act in the academic environment affects other students adversely, from the skewing of the grading curve to giving unfair advantage for honors or for professional or graduate school admission. Therefore, the university will take severe action against dishonest students. Similarly, measures will be taken against faculty, staff and administrators who practice dishonest or demeaning behavior.

Student Responsibility: Students should report any condition that facilitates dishonesty to the instructor, department chair, college dean, Student Honor Council or Student Conduct and Conflict Resolution in the Dean of Students Office.

Faculty Responsibility: Faculty members have a duty to promote honest behavior and to avoid practices and environments that foster cheating in their classes. Teachers should encourage students to bring negative conditions or incidents of dishonesty to their attention. In their own work, teachers should practice the same high standards they expect from their students.

Administration Responsibility: As highly visible members of our academic community, administrators should be ever vigilant to promote academic honesty and conduct their lives in an ethically exemplary manner.

Student Conduct Code
Students enjoy the rights and privileges that accrue to membership in a university community and are subject to the responsibilities that accompany that membership. For a system of effective campus governance, it is incumbent upon all members of the campus community to notify appropriate officials of any violations of
regulations and to assist in their enforcement. The university’s conduct regulations, available to all students, are set forth in Florida administrative code. Questions can be directed to the Dean of Students Office.

**Standard of Ethical Conduct**

Honesty, integrity and caring are essential qualities of an educational institution, and the concern for values and ethics is important to the whole educational experience. Individual students, faculty and staff members, as well as the university's formal organizations, must assume responsibility for these qualities. The concern for values and ethics should be expressed in classes, seminars, laboratories and in all aspects of university life. By definition, the university community includes members of the faculty, staff and administration as well as students.

Education at the University of Florida is not an ethically neutral experience. The university stands for, and seeks to inculcate, high standards. Moreover, the concern for values goes well beyond the observance of rules.

A university is a place where self-expression, voicing disagreement and challenging outmoded customs and beliefs are prized and honored. However, all such expressions need to be civil, manifesting respect for others.

As a major sector in the community, students are expected to follow the university's rules and regulations that, by design, promote an atmosphere of learning. Faculty, staff and administrators are expected to provide encouragement, leadership and example. While the university seeks to educate and encourage, it also must restrict behavior that adversely affects others. The Standard of Ethical Conduct summarizes what is expected of the members of the university community.

**Integrity**

Plagiarism is not tolerated at the University of Florida. Plagiarism in a thesis or dissertation is punishable by expulsion. If the plagiarism is detected after the degree has been awarded, the degree may be rescinded. The University of Florida has an honor code that defines plagiarism as follows:

Plagiarism: A student shall not represent as the student’s own work all or any portion of the work of another.

Plagiarism includes but is not limited to:

1. Quoting oral or written materials including but not limited to those found on the internet, whether published or unpublished, without proper attribution.
2. Submitting a document or assignment which in whole or in part is identical or substantially identical to a document or assignment not authored by the student.

Please note that intent is not an element of this kind of violation so it is important to take great care in appropriately citing your work. For a good discussion about plagiarism and how to properly cite your sources, please visit: [http://mediasite.video.ufl.edu/Mediasite/Play/adaa44500eaf460a84f238e6b9a558f9](http://mediasite.video.ufl.edu/Mediasite/Play/adaa44500eaf460a84f238e6b9a558f9). For a complete description of the UF Honor Code and procedures, please visit: [https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/](https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/)

**Sexual Harassment**

Sexual harassment is illegal under federal and Florida law as well as University rules and collective bargaining agreements. See below for the University’s policy statement ([http://hr.ufl.edu/manager-resources/policies-2/sexual-harassment/](http://hr.ufl.edu/manager-resources/policies-2/sexual-harassment/))
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.”

### Required Full-Time Registration

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<th>Summer</th>
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<tr>
<td>Full-time graduate students not on appointments</td>
<td>9-12 A 4 B 4 C</td>
<td>8</td>
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<tr>
<td>Fellows receiving $4,000 or more per term, and trainees</td>
<td>12 A 4 B 4 C</td>
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<td>Assistants on .25 to .74 FTE</td>
<td>9 A 3 B 3 C</td>
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<td>Assistants on .75 to .99 FTE</td>
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**Full-time assistants:**

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<td>1.00 Summer C</td>
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### 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/](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/](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.

### Cleared prior

Clearing prior is a possibility only 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:

1. Student has successfully submitted a degree application for the current term within the published deadlines, as confirmed by print screen available from ONE.UF.
2. Student has appropriately satisfied the current term registration.
3. Student has successfully met the current term first submission deadlines for the thesis or dissertation, as confirmed by the Editorial Office, via a confirmation e-mail to the student and Committee chair.
4. 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.
5. Student is in the process of finalizing the thesis or dissertation with the Graduate School Editorial Office.
6. Student has filed a Graduation Date Change Form by the last day of classes of the current term with the Registrar’s Office.

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 fee 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. Grade points from both the initial failed attempt and the first attempt earning a grade of C or better are included in computing the grade point average. The student receives credit for the satisfactory attempt only.

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, DOCE courses, or courses designated as “self-funded” by the Registrar.

Change of Graduate Degree Program
To change majors or degree level (same or different college), the new academic unit must contact Graduate Student Records in the Graduate School to verify the change. The student is responsible for notifying the current/previous academic unit. 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 of these 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 (There is no limit on the amount of 6971 that a student can take, but the Graduate School will only count a maximum of 6 credits of 6971 towards a thesis Masters-level degree), 7979, and 7980.

**Passing, Non-Punitive and Failing 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).

**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.

**Examinations**
The student must register for sufficient and appropriate graduate credits during the term any examination is taken. The student’s supervisory committee is responsible for administering the written and oral qualifying examinations and the final oral examination for the defense of the thesis, project, or dissertation.
All members of the supervisory committee must sign the appropriate forms, including the Electronic Thesis and Dissertation (ETD) Signature Page, for the student to meet the requirements of the examination. 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) for the Final Exam Form and UF Publishing Agreement 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.

The qualifying and comprehensive oral examinations and the oral defense of a thesis, project or dissertation may be conducted using video and/or telecommunications. It is required that the student and chair or co-chair must be in the same physical location, except in the case of distance MS students. All other members may participate from remote sites via technological means.

Students are responsible for coordinating the scheduling of oral examinations with their committee or academic unit and must follow the policies set by their committee or academic unit, and the Graduate School. The written comprehensive examination for the non-thesis master’s degree may be taken at a remote site.
Financial Information

Financial Support for Graduate Study
Qualified graduate students in every department are eligible for fellowships, assistantships, traineeships, and other financial aid awards. Graduate assistantship appointments are available through individual academic units. The employing program or unit determines stipend rates. Some units also have fellowships available. Many of these are described in the Financial Aid section of the Graduate Catalog. Interested students should contact the program graduate coordinator or chair for further information. Contact information for graduate coordinators is available from the unit’s website, or online at http://graduateschool.ufl.edu/student-life-and-support/graduate-contacts. Information on external fellowships, small grants, and other funding opportunities is available on the Office of Research website: https://research.ufl.edu/finding-funding.html. The Community of Science Funding Opportunities database and the GrantsNet Database are keyword searchable and highly recommended as information resources. The University Libraries hosts a website: http://guides.uflib.ufl.edu/funding. The Graduate School posts information that it receives concerning external funding opportunities at http://graduateschool.ufl.edu/prospective-students/funding/. Loan applications are available from the Student Financial Affairs Office (S107 Criser Hall) or online at http://www.sfa.ufl.edu/.

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.

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 the second Friday after classes begin.

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.

Deadlines are enforced. The University does not have the authority to waive late payment fees unless extraordinary circumstances warrant such waiver or the University is primarily responsible for the delinquency.
General Fiscal Information
Students can pay the exact amount of tuition fees or other amounts owed the university online at my.ufl.edu or at University Bursar. Our online payment system at my.ufl.edu accepts American Express, MasterCard or Discover, electronic checks and international payments. Personal checks, cashier’s checks and money orders will be accepted at University Bursar’s 24-hour drop box at 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. Visa credit card, cash and debit cards are not payment options. University Bursar does not cash checks or make cash refunds.
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 counted toward the master’s degree must be completed during the seven years immediately preceding the term in which the degree is awarded. Twelve of the thirty-two credits must be completed in the Department of Agricultural Education & Communication. 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 other approved graduate-level statistics course

MS-thesis students are also required to register for research hours, AEC 6971, during work on their thesis. MS students must have at least 3 credits of AEC 6971 in their program. 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 also required to register for non-thesis research hours, AEC 6912, during the work on their project. Students must have 3 credits of AEC 6912 in their program, but no more than 6 credits. Students must work closely with their advisor and supervisory committee to determine the right balance for academic courses and non-thesis research credits, and decide on a Program of Study or contract of courses taken while completing the MS degree.

In order to assist all graduate students 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. 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. No changes in a supervisory committee may be made during a student's graduating term. Any change must be completed prior to the final examination and before the midpoint deadline of the term. 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 thesis is written) to review procedures, progress, and expected results and to make
suggestions for the completion of the 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 must 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.

Number of Credits Required
A minimum of 32 credit hours of coursework is required, which includes at least three and no more than six
credits of AEC 6912 (non-thesis) or AEC 6971 (thesis). No more than 5 credits each of 6910 (Supervised
Research) and 6940 (Supervised Teaching) may be taken by a graduate student at UF. Total registration for
AEC 6912/6971 is unlimited, but only 6 credits can be used for “credit” toward the 32 required for the MS
degree.

Grades - A minimum GPA of 3.0 is required within the major and an overall GPA of 3.0 to graduate. 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. Grades of I (incomplete) received during the preceding term
should be removed as soon as possible. Grades of I carry no quality points and become punitive after one
term. All grades of H and I must be removed before a graduate degree can be awarded.

Major - All course work 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 - If a minor is chosen, at least six (6) credits of work are required in the minor field. Two six-credit
minors may be taken with your committee’s permission. Minor work must be in an academic unit outside
the Department of Agricultural Education and Communication. A representative from each minor must
be on the supervisory committee. A minimum GPA of 3.0 is required within the minor in order to graduate
with that minor.

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. Petitions for transfer of credit for a master’s degree must be made during the
student’s first term of enrollment in the Graduate School.
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 http://helpdesk.ufl.edu/application-support-center/etd-technical-support/ms-word-and-latex-templates/
*Please note: All studies conducted at the University of Florida involving human subjects must have IRB approval.

Thesis 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, and (4) matters of a general nature pertaining to the field of study.

The candidate and the supervisory committee chair or co-chair must be present together at the same location. All other supervisory committee members may attend the defense remotely. The defense date must be fewer than 6 months before degree award. All forms should be signed at the defense: the candidate and the supervisory committee chair sign the ETD Publishing Agreement form and the entire supervisory committee should sign the ETD Signature Page and the Final Examination Report. If thesis changes are requested, the supervisory committee chair may hold the ETD Signature Page until satisfied with the thesis.

All department faculty and graduate students are invited to attend the presentation portion of the defense. The presentation should take no more than the first 30 minutes (20 minute presentation and 10 minutes for discussion) of the scheduled time, after which the defense typically continues with only the student and his/her 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. The student must meet all of the requirements of the non-thesis option. At the discretion of the supervisory committee, and with the approval of the Graduate School, three (3) credits of AEC 6971 (Master's Research) 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 a 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) 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.

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 oral portion of the exam consists of a presentation of the non-thesis project. Upon completion of the non-thesis project, the graduate student must defend his/her work to the supervisory committee. 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 his/her supervisory committee about the project defense date and time. The student must also contact the Academic Programs Specialist in order to arrange for all necessary forms and department-wide invitations to the defense/presentation. All required Graduate School and departmental forms should be signed at the defense. 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 no more than the first 30 minutes (20 minutes for presentation and 10 minutes for discussion) of the scheduled time, after which the oral exam typically continues with only the student and his/her supervisory committee.

The student’s supervisory committee will evaluate all parts of the student’s final exam. The student will submit the completed project to their supervisory committee for approval in accordance with the timeline approved by the supervisory committee and the deadlines established by the UF Graduate School for graduation. 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 his/her program of study. The project needs to provide substance, value and relevance to the student’s area of specialization. A 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 his/her 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) hours beyond the baccalaureate degree. This includes hours that comprise the AEC core courses and those for research methods and statistics.

AEC Core Course Requirement
In order to assist all graduate students 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:

- AEC 5454: Leadership Development for Extension & Community Nonprofit Organizations
- AEC 6300: Methodology of Planned Change
- AEC 6540: Ag & Natural Resources Communication Theory and Strategies
- 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:

- AEC 6767: Research Strategies in AEC (3 credits)
- STA 6126: Statistical Research I or EDF 6400 or equivalent
- STA 6127: Statistical Research II or EDF 6402 or equivalent
- 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

Experience Expectations
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 his/her 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, 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. Any changes in the supervisory committee must be approved by the AEC Graduate Program Coordinator. A typical committee consists of three members from AEC (including the chair) and one member from a department other than AEC (external member).

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. No changes in a supervisory committee may be made during a student's graduating term. Any change must be completed prior to the final examination and before the midpoint deadline of the term. 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 of thesis is written) to review procedures, progress, and expected results and to make suggestions for the completion of the study.

**Program of Study**

After the supervisory committee is appointed, the committee and the student must 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/Secondary Specialization** - 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, approved for doctoral degree programs listed in the Graduate Catalog. The cumulative grade for courses included in a major must be B (3.00) or higher. 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.

**Individual Development Plan (IDP)**

Students are required to create an Individual Development Plan their first semester in the program and update annually. Students should meet with their faculty advisor to discuss goals and objectives.

**Number of Credits Required**

A minimum of 90 credit hours beyond the bachelor's degree is required. All work must be completed within five calendar years after the qualifying examination, or the examination must be repeated. No more than 30 credits of a master’s degree from another institution will be transferred to a doctoral program. All courses to be transferred must be graduate level, with a letter grade of B or better, and must be demonstrated to relate directly to the degree being sought. All such transfer requests must be made to the supervisory committee no later than the third term of PhD study. A minimum GPA of 3.0 is required by the major, the minor (if chosen), and to graduate.

**Leave of Absence**

A doctoral graduate student who will not be registered at the University of Florida for a period of more than one semester is strongly advised to request written permission from his/her faculty adviser for a leave of absence for a designated period.

**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. 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.

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. The examination is both written and oral, and will be arranged and administered by the supervisory committee chair. One option for the 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 and statistics; AEC core; student’s primary specialization; and focus within the primary specialization, or secondary specialization, or outside minor. There is also a “take-home” option that can be completed over a 2-week time period. There is a 20-page limit 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 defense should be scheduled within two weeks with all supervisory committee members present. The actual format of the qualifying exams must be decided upon between the doctoral student and his/her supervisory committee.

**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.

**Residency 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.

**Electronic Submission of the Dissertation**

All students must submit their dissertation electronically. Information on format may be obtained from the web at: [http://helpdesk.ufl.edu/application-support-center/etd-technical-support/ms-word-and-latex-templates/](http://helpdesk.ufl.edu/application-support-center/etd-technical-support/ms-word-and-latex-templates/). The supervisory committee chair should receive a bound copy of the dissertation. Other members
of the committee may also request a copy. **Please note: All studies conducted at the University of Florida involving human subjects must have IRB approval.**

**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 format of this exam may be oral, written, or both. The candidate and the supervisory committee chair or co-chair must be present together at the same location. All other supervisory committee members may attend the defense remotely. The defense date must be fewer than 6 months before degree award. All forms should be signed at the defense: the candidate and the supervisory committee chair sign the ETD Publishing Agreement form; and the entire supervisory committee should sign the ETD Signature Page and the Final Examination Report. If changes are requested, the supervisory committee chair may hold the ETD Signature Page until satisfied with the dissertation.

All department faculty and graduate students are invited to attend the presentation portion of the defense. The presentation should take no more than the first 40 minutes (30 minute presentation and 10 minutes for discussion) of the scheduled time, after which the defense typically continues with only the student and his/her supervisory committee.
Graduate Student Progress and Supervisory Committee Forms

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 to 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; (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. 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 using the Request to Change Program of Study form. These forms are available on the AEC website.

Annual Student Evaluation
This form is designed to assist the supervisory committee in providing feedback to the graduate student regarding his/her progress in the graduate program. A written letter may also be attached to this form. This evaluation form should be completed by the chair of the supervisory committee with input from the other committee members. The meeting (chair & student) to discuss this evaluation should be conducted before April 15 each year, regardless of the student’s graduation date or first term enrolled. This form is available on the AEC website.

Admission to Candidacy (PhD only)
This form should be completed at the oral defense of a PhD student’s qualifying exam. Approval for admission to candidacy is based on (a) the student’s academic record, (b) satisfactory performance on written and oral qualifying exams, and (c) approval of his/her dissertation topic. This form is available through my.ufl.edu; see the Academic Programs Specialist for assistance.

Dissertation Transmittal
This form must be completed before a student can submit his/her 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 GIMS; see the Academic Programs Specialist for assistance.

ETD Signature Page
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. This form is available through GIMS; see the Academic Programs Specialist for assistance. If the supervisory committee requests that changes be made to the thesis/dissertation, this form may held until all stipulations are met (but not later than the posted deadline).

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 is available through my.ufl.edu; see the Academic Programs
Specialist for assistance. The supervisory committee should not hold the forms for revisions to the thesis/dissertation.

**Publishing Agreement**
This form should be completed by the student in GIMS after the project/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 [http://aec.ifas.ufl.edu/resources/graduate-resources/](http://aec.ifas.ufl.edu/resources/graduate-resources/).

**Forms Due Dates**  
*Note: This is just an example of a student beginning the program in the fall term.*

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<td>SLO Assessment Rubric</td>
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Preparation for Final Term

The student is responsible for meeting all requirements and observing every deadline. Deadlines are given in this catalog, in the 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: A PhD student must be registered in the term the degree is awarded (unless the student has been approved for clear prior status). Per 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.

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 Application Support Center to format the document in order to meet the minimum submission requirements of the Editorial Office. The Application Support Center offers students assistance with troubleshooting their documents free of charge. The Center also provides 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.

All students: Students must file a Degree Application with the Office of the University Registrar at the start of the final term and must meet minimum registration requirements. 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 average must be at least B (3.00, truncated) in the major and in all work attempted in the graduate program, including a minor where appropriate. All grades of I, H, and X must be resolved. Grades of I, X-, D+, D, D-, E, and U require a written petition from the Academic Unit to the Dean of the Graduate School.
- 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, May, and August.

Preparing for Graduation
Degrees are awarded after each term in December, May, and August. The semester before graduation, the candidate should check his or her 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 (if required) and all degree program details listed in the web-based Graduate Information Management System (GIMS) are accurate. http://gradschool.ufl.edu/gimsportal/gatorlink/portal.asp.

Application for the degree must be made online http://www.registrar.ufl.edu/currents/degreeapp.html early in the semester of graduation by the deadline published in the University Calendar and the Graduate School Academic Calendar. Application for the degree assures 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. THE APPLICATION DOES NOT CARRY OVER FROM A PREVIOUS SEMESTER. Failure to make application by the published deadline will preclude the student's graduation in that term. Students must register for at least three credits (two in Summer) that count toward the degree during the semester of graduation. Students on an assistantship, fellowship, or traineeship must be registered appropriately for their appointment. Thesis students must register for 6971 and doctoral students for 7980. Candidates pursuing concurrent degrees to be awarded in the same semester need to apply to the Office of the University Registrar for both degrees. 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.
Florida Residency Information

Becoming a Florida resident reduces the amount of tuition waivers charged to the University, College, and Department. These cost savings are rolled back into support for other graduate students in the same way that previous students have established Florida residency to “pay it forward” for the benefit of current students.

The following describe what legally constitutes a resident for tuition purposes:

A Florida "resident for tuition purposes" is a person who has, or a dependent person whose parent or legal guardian has, established and maintained legal residency in Florida for at least 12 months. Residence in Florida must be as a bonafide domicile rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education. To qualify as a Florida resident for tuition purposes, you must be a U.S. citizen, permanent resident alien, or legal alien granted indefinite stay by the Immigration and Naturalization Service.

Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents. Graduate students who come to the university and accept employment (or a fellowship) make contributions to the citizens of the State and are eligible to apply for Florida residency status.

Information about becoming a Florida Resident is included herein and online at [http://www.admissions.ufl.edu/residency/qualifying.html](http://www.admissions.ufl.edu/residency/qualifying.html). Begin by consulting this official website. Once you are settled in Florida, you should begin completing the bulleted items below. After you have resided in Florida for 12 months, you may submit a Residency Reclassification form to the Registrar, located at [https://registrar.ufl.edu/pdf/residencyreclass.pdf](https://registrar.ufl.edu/pdf/residencyreclass.pdf). For details about establishing Florida residency for tuition purposes, please see [https://registrar.ufl.edu/services/residencychange.html](https://registrar.ufl.edu/services/residencychange.html). It is important to note once the Residency Reclassification form has been submitted to the Registrar’s Office, they make the final decision.

Actions to be taken to obtain residency for tuition purposes:

- Obtain from the Alachua County Clerk of the Court a “Declaration of Domicile” form. Complete the form and return it to the Official Records Office, Room 101, Alachua County Administrative Building, Main Street and University Avenue. There is a $15.00 charge for filing the form and you need a picture ID (check this website for current information on fees: [http://www.alachuacounty.us/Depts/Clerk/Fees/Pages/Fees.aspx](http://www.alachuacounty.us/Depts/Clerk/Fees/Pages/Fees.aspx)). This form must be filed as soon as possible after you arrive in Gainesville and before the start of classes as it will be used to document the start of the 12 month residency period. Be sure to keep a copy of the declaration for filing with your “Residency Reclassification” form.
- Obtain a Florida Driver’s License (original birth certificate required along with secondary identification). If you do not have a car, then obtain a Florida identification card. These can be obtained from the Florida Department of Highway Safety and Motor Vehicles Office. ([https://www.flhsmv.gov/](https://www.flhsmv.gov/))
- Register to vote at the Alachua County Supervisor of Elections Office and obtain a Florida voter identification card. (You may register in whatever Florida county is appropriate for your residence.) ([http://www.dmv.org/fl-florida/voter-registration.php](http://www.dmv.org/fl-florida/voter-registration.php))
- Maintain a copy of your offer letter to use as proof of employment for the 12 month period.
- If you own a vehicle, then register it in the State of Florida, by going to the Alachua County Tax Collector’s Office. ([http://www.alachuacollector.com/](http://www.alachuacollector.com/)). If you reside in another Florida county you may register your vehicle at the Tax Collector’s Office there.
- Open a local bank account, as this provides additional documentation that you are a permanent resident.
• If you file your own Federal income tax return as an independent person, you need to provide a copy of the latest return you filed as documentation when you file the “Residency Reclassification” form with the Registrar’s Office.
• If your parents or guardians claimed you as a dependent on their most recent return but are not going to claim you as a dependent on future returns, then they need to provide you with a notarized statement stating this.
• Complete a University of Florida “Residency Reclassification” form after you have resided in Florida for 12 months. This form along with appropriate documentation is filed with the University of Florida Registrar’s Office, 201 Criser Hall, Gainesville, FL 32611-4000, (352) 392-1374.
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. The summer registration requirement can be fulfilled by any combination of hours within each session (A, B, & C) but must include a combination of registration that lasts the entire summer. See summer registration reference on page 7 for details. Students on appointment are financially liable for excess credits beyond the required registrations. 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.

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 (approximately $600/Fall & Spring semesters and $400/Summer 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. Graduate assistants must be graduate students in good standing on the effective dates of their appointment. Assistants have their appointments terminated if, during the term of their appointments, they are dismissed from the University for academic reasons. Student will be evaluated on their performance each semester. 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.

All graduate assistants who hold a position that places them in contact with other students (e.g., tutoring, lecturing, assisting in a laboratory class) and who do not speak English as their native language must take the Test of Spoken English or SPEAK Test and pass with a score of 45 or higher or take the TOEFL iBT Speaking Portion and pass with a score of 23 or higher.

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 http://cals.ufl.edu/students/graduate-travel-awards.php.

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 Foundation Web site at: http://www.sfa.ufl.edu/types-of-aid/scholarships/.
Fulbright-Hays Doctoral Dissertation Research Abroad Fellowship Program
http://www.ufic.ufl.edu/Fulbright/index.html

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.

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
The Office for Student Financial Affairs created 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) in S-107 Criser Hall. 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 http://cals.ufl.edu/students/graduate-travel-awards.php 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 Dr. Myers. Cathy Perkins organizes the paperwork for travel; see her in Rolfs 215 after your travel has been approved.
Graduate Student Organizations and Clubs

**Agricultural Education and Communication Graduate Student Association**
AECGSA seeks to provide opportunities for AEC graduate students to learn and grow from relationships with each other.

**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 founding 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/](http://aaaeonline.org/)
- Association for International Agriculture and Extension Education (AIAEE) [http://www.aiace.org/](http://www.aiace.org/)
- Southern Association of Agricultural Scientists (SAAS) [http://www.saadinc.org/](http://www.saadinc.org/)
- Association for Communication Excellence (ACE) [http://www.aceweb.org/](http://www.aceweb.org/)
- Association for Education in Journalism and Mass Communication (AEJMC) [http://www.aejmc.org/](http://www.aejmc.org/)
- North American Colleges and Teachers of Agriculture (NACTA) [http://www.nactateachers.org/](http://www.nactateachers.org/)
- National Association of Extension Program & Staff Development Professionals (NAEPSDP) [https://naepsdp.wildapricot.org/](https://naepsdp.wildapricot.org/)
UF Graduate Student Resources

- University of Florida Website: http://www.ufl.edu/
- UF Graduate School website: http://gradschool.ufl.edu/
- UF Career Resource Center: http://www.crc.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/
- ONE.UF: https://one.ufl.edu/dashboard/
- UF Institutional Review Board (IRB): http://irb.ufl.edu/
- UF Graduate School Editorial Office: http://helpdesk.ufl.edu/application-support-center/graduate-editorial-office/
- UF Smathers Library: http://www.uflib.ufl.edu/
- UF Campus Map: http://campusmap.ufl.edu/

International Student Resources

- International Center Website: https://internationalcenter.ufl.edu/
- UF International Admissions: https://admissions.ufl.edu/apply/international/
- UF International Center Forms: https://internationalcenter.ufl.edu/forms-resources
- 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.

Office of Graduate Minority Programs and Student Development
The Office of Graduate Minority Programs (OGMP) supports all graduate students through sponsorship of professional development workshops throughout the academic year. These workshops are announced on the OGMP website and the Graduate Student listserv. OGMP 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/. Guidelines for format, checklists for preparing theses and dissertations to meet deadlines, critical dates, and the graduate catalog are available on the Web at http://graduateschool.ufl.edu/graduation/checklists and available for download and printing.

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, fax (352)392-5575, 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://www.cns.ufl.edu/services/gatorlink/.

Workshops for Teaching Assistants

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 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 http://www.dso.ufl.edu/drc/.

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 your college or department website for the specific requirements for your degree program. Consult UF Computing Help Desk (downstairs HUB) for further advice and information.

UF Immunization Policy: http://shcc.ufl.edu/services/primary-care/immunizations/
Protocol for Graduate Admissions

1. Initial contact from student or recruitment by faculty member.
2. Student completes online Graduate School application and submits official transcripts, GRE scores, resume, and other supporting materials to the Office of Admissions. If seeking assistantship funding, the student will submit the assistantship application and essay to the Academic Programs Specialist. The Academic Programs Specialist collects all application materials in a student file.
3. Prospective students may request a campus visit which the Coordinator, Academic Support Services assists in scheduling. Prospective PhD students are especially encouraged to travel to Gainesville for a visit with faculty and current graduate students. Some travel funding may be available for PhD applicants at the discretion of the department chair and Graduate Committee.
4. All application materials should be submitted by the following admission deadlines*:
   a. February 1 and March 1 Summer/Fall admission
   b. September 1 and October 1 for Spring admission.
   *Students who submit application materials by the first deadline will be the most competitive for assistantship funding.
5. Admission to the PhD program after completing an MS program at the University of Florida is not automatically permitted. The student must reapply to the Graduate Committee and be admitted to the doctoral program.
6. Approximately 2 weeks after the application deadline, the Graduate Committee meets to discuss the applications and make admission decisions.
7. Assistantship ranking is recommended to the Department Chair as a separate decision from admit/conditional admit/deny. The Committee recommends PhD students for the University Graduate School Fellowship award provided by CALS awards.
8. Admission decision letters are mailed after this meeting. The Academic Programs Specialist meets with the Graduate Coordinator to finalize the wording for the letters. Each advisor receives a copy of the decision letter. The Graduate School must approve students who are conditionally admitted.
9. The Department Chair reviews the Graduate Committee’s recommendations for assistantship awards and contacts students to offer them funding. Budget availability determines the number of students that will receive an offer of funding.
10. The Department Chair follows up with an official assistantship offer letter.
11. Faculty advisors and the Department Chair follow-up with admitted students to determine if they will accept the offer of admission and assistantship.
12. The Coordinator, Academic Support Services also has contact with incoming students to prepare them for the transition to UF, including registering new students for their first semester of courses and organizing the new Graduate Student Orientation.
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 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.

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.

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

It depends upon your FTE (full time equivalent). If you are on a .50 FTE assistantship (half-time) assistantship, you are required to devote an average of 20 hours per week to your assistantship duties and responsibilities. It is strongly encouraged that students be in the office working on these duties for the assigned time.

What is the final exam?

A final comprehensive examination must be passed by the candidate. It must be taken the semester in which the degree will be awarded. The exam tests the student over the coursework and research during their studies.

What does a defense entail?

Master of Science (thesis option) and PhD students must complete an extensive research project resulting in a thesis or dissertation. When a student reports and defends his/her findings from their study, this is referred to as the defense. This must be completed the semester the student expects to graduate. The student provides a presentation of his/her research (which is open to the public). The presentation is then followed by defending the research to the student’s supervisory committee.

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. The latter include developing a curriculum, a set of reusable learning objects, EDIS fact sheets, etc.
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 Coordinator, Academic Support Services.

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 is preparing for this exam.

When/how do I register for courses?

Students may register for courses on ONE.UF (https://one.uf.edu/dashboard/) during the selected time scheduled by the university. Special topics and research courses (AEC 6905/6932, AEC 6910/6912/6940/6971//7979/7980) can only be registered by the Academic Programs Specialist or faculty advisor. This is also the case for any departmentally controlled courses. Please see him/her for more details.

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 in helping you find courses not only in AEC but in other departments and colleges throughout the university.

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

## AEC Graduate Program

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<tr>
<th>Student Name</th>
<th>UFID</th>
<th>Date of Meeting</th>
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<th>Degree Sought</th>
<th>Specialization/Minor</th>
<th>Anticipated Graduation Term</th>
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## AEC Core Courses (PhD only)

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<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Expected Term of Enrollment</th>
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<td>AEC 6300</td>
<td>Methodology of Planned Change</td>
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<td>AEC 6540</td>
<td>Ag &amp; Nat Resources Comm. Theory and Strategies</td>
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<td>AEC 6543</td>
<td>Teaching and Learning Theory: Applications in AEC</td>
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## Specialization Courses (min. of 12 hours suggested)

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## Statistics and Research Courses (min. of 21 hours for PhD; 6 hours for MS)

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<th>Course Number</th>
<th>Course Title</th>
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<th>Expected Term of Enrollment</th>
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</table>

## Minor Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Expected Term of Enrollment</th>
</tr>
</thead>
<tbody>
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</table>
### Supporting Courses and Independent Research/Project Hours

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Expected Term of Enrollment</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Total Credit Hours in Program of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(min 32 for MS; 90 for PhD)</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Credit Hours Transferring from Previous MS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(up to 30 for PhD only)</strong></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>UFID</th>
<th>Signature</th>
<th>Date</th>
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</tbody>
</table>

#### Committee Members *(min 1 for MS-thesis; 2 for PhD)*

<table>
<thead>
<tr>
<th>Name</th>
<th>UFID</th>
<th>Signature</th>
<th>Date</th>
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#### External Member *(min 1 for PhD)*

<table>
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</tbody>
</table>

#### Graduate Student

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
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</tbody>
</table>

Approved:
- AEC Graduate Coordinator

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
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</tbody>
</table>

Return completed form to Academic Programs Specialist

Original: AEC Student File

Copy: Graduate Student

Committee Chair
Annual Student Evaluation

AEC Graduate Program
(Due April 15th)

Vision for Graduate Student Engagement in the
UF/IFAS Department of Agricultural Education and Communication

The full engagement of graduate students in the Department’s academic and professional community provides a tremendous opportunity for enhanced professional growth and career success. This engagement takes the form of regular participation in department 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. In addition, all graduate students are encouraged to become active members of the AEC Graduate Student Association (AECGSA). Part-time students and others who may not live in the Gainesville area are encouraged to participate in Department programs and activities to the extent possible, given these constraints.

Graduate students in the Department are very influential in building the local and national reputation and standing of the Department. As such, graduate students are expected to proactively contribute to the positive and professional work environment in the Department. This includes maintaining professional interactions and attire, corresponding in a timely and professional manner via email and other means, and working collaboratively with faculty supervisor(s) and others in the Department and University.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>UFID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree Sought (MS/PhD)</td>
<td>Specialization</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Student Learning Outcomes (SLO)</th>
<th>Needs Improvement</th>
<th>Satisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Summarize contemporary and foundational theory and research in the selected specialization.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>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.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>3. Apply visual and nonvisual techniques in the use of instructional materials and methods.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>4. Apply concepts and principles related to design, implementation and evaluation of formal and non-formal education and/or training and development programs.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>5. Apply principles, practices and strategies for conducting behavioral research in agricultural and natural resource professions.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>6. Display ethical behaviors, cultural sensitivity, teamwork, professional conduct and communication.</td>
<td>☐</td>
<td>☐</td>
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</tbody>
</table>
Graduate Program Milestones Achieved (check all that apply)

<table>
<thead>
<tr>
<th>Supervisory Committee Appointed</th>
<th>Program of Study Submitted</th>
<th>Qualifying Exam (PhD only)</th>
<th>Project /Proposal Approval</th>
<th>Final Exam/Thesis/ Dissertation/Project Defense</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Overall Academic Progress
☐ Unacceptable ☐ Below Expectations ☐ Meets Expectations ☐ Exceeds Expectations

Overall Research Progress (Developing research skills; Progress on Project/Thesis/Dissertation)
☐ Unacceptable ☐ Below Expectations ☐ Meets Expectations ☐ Exceeds Expectations

Advisor/Committee Comments

Student Comments/Response

Committee Chair

<table>
<thead>
<tr>
<th>Name</th>
<th>UFID</th>
<th>Signature</th>
<th>Date</th>
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</table>

Graduate Student

<table>
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<th>Signature</th>
<th>Date</th>
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</table>

Accepted:

AEC Graduate Coordinator

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
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</tbody>
</table>

Return completed form to Academic Programs Specialist

Original: AEC Student File
Copy: Graduate Student
Committee Chair
**Student Milestones**

**Milestones accepting supporting data**

<table>
<thead>
<tr>
<th>Milestone Nbr</th>
<th>Milestone</th>
<th>Academic Plan</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>GRINALEX</td>
<td>AEC_PHD</td>
<td>Agricultural Education &amp; Comm</td>
</tr>
<tr>
<td>50</td>
<td>GROUALEX</td>
<td>AEC_PHD</td>
<td>Agricultural Education &amp; Comm</td>
</tr>
</tbody>
</table>

**Selected Milestone**

**Milestone Nbr** 50  Milestone GROUALEX  Graduate Qualifying Exam  
Academic Program AEC_PHD  Agricultural Education & Comm

**GROUALEX: 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 myUF 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 requires 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.

- **Check this box to indicate the student is making satisfactory academic progress**
- **Qualifying Exam Result:**  
- **Qualifying Exam Date:**
- **Dissertation Topic Approval Date:**

**Dissertation Title**

Format | Font | Size | B | U | I | Strike | Color | Align |

---

**Committee Members**

- **Approved by all members of the student's committee**
This is not yet submitted to Grad School.

**UFID:**
**Name:**
**Email:**
**First Term:**

**College:** Agricultural and Life Sciences (AG)
**Major:** Agricultural Education and Communication (AEC)
**Degree:** Doctor of Philosophy (H)
**Concentration:** No concentration

---

**Transmittal Statement**

On behalf of the 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 substitute must approve this form before it is submitted to the UF Graduate School.

<table>
<thead>
<tr>
<th>Committee Member</th>
<th>Approval Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td></td>
</tr>
<tr>
<td>Agricultural Education and Communication</td>
<td></td>
</tr>
</tbody>
</table>

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.
Electronic Thesis and Dissertation Signature Page Submission

This is not yet submitted to Grad School.

<table>
<thead>
<tr>
<th>UFID:</th>
<th>College: Agricultural and Life Sciences (AG)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Major: Agricultural Education and Communication (AEC)</td>
</tr>
<tr>
<td>Email:</td>
<td>Degree: Doctor of Philosophy (H)</td>
</tr>
<tr>
<td>First Term:</td>
<td>Concentration: No concentration</td>
</tr>
</tbody>
</table>

ETD Signature Statement

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.

<table>
<thead>
<tr>
<th>Committee Member</th>
<th>Approval Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
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<tr>
<td>Agricultural Education and Communication</td>
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<tr>
<td>Member</td>
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<td>Agricultural Education and Communication</td>
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<tr>
<td>Member</td>
<td></td>
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<tr>
<td>Agricultural Education and Communication</td>
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<tr>
<td>External</td>
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</tbody>
</table>

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.
Milestones accepting supporting data

<table>
<thead>
<tr>
<th>Milestone Nbr</th>
<th>Milestone</th>
<th>Academic Plan</th>
<th>Academic Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>GRFINALEX</td>
<td>AEC_PHD</td>
<td>Agricultural Education &amp; Comm</td>
</tr>
<tr>
<td>50</td>
<td>GROUALLEX</td>
<td>AEC_PHD</td>
<td>Agricultural Education &amp; Comm</td>
</tr>
</tbody>
</table>

Selected Milestone

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

GRFINALEX Supporting Data

Subplans

<table>
<thead>
<tr>
<th>Academic Sub-Plan</th>
<th>Description</th>
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</table>

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 ETQ 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

[Name]

☑ Approved by all members of the student’s committee
Why Create an Individual Development Plan?

An individual development plan (IDP) helps you to align your personal and professional goals with your academic expectations and responsibilities. Developing a plan will give you critical information for building the skills, knowledge, and resources necessary to for your career, and to prepare you for meaningful personal or professional opportunities after graduation.

UF’s IDP template will be customized to your program’s specific context. The template is comprised of a self-assessment of your current skills and interests, a summary of your goals for the upcoming year based on your self-assessment, and an action plan to shape your skillset, created in conjunction with your advisor.

How Will an IDP Guide My Progress?

Your IDP will serve as a guide to your annual progress meetings with your advisor, to ensure progress is made towards your personal and professional goals. Each year, you can develop a revised IDP, based on an updated assessment of your goals and skills, as well as the progress you make throughout your career, to create attainable steps for fulfilling long-term goals.

How Can I Use This Template?

Please take the time to complete the IDP template to the best of your ability soon after your arrival at UF. It is ok if you are unable to provide clear answers on parts of the IDP template; the document is mean to guide you in formulating a plan for your future, and any questions that arise can be addressed in your first meeting with your advisor. Also, schedule a meeting with your advisor or graduate coordinator early in your first semester at UF, to discuss your goals and expectations for your time at UF.

The IDP document is meant to complement the creation of your academic plan of study, which will outline the measures for academic success in your program. To ensure that both the IDP and your plan of study are coordinated, students and advisors each have a set of expectations, which are listed below, to support your progress towards your degree:

**EXPECTATIONS**

**Student**

- Take primary responsibility for the successful completion of my degree.
- Meet regularly with my advisor and provide her/him with updates on the progress and results of my activities.
- Establish a shared understanding of satisfactory progress with my advisor.
- Work with my research advisor to develop a dissertation project and select a committee.
- Actively seek out advice and feedback from my advisor, committee, and other mentors.
- Remain informed of the policies and requirements of my graduate program, and the University of Florida.
- Attend and participate in department meetings and seminars.
- Maintain knowledge of original literature in my field.
- Be a good research collaborator, maintaining a safe, clean, and collegial academic and work environment.
- Discuss policies on work hours, sick leave, and vacation with my advisor.
- Discuss expectations on authorship and attendance at professional meetings with my advisor.

**Advisor**

- Be committed to a student’s education and training as a future member of the research community.
- Be committed to guiding a student’s research project, allowing them to take ownership of their research.
- Encourage students to set reasonable goals and establish a timeline for completion.
- Provide and seek regular and honest feedback on an ongoing basis.
- Commit to improving as a mentor.
- Be open to students by encouraging them to bring concerns to you, while aiming to find acceptable solutions for all concerned.
- Be knowledgeable of and guide students through the graduate program’s requirements/deadlines.
- Advise and assist with a student’s thesis committee selection.
- Lead by example and facilitate training in complementary skills needed to for a successful career, such as communication, writing, management, and ethical behavior.
- Discuss authorship policies, acknowledge a student’s research contributions, and work with students to aid in publishing their work in a timely manner prior to their graduation.
Steps for creating your IDP

1. Assess your skills, values, and interests
   - Open-ended and survey questions in self-assessment tools
   - myIDP.org survey available for detailed values + interests assessment

2. Create self-assessment summary and goal priority
   - Identify goals for the next year from assessment survey

3. Discuss and develop plan with mentor
   - Create achievable set of goals in yearly action plan
   - Create mentoring plan for working with committee

4. Implement action plan
   - Set and monitor progress on personal milestones for action plan goals

5. Revise and review as needed
   - Sign, update as necessary
INDIVIDUAL DEVELOPMENT PLAN

SELF-ASSESSMENT

What are your current aspirations, goals, and responsibilities?

Aspirations
What is important to you?

What type of work would you like to pursue?

How well do your current skills match up with competencies required for your chosen career?

Personal & Professional Goals
What are your goals?
- Long-term:

- Short-term:

What help would you need to achieve your goals?

What features of professional and collegial relationships are most helpful?

What help can your advisor or faculty provide for professional development and training?

How will you develop contacts related to your career goals?

How will you maintain wellness?

What concerns do you have about pursuing your goals?

Responsibilities
What responsibilities do you have in your program, and what is your plan to fulfill them?

What funding needs do you have?

Do you have access to orientation resources and transition support from your program?

What are important features of mentoring relationships for you?
This self-assessment survey allows you to evaluate your current strengths and weaknesses. Please check the boxes according to your ability (1 being low; 3 being high). Use these scores to guide your discussions with your advisor. You may identify targeted goals for this year by using the Goal checkboxes in the relevant skill categories.

<table>
<thead>
<tr>
<th>Research Skills &amp; Knowledge</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>Goal</th>
<th>Management &amp; Leadership Skills</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broad-based knowledge of field</td>
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<td></td>
<td>Providing instruction and guidance</td>
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<tr>
<td>Critical reading of literature in field</td>
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<td></td>
<td>Providing constructive feedback</td>
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<tr>
<td>Experimental/research design</td>
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<td>Dealing with conflict</td>
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<tr>
<td>Careful recordkeeping practices</td>
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<td>Planning and organizing projects</td>
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<tr>
<td>Understanding data ownership</td>
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<td>Serving as a role model</td>
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<td>Demonstrating responsible conduct in</td>
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<td>Delegating responsibilities in research</td>
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<tr>
<td>(human/animal) research</td>
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<td>Identifying research misconduct</td>
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<td>Leading and motivating others</td>
<td></td>
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<tr>
<td>Effectiveness/Purpose</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>Goal</td>
<td>Professionalism</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>Goal</td>
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<tr>
<td>Maintaining openness and curiosity</td>
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<td></td>
<td>Identifying and seeking advice</td>
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<tr>
<td>Being healthy (physically, emotionally, financial)</td>
<td></td>
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<td></td>
<td>Upholding commitments &amp; deadlines</td>
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<tr>
<td>Effective time management</td>
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<td>Maintaining positive relationships</td>
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<tr>
<td>Maintaining personal motivation</td>
<td></td>
<td></td>
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<td></td>
<td>Contributing to community/institution</td>
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<tr>
<td>Fostering diversity of academic/</td>
<td></td>
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<td></td>
<td>Contributing to a team in office/lab</td>
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<tr>
<td>personal perspectives</td>
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<tr>
<td>Promoting inclusive workplaces/</td>
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<td></td>
<td>Maintaining network of peers</td>
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<td>Communication</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>Goal</td>
<td>Career Advancement</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>Goal</td>
</tr>
<tr>
<td>Writing for experts in my field</td>
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<td></td>
<td>Building transferable skills</td>
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<tr>
<td>Writing for a lay audience</td>
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<td></td>
<td>Identifying career options</td>
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<tr>
<td>Grantwriting skills</td>
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<td></td>
<td>Preparing application materials</td>
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<tr>
<td>Speaking clearly and effectively</td>
<td></td>
<td></td>
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<td></td>
<td>Interviewing skills</td>
<td></td>
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<tr>
<td>Teaching in a classroom</td>
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<td></td>
<td>Negotiating skills</td>
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<tr>
<td>Editing your own work</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Participating in professional service</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Collaborating on work/peer review</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Taking long-term approach to career</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
SELF-ASSESSMENT SUMMARY

Please complete this summary with information from your self-assessment on page 4.

Confident (3’s)  Not Confident (1’s)

Goal Prioritization

Near term (within next 6 months)  Long term (more than 6 months away)

High Priority

Low Priority
INDIVIDUAL DEVELOPMENT PLAN

Discuss your self-assessment summary and existing goals with your advisor. Develop an action plan based on this conversation, to address your target goals, skills, and competencies for the next 12 months. Write this plan together, with the aim of updating and revising it as you make academic and personal progress during your graduate career.

**Goals:**

<table>
<thead>
<tr>
<th>Communication to discuss progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activities</td>
</tr>
<tr>
<td>Projected Timeline</td>
</tr>
<tr>
<td>Financial Support</td>
</tr>
<tr>
<td>Additional Actions</td>
</tr>
<tr>
<td>Follow-up</td>
</tr>
<tr>
<td>Other</td>
</tr>
<tr>
<td>Progress</td>
</tr>
<tr>
<td>Role</td>
</tr>
<tr>
<td>-----------------------------</td>
</tr>
<tr>
<td>Lead Mentor/Graduate Coordinator</td>
</tr>
<tr>
<td>Thesis Committee Group</td>
</tr>
<tr>
<td>Thesis Committee One-on-one</td>
</tr>
<tr>
<td>Collaborators</td>
</tr>
</tbody>
</table>
Review and Revise your IDP

As you implement your IDP, remember to adjust your plans as your circumstances change. If necessary, meet with your advisor throughout the year, to discuss your progress and your achievements. Be sure to verify that your annual meeting with your advisor has been scheduled, and that previous meetings have been noted on your student record in GIMS.

Your name: 

Today’s date: 

Advisor: 

Today’s date: 

Annual Status Update

Please include below any updates on your progress over the course of the year that you would like to discuss at your next annual meeting with your advisor:

UF IDP Template Adapted From:

myIDP.org template: http://myidp.sciencecareers.org/
Stanford University Biomedical Sciences Individual Development Plan Template: http://biosciences.stanford.edu/idp
University of Florida Public Health and Health Professions Individual Development Plan Template
University of Wisconsin-Madison Graduate School Individual Development Plan Template: https://grad.wisc.edu/pd/idp/
# Request to Change Program of Study

## AEC Graduate Program

<table>
<thead>
<tr>
<th>Student Name</th>
<th>UFID</th>
<th>Date of Request</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Degree Sought</th>
<th>Specialization/Minor</th>
<th>Anticipated Graduation Term</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

Please delete the following courses from the above named student’s Program of Study

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Expected Term of Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Please add the following courses to the above named student’s Program of Study

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Expected Term of Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

We recommend this request be approved.

Committee Chair

<table>
<thead>
<tr>
<th>Name</th>
<th>UFID</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Committee Members

<table>
<thead>
<tr>
<th>Name</th>
<th>UFID</th>
<th>Signature</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

External Member

<table>
<thead>
<tr>
<th>Name</th>
<th>UFID</th>
<th>Signature</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Graduate Student

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Approved:

AEC Graduate Coordinator

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Return completed form to Academic Programs Specialist

Original: AEC Student File

Copy: Graduate Student

Committee Chair
# SLO Assessment Rubric
## Project/Thesis/Dissertation Defense
### AEC Graduate Program

<table>
<thead>
<tr>
<th>Student Name</th>
<th>UFID</th>
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<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Degree Sought (MS/PhD)</th>
<th>Specialization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Learning Outcomes (SLO)</th>
<th>Needs Improvement</th>
<th>Satisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Summarize contemporary and foundational theory and research in the selected specialization.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>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.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>3. Apply visual and nonvisual techniques in the use of instructional materials and methods.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>4. Apply concepts and principles related to design, implementation and evaluation of formal and non-formal education and/or training and development programs.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>5. Apply principles, practices and strategies for conducting behavioral research in agricultural and natural resource professions.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>6. Display ethical behaviors, cultural sensitivity, teamwork, professional conduct and communication.</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exam Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Fail</td>
</tr>
</tbody>
</table>

### Committee Chair/Advisor

<table>
<thead>
<tr>
<th>Name</th>
<th>UFID</th>
<th>Signature</th>
<th>Date</th>
</tr>
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</table>

### Graduate Student

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
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</table>

Accepted:

### AEC Graduate Coordinator

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
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</table>

Return completed form to AEC Coordinator, Academic Support Services, 113B Bryant Hall

Original: AEC Student File
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<tr>
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<td>53</td>
</tr>
<tr>
<td>SLO Assessment Rubric</td>
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</tr>
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</table>
General Graduate Program Information

The Department of Agricultural Education and Communication offers the degrees of Master of Science and Doctor of Philosophy. Graduate students who obtain a degree in Agricultural Education and Communication will focus their study in one of four areas of specialization. The areas of specialization are: agricultural communication, agricultural education, extension education, and leadership development. 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 General Information 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:
“The full engagement of graduate students in the Department’s academic and professional community provides a tremendous opportunity for enhanced professional growth and career success. This engagement takes the form of regular participation in department 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. In addition, all graduate students are encouraged to become active members of the AEC Graduate Student Association (AECGSA). Part-time students and others who may not live in the Gainesville area are encouraged to participate in Department programs and activities to the extent possible, given these constraints.

Graduate students in the Department are very influential in building the local and national reputation and standing of the Department. As such, graduate students are expected to proactively contribute to the positive and professional work environment in the Department. This includes maintaining professional interactions and attire, corresponding in a timely and professional manner via email and other means, and working collaboratively with faculty supervisor(s) and others in the Department and University.”

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 via the AEC e-Learning Institute (eLI).

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 commodity 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 in 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 will gain valuable knowledge and experience in designing, implementing, and evaluating educational programs in nonformal settings. Extension graduate students choose between a domestic or international focus in regards to coursework and/or research. In addition, graduates of the program command depth of the teaching and learning process.

The Leadership Development 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 will focus on a core of agricultural courses along with an emphasis in 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 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 Leadership Development 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 settings.

**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 in developing and interpreting policies and procedures within the department, the College of Agricultural and Life Sciences, and the Graduate School.

The Graduate Coordinator’s responsibilities are to lead the Graduate Committee, monitor graduate students’ progress throughout the program, submit the appropriate paperwork to the Graduate School and the College of Agricultural and Life Sciences, and assist AEC faculty in their advising duties.

The Academic Programs Specialist supports the Graduate Coordinator in managing the graduate program. The coordinator oversees and manages the necessary paperwork throughout the graduate student’s program, assists students in the recruitment and admission process, and aids in registration.

Graduate students serving 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).
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 Honesty
In 1995 the UF student body enacted an honor code and voluntarily committed itself to the highest standards of honesty and integrity. When students enroll at the university, they commit themselves to the standard drafted and enacted by students.

Preamble: In adopting this honor code, the students of 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. The quality of a University of Florida education is dependent upon community acceptance and enforcement of the honor code.

The 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.

On all work submitted for credit by students at the university, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The university requires all members of its community to be honest in all endeavors. A fundamental principle is that the whole process of learning and pursuit of knowledge is diminished by cheating, plagiarism and other acts of academic dishonesty. In addition, every dishonest act in the academic environment affects other students adversely, from the skewing of the grading curve to giving unfair advantage for honors or for professional or graduate school admission. Therefore, the university will take severe action against dishonest students. Similarly, measures will be taken against faculty, staff and administrators who practice dishonest or demeaning behavior.

Student Responsibility: Students should report any condition that facilitates dishonesty to the instructor, department chair, college dean, Student Honor Council or Student Conduct and Conflict Resolution in the Dean of Students Office.

Faculty Responsibility: Faculty members have a duty to promote honest behavior and to avoid practices and environments that foster cheating in their classes. Teachers should encourage students to bring negative conditions or incidents of dishonesty to their attention. In their own work, teachers should practice the same high standards they expect from their students.

Administration Responsibility: As highly visible members of our academic community, administrators should be ever vigilant to promote academic honesty and conduct their lives in an ethically exemplary manner.

Student Conduct Code
Students enjoy the rights and privileges that accrue to membership in a university community and are subject to the responsibilities that accompany that membership. For a system of effective campus governance, it is incumbent upon all members of the campus community to notify appropriate officials of any violations of
regulations and to assist in their enforcement. The university’s conduct regulations, available to all students, are set forth in Florida administrative code. Questions can be directed to the Dean of Students Office.

**Standard of Ethical Conduct**
Honesty, integrity and caring are essential qualities of an educational institution, and the concern for values and ethics is important to the whole educational experience. Individual students, faculty and staff members, as well as the university's formal organizations, must assume responsibility for these qualities. The concern for values and ethics should be expressed in classes, seminars, laboratories and in all aspects of university life. By definition, the university community includes members of the faculty, staff and administration as well as students.

Education at the University of Florida is not an ethically neutral experience. The university stands for, and seeks to inculcate, high standards. Moreover, the concern for values goes well beyond the observance of rules.

A university is a place where self-expression, voicing disagreement and challenging outmoded customs and beliefs are prized and honored. However, all such expressions need to be civil, manifesting respect for others.

As a major sector in the community, students are expected to follow the university's rules and regulations that, by design, promote an atmosphere of learning. Faculty, staff and administrators are expected to provide encouragement, leadership and example. While the university seeks to educate and encourage, it also must restrict behavior that adversely affects others. The Standard of Ethical Conduct summarizes what is expected of the members of the university community.

**Integrity**
Plagiarism is not tolerated at the University of Florida. Plagiarism in a thesis or dissertation is punishable by expulsion. If the plagiarism is detected after the degree has been awarded, the degree may be rescinded. The University of Florida has an honor code that defines plagiarism as follows:

Plagiarism: A student shall not represent as the student’s own work all or any portion of the work of another.

Plagiarism includes but is not limited to:

1. Quoting oral or written materials including but not limited to those found on the internet, whether published or unpublished, without proper attribution.
2. Submitting a document or assignment which in whole or in part is identical or substantially identical to a document or assignment not authored by the student.

Please note that intent is not an element of this kind of violation so it is important to take great care in appropriately citing your work. For a good discussion about plagiarism and how to properly cite your sources, please visit: [http://mediasite.video.ufl.edu/Mediasite/Play/adaa44500eaf460a84f238e6b9a558f9](http://mediasite.video.ufl.edu/Mediasite/Play/adaa44500eaf460a84f238e6b9a558f9). For a complete description of the UF Honor Code and procedures, please visit: [https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/](https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/)

**Sexual Harassment**
Sexual harassment is illegal under federal and Florida law as well as University rules and collective bargaining agreements. See below for the University’s policy statement ([http://hr.ufl.edu/manager-resources/policies-2/sexual-harassment/](http://hr.ufl.edu/manager-resources/policies-2/sexual-harassment/))
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.”

**Required Full-Time Registration**

<table>
<thead>
<tr>
<th>Fall and Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time graduate students not on appointments</td>
<td>9-12 A</td>
</tr>
<tr>
<td>Fellows receiving $4,000 or more per term, and trainees</td>
<td>12</td>
</tr>
<tr>
<td>Assistants on .25 to .74 FTE</td>
<td>9</td>
</tr>
<tr>
<td>Assistants on .75 to .99 FTE</td>
<td>6</td>
</tr>
</tbody>
</table>

Full-time assistants:

| 1.00 Fall & Spring | 3 |
| 1.00 Summer A | 2 or 2 |
| 1.00 Summer B | 2 or 2 |
| 1.00 Summer C | 1 or 2 |

**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/](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/](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.

**Cleared prior:** Clearing prior is a possibility only 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:

1. Student has successfully submitted a degree application for the current term within the published deadlines, as confirmed by print screen available from ONE.UF.
2. Student has appropriately satisfied the current term registration.
3. Student has successfully met the current term first submission deadlines for the thesis or dissertation, as confirmed by the Editorial Office, via a confirmation e-mail to the student and Committee chair.
4. 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.
5. Student is in the process of finalizing the thesis or dissertation with the Graduate School Editorial Office.
6. Student has filed a Graduation Date Change Form by the last day of classes of the current term with the Registrar’s Office.

**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 fee 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. Grade points from both the initial failed attempt and the first attempt earning a grade of C or better are included in computing the grade point average. The student receives credit for the satisfactory attempt only.

**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, DOCE courses, or courses designated as “self-funded” by the Registrar.

**Change of Graduate Degree Program**
To change majors or degree level (same or different college), the new academic unit must contact Graduate Student Records in the Graduate School to verify the change. The student is responsible for notifying the current/previous academic unit. 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.

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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 of these 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 (There is no limit on the amount of 6971 that a student can take, but the Graduate School will only count a maximum of 6 credits of 6971 towards a thesis Masters-level degree), 7979, and 7980.

**Passing, Non-Punitive and Failing 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).

**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.

**Examinations**

The student must register for sufficient and appropriate graduate credits during the term any examination is taken. The student’s supervisory committee is responsible for administering the written and oral qualifying examinations and the final oral examination for the defense of the thesis, project, or dissertation.
All members of the supervisory committee must sign the appropriate forms, including the Electronic Thesis and Dissertation (ETD) Signature Page, for the student to meet the requirements of the examination. 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) for the Final Exam Form and UF Publishing Agreement 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.

The qualifying and comprehensive oral examinations and the oral defense of a thesis, project or dissertation may be conducted using video and/or telecommunications. It is required that the student and chair or co-chair must be in the same physical location, except in the case of distance MS students. All other members may participate from remote sites via technological means.

Students are responsible for coordinating the scheduling of oral examinations with their committee or academic unit and must follow the policies set by their committee or academic unit, and the Graduate School. The written comprehensive examination for the non-thesis master’s degree may be taken at a remote site.
Financial Information

Financial Support for Graduate Study
Qualified graduate students in every department are eligible for fellowships, assistantships, traineeships, and other financial aid awards. Graduate assistantship appointments are available through individual academic units. The employing program or unit determines stipend rates. Some units also have fellowships available. Many of these are described in the Financial Aid section of the Graduate Catalog. Interested students should contact the program graduate coordinator or chair for further information. Contact information for graduate coordinators is available from the unit’s website, or online at [http://graduateschool.ufl.edu/student-life-and-support/graduate-contacts](http://graduateschool.ufl.edu/student-life-and-support/graduate-contacts). Information on external fellowships, small grants, and other funding opportunities is available on the Office of Research website: [https://research.ufl.edu/finding-funding.html](https://research.ufl.edu/finding-funding.html). The Community of Science Funding Opportunities database and the GrantsNet Database are keyword searchable and highly recommended as information resources. The University Libraries hosts a website: [http://guides.uflib.ufl.edu/funding](http://guides.uflib.ufl.edu/funding). The Graduate School posts information that it receives concerning external funding opportunities at [http://graduateschool.ufl.edu/prospective-students/funding/](http://graduateschool.ufl.edu/prospective-students/funding/). Loan applications are available from the Student Financial Affairs Office (S107 Criser Hall) or online at [http://www.sfa.ufl.edu/](http://www.sfa.ufl.edu/).

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.

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 the second Friday after classes begin.

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.

**Deadlines are enforced.** The University does not have the authority to waive late payment fees unless extraordinary circumstances warrant such waiver or the University is primarily responsible for the delinquency.

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General Fiscal Information
Students can pay the exact amount of tuition fees or other amounts owed the university online at my.ufl.edu or at University Bursar. Our online payment system at my.ufl.edu accepts American Express, MasterCard or Discover, electronic checks and international payments. Personal checks, cashier’s checks and money orders will be accepted at University Bursar’s 24-hour drop box at 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. Visa credit card, cash and debit cards are not payment options. University Bursar does not cash checks or make cash refunds.
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 counted toward the master’s degree must be completed during the seven years immediately preceding the term in which the degree is awarded. Twelve of the thirty-two credits must be completed in the Department of Agricultural Education & Communication. 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 other approved graduate-level statistics course

MS-thesis students are also required to register for research hours, AEC 6971, during work on their thesis. MS students must have at least 3 credits of AEC 6971 in their program. 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 also required to register for non-thesis research hours, AEC 6912, during the work on their project. Students must have 3 credits of AEC 6912 in their program, but no more than 6 credits. Students must work closely with their advisor and supervisory committee to determine the right balance for academic courses and non-thesis research credits, and decide on a Program of Study or contract of courses taken while completing the MS degree.

In order to assist all graduate students 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. 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. No changes in a supervisory committee may be made during a student's graduating term. Any change must be completed prior to the final examination and before the midpoint deadline of the term. 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 thesis is written) to review procedures, progress, and expected results and to make suggestions for the completion of the 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 must 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.

Number of Credits Required
A minimum of 32 credit hours of coursework is required, which includes at least three and no more than six credits of AEC 6912 (non-thesis) or AEC 6971 (thesis). No more than 5 credits each of 6910 (Supervised Research) and 6940 (Supervised Teaching) may be taken by a graduate student at UF. Total registration for AEC 6912/6971 is unlimited, but only 6 credits can be used for “credit” toward the 32 required for the MS degree.

Grades - A minimum GPA of 3.0 is required within the major and an overall GPA of 3.0 to graduate. 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. Grades of I (incomplete) received during the preceding term should be removed as soon as possible. Grades of I carry no quality points and become punitive after one term. All grades of H and I must be removed before a graduate degree can be awarded.

Major - All course work 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 - If a minor is chosen, at least six (6) credits of work are required in the minor field. Two six-credit minors may be taken with your committee’s permission.Minor work must be in an academic unit outside the Department of Agricultural Education and Communication.A representative from each minor must be on the supervisory committee. A minimum GPA of 3.0 is required within the minor in order to graduate with that minor.

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. Petitions for transfer of credit for a master’s degree must be made during the student’s first term of enrollment in the Graduate School.
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 http://helpdesk.ufl.edu/application-support-center/etd-technical-support/ms-word-and-lateX-templates/

*Please note: All studies conducted at the University of Florida involving human subjects must have IRB approval.

Thesis 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, and (4) matters of a general nature pertaining to the field of study.

The candidate and the supervisory committee chair or co-chair must be present together at the same location. All other supervisory committee members may attend the defense remotely. The defense date must be fewer than 6 months before degree award. All forms should be signed at the defense: the candidate and the supervisory committee chair sign the ETD Publishing Agreement form and the entire supervisory committee should sign the ETD Signature Page and the Final Examination Report. If thesis changes are requested, the supervisory committee chair may hold the ETD Signature Page until satisfied with the thesis.

All department faculty and graduate students are invited to attend the presentation portion of the defense. The presentation should take no more than the first 30 minutes (20 minute presentation and 10 minutes for discussion) of the scheduled time, after which the defense typically continues with only the student and his/her 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. The student must meet all of the requirements of the non-thesis option. At the discretion of the supervisory committee, and with the approval of the Graduate School, three (3) credits of AEC 6971 (Master's Research) 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 a 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) 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.

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 oral portion of the exam consists of a presentation of the non-thesis project. Upon completion of the non-thesis project, the graduate student must defend his/her work to the supervisory committee. 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 his/her supervisory committee about the project defense date and time. The student must also contact the Academic Programs Specialist in order to arrange for all necessary forms and department-wide invitations to the defense/presentation. All required Graduate School and departmental forms should be signed at the defense. 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 no more than the first 30 minutes (20 minutes for presentation and 10 minutes for discussion) of the scheduled time, after which the oral exam typically continues with only the student and his/her supervisory committee.

The student’s supervisory committee will evaluate all parts of the student’s final exam. The student will submit the completed project to their supervisory committee for approval in accordance with the timeline approved by the supervisory committee and the deadlines established by the UF Graduate School for graduation. 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 his/her program of study. The project needs to provide substance, value and relevance to the student’s area of specialization. A 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 his/her 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) hours beyond the baccalaureate degree. This includes hours that comprise the AEC core courses and those for research methods and statistics.

AEC Core Course Requirement
In order to assist all graduate students 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:

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

- **AEC 6767: Research Strategies in AEC (3 credits)**
- **STA 6126: Statistical Research I** or **EDF 6400** or equivalent
- **STA 6127: Statistical Research II** or **EDF 6402** or equivalent
- 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

Experience Expectations
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 his/her 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, 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. Any changes in the supervisory committee must be approved by the AEC Graduate Program Coordinator. A typical committee consists of three members from AEC (including the chair) and one member from a department other than AEC (external member).

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. No changes in a supervisory committee may be made during a student's graduating term. Any change must be completed prior to the final examination and before the midpoint deadline of the term. 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 of thesis is written) to review procedures, progress, and expected results and to make suggestions for the completion of the study.

**Program of Study**

After the supervisory committee is appointed, the committee and the student must 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/Secondary Specialization* - 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, approved for doctoral degree programs listed in the Graduate Catalog. The cumulative grade for courses included in a major must be B (3.00) or higher. 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.

**Individual Development Plan (IDP)**

Students are required to create an Individual Development Plan their first semester in the program and update annually. Students should meet with their faculty advisor to discuss goals and objectives.

**Number of Credits Required**

A minimum of 90 credit hours beyond the bachelor's degree is required. All work must be completed within five calendar years after the qualifying examination, or the examination must be repeated. No more than 30 credits of a master’s degree from another institution will be transferred to a doctoral program. All courses to be transferred must be graduate level, with a letter grade of B or better, and must be demonstrated to relate directly to the degree being sought. All such transfer requests must be made to the supervisory committee no later than the third term of PhD study. A minimum GPA of 3.0 is required by the major, the minor (if chosen), and to graduate.

**Leave of Absence**

A doctoral graduate student who will not be registered at the University of Florida for a period of more than one semester is strongly advised to request written permission from his/her faculty adviser for a leave of absence for a designated period.

**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. 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.

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. The examination is both written and oral, and will be arranged and administered by the supervisory committee chair. One option for the 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 and statistics; AEC core; student’s primary specialization; and focus within the primary specialization, or secondary specialization, or outside minor. There is also a “take-home” option that can be completed over a 2-week time period. There is a 20-page limit 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 defense should be scheduled within two weeks with all supervisory committee members present. The actual format of the qualifying exams must be decided upon between the doctoral student and his/her supervisory committee.

**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.

**Residency 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.

**Electronic Submission of the Dissertation**

All students must submit their dissertation electronically. Information on format may be obtained from the web at: [http://helpdesk.ufl.edu/application-support-center/etd-technical-support/ms-word-and-latex-templates/](http://helpdesk.ufl.edu/application-support-center/etd-technical-support/ms-word-and-latex-templates/). The supervisory committee chair should receive a bound copy of the dissertation. Other members
of the committee may also request a copy. **Please note: All studies conducted at the University of Florida involving human subjects must have IRB approval.**

**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 format of this exam may be oral, written, or both. The candidate and the supervisory committee chair or co-chair must be present together at the same location. All other supervisory committee members may attend the defense remotely. The defense date must be fewer than 6 months before degree award. All forms should be signed at the defense: the candidate and the supervisory committee chair sign the ETD Publishing Agreement form; and the entire supervisory committee should sign the ETD Signature Page and the Final Examination Report. If changes are requested, the supervisory committee chair may hold the ETD Signature Page until satisfied with the dissertation.

All department faculty and graduate students are invited to attend the presentation portion of the defense. The presentation should take no more than the first 40 minutes (30 minute presentation and 10 minutes for discussion) of the scheduled time, after which the defense typically continues with only the student and his/her supervisory committee.
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 to 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; (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. 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 using the Request to Change Program of Study form. These forms are available on the AEC website.

**Annual Student Evaluation**
This form is designed to assist the supervisory committee in providing feedback to the graduate student regarding his/her progress in the graduate program. A written letter may also be attached to this form. This evaluation form should be completed by the chair of the supervisory committee with input from the other committee members. The meeting (chair & student) to discuss this evaluation should be conducted before April 15 each year, regardless of the student’s graduation date or first term enrolled. This form is available on the AEC website.

**Admission to Candidacy (PhD only)**
This form should be completed at the oral defense of a PhD student’s qualifying exam. Approval for admission to candidacy is based on (a) the student’s academic record, (b) satisfactory performance on written and oral qualifying exams, and (c) approval of his/her dissertation topic. This form is available through my.ufl.edu; see the Academic Programs Specialist for assistance.

**Dissertation Transmittal**
This form must be completed before a student can submit his/her 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 GIMS; see the Academic Programs Specialist for assistance.

**ETD Signature Page**
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. This form is available through GIMS; see the Academic Programs Specialist for assistance. If the supervisory committee requests that changes be made to the thesis/dissertation, this form may held until all stipulations are met (but not later than the posted deadline).

**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 is available through my.ufl.edu; see the Academic Programs
Specialist for assistance. The supervisory committee should not hold the forms for revisions to the thesis/dissertation.

**Publishing Agreement**
This form should be completed by the student in GIMS after the project/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 [http://aec.ifas.ufl.edu/resources/graduate-resources/](http://aec.ifas.ufl.edu/resources/graduate-resources/).

**Forms Due Dates**  
*Note: This is just an example of a student beginning the program in the fall term.*

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<thead>
<tr>
<th>Semester</th>
<th>MS thesis</th>
<th>MS non-thesis</th>
<th>PhD</th>
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<tr>
<td>Fall 1</td>
<td>Program of Study</td>
<td>Program of Study</td>
<td>IDP</td>
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<tr>
<td>Spring 1</td>
<td>Annual Student Evaluation</td>
<td>Annual Student Evaluation</td>
<td>Program of Study</td>
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<td>Annual Student Evaluation</td>
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<td>Fall 2</td>
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<td>Spring 2</td>
<td>Annual Student Evaluation</td>
<td>Annual Student Evaluation</td>
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<td>ETD Signature Page</td>
<td>Final Exam</td>
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<td>Final Exam/Publish. Agree.</td>
<td>SLO Assessment Rubric</td>
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<td>Summer 2</td>
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<td>Fall 3</td>
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<td>Admission to Candidacy</td>
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<td>Spring 3</td>
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Preparation for Final Term

The student is responsible for meeting all requirements and observing every deadline. Deadlines are given in this catalog, in the 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: A PhD student must be registered in the term the degree is awarded (unless the student has been approved for clear prior status). Per 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.

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 Application Support Center to format the document in order to meet the minimum submission requirements of the Editorial Office. The Application Support Center offers students assistance with troubleshooting their documents free of charge. The Center also provides 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.

All students: Students must file a Degree Application with the Office of the University Registrar at the start of the final term and must meet minimum registration requirements. 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 average must be at least B (3.00, truncated) in the major and in all work attempted in the graduate program, including a minor where appropriate. All grades of I, H, and X must be resolved. Grades of I, X-, D+, D, D-, E, and U require a written petition from the Academic Unit to the Dean of the Graduate School.
- 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, May, and August.

Preparing for Graduation
Degrees are awarded after each term in December, May, and August. The semester before graduation, the candidate should check his or her 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 (if required) and all degree program details listed in the web-based Graduate Information Management System (GIMS) are accurate. [http://gradschool.ufl.edu/gimsportal/gatorlink/portal.asp](http://gradschool.ufl.edu/gimsportal/gatorlink/portal.asp).

Application for the degree must be made online [http://www.registrar.ufl.edu/currents/degreeapp.html](http://www.registrar.ufl.edu/currents/degreeapp.html) early in the semester of graduation by the deadline published in the University Calendar and the Graduate School Academic Calendar. Application for the degree assures 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. **THE APPLICATION DOES NOT CARRY OVER FROM A PREVIOUS SEMESTER.** Failure to make application by the published deadline will preclude the student's graduation in that term. Students must register for at least three credits (two in Summer) that count toward the degree during the semester of graduation. Students on an assistantship, fellowship, or traineeship must be registered appropriately for their appointment. Thesis students must register for 6971 and doctoral students for 7980. Candidates pursuing concurrent degrees to be awarded in the same semester need to apply to the Office of the University Registrar for both degrees. 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.
Florida Residency Information

Becoming a Florida resident reduces the amount of tuition waivers charged to the University, College, and Department. These cost savings are rolled back into support for other graduate students in the same way that previous students have established Florida residency to “pay it forward” for the benefit of current students.

The following describe what legally constitutes a resident for tuition purposes:

A Florida “resident for tuition purposes” is a person who has, or a dependent person whose parent or legal guardian has, established and maintained legal residency in Florida for at least 12 months. Residence in Florida must be as a bonafide domicile rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education. To qualify as a Florida resident for tuition purposes, you must be a U.S. citizen, permanent resident alien, or legal alien granted indefinite stay by the Immigration and Naturalization Service.

Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents. Graduate students who come to the university and accept employment (or a fellowship) make contributions to the citizens of the State and are eligible to apply for Florida residency status.

Information about becoming a Florida Resident is included herein and online at http://www.admissions.ufl.edu/residency/qualifying.html. Begin by consulting this official website. Once you are settled in Florida, you should begin completing the bulleted items below. After you have resided in Florida for 12 months, you may submit a Residency Reclassification form to the Registrar, located at https://registrar.ufl.edu/pdf/residencyreclass.pdf. For details about establishing Florida residency for tuition purposes, please see https://registrar.ufl.edu/services/residencychange.html. It is important to note once the Residency Reclassification form has been submitted to the Registrar’s Office, they make the final decision.

Actions to be taken to obtain residency for tuition purposes:

• Obtain from the Alachua County Clerk of the Court a “Declaration of Domicile” form. Complete the form and return it to the Official Records Office, Room 101, Alachua County Administrative Building, Main Street and University Avenue. There is a $15.00 charge for filing the form and you need a picture ID (check this website for current information on fees: http://www.alachuacounty.us/Depts/Clerk/Fees/Pages/Fees.aspx). This form must be filed as soon as possible after you arrive in Gainesville and before the start of classes as it will be used to document the start of the 12 month residency period. Be sure to keep a copy of the declaration for filing with your “Residency Reclassification” form.
• Obtain a Florida Driver’s License (original birth certificate required along with secondary identification). If you do not have a car, then obtain a Florida identification card. These can be obtained from the Florida Department of Highway Safety and Motor Vehicles Office. (https://www.flhsmv.gov/)
• Register to vote at the Alachua County Supervisor of Elections Office and obtain a Florida voter identification card. (You may register in whatever Florida county is appropriate for your residence.) (http://www.dmv.org/fl-florida/voter-registration.php)
• Maintain a copy of your offer letter to use as proof of employment for the 12 month period.
• If you own a vehicle, then register it in the State of Florida, by going to the Alachua County Tax Collector’s Office. (http://www.alachuacollector.com/). If you reside in another Florida county you may register your vehicle at the Tax Collector’s Office there.
• Open a local bank account, as this provides additional documentation that you are a permanent resident.
• If you file your own Federal income tax return as an independent person, you need to provide a copy of the latest return you filed as documentation when you file the “Residency Reclassification” form with the Registrar’s Office.
• If your parents or guardians claimed you as a dependent on their most recent return but are not going to claim you as a dependent on future returns, then they need to provide you with a notarized statement stating this.
• Complete a University of Florida “Residency Reclassification” form after you have resided in Florida for 12 months. This form along with appropriate documentation is filed with the University of Florida Registrar’s Office, 201 Criser Hall, Gainesville, FL 32611-4000, (352) 392-1374.
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. The summer registration requirement can be fulfilled by any combination of hours within each session (A, B, & C) but must include a combination of registration that lasts the entire summer. See summer registration reference on page 7 for details. Students on appointment are financially liable for excess credits beyond the required registrations. 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.

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 (approximately $600/Fall & Spring semesters and $400/Summer 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. Graduate assistants must be graduate students in good standing on the effective dates of their appointment. Assistants have their appointments terminated if, during the term of their appointments, they are dismissed from the University for academic reasons. Student will be evaluated on their performance each semester. **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.

All graduate assistants who hold a position that places them in contact with other students (e.g., tutoring, lecturing, assisting in a laboratory class) and who do not speak English as their native language must take the Test of Spoken English or SPEAK Test and pass with a score of 45 or higher or take the TOEFL iBT Speaking Portion and pass with a score of 23 or higher.

**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 [http://cals.ufl.edu/students/graduate-travel-awards.php](http://cals.ufl.edu/students/graduate-travel-awards.php).

**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 Foundation Web site at: [http://www.sfa.ufl.edu/types-of-aid/scholarships/](http://www.sfa.ufl.edu/types-of-aid/scholarships/).
Fulbright-Hays Doctoral Dissertation Research Abroad Fellowship Program
http://www.ufic.ufl.edu/Fulbright/index.html
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.

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
The Office for Student Financial Affairs created 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) in S-107 Criser Hall. 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 http://cals.ufl.edu/students/graduate-travel-awards.php 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 Dr. Myers. Cathy Perkins organizes the paperwork for travel; see her in Rolf's 215 after your travel has been approved.
Graduate Student Organizations and Clubs

Agricultural Education and Communication Graduate Student Association
AECGSA seeks to provide opportunities for AEC graduate students to learn and grow from relationships with each other.

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 founding 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/
- Association for International Agriculture and Extension Education (AIAEE) http://www.aiace.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/
- 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/
UF Graduate Student Resources

- University of Florida Website: [http://www.ufl.edu/](http://www.ufl.edu/)
- UF Graduate School website: [http://gradschool.ufl.edu/](http://gradschool.ufl.edu/)
- UF Career Resource Center: [http://www.crc.ufl.edu/](http://www.crc.ufl.edu/)
- UF student page: [http://www.ufl.edu/students/](http://www.ufl.edu/students/)
- College of Agricultural and Life Sciences: [http://cals.ufl.edu/](http://cals.ufl.edu/)
- AEC: [http://aec.ifas.ufl.edu/](http://aec.ifas.ufl.edu/)
- ONE.UF: [https://one.ufl.edu/dashboard/](https://one.ufl.edu/dashboard/)
- UF Graduate School Editorial Office: [http://helpdesk.ufl.edu/application-support-center/graduate-editorial-office/](http://helpdesk.ufl.edu/application-support-center/graduate-editorial-office/)
- UF Smathers Library: [http://www.uflib.ufl.edu/](http://www.uflib.ufl.edu/)
- UF Campus Map: [http://campusmap.ufl.edu/](http://campusmap.ufl.edu/)

International Student Resources

- International Center Website: [https://internationalcenter.ufl.edu/](https://internationalcenter.ufl.edu/)
- UF International Admissions: [https://admissions.ufl.edu/apply/international/](https://admissions.ufl.edu/apply/international/)
- UF International Center Forms: [https://internationalcenter.ufl.edu/forms-resources](https://internationalcenter.ufl.edu/forms-resources)
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.

Office of Graduate Minority Programs and Student Development
The Office of Graduate Minority Programs (OGMP) supports all graduate students through sponsorship of professional development workshops throughout the academic year. These workshops are announced on the OGMP website and the Graduate Student listserv. OGMP 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/. Guidelines for format, checklists for preparing theses and dissertations to meet deadlines, critical dates, and the graduate catalog are available on the Web at http://graduateschool.ufl.edu/graduation/checklists and available for download and printing.

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, fax (352)392-5575, 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://www.cns.ufl.edu/services/gatorlink/.

Workshops for Teaching Assistants

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 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 http://www.dso.ufl.edu/drc/.

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 your college or department website for the specific requirements for your degree program. Consult UF Computing Help Desk (downstairs HUB) for further advice and information.

UF Immunization Policy: http://shcc.ufl.edu/services/primary-care/immunizations/
Protocol for Graduate Admissions

1. Initial contact from student or recruitment by faculty member.
2. Student completes online Graduate School application and submits official transcripts, GRE scores, resume, and other supporting materials to the Office of Admissions. If seeking assistantship funding, the student will submit the assistantship application and essay to the Academic Programs Specialist. The Academic Programs Specialist collects all application materials in a student file.
3. Prospective students may request a campus visit which the Coordinator, Academic Support Services assists in scheduling. Prospective PhD students are especially encouraged to travel to Gainesville for a visit with faculty and current graduate students. Some travel funding may be available for PhD applicants at the discretion of the department chair and Graduate Committee.
4. All application materials should be submitted by the following admission deadlines*:
   a. February 1 and March 1 Summer/Fall admission
   b. September 1 and October 1 for Spring admission.
   *Students who submit application materials by the first deadline will be the most competitive for assistantship funding.
5. Admission to the PhD program after completing an MS program at the University of Florida is not automatically permitted. The student must reapply to the Graduate Committee and be admitted to the doctoral program.
6. Approximately 2 weeks after the application deadline, the Graduate Committee meets to discuss the applications and make admission decisions.
7. Assistantship ranking is recommended to the Department Chair as a separate decision from admit/conditional admit/deny. The Committee recommends PhD students for the University Graduate School Fellowship award provided by CALS awards.
8. Admission decision letters are mailed after this meeting. The Academic Programs Specialist meets with the Graduate Coordinator to finalize the wording for the letters. Each advisor receives a copy of the decision letter. The Graduate School must approve students who are conditionally admitted.
9. The Department Chair reviews the Graduate Committee’s recommendations for assistantship awards and contacts students to offer them funding. Budget availability determines the number of students that will receive an offer of funding.
10. The Department Chair follows up with an official assistantship offer letter.
11. Faculty advisors and the Department Chair follow-up with admitted students to determine if they will accept the offer of admission and assistantship.
12. The Coordinator, Academic Support Services also has contact with incoming students to prepare them for the transition to UF, including registering new students for their first semester of courses and organizing the new Graduate Student Orientation.
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 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.

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.

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

It depends upon your FTE (full time equivalent). If you are on a .50 FTE assistantship (half-time) assistantship, you are required to devote an average of 20 hours per week to your assistantship duties and responsibilities. It is strongly encouraged that students be in the office working on these duties for the assigned time.

What is the final exam?

A final comprehensive examination must be passed by the candidate. It must be taken the semester in which the degree will be awarded. The exam tests the student over the coursework and research during their studies.

What does a defense entail?

Master of Science (thesis option) and PhD students must complete an extensive research project resulting in a thesis or dissertation. When a student reports and defends his/her findings from their study, this is referred to as the defense. This must be completed the semester the student expects to graduate. The student provides a presentation of his/her research (which is open to the public). The presentation is then followed by defending the research to the student’s supervisory committee.

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. The latter include developing a curriculum, a set of reusable learning objects, EDIS fact sheets, etc.
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 Coordinator, Academic Support Services.

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.

When/how do I register for courses?

Students may register for courses on ONE.UF (https://one.uf.edu/dashboard/) during the selected time scheduled by the university. Special topics and research courses (AEC 6905/6932, AEC 6910/6912/6940/6971//7979/7980) can only be registered by the Academic Programs Specialist or faculty advisor. This is also the case for any departmentally controlled courses. Please see him/her for more details.

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 in helping you find courses not only in AEC but in other departments and colleges throughout the university.

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

**AEC Graduate Program**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>UFID</th>
<th>Date of Meeting</th>
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<table>
<thead>
<tr>
<th>Degree Sought</th>
<th>Specialization/Minor</th>
<th>Anticipated Graduation Term</th>
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## AEC Core Courses *(PhD only)*

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Expected Term of Enrollment</th>
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</thead>
<tbody>
<tr>
<td>AEC 5454</td>
<td>Lead Dev. for Ext &amp; Community Nonprofit Orgs</td>
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<td></td>
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<tr>
<td>AEC 6300</td>
<td>Methodology of Planned Change</td>
<td>3</td>
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<tr>
<td>AEC 6540</td>
<td>Ag &amp; Nat Resources Comm. Theory and Strategies</td>
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<tr>
<td>AEC 6543</td>
<td>Teaching and Learning Theory: Applications in AEC</td>
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## Specialization Courses *(min. of 12 hours suggested)*

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<th>Credit Hours</th>
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## Statistics and Research Courses *(min. of 21 hours for PhD; 6 hours for MS)*

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<td>AEC 6767</td>
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## Minor Courses

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## Supporting Courses and Independent Research/Project Hours

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<thead>
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<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Expected Term of Enrollment</th>
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| Total Credit Hours in Program of Study  
(min 32 for MS; 90 for PhD)            |
|---------------------------------------|
| Total Credit Hours Transferring from Previous MS  
(up to 30 for PhD only)               |

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

<table>
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<tr>
<th>Name</th>
<th>UFID</th>
<th>Signature</th>
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### Committee Members (min 1 for MS-thesis; 2 for PhD)

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<th>Name</th>
<th>UFID</th>
<th>Signature</th>
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### External Member (min 1 for PhD)

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<th>Name</th>
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### Graduate Student

<table>
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<tr>
<th>Signature</th>
<th>Date</th>
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</table>

Approved:
AEC Graduate Coordinator

<table>
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<th>Signature</th>
<th>Date</th>
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</table>

Return completed form to Academic Programs Specialist
Original: AEC Student File
Copy: Graduate Student
Committee Chair
Annual Student Evaluation

AEC Graduate Program
(Due April 15th)

Vision for Graduate Student Engagement in the
UF/IFAS Department of Agricultural Education and Communication

The full engagement of graduate students in the Department’s academic and professional community provides a tremendous opportunity for enhanced professional growth and career success. This engagement takes the form of regular participation in department 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. In addition, all graduate students are encouraged to become active members of the AEC Graduate Student Association (AECGSA). Part-time students and others who may not live in the Gainesville area are encouraged to participate in Department programs and activities to the extent possible, given these constraints.

Graduate students in the Department are very influential in building the local and national reputation and standing of the Department. As such, graduate students are expected to proactively contribute to the positive and professional work environment in the Department. This includes maintaining professional interactions and attire, corresponding in a timely and professional manner via email and other means, and working collaboratively with faculty supervisor(s) and others in the Department and University.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>UFID</th>
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<tbody>
<tr>
<td>Degree Sought (MS/PhD)</td>
<td>Specialization</td>
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</table>

<table>
<thead>
<tr>
<th>Student Learning Outcomes (SLO)</th>
<th>Needs Improvement</th>
<th>Satisfactory</th>
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<tbody>
<tr>
<td>1. Summarize contemporary and foundational theory and research in the selected specialization.</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>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.</td>
<td>□</td>
<td>□</td>
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<tr>
<td>3. Apply visual and nonvisual techniques in the use of instructional materials and methods.</td>
<td>□</td>
<td>□</td>
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<tr>
<td>4. Apply concepts and principles related to design, implementation and evaluation of formal and non-formal education and/or training and development programs.</td>
<td>□</td>
<td>□</td>
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<tr>
<td>5. Apply principles, practices and strategies for conducting behavioral research in agricultural and natural resource professions.</td>
<td>□</td>
<td>□</td>
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<tr>
<td>6. Display ethical behaviors, cultural sensitivity, teamwork, professional conduct and communication.</td>
<td>□</td>
<td>□</td>
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</table>
### Graduate Program Milestones Achieved
(check all that apply)

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Supervisory Committee Appointed</td>
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<tr>
<td>Program of Study Submitted</td>
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<td></td>
</tr>
<tr>
<td>Qualifying Exam (PhD only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project /Proposal Approval</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Exam/Thesis/Dissertation/Project Defense</td>
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</table>

### Overall Academic Progress

- [ ] Unacceptable  
- [ ] Below Expectations  
- [ ] Meets Expectations  
- [ ] Exceeds Expectations

### Overall Research Progress (Developing research skills; Progress on Project/Thesis/Dissertation)

- [ ] Unacceptable  
- [ ] Below Expectations  
- [ ] Meets Expectations  
- [ ] Exceeds Expectations

### Advisor/Committee Comments


### Student Comments/Response


### Committee Chair

<table>
<thead>
<tr>
<th>Name</th>
<th>UFID</th>
<th>Signature</th>
<th>Date</th>
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### Graduate Student

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### AEC Graduate Coordinator

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<th>Signature</th>
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Return completed form to Academic Programs Specialist

Original: AEC Student File

Copy: Graduate Student

Committee Chair

- 40 -
### Student Milestones

**Academic Institution:** University of Florida  
**Academic Program:** Agricultural and Life Sciences  
**Academic Career:** Graduate

<table>
<thead>
<tr>
<th>Milestone Nbr</th>
<th>Milestone</th>
<th>Academic Plan</th>
<th>Supporting Data</th>
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</thead>
<tbody>
<tr>
<td>41</td>
<td>GROFLEX</td>
<td>AEC_PHD</td>
<td>Graduate Final Examination</td>
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<tr>
<td>56</td>
<td>GROQUALEX</td>
<td>AEC_PHD</td>
<td>Graduate Qualifying Exam</td>
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</table>

**Selected Milestone**

- Milestone Nbr: 50  
- Milestone: GROQUALEX  
- Academic Plan: AEC_PHD  
- Supporting Data: Agricultural Education & Comm

**GROQUALEX/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 myUF 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.

- **Qualifying Exam Result:**  
- **Qualifying Exam Date:**  
- **Dissertation Topic Approval Date:**

**Dissertation Title**

- **Format:**  
- **Font:**  
- **Size:**  
- **Title:**

**Committee Members**

- **Approved by all members of the student's committee:**
This is not yet submitted to Grad School.

UFID: 

Name: 

Email: 

First Term: 

College: Agricultural and Life Sciences (AG)

Major: Agricultural Education and Communication (AEC)

Degree: Doctor of Philosophy (H)

Concentration: No concentration

Transmittal Statement

On behalf of the 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 (PhD)

**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.

<table>
<thead>
<tr>
<th>Committee Member</th>
<th>Approval Signature</th>
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<tbody>
<tr>
<td>Chair</td>
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<tr>
<td>Agricultural Education and Communication</td>
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<tr>
<td>Member</td>
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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 Career: Graduate
Academic Program: Agricultural and Life Sciences

**Milestones accepting supporting data**

<table>
<thead>
<tr>
<th>Milestone Nbr</th>
<th>Milestone</th>
<th>Academic Plan</th>
<th>Access</th>
<th>Enter Data</th>
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</thead>
<tbody>
<tr>
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<td>AEC_PHD</td>
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<tr>
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**GRFINALEX Supporting Data**

**Subplans**

<table>
<thead>
<tr>
<th>Academic Sub-Plan</th>
<th>Description</th>
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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 ETO Signature Page and Transmittal Letter must be separately submitted by an academic unit via GIMS, and if the UF Publishing Agreement and UMI Form must be separately submitted by the student via GIMS.

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

The committee has examined the candidate on the following day.

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

Exceptions or qualifications are noted as follows:

**Committee Members**

Approved by all members of the student's committee.
Why Create an Individual Development Plan?

An individual development plan (IDP) helps you to align your personal and professional goals with your academic expectations and responsibilities. Developing a plan will give you critical information for building the skills, knowledge, and resources necessary to for your career, and to prepare you for meaningful personal or professional opportunities after graduation.

UF’s IDP template will be customized to your program’s specific context. The template is comprised of a self-assessment of your current skills and interests, a summary of your goals for the upcoming year based on your self-assessment, and an action plan to shape your skillset, created in conjunction with your advisor.

How Will an IDP Guide My Progress?

Your IDP will serve as a guide to your annual progress meetings with your advisor, to ensure progress is made towards your personal and professional goals. Each year, you can develop a revised IDP, based on an updated assessment of your goals and skills, as well as the progress you make throughout your career, to create attainable steps for fulfilling long-term goals.

How Can I Use This Template?

Please take the time to complete the IDP template to the best of your ability soon after your arrival at UF. It is ok if you are unable to provide clear answers on parts of the IDP template; the document is mean to guide you in formulating a plan for your future, and any questions that arise can be addressed in your first meeting with your advisor. Also, schedule a meeting with your advisor or graduate coordinator early in your first semester at UF, to discuss your goals and expectations for your time at UF.

The IDP document is meant to complement the creation of your academic plan of study, which will outline the measures for academic success in your program. To ensure that both the IDP and your plan of study are coordinated, students and advisors each have a set of expectations, which are listed below, to support your progress towards your degree:

**EXPECTATIONS**

**Student**
- Take primary responsibility for the successful completion of my degree.
- Meet regularly with my advisor and provide her/him with updates on the progress and results of my activities.
- Establish a shared understanding of satisfactory progress with my advisor.
- Work with my research advisor to develop a dissertation project and select a committee.
- Actively seek out advice and feedback from my advisor, committee, and other mentors.
- Remain informed of the policies and requirements of my graduate program, and the University of Florida.
- Attend and participate in department meetings and seminars.
- Maintain knowledge of original literature in my field.
- Be a good research collaborator, maintaining a safe, clean, and collegial academic and work environment.
- Discuss policies on work hours, sick leave, and vacation with my advisor.
- Discuss expectations on authorship and attendance at professional meetings with my advisor.

**Advisor**
- Be committed to a student’s education and training as a future member of the research community.
- Be committed to guiding a student’s research project, allowing them to take ownership of their research.
- Encourage students to set reasonable goals and establish a timeline for completion.
- Provide and seek regular and honest feedback on an ongoing basis.
- Commit to improving as a mentor.
- Be open to students by encouraging them to bring concerns to you, while aiming to find acceptable solutions for all concerned.
- Be knowledgeable of and guide students through the graduate program’s requirements/deadlines.
- Advise and assist with a student’s thesis committee selection.
- Lead by example and facilitate training in complementary skills needed to for a successful career, such as communication, writing, management, and ethical behavior.
- Discuss authorship policies, acknowledge a student’s research contributions, and work with students to aid in publishing their work in a timely manner prior to their graduation.
Steps for creating your IDP

1. Assess your skills, values, and interests
   - Open-ended and survey questions in self-assessment tools
   - myIDP.org survey available for detailed values + interests assessment

2. Create self-assessment summary and goal priority
   - Identify goals for the next year from assessment survey

3. Discuss and develop plan with mentor
   - Create achievable set of goals in yearly action plan
   - Create mentoring plan for working with committee

4. Implement action plan
   - Set and monitor progress on personal milestones for action plan goals

5. Revise and review as needed
   - Sign, update as necessary
What are your current aspirations, goals, and responsibilities?

**Aspirations**
What is important to you?
What type of work would you like to pursue?
How well do your current skills match up with competencies required for your chosen career?

**Personal & Professional Goals**
What are your goals?
- Long-term:
- Short-term:
What help would you need to achieve your goals?
What features of professional and collegial relationships are most helpful?
What help can your advisor or faculty provide for professional development and training?
How will you develop contacts related to your career goals?
How will you maintain wellness?
What concerns do you have about pursuing your goals?

**Responsibilities**
What responsibilities do you have in your program, and what is your plan to fulfill them?

What funding needs do you have?
Do you have access to orientation resources and transition support from your program?

What are important features of mentoring relationships for you?
This self-assessment survey allows you to evaluate your current strengths and weaknesses. Please check the boxes according to your ability (1 being low; 3 being high). Use these scores to guide your discussions with your advisor. You may identify targeted goals for this year by using the Goal checkboxes in the relevant skill categories.

<table>
<thead>
<tr>
<th>Research Skills &amp; Knowledge</th>
<th>1 2 3 Goal</th>
<th>Management &amp; Leadership Skills</th>
<th>1 2 3 Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broad-based knowledge of field</td>
<td></td>
<td>Providing instruction and guidance</td>
<td></td>
</tr>
<tr>
<td>Critical reading of literature in field</td>
<td></td>
<td>Providing constructive feedback</td>
<td></td>
</tr>
<tr>
<td>Experimental/research design</td>
<td></td>
<td>Dealing with conflict</td>
<td></td>
</tr>
<tr>
<td>Careful recordkeeping practices</td>
<td></td>
<td>Planning and organizing projects</td>
<td></td>
</tr>
<tr>
<td>Understanding data ownership</td>
<td></td>
<td>Serving as a role model</td>
<td></td>
</tr>
<tr>
<td>Demonstrating responsible conduct in (human/animal) research</td>
<td></td>
<td>Delegating responsibilities in research setting</td>
<td></td>
</tr>
<tr>
<td>Identifying research misconduct</td>
<td></td>
<td>Leading and motivating others</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Effectiveness/Purpose</th>
<th>1 2 3 Goal</th>
<th>Professionalism</th>
<th>1 2 3 Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintaining openness and curiosity</td>
<td></td>
<td>Identifying and seeking advice</td>
<td></td>
</tr>
<tr>
<td>Being healthy (physically, emotionally, financially)</td>
<td></td>
<td>Upholding commitments &amp; deadlines</td>
<td></td>
</tr>
<tr>
<td>Effective time management</td>
<td></td>
<td>Maintaining positive relationships</td>
<td></td>
</tr>
<tr>
<td>Maintaining personal motivation</td>
<td></td>
<td>Contributing to community/institution</td>
<td></td>
</tr>
<tr>
<td>Fostering diversity of academic/perspectives</td>
<td></td>
<td>Contributing to a team in office/lab</td>
<td></td>
</tr>
<tr>
<td>Promoting inclusive workplaces</td>
<td></td>
<td>Maintaining network of peers</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Communication</th>
<th>1 2 3 Goal</th>
<th>Career Advancement</th>
<th>1 2 3 Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing for experts in my field</td>
<td></td>
<td>Building transferable skills</td>
<td></td>
</tr>
<tr>
<td>Writing for a lay audience</td>
<td></td>
<td>Identifying career options</td>
<td></td>
</tr>
<tr>
<td>Grantwriting skills</td>
<td></td>
<td>Preparing application materials</td>
<td></td>
</tr>
<tr>
<td>Speaking clearly and effectively</td>
<td></td>
<td>Interviewing skills</td>
<td></td>
</tr>
<tr>
<td>Teaching in a classroom</td>
<td></td>
<td>Negotiating skills</td>
<td></td>
</tr>
<tr>
<td>Editing your own work</td>
<td></td>
<td>Participating in professional service</td>
<td></td>
</tr>
<tr>
<td>Collaborating on work/peer review</td>
<td></td>
<td>Taking long-term approach to career</td>
<td></td>
</tr>
</tbody>
</table>
SELF-ASSESSMENT SUMMARY

Please complete this summary with information from your self-assessment on page 4.

<table>
<thead>
<tr>
<th>Confident (3's)</th>
<th>Not Confident (1's)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Goal Prioritization

<table>
<thead>
<tr>
<th>Near term (within next 6 months)</th>
<th>Long term (more than 6 months away)</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Priority</td>
<td></td>
</tr>
<tr>
<td>Low Priority</td>
<td></td>
</tr>
</tbody>
</table>
**INDIVIDUAL DEVELOPMENT PLAN**

Discuss your self-assessment summary and existing goals with your advisor. Develop an action plan based on this conversation, to address your target goals, skills, and competencies for the next 12 months. Write this plan together, with the aim of updating and revising it as you make academic and personal progress during your graduate career.

### Goals:

<table>
<thead>
<tr>
<th>Communication to discuss progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activities</td>
</tr>
<tr>
<td>Projected Timeline</td>
</tr>
<tr>
<td>Financial Support</td>
</tr>
<tr>
<td>Additional Actions</td>
</tr>
<tr>
<td>Follow-up</td>
</tr>
<tr>
<td>Other</td>
</tr>
<tr>
<td>Progress</td>
</tr>
<tr>
<td>Role</td>
</tr>
<tr>
<td>-----------------------------</td>
</tr>
<tr>
<td>Lead Mentor/Graduate Coordinator</td>
</tr>
<tr>
<td>Thesis Committee Group</td>
</tr>
<tr>
<td>Thesis Committee One-on-one</td>
</tr>
<tr>
<td>Collaborators</td>
</tr>
</tbody>
</table>
Review and Revise your IDP

As you implement your IDP, remember to adjust your plans as your circumstances change. If necessary, meet with your advisor throughout the year, to discuss your progress and your achievements. Be sure to verify that your annual meeting with your advisor has been scheduled, and that previous meetings have been noted on your student record in GIMS.

Your name: __________________________  Today’s date: __________________

Advisor: __________________________  Today’s date: __________________

Annual Status Update

Please include below any updates on your progress over the course of the year that you would like to discuss at your next annual meeting with your advisor:

UF IDP Template Adapted From:

myIDP.org template: http://myidp.sciencecareers.org/
Stanford University Biomedical Sciences Individual Development Plan Template: http://biosciences.stanford.edu/idp
University of Florida Public Health and Health Professions Individual Development Plan Template
University of Wisconsin-Madison Graduate School Individual Development Plan Template: https://grad.wisc.edu/pd/idp/
## Request to Change Program of Study

### AEC Graduate Program

<table>
<thead>
<tr>
<th>Student Name</th>
<th>UFID</th>
<th>Date of Request</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Degree Sought</th>
<th>Specialization/Minor</th>
<th>Anticipated Graduation Term</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

Please delete the following courses from the above named student’s Program of Study

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Expected Term of Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Please add the following courses to the above named student’s Program of Study

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Expected Term of Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

We recommend this request be approved.

Committee Chair

<table>
<thead>
<tr>
<th>Name</th>
<th>UFID</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Committee Members

<table>
<thead>
<tr>
<th>Name</th>
<th>UFID</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

External Member

<table>
<thead>
<tr>
<th>Name</th>
<th>UFID</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Graduate Student

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Approved:

AEC Graduate Coordinator

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
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<td></td>
</tr>
</tbody>
</table>

Return completed form to Academic Programs Specialist

Original: AEC Student File

Copy: Graduate Student

Committee Chair
# SLO Assessment Rubric

**Project/Thesis/Dissertation Defense**

**AEC Graduate Program**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>UFID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Degree Sought (MS/PhD)</th>
<th>Specialization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Learning Outcomes (SLO)</th>
<th>Needs Improvement</th>
<th>Satisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Summarize contemporary and foundational theory and research in the selected specialization.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>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.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>3. Apply visual and nonvisual techniques in the use of instructional materials and methods.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>4. Apply concepts and principles related to design, implementation and evaluation of formal and non-formal education and/or training and development programs.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>5. Apply principles, practices and strategies for conducting behavioral research in agricultural and natural resource professions.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>6. Display ethical behaviors, cultural sensitivity, teamwork, professional conduct and communication.</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exam Results</th>
<th>Fail</th>
<th>Pass</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Committee Chair/Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Graduate Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
</tr>
<tr>
<td>-----------</td>
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<tr>
<td></td>
</tr>
</tbody>
</table>

Return completed form to AEC Coordinator, Academic Support Services, 113B Bryant Hall

Original: AEC Student File