**Introduction**

Welcome to all new graduate students of the Department of Pharmaceutical Outcomes and Policy. As current students, we have put together this guide to assist you with the process of becoming acclimated in our department. Hopefully it will also answer some of the frequently asked questions right away. Please understand this guide is based on the previous experiences of graduate students and most of the requirements are much more dynamic than static. This guide is also not meant to be exhaustive and comprehensive (although you may find it frustratingly long and tedious) but instead offers useful information on many areas you will undoubtedly need guidance in. You will always find it useful to have an inquisitive attitude, and to keep your mind and ears open as it is your responsibility to fulfill the necessary requirements listed here and some that aren’t.

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Peggy Chang and Motomori Lewis will be your graduate student representatives for this year. They will be a good source of information during your first year with us.

Getting you settled into the department and the University of Florida involves numerous bureaucratic tasks and procedures. Since you will work heavily with sensitive personal health information, it is also important that you meet all requirements to handle this information. Finally, there are some rules and etiquette to understand within the department. As always, if there is information that is confusing or missing from this document, the faculty, staff, and your fellow students are here to answer any of your questions.

**Please contact the following persons and provide the stated information to them:**

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| Human Resources |
| *2046 NE Waldo Road, Gainesville, FL 32609**Suite 2200* |
| *hr@cop.ufl.edu**(352) 273-9043* |

For those incoming students who will be receiving a graduate assistantship, as soon as possible, provide our Human Resources department with your address, telephone number, a copy of your Social Security card, and most importantly your bank account information. This information will allow them to set up a direct deposit of your paychecks to your account (the only way you will get paid). You have to bring a voided check or your bank account information. If you are an international student you will need to also bring your passport/visa, I-94 and I-20 (see international student section for more information).

If you will be a graduate assistant (TA and/or RA), it can take 6-8 weeks for the first paycheck to be deposited to your account. Please be prepared to have your expenses (e.g. rent and food) covered until the first paycheck arrives.

Human Resources will also give you the necessary paperwork to get your Gator One Card. You then take this to the UF Bookstore & Welcome Center, Gator 1 Central (352-392-8343, Hours Monday through Friday 8:00am - 4:30pm) to receive your card or get your Gator One Card at the remote office in the Health Science Center although the latter office has limited hours each week. Your Gator One card is your primary tool on campus to identify yourself and use the University amenities. This card can do many things like allow you to ride any Gainesville bus for free, use the campus gyms, and can even be set up as an ATM card for campus ATM machines. The full list and additional details are available at gator1@ufl.edu. This card will also enable after hour access to the HPNP Building if you need to pull an all-nighter.

**After hour access**

If you need access to the HPNP building after 6pm weekdays or during weekends, you need to bring your Gator 1 card to the 4th floor IT Department to have your personal information logged on the security system of the College of Pharmacy. After-hour access is only possible through the center door in the front courtyard. On your right is a slide through card reader to open the door. Take your Gator One card in your right hand with your thumb on the picture and slide it slowly. There are security guards who patrol the building and cameras that monitor it, but ultimately safety is something that all of us will have to take responsibility for, so please use caution to not let anyone in the building who should not be in the building after hours. Please note that you must not bring guests into the building with you after hours or on weekends.

**International students**

You have to go to the [International](http://www.ufic.ufl.edu/) Center upon your arrival to the university and get a new I-20 visa form (Please check with Human Resources for the appropriate forms first). You need to make sure it is signed (on the back bottom) to be able to travel in and out of the country. This signature has to be renewed **ANNUALLY**, so make sure that the signature is valid for at least 4-6 weeks before you plan to reenter the country. Otherwise you could run into problems when reentering.

If you do not have a SSN you need to go to the Social Security office with documents provided by Human Resources, a Passport/Visa and I-20 form to apply for a SSN. You cannot apply within the first 10 days after entering the country. You will find more information [here](http://www.ssa.gov/pubs/10181.html).

You always need to provide the Dept. of Homeland Security with your current address.

You can do this [online](https://egov.uscis.gov/crisgwi/go?action=coa).

With an F-1 visa you are typically only allowed to work 20 hours per week while in school and 40 hours during break weeks and summer. Your Graduate Assistantship (TA/RA) assignment is 20 hours weekly, which is the maximum allowable. These numbers might vary for each individual. Make sure you are aware of the hours you are allowed to work and that you are compliant for each individual week. Not being compliant can be a reason for **termination** of your visa.

**GatorLink account**

Every student has to create and use a GatorLink account; this is each student’s computer network identity at the University of Florida. You will need this to access your UF email account, wireless networks on campus, myUFL, e-learning, Canvas and ONE.UF. Remember that your GatorLink name is also your email address with @ufl.edu attached. You should use an appropriate login/email address, for example your first name initial and then your last name (e.g. for Tim Tebow: TTebow@ufl.edu). It is difficult to change your account name at a later time so please be cautious in selecting your GatorLink account name. Your GatorLink password needs to be updated every six months. You will receive an email with all the instructions required for updating your password before the beginning of each semester.

All communication within the University and department has to go through this *relatively* safe UF internal network. Recently the university has allowed other colleges to forward their GatorLink e-mails to other accounts (e.g. G-Mail), but we are NOT allowed to do so because of the sensitive data we are working with. Also, any e-mail communications regarding classes you work for as a TA is considered sensitive, especially student grades. While e-mailing information from one UF e-mail account to another is considered *relatively* safe, if you have to e-mail grades or sensitive research data you MUST encrypt it (more information on this later). Try to avoid this if possible and you must use a secure (i.e. encrypted) thumb drive or hard drive for any device you use that includes university-related files, which includes but not limited to phones, laptops, tablets. Yes, it is a hassle but you can get into big trouble in case of a security breach, emphasis is on “big.” A serious violation with protected information is well known to be the fastest ticket out of the college of pharmacy.

**Graduate Student Office**

We try to provide a space in the graduate student office for all students who request it. We would recommend you spend your time working in the office as other students are a very valuable resource, especially in your first year. You will get the office key from Katherine Morris, the departmental administrative assistant in room 3334, and it will also work for rooms where you can access a printer as well as a room where you can access terminals connected to the server.

Please make sure if you are the last person in the office (or any other room), turn off the lights and CLOSE the door(s) when you leave the room. Also, please make sure the doors are locked. These doors can be opened only with the key provided to graduate students to make sure our personal belongings are protected. If you are ever uncertain if another student is returning, please err on the side of caution and close the door anyway. It is recommended that all graduate students take their keys with them when they leave the office in case no one is present when you return. The same goes for the room where the printer is located. It is especially critical that the room where the terminals connected to the terminals is locked at all times, even when you are in the room.

Do not make your belongings unnecessarily accessible (e.g. cell phone, wallet etc.) in the office. We have never had an issue with items disappearing in the graduate office, but this is largely due to students exercising the necessary caution in the past.

We have some desks available that can be shared among students and we also have desks that can be assigned to a specific student. There are specific requirements for any student who is assigned a desk for sole use and the Graduate Student representatives will share the policy with you at a later time (or you may read the policy and requirement [here](https://pop.pharmacy.ufl.edu/wordpress/files/2019/04/POP-GS-Policies-and-Procedures-Manual-3_31_19.pdf), page 31-33, section of Research Lab Rules in the Policy and Procedures Manual). You may also have access to space in a filing cabinet if available. Also, you may wish to leave your laptop running on the desk at all times during regular office hours, but lock it away in your desk if it is left overnight. If you leave your laptop running on your desktop, please make sure to lock it with password protection when you leave the room.

We have a refrigerator and microwave for your convenience. With so many people using the graduate student office, printer, refrigerator and microwave, it is important to leave everything as clean as you originally found it. If you find it dirty, please show some initiative and enthusiasm to clean it up or notify the graduate student representatives. That also counts for the shredder; we have plastic bags available to replace full ones. If you come across a full shredder, please take out the full bag it, knot it tight, put in a new one and leave the full bag on the hallway outside the room to be picked up. The janitorial staff does not clean the office on regular intervals. It is our duty to maintain this area and a vacuum is available upstairs if necessary. You will be spending a lot of time here so please treat it as you would your home. Or if you are like some current graduate students, better than you would treat your home.

**Printer**

A printer will be available to students in Room 2321, but please note that the printer may only be used for work relevant to those research projects that you are working with our department’s faculty as a RA or the classes you teach if you are a teaching assistant! You should not use the printer for personal use (e.g., classes you are taking as a student or your own thesis or dissertation.  To use the printer, you should bring a flash drive with you to Room 2321 and you may access the printer through a desktop computer that is next to the printer. Please note that you will not be able to send print jobs directly from your laptop.

Also, please keep in mind that with continuous budget cuts throughout the University, the use of expensive toners and supply of paper is limited and we have developed a “printer etiquette” to conserve toner and paper. Our use of resources is being monitored, so please keep this etiquette in mind so we do not get further restrictions on printer use.

**Printer Etiquette:** Please do not use the printer for things you could easily read online (i.e. printing out your emails) If you print a pdf document, often the first page is unnecessary and the last several pages often consist of references that you may not need. You can select to only print the pages needed in the print window (“file” -> “print” instead of just hitting the printer symbol). Here you can also select to print on both sides of the paper (highly recommended). If you want to print handouts from PowerPoint slides with dark background, you can change the background to white and after saving, print the slides to conserve toner. Overall, please use common sense in saving paper and toner to avoid future limitations or per-page fees on the printer. These have been discussed in the past and can only be avoided if we use the printer responsibly.

When you do not need printed out papers anymore, please remove all staples and deposit it in the “reuse recycle bin” (next to the printer). This way we can reuse the blank side of the paper. Please make use of this scratch paper! Make sure that you do NOT do this with sensitive material (e.g. student grades, facilitator guides, exam keys and personal health information). Make sure you use the shredder upstairs in the copy machine room (Room 3318, 3rd floor). If you print sensitive material, make sure you pick it up right away and do not let it laying around on the printer (e.g. facilitator guides for your TA assignments).

**Copy Room**

In addition to the printer located in the graduate student area, on the third floor is a copy/scanning machine, which may be available as an alternative. Please consult with Katherine Morris (POP Main office, HPNP 3334) to gain access to this room, or ask for assistance to copy/scan work-related material in the POP main office. Please keep in mind that this machine is shared with PTR and the POP department pays for its use/maintenance/paper. So please prevent unnecessary copying/scanning. Any large copy jobs greater than 100 copies, will require outsourcing to our local printing shop partners (Target Copy or Insty-Prints).  This will require approval and a chartfield from Dr. Winterstein.

**Your Personal Computer**

You will mainly use your personal laptop for your work, but you will use it within the UF network and therefore are responsible for its security. To quote Lane Blanchard (Head of the COP IT Dept.) “See your computer as an investment for your education and not your personal toy.” Therefore, install only programs necessary for your work to keep your computer secure and stable. P2P software (e.g. eDonkey) is NOT permitted as well as any other file sharing software. UF provides you with some free [software](http://www.software.ufl.edu/) that you may find very valuable. It is most important to install Virus scan software. This is REQUIRED to access wireless internet in the HPNP building. Additionally, you can use your Windows firewall (I for example use Zone Alarm, because it is free and very effective). You have to make sure you always have all important updates installed for all programs or the UF network will reject your request to log on. The security scanning software is very rigid in its requirements and the IT department does not have much flexibility in granting exceptions. It is possible to access the server with virus software other than McAfee but you may run into many problems and little help in doing so.

You have to store all sensitive data (i.e. for research and classes) encrypted on your personal computer. Please note that the department’s policy is that all laptops that are used for university business must have whole disk encryption. Private Health Information (PHI) is ONLY allowed to be stored on your personal computer IF specifically instructed to do so by your supervisor on a specific project and IF it will be stored encrypted. Almost always, this kind of data will be stored on our secure servers. For encryption, you need hard drive encryption, which will encrypt your hard drive even if it is removed from your system and connected to another device. You can buy a program called [PGP](http://www.pgp.com/), which costs about $120. TrueCrypt is available for free, but does not have any support. It is a pre-boot hard drive encryption so if something goes wrong there is little you can do without tech support. You can also use the built in whole disk encryption that may be built into your laptop’s operating system, but make sure it has the whole disk encryption option activated. Questions, please see the IT Office on the 4th floor.

You will need to have the latest version of SAS (v 9.4) installed on your computers for classes and research projects. Students are welcome to use any computer and operating system, however, please be advised that SAS is not optimized for Mac OS. Those who opt to use Mac computers will need to find a suitable option to run SAS on their computer. [UF Apps](https://info.apps.ufl.edu/) website is a great resource with many software programs, including SAS, and other options include bootcamp or using a virtual machine, such as [Oracle](https://www.virtualbox.org/).

As for any software purchased discounted from UF, you need to bring a printed and signed [Microsoft license agreement](http://www.software.ufl.edu/ms/) and a copy of your last paycheck to the Reitz Union Bookstore. You will also be able to download Microsoft Office 365 on your laptop at no cost to you.

Back-up your data!!! It is recommended to buy an encrypted external hard drive and back up your entire computer once a week! There have been graduate students in the COP who lost their dissertation near completion because of computer failure or theft.

Use encrypted and password protected thumb drives and external hard drives if you have to transport sensitive data (assuming you are allowed to do that). In general, your computer has to be password protected, and LOCK your desktop when you leave your desk. It is recommended that you set the computer to lock automatically after a few minutes so you do not forget.

If you have questions concerning the network or security you can go to the IT department (Room 4310, 4th floor, the door with the key code lock). Please keep in mind, their job is to maintain the college computers and network, NOT your personal computer.

**GatorGradCare**

If you are interested in health care provided by UF, you can enroll in [GatorGradCare](http://www.gatorgradcare.com), please check out the website. If you are going to be appointed as a Graduate Assistant enrollment is free. If you are assigned to be a TA or RA for both the fall and spring terms, it is recommended that you enroll in the annual plan so you are still enrolled for summer. Basically you have to go to the UF Infirmary first (gate keeper), except in emergencies. For international students, once you get the confirmation e-mail please forward it to insurance@ufic.ufl.edu. Otherwise there will be a hold to sign up for classes for you. You have to show proof that you are enrolled in the GatorGradCare before you are allowed to register for any courses.

**Required Training/Certificates**

To access each course, please log onto my.ufl.edu and navigate to:

Main Menu > My Self Service > Training and Development > myTraining. Search by Course Number or Course Title. When you complete each of these trainings, please print a .pdf copy of the certificate, and email to the HR Office in the College of Pharmacy at hr@cop.ufl.edu and cc: Katherine Morris. When you complete each of these trainings, please print a .pdf copy of the certificate for your records.

* HIPAA & Privacy- Research (PRV801): Required yearly. Complete now or during the orientation period and it will need to be renewed yearly. Provides basic information about federal and state information privacy and security regulations, and the impact of these regulations on human subject research at the University of Florida. This training is required for all Principal Investigators, Co-Principals, Sub-Investigators, Research Coordinators, and staff with access to research-related health information.
* Confidentiality Agreement: Required yearly. Once you have completed the HIPAA training, you will also need to electronically validate your acceptance of the confidentiality statement at <http://privacy.health.ufl.edu/confidential/index.shtml>

This certificate should also be sent to Human Resources at hr@cop.ufl.edu.

* Maintaining a Safe & Respectful Campus (GET803): Required every two years. Must be completed by all personnel.
* FERPA Basics (PRV802): Required yearly. Must be completed annually by all personnel with access to electronic student records and/or who handle student information. The POP department expects all graduate students to complete this training even if you are not a TA because you may find yourself interacting with students even in your role as a RA.
* Local IRB video (IRB800): Required every 3 years.
* One of the following:

CITI or NIH Extramural Training

CITI: Content includes History/Ethical Principles, Basic IRB Regulations, and Informed Consent. Go to: <http://irb.ufl.edu/wp-content/uploads/cs-CITItraining.pdf> to complete.

NIH Extramural Training: Go to: <http://phrp.nihtraining.com/users/login.php>

Instructions: Visit the link to complete the training. When you have completed the training, you need to email a copy of the certificate and your UFID number to ufirb-l@lists.ufl.edu

NOTE: CITI and NIH courses taken as a new user will have the expiration date extended out by 30 years for UF/Shands faculty and staff.

**Federal Taxes**

Tax deadline to submit your tax forms is always **April 15th.** Usually the university provides a free [tax form](http://www.ufic.ufl.edu/secureC1NT4X.htm) program for international students.

**ONE.UF**

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| Lorna P. Chorba |
| *3337, 3rd Floor* |
| *lchorba@cop.ufl.edu* |

In ONE.UF (https://one.uf.edu/), you can browse and sign up for the different courses that you choose to take. Many graduate level courses will either be departmentally controlled or have prerequisites. It is recommended that you email the professor to get information about these courses and how to enroll.

Keep in mind that the department requires you to get approval from your advisor before registering for classes each term. Please complete the Course Registration form, which is available on the departmental [website](https://pop.pharmacy.ufl.edu/people/students/student-resources/forms-and-templates/), ask your advisor and the Director of Graduate programs to sign it, and then send the completed form to the Office of Graduate Studies (graduateprograms@cop.ufl.edu) with a copy to Lorna Chorba before the semester’s registration deadline. This form needs to be filled out with your class schedule even if you aren’t taking any independent study or departmentally controlled classes. The Graduate Program Office will register you for College of Pharmacy courses but you are responsible for enrolling yourself for courses not in the College of Pharmacy, which you can do through ONE.UF.

If you will be taking an independent study course offered by the department, you must receive approval from the supervising faculty member. Please complete the Independent Study Course form here, ask the supervising faculty member to sign it, and bring the completed form to Lorna Chorba before the semester’s registration deadline.

Make sure that you sign up for your classes and pay your tuition fees on time. Otherwise you may incur a fee of $100+! You can calculate the amount of the tuition fee you have to pay per semester [here](http://fa.ufl.edu/ufs/cashiers/feecalc.asp). Typically this information will be calculated for you on [my.ufl.edu](http://my.ufl.edu/). Most students have to sign up for 9 credits during fall and spring and for 6 per summer (class and/or independent studies credits). The number of credits may differ depending on your source of funding.

**E-learning and Canvas**

Many of the classes you will take as a student and also the classes in which you will be serving as a TA will involve courseware referred to as [E-learning](https://lss.at.ufl.edu/) (you might want to bookmark this in your Internet browser). You will find added information under “Tips and Tutorials” to become more efficient with this website. Additional online tutorials and learning materials are available through this [Link](https://lss.at.ufl.edu/help/Main_Page). The name of the courseware used by the university is Canvas. The College offers training and all TAs are required to take the training program. The College’s educational technology staff on the 4th floor will provide you with this information after orientation. If they do not, please talk to the graduate student coordinator about getting this done.

**HSC IT Training**

The Health Science Center offers free classes on most computer programs you will be using for your daily work (e.g. Word, Excel and Access). You might want to check this site out to see if there are any classes offered that you might be interested in. You can also take a look at handouts of classes offered, in case you just want to read up on some things. [HSC IT Training](http://training.health.ufl.edu/)

**Seminar & Journal Club**

During fall and spring, we have two important and mandatory weekly meetings: seminar and journal club. In seminar, we have external speakers and members of this department present research they are working on. Each student is required to present at least once per year at seminar (more to come on this later). Journal Club is more of a student controlled event where one person every other week selects an article and the group reviews it. The presenter typically goes over any necessary background information and presents questions for discussion. Each student is expected to have read and prepared for Journal Club biweekly. These events are mandatory; please contact Dr. Vouri (Seminar) or the graduate student coordinator (Lorna Chorba or Dr. Segal) if you cannot make it.

**Parking/Parking Decals**

If you want to travel to school by car, please check out the [Parking Services](http://www.parking.ufl.edu/pages/studentdecals.asp) website. It is not recommended that you try to park on campus without obtaining a decal. The university employs an appalling number of parking enforcement agents and you will get a ticket more often than not. Parking is typically available in some form after 4:30 PM. This is when *most* decaled parking expires and becomes available for anyone. There are two lots very close to HPNP and we can show those to you once you get here. If you do decide to sign up for a decal and plan on doing this for both semesters, you can get summer for free by paying for fall and spring at the same time.

**Immunization**

If you attend UF, you have to show proof of certain immunizations when you start here.

Please check the [Student Health Care Center webpage](http://www.shcc.ufl.edu/medical/immune.shtml) and take care of this ASAP. You will NOT be able to register for classes until you have fulfilled this requirement.

**Poster Printing/Template**

For presentations at professional conferences, you may be able to receive financial assistance from the department to cover their costs. Please refer to the [Graduate program’s policy and procedure manual](https://pop.pharmacy.ufl.edu/wordpress/files/2019/04/POP-GS-Policies-and-Procedures-Manual-3_31_19.pdf) for more information. Additionally, we have developed a POP [poster template](https://pop.pharmacy.ufl.edu/people/students/student-resources/forms-and-templates/), which will provide a single “corporate identity, and helps us to stand out as a research-intensive group and will help us develop a national and international presence at meetings and conferences. Please see Lorna Chorba, Dr. Winterstein, or any of the POP graduate students for a copy of this template.

**Mandatory Faculty Meetings and Your Temporary Advisor**

You have been assigned either a major advisor or a temporary advisor. As soon as you arrive, please schedule a meeting time with your advisor to finalize fall term course schedule.

You are also expected to set up appointments with each member of the faculty individually over your first month in the department. If you are having problems scheduling meetings with the faculty, please see Katherine as she has access to the professor’s schedules to set up meetings. Before you meet with faculty, you should think what areas of research would interest you and read through that faculty’s online information. If you find areas of mutual interest, you should look at some of the published research of that faculty member on PubMed. It always looks good to be prepared.

**New Student Mentorship**

To assist you into transitioning into the graduate program, we are also partnering you with one of the senior graduate students to turn to for anything you may need. Please take advantage of this resource. These students were all selected because they are friendly and knowledgeable (not to say the other graduate students are not as well) and should be able to help you with the majority of your problems. It is recommended that you touch base with them regularly but this scheduling will largely be left to you to determine. You can discuss anything with your student mentor which may not be able to achieve the same efficiency if you do this with a faculty member. Suggested topics include course selection, common research interesting, how to work with your faculty advisor, university-wide financial issues, gator student life, football game, et al. It is a new program that can be as involved or simplistic as you wish. Please consider it seriously and provide us feedback so the program may evolve to new students’ needs in the future.

**GSPOP Listserve**

You will find that you receive many emails that will have [GSPOP] before the subject.

These are emails that come from the graduate student listserve. These will be emails from other graduate students and faculty. Please feel free to use this resource to email

the entire department by entering popgs@cop.ufl.edu into the address bar. This is useful for communicating important information, sharing interesting email articles, coordinating social events and other appropriate uses. Please keep this communication professional and relevant to the department. Also, be aware that *everyone* (including many past students and some faculty) receive these emails as does the graduate coordinator and several staff members. There has never been an issue in the past about students misusing this listserve and let’s please keep it this way. Also, please be cautious about the difference between “reply” and “reply all.” This can get annoying or inappropriate when students do not select the correct one. Lastly, if faculty or student representatives provide information via the listserv and RSVP is necessary, it is important that you be courteous and reply. Not replying and replying “no” are not the same thing.

**Forms**

If you are ever wondering where a departmental form is, it is likely at <https://pop.pharmacy.ufl.edu/people/students/student-resources/forms-and-templates/>.

**Graduate Student Council Travel Grants**

The graduate student council provides students with travel grants up to $250. Make sure to check their deadlines early. [Travel Grants Website](http://ufgsc.org/index.html). According to their advice, keep these things in mind: Your travel request must be for EXACTLY $250.00. Your travel request cannot list any food expenses, and you MUST state the NAME of the research conference you plan to attend. The Graduate Student Council travel grant program encourages students to participate in research or professional development-related travel for the betterment of the university at-large. With this is mind, try to reduce descriptions that focus on individual benefit instead describe how your attendance will benefit the UF community as a whole (e.g. try to refrain from using the phrase "networking" in your description).

**Final Words**

This “basic” guide may seem daunting. As stated earlier, your most valuable resource this coming year will be your graduate student advisors, mentors and the existing students who have gone through this before. Please do not hesitate to ask questions about anything that is giving you troubles.

Many off the topics above and deadlines will be announced via e-mail as well. You will get a lot of campus and college wide e-mails, which can be annoying at times, but make sure you check every e-mail **thoroughly** before you discard it. Oftentimes important information gets communicated this way and is unfortunately lost as well. We cannot stress to you enough that it is your responsibility to meet all necessary deadlines and tasks.

All of this will likely be easier to understand and will go better than you may think. If you read and understand all of the information listed here, aren’t hesitant to ask questions and approach every situation with a positive attitude you will do just fine.