

GRADUATE PROGRAM HANDBOOK

**Department of Agricultural, Environmental, and
Development Economics**

The Ohio State University

**College of Food, Agricultural, and Environmental
Sciences**

August 2007

*This handbook can be accessed on the AED Economics website at
<http://aede.osu.edu/academics/graduate/>*

Introduction

This document is designed to comply with section IV.2.4.2 of the *Graduate School Handbook*, which requires every Graduate Studies Committee to publish and make available to students and faculty “a graduate program handbook containing the policies, rules, and procedures relevant to its own graduate programs.” This document contains policies, rules, and procedures that supplement, but do not supersede or replace, those contained in the *Graduate School Handbook*. All graduate students in the Department of Agricultural, Environmental, and Development Economics are expected to become knowledgeable about with the contents of both the *Graduate School Handbook* and this *Graduate Program Handbook*.

The Department of Agricultural, Environmental, and Development Economics (AED Economics) at The Ohio State University is one of the leading academic units in the United States in the disciplinary areas of Agricultural, Environmental, and Development Economics. It endeavors to provide educational programs for graduate students that are competitive with any in the world. The faculty is expected to collaborate with graduate students in conducting cutting edge theoretical and applied research on issues of social concern and to develop and train graduate students for positions with the best institutions for which they compete. In order to achieve these goals, curricula are updated regularly and make liberal use of course offerings and faculty resources in other departments throughout the University.

Graduate programs in Agricultural, Environmental, and Development Economics are administered the AED Economics Graduate Studies Committee. The Graduate Studies Committee consists of the Graduate Program Leader, who also serves as Chair of the Graduate Studies Committee, plus four other graduate faculty members and one graduate student elected by the Graduate Student Association. The Committee works closely with the Graduate School in administering graduate programs. A discussion of the Graduate School and its governing body, the Council on Research and Graduate Studies, and of the role of the department Graduate Studies Committee is found in the *Graduate School Handbook*, Part IV, Sections 1 and 2.

During the 2005-2006 academic year, the Department of Agricultural, Environmental, and Development Economics conducted an extensive review of its Ph.D. program. Changes recommended by a PhD Curriculum Review Committee were adopted by the Graduate Faculty and implemented beginning Fall Quarter 2006. The M.S. program was reviewed in 1998-2000 and revised in 2000. This Handbook incorporates changes made in both program reviews.

This Handbook is organized such that general policies, rules, and procedures of the department for graduate programs are presented first, followed by a description of graduate programs in Agricultural, Environmental, and Development Economics. The final section presents the guidelines for graduate associates in the department.

Department Policies, Rules, and Procedures

Graduate School policies for admission, registration, course loads and academic standards are found in the *Graduate School Handbook, Part II, Sections 1, 2, 3, and 4*. Specific information about application and admission is found in *Graduate Programs in Agricultural, Environmental, and Development Economics*, the department's recruiting brochure.

Advisor and Guidance Committee

Each student admitted to a graduate program in the department is expected to choose an *advisor* by the end of the second quarter of study. The advisor must be a member of the Graduate Faculty qualified to advise the student (*Graduate School Handbook, Part IV, Section 3*). The *Guidance Committee* is to be selected by the end of the second quarter for M.S. students and by the beginning of the second year of study for Ph.D. students. The Guidance Committee consists of the advisor plus one additional graduate faculty member for an M.S. student, and the advisor plus two additional graduate faculty members for a Ph.D. student. The advisor and at least one member of the Guidance Committee must be graduate faculty in the Department of Agricultural, Environmental, and Development Economics. Failure to comply with these procedures may result in the suspension of registration at The Ohio State University until compliance is achieved.

Registration

All students enrolled in department graduate programs are expected to register for a program of study consistent with their status (*Graduate School Handbook, Section II.2.1*). Minimum registration is three credit hours. In general, full-time graduate students should be registered for 12-15 credit hours. However, minimum credit hours for students are as follows:

Graduate Associates:	7 hours on 25% appointment
	9 hours on 50% appointment
Fellowships:	15 hours
International Students:	10 hours

Graduate Programs in Agricultural, Environmental, and Development Economics

Agricultural, Environmental, and Development Economics courses at the 500 level and below do not carry graduate credit in the AED Economics graduate program. Courses in the Department of Economics at the 500 level and below also do not carry graduate credit in AED Economics graduate programs. Graduate credit, however, is allowed for courses at the 500 level and above offered by other academic unit (*Graduate School Handbook, Section II.3.1.3*).

M.S. Programs

Program Options. M.S. degree students in AED Economics must complete a minimum of 45 hours of graduate-level courses, including 20 hours in M.S. core courses and 14 hours of non-thesis course work in a field of specialization. No more than 8 hours of 999, thesis research, may be counted toward the 45 hour minimum. Each student must also elect one of two degree options and fulfill associated additional requirements:

Thesis Option:

Complete AED Economics 800, a research methods course.
Write and orally defend a Masters thesis.

Non-thesis Option:

Write an applied research paper.
Pass an oral examination.

All students, especially those who desire to continue in the Ph.D. program, are expected to elect the Thesis option. Exceptions can be made by the student after consultation with the Advisor and Guidance Committee.

Prerequisites. Students entering the M.S. program are assumed to have successfully completed basic courses in Calculus, Statistics, and Microeconomics (preferably taught using calculus). The equivalent courses at The Ohio State University are:

Calculus:	Mathematics 132 or 152
Statistics:	AED Economics 205
Microeconomics:	Economics 501.02 (calculus-based)

Students who have not successfully completed all of these courses may be admitted conditionally into the M.S. program, with the understanding that they satisfactorily remove all course deficiencies during their first year of study.

Required Core Courses. Every M.S. student must successfully complete five core courses, which are normally taken in the student's first full year of study:

M.S. Applied Economics Core	21 hours
AED Economics 701 Applied Data Analysis	4 hours
AED Economics 702 Computational Economics	4 hours
AED Economics 711 Production and Consumption	4 hours
AED Economics 712 Finance and Risk Management	4 hours
AED Economics 713 Public Policy and Market Regulation	4 hours

Fields of Specialization. Each M.S. student is required to specify a field of specialization consisting of a minimum of 14 hours of graduate coursework. Each student is given broad latitude to design a field of specialization that suits his/her professional needs and interests. Field courses are selected by the student in consultation with, and subject to the approval of, the student's Advisor. Common fields of specialization include:

- Agribusiness Management and Finance
- Agricultural Policy and Trade
- Community and Regional Economics
- Consumption, Market, and Price Analysis
- Development Economics and Finance
- Environmental and Resource Economics

Fields of specialization that include courses in departments other than AED Economics may be proposed.

Ph.D. Preparation. Although the M.S. program is a terminal degree program, the first year of the program provides excellent preparation for students wishing to pursue a Ph.D. in Agricultural, Environmental, and Development Economics. M.S. students may petition the Graduate Studies Committee for admission to the Ph.D. program if they successfully complete the M.S. core courses with a grade point average of 3.5 or higher. Students who enter the M.S. program with the expectation of continuing in the Ph.D. program are strongly encouraged to take additional mathematics (linear or matrix algebra, vector calculus, real analysis, and differential equations) and statistics courses needed to meet the demands of the Ph.D. program.

Time Limit. All requirements for the M.S. degree must be completed within five years of the first quarter of registration.

Masters Examination. The Masters Examination is a test of the student's knowledge of the field. It is administered by the student's Masters Thesis Committee. For the Thesis option, the examination must include an oral portion and may include a written portion. The Masters Examination need not be confined to the thesis. All Non-thesis option examinations must include an applied research paper approved by the Masters Examination Committee and submitted to the Graduate Studies Committee, and the student must pass a two-hour oral examination. The Masters Examination should cover both the research paper and field of specialization (*Graduate School Handbook, Part II, Section 5*).

Masters Requirement Exceptions. A student currently or previously enrolled in the AED Economics Ph.D. program may be awarded an M.S. in AED Economics if the student has either: 1) passed all Economics and AED Economics Ph.D. core courses and qualifying examinations, or 2) met all requirements for the M.S. in AED Economics, allowing the following core course substitutions:

AED Economics 701	AED Economics 801 or Economics 741
AED Economics 702	AED Economics 802
AED Economics 711	Economics 804
AED Economics 712	Economics 805
AED Economics 713	AED Economics 809 or Economics 809

In addition, the student must satisfy all Graduate School requirements for the M.S. degree.

Ph.D. Program

Basic Requirements. The Ph.D. program requires a minimum of 135 hours of graduate credit beyond the baccalaureate degree, or a minimum of 90 graduate credit hours beyond the M.S. degree. It includes six components: (1) microeconomic theory and quantitative methods core courses, including one qualifying examination; (2) applied economics core courses, including a research competency requirement; (3) a concentration of three related courses with the same course prefix; (4) courses in a field of specialization, including a field examination if required by the student's advisor; and (5) dissertation research, including a general examination for admission to PhD candidacy; and (6) a final oral dissertation defense.

Ph.D. Program of Study. Each Ph.D. student is expected to submit a *program of study* to the Graduate Studies Committee by the beginning of the second year of study. This program is to be developed with the assistance of the student's Guidance Committee. Failure to comply with this procedure will result in the suspension of registration at The Ohio State University until compliance is achieved.

Microeconomic Theory and Quantitative Methods Core. Ph.D. students are expected to complete the following core courses during their first year of study:

Math Camp (No credit, offered by Economics Department before start of Fall Quarter)

Microeconomic Theory	30 hours
Economics 804 Microeconomic Theory I	5 hours
Economics 805 Microeconomic Theory II	5 hours
Economics 808 Microeconomic Theory III	5 hours
Quantitative Methods	20 hours
Economics 700 Advanced Mathematical Techniques	5 hours
Economics 640 Probability Theory	5 hours
Economics 740 Inference and Decision Analysis	5 hours
Economics 741 General Linear Regression Analysis	5 hours

Microeconomic Theory Qualifier Examination. This written examination is administered by the Department of Economics. AED Economics Ph.D. students are required to take the examination in June at the end of the first year and must obtain an “MA Pass” from the grading committee. Students who fail to obtain an “MA Pass” on their first attempt must retake the exam in September. Failure to obtain an “MA Pass” a second time results in dismissal from the Ph.D. program.

Concentration Requirement. Ph.D. students are required to complete a Concentration consisting of 15 graduate credit hours, at least 10 of which must carry the same departmental prefix. Students will take the Concentration in the second year. The Concentration may be in any area of study approved by their advisor. Many students will fulfill the Concentration requirement by taking macroeconomics theory courses. An advantage of this option is that students who take Econ 806, Econ 807, and Econ 809 will be able to obtain the M.A. degree in Economics if they pass the optional Macroeconomics Qualifier Examination administered by the Department of Economics. Courses in the Concentration cannot overlap with those in the Field of Specialization.

Applied Economics Core. Ph.D. students are expected to complete the following core courses during the first and second years:

Ph.D. Applied Economics Core	20 hours
AED Economics 801 Applied Data Analysis (first year)	4 hours
AED Economics 802 Computational Economics (second year)	4 hours
AED Economics 803 Applied Consumption Analysis (first year)	4 hours
AED Economics 806 Applied Production Analysis (second year)	4 hours
AED Economics 809 Applied Welfare & Policy Analysis (second year)	4 hours

Each AED Economics applied economics core course requires a substantive writing assignment. The nature of the writing assignment will be at the discretion of the instructor and may be a literature review, an article critique, or a full-length research paper. At the end of the quarter, core course instructors submit a list of students whose writing skills are deemed deficient to the Graduate Program Leader, who will be authorized to require additional remedial coursework in written English for students whose writing skills are found to be deficient.

Research Competency Requirement. Each student is required to complete a sole-authored research manuscript that meets high standards of scholarship and exposition. The manuscript must meet standards comparable to those used to evaluate contributed papers to major scholarly meetings though it does not have to be publishable quality. The manuscript may represent only a modest departure from published work, but it must be well conceived, justified, and communicated. Guidelines for the preparation of the manuscript are provided in the Appendix I of this handbook.

Second year students must submit a proposal to the AED Economics Graduate Program Leader describing the research to be undertaken to satisfy the Research Competency Requirement no later than the fifth Monday of classes of spring quarter of the student’s second year. The

proposal may not exceed two double-spaced pages and should include a statement of objectives and a brief description of methods to be used.

The completed research manuscript must be submitted within one week of the last day of scheduled final examinations in the spring quarter in the second year of the program. The deadline is firm and can be changed only by prior approval of the AED Economics Graduate Studies Committee.

A committee consisting of three AEDE Economics Graduate Faculty members will be appointed by the AED Economics Graduate Program Leader to evaluate the research manuscript. Within two weeks of submission, the committee will evaluate the manuscript, optionally with the input of outside reviewers drawn from the faculty or advanced Ph.D. students, and confer a grade of “satisfactory” or “revise and resubmit”. A manuscript judged to require revision will be returned by the evaluation committee to the student with detailed review comments. The student will be required to address the review comments and submit a revised manuscript to the evaluation committee by no later than the first Monday in August. The committee will evaluate the revised manuscript and, within two weeks of submission, confer a grade of satisfactory or unsatisfactory. A student who receives an unsatisfactory evaluation on the revised manuscript will be denied further departmental funding until the requirement is fulfilled. The evaluation committee will confer a “Best Research Manuscript by a Second-Year Ph.D. Student” award to not more than one submitted manuscript.

The Research Competency Requirement is designed to develop a Ph.D. student’s ability to conduct and communicate original, independent research in a manner appropriate for scholarly publication and presentation. Fulfilling the requirement verifies that a student is qualified to conduct scholarly research on the frontiers of economics and helps prepare the student for the research, writing, and oral defense efforts required to successfully complete a doctoral dissertation.

Field of Specialization. Each Ph.D. student is required to specify a field of specialization consisting of a minimum of 20 hours of graduate course work. Students are given broad flexibility to design a field of specialization that suits the student’s professional needs and interests. Field courses are selected by the student in consultation with, and subject to the approval of, the student’s Guidance Committee. Common fields of specializations include:

- Agribusiness Management and Finance
- Agricultural Policy and Trade
- Community and Regional Economics
- Consumption, Market, and Price Analysis
- Development Economics and Finance
- Environmental and Resource Economics

Fields of specialization in other departments or fields of specialization that include courses in departments other than AED Economics may be proposed. To fully develop a field of specialization, courses are commonly taken in other departments such as Economics, Business Administration, Mathematics, Statistics, Industrial and Systems Engineering, Computer and Information Sciences, Law, Political Science, City and Regional Planning, Geography, Family

Resource Management, Human Nutrition and Medical Dietetics, and School of Natural Resources. Additional fields of specialization may be specified and completed at the student's discretion.

Candidacy Examination. The Candidacy Examination consists of a written and an oral portion. The written portion of the Candidacy Examination for Ph.D. students in Agricultural, Environmental, and Development Economics consists of a written dissertation prospectus (see below) and, if the advisor so chooses, passing a four-hour written examination covering the required field of specialization. The oral portion of the Candidacy Examination is a two-hour oral examination that focuses on the written portion of the examination, but may cover any aspect of the student's Ph.D. program.

Successful completion of the Candidacy Examination requires a unanimous vote of the Examination Committee and admits the student to Ph.D. Candidacy. The composition of the Examination Committee is described in the *Graduate School Handbook, Section II.6.10.6*. In addition to this committee, the Graduate Program Leader will appoint a departmental representative to the oral portion of the examination. The student should ask the Graduate Program Leader to identify this representative prior to scheduling the oral portion of the Candidacy Exam. All other procedures for the Candidacy Examination are specified in the *Graduate School Handbook, Section II.6.10*.

Students are expected to pass their Candidacy Examination by the end of their third year of study. Failure to pass the Candidacy Examination within this time period may result in suspension of funding.

Dissertation Prospectus. The dissertation proposal is intended to provide evidence that the student has set forth a plan of research that promises to contribute to the body of knowledge in the field of agricultural, environmental, and development economics. It is recognized, however, that experience gained while the research is being carried out will sometimes suggest to the student and his/her committee that the dissertation should deviate from the outline in the proposal. The proposal does not prevent the committee from approving such changes, nor does approval of the proposal constitute an agreement between the student and the committee that the dissertation, when completed, will be approved. The proposal must conform to guidelines provided in Appendix II of this handbook. The guidelines are based on National Science Foundation Research Proposal Preparation Instructions.

Ph.D. Seminar. In each of their third and fourth years, Ph.D. students are expected to complete two credits of AEDE 899 and to make at least one seminar presentation per year. Failure to comply with this requirement may result in suspension of funding.

Dissertation Committee Meetings. Students are advised to hold regular meetings with their Dissertation Committee during the development of the dissertation research. The number and type are decided by the student and his/her advisor with approval by the Committee. Students are also encouraged to present their research in department workshops or seminars at appropriate times.

Final Examination. The final oral examination procedures are as specified in the *Graduate School Handbook, Section II.6.13*. Satisfactory performance on the examination requires a *unanimous* vote of the Examining Committee. The membership of the Examining Committee is described in *Graduate School Handbook, Section II.6.13.2*.

Satisfactory Academic Progress. Ph.D. students are expected to reach program milestones as follows: i) pass the microeconomics qualifying examination prior to the beginning of the second year; ii) fulfill the research competency requirement prior to the beginning of the third year; iii) pass the candidacy examination prior to the beginning of the third year, and iv) complete all Ph.D. requirements, including the dissertation defense, within four years. A Ph.D. student who fails to pass the microeconomic qualifying examination prior to the beginning of the second year will be automatically dismissed from the Ph.D. program. A student who fails to fulfill the research competency requirement prior to the beginning of the third year or fails to pass the candidacy examination prior to the beginning of the fourth year will be placed on departmental probation by the Graduate Program Leader. By a majority vote of the Graduate Studies Committee, a student who has been on departmental probation for two or more consecutive quarters may be dismissed from the doctoral program for failing to make satisfactory progress.

Graduate Non-Degree

The Research and Graduate Council recently approved a rule change to streamline the admission and registration of Graduate Non-degree student. Under the new rule, students will be admitted to the Graduate School at large rather than to a specific graduate program. Students can, as in the past, take courses for which they are eligible through any enrollment unit.

All other policies relating to Graduate Non-degree remained unchanged. If students are admitted to a graduate degree program they may count no more than 10 hours of Graduate Non-degree credit towards their degree. Approval for such course work to count towards a degree must come from the Graduate Studies Committee. Graduate Non-degree students still must present proof of a completed baccalaureate or higher degree from an accredited institution.

For any other questions regarding Graduate Non-Degree programs, students should see the Graduate Program Coordinator or contact the Graduate School.

Graduate Certificate Program in Global Food Security

The purpose of the certificate program is to prepare M.S. or Ph.D. graduates to deal effectively with food security issues arising in countries at various levels of development and with different resources for agricultural production and different consumption patterns. The certificate is a supplement to the M.S. or Ph.D. program in Agricultural, Environmental, and Development Economics or in other social science and agricultural disciplines. The program requires 45 quarter credit hours. The program handbook and application form are available from the Graduate Program Coordinator.

Coursework for M.S. or Ph.D. Degrees

20

Students can satisfy this base requirement from the required courses in economic theory, statistics, and production/consumption economics.

Coursework from Outside the Base

7-18

Students can satisfy this requirement by selecting 2-5 courses from the following list:

AEDE 540 International Trade for Agribusiness	3
AEDE 597.01 Problems in World Population, Food, and Environment	5
AEDE 734 Agricultural Trade Policy	4
AEDE 807 Project Evaluation for Public Choice	5
AEDE 832 Seminar in Economic Development of Foreign Agriculture	3
AEDE 830 Agricultural Policy	4
AEDE 833 Economic Development Theory and Policy	4
AEDE 834 Political Economy of Trade, Development, and Agricultural Policy	4
AEDE 840 Regional Economic Growth: Theory and Methods	4
Animal Science 850 Food in International Agriculture	5
Natural Resources 700 Natural Resources Policy Analysis	5
Political Science 553 Political Analysis of International Economic Relations	5
Political Science 753 Theories of International Political Economy	5
Geography 642 Geography of Development	5

Language Training or Off-Campus Experience

3-15

Option A Foreign Language

15

Option B Study Abroad Experience

10-15

Option C Internship

3-10

Capstone Seminar Course

1-2

This seminar consists of weekly seminars focused on topics related to global food security. In the event this course is not offered, students should register for 993.08, audit AEDE 434 (Food Security and Globalization) and write a research paper on topics related to food security.

Guidelines for Graduate Associates

In this section departmental policies and procedures for graduate associates are presented. Policies and procedures in the *Graduate School Handbook, Part II, Section 3* are adapted to the departmental level. All policies of the Graduate School apply to this department and are not repeated unless departmental policy and procedures go beyond or are more specific than the University guidelines.

Graduate Associate Defined

A graduate associate is a graduate student currently enrolled full-time in the Graduate School who also holds an appointment calling for the performance of such responsibilities as research, research assistance, classroom instruction, student advising, grading papers and examinations, and other scholarly or administrative duties. The title graduate associate as used in this document includes the titles graduate research associate, graduate teaching associate, graduate extension associate, and graduate administrative associate.

Role of the Graduate Associate in the Department

A graduate associate is first and foremost a graduate student. A student's appointment as an associate should serve both his/her educational and financial needs as well as the department's research, teaching, and extension objectives. Tenure as an associate should be regarded as an apprenticeship involving formal instruction, interaction with graduate faculty, and classroom, research and administrative experience which results in the associate becoming a more effective member of the academic community and his/her chosen disciplinary community. In fulfilling the associateship responsibilities, the graduate associate should make reasonable progress toward an advanced degree and gain experience in the profession.

In a more informal sense, graduate associates should consider themselves and be considered by faculty as integral parts of the department. The welfare of the department and the collective welfare of the graduate associates are closely related. A graduate associate is a member of the departmental team even though the membership is temporary in nature. The policies and procedures set forth in this document reflect the fact that the department considers associates, their education, and their professional output as essential ingredients in the determination of the department's progress.

Certain responsibilities accompany professional standing. Basic responsibility for productivity, satisfactory output and effective contribution to the department's research, teaching and extension programs rests with the associate. His/her conduct is expected to follow the highest ethical standards of the scientific tradition. The department will strive to provide an atmosphere, the facilities, the flexibility and opportunities conducive to this progress by associates. The associate should adhere to the University's standards of academic conduct, as set forth in the Faculty Handbook.

Selection of Graduate Associates

Graduate associates are chosen from students admitted to the Graduate School or currently enrolled in the Graduate School. The Graduate Studies Committee makes recommendations for graduate associate positions to the department faculty and to principal investigators holding research contracts who seek associates. The final decisions on all associateship appointments are made by the Chair of the Graduate Studies Committee.

The following are considered in assessing applicants for associateship appointments: (1) all previous undergraduate and graduate course performance, (2) letters of recommendation from persons in a position to assess academic and professional potential, (3) experience in research, teaching and extension, and non-university employment, (4) professional interests, (5) specific research, teaching and extension program personnel needs, and (6) length of availability for service or need for support.

Appointment Provisions

Offer of Appointment. Offers of associateship appointment are made in writing and written acceptance by the associate is required. Fiscal procedures dictate that graduate associate appointments may not extend beyond the end of the current fiscal year (June 30).

Length of Appointment. Initial appointment is for three months to one year. Renewal of appointment is contingent upon (1) satisfactory performance of associateship responsibilities, (2) satisfactory progress toward a graduate degree, and (3) availability of funds. It is the policy of the department to limit graduate associate appointments to a maximum of 6 quarters for M.S. candidates and maximum of 14 quarters for Ph.D. students. A student who sequentially undertakes the M.S. (Thesis option) and Ph.D. programs can receive a maximum of 18 quarters of support. Where funds are limited, graduate associates with degree programs in progress for less than the time limits will receive priority consideration.

Satisfactory Performance. The essential considerations are: (1) course grades, (2) Qualifying and Candidacy Examination results, (3) fulfillment of the Research Competency Requirement; (4) level of performance on appointment, responsibilities in teaching, research, extension or administrative assistance, and (5) rate of progress toward completion of degree requirements.

In order to receive priority for continued graduate associateship support from the department, a student must maintain a 3.0 grade point average and above and other conditions. In particular, a Masters student must not have exceeded two years of full time study in the MS program and a doctoral student must not have exceeded four years of full time study in the PhD program. In addition, a doctoral student in their second year of study must have successfully passed their Microeconomics Theory Qualifying Examination; a doctoral student in their third year of study must have successfully fulfilled the Research Competency Requirement; and a fourth year student must have successfully passed their Doctoral Candidacy Examination.

A grade point average below 3.0 is automatically regarded as unsatisfactory performance. When this happens the graduate associate's case is reviewed immediately and monitored closely until the student has achieved an average of 3.0 or greater or until a decision is made to terminate financial assistance. The decision to terminate is made on an individual basis and includes consideration of all factors relevant to the student's performance.

For graduate students in a Ph.D. program, any of the following may be regarded as unsatisfactory performance: failure to pass the Microeconomics Theory Qualifying Examination before the beginning of the second year, failure to satisfactorily complete the Research Competency Requirement before the beginning of the third year, and failure to pass the Candidacy Examination before the beginning of the fourth year. Again, decisions to terminate financial assistance are made on an individual basis and other elements of performance must be weighed along with performance on exams.

Satisfactory performance also has a time dimension. Guidelines for satisfactory progress are completion or expected completion in six quarters for an M.S. degree and 14 quarters (beyond M.S.) for a Ph.D. degree.

Appointment Responsibilities. A full-time graduate associate is defined as one who holds a 50% (one-half time) or more salaried appointment and is enrolled for the required minimum credit hours during each quarter such appointment is held. Graduate School rules require graduate associates to register for at least nine credit hours each quarter, except during the summer quarter when the minimum is seven. Doctoral students who have passed the Candidacy Examination and hold graduate associate appointments must register for at least 12 credit hours each quarter. Graduate fellows must register for a minimum of 15 hours each quarter.

Full-time graduate associates are expected to devote full-time effort to their degree program including appointment responsibilities. This means (1) one-half time work for the department and (2) one-half time spent on courses, examinations, or research on a thesis or dissertation. One-half time is interpreted as a minimum of twenty hours per week on the average. *Students are not permitted to have any other employment during the time they are full-time graduate associates.* The discovery of outside employment by a full-time graduate associate is grounds for immediate termination of the appointment.

Especially during the first one or two quarters, graduate research associates may discharge their associateship responsibilities by working under the direction of their associateship supervisors on on-going research projects. For example, work activities might include literature review, primary or secondary data gathering and analysis, and writing a part of a study. It is intended that these activities provide useful research experience and hopefully will help the student in identifying an important problem on which to undertake a thesis or dissertation research project. In the process of satisfactorily discharging associateship responsibilities, an individual may write and publish research results. Such an outcome, usually in collaboration with the research supervisor, is strongly encouraged. Since potential for conflict exists in deciding the seniority of authorship, research collaborators should reach an agreement on seniority early in the research.

It is to the student's advantage to identify his/her thesis or dissertation research problem as soon as possible. If this problem is part of an on-going research project, or is approved as a new research project in the department, then associateship responsibilities and work on a thesis or dissertation become synonymous. The associate should take an active role in determining the direction that his/her research will take. Also, the associate is encouraged to pursue additional funding from public or private sources.

It is recommended that graduate associates register for 15 credit hours which is composed of course hours plus thesis research credit (AED Economics 999). Students who have completed most or all of their courses and are doing research only should take the maximum 15 credit hours of AED Economics 999.

Time-Off Policy. Graduate associates appointed on a twelve-month basis are allowed time off of up to twenty (20) working days per year. Associates appointed for an academic year (nine months or three quarters), or for periods of less than three quarters do not accrue vacation leave time. Requests for short-term leave for illness, bereavement, birth of a child, or other reasons must follow the *GA Leave Guidelines* adopted by the Graduate School.

Stipend. The stipend levels for graduate associates are regularly reviewed and adjusted. Stipends are the same for teaching, research, extension and administrative appointments but vary between M.S. and Ph.D. students. All associateships include fee authorizations including out-of-state fees. Any student who has held an associateship for three consecutive quarters is eligible for the fourth quarter fee authorization (*Graduate School Handbook, Section II.8.9.3*).

Additional Benefits

Medical Insurance. Graduate associates may enroll in the hospital and medical plan through Central Benefits. New associates may enroll in the program within thirty days of their appointment or during the annual sign-up period usually held in May.

Retirement. Graduate teaching associates may enroll in the State Teachers Retirement System (STRS). Graduate research associates are entitled to enroll in the Public Employees Retirement System (PERS). Associates who expect to continue in state employment in Ohio should seriously consider enrollment in these programs. If an associate should elect not to participate in the retirement programs, service credit for the exempt period cannot be regained at a later date. Graduate associates are encouraged to consult the latest PERS and STRS literature on details of these retirement programs, including payroll deductions and provisions for refunds of employee deposits.

Parking. Graduate associates are eligible for either "C" (student) parking decals or "B" (staff) parking decals. To receive a staff decal, it is necessary to present a staff I.D. card to the Traffic Department and pay the required fee which is higher than the fee for a student parking decal.

Income Tax. All research, teaching, extension and administrative associateship stipends are taxable. The value of the fee authorization is tax exempt.

Athletic Facilities. Associates may acquire a locker in one of the dressing rooms of the gymnasiums through presentation of their staff identification cards and payment of locker rental fees.

Departmental Supporting Services

Graduate teaching, research or administrative associates are expected to use the services of supporting departmental personnel and equipment in discharging appointment responsibilities. Secretarial, computer, and graphic arts personnel support and the use of departmental copiers, computers, and laser printers are examples of services available to graduate associates. Authorization for the use of departmental support services is obtained through the associate's supervisor.

Use of departmental support services, however, is limited to departmental business. Specifically excluded, for example, are the use of departmental personnel and equipment in production of term papers, theses, and dissertations, and in data collection and processing related to coursework. Such needs fall under the heading of individual or personal business.

When space is available, graduate associates will be provided a desk, file cabinet space, bookshelf space and access to a telephone and computer. All graduate students have a mailbox in room 243. Meeting rooms may be scheduled through the departmental office.

Grievance Procedures

The Council on Research and Graduate Studies has approved specific guidelines for formal grievance hearings through the Office of the Dean of the Graduate School (*Graduate School Handbook, Section II.8.8*). However, a graduate associate with a grievance is encouraged to attempt resolution of the problem at the departmental level. A graduate associate with a grievance should consult first with his/her advisor or associateship supervisor. If this does not lead to satisfactory resolution of the problem, the associate should consult the Graduate Studies Committee Chair. The Chair may elect to involve the department Chair, the Graduate Studies Committee, the faculty advisor, or other graduate faculty in discussion and attempted resolution of the problem. In the event that this process is unsuccessful, the graduate associate should consult the department Chair with the objective of resolving the problem through the Chair or through a formal hearing in accordance with established Council on Research and Graduate Studies procedures. Copies of the Council on Research and Graduate Studies procedures are available from the Graduate School.

Appendix I

Guidelines and Procedures for Fulfillment of the Agricultural, Environmental, and Development Economics Ph.D. Research Competency Requirement

Content

The manuscript must address a question of scholarly significance in economics, ideally in the student's area of specialization. The manuscript should clearly pose the researchable question, appropriately place it within the relevant scholarly literature, and make substantive progress towards answering the question. The student may use whatever analytical tools are most appropriate to answer the question including, but not limited to, theoretical, econometric, numerical, and case-study methods. The manuscript must be free of glaring technical and expository mistakes.

Originality

The manuscript must be authored exclusively by the student and must be based on original research independently conducted by the student. The manuscript may be based on graduate coursework undertaken at The Ohio State University or work conducted as a research assistant while at the Ohio State University, but must not be based on work conducted before entering the AED Economics Ph.D. program. The student's advisor may offer broad guidance in preparation of the manuscript, but may not contribute to the writing of the manuscript or offer specific editorial assistance. The manuscript must represent an independent effort on the part of the student and must include the following signed statement on the title page:

This manuscript presents original research conducted independently by me, after joining the AED Economics Ph.D. program, specifically in satisfaction of the AED Economics Research Competency Requirement.

Signature

Date

Format

The manuscript must be written in the form of a conventional journal article and will contain the following separate sections: a title page, a one page abstract, a body not to exceed 25 pages, and references. The manuscript must conform to the following requirements: a) 12 point font; b) double spaced; and c) 1-inch margins in all directions. Visual materials, including tables, charts, graphs, maps, and photographs must be included in the body of the manuscript and are subject to the 25-page limit. Students must follow accepted scholarly practices in citing source materials relied upon when preparing the manuscript. Reference citations must conform to *American Journal of Agricultural Economics* guidelines. There is no page limit for the references.

Appendix II

Guidelines for AED Economics Doctoral Dissertation Proposals

FORMAT

The proposal must be clear, readily legible, and conform to the following requirements: a) the letters must not be smaller than 12 point; b) the proposal must be double spaced; and c) margins, in all directions, must be at least 1 inch.

CONTENT

Title Page

The title page must include the title of the proposal, the date of the proposal defense, and the names and signatures of both the student and the student's adviser.

Summary

The proposal must contain a summary of the proposed research, not more than one page in length. The summary should be a self-contained description of the proposed research activity. The summary should be written in the third person and include a statement of objectives and methods to be employed. It must clearly address in separate statements: (1) the intellectual merit of the proposed activity and (2) the broader impacts resulting from the proposed activity. The Summary should be informative to other persons working in the same or related fields and, insofar as possible, understandable to a scientifically or technically literate lay reader.

Description

The Description should provide a clear statement of the work to be undertaken and must include: objectives for the proposed research activity, the expected significance of the proposed research activity, and relation of the proposed research activity to the present state of knowledge in the field. The Description should outline the general plan of work, including the broad design of activities to be undertaken, and, where appropriate, provide a clear description of methods and procedures. It must describe as an integral part of the narrative, the broader impacts resulting from the proposed activities, addressing how the project will enhance scientific and technological understanding and/or generate benefits to society at large.

The Description may not exceed 25 pages. Visual materials, including tables, charts, graphs, maps, and photographs must be presented within the 25-page limitation.

References

Students must follow accepted scholarly practices in providing citations for all source materials relied upon when preparing the proposal. Reference citations must conform to *American Journal of Agricultural Economics* guidelines. There is no page limit for the references.