

**Department of Agricultural and Applied Economics
Graduate Student Policy and Procedures**

2012

All earlier versions of this statement are considered null and void. All current students must adhere to the policies contained in this document.

Department Head

Octavio Ramirez 301 Conner Hall, 542-2481, oramirez@uga.edu

Administrative Specialist (Office Manager)

JoAnne Norris 301 Conner Hall, 542-2481, janorris@uga.edu

Graduate Committee

James Epperson 315 Conner, 542-0766, epperson@uga.edu

Greg Fonsah Tifton, (229) 386-3512, gfonseh@uga.edu

Jeff Jordan Griffin, (770) 228-7231, jjordan@uga.edu

Berna Karali 315 Conner, 542-0750, bkarali@uga.edu

Jeff Mullen 314 Conner, 542-0767, jmullen@uga.edu

Michael Wetzstein, **Graduate Coordinator** 315 Conner, 542-0758, mwetz@uga.edu

Assistant Graduate Coordinator

Laura Alfonso 304 Conner Hall, 542-0744, lalfonso@uga.edu

Professional Development Committee Chair

Susana Ferreira 313 Conner Hall, 542-0086, sferreir@uga.edu

Computer Support

Chris Peters 320 Conner Hall, 542-0736, cpeters@uga.edu

Reference Room Librarian

Laura Alfonso 304 Conner Hall, 542-0744, lalfonso@uga.edu

Graduate School Website/Department Website

www.grad.uga.edu

www.caes.uga.edu/departments/agecon/

Graduate Student Policy and Procedures
Department of Agricultural and Applied Economics

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PREFACE

The *Graduate Student Policy and Procedures* handbook is provided as a supplement to the *Graduate School Bulletin* and should be referred to for all graduate student policy and procedural matters approved and established by the faculty in the Department of Agricultural and Applied Economics. It should be emphasized that this document is not intended to duplicate material provided in other Graduate School documents. Students should continue to refer to the *Graduate School Bulletin* for all university policy and procedural matters. As a complement to the university's policy and procedures, this document describes unique departmental policy and procedures.

History

Department of Agricultural and Applied Economics

The department was organized in 1928, and during its early years the faculty was small, varying from two to five members. Due to a lack of funding, the department was closed in 1933 and agricultural economics classes were offered in the Franklin College Department of Commerce. A year later, the department was reestablished in the College of Agriculture and the faculty began to grow, expanding roles into research, outreach, and graduate education.

Department's Graduate Programs

After World War II, the M.S. program greatly expanded with the influx of military veterans and has continued throughout its existence to be a very active and solid program. In 1971, the Ph.D. program was established, offering a strong complement to the M.S., research, and outreach programs within the department. In 1999, the M.S. was split into an M.S. in agricultural economics and an M.S. in environmental economics. This was followed in 2009 with the establishment of the Masters in Agribusiness degree.

Graduate School's Policy and Procedures

Refer to the *Graduate School Bulletin* and the Graduate School's web site (www.grad.uga.edu) for all university policy, procedures, and Graduate School forms. Department policy and procedures outlined

below do not override any of the university's. Instead they are designed to supplement university policy.

It is the responsibility of the student to meet all university and department requirements.

Professionalism and Ethics

Academic Honesty

The University of Georgia seeks to promote and ensure academic honesty and personal integrity among students and other members of the University community. All students at The University of Georgia are expected to read and comply with *A Culture of Honesty*

(http://www.uga.edu/honesty/ahpd/culture_honesty.htm), the University's academic honesty policy.

A student participating in any dishonest activity will be subjected to academic dismissal. Any form of cheating on examinations or plagiarism will not be tolerated.

Admission

For admission the following are sent to the Graduate School:

Admission application,

Transcripts from all colleges and universities attended,

Graduate Record Examination (GRE) scores, and

Three letters of reference.

A statement of purpose along with a resume should be sent to the Department of Agricultural and Applied Economics. International students must also submit official TOEFL or IELTS scores that satisfy the Graduate School minimum requirements. All of these factors are taken into account by the department Graduate Committee as it considers an application.

Programs of Study

The graduate programs in Agricultural and Applied Economics offer considerable flexibility in meeting individual students' interests and backgrounds so students can prepare for careers in industry, government, or academia. As a foundation for this preparation, all students first obtain a core set of economic and quantitative knowledge. Based on this core, student programs are then designed on the

individual research topics and interests of students. This results in all students acquiring the following tools once they complete their degree programs:

1. Proficiency in problem-solving methodology (research methods) including professional ethics.
2. Ability to apply economic theory and quantitative techniques to the analysis and solution of contemporary problems and issues.
3. Proficiency in conducting independent research and the development of a high order of independent thought.
4. Capacity to read, synthesize, and critically evaluate literature in economics.
5. Ability to work and communicate effectively with diverse groups and audiences.
6. Broad knowledge base and understanding of applied economics.

M.S. Degree Programs

M.S. degree programs require 30 hours: a minimum of 24 hours of coursework (12 hours must be UGA courses open only to graduate students), 3 hours of AAEC 7000 (Research), and 3 hours of AAEC 7300 (Thesis). Although a student may register for more than three hours of research and thesis, only three hours of each may be used to meet degree requirements. Students must register for 3 hours of AAEC 7300 the semester they graduate. Each graduate student pursuing an M.S. degree must have an approved advisory committee consisting of a major professor with graduate faculty status as chair and two or more additional members, with at least one with graduate faculty status.

Prerequisites. Calculus, intermediate microeconomics, and probability, statistics, or econometrics are prerequisites for the M.S. program. Econometrics, intermediate macroeconomics, and linear algebra are recommended for the M.S. program. Any student not meeting these prerequisites will take course work to meet the requirements in addition to the 30 hour minimum.

Advisory Committee. Selection of an advisory committee is based on the expressed desires of the student and the availability and willingness of faculty to serve. Final approval of the committee is made by the dean of the Graduate School after review and approval by the graduate coordinator. An advisory committee will be appointed by the middle of the second semester a student is enrolled. The major

professor and at least one other member must be a member of the graduate faculty. The advisory committee form must be submitted to the graduate coordinator by the middle of the second semester. The form is available on the Graduate School website.

Program of Study. A student's program of study (courses) and thesis outline are developed in consultation with his or her advisory committee. This program of study is subject to approval by the graduate coordinator and the dean of the Graduate School. The minimum residence requirement is one academic year. A student's program of study should be approved by the graduate coordinator no later than in the second semester. The program of study form is also available on the Graduate School website. While an advisory committee will provide guidance in initiating a thesis and in conducting the research, the responsibility for the completion of the thesis is entirely that of the graduate student. The normal time for completing an acceptable M.S. thesis is six months full-time. From the thesis, a student is expected to prepare, with the supervision and assistance of the advisory committee, a manuscript for publication. All master's students are required to give a departmental seminar on their thesis research prior to their graduation. The seminar must be scheduled with the chair of the Professional Development committee at least two weeks in advance.

Sample of First Fall Semester M.S. Courses

AAEC 6580-6580L Microeconomics: Theory with Applications I	4 hours
AAEC 6610-6610L Quantitative Techniques in Agricultural Economics	4 hours
AAEC 8210 Macroeconomic Issues in Agricultural and Natural Resources	3 hours
AAEC 8010 Seminar Program	1 hour

Courses in the remaining semesters will vary depending on the requirements in a particular M.S.

program and the student's graduate advisory committee.

M.S. Degree in Agricultural & Applied Economics

Requirements

A. Theory and quantitative requirements (14 hours)

AAEC 6580 (4) Microeconomics: Theory with Applications I
AAEC 6610 (3) Quantitative Techniques in Agricultural Economics
AAEC 6590 (3) Microeconomics: Theory with Applications II or
AAEC 6620 (3) Applied Econometrics
AAEC 8020 (1) Applied Econometrics Lab
AAEC 8210 Macroeconomic Issues in Ag & Natural Resources

- B. Electives (9 hours). At least 6 hours must be AAEC courses not used in Area A.
- C. AAEC 7000 (3 hours)
- D. AAEC 7300 (3 hours)
- E. AAEC 8010 Seminar program (register every semester but only 1 hour can be used to satisfy degree requirements).
- F. Preparation of an acceptable thesis.
- G. Presentation of a thesis seminar.
- H. Passing of a final oral examination.

Area of Emphasis

Applied Economics as an area of emphasis is available in our Agricultural Economics M.S. program. An

Applied Economics emphasis requires nine credit hours from the following courses:

- AAEC 6250 Environmental and Public Health Law
- AAEC 6590 Microeconomics: Theory with Applications II
- AAEC 6620 Applied Econometrics
- AAEC 6710 Rural Economic Development
- AAEC 6870 Futures and Options Markets
- AAEC 6930 Environmental Law and Governmental Regulation
- AAEC 6960 International Agricultural Trade
- AAEC 6980 Agribusiness Management

M.S. Degree in Environmental Economics

Requirements

- A. Prerequisite/Corequisite ENVM 4650/6650 or equivalent and ENVM(AAEC) 4930/6930 Environmental Law and Governmental Regulation

- B. Theory and quantitative requirements (20 hours)
 - AAEC 6580 Microeconomics: Theory with Applications I
 - AAEC 6610-6610L Quantitative Techniques in Agricultural Economics
 - AAEC 6590 Microeconomics: Theory with Applications II
 - AAEC 6620 Applied Econometrics
 - AAEC 8210 Macroeconomic Issues in Agricultural and Natural Resources
 - FANR/AAEC 7860 Natural Resource & Environmental Economics I

- C. Concentration Course Electives (3 hours) -- choose 1 course from below or other courses approved by student's Advisory Committee:
 - ENVM 6800 Water Resource Economics and Management
 - AAEC 8100 Nonmarket Economic Valuation Techniques and Applications
 - AAEC 8750 Natural Resource and Environmental Economics II
 - AAEC(ECOL) 8700 Advanced Environmental Economics and Policy Analysis
 - AAEC 8800 Dynamic Optimization in Agricultural and Resource Economics

- D. AAEC 8010 Seminar Program (1 hour can count toward the 24 hour minimum).

- E. AAEC 7000 (3 hours)

- F. AAEC 7300 (3 hours)

- G. Preparation of an acceptable thesis.

- H. Presentation of a thesis seminar.

- I. Passing of a final oral examination.

Check List for M.S. Degree

Check the Graduate School website for graduation deadlines. Forms must be submitted by deadline dates. Meeting deadlines are entirely the student's responsibility and students will not be informed or reminded of deadlines.

Date Completed:

1. _____ Submit to the Graduate School the completed *Advisory Committee for Master of Arts and Master of Science Candidates* form by the mid-point of second semester in residence.
2. _____ Submit to the Graduate School the completed *Program of Study for Master of Arts and Master of Science Candidates* form at the end of the second semester in residence.¹
3. _____ Submit to the Graduate School the completed *Application for Graduation* form by the deadline posted on the Graduate School website.
4. _____ Thesis submitted to advisory committee at least three weeks prior to date of graduation.
5. _____ Electronically submit to the Graduate School the thesis for a format check at least two weeks before the end of the graduation semester.
6. _____ Thesis seminar. Two weeks notice must be given to the chair of the Professional Development committee.
7. _____ Submit to the Graduate School the completed *Electronic Thesis and Dissertation (ETD) Submission Approval* form by the deadline posted on the Graduate School website.
8. _____ Submit to the Reference Room a computer file containing the thesis, data (unless protected by confidentiality), and programs, and obtain a completed *Reference Room Clearance Form*.
9. _____ Submit to the graduate coordinator the completed *Reference Room Clearance* form.
10. _____ Submit to the Graduate School the completed *Approval Form for Master's Thesis, Defense, and Final Examination Master of Arts and Master of Science Candidates* form. The graduate coordinator will not sign this form until the *Reference Room Clearance Form* has been completed.
11. _____ Complete exit survey and interview with department head.

¹A grade point average of 3.0 must be maintained across all graduate courses taken and no course grade below 2.0 will be accepted as part of the program of study.

M.A.B. Degree (tentative state date fall 2013)

The Masters of Agribusiness (M.A.B.) is aimed at preparing students for a successful career in the field of agribusiness by developing a high degree of competence in all fields related to agribusiness management and decision making.

Curriculum Requirements

The M.A.B. degree requires 34 hours of coursework along with a technical paper. Each graduate student pursuing an M.A.B. degree must have an approved advisory committee consisting of the major professor as chair and two or more additional members. Selection of the advisory committee is based on the expressed desires of the student and the availability and willingness of faculty to serve. Final approval of the committee is made by the dean of the Graduate School after review and approval by the graduate coordinator. The major professor must be a member of the Graduate Faculty. A unified set of courses that constitutes a logical whole must be selected by the student in consultation with the student's advisory committee.

Prerequisites

Calculus, intermediate microeconomics, and probability, statistics or econometrics are prerequisites for the M.A.B. program. Econometrics, intermediate macroeconomics, and linear algebra are recommended. Any student not meeting these prerequisites will take coursework to meet the requirements in addition to the 34 hour minimum.

Requirements

A. Business management and quantitative requirements (22 hours)

- AAEC 6570 Economic Tools for Business Decisions (3 hours)
- AAEC 6630 Quantitative Tools for Business Decisions (3 hours)
- AAEC 6960 International Agricultural Marketing and Trade (3 hours)
- AAEC 6980 Advanced Agribusiness Management (3 hours)
- AAEC 8010 Seminar in Agricultural and Applied Economics (1 hour)
- AAEC 7310 Topics in Agricultural and Applied Economics (comprehensive business plan) (3 hours)
- ACCT 6000 Financial Accounting (3 hours)
- FINA 7010 Financial Management (3 hours)

B. Concentration Course Electives (12 hours) -- choose 4 courses from below or other courses approved by student's advisory committee:

AAEC 6870 Futures and Options Markets
AAEC (ENVM) 6510 Land and Resource Appraisal
ENVM 6650 Environmental Economics
AAEC(ENVM) 6710 Rural Economic Development and Growth
AAEC 6050 Agribusiness Law
ENVM 6800 Water Resource Economics and Management
AAEC 8210 Macroeconomic Issues in Agricultural and Natural Resources
MARK 7150 Marketing Research Planning Management and Communication

- C. A technical paper based on the student's work in AAEC 7310 (in lieu of a thesis) is required. The subject and structure of the technical paper will be developed in consultation with the student's advisory committee. This paper must be approved by the student's advisory committee and a report of satisfactory achievement must be filed with the Graduate School.

Check List for M.A.B. Degree

Check the Graduate School website for graduation deadlines. Forms must be submitted by deadline dates. Meeting deadlines are entirely the student's responsibility and students will not be informed or reminded of deadlines.

Date Completed:

1. ___ Submit to the Graduate School the completed *Advisory Committee for Master of Arts and Master of Science Candidates* form by the mid-point of second semester in residence.
2. ___ Submit to the Graduate School the completed *Program of Study for Master of Arts and Master of Science Candidates* form at the end of the second semester in residence.¹
3. ___ Submit to the Graduate School the completed *Application for Graduation* form by the deadline posted on the Graduate School website.
5. ___ Application for admission to candidacy submitted to Graduate School before end of first week of classes of semester that courses on program of study are completed.¹ (Note: Application for candidacy is on bottom of program of study form from Graduate School).
6. ___ An application for graduation must be filed with Registrar's Office no later than Friday of first full week of classes two semesters prior to the anticipated graduation date.
8. ___ Complete exit survey and interview with department head.

¹A grade point average of 3.0 must be maintained across all graduate courses taken and no course grade below 2.0 will be accepted as part of the program of study.

Ph.D. Degree in Agricultural and Applied Economics

The Ph.D. degree requires 60 semester hours of coursework beyond the bachelor's degree. This includes three hours of dissertation (AAEC 9300) and preparation of an acceptable dissertation.

Prerequisites. Calculus, intermediate microeconomics, and probability, statistics, or econometrics are prerequisites for the Ph.D. program. Master's level microeconomics, econometrics, and macroeconomics along with mathematical statistics and linear algebra are recommended for the Ph.D. program.

Advisory Committee. During the first semester, students should interact with faculty and discover areas of shared interest. For this first semester students will ordinarily be advised by the graduate coordinator, although a temporary major professor may be assigned. Each graduate student pursuing a Ph.D. degree must have an approved advisory committee consisting of the major professor as chair and two or more additional members. Selection of the advisory committee is based on the expressed desires of the student and the availability and willingness of faculty to serve. Final approval of the committee is made by the dean of the Graduate School after review and approval by the graduate coordinator. Changes in the major professor can be made only with the mutual agreement of the student, both old and new major professors, and the graduate coordinator. The major professor must be a member of the Graduate Faculty and more than 50% of the advisory committee must be Graduate Faculty. The advisory committee, in consultation with the student, is responsible for planning the student's program of study and choosing a subject for the dissertation. As a matter of practice, most Ph.D. students will be expected to function as a teaching assistant at least one semester during their program of study.

The advisory committee form (available on the Graduate School's website) must be submitted to the graduate coordinator after completion of the first year of residence (the end of the second semester enrolled). While the advisory committee will guide the student in initiating the dissertation, the completion of the research and the dissertation is entirely the responsibility of the student. The preparation of a Ph.D. dissertation will normally require a minimum of 12 months full-time.

Program of Study. A preliminary program of study, developed by the major professor and the student, and approved by the student's advisory committee, must be submitted to the graduate coordinator by the

end of the student's first year. A final program of study will be submitted to the Graduate School prior to notification of the oral comprehensive examination. Courses from the master's degree and courses taken at other universities should be listed in the "Relevant Master's or Other Graduate Degree Courses" section of the program of study form.

Requirements

A. Course requirements (35 hours)

AAEC 6580 Microeconomics: Theory with Applications I
AAEC 8210 Macroeconomic Issues in Agricultural and Natural Resources
AAEC 8010 Seminar in Agricultural and Applied Economics
ECON 8000 Mathematical Analysis for Economists
ECON 8020 Microeconomic Theory II
ECON 8030 Microeconomic Theory III
ECON 8040 Macroeconomic Theory I
ECON 8070 Statistics for Econometrics (or STAT 6510 Mathematical Statistics I)
ECON 8080 Introduction to Econometrics
ECON 8110 Econometrics I or ECON8120 Econometrics II

Select two of the following five courses:

AAEC 8800 Dynamic Optimization in Agricultural and Resource Economics
AAEC 8850 Risk and Uncertainty in Agricultural Decision Making
ECON 8110 Econometrics I
ECON 8120 Econometrics II
ECON 8130 Time Series Econometrics

B. Students are required to have an emphasis in either applied economics or environmental economics.

Applied economics emphasis requires two from the following courses:

AAEC 8080 Production Economics: Theory and Application
AAEC 8140 Consumer Demand Theory
AAEC 8400 Agricultural Market Structure and Analysis

Environmental economics emphasis requires:

AAEC 8750 Natural Resource and Environmental Economics II
AAEC 8800 Dynamic Optimization in Agricultural and Resource Economics

Along with one of the following courses:

AAEC 8100 Nonmarket Economic Valuation Techniques and Applications
AEC/ECOL 8700 Advanced Environmental Economics and Policy Analysis
AAEC 8850 Risk and Uncertainty in Agricultural Decision Making

C. Successful completion of written and oral qualifying examinations.

- D. An acceptable dissertation.
- E. Successful completion of final oral examination, including a dissertation seminar. A student must register for a minimum of three hours of dissertation (AAEC 9300) during the graduation semester.

Research skills requirement in statistics: STAT 6210-6220 or the equivalent or a course for which these sequences are a prerequisite. This coursework must be completed at UGA.

Seminars. All Ph.D. students are required to give at least two departmental seminars on their research. Each student must present a prospectus seminar outlining the proposed dissertation research (problem statement, objectives, theory, possible data sources, and early results if available) prior to the advancement to candidacy. The goal of this seminar is to allow for input from faculty and students that might improve the student's research program. Each student must also present a second seminar covering the results of the dissertation research prior to the dissertation defense. Both seminars must be scheduled through the chair of the Professional Development Committee and require a two week notice. As part of this training, students are also encouraged to prepare, under the supervision and with the assistance of their major professors, manuscripts for publication based on their dissertation research.

A summary of requirements for completing the Ph.D. is listed below. A checklist of the administrative steps and deadlines pertaining to the Ph.D. degree is also provided.

Examinations for the Ph.D.

Written Examinations

Econometrics Examination. This examination must be taken at the earliest opportunity following satisfactory completion (C or better) in STAT 6510/ECON 8070 and ECON 8080 or equivalent.

Microeconomics Examination. This examination must be taken at the earliest opportunity following satisfactory completion (C or better) of AAEC 6580 and ECON 8020 or equivalent.

A departmental examining committee for each of the examinations will develop an examination to test the minimum level of competence required for Ph.D. students in Agricultural and Applied Economics. The committees will each be composed of three members appointed by the department chair.

Terms of members will be three years with one of the members being appointed in alternate years. Consecutive terms of tenure are allowed.

The grading system employed by the departmental examining committees will encompass grades of fail, marginal fail, marginal pass, and pass. Committees will present a copy of the student's written examination and grade to the student's major professor and will present the student's original written examination and grade to the graduate coordinator within two weeks after the student has completed the examination. Students will be allowed a maximum of two attempts at passing each of the examinations. Students who do not pass either of the examinations by the second attempt will be immediately dismissed from the Ph.D. program by written notification of the graduate coordinator. From the date of dismissal, the student has the right to appeal the decision of the examining committee within 30 days to the Graduate Committee. The Graduate Committee has two weeks to notify the student in writing of its decision. From the date of notification by the Graduate Committee on the decision of the appeal, the student has 30 days to appeal to the College Graduate Committee.

A student must pass the two written examinations within one year of entering the Ph.D. program or obtain a waiver from the Graduate Committee. Specifically, waivers may be granted for part-time students or students beginning the Ph.D. program in the spring semester. In such cases, the student may not have completed enough coursework by the end of the spring semester to be eligible to take one or both of the examinations.

The econometrics and microeconomics examinations will be offered one week apart after the spring semester has concluded and will be completed before the end of the second week in June. If necessary, the examinations will be offered again, one week apart, so as to be completed prior to the beginning of the ensuing fall semester.

After successfully passing the econometrics and microeconomics examinations, students are required to declare either applied economics or environmental economics as an area of emphasis, and within that emphasis pass any optional written examinations set by the student's advisory committee. The exact composition of questions and length will be determined by each advisory committee.

Oral Comprehensive Examination

The purpose of the oral examination is to test the student's knowledge and ability to apply this knowledge in the areas of general economic theory, quantitative methods, and the student's chosen emphasis of specialization. The exam will be administered shortly after completion of all written examinations. In the case of sub-marginal performance on any written examinations, or parts thereof, the student's advisory committee should examine the candidate in greater depth in that area. Passing the oral examination will be based on the combined performance of both the written and oral examinations. Notification of the oral comprehensive examination must be sent to the Graduate School two weeks prior to the examination. The student must have an approved final program of study on file with the department and the Graduate School two weeks prior to the Graduate School's notification of the oral exam (or four weeks before the exam).

In the event of unsatisfactory performance in the oral examination, the student's Advisory Committee may require remedial work possibly in the form of research papers or coursework. After completing the prescribed remedial work, the student's Advisory Committee may schedule one oral re-examination. The final decision on this examination will be made by a vote of the student's advisory committee.

Admission to Candidacy

Application of admission to candidacy is a certification by the student's department that the student has demonstrated ability to do acceptable graduate work in the chosen field of study and that:

- a. All prerequisites set as a condition to admission into the program have been satisfactorily completed
- b. Research skill requirements have been met
- c. The final program of study has been approved by the advisory committee, the graduate coordinator, and the dean of the Graduate School

- d. A GPA of 3.0 (B) has been maintained on all graduate courses taken and completed courses are listed on the program of study (no course with a grade below C may be placed on the final program of study)
- e. Written and oral comprehensive examinations have been passed and reported to the Graduate School
- f. The advisory committee, including any necessary changes in the membership, is confirmed and all its members have been notified of their appointment
- g. A dissertation prospectus has been approved
- h. The residence requirement has been met.

After admission to candidacy, a student must register for a combined total of ten hours of dissertation or other appropriate graduate credit during the completion of the degree program. Students planning to graduate the same semester they enter candidacy must be admitted to candidacy by the published deadline for candidacy during that semester and register for ten hours. A student must register for a minimum of three hours of credit in any semester when using university facilities, and/or faculty or staff time.

Dissertation Prospectus

Students will not be admitted to candidacy until they have an approved dissertation prospectus. A dissertation prospectus seminar should be presented to the department prior to official approval of the prospectus by the Advisory Committee. The seminar must be scheduled with the chair of the Professional Development Committee with a two week notice.

Final Oral Examination

The final oral examination should be limited to not more than three hours in total length. In the event of a failure, the student's advisory committee has the option of scheduling one re-examination. The student must notify the Graduate School two weeks prior to the final oral examination.

Sample Ph.D. Curriculum

First year

Fall semester

AAEC 6580 Microeconomics: Theory with Applications I	4 hours
AAEC 8210 Macroeconomic Issues in Agricultural and Natural Resources	3 hours
ECON 8000 Mathematical Analysis for Economists	3 hours
ECON 8070 Statistics for Econometrics or STAT 6510 Mathematical Statistics I	3 hours
AAEC 8010 Seminar	1 hour

Spring semester

ECON 8020 Microeconomics Theory II	3 hours
AAEC emphasis course or elective	3 hours
ECON 8080 Introduction to Econometrics	3 hours
AAEC 8010 Seminar	1 hour

Econometric and microeconomic theory written qualifying comprehensive examinations

Summer semester

Elective and/or research hours	3-6 hours
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Econometric and microeconomic theory re-examinations (if necessary)

Second year

Fall semester

ECON 8030 Microeconomic Theory III	3 hours
ECON 8040 Macroeconomic Theory I	3 hours
AAEC 8800 Dynamic Optimization in Agricultural and Resource Economics or ECON 8110, ECON 8120, or ECON 8130	3 hours
AAEC 8010 Seminar	1 hour

Spring Semester

AAEC 8850 Risk and Uncertainty in Agricultural Decision Making or ECON 8110, ECON 8120, or ECON 8130	3 hours
AAEC Emphasis Course	3 hours
ECON 8120 Econometrics II or elective	3 hours
AAEC 8010 Seminar	1 hour

Summer Semester

Elective and/or research hours	3-6 hours
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Advanced to candidacy

Third Year

Fall Semester

AAEC emphasis course	3 hours
ECON 8110, ECON 8120, or ECON 8130 and/or electives	6 hours
AAEC 8010 Seminar	1 hour

Remaining terms devoted to completing the dissertation.

Check List for Ph.D. Degree

Check the Graduate School website for graduation deadlines. Forms must be submitted by deadline dates. Meeting deadlines are entirely the student's responsibility and students will not be informed or reminded of deadlines.

1. _____ Submit to the Graduate School the completed *Advisory Committee for Doctoral Candidates* form within the first year of residence.
2. _____ Submit to the department the completed *Preliminary Doctoral Program of Study* form within the first year of residence.
3. _____ Econometrics and microeconomics examinations passed within the first year.
4. _____ Submit to the Graduate School the completed *Final Doctoral Program of Study* form prior to taking the oral qualifying examination.
5. _____ Notify Graduate School, through the assistant graduate coordinator, of time and place of oral qualifying comprehensive examination at least two weeks prior to the examination. Notify the chair of the Professional Development Committee two weeks prior to the dissertation prospectus seminar.
6. _____ Dissertation prospectus seminar/oral qualifying comprehensive exam.
7. _____ Approval of dissertation prospectus by advisory committee.
8. _____ Submit to the Graduate School the completed *Report of the Written and Oral Comprehensive Examinations* form.
9. _____ Submit to the Graduate School the completed *Application for Admission to Candidacy for Doctoral Degrees* form by deadline posted on Graduate School website.
10. _____ Submit to the Graduate School the completed *Application for Graduation* form by the deadline posted on the Graduate School website.
11. _____ Submit dissertation to advisory committee at least three weeks before proposed date of graduation.
12. _____ Electronically submit to the Graduate School the dissertation for a format check at least two weeks before the end of the graduation semester by the deadline posted on the Graduate School website.
13. _____ Notify Graduate School, through the assistant graduate coordinator, of time and place of dissertation defense at least two weeks prior to the examination. Notify the chair of the Professional Development Committee two weeks prior to the dissertation seminar.
14. _____ Dissertation seminar.
15. _____ Final oral and dissertation defense.
16. _____ Submit to the Graduate School the completed *Electronic Thesis and Dissertation (ETD) Submission Approval* form by the deadline posted on the Graduate School website.
17. _____ Submit to the Reference Room librarian a computer file containing the dissertation, data (unless protected by confidentiality), and programs, and obtain a completed *Reference Room Clearance* form.
18. _____ Submit to the graduate coordinator the completed *Reference Room Clearance* form.
19. _____ Submit to the Graduate School the completed *Approval Form for Doctoral Dissertation and Final Oral Examination* form. The graduate coordinator will not sign this form until the *Reference Room Clearance* form has been completed.
20. _____ Complete exit survey and interview with department head.

Departmental Seminars

The department conducts a seminar program during the regular school year. Seminars are usually held at a regular scheduled date and time each semester. Graduate students are required to register for one credit hour of seminar each fall and spring semester during their graduate program. In addition, each student is required to present individual seminars related to his or her thesis or dissertation plans or results.

Financial Assistance

Funds are available through the department for research or teaching assistantships. An application for an assistantship should be submitted to the graduate coordinator. Research assistantships are for research support and relate directly to the research program of the department. These assistantships represent both an opportunity and a responsibility for the recipient. The department is sensitive to the dual roles of a graduate assistant as both a student and a temporary university employee. Graduate assistantships offer a professional, productive, and rewarding component of the total academic program and experience of a graduate student. They contribute both to the educational goals of a graduate student and the research, teaching, and extension programs of the department.

First year graduate student assistants are assigned by the department head to a temporary advisor during their first semester. Such assignments may involve short-term projects or tasks, including acting as a teaching assistant or supervising the undergraduate computer lab, depending on the current demands facing the faculty. The department head will make an effort to place graduate students with a faculty member who is experienced and knowledgeable in a student's primary field of academic interest.

By the mid-term of the second semester a student should have selected a permanent major professor. This process involves contacting prospective major professors and discussing possible mutual academic interests. The graduate coordinator provides advice on selection of a permanent major professor and considers the expressed desires of the student and the availability and willingness of faculty to serve. As students matriculate through their graduate programs, the emphasis of their graduate assistantships is generally, but not necessarily, on work related to their theses or dissertations. The student's major professor generally has the primary responsibility for supervising the graduate student's assistantship

work. However, graduate assistants may be assigned by the department head to other research, teaching, or support tasks.

Length of Time and Remuneration

Assistantships are awarded for a specific contractual period. Failure to meet academic standards or specific policy requirements may result in revocation or nonrenewal of an assistantship. Progress reports will be requested each semester by the department chair. Students making normal progress toward their degree objective are eligible for renewal of assistantships.

Work Schedule

A full-time professional commitment to the profession of agricultural and applied economics is implied in the one-third time assistantship. A regular daily work and class schedule should be prepared under supervision of the major professor. A graduate student on an assistantship is considered a regular employee of the department. University office hours are 8:00 a.m. - 5:00 p.m., Monday through Friday, exclusive of holidays.

Agricultural and Applied Economics Graduate Student Association

The Graduate Student Association was organized in 1969. The purpose of this organization is to serve as a liaison between graduate students and the faculty of the Department of Agricultural and Applied Economics. The graduate students may meet to discuss academic issues or problems and recommend reforms. The association encourages fellowship among students and faculty by organizing seminars, athletic events, and social gatherings. The exchange of ideas and the promotion of academic excellence are fostered through the graduate student outstanding papers award, outstanding faculty award, and the annual Ron Ziemer symposium. All students are urged to support the Graduate Student Association by regular attendance and active participation.

Department Services Available to Graduate Students

Within the limit of resources available, the department attempts to provide support to students in the form of supplies, equipment, facilities, and staff services.

Supplies

The department will provide all necessary supplies directly associated with the student's teaching and research activities. Supplies cannot be furnished, however, for general coursework or for personal use.

Use of Departmental Equipment

Computers and other equipment necessary for teaching or research are provided. This equipment represents a significant investment and annual operating expense for the department. Graduate students should become familiar with the proper operation and care of this equipment. Rooms in which this equipment is available should be locked after hours. Any malfunctioning of a piece of equipment should be reported to the computer support staff in order that proper servicing can be obtained. Do not load unauthorized programs onto any departmental computers, either in the lab or student offices. See a member of computer support staff and your major professor to obtain permission to load computer programs.

Telephones

Long distance calls for business purposes may be made with a special access code, available from the office manager. Each office has voice mail and its own procedure for checking voice mail.

Exit Interviews

At the end of students' graduate programs, they have an opportunity to meet with the department head for exit interviews. These interviews should be scheduled around two weeks prior to completing the program, and provide an opportunity to comment and offer suggestions on how the graduate program can be improved. The opportunity also exists for completing a confidential questionnaire on the graduate program.

Research Collaboration

The educational training and professional opportunities of graduate students can be significantly enhanced by working collaboratively with faculty on research projects. Such collaboration normally occurs as a result of graduate assistantship research and thesis or dissertation research. When it does not interfere with assigned graduate assistantship duties or orderly and timely completion of a thesis or dissertation, graduate students are also encouraged to work collaboratively with faculty on research and professional publications not necessarily related to a student's graduate assistantship duties or thesis/dissertation. Graduate students should keep their major professor informed of any papers that they submit to meetings or journals, whether or not they are co-authored with the major professor.