

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

2006

Graduate Committee

Barry Barnett Office 314, 583-0616
James Epperson Office 315, 542-0766
Jeff Mullen Office 314, 542-0767
Tim Park Office 313, 542-0731
Michael Wetzstein Office 315, 542-0758
Vahe Heboyan Office 306
(Graduate Student)

Department Chair

Fred White Office 301, 542-0764

Office Manager

Jo Anne Norris Office 303, 542-0730

Department's Graduate Student Policy and Procedures

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PREFACE

This *Department's Graduate Student Policy and Procedures* 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 the unique department policy and procedures.

Department's Graduate Student 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. That year, agricultural economics courses were offered in the Department of Commerce, Franklin College due to lack of funding. From the 1930s to the present the faculty continued to grow, expanding roles into research, service, 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 service 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. Over the last 10 years, the average number of graduates in our programs are 69, 7, and 38 for the M.S. in agriculture and environmental economics and the Ph.D. programs respectively.

Graduate School's Policy and Procedures

Refer to the *Graduate School Bulletin* and the Graduate School's web site (www.gradsch.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.

Admission

In addition to sending an admission application, all transcripts from all colleges and universities attended, and a Graduate Record Examination score to the Graduate School, applicants must submit three letters of reference to the Department of Agricultural and Applied Economics. International students must also submit an official TOEFL score of at least 550 to the Graduate School or similar demonstration of English

proficiency. All of these factors are taken into account by the Department Graduate Committee as it considers an application. Successful applicants generally have at the minimum a combined verbal and quantitative Graduate Record Examination score of 1000, a 3.0 cumulative grade-point average, and supportive reference letters.

Programs of Study

The graduate degree programs in Agricultural and Applied Economics offer considerable flexibility 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 are required to first satisfy 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. A 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. A proficiency in conducting independent research and the development of a high order of independent thought.
4. The ability to read, synthesize, and critically evaluate literature in economics.
5. The ability to work and communicate effectively with diverse groups and audiences.
6. Acquisition of a broad knowledge base and understanding of applied economics.

M.S. Degree Programs

The M.S. degree programs require 27 hours of course work, three hours of thesis (AAEC 7300), and preparation of an acceptable thesis. Each graduate student pursuing an M.S. 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, the availability and willingness of faculty to serve, and the availability of allocated assistantships. 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 must be a member (can be provisional) of the Graduate Faculty. A student's program of study 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. The student's program of courses should be developed during his or her first semester and approved by the Graduate Coordinator no later than in the second semester.

A student has some flexibility in selecting a thesis topic. One of the most important restrictions is that a student on a departmental research assistantship, paid with funds from a particular project, must select a thesis topic consistent with the objectives of that project. Nevertheless, most projects have more than one objective, thus allowing the student some latitude in choosing a specific thesis topic.

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 equivalent. A student, as part of his or her training, is expected to prepare, under the supervision and with the assistance of the 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 final oral examination.

Sample of First Fall Semester M.S. Courses

AAEC 6580-6580L, Microeconomics: Theory with Applications	4 hours
AAEC 6610, Quantitative Techniques in Agricultural Economics	3 hours
STAT 6210, Statistical Methods I.	3 hours

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 Economics

Specific Course Requirements

- A. Theory and Quantitative Requirements (7 hours)
 - AAEC 6580 Microeconomics: Theory with Application
 - AAEC 6610 Quantitative Techniques in Agricultural Economics
- B. AAEC - 9 hours minimum, 6 hours open only to graduate students, not including AAEC 6580 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 27- hour minimum.
- B. A minimum program constitutes 27 hours of course work, one half of which must be University of Georgia courses open only to graduate students. A student must also register for a minimum of 3 hours of AAEC 7300 in addition to the 27 hours of course work.
- C. Preparation of an acceptable thesis and 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 6210 Production Economics
- AAEC 6250 Environmental and Public Health Law
- 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. Theory and Quantitative Requirements (7 hours)
 - AAEC 6580 Microeconomics: Theory with Application
 - AAEC 6610 Quantitative Techniques in Agricultural Economics

- B. Major Course Requirements (9 hours)
 - AAEC 7600 Environmental Economics and Policy Analysis
 - AAEC 6930 Environmental Law and Governmental Regulation or
 - FORS 7820 Natural Resources Law for Managers and Administrators
 - FORS/AAEC 7860 Resource Economics and Management

- C. 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
 - ECON 6400 Economics of Public and Regulated Enterprises
 - ECON 8310 Public Economics I
 - STAT 6240 Sampling and Survey Methods
 - Other appropriate course

- D. 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 27- hour minimum.

- B. A minimum program constitutes 27 hours of course work, one half of which must be University of Georgia courses open only to graduate students. A student must also register for a minimum of 3 hours of AAEC 7300 in addition to the 27 hours of course work.

- C. Preparation of an acceptable thesis and passing of a final oral examination.

Check List for M.S. Degree

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 before the Friday of first full week of the graduation semester.
4. _____ Thesis submitted to Graduate Advisory Committee at least three weeks prior to date of graduation.
5. _____ Thesis seminar.
6. _____ 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.
7. _____ Complete exit survey and interview with department chair.
8. _____ Electronically submit to the Graduate School the thesis for a format check at least two weeks before the end of the graduation semester.
9. _____ Submit to the Graduate School the completed *Electronic Thesis and Dissertation (ETD) Submission Approval* form at least one week before the end of the graduation semester.
10. _____ 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.
11. _____ Submit to the Graduate Coordinator the completed Reference Room *Clearance* form and notify the Department accountant your date of graduation, and return office and computer room keys.

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

Ph.D. Degree

General Requirements

The Ph.D degree requires 60 semester hours of course work beyond the bachelor's degree, 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 (18 hours) must be spent in resident study on the campus. 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, the availability and willingness of faculty to serve, and the availability of allocated assistantships. 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 student, both old and new major professors, and Graduate Coordinator. The major professor must be a member of the Graduate Faculty and a majority of the Advisory Committee must be members of the 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.

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.

All Ph.D. students are required to give at least two departmental seminars on their dissertation 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, a manuscript for publication based on his or her dissertation research.

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

Requirements for Graduation

- A. 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 or ECON 8010
ECON 8000
ECON 8020, 8030
ECON 8040
STAT 6510 or ECON 8070
ECON 8080
ECON 8110 or 8120

AAEC 8140 or AAEC 8080
AAEC 8400 or AAEC 8750
AAEC 8210 or AAEC 8100
AAEC 8800 or AAEC 8850

- B. Calculus, intermediate microeconomics, and probability, statistics, or econometrics are prerequisites for the Ph.D. program. Masters level microeconomics, econometrics, and macroeconomics along with mathematical statistics and linear algebra are recommended for the Ph.D. program.
- C. Research skills requirement in statistics: STAT 6210-6220 or the equivalent or a course for which these sequences are a prerequisite. This course work must be completed at UGA.

- D. Successful completion of written and oral qualifying examinations.
- E. An acceptable dissertation. A student must also register for a minimum of three hours of thesis, AAEC 9300, in addition to the 60 hours of course work.
- F. Successful completion of final oral examination.

Areas of Emphasis

Applied Economics and Environmental Economics are two areas of emphasis available in our Ph.D. program.

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

- AAEC 8080 Production Economics
- AAEC 8140 Consumer Demand Theory
- AAEC 8400 Agricultural Market Structure and Analysis
- AAEC 8210 Agricultural Programs and Policy
- AAEC 8800 Dynamic Optimization in Agricultural and Resource Economics or
- AAEC 8850 Risk and Uncertainty

An Environmental Economics emphasis requires nine credit hours from the following courses:

- AAEC 8750 Natural Resource and Environmental Economics
- AAEC 8100 Applied Resource Policy
- AAEC 8120 Rules and Responsibilities of Environmental Policy
- AAEC 8800 Dynamic Optimization in Agricultural and Resource Economics or
- AAEC 8850 Risk and Uncertainty

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/ECON 8010 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 department 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 Graduate School. 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.

Field Examination: After passing both the Econometrics and Microeconomics qualifying examinations, students are required to declare one field of specialization in agricultural and applied economics and within that field pass any optional written examinations set by the student's Advisory Committee.

Oral Qualifying 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 field of specialization.

Oral qualifying examination: Administered shortly after completion of all written examinations. In the case of submarginal 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. Note that the Graduate School must be notified two weeks before the oral examination is scheduled.

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. The Dissertation Prospectus seminar should be presented to the

Department prior to official approval of the prospectus by the Advisory Committee.

Admission to Candidacy

An application for admission to candidacy must be filed with the Graduate School at least two semesters before the date of graduation. Admission to candidacy requires that a student satisfactorily complete his or her Program of Study, pass written and oral qualifying examinations, complete an approved dissertation prospectus, and meet the minimum residency requirement.

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.

Sample Ph.D. Curriculum

First Year

Fall Semester

ECON 8010 or AAEC 6580. Microeconomics: Theory with Applications	4 hours
ECON 8000. Mathematical Analysis for Economists	3 hours
STAT 6510. Mathematical Statistics I	3 hours

Spring Semester

ECON 8020. Microeconomics Theory II	3 hours
ECON 8040. Macroeconomic Theory I	3 hours
ECON 8080. Introduction to Econometrics	3 hours

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 Examinations (if necessary)

Second year

Fall Semester

ECON 8030. Microeconomic Theory III	3 hours
ECON 8050. Macreonomic Theory II	3 hours
AAEC 8100 or AAEC 8400	3 hours

Spring Semester

AAEC 8140 or AAEC 8080	3 hours
AAEC 8750 or AAEC 8210	3 hours
ECON 8120 or Elective	3 hours

Summer Semester

Elective and/or research hours
Advanced to Candidacy

3-6 hours

Third Year

Fall Semester

AAEC 8800 or AAEC 8850
ECON 8110 and Elective

3 hours

6 hours

Remaining terms devoted to completing the dissertation.

Check List for Ph.D. Degree

Date Completed

1. _____ Submit to the Graduate School the completed *Advisory Committee for Doctoral Candidates* form within the first year of residence.
2. _____ Submit to the Graduate School 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 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 no later than two semesters before proposed date of graduation.
10. _____ Submit to the Graduate School the completed *Application for Graduation* form before the Friday of first full week of the graduation semester.
11. _____ Submit dissertation to Advisory Committee at least three weeks before proposed date of graduation.
12. _____ Dissertation seminar.
13. _____ Submit to the Graduate School the completed *Approval Form for Doctoral Dissertation and Final Oral Examination* form.
14. _____ Complete exit survey and interview with department chair.
15. _____ Electronically submit to the Graduate School the dissertation for a format check at least two weeks before the end of the graduation semester.
16. _____ Submit to the Graduate School the completed *Electronic Thesis and Dissertation (ETD) Submission Approval* form at least one week before the end of the graduation semester.
17. _____ 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.
18. _____ Submit to the Graduate Coordinator the completed Reference Room *Clearance* form and notify the Department accountant your date of graduation, and return office and computer room keys.

Departmental Seminars

The Department conducts a Seminar Program during the regular school year. Seminars are usually held at periodic intervals each semester. It is the responsibility of all graduate students to attend and participate in all seminars. In addition, each student will be 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 Chair 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 Chair will make an effort to match-up 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 on work related to the thesis or dissertation. The student's major professor

generally has the primary responsibilities for supervising the graduate student's assistantship work. However, graduate assistants may be assigned by the Department Chair 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 Experiment Station funded assistantships 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 is 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 secretarial services.

Typing and Secretarial Services

The department provides typing and secretarial services in support of its research, teaching, and extension mission. This includes typing and secretarial services for graduate students via the student's major professor insofar as the student is working directly in support of the departmental mission. Departmental secretaries are instructed to accept typing for graduate students but only after prior approval by the student's major professor. It is entirely the student's responsibility for typing of the research papers, a thesis, or a dissertation.

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 are available should be locked after hours. Any malfunctioning of a piece of equipment should be reported to the accountant in order that proper servicing can be obtained. Do not load unauthorized programs onto any departmental computers, either in the lab or your 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 your use. You must obtain a copy code from the accountant to access the machines.

Telephones

Long distances 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 a student's graduate program, he or she has an opportunity of meeting with the Department Chair 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.

Professionalism and Ethics

Academic Honesty

All students at The University of Georgia are expected to read and comply with the University's Academic Honesty Policy. This policy can be located at www.isd.uga.edu/teaching_resources/academic/. 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.

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.

