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## Policies & Procedures Manual for Graduate Studies

Residential & Distance Program

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## I. Graduate Program

### Mission

Pharmaceutical products are the most widely used and efficacious treatment modalities available for a variety of health disorders. Yet problems with the use are persistent and costly. Medication safety and efficacy as established in clinical trials may not translate into real life, resulting in important areas of inquiry for safety and comparative effectiveness research. Quality deficits in the way medications are used continue to be sources of major concern. Research and teaching in the Department of Pharmaceutical Outcomes and Policy (POP) at the University of Florida focus on issues related to the use and effects of medications in society and ways to improve the drug use process.

Our graduate program, housed in the Department of Pharmaceutical Outcomes & Policy for more than 30 years, was created to meet the continued demands of academic, private, and governmental organizations to build research capacity surrounding the safe, effective, and efficient use of medications. The degrees provide individuals with the credentials to develop, direct or contribute to research programs in pharmacoconomics, pharmacoepidemiology, safety sciences, and pharmaceutical health services research in universities, industry, and government organizations.

### Role of the Departmental Graduate Director and Assistant Director

The departmental graduate director is responsible for advising students on general graduate policies. The graduate program director may be assisted by other faculty members in advising new students. The director also is responsible for overseeing the quality of the graduate program. The assistant director focuses on recruitment and admission processing for applicants to the graduate program and works closely with graduate student who also participate in the recruitment process.

### Graduate Programs Overview

The Department Graduate Program includes several degree programs with differences in structure. Specifically addressed in this document are:

- The residential PhD program
- The residential MS program in POP Research
- The distance MS program

## II. Program Requirements for the Residential Program

### Objectives

The objectives of the graduate program in Pharmaceutical Outcomes and Policy (POP) are:

- To provide an environment that nurtures and stimulates the intellectual advancement of our students and faculty. This includes providing forums for discussion of ongoing research as well as issues affecting us as educators of health care professionals.
- To provide a broad foundation in the social/psychological, epidemiologic, and economic aspects of medication use and pharmacy's role in the control of medication use in society.
- To provide in-depth research training in at least one focus area of study.
- To provide training and experience in teaching.

## Research Competencies

Students in the residential program will be able to demonstrate competencies required to conduct research in our discipline.

- **Philosophy of science:** Describe philosophical views of the nature of science and research and different theories of how knowledge is acquired.
- **Individual line of research:** Select an area of research, master the related knowledge base, formulate problem statements and develop sound research questions.
- **Research design:** Describe essential elements of experimental, quasi-experimental and observational research designs and use them appropriately to address research questions.
- **Principles of measurement:** Develop or select instruments or indicators to measure research constructs and establish the reliability and validity of the measurement.
- **Analytical skills:** Manage big data, determine appropriate statistical tests and interpret the results appropriately.
- **Communication of research results:** Select appropriate means to present research results to target audiences, interpret findings appropriately, and effectively communicate those findings.
- **Evaluation of research:** Write critical reviews of research reports, manuscripts, and proposals.
- **Principles of research ethics:** Apply ethical principles in use of human subjects in research.
- **Interdisciplinary research:** Apply skills of working on a research team involving interdisciplinary collaboration.
- **Research funding:** Identify funding opportunities for the chosen line of research and develop and submit research proposals to funding agencies.

## Disciplinary Competencies

Students completing requirements for a Ph.D. will be able to demonstrate competencies required to understand and conduct research pertinent to our discipline. Competencies specific to one of the program's specialties are listed in the description of these specialties in the next section of this report.

- **Health care organizations in the US:** Describe issues related to organization, production, consumption, reimbursement, financing, access to, and delivery of health care in the United States.
- **The drug product:** Describe principles of drug development, the evaluation of drug efficacy, effectiveness, safety and costs and regulatory and public policy related to drug approval and withdrawal.

## Specializations

### Pharmacoeconomics and Outcomes Research

Pharmacoeconomics is the scientific discipline that evaluates the value (clinical and economic) of pharmaceutical products, services, and programs, as well as other health care interventions to provide health care decision makers, providers and patients with information needed to efficiently allocate health care resources. Pharmacoeconomics involves the application of a variety of scientific disciplines, including health economics, epidemiology, statistics, and decision science. Elements of a pharmacoeconomic analysis may incorporate evaluations of clinical safety and efficacy, comparative effectiveness, meta-analysis, health-related quality of life,

epidemiology, decision sciences, and health services research.

Examples of pharmacoeconomics and outcomes research include:

- economic evaluation of alternative medical and other therapies;
- assessment of patients' willingness to pay for health care interventions;
- elicitation of quality of life and health state utilities.

Core competencies acquired in the pharmacoeconomics and outcomes research specialty track include:

- Pharmacy product and service: Identify and determine relevant costs and consequences associated with pharmacy products and services
- Pharmacoeconomic approaches: Assess the economic impact of pharmaceutical interventions using cost-minimization analysis, cost-effectiveness analysis, cost-utility analysis, and cost-benefit analysis
- Decision making: Understand fundamental concepts behind rationing and economic evaluation of health care; and role of pharmacoeconomics in the drug development process and health care decision making.

## Pharmacoepidemiology and Safety Sciences

Pharmacoepidemiology and Safety Sciences focuses on the use of epidemiological methods in the study of uses and effects of drugs in human populations. This specialization concentrates on assessment of drug utilization, understanding of potential risks and benefits of drugs after their approval, and evaluation of the quality of medication use and medication use systems.

This specialization provides students with the knowledge and skills set to conceive, design, and conduct studies related to pharmacoepidemiology and drug safety. It offers a strong methodological focus on the application of observational research methods in phase IV studies and other related applications of translational clinical sciences.

Scientific expertise in Pharmacoepidemiology and Safety Sciences includes:

Content knowledge related to drug safety, pharmacovigilance, comparative effectiveness, drug utilization, risk management, and quality assessment and improvement of medication use.

- Technical expertise in epidemiologic methods, measurement issues specific to drugs, clinical services, diagnosis and associated determinants, and statistical analysis of large healthcare datasets.

Core competencies acquired in the Pharmacoepidemiology and Safety Sciences specialty track include:

- Pharmacovigilance: Describe the regulatory framework and methodological structure and analyze and interpret data of passive and active safety surveillance systems for signal evaluation and mitigation

- Drug utilization: Devise valid drug exposure measures through primary data ascertainment and secondary analysis of administrative or clinical data
- Epidemiology: Select the most appropriate design for a given analytical question on drug safety or effectiveness considering confounding, measurement and time-related biases
- Pharmacology: Apply basic principles of pharmacology in study design and measurement
- Analysis: Apply advanced statistical techniques to control for bias and confounding
- Risk Management: Appropriately synthesize pharmacoepidemiologic data to assess needs for research and regulatory action

## Pharmaceutical Health Services Research

The health care systems in the U.S. and other nations are under extreme pressure. Pharmaceutical costs keep soaring, quality and outcomes are suboptimal, drug safety is an ongoing concern, access to technology and services is still inadequate, and treatment continuation for chronic conditions is often poorly implemented. Pharmaceutical Health Services Research (PHSR) is a multidisciplinary field that examines use, costs, quality, accessibility, delivery, organization, financing, outcomes of pharmaceuticals and pharmacy services accounting for the structure, processes, and effects of health services on individuals and populations. The program places emphasis on vulnerable populations such as children, elderly, minorities, and persons with high burden diseases and disabilities.

Students will acquire the proficiency to conduct research by applying several methodological tools, and the ability to evaluate public health programs and policy. You are encouraged to contribute as part of multidisciplinary teams in academic, private, and governmental entities. The program also stresses the importance of developing skills to communicate scientific knowledge effectively, lead initiatives to improve the delivery of services and influence health policy at the local, national, and international level. It also provides students with the knowledge and skills set to develop research programs that evaluate the quality of medication use and medication use systems, to determine barriers and root causes related to patient safety problems and medication errors, to identify or develop targeted interventions for these barriers and root causes, and to evaluate the effectiveness and safety of such interventions. Research in patient safety and program evaluation is expected to lead to direct improvements of the medication use system, changes in healthcare delivery, or public policy.

The competency-based curriculum offers a solid analytical foundation on drug utilization research, quality of life measurement, and general health services research orientation. Students may also receive additional training on pharmacoepidemiology or pharmacoeconomics.

The PHSR not only prepares students for careers in academia, but also prepares graduates for leadership careers as health services researchers and health care policy analysts working in public or private organizations. There are many research opportunities within the College of Pharmacy and elsewhere within the University of Florida (Shands Hospital, College of Medicine, Department

of Public Health). Formal and informal relationships such as research internships, thesis collaboration and part-time employment with governmental agencies (FDA, CMS) and the industry (Merck, PhRMA) are encouraged and facilitated.

### Specific requirements for graduate study

The Graduate School, located in Grinter Hall, prepares an online Graduate Catalogue <http://gradcatalog.ufl.edu/> which gives detailed information on requirements for study in graduate degree programs. The Graduate Catalogue and latest Graduate School rules, including deadlines and requirements for graduation, are on the Graduate School home page. It is up to students to be informed of Graduate School requirements. The information in the Department's Policies and Procedures Manual does not contain the rules and requirements of the University or the Graduate School. These can be found at <http://gradschool.ufl.edu>.

“The student must be familiar with Graduate Catalog general regulations and requirements, specific degree program requirements, and offerings and requirements of the major academic unit. Rules are not waived for ignorance.” (UF Graduate School)

### Student responsibilities

Students must stay informed on critical dates for their registration and progress through their program. No appeals for missing deadlines will be granted. Students also become financially liable for any course added or dropped after the deadline, including students with fee waivers. Critical dates are available on the Graduate School website (<http://gradschool.ufl.edu>) at the link for “Graduate Students”.

### Major and Concentration

The graduate program in pharmaceutical outcomes and policy falls within a major called “Pharmaceutical Sciences,” and the concentration within that major is “Pharmaceutical Outcomes and Policy.”

### Graduate student classification

Students enrolled for the first time in Graduate School in the College of Pharmacy are classified as 7PH. The student becomes classified 8PH upon accumulating thirty-six (36) credits and continuing enrollment in Graduate School. On successful completion of all parts of the Qualifying Examination and approval of a dissertation proposal, the student is admitted to Candidacy for the Ph.D. degree which carries the classification 9PH.

### Selection of a major advisor

Upon entering the department, an advisor or, in some cases, a temporary faculty advisor will be assigned to each residential MS and PhD student. A student should meet with each faculty member in the department during his or her first month in the graduate program to discuss the faculty member's research interests. A PhD student must confirm her or his major advisor with the Graduate Program Office before the end of the 3<sup>rd</sup> semester of study (summer of first year). Note that most PhD students will be assigned a major advisor at the time of admission. A MS Student must select a major advisor before the end of the spring semester of her or his first year of graduate study. Once an advisor is selected, the student must develop a preliminary plan of study that has been approved by the advisor.

## Supervisory committee

PhD students will establish a supervisory committee. Please refer to the Graduate Catalog concerning who may be seated on a supervisory committee. The supervisory committee is nominated by the student's major advisor in consultation with the student. PhD Students must confirm their major advisor by the end of the summer of their first year and convene the internal (departmental) members of the supervisory committee before the end of the spring term during the second year and the entire committee (including the external member) before the start of the fall term of their third year. Students must ask the internal members to review, modify if necessary, and approve the preliminary plan of study by the end of the spring term during the second year and then the entire committee must review and approve the final plan of study before the start of the fall term of their third year. It is strongly recommended that students establish their committee and plan of study sooner than the deadlines.

Students cannot sit for the qualifying exam if the entire supervisory committee is not established. The committee will review and approve the plan of study as well as the preliminary description of the research question to be pursued for a dissertation.

Residential MS students in the thesis option must also form a supervisory committee. Please refer to the Graduate School Catalog for added information about the composition of the committee. MS students must select their major advisor by the end of the spring term of their first year and select the second member of the committee by end of the summer term of the first year. Online MS students (non-thesis option) do not form a supervisory committee.

## Changing major advisors

If a student desires to change their major advisor, please discuss with the Graduate Program Director.

## Review of academic progress

It is the primary responsibility of the major advisor to assure quality performance by the student. Satisfactory progress is defined as a) having not less than a B grade in any course and b) meeting all milestone deadlines in the academic timetable. All milestones are summarized in the Milestones document (see Appendix A).

Grades of "I" (incomplete) should be removed as soon as possible. Grades of "I" carry no quality point and lower the overall grade point average. All grades of "I" must be removed before the end of the next academic term or the student will receive an "E". A student cannot complete degree requirement with a grade of an "I."

Students will be provided with a written evaluation of their academic progress at the end of each academic year. The major advisor in consultation with the graduate faculty will prepare this evaluation and will discuss the evaluation with the student. The original will be signed by the student and kept in the student's academic file.

## Individual Development Plans

Individual Development Plans (IDPs) assist with identifying and planning for professional development needs and career objectives. IDPs can also be utilized as a means for facilitating communication between faculty and students about how best to meet long-term career plans and how best to gather the

resources needed to realize those goals. Further IDPs can be useful for identifying short-term goals and needs and for developing a strategy for addressing those needs.

Residential graduate students in POP shall submit an Individual Development Plan (IDP) annually to their advisor and meet with their advisor to review the plan. Following approval of the IDP by the advisor, the student shall forward the plan to the graduate program director. The Department has adopted an IDP format available at <http://myidp.sciencecareers.org/Account/LogOn>. Students are encouraged to revise their IDP throughout the year, but are required to update the IDP at the end of each academic year and have their IDP approved by the advisor.

## Presenting and Publishing Research Findings

All students in the residential MS and PhD programs are expected to begin their involvement in research from the day they start the graduate program. Distance program MS students have no requirement to engage in research. Within the first month of beginning graduate studies, new residential students should schedule an individual interview with each faculty in the department about the research activities and interests of the faculty member. Within the first semester, students are expected to identify a research project they would like to become involved in and ask the faculty member to mentor their initial research efforts. Generally a new student will begin working on research under the guidance of their advisor, but many students will benefit from also working on a project guided by other faculty members.

Involvement in research and presentation of research findings in a public forum is required. Presentation of research findings may involve submitting a manuscript to a professional journal, presenting a paper (poster or podium) at a research forum (i.e. at the Research Showcase at the College of Pharmacy), or presenting a paper at a professional meeting. Specific requirements for presentation and publication of research findings are defined in the Milestones document in the appendix. Specifically,

- PhD students must have either given a presentation or have their research accepted for an upcoming presentation at a professional meeting before sitting for the preliminary examination.
- PhD students are required to have at least two research manuscripts submitted before the written qualifying exam with one as first author and second with no requirement for rank in authorship.
- In addition, PhD students are required to have at least three components of the dissertation submitted as a paper suitable for submission to a peer-reviewed journal prior to the dissertation defense.
- Residential MS students must have at least one component of the thesis submitted as a paper suitable for submission to a peer-reviewed journal to the thesis committee before the thesis defense.
- Active participation in the college research showcase is expected for all residential students.
- All abstracts, posters, slides sets or other materials that are presented or published need to be shared with all co-authors at least one week in advance of submission/presentation.

### III. EXAMINATIONS

Students must register for sufficient and appropriate graduate credits during the term when the qualifying examination or final exam (defense of dissertation) is taken. Credit requirements are described in the Graduate Catalog for each degree program. Note that students must be registered for a minimum of 3 credits fall and spring and 2 credits summer whenever an examination occurs, even if they are not on a graduate assistantship.

When students are ready to schedule any of the examinations described below, the Departmental Graduate Program Director must be notified as well as the Department's Graduate Program Administrator. If forms are required for signature, the Graduate Program Administrator will prepare the forms. It is up to the student to make sure that the administrator is notified in advance of the forms that are required for signature.

#### Preliminary examination

Students working toward the PhD degree in POP take a preliminary exam administered shortly after the end of the fall semester of the second year. Residential students in the MS track who desire to transition into the PhD program will be required to take the preliminary exam at the same time. This exam will consist of questions, organized into sections, submitted by members of the department to reflect coursework included in the core curriculum as well as a general understanding of issues relevant to our discipline. In addition, an ability to integrate and apply information on research methods and statistics to problems presented will be evaluated. Grading on each section of the exam will be either "Pass," "Marginal Pass," or "Fail." In order to pass the examination, the student must achieve "Pass" on all sections. Students who have a "Marginal Pass," will be required to successfully complete remediation activities within a specified time period; otherwise their grade for that section will become a "Fail." At the discretion of the departmental faculty, sections receiving a "Fail" grade may be re-administered. Failure to pass a section of the preliminary exam at the first retake will result in dismissal from the PhD program.

#### MS research project

MS in POP Research students are required to complete a thesis which comprises a research project of publishable quality. Research topics can be proposed by the MS student or his or her major advisor, and the final research question selected by the end of the first year. The student's major advisor must approve the research question and analysis plan before the student can begin the research. The research findings, presented in a thesis, must also be summarized in a manuscript, which needs to be submitted to the thesis committee before the thesis defense. Students in the POP online MS program are not required to complete a research project.

#### Qualifying examination and research proposal

The qualifying exam (Ph.D. candidacy exam) will be administered after the PhD student has completed the entire plan of study approved by the supervisory committee. This exam will emphasize the coursework taken in the focus area of study selected by the student. Grading policies for the qualifying exam will be the same as for the preliminary exam.

The written qualifying exam is usually administered over several days and may at discretion of the supervisory committee include in-house and take-home portions. The supervisory committee also decides whether and what type of references and materials may be used by the students to complete the exam. Completion of the written qualifying exam requires documentation of the results by completing

the SACS Graduate Exam Form. This form should be submitted to the POP academic program coordinator as soon as the committee has agreed on the assessment.

Satisfactory performance of the written qualifying exam will allow the student to take the Oral Qualifying Examination (proposal defense). Time and location of the proposal defense needs to be shared at least one week before with all students, faculty, and graduate staff in the department. The student and the chair or co-chair of the supervisory committee are required to be in the same physical location during the oral qualifying exam. All other committee members, including the external, can participate via advanced communication technology (check Graduate Catalog as policies can be modified at any time). The examination, including the proposal presentation as well as committee questions, is conducted as an open forum.

During the oral qualifying exam, the student will present his or her proposal for dissertation research to the supervisory committee. Each student must have submitted a written research proposal to each committee member at least fourteen (14) days prior to the Oral Qualifying Exam. If the student is able to present his/her proposal both orally and in writing, defend the proposal satisfactorily, and answer questions posed by the supervisory committee, a passing grade will be given. Even when a passing grade is given, the committee is expected to make suggestions for changes in the dissertation proposal that could improve the research project. If the student fails the qualifying examination, the Graduate School must be notified. A re-examination may be requested, but it must be recommended by the supervisory committee. At least one (1) semester of additional preparation is considered essential for re-examination. Successful completion of the qualifying exam admits a student into candidacy for the Ph.D. degree. The results of the qualifying examination must be reported electronically to the Graduate School via the Admission to Candidacy form in Graduate Information Management Systems (GIMS). Completion of the oral qualifying exam also requires documentation of the results by completing the SACS Graduate Exam Form. This form should be submitted to the POP academic coordinator immediately after the exam along with the Admission to Candidacy Form for GIMS.

Between successful completion of the qualifying examination and the date the degree is conferred, there must be a minimum of two semesters of study if the candidate is in full-time residence, or one calendar year if the candidate is on less than full-time basis. The semester in which the oral qualifying examination is passed is counted, provided the examination occurs before the midpoint of the term. All work for the doctoral degree must be completed within five (5) calendar years after completion of the qualifying examination, or the qualifying examination must be repeated.

## Dissertation

The goal of the doctoral research project is for a student to engage in research leading to new knowledge or enhancing existing knowledge. During the course of the research project, the student is expected to critically evaluate research already done in the student's field of interest as it relates to his or her dissertation research. Because the goal of our program is to provide training that enables our graduates to build independent research programs, we expect our PhD students to identify their dissertation research topic on their own. The role of the major advisor and supervisory committee is to provide guidance and feedback on the relevance, novelty and feasibility of proposed research ideas and to help shape the final research questions through frequent discussion. The student, with advice from the supervisory committee, will then design and implement a method of answering the research questions of interest.

The faculty wants the research experience to be an exciting one -- a culmination of your graduate studies. We urge you to talk with us throughout your program, both individually and in the classroom, about your interests and ideas for research.

### Final examination/oral defense of dissertation

After completion of all other work for the degree, and in no case earlier than six (6) months before the conferral of the degree, the candidate will be given a final examination, consisting of an oral defense of his/her dissertation by the supervisory committee. The POP Graduate Secretary and Graduate Program Director must be informed of the date of this examination at least 2 weeks in advance, will give public notice of the exam, and will prepare all UF forms and the SACS Graduate Exam Form. The dissertation or thesis must be submitted at least two weeks prior to the scheduled defense date to all committee members along with at least one manuscript draft based on the research suitable for submission to a peer-reviewed journal. All forms should be submitted to the coordinator immediately after completion of the thesis defense. Both Students are responsible for meeting all deadlines for dissertation and final defense published by the Graduate School. Students must be registered for a minimum of 3 credit houses in fall and spring, and 2 credit hours in summer in order for final exam to be valid.

### Graduation requirements

When planning to graduate it is the responsibility of each student to access Final Term requirements and Critical dates from the UF Graduate School website.

Final term requirements <http://www.graduateschool.ufl.edu/graduation/>

Critical dates and deadlines <http://www.graduateschool.ufl.edu/graduation/>

Dissertation Checklist link <http://www.graduateschool.ufl.edu/graduation/checklists>

## IV. COURSE OF STUDY

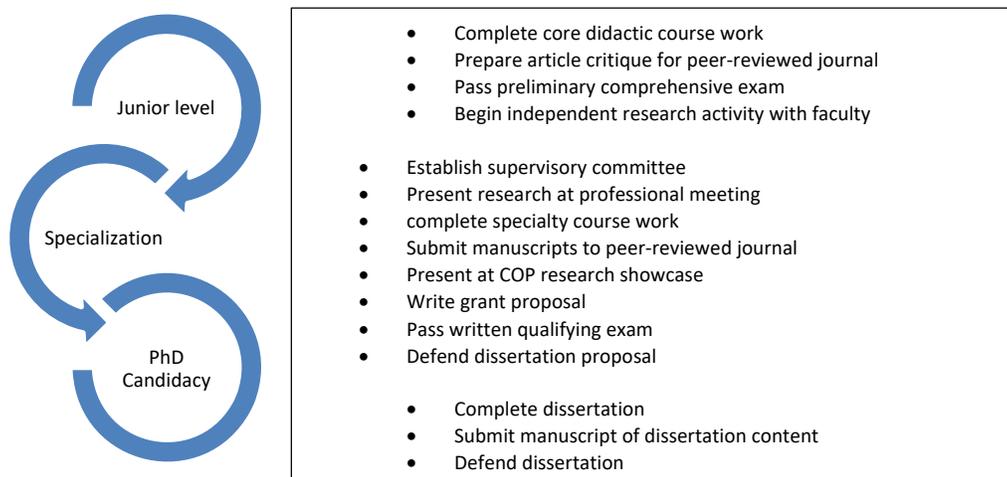
### PhD Degree

Doctoral study consists of the independent mastery of a field of knowledge and the successful execution of research. For this reason, doctoral students act, in large measure, on their own responsibility, and doctoral programs are more flexible and varied than those leading to other degrees. A minimum of 90 semester hours is required for the doctoral degree. However, it is not unusual for students to complete a larger number of credit hours depending on the topic of concentrated study, the supervisory committee, the dissertation, and the student him/herself.

Requirements of the graduate program are divided into five broad categories: (1) core courses; (2) an independent study component; (3) seminar, journal club, regular research meetings, and individual study/special problem courses; (4) specialty courses; and (5) dissertation hours. A complete written outline of the plan of study must be approved by the internal members of the Supervisory Committee not later than the end of the second year following the student's admission to the program. This plan of study must be reviewed again after students have developed a brief description of research questions and research plan for dissertation and receive final approval by the entire supervisory committee before the start of the fall term of the third year. Students should use the Milestones Form appended to this Manual to document their plan of study.

The program is designed over a 4-year period but individual student progress in meeting the annual milestones may vary. Students complete the core curriculum, followed by a preliminary exam after which

they will begin to develop their doctoral dissertation. In addition students attend the weekly departmental seminar, a weekly journal club, and take independent study credit to work with faculty on research projects. Research experience is valued as highly as didactic course work, and course schedules are designed to allow independent research work. PhD students are expected to join faculty-led research teams during their first year of training. Besides exposure to grant writing and the research process, the student's participation is expected to result in early completion of small independent research projects and presentation of results at national or international meeting as well as the annual College Research Showcase. Successful graduation requires a formal doctoral dissertation of original independent work that offers a distinct contribution to and advancement of science along with at least 90 credit hours of didactic coursework and independent research. Students have the opportunity to complete research internships in pharmaceutical industry, health service, and government organizations. It is also expected that students seek extramural funding and submit at least one grant proposal prior to the written qualifying exam. The Milestones Document specifies the typical course of study that is expected for PhD students. A brief summary of the course of study is depicted below.



### **CORE COMPETENCIES - PhD**

The PhD degree provides individuals with the credentials to develop and direct clinical research units in universities, pharmaceutical companies and contract research organizations, and government organizations. Successful graduates have a range of technical and disciplinary competencies in research design; measurement; inferential statistics; the communication of research results; the evaluation of research; research ethics; healthcare delivery and the medication use system; the drug product; and behavioral issues surrounding medication use.

### **Core Curriculum overview for Residential MS and PhD Degree**

The core courses for the residential MS and PhD degree are selected to establish a common backbone in the training of our students, yet to allow flexibility to pursue the various specialties our department offers. The following core courses are mandatory and should be completed within the first two years of training.

Methods courses:

- Introduction to Pharmacoepidemiology (PHA 6891) (3cr)

- Evidentiary Basis of Pharmaceutical Use (PHA 6793) (3cr)
- Principles of Pharmacoeconomics (PHA 5267) (1cr)
- Introduction to POP Research (PHA 6265) (3cr)
- Pharmaceutical Data Analysis in HEOR Settings I (PHA 6935) (3cr)
- Data Analysis and Interpretation (PHA 6805) (3cr)
- Measurement in POP Research (PHA 6717) (3cr)
- Epidemiology Writing Circle (PHC 7902) (1cr) (PhD students only)
- Grant Writing in Population Health (PHC 7727) (3cr) (PhD students only)

Statistics courses:

- Introduction to Biostatistical Methods (PHC 6052) (3cr)
- Regression Methods for Health and Life Sciences (PHC 6053) (3cr)
- Applied Survival Analysis (PHC 6937) (3cr)

Content courses:

- Introduction to US Health Care System (HAS 6114) (3cr) (required for students with little to no exposure)

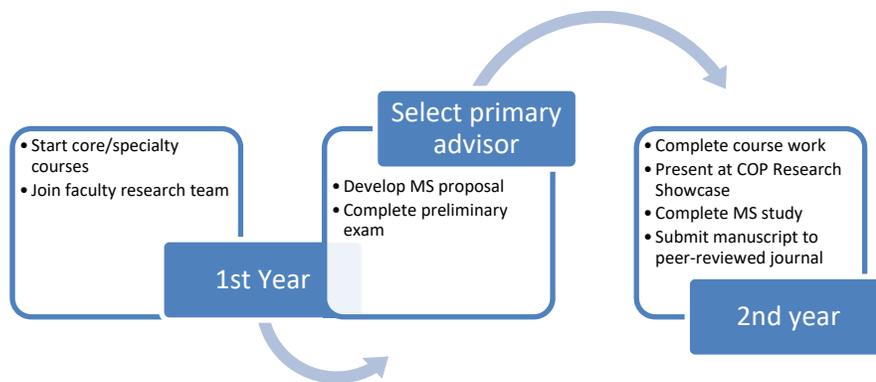
Specialty courses:

Typically between 4-8 courses (depending on MS or PhD) specific to the chosen specialty are added to the core curriculum. In addition, students take credit for independent study coursework with faculty starting in the second semester of their training, for their dissertation research, seminar and journal club.

## Residential MS Degree in POP Research

The residential MS program is designed to be completed over a 2-year period but individual student progress in meeting the annual milestones may vary. Students complete a set of core courses that are shared among all POP specialties as well as specialty-specific courses, totaling a minimum of 36 credit hours of course work. In addition, students attend a weekly departmental seminar, a weekly journal club, and join faculty on ongoing research projects. Research experience is valued as highly as didactic course work, and course schedules are designed to allow independent research work. Successful graduation requires successful completion of all courses and a manuscript summarizing the MS project accepted by UF graduate faculty that is ready for submission to a peer-reviewed journal.

While the program provides a terminal MS degree, all course work and other scholastic requirements are transferable to the Department's PhD program if a successful graduate wishes to continue his or her studies.



### CORE COMPETENCIES – MS in POP Research

This degree program provides individuals with the credentials to serve as entry- or mid-level research associates in contract research organizations, academic and clinical research units, pharmaceutical companies, and government organizations. Typically, these individuals work under limited direction as part of a multi-disciplinary research group. Examples of such positions include research associates, program managers, and health scientists.

Below are two sets of core competencies to be attained by students in both the PhD and residential MS program. The first set focuses on research competencies and the second set are discipline-specific competencies for Pharmaceutical Outcomes and Policy.

### Independent study requirements for PhD and Residential MS Program

During the student's first year, the student is expected to begin to undertake a research project under the supervision of a faculty mentor. The research project is not intended to lock the student into a dissertation or MS Project topic; it is intended to acquaint the student with the research process. Individual study/special problem courses (PHA 6910, PHA 6935, PHA 6936, PHA 6937 PHA 7979) are available to students for the purpose of conducting independent research or examining specific issues or topics in POP research. In the final term of enrollment, a MS student will take at least 3 credit hours of PHA 6971 if graduation is expected during fall or spring terms or 2 credit hours if a summer graduation is expected. All registration for independent study requires submission of a form prior to registration, given to the Graduate Secretary, with signatures of the faculty member overseeing the research and a description of goals for the independent study experience

### Seminar

Students are expected to participate in Research Seminar during Fall and Spring semesters. The objectives of seminar include: (a) to support graduate student research; (b) exchange ideas; and (c) to provide experiences in discussing ideas with a group. Students are asked to notify the graduate student coordinator or their primary advisor if they cannot attend seminar. When attending seminar students are expected to participate constructively in the discussion of the presented research and to provide feedback to the presenter via the seminar feedback forms. Students are required to take one credit hour for seminar each summer semester.

## Online Program Seminar Weekends

All residential PhD students are expected to attend a minimum of two (residential MS students 1) weekend seminars organized by the online program. Online seminars include preparatory readings and examinations, thus early registration is required. Again, students are asked to register for one credit hour in summer following the academic year when the online seminar was completed.

## Journal club

Journal club is usually offered every other week with rotating faculty and senior PhD students in charge of selecting an article for discussion. All residential MS and PhD students are expected to attend journal club regularly, but no less than once a month. Students are required to take one credit hour of journal club each summer semester. Failure to attend or actively participate in journal club will result in a low grade.

## V. GENERAL POLICIES

### Faculty expectations of graduate students

Graduate students should understand and embrace those things that are valued by the department. Below is a list of behavioral expectations that the faculty wishes to transmit to students, and by which the faculty will evaluate students:

1. Developing a sense of purpose consistent with the departmental mission.
2. Demonstrating competence, that competence that is, using resources to achieve one's objectives, goals, and purpose. The demonstration of competence typically is influenced by one's ability to (a) prioritize (i.e., balancing multiple objectives according to purpose); (b) organize; and (c) demonstrate self-discipline.
3. Demonstrating a commitment to ethics in one's professional life (i.e., honesty, candor).
4. Accepting responsibility for, and active involvement in, learning; participating in seminars, journal club, conferences, discussion sessions; conscientiously meeting the duties of a graduate or teaching assistant.
5. Demonstrating an openness to challenge by trying new ideas in seminar/research meetings, taking the risk of being "wrong", and seeking out opportunities for professional growth
6. Demonstrating leadership among fellow students and in student/professional organizations.

### Conflicts-of-interest and integrity in graduate study

Conflicts of interest between graduate students and industrial or commercial entities may arise if a graduate student is offered a financial benefit (honorarium, travel expenses, grant, etc.) by an industrial or commercial entity while the Department is conducting research into matters relating to the business of the industrial or commercial entity. Graduate students should avoid even the appearance of impropriety in the acceptance of financial benefits from industrial or commercial entities. The department faculty (through the graduate program director) must approve any financial benefit provided to a graduate student from an industrial or commercial entity.

Integrity in graduate work has received considerable attention during the recent years. In 1990, the Graduate School developed guidelines to assist students in maintaining integrity in their work (<http://graduateschool.ufl.edu/personnel-and-policy/mentoring>). The Department adheres to these

guidelines. If a student has any questions concerning these matters, please see the graduate coordinator or the department chairman.

The College of Pharmacy has established a social networking policy which is intended to address the posting of certain types of information. The policy is available at <http://www.cop.ufl.edu/education/student-affairs/policies/social-networking-policy/>.

## Graduate representatives

Annually, POP graduate students elect one or two Graduate Student Representatives (GSR) who serve as liaisons between students and the faculty. The GSR attends faculty meetings, participates in the recruitment and admissions process, attends Graduate Student Council meetings, and other duties (see Appendix B for further detail).

## Graduate assistantships

### *Stipends*

It is the general policy of the Department of Pharmaceutical Outcomes and Policy that all students accepted to pursue residential graduate studies receive support in the form of teaching or research assistantship (or a blend of the two) or show evidence of adequate support from fellowships or other sources. Assistantships are for a one year period only and are subject to renewal based on the student's performance and available resources. Assistantships are generally renewable for three years for PhD students in addition to the initial year of funding. However, students are **required** to submit at least one application to an external funding agency to support their dissertation research and to provide a stipend for the remainder of the program. Students who are unsuccessful in attracting funding may apply to the Department for funding of their fifth year with a graduate assistantship. In their application, students are asked to provide a justification why the department should consider an additional year of funding including for example a review of their progress and prospect for finishing their PhD in a timely manner, their contribution to the mission of the department, and their effort to find alternative funding sources. Furthermore, if granted a graduate assistantship in the fifth year, the student is expected to contribute to the mission of the department. It is important to note that the amount of the stipend may be considerably lower than in the first four years with the idea that it is solely meant to bridge the time until the student is ready to graduate.

In order to reduce the burden of tuition if alternative funding sources are needed, all qualified students are reminded to apply for Florida residency after their first year of study has been completed.

Students on graduate assistantships must register for nine credit hours during fall and spring semesters and six hours during the summer, which is covered by the respective tuition waivers that accompany the assistantships. University fees are the financial responsibility of the student and must be paid by the established deadline. Late payments will result in a late fee.

### *Graduate Assistantships – Description of Activities*

The activities assigned to the graduate assistant may vary from semester to semester based on the source of funding. Generally graduate assistants are funded at 0.50 FTE, thus GAs generally provide services in that role for 20 hours per week. The student's assigned tasks for a graduate assistantship should be

treated as an employment responsibility to the Department and the University and take priority over research associated with the student's program of study or other commitments to individual advisors.

Generally, all students on a graduate assistantship will be assigned both teaching and research duties during their first two years. Teaching duties are assigned by the Dean's Office as well as by the department. All PhD students, regardless of their source of funding, must demonstrate competence as a teacher. During the first year a student is on a Graduate Assistantship, he/she should take courses and workshops on Teaching offered by the University. A teaching handbook as well as information on workshops available can be found at [https://teachingcenter.ufl.edu/ta\\_development.html](https://teachingcenter.ufl.edu/ta_development.html).

Assistantships in which the student is assigned to teaching are evaluated each semester by faculty and sometimes by professional students. It is the responsibility of the professor in charge of the course to assure that this evaluation is conducted.

### *Vacation*

Graduate assistants on state stipends are permitted ten (10) working days of vacation per calendar year to be taken at a time **mutually agreed** to by the student, his/her major advisor and the faculty member supervising graduate or teaching assistantship for that semester. In addition, students are granted the usual state holidays. They are:

Memorial Day	Thanksgiving Day and the day after
Independence Day	Christmas Day
Labor Day	New Year's Day
Veterans Day	Martin Luther King Day

Students may be asked to perform research and teaching functions at any other times including the time during semester breaks. However, students, their advisers, and their TA supervisors may agree on independent work during semester breaks that may not require the student's presence on campus. Any leave needs to be communicated to the graduate assistantship supervisor, the principal advisor, and the department chair or graduate program coordinator via the Student Leave Form.

### **Student Travel**

Students are encouraged to attend professional meetings to present their research findings during the graduate program. The University has established procedures for both domestic and international travel for faculty and students associated with attendance at professional meetings. The department also has added procedures for personal and professional travel. All personal and professional travel must be approved by the research advisor and/or their major advisor and, if a GA, by the faculty member to whom she or he is assigned during the period of travel. Students are expected to discuss the plan for funding professional travel with their research advisor and/or major advisor in advance of submission of an abstract. The following steps must be completed for all travel, whether it is for personal or professional reasons.

1. The Graduate Assistant Leave Agreement needs to be submitted for all travel **not later than 5 working days before the beginning of each term (see Appendix C)**. This affects all travel that
  - a. exceeds a total of three days

- b. is international
- c. affects a workday defined by the RA/TA assignment (which might be a weekend day or holiday); note that time periods without classes (e.g. spring break) are still considered work days and the same rules for travel permission forms apply.

Of course, it's possible that a travel opportunity may arise after the start of the semester. In such cases, the student is expected to submit a new Leave Agreement as soon as possible, but certainly no later than 10 days before the planned departure date. The Graduate Assistant Leave Agreement is available from the Graduate Studies Program Administrator and at the end of this document.

2. For professional travel within the United States that will involve receiving a reimbursement from the University for all or part of the travel, students must submit in addition to the Planned Student Leave Form the Travel Authorization Request (TAR), which is also available from the Administrative Support Assistant (Katherine Morris), at least 30 days in advance of the departure date.
3. For foreign travel that will involve receiving a reimbursement from the University for all or part of the travel, students must submit in addition to the Graduate Assistant Leave Agreement at least 30 days in advance of the departure date:
  1. Travel Authorization Request (TAR) (will be emailed by Katherine Morris)
  2. Complete the required information for international travel located at <http://www.ufic.ufl.edu/travelregistration.html> and save an electronic version of the Team Assist Identification Card. This card will be needed in order to complete the following step.

## Outside Work Policy

The goals of a graduate program are best met when students immerse themselves in coursework and independent study in the discipline. The decision to pursue graduate study requires a full-time commitment. The faculty members of the Department of Pharmaceutical Outcomes and Policy strongly recommend that graduate students not be engaged in outside employment. Students who feel that outside employment is necessary and would not jeopardize their graduate studies are expected to meet with both their advisor and the graduate program director to discuss their situations.

## Fellowships and Internships

Students are encouraged to apply for national and graduate school fellowships and awards. If a student succeeds in receiving a grant that includes a stipend for living expenses, the student is expected to meet with the graduate program director to discuss its impact on the state supported graduate assistantship. Please provide the graduate program director with a copy of any external fellowship or grant application submitted.

Internships opportunities can be formally arranged by the department or independently acquired by the student. Formally arranged internships include a research collaboration between the internship site and the Department and are jointly supervised by a designated mentor at the internship site and a POP faculty mentor. These internships focus specifically on the completion of a research question that is of interest to the internship sponsor. Typically, the time of physical presence at the sponsor site is expected

to result in a complete research and analysis plan, as well as a full plan to complete data acquisition. Data analysis and report of findings may be completed after the student returns to POP.

All internships must have specific academic objectives defined before beginning the internship and deliverables specified to meet the objectives. Deliverables will include a presentation to faculty and graduate students on the outcomes of the internship. Typically, internships will be most beneficial to senior students with a focus area defined and a dissertation problem identified. The internship can then be targeted to the focus area and research problem identified.

### Data Access Following Graduation

Due to increasing scrutiny related to data user agreements and licenses and related restrictions for non-UF personnel, for any new graduates or post docs who are leaving POP, we will grant data access for a 6-months period. We will extend this period for work in support of one or more specific manuscripts that are at the 6-months mark under review and for which additional data analysis might be needed. Manuscripts that are submitted after the 6-months period will not qualify for an extension. After 6 months or manuscript acceptance, we will close or remove you from all related IRBs/DUAs.

## Appendix A. PhD Program Milestones and Deliverables

Student name:	Year entered:	UFID:
Specialization:		
Research interest:		
Dissertation topic:		

### Course Work

#### Statistics Core

Course	Name	Credits	Scheduled for	Grade	Date completed
PHC 6052	Introduction to Biostatistical Methods	3	Year 1, fall		
PHC 6053	Regression Methods for Health and Life Sciences	3	Year 1, spring		
PHC 6937	Applied Survival Analysis	3	Year 2, fall		

#### Foundation Core

Course	Name	Credits	Scheduled for	Grade	Date completed
PHA 6891	Introduction to Pharmacoepidemiology	3	Year 1, fall A		
PHA 6793	Evidentiary Basis of Pharmaceutical use	3	Year 1, fall B		
PHA 5267	Principles of Pharmacoeconomics	1	Year 1, fall		
HSA 6114	Intro US Health Care System (required for students with little to no exposure)	3	Year 1, fall or Year 2, fall		
PHA 6265	Introduction to POP Research	3	Year 1, spring		
PHA 6935	Pharmaceutical Data Analysis in HEOR Settings I	3	Year 1, spring		
PHA 6805	Data Analysis and Interpretation	3	Year 1, summer		
PHC 7902	Epidemiology Writing Circle	1	Year 2, spring		
PHA 6717	Measurement in POP Research	3	Year 2, Fall		
PHC 7727	Grant Writing in Population Health	3	Year 2, summer		

#### Specialty and supplemental courses (at least 12 hours required)

Course	Name	Credits	Scheduled for	Grade	Date completed


**College-wide coursework**

Students are required to register for the following (1 credit hour each).

Semester		Date completed
Year 1, Fall, Spring, Summer	College Professional Development Series	
Year 1, summer	Introduction to Drug Discovery	

**POP Seminar Series**

Students are required to register for seminar each summer semester (PHA 6938, 1 credit hour).

Semester	Activity (attended regularly with only excused absences; presented - provide title)	Date completed
Year 1, fall		
Year 1, spring		
Year 2, fall		
Year 2, spring		
Year 3, fall		
Year 3, spring		
Year 4, fall		
Year 4, spring		
	Online weekend seminars (attend at least 2 in the first 3 years, provide topic area)	

**POP Journal Club Series**

Students are required to register for journal club each summer semester (1 credit hour).

Semester	Session chaired (provide topic area and co-presenter)	Date completed
Year 1, fall		
Year 1, spring		
Year 2, fall		
Year 2, spring		
Year 3, fall		

Year 3, spring		
Year 4, fall		
Year 4, spring		

**Independent Research (should begin in year 1, fall) Note: expected to engage in research activity whether or not one is registered in independent study coursework**

Topic, Objectives	Semester	Faculty	Course # (if applicable)	Credits (if applicable)	Date objectives completed
	Yr 1, fall				
	Yr 1, Spr				
	Yr 1, Su				
	Yr 2, fall				
	Yr 2, spr				
	Yr 2, su				
	Yr 3, fall				
	Yr 3, spr				

**Other Deliverables**

	Scheduled for	Date Completed
<b>Ethics Training</b> (print out certification and provide to office for filing) CITI training <a href="https://www.citiprogram.org/Default.asp">https://www.citiprogram.org/Default.asp</a> NIH Training <a href="http://phrp.nihtraining.com/users/login.php">http://phrp.nihtraining.com/users/login.php</a>	Year 1, fall	
<b>Manuscript Review</b> (identify faculty to participate in manuscript review) 2 reviews must be completed before the preliminary exam	Year 1, spring Year 2, fall	
<b>Preliminary Exam</b>	Year 2, end Fall term	
<b>College Research Showcase</b> Submission for poster presentation Submission for oral presentation	Year 2, spring Year 3, spring	
<b>SAS training</b> Complete SAS training in preparation for SAS entry exam in Data Analysis & Interpretation	Year 1, spring term	

**Presentations** (PhD students must have either given a presentation or have their research accepted for an upcoming presentation at a professional meeting before sitting for the preliminary examination)

Title	Venue	Date presented

**Manuscripts** (Two manuscripts submitted before the written qualifying exam with one as first author and second with no requirement for rank in authorship; prior to the dissertation defense, at least three papers on dissertation submitted.

Title	Citation	Date accepted

**Funding applications for grants or fellowships** (at least one application for funding must be submitted before dissertation defense). Required for consideration for funding for 5<sup>th</sup> year, if necessary.

Title	Funding agency	Date submitted	Funding decision

**Leadership and Service**

Title	Organization	Years

**Awards & Honors**

Title	Organization	Years

**Dissertation**

	Scheduled for	Date Completed
Visit each graduate faculty to learn about research interests	Year 1, fall	
Take opportunity to discuss specialization and research interests with as many faculty as possible to help refine focus	Year 1	
Present choice for specialization and preliminary research questions / interests to temporary advisor and discuss next steps	Year 1, spring	
Select major advisor	Year 1, summer	
Select internal members of committee	Year 2, spring	
Establish dissertation committee Major professor: Internal member:	Year 2, Spring/Summer	

Internal member: External member:		
Committee meetings / activities		
1. Review and approve plan of study	Year 2, spring	
2. Review and approve dissertation topic	Year 2, summer	
3. Discuss and schedule written qualifying exam	Year 2, summer	
4. Written qualifying exam (includes R36-like dissertation question)	No later than Year 3, Spring	
5. Dissertation proposal defense	Year 3 or 4	
6. Grant Application Submission for Extramural funding	Year 3/4	
7. Dissertation defense	Year 4	

Student name:	Year entered:	UFID:
Specialization:		
Research interest:		
Dissertation topic:		

**Course Work (requires total of 36 credit hours)**

***Statistics Core***

Course	Name	Credits	Scheduled for	Grade	Date completed
PHC 6052	Biostatistical Methods I	3	Year 1, fall		
PHC 6053	Biostatistical Methods II	3	Year 1, spring		
PHC 6937	Applied Survival Analysis	3	Year 2, fall		

***Foundation Core***

Course	Name	Credits	Scheduled for	Grade	Date completed
PHA 6891	Introduction to Pharmacoepidemiology	3	Year 1, fall A		
PHA 6793	Evidentiary Basis of Pharmaceutical use	3	Year 1, fall B		
PHA 5267	Principles of Pharmacoeconomics	1	Year 1, fall		
HSA 6114	Intro US Health Care System (required for students with little to no exposure)	3	Year 1, fall or Year 2, fall		
PHA 6265	Introduction to POP Research	3	Year 1, spring		
PHA 6935	Pharmaceutical Data Analysis in HEOR Settings I	3	Year 1, spring		
PHA 6805	Data Analysis and Interpretation	3	Year 1, summer		
PHA 6717	Measurement in POP Research	3	Year 2, Fall		

***Specialty and supplemental courses***

Course	Name	Credits	Scheduled for	Grade	Date completed

**POP Seminar Series (required activity for all residential students)**

Students may register for seminar each summer semester (PHA 6938, 1 credit hour).

Semester	Activity (attended regularly with only excused absences; presented - provide title)	Date completed
Year 1, fall		
Year 1, spring		
Year 2, fall		
Year 2, spring		
	Online weekend seminars (attend at least 1, provide topic area)	

**POP Journal Club Series (required activity for all residential students)**

Students may register for journal club each summer semester (1 credit hour).

Semester	Attendance at least 1/month required. Session chaired (provide topic area and co-presenter)	Date completed
Year 1, fall		
Year 1, spring		
Year 2, fall		
Year 2, spring		

**Independent Research (should begin in year 1, fall) Note: expected to engage in research activity whether or not one is registered in independent study coursework.**

**Must register for at least 3cr thesis hours of PHA 6971 in final term of study (if occurring in fall or spring term) or 2cr hours if final term is summer.**

Topic, Objectives	Semester	Faculty	Course # (if applicable)	Credits (if applicable)	Date objectives completed
	Yr 1, fall				
	Yr 1, Spr				
	Yr 1, Su				
	Yr 2, fall				
	Yr 2, spr				

**Other Deliverables**

	Scheduled for	Date Completed
<b>Ethics Training</b> (print out certification and provide to office for filing) CITI training <a href="https://www.citiprogram.org/Default.asp">https://www.citiprogram.org/Default.asp</a> NIH Training <a href="http://phrp.nihtraining.com/users/login.php">http://phrp.nihtraining.com/users/login.php</a>	Year 1, fall	
<b>Manuscript Review</b> (identify faculty to participate in manuscript review)	Year 1, spring Year 2, fall	

<b>Preliminary Exam</b> – only required to take if applying to doctoral program	Year 2, end Fall term	
<b>College Research Showcase</b> Submission for poster presentation Submission for oral presentation	Year 2, spring Year 3, spring	
<b>SAS training</b> Complete SAS training in preparation for SAS entry exam in Data Analysis & Interpretation	Year 1, spring term	

**Presentations other than Research Showcase** (not mandatory, but encouraged)

Title	Venue	Date presented

**Manuscripts** (manuscript summarizing a component of the thesis with you as first author must be submitted to the thesis committee before the thesis defense)

Title	Citation	Date accepted

**Funding applications for grants or fellowships** (not mandatory, but encouraged)

Title	Funding agency	Date submitted	Funding decision

**Leadership and Service**

Title	Organization	Years

**Awards & Honors**

Title	Organization	Years

**Thesis**

	Scheduled for	Date Completed
Visit each graduate faculty to learn about research interests	Year 1, fall	
Take opportunity to discuss specialization and research interests with as many faculty as possible to help refine focus	Year 1, fall	
Present choice for specialization and preliminary research questions / interests to temporary advisor and discuss next steps; select final research question for thesis by end of spring term	Year 1, spring	
Select major advisor	Year 1, spring	
Select second thesis committee member	Year 1, summer	
Thesis topic approved	Year 2, early fall	
Submit paper suitable for submission to peer-reviewed journal to thesis committee prior to thesis defense	Year 2, spring	
Thesis defense	Year 2, spring	

## Appendix B. Graduate Student Representatives

### 1. Graduate Students Representative (GSR)

#### a. Definition

The GSR(s) is a POP residential student who is elected by simple majority voting for a term of one year. GSR may be an individual (preference given to PhD students) or a pair (preference to have at least one of the pair a PhD student). If GSR is a pair, the GSRs may share the responsibilities. Self-nominations are encouraged, but any residential student may nominate another student. The GSR in this document refers to GSR individual or GSR pair.

#### b. Election cycle and procedures:

The election takes place between April 1<sup>st</sup> - 15<sup>th</sup> each year and will be overseen by the incumbent GSR. Candidates may nominate themselves upon the announcement of the incumbent GSR. If a student nominates another student, the incumbent will ask the nominee whether she/he is willing to serve if elected. The nomination period is 7 days after the initial announcement. One reminder will be emailed on day 4 on the nomination period. After the nomination period, the GSR candidates will have 5 days to introduce their platform to the graduate students. Voting will be carried out using online Qualtrics system (provided by the University of Florida) and the poll will be open for 48 hours (2 days). The GSR candidate with the majority vote will be elected to serve for the next GSR service term. Other provisions associated with the election process are:

- i. If only one individual or team is nominated, no election will be held and the GSR qualifications will be confirmed by the Graduate Coordinator.
- ii. The term of the appointment is from May 1 to April 30.
- iii. In case of an elected GSR being unable to fulfil her or his entire term, the Graduate Coordinator will appoint an interim GSR to serve for the remaining time of the term.

### 2. Expectations from a GSR

- a. The GSR serves as liaisons between the POP graduate students and the department leadership (Chair and Graduate Coordinator) and the faculty body.

- b. The GSR attends department faculty meetings and prepares a short overview of important updates related to the students for dissemination purposes. The summary must be approved by the Graduate Coordinator before sending out to the student body. The GSR is expected to discuss issues related to the graduate program and any suggestions for improvement in the Faculty meeting. Should a specific student be mentioned during a faculty meeting, the GSR must maintain confidentiality about the matter discussed. As a rule, faculty will make every effort possible to not discuss individual student matters while GSR is present and will hold such discussion to a faculty-only section of the meeting,
- c. The GSR must attend monthly Graduate Student Council (GSC) meetings to maintain eligibility of the department for GSC travel grants. The GSR will be able to seek help from other students for meeting attendance if temporarily unavailable as long as substitutions are permitted by GSC. The minutes from the meeting or any relevant update from the meetings should be distributed to POP students.
- d. The GSR will be responsible for managing the Research Lab (a.k.a. Graduate Students Office). This task includes assigning permanent and temporary (traveling) desks, keeping the spare keys of the desks, following-up on facility and maintenance issues, supervising implementation of lab rules, and ensuring the space is an environment conducive of productivity.
- e. The GSR will organize student involvement in departmental events, such as the POP annual picnic (in October), Welcome Dinner for the new cohorts (in August), Secret Santa activity (December), candidate visits, and any other self-initiated or requested event.
- f. The GSR will participate in the recruitment/admission process of new students with tasks that can include admission interviews, on-campus visit activities, and organizing student mentors for newly admitted students.
- g. The GSR can plan casual social events for the student body to facilitate friendship, research collaboration, improving quality of life in the graduate program.

3. Research Lab (a.k.a Graduate Students Office) Rules:

- a. Desk Assignment:
  - i. Permanent desk:

- Definition. It is a desk assigned to a specific student who will use the desk for **“a minimum of 4 days per week and an average of 6 hours per day”**.
- Rules: The students who wish to have a permanent desk and comply with the minimum requirement will send an email to the GSR with the following text in quotations:

*“I need a permanent desk in the POP research lab for the next academic year. I will use the desk at least 4 days per week and an average of 6 hours per day. In case my plan to work in the lab changes (e.g. long-term travel, internship or other personal preferences), I will inform the GSRs to plan accordingly.”*

- The GSR will evaluate desk utilization routinely and adjust desk assignments if needed. In matters of disagreement between the GSR and students, the Graduate Coordinator will be asked to mediate.

ii. Traveling desk:

- Definition. It is a shared desk among all the students on a first come first serve basis. A minimum of 20% of the available desks is reserved as traveling desks.
- Rules: It can be used for a couple of hours between classes, while waiting for a meeting, or conducting research. It should be cleaned after each use.

In a scenario when traveling desks are unavailable in the Research Lab, other options for students without a permanent desk assignment include the study area on the 2<sup>nd</sup> floor, study rooms in the library, and the HPNP Auditorium reception area. There are private/group study rooms available in the library and a HDMI cable is available at the front desk.

- iii. Students should inform the GSR if they are about to graduate or those who do not need a permanent desk any longer. The expectation is to clean the desk and drawers and return the key to the GSR.
- iv. Students who want to swap desks or occupy a recently vacated desk need to talk to the GSR prior to the change.

b. Food consumption in the Research Lab

- i. Drinks and snacks are allowed in the research lab. Consuming hot food with a strong smell is prohibited.

- ii. The students should prepare their hot meals outside of the research lab. Available options include Shands cafeteria, graduate students lounge, and the printer room (HPNP-2321).
    - iii. The GSR is responsible for coordinating the cleaning of appliances and defrosting the refrigerator as needed. Students are expected to volunteer for this task and the administrative staff will provide cleaning supplies as needed.
  - c. Noise requirements
    - i. Talking over the phone should be very limited in the Research Lab (<30 seconds).
    - ii. Discussions about research are encouraged and allowed. However, lengthy group discussions should preferably happen outside of the Research Lab in common collaborative areas.
    - iii. Headphones are required for listening/watching multimedia contents (reasonable sound level).
  - d. Privacy and Security
    - i. Students are expected to respect one another's personal privacy. Examples of inappropriate behaviors include looking at another student's computer screen without permission, opening desk drawers of another student without permission, or any similar unwanted behavior that makes another student uncomfortable. Repeated violations could lead to loss of room privileges following discussion with the Graduate Coordinator.
    - ii. Students who work in the lab should always welcome visitors, but must be vigilant to strangers and check their credentials. In case of any suspicious activity, call UFPD immediately (352-392-1111).
    - iii. The entrance door must be closed while leaving the lab if the student believes the lab will be vacated after his/her departure (either during business hours or after hours).
    - iv. The lights should be turned off if the lab is vacated.
- 4. Revision and Ratification Procedure:
  - a. This policy and procedure is reviewed and approved by the Chair and Graduate Coordinator and ratified by the POP graduate students.

- b. This policy and procedure may be revised at the request of the GSR, Department leadership, or at least every 4 years. A majority vote by current POP residential students is required to approve and implement any changes.

## Appendix C. Graduate Student Leave Agreement

This agreement is a contract between the graduate assistant (e.g., TA / RA) and faculty he or she is assigned to (e.g., course coordinator / PI) to establish a common understanding about leave policies as they apply to this particular appointment and for a particular semester. This form must be filed with the POP Graduate Program Administrator not later than 5 working days before the beginning of the term.

**Graduate assistant name:**

**Faculty name:**

**Work assignment period:**            Spring            Summer            Fall            year:

**Type of assignment:**

1. The following expectations have been agreed to for physical presence on campus:  
List days / times and specific tasks as necessary.

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2. The following expectations have been agreed to regarding accessibility while not on campus:  
List days / times and specific tasks as necessary.

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3. The following process has been agreed to regarding the communication of leave:  
Consider detail on advanced notice, minimum duration of leave that necessitates  
communication etc.

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4. List any other special considerations regarding leave requests:  
(e.g., leave before the end of the semester)

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Faculty Signature: \_\_\_\_\_

Date: \_\_\_\_\_