

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

2010

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

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Graduate School Website

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Department Website

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

Graduate Student Policy and Procedures

Department of Agricultural and Applied Economics

PREFACE	iii
History	1
Department of Agricultural and Applied Economics	1
Department's Graduate Programs	1
Graduate School's Policy and Procedures	1
Professionalism and Ethics	1
Academic Honesty	1
Admission	2
Programs of Study	2
M.S. Degree Programs	3
Advisory Committee	3
Program of Study	3
Sample of First Fall Semester M.S. Courses	4
M.S. Degree in Agricultural & Applied Economics	4
Specific Course Requirements	4
General Course Requirements	4
Area of Emphasis	5
M.S. Degree in Environmental Economics	5
Specific Course Requirements	5
General Course Requirements	6
Check List for M.S. Degree	7
M.A.E. Degree	8
Curriculum Requirements	8
Specific Course Requirements	8
Internship and Technical Paper	9
M.A.E. Intern Agreement Letter	9
Technical Writing Requirement for the M.A.E. Interns	10
Check List for M.A.E. Degree	11
Ph.D. Degree	12
General Requirements	12
Advisory Committee	12
Program of Study	Error! Bookmark not defined.
Seminars	15
Requirements for Graduation	15
Examinations for the Ph.D.	15
Written Qualifying and Field Examinations	15
Oral Comprehensive Examination	17
Dissertation Prospectus	18
Admission to Candidacy	18
Final Oral Examination	19
Sample Ph.D. Curriculum	19
Check List for Ph.D. Degree	21
Departmental Seminars	22
Financial Assistance	22
Length of Time and Remuneration	23
Work Schedule	23
Agricultural and Applied Economics Graduate Student Association	23
Department Services Available to Graduate Students	24

<i>Supplies</i>	24
<i>Use of Departmental Equipment</i>	24
<i>Telephones</i>	24
Exit Interviews	25
<i>Notification of Departure Date and Returning of Keys</i>	25
Research Collaboration	25

PREFACE

The *Department 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 and closed in 1933. 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 on time.***

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, for 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

In addition to sending an admission application, all transcripts from all colleges and universities attended, and a Graduate Record Examination (GRE) score to the Graduate School, applicants must submit three letters of reference to the Department of Agricultural and Applied Economics along with a resume. 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 of course work and preparation of an acceptable thesis. Each graduate student pursuing an M.S. degree must have an approved Advisory Committee consisting of a major professor as chair and two or more additional members.

Advisory Committee. 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 Advisory Committee will be appointed during the first semester a student is enrolled. The major professor and at least one other member must be a member (can be provisional) of the Graduate Faculty. The advisory committee form must be submitted to the graduate coordinator by the end of the first semester. The form is available on the Graduate School website and must be typed. The only departmental signature required is that of the graduate coordinator.

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 developed during his or her first semester and 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 and must be typed. When preparing the form, type the committee member's names and that of the graduate coordinator in the proper boxes. The form must be signed by each committee member and the graduate coordinator.

While the Advisory Committee will guide the student in initiating his or her thesis, and in conducting the necessary 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. A student, as part of his or her training, is expected to prepare (under the supervision and with the assistance of their major professor) a manuscript for publication based on the thesis research. 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	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 the particular M.S. programs and the individual student's Graduate Advisory Committee. Requirements for each M.S. degree are summarized below. A checklist of administrative steps and deadlines pertaining to the M.S. degree is also provided.

M.S. Degree in Agricultural & Applied Economics

Specific Course Requirements

- A. Theory and Quantitative Requirements (13 hours)
 - AAEC 6580 Microeconomics: Theory with Applications I
 - AAEC 6610-6610L Quantitative Techniques in Agricultural Economics
 - AAEC 6590 Microeconomics: Theory with Applications II or
 - AAEC 6620 Applied Econometrics
 - AAEC 8210 Macroeconomic Issues in Agricultural and Natural Resources
- B. AAEC - 6 hours minimum, not including the theory and quantitative requirements in A or AAEC 7300, and no more than 3 hours of AAEC 7000.

General Course Requirements

- A. 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.

- B. A minimum program constitutes 30 hours: 24 hours of course work (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. A student must register for three hours of AAEC 7300 the semester he/she graduates.
- C. Preparation of an acceptable thesis.
- D. Presentation of a thesis seminar.
- E. Passing of a final oral examination.

Area of Emphasis

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

Specific Course Requirements

- A. Prerequisite/Corequisite AAEC 4650/6650 or equivalent
- B. Theory and Quantitative Requirements (10 hours)
 - AAEC 6580 Microeconomics: Theory with Applications I
 - AAEC 6610-6610L Quantitative Techniques in Agricultural Economics
 - AAEC 6590 Microeconomics: Theory with Applications II or
 - AAEC 6620 Applied Econometrics
 - AAEC 8210 Macroeconomic Issues in Agricultural and Natural Resources
- C. Major Course Requirements (6 hours)
 - AAEC 6930 Environmental Law and Governmental Regulation or
 - FANR/AAEC 7860 Natural Resource & Environmental Economics I
- D. Concentration Course Electives (6 hours) -- choose 2 courses from below:
 - AAEC 6800 Water Resource Economics
 - AAEC 8100 Applied Resource Policy and Project Analysis
 - AAEC 8750 Natural Resource and Environmental Economics

AAEC 8700 Environmental Economics and Policy Analysis
AAEC 8800 Dynamic Optimization in Agricultural and Resource Economics

E. Workshop in Current Topics in Environmental Economics (1 hour) (AAEC 8010)

General Course Requirements

- A. 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.
- B. A minimum program constitutes 30 hours: 24 hours of course work (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. A student must register for three hours of AAEC 7300 the semester he/she graduates.
- C. Preparation of an acceptable thesis.
- D. Presentation of a thesis seminar.
- E. Passing of a final oral examination.

Check List for M.S. Degree

Check Graduate School website for due dates on forms for the semester you plan to graduate. Forms must be submitted by deadline dates. These dates are entirely the student's responsibility. The student will NOT be informed or reminded of these dates.

Date Completed:

1. _____ Submit to the Graduate School the completed *Advisory Committee for Master of Arts and Master of Science Candidates* form within the first 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 beginning 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 Graduate 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 CD 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.
12. _____ Return all keys to the accountant.

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

The Masters of Agribusiness (M.A.B.) is aimed at preparing students for a career of leadership in the field of agribusiness by developing a high degree of economic comprehension and ability for creative work and decision making.

Curriculum Requirements

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 (or provisional member) of the Graduate Faculty. A unified set of courses that constitutes a logical whole must be selected by the student in consultation with his/her committee.

Specific Course Requirements

AAEC 6580-6580L Microeconomics: Theory with Applications I
AAEC 6610-6610L Quantitative Techniques in Agricultural Economics
AAEC 6760 Intermediate Agricultural Prices
AAEC 6960 International Agricultural Trade
AAEC 8210 Macroeconomic Issues in Agricultural and Natural Resources
AAEC 8010 Seminar in Agricultural and Applied Economics (Internship)
AAEC 8020 Topics in Agricultural and Applied Economics (Paper)
FINA 7010 Financial Management
FINA 7310 Investments

Subtotal of required hours, 27 hours

Concentration Course Electives (9 hours) -- choose 3 courses from:

AAEC 6980 Agribusiness Management
AAEC 6870 Futures and Option Markets
AAEC 6510 Farm Appraisal
AAEC 6710 Rural Economic Development and Growth
AAEC 6050 Agribusiness and Natural Resource Law
AAEC 6800 Water Resource Economics
AAEC 8400 Agricultural Market Structure and Analysis

Total hours required for the M.A.B.: 36

Any deviations from the above program must be approved by the student's Advisory Committee and the graduate coordinator.

A technical paper based on the student's internship experience (in lieu of a thesis) is required. The subject and structure of the technical report 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.

Internship and Technical Paper

An internship is required for all M.A.B. students. The internship is a program requirement that must be commenced within the first 18 months after being admitted. The entire program must be completed within 30 months from the beginning of class in the first semester of work.

The Department of Agricultural and Applied Economics will maintain a file of contacts with firms and will provide secretarial and other support to an M.A.B. Intern Committee. The committee is charged with assisting students and firms to develop a satisfactory intern relationship and to make recommendations for program performance to the Graduate Committee. Membership of the M.A.B. Intern Committee shall be as follows:

1. One member of the Graduate Committee to be named by the department head.
2. One member of the Cooperative Extension Service to be named by the department head.
3. One or more members of the agribusiness community as recommended by the faculty and named by the department head.

Although the M.A.B. Intern Committee is not responsible for finding an internship opportunity, the committee will work closely with the M.A.B. student to locate an internship. However, finding such opportunity is ultimately the responsibility of the student.

M.A.B. Intern Agreement Letter

A letter of agreement must be created before the internship begins and must include agreement among the student, his/her committee, and the firm on the following points:

1. Work must be for pay that will cover at least the normal cost of food, housing, and transportation.
2. The internship must be continuous for at least three months if the student provides satisfactory performance.
3. The student will be given the opportunity to perform in such roles as planning, decision making, or any creative area defined by the firm with the understanding that regular and routine tasks may be a part of the general plan of work.
4. The agreement letter will contain a general outline of the plan of work and must be signed by a representative of the firm, the student, and the student's major professor.

Technical Writing Requirement for the M.A.B. Interns

The technical paper from the M.A.B. will be drawn from the student's intern experience. The following rules will apply:

1. A paper will be accepted only if the intern's plan of work has been approved by his/her committee. Generally, the intern work will be expected to deal with management and planning as opposed to routine clerical production or sales work except that such tasks might be required to accomplish the total plan of work.
2. The completed technical paper must be reviewed by the firm to insure that there is no disclosure of confidential material. Except to protect confidential information, the firm will not have any editorial control of the paper.
3. The paper must be approved by the student's three-member Advisory Committee.
4. The paper will follow the general format of:
 - a. Problem Identification
 - b. Procedures in Problem Solving
 - c. Data and Sources
 - d. Results and Recommendations.
5. The paper is expected to be typed in the format acceptable to the *American Journal of Agricultural Economics* and will normally be between 25 and 50 pages in length.
6. The paper must be completed within 30 months after admittance to class in the first semester of work.
7. The paper will be placed on file in the Department of Agricultural and Applied Economics Reference Room.
8. An oral presentation of the results is required.

Check List for M.A.B. Degree

Check Graduate School website for due dates on forms for the semester you plan to graduate. Forms must be submitted by deadline dates. These dates are entirely the student's responsibility. The student will NOT be informed or reminded of these dates.

Date Completed:

1. ___ Submit to the Graduate School the completed *Advisory Committee for Master of Arts and Master of Science Candidates* form within the first 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 beginning 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. ___ Application for internship must be completed before 18th month of Program of Study.
5. ___ Application for Admission to Candidacy submitted to Graduate School before end of first week of classes of semester during which 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. ___ Technical report submitted to Graduate Advisory Committee at least four weeks prior to date of graduation.
9. ___ Complete exit survey and interview with department head.
11. ___ Return all keys to the accountant.

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

General Requirements

The Ph.D degree requires 60 semester hours of course work beyond the bachelor's degree, including three hours of dissertation (AAEC 9300) and preparation of an acceptable dissertation. The student must demonstrate research skills in statistics and meet residency requirements. At least two consecutive semesters of full-time work (i.e., enrollment for a minimum of 30 hours of consecutive course work included on the program of study) must be spent in resident study on this campus. Undergraduate courses taken either to fulfill research skills requirements or to remove deficiencies may not be calculated in the 30 consecutive hours of resident credit.

Advisory Committee. During the first semester, the student should interact with the faculty to discover areas of shared interest. During this semester the student 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, choosing a subject for the dissertation, and for arranging the qualifying written and oral examinations in accordance with existing departmental policies. As a matter of practice, most Ph.D. candidates will be expected to function as a teaching assistant at least one semester during his/her 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).

This form must be typed. The committee member's names must be typed along with the graduate coordinator's name in the appropriate boxes. The only departmental signature required is that of the graduate coordinator.

While the Advisory Committee will guide the student in initiating the dissertation work, the completion of the necessary research and the dissertation is entirely the responsibility of the graduate student. The preparation of a Ph.D. dissertation will normally require a minimum of 12 months full-time equivalent.

Program of Study. A preliminary program of study, developed by the major professor and the doctoral student and approved by a majority of the advisory committee, must be submitted to the graduate coordinator by the end of the student's first year of residence. The program of study should consist of 16 or more hours of 8000- and 9000-level courses in addition to research, dissertation writing, and directed study.

The program of study for a student who bypasses the master's degree must contain 4 semester hours of University of Georgia courses open only to graduate students in addition to 16 semester hours of 8000 and 9000 level courses. Doctoral research (AAEC 9000), independent study courses, and dissertation writing (AAEC 9300) may not be counted in these 20 hours.

A final typed program of study will be submitted to the Graduate School prior to notification of the comprehensive examination. This program of study must be submitted on the proper form for approval by the advisory committee, the graduate coordinator, and the dean of the Graduate School. The names of the committee members and the graduate coordinator must be typed on the appropriate signature lines. The final program of study must show all graduate courses relevant to the doctoral program and not just courses satisfying the minimum degree requirement. 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. In addition to relevant master's or other graduate degree courses, the program of study must carry a minimum of 30 hours of course work, three hours of which must be dissertation writing (AAEC 9300).

A minimum of 60 semester hours or equivalent above the Bachelor's degree are required. Within this

60 hour requirement, the following courses are required:

AAEC 6580 Microeconomics: Theory with Applications I	4
AAEC 8210 Macroeconomic Issues in Agricultural and Natural Resources	3
ECON 8000 Mathematical Analysis for Economists	3
ECON 8020 Microeconomic Theory II	3
ECON 8030 Microeconomic Theory III	3
ECON 8040 Macroeconomic Theory I	3
ECON 8070 Statistics for Econometrics (or STAT 6510 Mathematical Statistics I)	3
ECON 8080 Introduction to Econometrics	3
ECON 8110 Econometrics I or ECON8120 Econometrics II	3
Select two of the following five courses:	6
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	
Total	34

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

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

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

An Environmental Economics emphasis requires:

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

Along with one of the following courses:

- AAEC 8100 Nonmarket Economic Valuation Techniques and Applications
- AAEC(ECOL) 8700 Environmental Economics and Policy Analysis
- AAEC 8850 Risk and Uncertainty in Agricultural Decision Making

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.

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. First, each student must present a 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 which might improve the student's research program. Second, each student must present a second seminar covering the results of the dissertation research prior to the dissertation defense. As part of this training, the Ph.D. candidate is also encouraged to prepare, under the supervision and with the assistance of the major professor, manuscripts for publication based on his or her dissertation research. Both seminars must be scheduled through the chair of the Professional Development Committee and require a two week notice.

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.

Requirements for Graduation

- A. Successful completion of course work.
- B. Successful completion of written and oral qualifying examinations.
- C. An acceptable dissertation.
- D. 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.

Examinations for the Ph.D.

Written Qualifying and Field Examinations

Two qualifying examinations, one in microeconomic theory and one in econometrics, are required of all Ph.D. students. A departmental 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.

Each examination will be taken immediately upon a student's completion of his/her first year of course work with respect to each examination.

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

Students must make a C or better in courses required for qualifying examinations. Students not making a C or better in these classes will be immediately dismissed from the Ph.D. program by written notification of the graduate coordinator upon the first infraction.

The grading system employed by the departmental examining committees will encompass a grade of pass or fail. Committees will present a copy of the student's written examination and written grade (pass or fail) to the student's major professor and will present the student's original written examination and written grade (pass or fail) 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 qualifying 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 examination 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 qualifying 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 course work by the end of the spring semester to be eligible to take one or both of the examinations.

The econometrics and microeconomics qualifying examinations will be offered one week apart at the end of the spring semester 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 next fall semester.

Field examinations may be set by a student's Advisory Committee. The exact composition of questions and length will be determined by each examining committee. After passing both the econometrics and microeconomics qualifying 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.

Oral Comprehensive Examination

The purpose of the oral examination is to test the student's knowledge and ability to apply 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 notification to the Graduate School of the final exam (or four weeks before the exam). Failure to have the program of study on file with the Graduate School will result in your notification for the oral examination to be rejected.

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 course work. 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 Advisory Committee.

Dissertation Prospectus

The student should be aware that he or she will not be admitted to candidacy until he or she has 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.

Admission to Candidacy

The student is responsible for initiating an application for admission to candidacy so that it is filed with the dean of the Graduate School by the deadline posted on the Graduate School website. This application 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 have been satisfactorily completed;
- b. research skills requirements, if applicable, 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 on all completed courses 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. The student must also meet all other deadlines for graduation in that semester. 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.

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 Qualifying Examinations

Summer Semester

Elective and/or research hours	3-6 hours
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Econometric and Microeconomic Theory Qualifying 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 Graduate School website for due dates on forms for the semester you plan to graduate. Forms must be submitted by deadline dates. These dates are entirely the student's responsibility. The student will NOT be informed or reminded of these dates.

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 qualifying 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 chair of the Professional Development Committee, of time and place of oral qualifying examination at least two weeks prior to the examination.
6. _____ Submit to the Graduate School the completed *Report of the Written and Oral Comprehensive Examinations* form.
7. _____ Dissertation prospectus seminar.
8. _____ Approval of dissertation prospectus by Advisory Committee.
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. _____ Dissertation seminar.
14. _____ Final Oral and dissertation defense. The chair of the Professional Development Committee must notify the graduate school two weeks prior to the exam.
15. _____ Submit to the Graduate School the completed *Electronic Thesis and Dissertation (ETD) Submission Approval* form by the deadline posted on the Graduate School website.
16. _____ Submit to the Reference Room a CD containing the dissertation, data (unless protected by confidentiality), and programs, and obtain a completed *Reference Room Clearance* form.
17. _____ Submit to the graduate coordinator the completed *Reference Room Clearance* form.
18. _____ 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.
19. _____ Complete exit survey and interview with department head.
20. _____ Return all department keys to the accountant.

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 graduate coordinator 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.

During a graduate student's first semester, he or she selects 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 in matching a student with a major professor. As a student progresses in his or her graduate program, the emphasis of his or her graduate assistantship is generally, but not necessarily, on work related to the thesis or dissertation. 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

Most of the assistantships available are 0.35 time assistantships. During the period of a 0.35 time assistantship, the student will devote approximately 2/3 time to formal academic course work and 1/3 time to teaching or research. 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 generally for up to 24 months in the M.S. program and 48 months in the Ph.D. program.

Work Schedule

A full-time professional commitment to the profession of agricultural and applied economics is implied in the term "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

A 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 course work 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. The copiers next to Room 303 are available for graduate student use.

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 a student's graduate program, he or she has an opportunity to meet with the department head for an exit interview. This interview should be scheduled around two weeks prior to completing the program, and provides 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.

Notification of Departure Date and Returning of Keys

All students on assistantships must notify the accountant of their termination date. Keys to the offices and computer labs must be returned, as well as all reference material checked out of the Reference Room.

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.