



UNIVERSITY OF CENTRAL FLORIDA

Chemistry MS Graduate Program Handbook

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Chemistry MS

Together, the [Graduate Student Handbook](#) and your graduate program handbook should serve as your main guide throughout your graduate career. The Graduate Student Handbook includes university information, policies, requirements and guidance for all graduate students. Your program handbook describes the details about graduate study and requirements in your specific program. While both of these handbooks are wonderful resources, know that you are always welcome to talk with faculty and staff in your program and in the Graduate College.

The central activities and missions of a university rest upon the fundamental assumption that all members of the university community conduct themselves in accordance with a strict adherence to academic and scholarly integrity. As a graduate student and member of the university community, you are expected to display the highest standards of academic and personal integrity.

Here are some resources to help you better understand your responsibilities:

- [Academic Honesty](#)
- [Academic Integrity Training](#) - Open to all graduate students at no cost
- [Plagiarism](#)

Curriculum

Please visit the [Graduate Catalog](#) to see the current curriculum for our program.

Thesis Requirements

University Dissertation Requirements

The College of Graduate Studies [Thesis and Dissertation page](#) contains information on the university's requirements for dissertation formatting, format review, defenses, final submission, and more. A step-by-step completion guide is also available on [Thesis and Dissertation Services](#) Site.

All university deadlines are listed in the [Academic Calendar](#). Your program or college may have other earlier deadlines; please check with your program and college staff for additional deadlines.

The following requirements must be met by dissertation students in their final term:

- Submit a properly formatted file for initial format review by the format review deadline
- Submit the Thesis and Dissertation Release Option form well before the defense
- Defend by the defense deadline
- Receive format approval (if not granted upon initial review)
- Submit signed approval form by final submission deadline
- Submit final dissertation document by final submission deadline

Students must format their dissertation according to the standards outlined in [Thesis and Dissertation Webcourse](#). Formatting questions or issues can be submitted to the Format Help page in the [Thesis and Dissertation Services](#) site. Format reviews and final submission must be completed in the [Thesis and Dissertation Services](#) site. The Dissertation Approval Form is also available in the Thesis and Dissertation Services site.

The College of Graduate Studies offers several thesis and dissertation [Workshops](#) each term. Students are highly encouraged to attend these workshops early in the dissertation process to fully understand the above policies and procedures.

The College of Graduate Studies thesis and dissertation office is best reached by email at editor@ucf.edu.

Graduate Research

Human Subjects

If the student chooses to conduct research that involves human subjects (i.e. surveys, interviews, etc.), he or she must gain Institutional Review Board (IRB) approval prior to beginning the study. For access to the IRB submission form and sample consent forms, please visit the Office of Research website: research.ucf.edu/ > Compliance > UCF IRB Webpage > UCF-IRB Principal Investigator's Manual.

Animal Subjects

If the student chooses to conduct research that involves animal subjects, he or she must gain Institutional Animal Care and Use Committee (IACUC) approval prior to beginning the study. For access to the IACUC submission forms, please visit the Office of Research website: research.ucf.edu/ > Compliance > UCF IACUC Webpage > Animal Use Approval Form.

If you have questions regarding human or animal subjects, please contact Ms. Barbara Ward, IRB Coordinator at 407-823-2901.

Ethics in Research

Researchers in every discipline have a responsibility for ethical awareness as the status of the profession rests with each individual researcher. It is important to be honest and ethical in conducting research as well as in taking classes. The ethical collection and use of information includes, but is by no means limited to, the following: confidentiality, accuracy, relevance, self-responsibility, honesty, and awareness of conflict of interest. The University of Arizona's Code of Research Ethics provides our students with guidelines for responsible practice in research. This code of ethics can be found here: facultygovernance.arizona.edu/resource/code-research-ethics.

Patent and Invention Policy

UCF has three fundamental responsibilities with regard to graduate student research. They are to (1) support an academic environment that stimulates the spirit of inquiry, (2) develop the intellectual property stemming from research, and to (3) disseminate the intellectual property to the general public. UCF owns the intellectual property developed using university resources. The graduate students as inventor will, according to this policy, share in the proceeds of the invention.

The full policy is available online from the Graduate Catalog: ucf.catalog.acalog.com/index.php?catoid=4 > Policies > General Graduate Policies > Patent and Invention Policy.

Laboratory Safety

1. Approved eye protection is required to be worn in the laboratory continuously. This means eye covering which will protect against both impact and splashes. Safety glasses or goggles must be rated Z87 in order to be approved protective eyewear for lab use. Approved eyewear is available through the campus

bookstore, Home Depot or Lowes. If you should get a chemical in your eye, wash with flowing water for a minimum of 15 minutes and inform the instructor.

2. Full protection for the body must be provided by a full length lab coat with long sleeves, long pants or a long skirt, and shoes. Shoes must be closed toe; no sandals are allowed. Keep long hair confined while in the laboratory. If you wear contacts, please wear your glasses instead with safety glasses that will cover them, unless medically not advised. Both latex and nitrile gloves are available in the bookstore for your use.
3. Perform no unauthorized experiments. No horseplay in laboratories. No smoking allowed. No food and drink in the laboratories. Wash your hands before leaving the laboratory.
4. Do not taste anything in the laboratory. This applies to food as well as chemicals. Do not use the laboratory as an eating place, and do not eat or drink from laboratory glassware.
5. Exercise great care in noting the odor of fumes and avoid breathing fumes of any kind. Use fume hoods as required with blower on and the vertical safety glass down at the appropriate level.
6. Do not use mouth suction in filling pipettes with chemical reagents. Use a suction bulb.
7. In case of fire or accident, call the instructor at once. Note location of the fire extinguisher, safety shower, and eyewash now, so that you can use it if needed. Wet towels are very efficient for smothering fires. When the alarm sounds evacuate the building.
8. For treatment of cuts, burns, or inhalation of fumes you must go to The Health Center, located behind the Chemistry building. Your instructor will arrange for transportation or an escort if needed.
9. Do not force glass tubing into rubber stopper without protection for hands. Lubricate the tubing with water and use a towel to cover. Fire-polish the ends of all glass tubing.

Extensive information about UCF's research and the Chemistry Department's research, in particular, can be found at the UCF Office of Research and Commercialization website: research.ucf.edu/. Additional details including a list of research specializations and projects as well as current funding resources and research centers, visit the [Research webpage](#) on the [Chemistry Department website](#).

Financial Support

For general information about graduate fellowships, assistantships, tuition waivers and payments, health insurance and other financial aid for students, see graduate.ucf.edu/funding/.

International Students

Several types of employment are available to international students, including on-campus employment. For more information about the types of employment available to international students, and the requirements and restrictions based in visa-type, please see the International Affairs and Global Strategies' website: global.ucf.edu/
> Current Students > Employment.

Assistantships, Tuition Remission, and Health Insurance

For complete information about university assistantships, tuition remission, and health insurance, please see the UCF Graduate Catalog: graduate.ucf.edu/funding/.

To be employed and to maintain employment in a graduate position, the student must be:

- In good academic standing
- Enrolled full time

To be awarded and continue receipt of tuition remission, the student must be:

- In good academic standing
- Enrolled full time
- Employed in a graduate assistantship position (GTA, GRA, GA) or receiving a University fellowship

GTA Training Requirements

If the student is hired in the position of Graduate Teaching Associate, Assistant or Grader, there are training requirements that must be met in order for the student's Assistantship Agreement to be processed. See Graduate Teaching for these training requirements and registration instructions.

International students who will be hired in GTA positions must be proficient at speaking English. This is determined by successfully passing the SPEAK test with a score of 55 or better. Please see the GTA Information webpage for details.

GTA Performance Assessment

At the completion of each semester the student is employed as a GTA, the student's performance will be evaluated by the faculty advisor. These assessments will be used to review strengths and weaknesses in the student's performance in preparation for future employment.

Graduate Student Associations

The Graduate Student Association (GSA) is UCF's graduate organization committed to enrich graduate students' personal, educational and professional experience. To learn more or get involved, please visit www.gsa.ucf.edu. For individual department or graduate program organizations, please see program advisor.

Chemistry Graduate Student Association – This organization was formed by the Chemistry Graduate students to welcome incoming students and help with housing, transportation, academics, etc. To contact the organization please e-mail: cgsa.ucf@gmail.com.

[American Chemical Society](#) (ACS) fosters a cohesive community among students that promotes a positive image of Chemistry and to bring chemistry awareness to the general public through appreciation and understanding.

Professional Development

The Chemistry Department at UCF has developed an extensive network of partnerships with Central Florida business and industry. These alliances enrich the learning experience and provide unique opportunities both during and after the advanced degree programs. Companies recently offering partnership programs for UCF Chemistry students include Lucent Technologies, NASA, Lockheed-Martin Corporation, MBI International, Cirent Corporation, Harbor Branch Oceanographic Institute, M. D. Andersen Cancer Center of the Orlando Regional Medical Center, and the Walt Disney Cancer Institute at Florida Hospital.

Instructor Training and Development

The Faculty Center for Teaching and Learning (FCTL) promotes excellence in all levels of teaching at the University of Central Florida. To that end, they offer several programs for the professional development of Graduate Teaching Assistants at UCF.

GTA Training

This training provides information and resources for students who will be instructors in a two-day workshop. The seminars cover a variety of topics, including course development, learning theories, lecturing, and academic freedom. Those interested in additional training can also attend an optional training session that normally follows the mandatory training.

Preparing Tomorrow's Faculty Program

This certificate program (12 weeks for domestic students, 16 weeks for international students) consists of group and individualized instruction by Faculty Center staff and experienced UCF professors. Textbooks and materials are provided, and a stipend is offered to current UCF students who complete the certificate. International students are provided the same training as well as information regarding language immersion and tricks and cultural awareness as a way of knowing what to expect from American students.

For more information, see fctl.ucf.edu/ > Events > GTA Programs or call 407-823-3544.

Graduate Excellence Awards

Each year, the College of Graduate Studies offers graduate students who strive for academic and professional excellence the opportunity to be recognized for their work. The award categories include the following:

Award for Excellence by a Graduate Teaching Assistant - For students who provide teaching support and assistance under the direction of a lead teacher. This award focuses on the extent and quality of the assistance provided by the student to the lead instructor and the students in the class. (Not intended for students who are instructor of record)

Award for Excellence in Graduate Student Teaching - For students who serve as instructors of record and have independent classroom responsibilities. The focus of this award is on the quality of the student's teaching and the academic contributions of those activities.

Award for the Outstanding Master's Thesis – It recognizes graduate students for excellence in the master's thesis. The focus of this award is on the quality and contribution of the student's thesis research. Excellence of the master's thesis may be demonstrated by evidence such as, but not limited to: publications in refereed journals, awards and recognitions from professional organizations, and praise from faculty members and other colleagues in the field.

For the nomination process and eligibility criteria, see graduate.ucf.edu/awards-and-recognition/.

Other

Pathways to Success - Coordinated by the College of Graduate Studies, the Pathways to Success program offers free development opportunities for graduate students including workshops in Academic Integrity, Graduate Grantsmanship, Graduate Teaching, Personal Development, Professional Development, and Research. For more information and how to register, please visit graduate.ucf.edu/pathways-to-success/.

Graduate Research Forum - Sponsored by the College of Graduate Studies, the Research Forum is an opportunity for students to showcase their research and creative projects and to receive valuable feedback from faculty judges. Awards for best poster and best oral presentation in each category will be given and all participants will receive recognition. For more information visit graduate.ucf.edu/graduate-research-forum/.

For information about the Council of Southern Graduate Schools (CSGS) thesis and dissertation awards, see their website: csgs.org/ > Awards.

For grant-proposal writing resources: uwc.cah.ucf.edu/.

Job Search

UCF's Career Services department offers a wide range of programs and services designed to assist graduate students. These services include evaluation and exploration of career goals, preparation for the job search and job search resources. To learn more, visit their website at career.ucf.edu/.

For specific services or resources provided by the academic program, please contact the graduate program director or academic advisor.

The University has several nationally and internationally recognized research institutes devoted to research and development. For a list of research institutes at UCF offering research opportunities, as well as a listing of other organizations please visit the [Research Centers webpage](#) on the [Chemistry Department website](#).

Forms

- [College of Graduate Studies Forms and References](#)
A complete listing of general forms and references for graduate students, with direct links, may be found here.
- [Graduate Petition Form](#)
When unusual situations arise, petitions for exceptions to policy may be requested by the student. Depending on the type of appeal, the student should contact his/her program adviser to begin the petition process.
- [Traveling Scholar Form](#)
If a student would like to take advantage of special resources available on another campus but not available on the home campus; for example, special course offerings, research opportunities, unique laboratories and library collections, this form must be completed and approved.

Useful Links

- [Chemistry MS](#)
- [College of Sciences](#)
- [College of Graduate Studies](#)
- [Academic Calendar](#)
- [Bookstore](#)
- [Campus Map](#)
- [Counseling Center](#)
- [Financial Assistance](#)
- [Golden Rule Student Handbook](#)
- [Graduate Catalog](#)
- [Graduate Student Association](#)
- [Graduate Student Center](#)
- [Housing and Residence Life](#)
- [Housing, off campus](#)
- [Knights Email](#)
- [Learning Online](#)
- [Library](#)
- [NID Help](#)
- [Pathways to Success](#)
- [Recreation and Wellness Center](#)
- [Shuttles Parking Services](#)
- [Student Health Services](#)
- [Thesis and Dissertation \(ETD\)](#)
- [UCF Global](#)

- [UCF IT](#)
- [University Writing Center](#)

Grad Faculty

Asterisk = has previous committee experience, which qualifies the person to serve as chair, co-chair or vice chair.

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