

Expectations of IPM Florida Faculty and Students

1. Graduate school is a special educational opportunity for students to prepare for professional employment, not a continuation of the undergraduate educational structure and expectations, i.e., not limited to coursework during semesters with free time between semesters. It is intended to be challenging, stimulating, interesting, rewarding and enjoyable.
2. Faculty members invest considerable time and resources to educate graduate students with the expectation that students defer competing activities that cause absenteeism or substandard performance, e.g., social events, recreational travel, and hobbies, and concentrate on their learning experiences.
3. Graduate students are expected to orient their time and effort around educational opportunities, including coursework, student organizations, scientific meetings, work travel, personal growth and development, e.g., improving writing and verbal communication skills. Plant Medicine students are expected to fully participate in that interdisciplinary program, including seminars, other educational and social events, and the Doctor of Plant Medicine Student Organization (DPMSO). M.S. and Ph.D. students are expected to fully participate in Entomology and Nematology Department activities, including seminars and other educational and social events. They also are required to belong to the Entomology and Nematology Student Organization (ENSO).
4. IPM Florida is well organized and managed, has a clearly written mission and model for conducting business, meets at least quarterly as a unit to review written progress of its faculty and students, and endeavors to optimize educational support and opportunities for its faculty and students. The IPM Florida faculty is deeply committed to helping students with their education, research and Extension activities, and is usually available for consultation and guidance.
5. Each graduate student member of IPM Florida is expected to conduct their academic program according to a structure established by mutual agreement with the director. Class, office and work hours will be scheduled to accommodate the student's academic program. This structure is an opportunity for each student to develop the work ethic and habits necessary for post-graduate success.
6. Requirements for employment with IPM Florida include:
 - a. Maintain a time and attendance log that lists daily activities and accomplishments to be reviewed periodically with the supervisor.
 - b. Prepare a written quarterly report of work accomplishments, priorities and activities.
 - c. Participate in quarterly IPM Florida group meetings.
 - d. Provide a mutually agreed on weekly work schedule prior to the beginning of each semester.
 - e. Obtain approval in advance for changes in the established work schedule.
 - f. Obtain approval in advance of leave by means of the standard UF, IFAS leave form (<http://forms.ifas.ufl.edu/forms/personnel/LeaveSlip.pdf>).
 - g. Notify the supervisor of illness or emergencies that will result in the employee being absent.
 - h. Work to replace hours lost to sick or emergency leave within one month after returning to work.

7. There are two types of student employment in IPM Florida:
 - a. OPS hourly employment that requires time cards be completed accurately, approved by the supervisor, and submitted to the Entomology and Nematology Department office on time. OPS employment can be discontinued at any time by the employee or supervisor.
 - b. Graduate Assistantship at $\frac{1}{4}$, $\frac{1}{3}$, or $\frac{1}{2}$ -time that has no paid leave benefits but offers a medical insurance plan. Based on the successful performance of required duties, the supervisor will approve compensatory time not to exceed 3 weeks of vacation per year. Hours must be accrued before compensatory time is requested by working, not by associated activities, e.g., travel to meetings, overnight stays, non-work time at the office, seminars, course preparation and study, and meals. Graduate Assistants can be absent during standard holidays and other leave provided for university employees. No additional paid vacation time will be granted. Weekend work is not normally required of students unless enrolled in thesis M.S. or Ph.D. programs.
8. IPM Florida student performance is evaluated at the end of every semester. Performance of faculty members is evaluated annually. If expectations have not been met, a student or faculty member will be given one semester to improve or no longer be a member of IPM Florida.
9. Personal activities are acceptable in the work environment but must not be disruptive and do not constitute work time, e.g. preparing for classes and examinations, making personal travel arrangements, visiting with colleagues and family members, and personal telephone calls.
10. Funding for graduate students may be provided by grants that have strict accountability for work to be performed. Examples include conducting research, preparing Extension and other educational materials, preparing and presenting talks, participating in professional meetings, conducting and documenting individual projects, providing consultation on IPM, providing website content, and similar work designed to educate the student.
11. Graduate students supported by assistantships are assigned research, Extension and education projects to complete as part of their educational experience. The graduate students are credited with developing, conducting and documenting these projects as evidence of their capabilities. This strengthens employment applications and associated letters of support.
12. Graduate students are provided with appropriate office space, computer support and other benefits of a typical professional work environment.
13. These Expectations of IPM Florida Faculty and Students do not replace or modify University of Florida guidelines or those in the Entomology and Nematology Department Graduate Handbook, rather they are specific to IPM Florida. Rare exceptions to these terms may be granted by the supervisor on a case by case basis.

I have read these Expectations and accept their provisions.

Norman C. Leppla, IPM Coordinator

Student