

IDS4930: Grad School 101

Summer 2025 | 1 credit

I. General Information

Meeting days and times: Online

Class location: Online

Instructor:

Name: Brittany Grubbs-Hodges

Office Building/Number: Turlington 1120K

Phone: 3523921365

Email: brittanygrubbs@ufl.edu

Office Hours: Fridays Period 3

Course Description

Advanced study of selected topics. Content varies from term to term. This course is designed for anyone who is thinking about graduate school in the future and would like to enhance their preparation and make a more informed decision. The course provides an opportunity to gain a better understanding of graduate programs, plan ahead, and reflect on whether graduate school is the right path for you.

Course Materials

Materials will be available through Canvas

II. Course Goals

Course Objectives

- Students will learn about the graduate school application and admissions process.
- Students will explore different types of graduate programs and the day-to-day life of graduate students.
- Students will reflect on how to effectively prepare for a future in graduate study today.

Student Learning Outcomes

A student who successfully completes this course will be able to:

- Construct a graduate school preparation timeline
- Create a budget and table of funding/cost-of-living data for graduate programs
- Craft and refine application materials for graduate school
- Make an informed decision regarding post-graduation education
- Understand the path from graduate school to career

III. Graded Work

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the Catalog.

Graded Components

Assignments (40%): Assignments comprise eight written projects used for entrance into graduate school.

Quizzes (60%): Quizzes are required at the end of each module, and will assess student's knowledge and participation in the module content.

TOTAL: 100%

Grading Scale

Letter Grade	Number Grade
A	100-93.5
A-	93.4-89.5
B+	89.4-86.5
B	86.4-82.5
B-	82.4-79.5
C+	79.4-76.5
C	76.4-72.5
C-	72.4-69.5
D+	69.4-66.5
D	66.4-62.5
D-	62.4-59.5
E	59.4-0

See the UF Catalog's "[Grades and Grading Policies](#)." for information on how UF assigns grade points.

Note: A minimum grade of C is required to earn General Education credit.

IV. Calendar

Date	Topic	Readings/Preparation	Work Due
May 12, 2025	What is Graduate School?	Module One	Quiz One
May 19, 2025	Choosing the Degree	Module Two	Quiz Two
May 26, 2025	Choosing the College	Module Three	Quiz Three, Faculty Profiles
June 2, 2025	Undergraduate Preparation	Module Four	Quiz Four, Experience Timeline
June 9, 2025	Entrance Exams & Prep	Module Five	Quiz Five
June 16, 2025	The Application	Module Six	Quiz Six, Academic CV
June 30, 2025	The Interview	Module Seven	Quiz Seven, Mock Interview
July 7, 2025	Personal Statements and LORs	Module Eight	Quiz Eight, Personal Statement
July 14, 2025	Teaching and Researching	Module Nine	Quiz Nine
July 21, 2025	Study, Write, Repeat	Module Ten	Quiz Ten, Writing Sample or E-Portfolio
July 28, 2025	Financial Management	Module Eleven	Quiz Eleven, Personal Budget
August 4, 2025	Practicum and Careers	Module Twelve	Quiz Twelve, Thank You Note

V. University Policies and Resources

Attendance policy

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>Links to an external site..

Students requiring accommodation

Students who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center by visiting <https://disability.ufl.edu/students/get-started/>Links to an external site.. It is important for

students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

UF course evaluation process

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online. Students can complete evaluations in three ways:

1. The email they receive from GatorEvals
2. Their Canvas course menu under GatorEvals
3. The central portal at <https://my-ufl.bluera.com>[Links to an external site.](#)

Guidance on how to provide constructive feedback is available at <https://gatorevals.aa.ufl.edu/students/Links to an external site.>. Students will be notified when the evaluation period opens. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/Links to an external site.>.

University Honesty Policy

University of Florida students are bound by the Honor Pledge. On all work submitted for credit by a student, the following pledge is required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Student Honor Code and Conduct Code (Regulation 4.040) specifies a number of behaviors that are in violation of this code, as well as the process for reported allegations and sanctions that may be implemented. All potential violations of the code will be reported to Student Conduct and Conflict Resolution. If a student is found responsible for an Honor Code violation in this course, the instructor will enter a Grade Adjustment sanction which may be up to or including failure of the course. For additional information, see <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/Links to an external site.>

In-class recording

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A "class lecture" is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or guest lecturer during a class session.

Publication without permission of the instructor is prohibited. To "publish" means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third-party-note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

Procedure for conflict resolution

Any classroom issues, disagreements or grade disputes should be discussed first between the instructor and the student. If the problem cannot be resolved, please contact Christine Richmond (richmoc@ufl.edu, 352-392-1365). Be prepared to provide documentation of the problem, as well as all graded materials for the semester. Issues that cannot be resolved departmentally will be referred to the University Ombuds Office (<http://www.ombuds.ufl.edu>[Links to an external site.](#); 352-392-1308) or the Dean of Students Office (<http://www.dso.ufl.edu>[Links to an external site.](#); 352-392-1261).

Resources available to students

Health and Wellness

- U Matter, We Care: If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit [U Matter, We Care website](#)[Links to an external site.](#) to refer or report a concern and a team member will reach out to the student in distress.
- Counseling and Wellness Center: [Visit the Counseling and Wellness Center website](#)[Links to an external site.](#) or call 352-392-1575 for information on crisis services as well as non-crisis services.
- Student Health Care Center: Call 352-392-1161 for 24/7 information to help you find the care you need, or [visit the Student Health Care Center website](#)[Links to an external site.](#).
- University Police Department: Visit [UF Police Department website](#)[Links to an external site.](#) or call 352-392-1111 (or 9-1-1 for emergencies).
- UF Health Shands Emergency Room / Trauma Center: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; Visit the [UF Health Emergency Room and Trauma Center website](#)[Links to an external site.](#).
- GatorWell Health Promotion Services: For prevention services focused on optimal wellbeing, including Wellness Coaching for Academic Success, visit the [GatorWell website](#)[Links to an external site.](#) or call 352-273-4450.

Academic Resources

- E-learning technical support: Contact the [UF Computing Help Desk](#)[Links to an external site.](#) at [352-392-4357](tel:352-392-4357) or via e-mail at helpdesk@ufl.edu.
- [Career Connections Center](#)[Links to an external site.](#): Reitz Union Suite 1300, [352-392-1601](tel:352-392-1601). Career assistance and counseling services.
- [Library Support](#)[Links to an external site.](#): Various ways to receive assistance with respect to using the libraries or finding resources. Call [866-281-6309](tel:866-281-6309) or email ask@ufl.libanswers.com for more information.
- [Teaching Center](#)[Links to an external site.](#): 1317 Turlington Hall, Call [352-392-2010](tel:352-392-2010), or to make a private appointment: [352-392-6420](tel:352-392-6420). Email contact: teaching-center@ufl.edu. General study skills and tutoring.
- [Writing Studio](#)[Links to an external site.](#): Daytime (9:30am-3:30pm): 2215 Turlington Hall, [352-846-1138](tel:352-846-1138) | Evening (5:00pm-7:00pm): 1545 W University Avenue (Library West, Rm. 339). Help brainstorming, formatting, and writing papers.
- Academic Complaints: Office of the Ombuds; [Visit the Complaint Portal webpage for more information](#)[Links to an external site.](#).
- Enrollment Management Complaints (Registrar, Financial Aid, Admissions): [View the Student Complaint Procedure webpage for more information](#)[Links to an external site.](#).