Fall 2026 Cohort

Graduate Student Handbook

Department of Health Outcomes & Biomedical Informatics

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Welcome to HOBI!

Welcome to the **Department of Health Outcomes & Biomedical Informatics** within the University of Florida's College of Medicine. We are excited for you to begin your journey with us.

The College of Medicine is the largest of the six colleges within the UF Health Science Center, comprised of 28 research-oriented departments and ranked #15 nationally among public medical schools by U.S. News & World Report. The College's mission is to improve health care in Florida, our nation and the world through excellence and leadership in education, clinical care, discovery, and service. The Department of Health Outcomes & Biomedical Informatics, home of the Institute for Child Health Policy, is proud to further these goals through our extensive research portfolio with and innovative graduate education programs, managing an annual research budget of over $35 million and contributing over $1.3 billion to the university's annual research expenditures. Our goal is to remain at the top of the College of Medicine's funded departments through research focusing on evaluating the impact of health care policies, controlled field trials for preventative interventions, and health promotion for children, adolescents, and young adults in community and clinical settings. Our master's and doctoral programs will provide you innovative, advanced training to learn a specialized set of tools—tools that will prepare you for a diverse set of career opportunities to develop, implement, and evaluate clinical and community-based health programs.

We are very proud of our students and their development into the next generation of health science researchers. Welcome to our department!

Elizabeth Shenkman, PhD
Distinguished Professor and Chair, Department of Health Outcomes & Biomedical Informatics
Director, Institute for Child Health Policy
Co-Director, Clinical and Translational Science Institute

The HOBI Education Office

We want you to have the best graduate student experience, with highly experienced faculty mentoring offering students exciting and practical research opportunities preparing you for a plethora of careers spanning both research and clinical career avenues. We are committed to providing an outstanding education and strong foundation for growth as you move on to the next phase of your career. We look forward to working with you, and welcome!

Carma Bylund, PhD
Professor & Associate Chair, Education
HOIS Education Lead

Mei Liu, PhD
Professor & Associate Director, Education
BMI Education Lead

Matt Mitterko, MA
Assistant Director, Education and Training Programs

Alejandro Faria, BS
Academic Program Specialist

About the University of Florida

The **University of Florida (UF)** is one of the nation's largest research universities. It is Florida's oldest university and has educated students at the Gainesville campus since 1906. UF is an important component of Florida's economy, providing over 100,000 jobs throughout the state and having an annual economic impact of over $16.91 billion. UF is home to 16 academic colleges and approximately 180 research centers and institutes. It employs over 6,000 faculty members and enrolls over 60,000 students per year. UF is one of only 21 public, land-grant university members of the Association of American Universities (AAU).

UF Health Science Center

The mission of the **UF Health Science Center (HSC)** is to promote health through outstanding patient care, innovative and rigorous education, and high-impact research across the translational and clinical science spectrum. The HSC is the country's only academic health center with six health science colleges (Dentistry, Medicine, Nursing, Pharmacy, Public Health and Health Professions, and Veterinary Medicine) located on a single, contiguous campus.

The HSC is comprised of UF Health Shands Hospital, UF Health Children's Hospital, UF Health Shands Cancer Hospital, UF Health Heart & Vascular, and UF Health Neuromedicine Hospital. The HSC also oversees nine research institutes and centers: UF Health Cancer Center, Clinical and Translational Science Institute, Emerging Pathogens Institute, Genetics Institute, Institute on Aging, Diabetes Institute, Institute for Child Health Policy, Norman Fixel Institute for Neurological Diseases, and the Evelyn F. and William L. McKnight Brain Institute.

College of Medicine

The **College of Medicine (COM)** is the largest of the six colleges in the HSC. The Gainesville campus is comprised of 27 clinical and basic science departments with over 1,400 faculty members. The Jacksonville campus houses an additional 450 physicians and scientists. UF COM works in close collaboration with UF Health Shands Hospitals, the Malcolm Randall Veterans Affairs Medical Center, and several other community healthcare sites and other affiliated hospitals in Florida.

The College's medical education program has graduated more than 5,000 MD physicians since its first graduating class in 1960. The College also offers graduate degree programs in Medical Sciences, Biomedical Engineering, and Physician Assistant Studies, as well as the Interdisciplinary Program in Biomedical Sciences, allowing talented researchers and professionals not interested in pursuing an MD the opportunity to pursue careers in medical and health care fields.

Department of Health Outcomes & Biomedical Informatics

The **Department of Health Outcomes & Biomedical Informatics (HOBI)** is comprised of a diverse group of faculty members with backgrounds in health services research, public health, data science, computer science, economics, biostatistics, psychology, epidemiology, and many more disciplines. Our goal is to advance knowledge to improve health care delivery, leverage big data, advance health research, and help vulnerable populations. HOBI is also home to the Institute for Child Health Policy (ICHP), which spearheads innovative policy studies and intervention trials to promote the health of children, adolescents, and young adults.

The department is home to more than 30 faculty members and over 200 employees. Faculty and staff information, including contact information, can be found on the HOBI Departmental Website.

Overview of Graduate Programs at HOBI

Our Medical Sciences graduate programs are designed to give graduates the necessary knowledge to conduct health outcomes assessments and clinical effectiveness research in a range of biomedical, clinical and community-based research settings through one-on-one mentored research experiences with faculty. HOBI faculty are split into three research divisions: Biomedical Informatics and Data Science (BIDS), Clinical and Population Health Integration (CliPHIR), and Implementation Science and Health Interventions (ISHI). Members of all divisions are actively involved in the teaching and mentoring of HOBI students. Upon completing the program, students will understand how to develop and evaluate health interventions, treatments, prevention practices and policies on small and large scales.

Our **Health Outcomes and Implementation Science (HOIS)** curriculum provides training in research methods for translating research into policy and their influence on health care practices and delivery in both clinical and community settings. Students will learn to evaluate the effects of existing and proposed health policies on health care access, quality, and costs. Students will also gain in-depth exposure to current issues in dissemination research and implementation science. Special focus will be placed on health disparities and vulnerable populations.

Our **Biomedical Informatics (BMI)** curriculum teaches students to understand how to leverage information (measurable data with real-life meaning) from biomedicine for application in several contexts. Training focuses on informatics skills across contexts, categorizing and processing biomedical information, and leveraging AI and data science tools to enhance health care practices.

Student Mentoring and the Supervisory Committee

A Supervisory Committee is a graduate student's academic authority at UF responsible for overseeing a student's development into an independent scholar. Committees provide technical expertise for the student's research and ensure compliance with UF regulations. The Supervisory Committee Chair is the student's Primary Mentor for all HOBI students and is typically the student's Research Supervisor for students with Graduate Research Assistantship (GRA) appointments.

HOBI students are expected to identify a Primary Mentor by the end of their first year, with guidance from the HOBI Education Office, and continuously identify potential Committee members. The Dean of the Graduate School is an ex-officio member of all Supervisory Committees. Once Committee members have been selected, the student must submit the Supervisory Committee Agreement to collect signatures from all proposed members, as well as to Dr. Carma Bylund, Associate Chair of Education, for final approval. Students are responsible for reviewing HOBI Graduate Faculty List and verifying the Graduate Faculty Status of proposed members by contacting their departments' Human Resources Offices. The Supervisory Committee Agreement is also used for changes to a preexisting committee or Primary Mentor. Any change involving a student-mentor conflict must first be discussed with Dr. Carma Bylund, Associate Chair of Education, or Dr. Mei Liu, Associate Director of Graduate Education. **Supervisory Committee changes are allowed (1) before the midpoint of the student's final term, and (2) before the Thesis or Dissertation defense.**

To comply with the UF annual PhD student evaluation requirement, the HOBI Education Office will distribute End-of-Year (EOY) Evaluations to PhD students and their Primary Mentors to evaluate students' academic and professional development every year. Students will complete a self-assessment of their progress and outline future work. Once complete, mentors will review the assessments and provide personalized feedback for possible work adjustments and expectations.

MS Supervisory Committees

The **MS Supervisory Committee** consists of a **minimum of 2** and a **maximum of 5 members**:

Role on Committee	Required?	HOBI?	Graduate Faculty Status	Tenure?
Chair / Primary Mentor	Yes	Required	Required, in HOBI	Yes
Member (or Co-Chair)*	Yes	Required	Required	Yes
Additional Member (up to 3 additional)	No	Optional	Optional with approval	No

*A Co-Chair is required when the Chair does not have their primary faculty appointment in HOBI.

PhD Supervisory Committees

The **PhD Supervisory Committee** consists of a **minimum of 4** and a **maximum of 6 members**:

Role on Committee	Required?	HOBI?	Graduate Faculty Status	Tenure?
Chair / Primary Mentor	Yes	At least 2 out of 3 must be HOBI faculty	Required, in HOBI	Yes
Member (or Co-Chair)*	Yes		Required, in HOBI	At least 1 out of 2 must be tenure track
Member	Yes		Required	
External Member	Yes	Must NOT be	Required, not in HOBI	No
Additional Member	No	Optional	Required	No
Special Member	No	Optional	Optional with approval	No

*A Co-Chair is required when the Chair does not have their primary faculty appointment in HOBI.

Workplace and Community Engagement

At HOBI, our faculty explore ways to improve health outcomes for communities and individual patients through discussions that may not be regularly shared or heard. We welcome students with varied experiences and viewpoints, and our department is open to new perspectives both in and out of the classroom. What we achieve, we achieve together as a varied team of faculty, staff, and students with different histories. Maintaining a breadth of academic, personal, and professional experiences generates opportunities for us all to learn and grow, and it is our intent for HOBI courses to present materials and activities that are respectful of all people. Our research requires collaborating with people with unique experiences from different walks of life, and so we ask all students to engage in every discussion with care, empathy, and respect in all circumstances. Any students with ideas for our programs are encouraged to contact the HOBI Education Office.

HOBI Departmental Committees

HOBI has **4 departmental committees**, comprised of HOBI faculty from all 3 research divisions and 2 students (1 from each concentration), which meet monthly to discuss department activities.

1. The **HOBI Curriculum Committee** evaluates all departmental educational activities, including but not limited to new course creation, Credit Transfers and Course Substitutions, grade changes, Supervisory Committee issues, and course modifications. The Curriculum Committee also coordinates education initiatives, opportunities, and accreditation.
2. The **HOBI Student Recruitment and Admissions Committee (SRAC)** reviews and finalizes admissions decisions and assists in student recruitment efforts. SRAC members may also communicate with prospective students to answer questions about education in HOBI. Student members of the SRAC do not participate in any admissions decisions.
3. The **HOBI Evaluation Committee** oversees student progress and academic milestones (e.g., Capstone Presentations, Preliminary and Qualifying Exams, Thesis and Dissertation Proposals and Defenses, EOY Evaluations). The Evaluation Committee designs meaningful and comprehensive milestone assessments to bolster students' professional development.
4. The **HOBI Student Experience Committee (SEC)** focuses on enhancing the student perspective, contributes to the HOBI New Student Orientation and HOBI Education Day, and conducts the annual HOBI Student Satisfaction Survey to improve the graduate student experience in the department. The SEC also designs professional development activities for HOBI students and faculty, and periodically reviews the HOBI Student Travel Award Policy.

Graduate Student Communications

Graduate students are notified of critical dates / deadlines and academic, research, or financial opportunities via the Graduate Student Listserv, which students are automatically added to via their GatorLink email (.ufl.edu). Students are expected to use their GatorLink as their primary email and should not forward emails externally to prevent potential spam filtering. Students accessing resources requiring a UF login, including journals or articles, from off-campus must access the UF Libraries via a Virtual Private Network (VPN) such as the UF GatorLink VPN, UF Health VPN, or Ivanti Secure Access (visit the AHC Help Desk or enter a HOBI IT Support Request for assistance).

HOBI Peer Mentor Program

The HOBI Peer Mentor Program (PMP) pairs new and current students, typically of the same degree level and concentration, to aid new students transitioning to the HOBI. The HOBI Education Office meets with new mentors at the beginning of each Fall semester to discuss peer mentor availability, student matching, meeting topics, and meeting cadence. HOBI students who have completed their first year and are interested in being a Peer Mentor should contact the HOBI Education Office.

Student Travel Awards

Travel to conferences, symposia, and research opportunities is considered essential for the professional development of advanced research students. Pending availability, HOBI provides up to $1000 per student for up to 8 students annually for travel. HOBI students must submit a HOBI Student Travel Award Application for approval, once every Fall and once every Spring or Summer. Applications must include a budget, proof of event acceptance, and expected travel dates. **Applications must be submitted at least 90 days in advance of the planned trip**. Students should contact the HOBI Education Office with questions about department-funded travel. To ensure travel funds benefit the most number of students, applications are evaluated based on:

1. **Merit**: priority for first-author paper or poster presentations
2. **Relevance**: priority for relevant field-specific conferences, first-time presentations, national meetings with potential networking, and off-campus collaboration
3. **Financial need**: priority for students who have demonstrated need or applied for other funding (Grad Student Council, Office of Research, conference funds, mentor funds)

Additional funding opportunities exist outside of HOBI to supplement professional development:

- **Graduate Student Council (GSC) Travel Grants**: GSC Travel Grants are available to graduate and professional students for conferences and professional development. These grants can cover personally incurred expenses relating to conference registration, travel, and lodging up to $400 for domestic travel and $500 for international travel.
- **Office of Research Request for Travel Funds**: The UF Office of Research holds funds for graduate student travel for conferences, symposia, and research. Students who complete a Graduate Student Request for Travel Funds may be provided travel awards up to $400 with required matching funds from the department and / or college. Priority will be given to:
    - Doctoral students who passed their Qualifying Examination
    - Students in a terminal-degree program
    - Invited to give major talks without funding from the meeting organizers
    - Soon to graduate or presenting work at a meeting attended by potential employers
    - Offered a unique opportunity to conduct research off-campus or become involved in a special collaboration that may be available only under limited circumstances

Curricula

All coursework completed must be at least 5000-level and completed with a B or higher to count towards a student's degree program. A student's grade point average (GPA) is computed on all 5000-level coursework as well as the first 6 credits of eligible 3000- to 4000-level coursework. Any student who falls below a 3.0 GPA may petition their Primary Mentor to remain in the program for one additional semester with approval from the Curriculum Committee. If a student is allowed to remain and either fails to raise their GPA or falls below a 3.0 GPA a second time, they may be dismissed from the program.

Health Outcomes and Implementation Science | Master of Science

Course	Title	Credits
Core – All courses required (9 credits)		
GMS 6822	Measuring and Analyzing Health Outcomes	3
GMS 6851	Implementation Science Fundamentals	3
GMS 6885	Translational Health Research Design	3
Research Rigor and Ethics – 1 course required (2 credits)		
GMS 6848	Ensuring Rigor and Reproducibility in Clinical and Translational Research	2
GMS 7877	Responsible Conduct of Biomedical Research	2
Statistics – 1 course required (3 credits)		
PHC 6052	Introduction to Biostatistical Methods	3
STA 6166	Statistical Methods in Research I	3
Methods – 3 courses required (9 credits)		
GMS 6803	Data Science for Clinical Research	3
GMS 6813	Pragmatic Clinical Trials	3
GMS 6820	Qualitative Inquiry and Analysis in Health Intervention Development and Implementation	3
GMS 6850	Foundations of Biomedical Informatics	3
PHC 6020*	Clinical Trial Methods*	3
PHC 6022*	Design and Conduct of Clinical Trials*	3
Health Outcomes – 1 course required (3 credits)		
GMS 6802	Health Outcomes Research for Chronic Diseases	3
GMS 6812	Health Outcomes Research in Cancer	3
Implementation Science Foundations – 1 course required (2-3 credits)		
GMS 6852	Collaborative Clinical and Health Research Methods	2
GMS 6853	Implementation Science in the Learning Health System	3
Capstone Mentored Research – 6 credits required		
GMS 6905	Independent Study in Medical Sciences (for MS non-thesis track only)	6 (total)
GMS 6971	Research for Master's Thesis (for MS thesis track only)	6 S / U (total)
	Total minimum credits:	**32**

*Designated courses (not in sequence) within the same category cannot be taken together. Students may only take one course to count as progress towards their degree program.

Health Outcomes and Implementation Science | Doctor of Philosophy

Course	Title	Credits
Core – All courses required (15 credits)		
GMS 6822	Measuring and Analyzing Health Outcomes	3
GMS 6851	Implementation Science Fundamentals	3
GMS 6885	Translational Health Research Design	3
GMS 7887	HOBI PhD Research Seminar (2 credits in Fall & Spring during first two years)	4 S / U (total)
GMS 7906	Grant Writing for Health Outcomes Studies	2
Research Rigor and Ethics – 1 course required (2 credits)		
GMS 6848	Ensuring Rigor and Reproducibility in Clinical and Translational Research	2
GMS 7877	Responsible Conduct of Biomedical Research	2
Statistics – 2 courses / 1 course sequence (PHC or STA) required (6 credits)		
PHC 6052*	Introduction to Biostatistical Methods*	3
STA 6166*	Statistical Methods in Research I*	3
PHC 6053*	Regression Methods for the Health & Life Sciences*	3
STA 6167*	Statistical Methods in Research II*	3
Methods – 4 courses required (12 credits)		
GMS 6803	Data Science for Clinical Research	3
GMS 6813	Pragmatic Clinical Trials	3
GMS 6820	Qualitative Inquiry and Analysis in Health Intervention Development and Implementation	3
GMS 6850	Foundations of Biomedical Informatics	3
PHC 6020*	Clinical Trial Methods*	3
PHC 6022*	Design and Conduct of Clinical Trials*	3
Health Outcomes – 1 course required (3 credits)		
GMS 6802	Health Outcomes Research for Chronic Diseases	3
GMS 6812	Health Outcomes Research in Cancer	3
Implementation Science Foundations – 1 course required (2-3 credits)		
GMS 6852	Collaborative Clinical and Health Research Methods	2
GMS 6853	Implementation Science in the Learning Health System	3
Advanced Electives – 9 credits required		
To be arranged between the student and mentor.		
Research – 40-41 credits required		
GMS 7979	Advanced Research (for PhD students before reaching candidacy)	40-41 S / U (total)
GMS 7980	Research for Doctoral Dissertation (for PhD candidates only)	
	Total minimum credits:	**90**

*Designated courses (not in sequence) within the same category cannot be taken together. Students may only take one course to count as progress towards their degree program.

Biomedical Informatics | Master of Science

Course	Title	Credits
Core – All courses required (13 credits)		
GMS 6803	Data Science for Clinical Research	3
GMS 6804	Translational Bioinformatics	3
GMS 6805	Information Modeling in Biomedicine	3
GMS 6850	Foundations of Biomedical Informatics	3
GMS 7887	HOBI PhD Research Seminar	1 S / U
Foundations – 4 courses required (12 credits)		
GMS 6806	Security and Privacy in Clinical Research	3
GMS 6822	Measuring and Analyzing Health Outcomes	3
GMS 6856	Introduction to Biomedical Natural Language Processing	3
GMS 7858	Causal Artificial Intelligence for Health Research	3
CEN 5035	Software Engineering	3
COP 5725	Database Management Systems	3
PHC 6050*	Statistical Methods for Health Sciences Research I*	3
PHC 6052*	Introduction to Biostatistical Methods*	3
STA 6166*	Statistical Methods in Research I*	3
Advanced Electives – 2 courses required (5 to 6 credits)		
GMS 6848	Ensuring Rigor and Reproducibility in Clinical and Translational Research	2
GMS 6859	Foundations of Programming in Biomedical Studies	3
GMS 6885	Translational Health Research Design	3
BME 6938	Special Topics in BME (requires mentor approval for course topic)	3
CAP 5100	Human-Computer Interaction	3
CAP 5510	Bioinformatics	3
CAP 5635	Artificial Intelligence Concepts	3
CAP 6610	Machine Learning	3
COP 5618	Concurrent Programming	3
COP 5725	Database Management Systems	3
COT 5405	Analysis of Algorithms	3
COT 5615	Mathematics for Intelligent Systems	3
STA 5325	Fundamentals of Probability	3
STA 6167	Statistical Methods in Research II	3
Capstone Mentored Research – 6 credits required		
GMS 6905	Independent Study in Medical Sciences (for MS non-thesis track only)	6 (total)
GMS 6971	Research for Master's Thesis (for MS thesis track only)	6 S / U (total)
	Total minimum credits:	**36-37**

*Designated courses (not in sequence) within the same category cannot be taken together. Students may only take one course to count as progress towards their degree program.

Biomedical Informatics | Doctor of Philosophy

Course	Title	Credits
Core – All courses required (18 credits)		
GMS 6803	Data Science for Clinical Research	3
GMS 6804	Translational Bioinformatics	3
GMS 6805	Information Modeling in Biomedicine	3
GMS 6850	Foundations of Biomedical Informatics	3
GMS 7877	Responsible Conduct of Biomedical Research	2
GMS 7887	HOBI PhD Research Seminar (2 credits in Fall & Spring during first two years)	4 S / U (total)
Foundations – 4 courses required (12 credits)		
GMS 6806	Security and Privacy in Clinical Research	3
GMS 6822	Measuring and Analyzing Health Outcomes	3
GMS 6856	Introduction to Biomedical Natural Language Processing	3
GMS 7858	Causal Artificial Intelligence for Health Research	3
CEN 5035	Software Engineering	3
COP 5725	Database Management Systems	3
PHC 6050*	Statistical Methods for Health Sciences Research I*	3
PHC 6052*	Introduction to Biostatistical Methods*	3
STA 6166*	Statistical Methods in Research I*	3
Advanced Electives – 11 credits required		
GMS 6029	AI Journal Club	1 S / U
GMS 6848	Ensuring Rigor and Reproducibility in Clinical and Translational Research	2
GMS 6859	Foundations of Programming in Biomedical Studies	3
GMS 6885	Translational Health Research Design	3
BME 6938	Special Topics in BME (requires mentor approval for course topic)	3
CAP 5100	Human-Computer Interaction	3
CAP 5510	Bioinformatics	3
CAP 5635	Artificial Intelligence Concepts	3
CAP 6610	Machine Learning	3
COP 5618	Concurrent Programming	3
COP 5725	Database Management Systems	3
COT 5405	Analysis of Algorithms	3
COT 5615	Mathematics for Intelligent Systems	3
PHC 6053	Regression Methods for the Health and Life Sciences	3
STA 5325	Fundamentals of Probability	3
STA 6167	Statistical Methods in Research II	3
Research – 49 credits required		
GMS 7979	Advanced Research (for PhD students before reaching candidacy)	49 S / U (total)
GMS 7980	Research for Doctoral Dissertation (for PhD candidates only)	
	Total minimum credits:	**90**

*Designated courses (not in sequence) within the same category cannot be taken together. Students may only take one course to count as progress towards their degree program.

Course Registration and Credits

Registration Policies

Students are encouraged to review the Graduate School Academic Calendars and Graduate Academic Regulations for information on registration windows and procedures. Full-time enrollment for UF graduate students is 9 credits during Fall and Spring semesters, and 6 credits during any combination of Summer semesters. Part-time enrollment for UF graduate students is 5 credits during Fall and Spring semesters, and 4 credits during any combination of Summer semesters. HOBI MS students can be enrolled on a part-time or full-time basis.

HOBI PhD students are encouraged to maintain full-time enrollment during all semesters (Fall, Spring, and Summer) and are required to maintain full-time enrollment if they have are a GRA or are on certain international visas.

Registering for Classes

The HOBI Education Office processes course registration requests on behalf of HOBI students and will announce the beginning of course registration to all HOBI students prior to the start of each semester. Following this announcement, students should consult their Primary Mentor to review their academic progress and complete the HOBI Course Registration Form. Students should refer to the HOBI Current Course Schedule, UF Schedule of Courses, and the UF Simple Syllabus Library for all required course information to complete the Registration Form.

HOBI Course Registration Forms must be submitted at least 48 hours prior to the end of the UF Regular Registration Deadline. Once the Registration Form is completed by both the student and their Primary Mentor, the HOBI Education Office will process the student's registration request.

UF Drop / Add

Students can adjust their schedules during the UF Drop / Add period described in the Graduate School Academic Calendars by consulting Primary Mentor and submitting a new HOBI Course Registration Form. Schedule adjustments include adding a course, dropping a course, adjusting credit hour registration, and switching credit hours across course codes. Students requesting adjustments after the Drop / Add Deadline must submit a petition (with support from the student's Primary Mentor) to Dr. Carma Bylund, Associate Chair of Education, or Dr. Mei Liu, Associate Director of Education, for approval. Students requesting course adjustments after the UF Drop / Add Deadline will be held reliable for any fees incurred.

Non-HOBI Coursework

Students wishing to register for non-HOBI courses must contact the course's controlling department (i.e., the instructor of record or academic staff) for both approval and registration into the course. Students should copy their Primary Mentor and Alejandro Faria, Academic Program Specialist, on any correspondence to external departments to verify the student's approval.

Coursework Beyond Degree Requirements

HOBI students may take additional courses beyond their degree requirements with approval from their Primary Mentor. If the chosen courses are not approved as course substitutions or Advanced Electives, students can still register for these courses, but they will not count towards their degree.

Research and Independent Study

In addition to the HOBI Course Registration Form, HOBI students participating in research, independent study, special projects, or internship must complete the HOBI Supervisory Research Contract. The Research Contract is intended for students to collaborate with their mentor to establish expectations regarding their work and outline any expected deliverables, data sets being analyzed, progress on publications, analytic techniques, skill building, and a timeline of projected research progress markers.

The HOBI Supervisory Research Contract must be completed for the following courses:

- **GMS 6905**: Independent Studies in Medical Sciences (**for MS non-thesis track**, and for **internship opportunities**)
- **GMS 6971**: Research for Master's Thesis (**for MS thesis track only**)
- **GMS 7979**: Advanced Research (**for PhD students before reaching candidacy**)
- **GMS 7980**: Research for Doctoral Dissertation (**for PhD candidates only**)

All required research credits (6 for MS students, 40-50 for PhD students) must be split across multiple semesters. **Students must be enrolled in their respective research course during their final term**, regardless of how many research credits they have already earned, up to **at least 3 credits during Fall and Spring** semesters or **2 credits during Summer** semesters. This does not replace other requirements (e.g., if the student has not already earned the minimum number of research credits required to graduate, or if a student is a GRA during their final term).

Students must complete the work detailed in the Research Contract by the end of the semester to earn pass-fail (S / U) credit. Incomplete deliverables will result in the student earning a grade of Incomplete ("I"), which will be changed once the student has completed the ascribed work.

MS Research Registration Policies

MS non-thesis students enrolled in **GMS 6905**: Independent Studies for Medical Sciences will work with their Primary Mentor at the beginning of the semester to develop a Capstone Project Proposal. The student's Supervisory Committee must agree to the proposal before the student begins to work on it. During the student's final term, the student will present a final report to their Supervisory Committee in accordance with the HOBI Defense Exam and Attendance Policy at least one week prior to the UF Final Exam Milestone Deadline. No formal public presentation is required.

MS thesis students enrolled in **GMS 6971**: Research for Master's Thesis will work with their Primary Mentor to develop and present a Master's Thesis. The Supervisory Committee must agree to the Thesis Proposal before the student begins to work on it. Students should refer to the MS Thesis Track: Master's Thesis Defense section of this handbook for more information.

PhD Research Registration Policies

HOBI PhD students can begin registering for **GMS 7979**: Advanced Research after completing their core courses or during Summer semesters to supplement limited course offerings. Once a HOBI PhD student completes their Qualifying Exam and successfully defends their Dissertation Proposal Defense, the student is considered a PhD candidate and will begin registering for **GMS 7980**: Research for Doctoral Dissertation until they graduate. Any data collection, data management, or data analysis activities conducted prior to the student's admission to candidacy must be approved by the student's Supervisory Committee to be included in the dissertation. Students should refer to the Dissertation Proposal and Proposal Defense section of this handbook for more information.

Employee Education Program Registration

The Employee Education Program (EEP) is a university-funded initiative enabling eligible full-time staff and faculty employees employed for at least six months to receive tuition assistance for up to 6 credit hours per semester at the state university closest to their work location. For more information, contact the UF EEP Program Coordinator or call 352-273-0149, refer to the EEP Policy webpage, or review the EEP Frequently Asked Questions.

HOBI EEP students must complete the following steps for registration:

1. Identify EEP-eligible courses on the UF Human Resources website.
2. Complete the UF EEP Application before the UF EEP Deadline and obtain permission from their job's supervisor, certifying that the employee meets requirements for participation and that time used is covered by appropriate leave or schedule adjustment. The EEP Application must be completed every semester the student registers for coursework.
3. Once the EEP Application is approved, complete the HOBI Course Registration Form. EEP PhD students are expected to maintain full-time enrollment after reaching candidacy.

Credit Transfers and Course Substitutions

A **Credit Transfer** is when graduate coursework taken at another university is applied to a student's current UF degree program. A **Course Substitution** is when UF coursework outside of the prescribed HOBI curricula is applied to a student's degree program in HOBI. Only non-research courses 5000-level and above completed with a grade of B or higher relevant to the student's research at HOBI are eligible for transfer or substitution. A maximum of **9 credits for MS students** or **15 credits for PhD students** can be applied to a current UF degree on a course-by-course basis. PhD students requesting more than 15 credits of transfer credit should refer to the Master's Degree Acknowledgement section of this handbook. Grades earned in courses transferred for credit do not count towards the student's grade point average. Students should also review the UF Graduate Degrees webpage for more information (under "Ph.D. and Other Doctoral Degree Requirements" and "Master's Degree General Requirements").

Students must complete the HOBI Credit Transfer and Course Substitution Request for approval from the HOBI Curriculum Committee (and the UF Graduate School, for Credit Transfers). **Students must provide all syllabi, identify a curricular category (for transfers) or course equivalence (for substitutions), and a rationale statement** for every course requested for transfer or substitution. Requests may take approximately 1 month to be reviewed by the HOBI Curriculum Committee, and approximately 2 to 3 months to be approved and processed by the UF Graduate School. Credit Transfer Requests must be submitted during a student's first semester of enrollment, and Substitution Requests must be submitted at least 1 month before the semester of registration.

Master's Degree Acknowledgement

The **Master's Degree Acknowledgement (MDA)** allows up to 30 credits of a previous graduate degree to count towards a current UF doctoral program. More information can be found on the Graduate School's website (Graduate Degrees > Ph.D. and Other Doctoral Degree Requirements). If the full MDA is not approved and a portion of coursework is still relevant to the student's degree program, students may still complete the HOBI Credit Transfer and Course Substitution Request for a maximum of 15 credits. Graduate credits earned outside the United States require an external evaluation (see the National Association of Credential Evaluation Services) before being reviewed.

Master's Student Milestones

All graduate student milestones must adhere to the HOBI Defense Exam and Attendance Policy. **Students scheduling a milestone must contact the HOBI Education Office** with their name, the milestone being scheduled (Capstone Project, Thesis Proposal Defense, Thesis Defense), and the names and emails of the most recently established Supervisory Committee as per the HOBI Supervisory Committee Agreement (please refer to the Student Mentoring and the Supervisory Committee section for establishing or revising the Supervisory Committee). Students should also review the UF Thesis, Dissertation, and Publication Resources for information on submission instructions and formatting, the Graduate School Academic Calendars for deadlines regarding degree applications and final exam submissions, the HOBI Communications Toolkit for professional templates for preparing milestone presentations, and the Research and Independent Study section of this handbook for final term research registration requirements.

MS Non-Thesis Track: Capstone Project Final Meeting

MS non-thesis students must prepare and present a project to their Supervisory Committee based on work completed during **GMS 6905**. The Capstone Project must identify a viable project for further research, either through its implementation in a clinical setting or with further development for publication. The Capstone Project Final Meeting is a 15-minute summary of the project to demonstrate the student's independent research, followed by a 30- to 45-minute period of discussion and questions from the Committee. Once the Committee's questions are complete, the student will allow the Committee to deliberate in private and evaluate the Capstone Project and oral discussion. Once a decision has been reached, the student will reconvene with the Supervisory Committee to be notified of the result and notate any revisions or additional work required to finalize completion of the degree.

MS non-thesis students must also participate in at least one mentor-approved Grad Development Professional Skills seminar or professional development workshop. Confirmation of participation must be shared with the HOBI Education Office by the beginning of the student's final term. Upcoming topics and registration information are available on the UF Health GradDev website.

MS Thesis Track: Master's Thesis Defense

MS thesis students must prepare and present a thesis to their Supervisory Committee based on work completed during **GMS 6971**. During the student's final semester, the student should confirm their readiness with their Primary Mentor and attest that all coursework will be completed by the Final Exam Milestone Deadline. The Thesis Defense is typically scheduled before the midpoint of the semester in which the student intends to graduate.

The Thesis Defense is a 30- to 45-minute summary of the student's independent research, followed by 15-30 minutes for public questions. The Thesis Defense is open to all members of HOBI, COM, and any invitees who wish to attend. After the public presentation, general attendees will leave the meeting and the Supervisory Committee will initiate the closed portion of the defense with further questions for the student. Once the Committee's questions are complete, the student will allow the Committee to deliberate in private and evaluate the quality of the student's work and public defense. The student will then reconvene with the Supervisory Committee to be notified of the result and note any revisions or additional work required to finalize completion of the degree.

Doctoral Student Milestones

All graduate student milestones must adhere to the HOBI Defense Exam and Attendance Policy. **Students scheduling a milestone must contact the HOBI Education Office** with their name, the milestone being scheduled (Preliminary or Qualifying Examination, Dissertation Proposal and Proposal Defense, Dissertation Defense), and the names and emails of the most recently established Supervisory Committee as per the HOBI Supervisory Committee Agreement (please refer to the Student Mentoring and the Supervisory Committee section for establishing or revising the Supervisory Committee). Students should also review the UF Thesis, Dissertation, and Publication Resources for information on submission instructions and formatting, the Graduate School Academic Calendars for deadlines regarding degree applications and final exam submissions, the HOBI Communications Toolkit for professional templates for preparing milestone presentations, and the Research and Independent Study section of this handbook for final term research registration requirements.

HOBI PhD students must complete the following graduate milestones to earn their doctorate:

1. Preliminary Examination (HOIS only)
2. Qualifying Examination
3. Dissertation Proposal (and Defense)
4. Dissertation Defense (and Submission)

PhD students must complete all coursework before completing any graduate milestones. Upon completing all coursework, PhD students can enroll in GMS 7979: Advanced Research.

HOIS Preliminary Examination

The HOIS Preliminary Examination is a proctored, short-essay assessment to evaluate if a student is knowledgeable in the core content areas of the HOIS PhD program and prepared to launch independent dissertation research. The HOIS Preliminary Exam is offered annually before each Fall semester, with a potential remedial examination for students who fail their attempt or for other special circumstances. The HOBI Education Office will contact students eligible to take the HOIS Preliminary Exam near the end of each Spring semester with the date of the exam, as well as to confirm mentor approval and proof of completing required trainings. Students will meet with the HOBI Education Office in June to learn about the HOIS Preliminary Exam process further.

To be eligible to take the HOIS Preliminary Examination, HOIS PhD students must:

1. Complete the following 3 prerequisite HOIS Core Courses:
    a. **GMS 6822**: Measuring and Analyzing Health Outcomes
    b. **GMS 6851**: Implementation Science Fundamentals
    c. **GMS 6885**: Translational Health Research Design
2. Complete the following UF human subjects training through UF myTraining:
    a. **IRB Training** (UF_IRB803v_OLT)
    b. **HIPAA Awareness Training** (UF_PRV800v_OLT)
3. Obtain approval from their Supervisory Committee Chair (and Co-Chair, if applicable)
4. Achieve a minimum 3.00 GPA and be in good academic standing

The Preliminary Examination is administered through Honorlock from 9:00 AM to 3:30 PM over two 3-hour time blocks for a total of 6 hours, with a 30-minute break included for lunch. Students will bring their own laptop to complete the exam on campus. Questions are derived from the prerequisite HOIS Core Courses listed above, and answers must be formatted in single-spaced, 12-pt Arial font between 350 and 700 words.

Once the Preliminary Examination is complete, all answers will be de-identified and distributed to HOIS Graduate Faculty members for a Preliminary Examination Grading Meeting in late August. Two faculty members will be assigned as graders and will lead discussion on their assigned question. Voting is contingent on having a quorum of HOIS Graduate Faculty. HOBI Education Office members may add additional feedback based on the graders' evaluation. Dr. Carma Bylund, the Associate Chair of Education, will inform students and their Primary Mentors of the decision.

HOIS Preliminary Examination results will be available between 10 to 15 business days, and any extraordinary delays will be communicated by the HOBI Education Office in a timely fashion. All grading faculty will vote on each answer with one of three possible results: **Pass**, **Partial Pass** (the student must retake one or more questions), and **Fail**. **Students who earn a Partial Pass or Fail for the HOIS Preliminary Exam can take a Remedial HOIS Preliminary Examination only once** (or failed portion of the HOIS Preliminary Exam for a Partial Pass) by contacting the HOBI Education Office. If a student does not earn a Pass during the Remedial HOIS Preliminary Exam, the student's Chair may petition Dr. Betsy Shenkman, HOBI Department Chair, and Dr. Carma Bylund, Associate Chair of Education, for a third attempt under extenuating circumstances within 30 days of receiving the Remedial HOIS Preliminary Exam result.

Qualifying Examination

The Qualifying Examination is a two-part examination administered by a student's Supervisory Committee and tailored to their research. The Qualifying Exam consists of a Written Examination and Oral Examination scheduled no more than 10 days apart.

To complete the Qualifying Examination milestone, PhD students must:

1. **Create a list of 30 to 50 references** of both seminal and current research relevant to their dissertation. Students are encouraged to use literature from their coursework and consult their Supervisory Committee for recommendations on landmark articles.
2. **Create a one-page narrative** describing their dissertation topic in the style of a grant proposal Specific Aims, outlining the significance, position in the broader literature, and summarized aims (to be developed through the Dissertation Proposal Defense).
3. **Get approval from the Committee**: students must submit their reference list and narrative to their Supervisory Committee for approval.
4. **Schedule the exam**: once the reference list and narrative are approved, students must contact the HOBI Education Office to submit their reference list and narrative, as well as schedule the Written Examination and Oral Examination at least two months prior to the desired exam date. **PhD students should complete the Qualifying Exam within 1 semester, and no later than 1 year, after completing all coursework.**

Written Qualifying Examination

The Written Qualifying Examination is a take-home, open-book, essay-style assessment taken over a 48-hour period, developed by a student's Supervisory Committee and tailored to their research. Students will receive the Written Qualifying Exam from Matt Mitterko, Assistant Director of Education, as well as an affidavit attesting to not use generative AI tools during the exam. **HOIS PhD students** are given **3 to 4 questions** and **select 2 questions to answer**. **BMI PhD students** are given **5 questions** and select **3 questions to answer**; 2 questions (from which students select 1) assess a student's competency in BMI relevant to their area of focus, and 3 questions (from which students select 2) assess a student's knowledge of their dissertation topic.

Oral Qualifying Examination

The Oral Qualifying Examination is a 2-hour meeting between a student and their Supervisory Committee building off the Written Examination to determine if the student has comprehensive, in-depth knowledge of their research area necessary to design their Dissertation Proposal. **The Oral Exam must be completed within 7 to 10 days of completing the Written Exam.** The Supervisory Committee will expand on the student's written answers and any topics related to their research. Once the Committee's questions are complete, the student will allow the Committee to deliberate in private and evaluate the quality of the student's answers. The Supervisory Committee will notify the student of the result no less than 24 hours after the Oral Exam.

There are four possible results of the Qualifying Examination:

1. **Pass**
2. **Conditional Pass**: the student can proceed to the Dissertation Proposal but must remediate any deficiencies identified by an action plan created by the Supervisory Committee.
3. **Fail (with option for re-examination)**: the student may repeat the Qualifying Exam (at least one semester after the initial exam) after completing remedial work identified by an action plan created by the Supervisory Committee.
4. **Fail (without option for re-examination)**: the student cannot retake the Qualifying Exam and will not complete the PhD. The Supervisory Committee may recommend earning an MS degree. The student may petition the HOBI Education Office for reexamination.

Dissertation Proposal and Proposal Defense

The Dissertation Proposal Defense should be scheduled within 6 months of completing the Qualifying Examination. The Proposal must be single-spaced, 12-point Arial font of 12 to 15 pages in length. Students must also submit necessary IRB forms via the myIRB submission system. PhD students will work with their Supervisory Committee Chair to prepare the Dissertation Proposal.

The Dissertation Proposal will consist of the following sections:

1. **Abstract** (30 lines maximum) briefly describing the proposal, objectives, and methods.
2. **Specific Aims** (2 pages maximum) outlining the proposal and tested hypotheses.
3. **Significance** (2 to 5 pages) describing the relevance of the proposal to their field and establishing the innovation of each aim in the context of a complete literature review.
4. **Preliminary Studies** (optional, no page limit) describing any work done before the proposal.
5. **Design and Methods** (5-10 pages) establishing a plan for completing the proposal that addresses each of the Specific Aims, and deliverables including a timeline, applicable power calculations, statistical tests to be performed, and study design strengths and limitations.
6. **Literature Cited** (no page limit)

Students will send the proposal to their Supervisory Committee for final approval before contacting the HOBI Education Office to schedule the Dissertation Proposal Defense at least 3 weeks in advance. The Dissertation Proposal Defense is a 30-minute summary of the proposal topic and methodology, followed by 30 minutes for questions from the Supervisory Committee. Once the Committee's questions are complete, the student will allow the Committee to deliberate in private and evaluate the quality of the student's work and proposal defense. The student will then reconvene with the Supervisory Committee to be notified of the result and note any revisions or additional work required to achieve candidacy.

There are four possible results of the Dissertation Proposal Defense:

1. **Pass**
2. **Pass (with minor revisions)**: the student must submit revisions to the Supervisory Committee within 3 months of the Dissertation Proposal Defense.
3. **Pass (with major revisions)**: the student must submit revisions to the Supervisory Committee within 3 months of the Dissertation Proposal Defense and, at the discretion of the Chair, the Supervisory Committee may be reassembled.
4. **Fail**: the student and Chair may submit a petition to Dr. Betsy Shenkman, Department Chair, and Dr. Carma Bylund, Associate Chair of Education, for a second proposal defense attempt.

Admission to Candidacy

A HOBI PhD student is successfully admitted to candidacy upon verification of the student's academic record, fitness of candidacy, and completion of the Preliminary Examination (for HOIS students), Qualifying Examination, and Dissertation Proposal Defense. Admission to Candidacy is the date that the Qualifying Examination Milestone is updated in GIMS. Students should refer to the Registration Policies section of this handbook regarding enrollment after reaching candidacy.

Doctoral candidates are responsible for coordinating all work for their dissertation, including but not limited to literature review, data collection and analysis, and writing. Doctoral candidates will collaborate with their Primary Mentor to establish expectations for dissertation work in the student's **Individual Development Plan (IDP)**, submitted via the Science Careers myIDP Interface and uploaded to the Individual Development Plan (myIDP) webpage by December 1 every year.

Dissertation research may require involving other individuals in certain activities, for example when data are collected by other individuals under the direction of the Primary Mentor. In cases involving the use of state claims and data maintained by the department, it may be necessary for certain other department staff or faculty who have access to these data. **Any exceptions to the student's direct involvement in activities leading toward the dissertation must be approved by the student's Supervisory Committee and documented in the student's IDP.**

Dissertation Defense and Dissertation Submission

PhD candidates must prepare and present a dissertation to their Supervisory Committee based on work completed during **GMS 7979** and **GMS 7980**. During the student's final semester, the student should request that their Primary Mentor confirm their readiness for the Dissertation Defense with the HOBI Education Office and attest that all coursework will be completed by the Final Exam Milestone Deadline. Students may then schedule the Dissertation Defense, typically before the midpoint of the semester in which the student will graduate.

The Dissertation Defense will be a 45- to 60-minute summary of the student's independent research, followed by about 30 minutes for questions from the public. In addition to the Supervisory Committee, the Thesis Defense is open to all members of HOBI, COM, and any invitees who wishes to attend. After the public presentation, general attendees will leave the meeting and the Supervisory Committee will initiate the closed portion of the defense with further questions for the student. Once the Committee's questions are complete, the student will allow the Committee to deliberate in private to evaluate the quality of the student's work and public defense. The student will then reconvene with the Supervisory Committee to be notified of the result and note any revisions or additional work required to finalize completion of the degree.

University Policies and Student Resources

UF Conduct and Honor Codes

HOBI students are expected to maintain honesty, integrity, and ethical conduct, and must not engage in **fraud** (intentional misuse, fabrication, omission, or concealment of data or results) or **plagiarism** (disseminating unoriginal or slightly modified work as one's own or without properly crediting the creator). Students are expected to abide by the UF Student Honor Code and Student Conduct Code at all times; ignorance of policy will not be an excuse for any violations of the UF Conduct and Honor Codes. All incidents will be handled according to the guidelines of the UF Office for Student Conduct & Conflict Resolution. **Violation of these codes—including fraud, plagiarism, and cheating—is not tolerated and may result in dismissal from the program.**

Chat-GPT, Claude, and Artificial Intelligence (AI) in Writing and Research

Since AI tools are being increasingly common in research and higher education, HOBI encourages students to strengthen their mastery of these tools, utilize them appropriately to generate their own knowledge, carefully consider whether using such resources requires attribution and / or verification of accuracy, and determine whether the resulting work could be considered original or a form of plagiarism. In cases where the authorship of any coursework or research material is unclear, the HOBI Education Office may require additional documentation regarding the AI tools used, the original content, and the material produced by the student. We encourage students to contact instructors to clarify questions about permitted use of AI writing tools.

HOBI also prohibits the use of generative AI tools for any academic milestones (e.g., Preliminary and Qualifying Examinations, Capstone Projects, and Thesis and Dissertation Proposal work). If the department identifies inappropriate usage of AI-based writing tools, a student's case may be submitted to the UF Office of Student Conduct & Conflict Resolution in compliance with the UF Student Honor Code and Student Conduct Code.

UF Counseling and Wellness Center (CWC)

The UF Counseling & Wellness Center (CWC) is comprised of licensed psychologists, psychiatrists, mental health counselors, clinical social workers, and other mental health practitioners to support students. Students can contact the CWC email or call at 352-392-1575 to schedule appointments at any CWC location. The CWC also provides many mental health resources available for students such as workshops, therapy referrals, case management, and substance use treatment, and the Crisis & Emergency Resource Center (CERC) has a 24/7 support line (352-392-1575).

UF Disability Resource Center

Students requesting accommodations for either coursework or milestone completion must first register with the UF Disability Resource Center (DRC) (352-392-8565) and submitting an accommodation letter to the department / instructor of record (see the DRC Registration Process). While documentation is not necessarily required, more extensive documentation can help expedite the determination of the most appropriate accommodations for a student. The DRC, located in the first floor of Reid Hall, also provides students with resources regarding housing, assistive technology, transportation around Gainesville, removing barriers to learning in UF coursework, one-on-one wellness coaching (including skills training in time management, test-taking tips, social connection) and scholarship opportunities.

HOBI GRA Evaluations

In compliance with Graduate Assistants United (GAU), the annual HOBI GRA Evaluation is designed to holistically assess completion and progress towards assigned work responsibilities. The HOBI Education Office will distribute GRA Evaluations to students and their Research Supervisory at the end of each Spring semester to track completed research activities, expectations for future work, and changes in student funding for the next year. Information regarding restrictions on equipment or work due to funding source must be included in the GRA Evaluation by the student's mentor prior to the GRA renewal in August. **GRA Evaluations are due by May 1.**

GRA performance adjustments must follow the GAU contract: short-term issues should be resolved via direct communication with the GRA; long-term issues should be reported on the GRA Evaluation. Opportunities to review and respond to written evaluations, written plans for improvement, and general outlines for improving required work must be coordinated between the student, the Primary Mentor, the HOBI Human Resources Office, and the HOBI Education Office.

Student Health Insurance

The UF Health Compliance Office requires all admitted students to show proof of health insurance. Students can purchase University-Sponsored Health Insurance, administered through UnitedHealthcare, or provide evidence of comparable coverage from an outside entity through the UF Student Health Insurance Waiver. Graduate Research Assistants or those on a Predoctoral Fellowship appointment may also qualify for the GatorGradCare Health Insurance Plan.

Leaves of Absence

HOBI students in need of academic leave that may affect their degree progress should contact the HOBI Human Resources Office as soon as possible to address potential complications. Students requesting leave for at least one semester must consult their Primary Mentor to identify how work and academic progress will be impacted, as well as the HOBI Education Office to develop a plan for maintaining progress, discuss reintegration into the program, and seek approval from Dr. Carma Bylund, Associate Chair of Education, or Dr. Mei Liu, Associate Director for Graduate Education. Students who do not enroll in courses for three consecutive terms (including Summer semesters) must formally apply for readmission to UF, regardless of if they have requested leave.

Summer Leave

MS students do not need to register for summer terms. PhD students can request leave from the HOBI Education Office for Summer semesters if they are not a GRA or are on certain international student visas. Self-funded and EEP PhD students are encouraged to register during Summer and must maintain full-time enrollment after reaching candidacy. Students should refer to the Registration Policies for more information on registration / enrollment requirements.

HOBI GRAs are expected to work during and between all semesters, excluding university holidays, in compliance with their FTE assignment. As set by UF Human Resources and the GAU, GRAs can request 5 days of leave per semester, which must be used in whole-day increments and is not cumulative across semesters. Additional leave must be reviewed by the GRA's Research Supervisor and approved by the HOBI Education Office. GRAs must confirm availability of future funding with their Primary Mentor. Unpaid leave is also available and can be scheduled at the discretion of the student's mentor, the HOBI Human Resources Office, and the HOBI Education Office. Students should refer to UF Human Resources Benefits Eligibility for more information.

UF Student Libraries

The Health Science Center (HSC) Library is located in the Communicore Building on Center Drive. It has a large collection of journals, texts, and reference materials, over 100 computers, and ample study space. A **GATOR***ONE* card is required to check out materials.

The HSC operates the Liaison Librarian Program, providing academic units with a subject specialist librarian liaison to help students find resources in specific subject areas. Chloe Hough, MSLIS, BA (the HOBI librarian liaison) has prepared a HOBI Library Resource Guide for HOBI students to use. Students can access other libraries across the main UF campus, including Library West (Humanities, Business and Social Sciences holdings) and Marston Science Library (Agriculture, Life Sciences, Engineering, Physical Sciences, Mathematics and Earth Sciences holdings).

UF Police Department and Campus Regulations

The University of Florida Police Department (UFPD) should be contacted for any non-emergency situations occurring on campus by calling 392-1111 or by submitting a tip or report online; emergencies should be reported by dialing 911. The Student Nighttime Auxiliary Patrol (SNAP) provides free, nightly transportation on-campus from 8:30 PM to 3:00 AM for current students and staff. Rides can be requested via the SNAP app or the UF SNAP by Spare web portal. UF graduate students can also obtain a parking decal from UF Transportation and Parking Services (TAPS). Eligibility for parking decals is determined by the student's local address and academic classification. Students can access the Gator Parking Portal at any time to order a parking permit.

Sexual Harassment

The University of Florida is an educational and professional institution that does not tolerate any form of discrimination and sexual harassment. Individuals who engage in such conduct will be subject to disciplinary action. The UF Title IX Compliance Office provides information on definitions, policies, and training, and the University of Florida encourages any individual to promptly report prohibited conduct.

GRA Work Expectations

HOBI desk space in Malachowsky Hall is reserved primarily for GRAs. Students expecting to work at least 3 days per week should contact Matt Mitterko, Assistant Director of Education, to request a dedicated workspace. GRAs granted workspace in Malachowsky Hall are expected to work at their designated work location during agreed upon hours (or for the agreed upon number of weekly hours). Potential adjustments to the work location and hours should be discussed with the GRA's Research Supervisor. If approved by their Research Supervisor, GRAs can also complete a UF Remote Work Location Agreement compliant with the UF Policy on Limited Remote Work Arrangements; GRAs working hybrid are responsible for identifying when physical presence expectations are required.

Work-Related Injuries and Worker's Compensation

For non-serious injuries, students should first contact the UF Worker's Compensation Office (352-392-4940; 1-800-955-8711 for TDD) and visit the UF Human Resources website for assistance filling out any forms. Students should then go to the Student Infirmary or another designated site for treatment. For serious injuries, students should go directly to UF Health Shands Emergency Room and inform the admitting clerk of their graduate student status and work-related injury. Students should refer to the UF Human Resources Workers' Compensation webpage for more information.