



Standards and Expectations for Participation

Florida Institute for National Security | FINS Talent Pipeline

University of Florida

601 Gale Lemerand Dr

Gainesville, FL 32601

Purpose:

The purpose of this documents is to outline the expectations, roles, and responsibilities of applicants participating in the FINS Talent Pipeline (FTP) program to ensure a standard of excellence, adaptability, and participation throughout the duration of student involvement.

1. Standards of Excellence, Adaptability, and Participation

- ❖ **Excellence:** Applicants must maintain a high standard of performance and professionalism throughout their participation in the FTP. This includes, but is not limited to:
 - Quality of Work: Delivering work that meets or exceeds the FTP's established quality benchmarks when conducting research.
 - Punctuality: Adhering to deadlines and schedules as set forth by the FTP.
 - Adherence to Guidelines: Following all FTP guidelines, policies, and procedures diligently.
 - Continuous Improvement: Actively seeking feedback and making necessary improvements to enhance performance.

- ❖ **Adaptability:** Applicants accepted into the FTP are expected to demonstrate flexibility and the ability to adapt to changes, including but not limited to:
 - Task Adjustments: Adjusting to changes in assigned tasks or responsibilities.
 - Deadline Modifications: Accommodating revised deadlines or project timelines as needed.
 - Requirement Changes: Adapting to evolving FTP requirements, guidelines, or objectives.
 - Schedule Changes: Adjusting to changes in schedule or meeting times when the FTP must capitalize on Government and University opportunities.

- ❖ **Participation:**
 - Engagement: Applicants who are accepted into the FTP must actively participate in all required activities, including training sessions, meetings, and evaluations, unless otherwise excused. This includes adapting class schedules around meetings.
 - Collaboration: Engaging in effective collaboration with other participants, mentors, and FTP staff, contributing to a positive and productive team environment.

- Responsiveness: Promptly responding to communications from the FTP, including emails, notifications, and feedback requests.
- Compliance: Following all legal, ethical, and security-related standards applicable to research and National Security, including maintaining confidentiality as required.
- Feedback Utilization: Actively participating in feedback processes and utilizing provided feedback to improve performance and outcomes.

3. Deadlines

- ❖ Applicants must meet all deadlines set forth by the FTP. Failure to meet deadlines are grounds for disqualification from the program.

4. Meetings and Excused Absences

- ❖ Applicants who are accepted into the FTP are required to attend all scheduled meetings related to the FTP. Attendance at these meetings is crucial for successful participation. If students cannot meet attendance requirements, then their application should be withdrawn.
- ❖ In the event that an applicant cannot attend a scheduled meeting, they must request an excused absence in advance, in accordance with the [University of Florida Attendance Policy](#). Requests for excused absences should be submitted to katherineadams@ufl.edu and/or their mentor no less than 14 days prior to the meeting.
- ❖ Examples of valid reasons for requesting an excused absence include, but are not limited to, personal illness, family emergencies, or academic commitments.

5. Communication

- ❖ Applicants agree to maintain open and timely communication with FTP coordinators. This includes promptly responding to emails, notifications, and other forms of communication.

6. Conflict Resolution

- ❖ In the event of a dispute or issue regarding our standards or the FTP, applicants should seek resolution through direct communication with program coordinators. If necessary, mediation or other dispute resolution methods may be employed.
- ❖ In the event that conflict, discrimination, or harassment occurs with mentors, staff, faculty, or other parties related to the FTP, applicants should seek assistance from the program coordinators or HWCOE Human Resources.

7. Confidentiality

- ❖ Applicants who are accepted into the FTP agree to keep confidential any sensitive information obtained during their participation in the FTP and not to disclose it to unauthorized third parties. This includes social media posts pertaining to anything program related.



8. Duration and Termination

- ❖ If an applicant and/or participant withdraws within the first 28 days of the program, the applicant and/or participant understands that their slot will be taken by an applicant on the waiting list.
- ❖ Understanding that this is a two-semester long program, not including the Summer Semester

9. Compensation

- ❖ For full participation and meeting FTP standards, students shall receive a total semesterly stipend of \$2500.

Damon Woodard

Director, Professor

Florida Institute for National Security (FINS)
Applied Artificial Intelligence Group (AAIG)
Electrical & Computer Engineering (ECE) Department
dwoodard@ufl.edu

Domenic Forte

Associate Director, Steven A. Yatauro Faculty Fellow, Professor

FINS
ECE Department
dforte@ufl.edu

Katherine Adams

Research Coordinator I

FINS
ECE Department
katherineadams@ufl.edu

Lesly Galiana

Research Coordinator III

FINS
ECE Department
llesy@ufl.edu