

Counselor Education Doctoral Program

Frequently Asked Questions

Counselor Education Program

1. What is SHDOSE? The School of Human Development and Organizational Studies contains 5 programs including, Counselor Education, Educational Leadership, Higher Education Administration, School Personnel in Higher Education, Research and Evaluation methods. The Main office is 1215 Norman Hall.

2. Who are our office staff? Patty Bruner (352-273-4336, pbruner@coe.ufl.edu) and Candy Spires (352-273-4334, cspires@coe.ufl.edu) are the main counselor education contacts in the SHDOSE office. They are indispensable for help with registration, book ordering for classes, paperwork, room availability, etc.

3. What is the TA Room? The TA room, 1313C Norman, is available for use for all doctoral students. Students who teach may be given a personal key, but anyone can access the room through the keys available in Patty B.'s office. Several computers are available for use in the room as well as a copier, refrigerator and microwave. The room also offers resources such as books, past materials such as exams and PowerPoints, videos, etc., for each class that is taught by doctoral students in the program. Doctoral students who teach may also choose to claim one of the file drawers in the room to store materials (just be sure to put your name on the front of the drawer and clean it out when you are done teaching your course).

4. Where are the mailboxes? Faculty mailboxes are inside the main office, in the room to your right. Mailboxes for doctoral students (only those who teach are given mailboxes) are in the TA room (1313C).

5. How do I register for my classes? After your first semester, all registering is to be done through Candy Spires. You may register with her through email or in person, but only after your pre-assigned registration date and time. You will be sent a reminder about registration towards the middle/ end of each semester.

6. What is the listserv and how do I sign up? All master and doctoral students and faculty may have access to the listserv. You will be given a form to fill out during orientation which will enable you to be added to the listserv. The listserv enables you to reach and be reached by all members of the program, though it is not a requirement. Program and departmental announcements such as internship, job and assistantship availabilities, upcoming seminars and meetings, and off topic discussions and announcements are often sent through the listserv.

7. What student organizations are available to join? Both master and doctoral students are eligible to join CSI and Counselors for Social Justice. There are links to these student organizations on the Counselor Education Program website.

8. Who will be in my classes? Most of your classes in the counselor education program will be taken with some members of your cohort and also possibly some doctoral students from other cohorts as well. These classes tend to be quite small. Any classes taken outside of the program, such as research courses, are usually taken with other doctoral students in SHDOSE. These classes usually range from 20-30 students. Most, if not all, of your classes will be held in Norman Hall.

9. How can I get books for my classes? You can see which books are required for your class by checking through the UF bookstore website. You may buy or rent them there, or check some of the other bookstores available in town, or websites such as amazon.com or half.com. You may also want to contact current doctoral students through email or the listserv, to see if they may be able to lend you books they may have used for the same course.

Teaching

1. How do I order books for the class that I'm teaching? How do I get a copy? Be sure to notify Candy about the books that you wish your students to use at least several weeks before the start of the next semester. You do not need to buy your own copy when teaching. Please contact Candy who can order the book and/or instructor's manuals and exam copies for you.

2. Do I need to send my class materials to anyone in the program? At least 2 weeks before the start of the semester, please be sure to send your class syllabus to Patty Bruner who will enter the syllabi on the COE website. All class syllabi for every course in the college are required to be posted on the COE website.

3. What are office hour requirements? Every instructor is required to schedule at least 4 hours of office hours a week. Counselor education doctoral students may hold office hours in the TA room (1313C). Please be advised that this room may not be entirely private, as all doctoral students have access to this room at any time. If you require a private meeting room, you may use an empty lab room (just be sure to note the room that you are using in the lab room scheduling book).

4. What is ELearning? ELearning is an online learning platform that you may choose to use when teaching a course. It allows instructors to have a class website where they can post class PowerPoints and resources, post and track student grades, access student's email addresses, post class announcements and reminders, etc. There are many tools available for use in

ELearning. To request an ELearning page for your course, access tutorials, and more information, please see <https://lss.at.ufl.edu/>.

5. How do I access my class roster? Go to <https://my.ufl.edu> and log in. Go to Main Menu, then My Self Service then Manage Class Rolls. Select the term you are teaching and click on the section number. This should bring up your class roster.

6. How do I request a listserv for my class? A class listserv enables you to email all members of your class through one email address. You may request a listserv for any class that you teach. To do so, Log into MyUFL. Go to Main Menu, then My Self Service then Manage Class Rolls. Select the term you are teaching. Next to the listing of your course there will be a link for you to request a listserv for this course. When the listserv is created, you will receive an email with the email address for the course listed. The listserv will automatically be updated as students add or drop the course, so no further action will be needed from you once it has been set up.

7. How do I get TAs to assist with my course? One way to get notice to Masters students for potential TAs is to send out a request for TAs through the counselor education listserv. Please check with Candy on how to offer credit hours to your TAs. You may also want to consult with your faculty chair for policies regarding the use of TAs.

General UF/Campus Information

1. How do I get my student ID card? You will want to get your student ID card as soon as possible, as it is necessary for access to different resources on campus such as the library, student health center, the gym, etc. The main ID card office is located in the UF bookstore and welcome center and is available Monday - Friday: 8AM - 7PM and **Saturday:** 11AM - 4PM. There is also a branch located in the Medical Sciences Building which is available Mon, Wed & Thur 9AM - 12AM & 12:30PM - 3PM. Service is first come first serve, and is usually very busy the week before and during the first week of classes.

2. Where is the health center? How do I make an appointment? What services are available?

The student health care center is located near the football stadium, on Fletcher Drive, next to the Gym and Racquet Club. You may make an appointment by calling (352) 392-1161. Services available include, general health appointments, immunizations, nutrition services, women's health, physical therapy, a pharmacy, etc. Please see the health center website for more information <http://shcc.ufl.edu/>

3. How do I sign up for health insurance? If you are a fellow, or have an appointment as a GA, TA or research assistant, then you are eligible for GatorGrad Care offered through Blue Cross Blue Shield. To be eligible, you must be enrolled full-time in a graduate program at UF and on

appointment. You must enroll online by Sept. 14, 2011. Please see the website for more information at <http://www.hr.ufl.edu/benefits/gatorgradcare/default.asp>.

4. Where do I park? Parking around Norman Hall is extremely difficult. Parking tickets on campus are expensive and in many areas, you will be towed. The streets around Norman Hall can only be parked on with a special decal, and you have to live in the neighborhood to get a decal. So here are some tips:

- Take the bus... The RTS system around Gainesville is widely used, convenient and free for students with their UF ID and there are stops all over town and campus (and at most apartment complexes). Please check the website for more details <http://go-rts.com/>
- Buy a commuter decal with UF. Get to the commuter lot early, take the bus to Norman. Please see the parking services website at <http://www.parking.ufl.edu>
- Pay for parking in private lots around Norman Hall. Check out neighborhoods around Norman like SW 10th St., N. 13th St, etc.

5. Where is the bookstore? The main bookstore is located at building 886 on Museum Rd on campus in the UF Welcome Center/ Bookstore.

6. Where are the libraries on campus? Which ones should I use? There are over 15 different libraries and reference centers on campus, but the most accessible library to most of us in the program is the Education library which is located in the Norman Hall courtyard. This library often has many counselor education books and resources, as well as several workshops on software such as RefWorks, writing research papers, searching for resources in the library and online, etc.

The main library on campus is Library West, located at the north end of the Plaza of the Americas on campus. For online access to article databases, off-campus access and more information on the libraries, please see the library website at [http:// www.uflib.ufl.edu/](http://www.uflib.ufl.edu/)

7. Where is the gym on campus? There are several recreation centers/ gyms available on campus including an aquatic facility, the Southwest Recreation Center, the Student Recreation and Fitness Center, the Broward Outdoor Recreational Complex, the Florida Gym, etc. These centers are accessible with your UF ID card. For more information on hours and services, please see the Rec Sports website at <http://www.recsports.ufl.edu> .

8. How do I get football/ basketball tickets? Towards the end of each spring semester, students may enter the student football lottery for an opportunity to buy single season tickets for the upcoming football year. If you miss the lottery, or opt not to buy season tickets but still want to purchase single game tickets, check with the student gator ticket office or keep your

eye on the counselor education listserv (or send an off topic message on the listserv). Graduate students are often offering tickets for face value on the listserv.

Basketball tickets are free for UF students. You must register for each game at gatorzone.com/tickets/students. Registration becomes available at various dates throughout the season. The 2,500 students who register are guaranteed admission as long as they enter the O'Connell Center by tipoff. Students who miss a game that they had registered for are not guaranteed a seat for the following three (3) basketball games. Registered students may also purchase up to 2 general admission tickets.

For more information on athletic events please go to <http://www.gatorzone.com>.

9. What else should I know about campus?

- **Lake Wauburg**-Part of UF rec sports, it offers outside activities such as boating, a rock wall, water skiing and wake boarding, etc. Activities and boat rentals are free with your UF ID card and you are permitted to bring up to 4 guests. It is located at 133 Regatta Dr. Micanopy, FL.
- **Campus Museums/ Performing Arts**- UF boasts several fun and entertaining museums, including:
 - Florida Museum of Natural History- Has several interactive exhibits (which are free), and the butterfly rainforest, a 6,400-square-foot screened, outdoor enclosure with subtropical plants and hundreds of living butterflies (admission for the rainforest is a small fee).
 - Harn Museum of Art- Features permanent collections and temporary art exhibits. Admission is free.
 - Many world-class musicals, concerts and plays come to UF at facilities such as The Phillips Center for Performing Arts, The University Auditorium, The School of Theater and Dance and The College of Fine Arts School of Music.