1. Introduce members of GSAC
Professors Hill (new Graduate Coordinator, January 2008), Detweiler, Hebard, Maslov, Sikivie, Stanton, Yelton, Program Assistant Nathan Williams, Graduate Student Francisco Rojas (Ian Vega deputizing today). Introduce other faculty present.

GSAC faculty office hours (see item 2). Members of GSAC are happy to provide advice regarding courses and research opportunities within their sub-fields, as well as more general issues related to succeeding in our graduate program. If you are in any doubt about absolutely anything related to the graduate program – SIMPLY ASK. Anything related to registration and appointments (blue/yellow sheets) will continue to be handled directly by the graduate coordinator (Prof. Hill).

2. Graduate Program web page/announcements
Minutes of this meeting (also archives): [http://www.phys.ufl.edu/academics/graduate/news.shtml](http://www.phys.ufl.edu/academics/graduate/news.shtml)
Additions/changes to the Graduate Program web page: [http://www.phys.ufl.edu/academics/graduate/](http://www.phys.ufl.edu/academics/graduate/)
A page linking to useful graduate student resources will be added, e.g. additional sources of travel funding, announcements for summer schools, etc. If you learn of any such resources/events, please let the graduate coordinator know.

3. Travel Support for Graduate Students
The CLAS Program for Summer 2008 will be announced via email (Feb. 12 last year) and the top 4 applications from the department will be forwarded. These applications may additionally be considered for $250 Departmental awards, pending the availability of funds. Suggestion: follow the instructions and, before applying, discuss your application with your advisor. Applications will likely be due near the end of February to either Nathan Williams or Prof. Hill. Be on the lookout for the email announcement. (Note: these awards are independent of the Graduate Student Council funds.)

In addition, when planning travel to meetings, be creative so as to keep costs to a minimum. Travel funds are tight, even for well funded research groups. Plan on sharing hotel rooms and driving together to regional meetings.

4. A very tentative List of Advanced Graduate Courses for the 2008-2009 Academic Year
In an attempt to allow you to plan ahead, a very tentative list of Advanced Graduate Courses for the next academic year (Fall 2008 and Spring 2009) is:

<table>
<thead>
<tr>
<th>Course number</th>
<th>Short title</th>
<th>Course number</th>
<th>Short title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHZ6426</td>
<td>Solid State 1</td>
<td>PHZ7427</td>
<td>*Solid state 2</td>
</tr>
<tr>
<td>PHY6648</td>
<td>Quantum field theory 1</td>
<td>PHY7669</td>
<td>Quantum field theory 2</td>
</tr>
<tr>
<td>PHZ6355</td>
<td>Elementary particle physics 1</td>
<td>PHZ7608</td>
<td>Special and general relativity 2</td>
</tr>
<tr>
<td>PHZ6607</td>
<td>Special and general relativity 1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The following is a list of additional special/advanced topics courses that have been offered in recent years, with the name of the instructor in brackets: Group theory (Fall 06, Ramond), Modern condensed matter (Fall 06, Kumar), Carbon (Fall 06, Rinzler), Computer methods (Spring 07, Coldwell), Semiconductors (Spring 07, Stanton), Dark matter (Spring 07, Sikivie), Chemical physics (Spring 07, Micha), Optical properties of solids (Fall 07, Tanner), Quantum computing (Fall 07, Hershfield), Astrophysics (Fall 07, Whiting), NMR (Spring 08, Sullivan), Simulations (Spring 08, Cheng), Introduction to String theory (Spring 08, Thorn), Cryogenics (Spring 08, Ihas).

*The process of assigning instructors for the courses offered in the next academic year, 2008/2009, starts in February. Therefore, nothing has been decided yet, and our ability to offer these courses depends on faculty availability and sufficient enrollments. Even courses that are taught regularly may be canceled if enrollment is low (e.g. Solid state 2, Spring 08).

***GSAC seeks input from the graduate students***

5. US Citizens becoming Florida Residents
Thank you to “senior” students, as we had 100% compliance with your applications. New Students (US Citizens only): please keep this trend going and apply for permanent Florida residency. If you have any questions about the process, please see Nathan Williams.

6. International Students traveling outside the US
Since 9/11, we have been issuing standard letters explaining a student’s registration in our Department. In many instances, these letters have become helpful when a student seeks reentry to the US. This type of letter is not required, but it is suggested by the UF International Center. It is strongly recommended that you see Nathan Williams about obtaining this letter at least 1 week in advance of your departure. You should then take this letter with you and keep it with your official documents. If you anticipate changes to your visa status while you are overseas, please consult with Prof. Hill and Nathan Williams at least two weeks prior to leaving the country.

7. TA/GA: What is expected and when do I need to be on campus?
You are contracted to be on campus when classes/exams are in session. At the end of the semester, when classes end, you must be on campus to proctor and/or grade final examinations, and these assignments should be defined near the start of the semester. Failure to fulfill your TA/GA assignments and duties may lead to a reduction or loss of your future assignments. It is also important that you check phys.ufl.edu email daily and respond to all requests from your faculty supervisor.
8. Professional Behavior (further details at: http://www.phys.ufl.edu/academics/graduate/news.shtml)

A. Sexual Harassment and Related Issues:
   IS IT CONFLICT OR HARASSMENT? (http://www.hr.ufl.edu/eeo/harassment.htm)
   Mini-Conferences on Sexual Harassment (http://www.hr.ufl.edu/training/reg_info.htm)
   Please register and attend this mini-conference (about 3 hours). We have information on who has/hasn’t attended.

B. Disclosure of Tutoring and Outside Activities (Conflicts of Interest):
   http://www.admin.ufl.edu/ddd/default.asp?doc=6.8.969.11
   Nathan has the required paperwork.

C. Suggestions/Guidelines for Lecturers and Leaders of Discussion Sections:
   http://www.phys.ufl.edu/~meisel/Lecture-Discussion-v15Dec04.doc

D. Responsible Conduct in Research: authorship? data? Mentor-Student interactions?
   http://www.nap.edu/readingroom/books/obas/ (“On Being a Scientist”)

E. Timing of Requests and Return of Paperwork:
   (Visas, Paperwork for Qualifying and Final Exams, Appointment (“official” and “yellow” sheets), Official Evaluations, and Registration (“blue”) Sheets: Please return on time and/or with plenty of advance notice. Do Not Wait until the Last Moment.) This point also applies to OFFICIAL TRANSCRIPTS. The list also includes LOAs (Letters of Appointment) and other requested documents.

9. Time Spent during TA Assignments
   Minimum 0.25 FTE (Full-Time Equivalent) and Maximum of 0.49 FTE
   0.25 FTE = 10 hrs/wk; 0.30 FTE = 12 hrs/wk; 0.33 FTE = 13.2 hrs/wk;
   0.39 FTE = 15.6 hrs/wk; 0.41 FTE = 16.4 hrs/wk; 0.49 FTE = 19.6 hrs/wk
   The way in which tuition is paid on split appointments is changing. Further info. will be provided as it becomes available.

10. Academic Honesty and Plagiarism
    These policies have always been in place. For Academic Honesty policies and procedures, see http://www.dso.ufl.edu/judicial/.
    With respect to Plagiarism, see “turnitin@UF” resource page at http://www.at.ufl.edu/~turnitin/resources.html . The issues of plagiarism are now amplified by ETD (electronically transmitted dissertation), as the author must have permission to use previously copyrighted material, see the Graduate School’s Guide for Preparing Theses and Dissertations at the UF Graduate School Webpage http://gradschool.rgp.ufl.edu/editorial/introduction.html. IT IS THE RESPONSIBILITY OF THE AUTHOR OF THE THESIS, do not depend on the thesis mentor to be aware of these details! Buried in the materials available on the Editorial WebPages and Forms, the following “handy” link is provided to help guide the process, see http://proquest.com/products_umi/dissertations/UMI_CopyrightGuide.pdf.

11. Health Insurance for Assistants and Fellows
    See UF Graduate School webpage: http://gradschool.rgp.ufl.edu/students/faqs-insurance.html
    See UF Human Resources and Benefits: http://www.hr.ufl.edu/benefits/gatorgradcare.htm

12. Building Security: Review Handout, don’t let your guard down. (see: http://www.phys.ufl.edu/department/securityinfo.html). Laptops and books have been reported missing.

13. Appropriate Use of Email (Use *@phys.ufl.edu account)
    Please check your phys.ufl.edu email account regularly (daily). If you use another account, be sure to forward all email sent to phys.ufl.edu to this other account. Please maintain a professional and courteous tone in your email messages. Threatening or intimidating comments, even if meant in a joking manner, can be misinterpreted and may lead to loss of computer privileges. “D” for delete is a better option than responding with a “nasty” message. If you are troubled by the information that you are receiving, report it immediately to a member of GSAC. Alternatively, chat with your mentor and peers.

14. Outreach Activities
    From time to time, graduate students are asked to participate in “Outreach” activities, and judging local middle/high school science fairs is one example. Announcements for such events will be forwarded to grad@phys.ufl.edu. If your schedule allows for it, you are encouraged to participate.

15. Other Issues?
    A. Do NOT move office without discussing the situation with Nathan Williams. There are “boundary conditions”.
    B. The copying machine in the student services office should only be used for teaching materials. It should never be used for personal items. The machine is old and nearing the end of its useful life. Please help to maximize its life.
    C. Paper consumption in the student computer lab printers has been pretty high. Due to budget constraints, this will be limited to 2000 sheets per month. Beyond that, students will need to furnish their own paper. Please try to conserve!
    D. A graduate student “freebie”: receive a free one-year trial membership to the American Physical Society! See http://www.aps.org/membership/student.cfm. The trial membership includes a free online journal subscription and three free APS units (e.g. DCMP, GMAG, DBP, and others)