GRADUATE PROGRAMS HANDBOOK

M.A. and Ph.D. in Economics

Fall 2013

DEPARTMENT OF ECONOMICS
College of Business Administration
University of Tennessee
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Welcome

Welcome to the graduate program in economics at the University of Tennessee. Our department has many things to be proud of, and our graduate program is high on that list.

During your graduate student career you will undergo many transitions. The first will become apparent the very first day of class, when you stop thinking about economics in terms of graphs and instead think about economics through either mathematical or statistical analysis. You will stop taking tests and begin writing papers, and you will stop sitting in classes and instead begin teaching them. Best of all, though, you will stop merely learning about existing knowledge but will begin creating new knowledge, and this is what makes graduate school truly exciting.

Many students go through undergraduate programs trying hard not to stand out. Your goal in the graduate program is to stand out and make the faculty notice you, and good exam grades will probably not suffice. You need to work harder than everyone else and be visible. The faculty values students who show an “intellectual fearlessness” and so it is better to ask questions or give wrong answers than it is to simply listen. In the long run your success will depend on your interactions with the faculty who direct your dissertation or thesis. Standing out leads to better opportunities because standing out makes the faculty find you, and not the other way around.

The department will provide you with many opportunities to advance your career and make yourself better. Please take advantage of these opportunities. You will have the opportunity to learn about research from scholars from other universities through the Greer Seminar series, and you should attend. You will have the opportunity to present your own research at the Brown Bag seminar, and you should do so. You may have the opportunity to assist faculty in research, and taking advantage of this opportunity means requesting more work rather than trying to do as little as possible. You will have the opportunity to teach if you meet the qualifications to do so, and you should fulfill those qualifications to be able to add this important skill to your resume.

The graduate program turns out to be both great fun and a tremendous amount of work. I have no doubt that you will enjoy your time here despite the many stresses we impose on you. You are now part of a wonderful community – the Department of Economics – and we look forward to having you become one of us.

William Neilson
Department Head
March 2013
1. Introduction

This Handbook is written for Graduate Students in the Department of Economics at The University of Tennessee, Knoxville. The Department offers programs leading to the M.A. and Ph.D. in Economics. The Graduate Catalog and Hilltopics, both of which can be accessed via the Department’s web site (http://econ.bus.utk.edu/) and the publications on the Appeals Procedure and the Graduate Assistant Handbook available on the Graduate School website (http://gradschool.utk.edu/Publications.shtml), are other publications that provide important information about the graduate programs of the University. Graduate students are responsible for knowing and abiding by the various Department and University policies. This handbook lists minimum requirements and expectations concerning completion of graduate degree programs. Experience suggests, however, that the most successful graduate students will strive to go above and beyond these minimum requirements in the pursuit of becoming a well-rounded professional economist.

A Message from the Graduate School

In order to serve the mission and vision of the Graduate School and preserve the integrity of Graduate Programs at the University of Tennessee, Knoxville, information related to the process of graduate education in each department is to be provided for all graduate students.

Based on Best Practices offered by the Council of Graduate Schools, it is important that detailed articulation of the information specific to the graduate degrees offered in each department/program be disseminated.

The Department Graduate Handbook does not deviate from established Graduate School Policies http://catalog.utk.edu/content.php?catoid=2&navoid=27 noted in the Graduate Catalog, but rather provides the specific ways in which those policies are carried out.

2. Admission Requirements and Application Procedure

Admission to the Department of Economics is an online process administered by the UTK Graduate Admissions office. For international students, graduate admissions applications are due by February 1 for consideration for Fall semester admissions. Although there is no formal deadline for domestic students, it is strongly recommended that all students fulfill all application requirements by February 1. Those who submit by this date will be given full consideration for both admissions and financial support.

2.1. Graduate admissions

The admissions process is administered online through the Graduate School (http://graduateadmissions.utk.edu/). Application requirements include: a completed Graduate Application for Admission; non-refundable application fee; one unofficial transcript from all colleges and universities attended; self-reported Graduate Record Exam (GRE) or Graduate Management Admission Test (GMAT) scores; self-reported Test of English as a Foreign
Language (TOEFL) or IELTS scores, if native language is not English; three letters of recommendation; supplemental questions from the Department of Economics. Applicants granted admissions will be asked to provide official transcripts and test score reports prior to enrollment.

Admission to graduate study requires a Bachelor’s degree with a satisfactory grade point average from a college or university accredited by the appropriate regional accrediting agency or foreign equivalent. The minimum GPA is 2.7 out of a possible 4.0 on undergraduate coursework or a 3.0 on a 4-point scale for any graduate work. The *Graduate Catalog* provides a detailed description of requirements for admission to the Graduate School. Additional information is posted on the graduate admissions web site.

**2.2. Department admissions**

All information relevant for admissions is collected through the Graduate School application; i.e., there is no additional application required by the Department. Admission to our graduate programs is based on completed coursework, undergraduate (and, if applicable, graduate) academic performance, GRE (GMAT) scores from all test sections, and recommendation letters. Although a Bachelor’s (or Master’s) degree in economics is not required, students should be well-prepared for graduate coursework in economics. This includes, but is not limited to, coursework in mathematics (ideally, three semesters of calculus, and a course in probability and statistics, linear algebra, and differential equations), a first course in econometrics or linear regression analysis, and intermediate microeconomic and macroeconomic theory.

Admissions are determined by the Graduate Admissions Committee, which generally consists of the Graduate Director, Department Head, and two members of the Graduate Committee. Information from Fall 2013 admissions decisions appears below.

- Acceptance rate: 37%
- Number offered funding: 22
- Number enrolled with funding: 9
- Mean GPA (offered funding only): 3.7 undergraduate, 3.8 graduate
- Mean GRE – Quantitative (offered funding only): 163 (88th percentile)
- Mean GRE – Verbal (offered funding only): 158 (77th percentile)

Students may be admitted to the M.A. program and later be admitted into the Ph.D. program. Such a change in admission status is at the discretion of the Department. Students may also be admitted directly into the Ph.D. program either after completion of a bachelor’s or master’s degree.

Students who seek admission to either the M.A. or Ph.D. programs may be admitted as degree-seeking students or may be given provisional admission. Those who are provisionally admitted must work closely with the Graduate Director in selecting courses, the satisfactory completion of which will result in admission to the program. Stipulation of courses to be taken may be made at the time of provisional admission.
2.3. English language proficiency

All students (including U.S. citizens and permanent residents) whose native language is not English are required to take the OPlc (Oral Proficiency Interview – computer), which is a standardized, global assessment of functional speaking ability. This test is mandatory and is administered by the University. Incoming students take the test in August, prior to the Fall semester. It tests for the English skills that are required of teaching assistants and associates. (See requirements for teaching assistantships below.) Admission to the program does not depend upon the results of the OPlc. Test results will be used in advising, coursework determination and in making work assignments. Students are required to pass the OPlc at a level that allows unconditional teaching (score of AH – “Advanced High”) by the end of the second semester of studies or funding from the Department is jeopardized.

3. Financial Support

Students in the graduate program may be awarded assistantships or other financial aid. Awards are made by the Department Head on the recommendation of the Graduate Committee. Initial awards are highly competitive and are based on prior academic performance, letters of recommendation, and GRE scores. Maintenance of financial aid is contingent on students maintaining a high academic standing, good work performance in their assigned duties and active involvement in the program. Although financial support cannot be absolutely guaranteed beyond the initial year of award, virtually all continuing students in good standing receive financial support for the four-year program of study. An award for a fifth year may be made only to students making satisfactory progress toward their degrees. Students are not funded beyond the fifth year.

3.1. Graduate assistantships

The Department offers both teaching and research assistantships that are essential complements to the students’ program of study. Those with teaching assignments might assist faculty in teaching large sections of introductory economics or in teaching graduate core courses, while advanced students may be extended the opportunity of teaching their own undergraduate course. A limited number of research assistant positions are available in the Department, assisting faculty and conducting collaborative research.

A number of highly attractive research assistant positions are available outside the Department, working under the supervision of Departmental faculty or other professional economists. The Center for Business and Economic Research (CBER), an arm of the College of Business Administration which engages in forecasting and applied public policy research, typically supports several students each year. Students have also been recently funded by the Howard H. Baker Jr. Center for Public Policy, the National Business Defense Institute (NDBI), the Construction Industry Research and Policy Center, and the Department of Agricultural & Resource Economics. Students have also been appointed to Oak Ridge National Laboratory, where they have worked with research economists on environmental and regional development.
projects. Other students have been placed at the Tennessee Valley Authority. A partial listing of other available open assistantships is posted on the Graduate School website. The *Faculty Handbook* describes four categories of assistantships:

**Graduate Teaching Assistants** work under the direct supervision of a regular faculty member in activities such as helping to prepare lectures, teaching discussion sections, conducting laboratory exercises, grading papers and keeping class records. In consultation with the supervisor, the Teaching Assistant works to gain teaching skills and an increased understanding of the discipline. Appointments are normally on a one-fourth to one-half time basis (i.e., 10 to 20 hours per week), and the annual stipend is payable in twelve monthly installments. The assistantship is accompanied by a tuition waiver (see below) for the period of appointment in accordance with university policy.

**Graduate Teaching Associates** are exceptionally experienced graduate students who are assigned primary responsibility for teaching undergraduate courses, including the assignment of final grades. The Teaching Associate usually carries one-fourth to one-half of a normal teaching load. The annual stipend is payable in twelve monthly installments.

**Graduate Assistants** are appointed primarily to perform various types of duties other than teaching. Any assigned instructional activity is conducted under careful supervision. The annual stipend is payable in twelve monthly installments. The assistantship is accompanied by a waiver of fees for the period of appointment in accordance with university policy.

**Graduate Research Assistants** are generally funded through gift, grant, or contract funds. Students holding such appointments pursue a work and study program like that expected under the other types of awards. Graduate research assistantships are accompanied by a waiver of fees for the period of appointment in accordance with university policy.

The salary for first year assistantships of all four types is the same; for each year through the fourth year there is normally an annual increment that is based on UT system raises. The waiver of fees for assistantships applies to maintenance and tuition fees only; it does not include the activity fee. (University fees are a maintenance fee that is required of all students, plus tuition for out-of-state students, and an activity fee.)

- Those who hold assistantships should have no outside employment. GTAs should not be paid as tutors for any sections of courses that they teach. Extra service pay may in rare cases be authorized for work above and beyond the 20 hours required of graduate assistants but such authorization will be for limited purposes only. *Students who are on an assistantship are required to seek prior approval from the Graduate Director before pursuing additional work for compensation.*

- Students in good standing may apply for graduate teaching and other assistantships for the summer. Compensation for summer work will be in addition to the academic year assistantship. Summer teaching will be assigned to graduate students on the basis of academic record and seniority, prior teaching evaluations and involvement in the graduate program. The availability of summer teaching opportunities is limited by student demand for
undergraduate courses and financial resources and it may not be possible to provide such opportunities for all graduate students. Those students on assistantship during the summer are expected to register for dissertation or thesis hours or for Economics 502 (Use of Facilities).

- Graduate Assistantships are normally awarded for one academic year. In some cases assistantships may be awarded for one semester only. This will be specified at the time of appointment. Early in the spring term all graduate assistants will be asked if they wish to apply for renewal of their assistantship. The Head of the Department is responsible for notifying the graduate assistant of reappointment or non-reappointment as early as possible. In cases of significant neglect of duty or non-compliance with university policies an assistantship may be terminated during the academic year (or semester) for which the student has been appointed. In such cases the graduate assistant will be notified in advance. In most cases, this advanced notice must be given no later than one month prior to the end of the appointment. Specific reasons why the appointment will not be continued must be given. Graduate assistants’ rights and responsibilities are defined in the Faculty Handbook section on Students Rights and Responsibilities and the Student Rights and Responsibilities section of Hilltopics. Additional rights and responsibilities of graduate students are found on the student’s copy of the admission status form.

- As specified in the Personnel Policies and Procedures Manual (Section 100 105-Pr3, p. 2), "A student employee is one whose primary function is that of enrollment in an academic program." Thus, first priority of all graduate assistants should be satisfactory progress in their scholastic program. At the same time, however, acceptance of assistantships is predicated on the belief that satisfactory work can be concurrently performed in work assignments and scholastic programs. Collaborative efforts between graduate assistants and their supervisors should be focused on the goal of satisfactory performance in both of these areas. In cases where graduate assistants feel that they have a legitimate complaint about any aspect of carrying out their assignments (work hours, duties assigned, pay, work conditions, etc.), they have a right to exhaust all channels to resolve the conflict. In the order that follows, the student should speak to her/his immediate supervisor, the Department Head, and then the Dean of the College of Business. If the student feels that a resolution should be sought beyond the department/college level, the Graduate School should be contacted. The Graduate School will follow established procedures outlined in the Graduate Council Appeals Procedure and/or Hilltopics.

- Graduate assistants' fringe benefits as employees of The University of Tennessee, in addition to fee waivers as explained elsewhere, include workers' compensation as defined in the Personnel Policies and Procedures Manual under employees' status. The specific wording reads, "Employees so designated [as student employees] receive no benefits other than statutorily required payments which include Workers' Compensation." (Section 100 105-PR2-3.) Graduate students are also entitled to enrollment in a group health insurance plan offered by the University.
3.2. Scholarships, fellowships and grants

The College of Business Administration and the University award several fellowships and scholarships. Information about these awards may be obtained from the Department or from the Graduate School. Students are encouraged to apply for these awards and should also take notice of announcements that are posted on the bulletin boards in the Department. Announcements of fellowships and other awards are frequently posted there.

In addition to these financial awards at the College and University levels, the Department provides a number of fellowships, typically in conjunction with assistantships. Each year a varying number of fellowships will be awarded. These fellowships, which are often named in honor of friends of and/or donors to the Department (e.g., Ronald H. Wolf, J. Fred Holly, and P. David Qualls, all former members of the Department), can be for varying amounts of money. They may be used to supplement assistantships or to provide funds for a semester during which the student will devote full time to course work or dissertation research.

3.3. Other forms of financial support

Travel awards are available from the Department for students who wish to attend professional meetings either to give papers or to learn more about their chosen specialties. Applications are submitted to the Graduate Committee and reviewed at the beginning of each semester (including summer). Travel awards generally do not cover all costs. The Graduate Student Travel Fund, administered by the Graduate Student Senate, provides on a competitive basis funds to students who will be presenting papers at professional meetings. It is highly recommended that students apply for funding from both the Department and the Graduate Student Senate.

Modest support for research endeavors is available from the Department. Prime examples include funding laboratory experiments, surveys, and purchasing proprietary data and specialized software. Applications are submitted to the Graduate Committee and reviewed at the beginning of each semester (including summer). Graduate students may obtain financing from the Graduate School, from the College, or from the Department to support research. The Office of Financial Aid & Scholarships administers various sources of financial support, including Federal Stafford loans, Federal Perkins loans, GRAD PLUS loans, and loans through private lending institutions. Students interested in this form of support are directed to onestop.utk.edu/your-money/.

Preference for travel and research awards made by the Department will be given to those students who are active in research and participate in Department seminars. There are limits to the amount any particular student will be awarded.

4. Guidelines for Students on Assistantships

4.1. Minimum requirements for continued funding

Selection as a graduate assistant (whether GTA, GRA, or GA) and continuation of appointment are based upon an expectation of satisfactory performance as a graduate student, satisfactory
execution of assigned duties as an assistant and active involvement in the activities of the Department and graduate program.

Students should not view assistantships as an entitlement, but instead embrace them as opportunities for professional development. In this regard, the Department has established the following specific minimum guidelines for assistantships:

- Students are expected to work the number of hours consistent with the level of funding. For students with half-time (0.5 FTE) appointments, the expectation is 20 hours per week. For students on quarter-time (0.25 FTE) appointments, the expectation is 10 hours per week.

- Maintenance of a GPA in economics graduate courses at the 500 level or above of at least 3.25 is generally required for continuation of appointment.

- If a student’s GPA falls between 3.0 and 3.25, the student will be placed on departmental probation. In subsequent semesters the GPA must be above 3.25 or financial assistance from the Department may be withdrawn. A student remains on departmental probation until the cumulative GPA rises to 3.25 or better. If a student’s GPA falls below 3.0 for the academic year the student will lose funding from the Department. Funding may be provided by the Department at a later date if the student’s GPA returns to 3.25 or better.

- Continued appointment requires registration for at least 9 credit hours each semester of the academic year, unless permission has been granted by the Graduate Director. For first and second year students, the 9 credit hours should be devoted to coursework at the 500 level or above. Beginning the third year, subject to Graduate Director approval, students may begin registering for dissertation credits (Econ 600).

- Students whose native language is not English, and who do not pass the OPIc with a score of Advanced High or above by the end of the Spring semester of the first year of studies, are not guaranteed continued departmental funding.

- By the end of the fourth semester, Ph.D. students must have completed all core course requirements if the assistantship is to be renewed. Exceptions to this rule are rare, but may be granted by the Graduate Director and Department Head where special circumstances warrant.

- All Ph.D. students who do not pass the second-year paper requirement by May of the third year of study will be ineligible for funding from the Department beyond the third year.

- All teaching associates and assistants who are teaching are required to use teaching evaluation questionnaires. Satisfactory evaluations are required for continuation of assistantships.

- All teaching associates and assistants who are teaching should meet all classes as scheduled. If it is absolutely necessary to miss a class, teaching assistants should notify the faculty with whom they work and arrangements should be made for another teaching assistant to
substitute. Graduate teaching associates should notify the Department Head and discuss arrangements made. All classes missed must be reported.

- Teaching assistants, regardless of whether engaged in classroom instruction, must attend all course lectures. The lone exception to this is when the lecture time conflicts with a graduate economics course the teaching assistant is taking.

- All graduate assistants will be evaluated by those who supervise their work at the end of each semester. A rating of “meets expectation” is typically required for continuation of assistantships.

### 4.2. Evaluation and mentoring of teaching associates

Teaching associates have the special opportunity to teach their own courses. To help prepare teaching associates, as well as maintain the quality and consistency of regularly offered courses, each undergraduate course has a faculty mentor associated with it. The mentor assigned to a course will be responsible for supervising any graduate student teaching the course, unless other arrangements have been made. The responsibility of the course nevertheless lies with the student.

Shortly after being notified of their assignment, teaching associates should meet with their faculty mentor. The course textbook(s) are chosen by the faculty mentor, unless the student and mentor agree to adoption of alternative textbook(s). Prior to the start of the course, the syllabus and related course content must be approved by the faculty mentor. In addition, the mentor is expected to attend the course at least once during the semester and provide feedback to the student. In the event that the mentor identifies significant improvement is needed, the mentor should attend a second time. Aside from these established practices, teaching associates are encouraged to seek guidance from the faculty mentor, and other faculty, as needed.

### 5. Requirements for the Doctor of Philosophy Degree (Ph.D.)

Requirements for the Ph.D. in Economics are given in this section. Note that these are minimum requirements. As the Ph.D. is preparation for a career as a professional economist, students may find it valuable to take complementary courses in mathematics, statistics, finance, agricultural & resource economics, or other areas. Students will also find it valuable to regularly attend and participate in Department seminars and brown bag workshops.

All students should work closely with the Graduate Director and other faculty in selecting courses to satisfy the requirements for the Ph.D. Those students who enter the program with an M.A. (or other graduate work) from another school will need to work with advisors to determine how much of that work can be applied toward the UT requirements. The final decision on such matters will rest with the Graduate Director and the Graduate Committee.
5.1. Course requirements

The general requirements for completion of the Ph.D. include core coursework, at least two fields of specialization, electives, and dissertation credits.

**Required Coursework at a Glance:**

<table>
<thead>
<tr>
<th></th>
<th>Credits</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core</td>
<td>21 Hours</td>
<td>Summer / 1st Year</td>
</tr>
<tr>
<td>Fields of Specialization</td>
<td>12 Hours</td>
<td></td>
</tr>
<tr>
<td>Economics Electives</td>
<td>6 Hours</td>
<td></td>
</tr>
<tr>
<td>Graduate Electives*</td>
<td>9 Hours</td>
<td></td>
</tr>
<tr>
<td>Dissertation</td>
<td>24 Hours</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>72 Hours</strong></td>
<td></td>
</tr>
</tbody>
</table>

* This requirement does not apply to those students who have completed a master’s degree prior to enrollment in the Ph.D. program.

**Core Courses:** Students are required to complete core sequences in microeconomic theory, macroeconomic theory, and quantitative methods. The core courses are as follows:

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Econ 581</td>
<td>Mathematical Methods &amp; Economics</td>
<td>3</td>
<td>Summer / 1st Year</td>
</tr>
<tr>
<td>Econ 511</td>
<td>Microeconomic Theory I</td>
<td>3</td>
<td>Fall / 1st Year</td>
</tr>
<tr>
<td>Econ 513</td>
<td>Macroeconomic Theory I</td>
<td>3</td>
<td>Fall / 1st Year</td>
</tr>
<tr>
<td>Econ 582</td>
<td>Elements of Econometrics I</td>
<td>3</td>
<td>Fall / 1st Year</td>
</tr>
<tr>
<td>Econ 512</td>
<td>Microeconomic Theory II</td>
<td>3</td>
<td>Spring / 1st Year</td>
</tr>
<tr>
<td>Econ 514</td>
<td>Macroeconomic Theory II</td>
<td>3</td>
<td>Spring / 1st Year</td>
</tr>
<tr>
<td>Econ 583</td>
<td>Elements of Econometrics II</td>
<td>3</td>
<td>Spring / 1st Year</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>21 Hours</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Students must complete Econ 581 with a grade of B or better; and complete Econ 582 and Econ 583 with a GPA of 3.0 or better, or by qualifying examination. NOTE: Econ 581 begins in early August, prior to Fall semester courses. Incoming students should plan accordingly.

**Fields of Specialization:** The Department offers four fields of specialization. Students are required to complete at least two fields of specialization, and are encouraged to take courses in other fields or through other departments in order to fulfill credit hour requirements. Available fields and required courses are as follows:

- Environmental Economics – Econ 677, 678
- Industrial Organization – Econ 631, 632
- International Economics – Econ 621, 622
- Public Finance – Econ 671, 672

Successful completion of a field of specialization requires: (1) a GPA of 3.25 within the field; and (2) a minimum grade of B in each course.
**Electives:** Students are required to complete with a grade of B or better two elective courses in economics at the 500 level or above, outside the core subject areas and outside the two chosen fields of specialization. Students must also complete a sufficient number of graduate electives (in economics or other fields) to bring their total hours of coursework to 48 hours beyond the bachelor’s degree or 24 hours beyond the master’s. Economics course offerings outside of the core and fields of specialization vary from year to year based on faculty and student interests. Courses that are routinely offered include:

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Econ 611  Topics in Theoretical and Applied Microeconomics
Econ 612  Experimental and Behavioral Economics
Econ 682  Advanced Topics in Cross-Section Econometrics
Econ 683  Time Series Econometrics
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**Dissertation:** Students must also complete at least 24 hours of Econ 600 (Dissertation), and students must continually register for at least 3 credits of Econ 600 in all subsequent terms after the first hours of Econ 600 are completed.

### 5.2. Qualifying examinations

Students must demonstrate proficiency in theory by successfully passing the microeconomic theory and macroeconomic theory qualifying exams. Students must sit for these examinations in the early summer immediately following their first year of study. To sit for the examinations, students must first complete the relevant coursework in the core (Econ 511, 512, 513, 514) or petition the Graduate Committee for exemption from these courses. Students who fail one or both of these qualifying examinations will have a second opportunity to pass them in late summer before the beginning of the second year in the program. Copies of past exams are available upon request.

**NOTE:** Students failing any qualifying examination must retake the examination the next time it is offered. Failing a qualifying examination for the second time will ordinarily result in dismissal from the program. However, a qualifying examination may be taken a third time with approval of the Department. Students must file a petition with the Graduate Director who will convene the graduate committee to consider the merits of the petition. Extenuating circumstances are generally needed to warrant approval to sit for a third examination. Failing a qualifying examination for a third time will result in dismissal from the program.

### 5.3. Second-year research paper

Students are required to write a second-year research paper, on a topic of their choosing, as part of the degree requirements. The submission deadline is July 29th of the summer following the second year of study. Students who do not pass upon their first submission, which includes students who fail to meet the deadline, must submit a suitable paper (revision) by December 1 of the same calendar year. Students who have made sufficient progress are urged to submit their papers prior to the deadline(s). However, students with early submissions will not be given special consideration in the evaluation process (e.g. they will not be granted additional attempts to pass).
Students failing to pass the requirement by May of the third year of study will generally be dismissed from the program. However, as with all other rules and policies governing the graduate program, a third opportunity may be granted upon successful appeal to the Graduate Committee. Students must file a petition with the Graduate Director who will convene the Graduate Committee to consider the merits of the petition. Extenuating circumstances are generally needed to warrant approval for a third opportunity. Failing the paper requirement for a third time will result in dismissal from the program.

Students are encouraged to work with and discuss their papers with faculty members. Indeed, prior experience suggests that early and frequent interaction with faculty members is vital to passing the paper requirement. Similar to a paper appearing in a thesis or dissertation, faculty members may be co-authors but the student must be the primary author. In the event of collaborative work, it is important that the student take responsibility for all aspects of the writing and analysis (theoretical or empirical).

Second-year papers may stem from coursework, for example a proposal or draft paper assignment. One proven (and efficient) path to success is to take seriously research-related assignments in courses and then fully expand one paper idea/proposal/draft to fruition.

Students should begin discussing possible paper ideas with faculty members soon after entering the program. Presentations in brown-bag workshops or other venues are also strongly encouraged before submission of the paper. To encourage these activities, submitted papers must include a cover sheet with names of faculty members who have advised or mentored the project and/or who have read prior drafts, and a listing of dates for prior brown-bag or other presentations of the research. Submitted papers with no faculty members listed or no prior presentations will have a lower probability of meeting the requirement.

Research papers will be evaluated by a committee of faculty members designated by the Graduate Director and Department Head. An acceptable paper is one that is well-motivated, addresses an important issue, meaningfully contributes to the research literature, and is complete. In contrast, failing papers have tended to be ones that are difficult to understand, make no contributions to the body of knowledge, include unproven propositions, have serious empirical or theoretical flaws, or incomplete analysis. An acceptable paper need not be a long paper. Suggestions for organizing the second-year paper appear below.

**Applied Paper**

- **Introduction** – Describe the issue and why it is an important area to study.
- **Literature Review** – Survey the existing literature on the issue and describe why your contribution extends the literature or fills gaps within the literature.
- **Model** – Develop the model that you will use to analyze the issue and derive the implications.
- **(For an experimental paper) Experimental Design** – Describe how the experiment will be done, with instructions and supporting documents in appendices.
- **Data** – Describe the evidence you will use to test the model and discuss any possible problems with measurement error.
Empirical Methods and Results – Describe your estimation procedure, report the results, and explain how well they fit or refute the model.

Conclusion – Summarize the results, explain why they are important, and what conclusions you can draw from the research.

Theoretical Paper

- Introduction – Describe the issue and why it is an important area to study.
- Literature Review – Survey the existing literature on the issue and describe why your contribution extends the literature or fills gaps within the literature.
- The Model – Develop the fundamental modeling framework.
- Theorems/Propositions, Lemmas and Proofs – Modern papers typically give intuitive descriptions of the findings, as well as more formal statements of findings in the form of theorems and lemmas, and proofs.
- Conclusion – Describe how the results enhance the literature and make suggestions for further research.

5.4. Admission to candidacy

Upon approval of the third-year paper, students will be admitted to candidacy. Admission to candidacy must be applied for and approved by the doctoral committee and by the Graduate School at least one full semester prior to the date the degree is to be conferred. To be admitted to candidacy all incompletes in courses must be removed and a B average in all graduate course work must have been achieved. Each student is responsible for filing the admission to candidacy form (see Appendix B).

5.5. Dissertation

Students are required to complete a doctoral dissertation and to defend it successfully before the faculty. Normally, dissertation research will be done in one of the two (or more) fields in which the student has established competence as described above. The student is responsible for selecting a major professor (i.e. dissertation supervisor, who will often be the faculty advisor) and in consultation with the major professor should select a dissertation committee. The committee must include at least four faculty members who hold the rank of Assistant Professor or above. Three of the committee members, including the major professor, must be approved by the Graduate Council to direct doctoral research. At least one member of the committee must be from a department other than economics and be approved to direct doctoral research. This committee must be approved by the Department Head and by the Graduate School. With the approval of the Department Head, an external advisor from another college or university may be invited to join the committee. The Department will assume the cost of bringing the advisor to campus for the defense of the dissertation.

Following approval of the committee, the student should submit a written dissertation proposal to all members of the committee. The major professor will then work with the student to arrange an oral defense of the proposal. Dissertation proposals may vary considerably in length and complexity. Some may be relatively brief plans for research to be undertaken; others will be longer and more detailed accounts of work already underway. The student and the supervisor
should determine at what stage the proposal is to be presented to the dissertation committee. However, in all cases students should consult regularly with their committee about their progress in formulating a defensible proposal. Failure to do so may result in loss of continued financial support (see below).

The dissertation proposal should normally be defended within a semester following the successful completion of required course work. Ideally, students will defend their proposal before their fourth year of study.

Successful defense of the dissertation itself should normally take place within 12 months following the defense of the proposal. Defense of the dissertation takes the form of an oral examination which all members of the dissertation committee must attend and to which all members of the university community are invited. The final draft of the dissertation must be distributed to all committee members at least two weeks prior to the date of a final oral examination which should be scheduled in accordance with Graduate School requirements. The dissertation itself must be prepared according to the regulations in the UT Guide to the Preparation of Theses and Dissertations. A bound copy must be presented to the Department. Tradition also dictates that additional copies are given to members of the dissertation committee.

Students are strongly encouraged to periodically consult with all members of their committee, and not simply their dissertation supervisor. History suggests that less involved committee members tend to raise serious concerns during proposal and dissertation defenses, and this can lead to unanticipated delays. Just as important, good suggestions from committee members may come too late to be valuable to the research.

5.6. Recommended progress for completion of degree

The Ph.D. program is designed so that students can realistically complete the degree in four or five years. Across the profession, the average time-to-degree is closer to five years. And, although we discourage students to go beyond a fourth year, in some cases we realize that this is justified, for example when students conduct important research outside their dissertation or strive to publish papers to increase their marketability. Note that students receiving financial aid from the Department are not automatically guaranteed a fifth year of funding.

First Year
- Receive grades of B or better in all of your core courses. This is a minimum bar, and grades of B or below usually indicate that a student needs to do significant work to enhance his or her skills to be able to pass the relevant qualifying examination.
- International students must pass the OPIc.
- Pass the qualifying exams in the summer following the first year.
- Attend regularly the Department’s Brown Bag workshops and Greer seminars.

Second Year
- Perform well in the second-year coursework, which typically includes taking the first half of the chosen fields of specialization. Most students also take one or both of the advanced econometrics courses (Econ 682, 683).
• Participate in the College’s teaching workshop (BA 610), which is offered in early summer, if you intend to teach your own courses.
• Choose a major professor by the end of the Spring semester.
• Talk to faculty and establish contacts to develop a dissertation committee.
• Students wishing to earn an M.A. submit to the Graduate School the relevant forms (see Appendix B).
• Attend regularly the Department’s Brown Bag workshops and Greer seminars.
• Consider presenting research at Brown Bag workshop.
• Successfully complete the second-year paper in the summer.

Third Year
• Complete fields of specialization and other relevant coursework.
• Defend dissertation proposal.
• Attend regularly the Department’s brown bag and Greer seminars.
• Present research at Brown Bag workshop and/or professional conferences.
• Begin submitting papers for publication consideration.

Fourth/Fifth Year
• Submit job market packet and complete job market paper early Fall semester.
• Contact members of dissertation committee to write letters of recommendation and help you in your job search.
• Present job market paper in a Greer seminar.
• Defend dissertation in late Spring / early Summer.
• Continue to send papers out for publication.
• Present research at professional conferences.
• Submit all forms related to graduation (see Appendix B).

6. Requirements for the Master of Arts Degree (M.A.)

A student may choose either the thesis or non-thesis option for the M.A. The thesis option requires 30 hours of course work at the 400 level or above, including at least 24 hours at the 500 or 600 level (no more than 6 hours of which may be thesis hours). Of the remaining 18 hours at the 500 level or above, at least 15 must be in economics and must include 511-12 and 513-14. A maximum of 6 hours may be in an area other than economics.

Students who choose the thesis option should select a faculty advisor who will serve as major professor of the thesis committee. In consultation with the major professor, two additional faculty members at the rank of assistant professor or above should be asked to serve on the committee. The final draft of the thesis must be distributed to all committee members at least two weeks prior to the date of a final oral examination which should be scheduled in accordance with Graduate School requirements. The thesis must be prepared according to the UT Guide to the Preparation of Theses and Dissertations. One copy of the thesis should be given to the Department. Traditionally, committee members are also provided copies.
The non-thesis option requires 30 hours of coursework at the 400 level or above. Of these, 24 hours (at least 18 or which are in economics) must be at the 500 level or above. Of the 18 hours in economics at the 500 level or above, 12 must consist of 511-12 and 513-14. Of the 30 hours, a maximum of 9 hours in courses approved by the Department may be taken in fields other than economics. Students electing the non-thesis option must pass, at the MA-level or higher, the qualifying examination in either microeconomics or macroeconomics.

Students may enter the program with the goal of earning an M.A. Other students may complete the M.A. during the process of working toward the Ph.D. In the latter case the student completes the “Request for Concurrent Master’s Degree” form, which signals to the Graduate School that the intention is to remain in the Ph.D. program. Students have six calendar years from the time of enrollment in the Graduate School to complete the M.A.

7. Requirements for the M.A. or Ph.D. with a Minor in Environmental Policy

The program is designed to give Master’s and Doctoral level graduate students an opportunity to develop an interdisciplinary specialization in environmental policy. While administered through the Political Science Department, the program is coordinated by a committee of representatives from the following participating departments and programs – Agricultural & Resource Economics; Civil and Environmental Engineering; Ecology and Evolutionary Biology; Economics; Forestry, Wildlife and Fisheries; Geography; Management; Political Science; and Sociology.

Students may request admission to the minor following admission to a graduate program in one of the participating departments. Students in good standing in one of these programs may apply for admission to the minor in environmental policy. The coordinating committee will consider the admission of interested students. Applicants should have a background in both natural and social sciences evidenced by prior course work or experience.

One course in environmental studies from the student’s major discipline and one course in quantitative methods are required. These requirements may be fulfilled before or after admission to the minor. All students admitted to the minor will be required to register for POLS 549 and to complete the following courses.

- A choice of EEB 421 or EEB 484 or another Ecology and Evolutionary Biology course with the consent of the program coordinating committee or GEOG 433 or approved equivalent as determined by the program coordinating committee.
- 6 hours of course work outside the major discipline approved by the coordinating committee.

Doctoral students seeking a minor in environmental policy must also complete, in addition to above, a policy-relevant dissertation approved by the coordinating committee.
8. Seminars

The Department runs two seminar series. The first is the Brown Bag Research Workshop, which
meets most Wednesdays of the semester from noon to 1 pm. Typically, about half of the
seminars are from Faculty and the other half are from graduate students. Graduate students have
priority and are encouraged to participate. At the end of each semester, the student who gives the
best presentation (based on Faculty vote) receives a prize.

The second is the Greer Seminar Series, which meets around 8 to 10 times a semester. Greer
seminars are typically held on Monday afternoons, and feature prominent faculty from other
institutions. Past speakers have included editors and co-editors of prominent economics journals,
key members of professional associations, and Nobel Laureates. Job market candidates, whether
current students or persons the Department is considering for an open position, are also featured.
In most cases time is set aside for the seminar speaker to meet with graduate students.

Although there is not an official attendance policy per se, unless the student has a legitimate
conflict, it is expected that students attend all Brown Bag workshops and Greer seminars.

9. Registration and Advising

9.1. Advising

The Graduate Director serves as advisor for all entering graduate students. Initial meetings with
the Graduate Director will typically be scheduled in early August. Ph.D. students must identify a
faculty advisor by the end of the Spring semester of the second year. This faculty member will
then assume primary responsibility for advising the student and will work with the Graduate
Director in organizing the student's program of study. All students will continue to consult with
the Graduate Director at least once per year, typically during the summer. The faculty advisor
normally should be a faculty member who shares research interests with the student. Typically,
though not necessarily, the faculty advisor will serve as major professor of the student's
dissertation (or thesis) committee.

Copies of course syllabi are available in the Department and may be reviewed by students who
are choosing courses and fields of specialization. Students may also find it helpful to review
course syllabi, available on the Department web site, to determine areas of faculty interest and
specialization. Ongoing dialogue with faculty and other students in the Department can be very
helpful in guiding students to fields of study.

Any changes in registration (drops, adds, or changes in type of credit) must be approved in
advance. All petitions (see below) should be addressed to the Graduate Director.

The Department Head and the Graduate Director may call special meetings with graduate
students several times during the year. All graduate students are expected to attend unless there
are class (or other binding and excusable) conflicts.
9.2. Registration procedures and guidelines

With the exception of incoming students for the first semester of study, it is the student’s responsibility to register for classes. Registration is done through MyUTK (http://my.utk.edu). It is recommended that students consult with the Graduate Director prior to registration.

The maximum course load for a graduate student is 15 hours per semester; 9 to 12 hours is considered a full load. A student who has a full-time (i.e., 50 percent or 20 hours per week) graduate assistantship is not allowed by the graduate school to take more than 11 hours; 9 hours is the typical course load. An exception to this occurs for all students in the fall of their first year of study, when they typically register for 581 (offered during August) and 511, 513, and 582 (offered during the fall semester). Students may not otherwise register for more than 9 hours without approval from the Graduate Director (see Financial Support section for minimum registration requirements for those receiving financial assistance).

Until students begin completing hours of 500 (Thesis) or 600 (Dissertation), they must register for 502 (Use of Facilities) in all terms in which no other courses are taken. Failing to register for 502 may place certain benefits (e.g., health insurance, library privileges) in jeopardy. All changes in registration (drops, adds, and change to audit) should be approved by the Graduate Director in advance. The deadline for a change of registration is approximately 35 calendar days after the first day of classes each semester. Graduate students are not allowed to repeat a course for the purpose of improving upon a grade that has already been received.

10. Standards, Problems, and Appeals

10.1. Continuation and termination

The Graduate School will place a student on probation if their cumulative GPA falls below 3.0. A student will be allowed to continue graduate study in subsequent semesters if each semester's grade point average is 3.0 or greater. If a student is on academic probation and fails to earn at least a 3.0 GPA in the next semester, that student's status as either a degree or non-degree seeking student will be terminated. Registration for courses in a department from which a student has been dismissed will not be permitted except by written authorization from the Department.

Students on probation must consult with the Graduate Director in choosing courses. To continue in good standing in the Department, it will be necessary that a minimum GPA of 3.0 be earned in graduate courses in economics or in courses approved in advance by the Graduate Director. (Students on assistantship must maintain a GPA of 3.25 or better in order to avoid departmental probation, as described above.) Unless prior approval has been given, a student on probation should take a full load of courses (9-12 hours) during the probationary semester. (Students on assistantship are not permitted to take more than 11 hours of coursework.)

Aside from failing to adhere to GPA requirements, the most common reason for early termination from the Ph.D. program is failure to pass one or both theory qualifying examinations. In many cases, students elect to fulfill the requirements for the M.A.
10.2. Course grades of “incomplete”

An incomplete (I) is a temporary grade indicating that the student has performed satisfactorily in the course but, due to unforeseen circumstances, has been unable to finish all requirements. An incomplete is not given to enable a student to do additional work to raise a deficient grade. The University requires that all incompletes must be removed within a year. If a supplementary grade report has not been received in the Graduate Admissions Office in time, the incomplete will be changed to an F. The course will not be counted in the cumulative grade point average until a final grade is assigned. No student may graduate with an incomplete on their academic record.

Departmental policy specifies that when grades of incomplete are recorded the faculty member and the student should have agreed upon a time and a method for removal of the incomplete. All incompletes should be removed as soon as possible.

10.3. Student conduct

The Department and the university expect graduate students to be absolutely committed to academic honesty and integrity. Academic cheating or plagiarism will not be tolerated and are grounds for expulsion from the university. A graduate student guilty of academic dishonesty will have her/his assistantship terminated (with the required one-month notice).

10.4. Department appeals process

Students have the right to appeal grades and the results of qualifying and other examinations, and to file grievances concerning the interpretation and adherence to University, College, and Department policies and procedures. Broadly interpreted, just about any outcome or requirement the student is in disagreement with can be disputed. According to University policy, the first appeal should be made within 30 days after the incident that occasions the appeal; e.g. a dispute over a course grade needs to be made within 30 days of when the final grade has been posted. It is strongly recommended, however, that appeals be made within 2 weeks. This is particularly important as, for example, some faculty are likely to have scheduling conflicts when classes are not in session.

It is highly recommended that students begin their appeal process at the lowest, relevant level. This avoids delays and unnecessary tensions among the parties involved. Disputes over grades should first be addressed with the course instructor. Disputes over qualifying exams or the third-year paper should be first discussed with the examination committee. Grievances about degree requirements and department policy should be made to the Graduate Director. A student that is not satisfied with the initial outcome can proceed up the basic hierarchy: Faculty, Graduate Director, Graduate Committee, Department Head.

There is no official form required for an appeal. When made at the level of the faculty or Graduate Director, in most cases the appeal can be handled in person or via email. Appeals made to the Graduate Committee, the common one being a request to take a qualifying examination or submit a second-year paper a third time, should be made in writing. There is no standard form, but the request should be typewritten and include any relevant information the student wishes the
Committee to take into consideration. It is recommended that appeals to the Department Head be made in writing.

10.5. University appeals procedure

A student who is not satisfied with appeals made through the Department has the right to appeal at higher levels. If the appeal is denied or is determined to be outside the purview of the department, the student may appeal in writing to the Dean of the College within 30 days of the departmental decision.

If the student wishes to appeal the decision of the College, he or she may file a formal appeal with the Graduate Council Appeal Committee through the office of the Assistant Dean of the Graduate School within 30 days of the college decision. If the head or dean does not respond within 30 days of receiving the student’s written appeal, the student should take the appeal to the next level. The most pertinent information regarding a University appeal appears below. More details can be found at [http://gradschool.utk.edu/studappresrce.shtml](http://gradschool.utk.edu/studappresrce.shtml).

Students may appeal grades only on the basis of one or more of the following allowable grounds: (1) A clearly unfair decision (such as lack of consideration of circumstances clearly beyond the control of the student, e.g., a death in the family, illness, or accident); (2) Unacceptable instruction/evaluation procedures (such as deviation from stated policies on grading criteria, incompletes, late paper examinations, or class attendance); (3) Inability of the instructor to deal with course responsibilities; or (4) An exam setting which makes concentration extremely difficult.

Students with grievances related to race, gender, religion, national origin, age, or handicap should file a formal complaint with the Office of Equity and Diversity with a copy to the appropriate academic department head.

The student with a grievance to be appealed concerning grades, policies, or procedures must first follow the existing Departmental procedure. At a minimum, the student must confer with the appropriate faculty member, advisor and/or major professor, the Director of the graduate program, and then, if the issue remains unresolved, with the department head. The formal appeal to the Graduate Council Appeals Committee must include the following written documentation:

- Name of student filing the appeal.
- Program in which the student is enrolled.
- Name of student’s major advisor.
- Current contact information for the student.
- Brief statement of the decision being appealed and the grounds for the appeal.
- Name and position (title and relationship to student) of the person(s) to whom the original appeal was made and date of the original appeal.
- Copies of the original statement of appeal, supporting documents clearly stating the reasons on which the appeal is based, and a statement of what remedy is being sought.
- Copies of all official statements concerning the grievance proceedings held at the departmental and college levels and the decisions rendered in these earlier appeals, including the response by the person(s) to whom the appeal was first made.
• Statement of why the previous decisions are in error.
• Release signed by the student to allow the appeal documents to be shared with members of the Appeals Committee.

It is the student’s responsibility to make the case for the appeal. That is, the student should clearly indicate in the matter of a grade appeal one or more of the allowable reasons for appeal listed above and in the matter of an appeal of policies and procedures one or more indications of how proper policy or procedure was not followed.

To initiate the formal appeals procedure at the Graduate Council level, the student must submit a letter of appeal containing all the above information to the Assistant Dean of the Graduate School with copies to the department head and dean of the student’s college. The Assistant Dean will promptly forward the material to the Chair of Appeals of the Graduate Council. The Chair will then appoint two other members of the Graduate Council Appeals Committee to serve on an appeals panel along with a graduate student member. The Assistant Dean will distribute all materials to these members of the Appeals panel, and will convene the members at the earliest opportunity. The Appeals Panel will at this meeting record by majority vote whether or not a hearing concerning the appeal should be held or if the appeal should be denied. The Appeals Committee will notify the Dean of the Graduate School of its decision in a timely manner.

10.6. Compliance with legal requirements for research

The Institutional Review Board (IRB) regulates all research activities involving human subjects on the UT Knoxville campus. The IRB is a committee appointed to ensure rights, safety, and welfare of human research subjects; ensure compliance with all applicable federal and state laws/regulations; and conduct ethical reviews of human research activities including initial, continuation, modification, unanticipated problems and alleged noncompliance. Its primary responsibility is to assure UT Knoxville researchers operate within the provisions of the Federalwide Assurance of Compliance filed with the U.S. Department of Health and Human Services (DHHS) Office for Human Research Protections (OHRP).

In economics, the vast majority of applied research involves human subjects in some capacity. The most common cases when IRB approval needs to be obtained are:
• Survey research (including a pilot survey).
• Laboratory and field experiments (including pilot experiments).
• Analysis of secondary data (from surveys, experiments, or other sources).

Gaining approval for pilot studies and for analyses involving secondary data (i.e. data somebody else collected) is often overlooked. If you wish to analyze data from the Panel Study of Income Dynamics you need to obtain prior IRB approval. If you want to test something out quickly in the experiment lab, even if you give students extra credit rather than money, you need to obtain prior IRB approval.

Thus, for research involving human subjects it is the rule that you need to obtain permission from the IRB prior to undertaking any research. The exception to this rule is research undertaken for purely pedagogical purposes. This can include a classroom experiment or survey. To be
exempt from IRB approval, however, data collected/analyzed can never be used for publication, presented off-campus, or be part of a broader non-exempt research project (remember, pilot studies need approval). NOTE: It is the policy of the UT Experimental Economics Laboratory that IRB approval is obtained prior to conducting any experiment.

To obtain IRB approval you need to either submit a Form A (Certification for Exemption from IRB Review for Research Involving Human Subjects) or Form B (Expedited and Full IRB Review) to the Office of Research. Form A is used in situations where the researcher can completely ensure anonymity of information on human subjects (this is usually the case when using secondary data). Form B is used in other situations (usually the case for primary data collection). These forms, along with instructions, can be found at http://web.utk.edu/~utkor/forms/index.shtml#c4.

Prior to submitting either Form A or Form B to the Office of Research, it is reviewed and signed by both the Department Review Committee (DRC) Chair and the Department Head. Two copies of the signed form should be made, with one going to the DRC Chair and the other placed in a Department file. The form including original signatures is then sent to the Office of Research (hand delivery is recommended).

The vast majority of economics IRB applications are exempt from review of the full IRB board. In most cases formal approval can be obtained in about a month.

11. Job Placement Information

Students who have diligently completed Department requirements have the right to expect assistance in finding suitable employment following the award of a degree. It will be the responsibility of the Graduate Director and of the Department Head to inform graduate students of the nature of the job market and to inform them of sources of job information. Students who are leaving the program with an M.A. are urged to consult the University Placement and Career Planning office for assistance in finding employment. Those who leave the program with a Ph.D. will find information on academic jobs contained in Job Openings for Economists (JOE, available on the web at www.aeaweb.org/joe).

The Department will maintain a file containing basic academic records and teaching or research evaluations for several years following the award of a graduate degree. The Department will also compile each fall a list of students who are in the final stages of completing their dissertation or have completed it within the previous year. Students must have defended a proposal, or have a proposal defense scheduled by October 31, to be included in this list. This list, which will include the dissertation title, fields of specialization, and name of the dissertation supervisor will be distributed to a large number of colleges and universities. Students should prepare a CV that will be included in the booklet. This CV should use the standard departmental style.

Students who wish to participate in the formal academic job market, which includes taking part in job screening interviews at the Allied Social Sciences Association (ASSA) in early January,
must present their job market paper as part of our Greer Seminar Series during the Fall semester. This is intended to be a practice job talk through which faculty can provide assistance to improve the quality of the research and its presentation. The seminar also serves as a commitment device to ensure that job candidates prepare early for the job market.

11.1. Initial placements of recent graduates

The Department maintains and posts a list of job placements of Ph.D. recipients, which can be found here: [http://econ.bus.utk.edu/current/graduate.htm](http://econ.bus.utk.edu/current/graduate.htm). In recent years we have placed graduates as tenure-track assistant professors at University of Alberta, Virginia Commonwealth University, Furman University, Belmont University, Creighton University, Bates College, Winthrop University and elsewhere. We have also placed students well in government and industry, including Joint Committee on Taxation of the US Congress, US Government Accountability Office, Central Bank of Jordan, US Department of Defense, and CVS Caremark.

Most of our M.A. recipients find employment prior to graduation or go on to Ph.D. programs at Tennessee or elsewhere. Below is a partial placement listing for recent graduates:

- Marriott Business Services
- Sequent Energy Management
- Center for Business and Economic Research (UT)
- Department of Energy (ORNL)
- Centra Technology
- International Trade Administration
- Tennessee Valley Authority
- UT College of Business Administration

12. Graduate Faculty Areas of Specialization


Harris, Matthew, Ph.D., University of North Carolina. Fields of interest: Health Economics, Labor Economics, Applied Microeconomics


Wanamaker, Marianne, Ph.D., Northwestern University. Fields of interest: Labor Economics, Economic History.

Faculty web pages can be accessed through: http://econ.bus.utk.edu/Faculty.html.
13. Contact Information

Department Head
Name: William Neilson
Office: 509 Stokely Management Center
Phone: 865-974-1691
Email: wneilson@utk.edu

Director of Graduate Studies
Name: Christian Vossler
Office: 523 Stokely Management Center
Phone: 865-974-1699
Email: cvossler@utk.edu

Graduate Program Assistant
Name: Sherri Pinkston
Office: 505A Stokely Management Center
Phone: 865-974-3303
Email: spinksto@utk.edu

Program Research Specialist
Name: Susan McGee
Office: 505A Stokely Management Center
Phone: 865-974-3305
Email: smcgee@utk.edu

The fax number for the Department is: 865-974-4601.

The general Department mailing address is: Department of Economics, 505A Stokely Management Center, Knoxville, TN 37996-0550
Appendix A: Important Web Pages for Graduate Students

- American Economic Association (AEA)  
  http://www.aeaweb.org/

- Behavioral Economics Research Group (BERG)  
  http://econ.bus.utk.edu/berg/berg.htm

- Best Practices in Teaching  
  http://gradschool.utk.edu/orientation/teaching.shtml

- Center for Business and Economic Research (CBER)  
  http://cber.bus.utk.edu/

- Center for International Education  
  http://web.utk.edu/~globe/index.php

- College of Business Administration  
  http://bus.utk.edu/cba/

- Counseling Center  
  www.utk.edu/counselingcenter

- Department of Agricultural & Resource Economics  
  http://economics.ag.utk.edu/

- Department of Economics  
  http://econ.bus.utk.edu/

- Funding, Fellowships, Assistantships for Graduate Students  
  http://gradschool.utk.edu

- Job Openings for Economists (JOE)  
  http://www.aeaweb.org/joe/

- Graduate School  
  http://gradschool.utk.edu

- Graduate Catalog  
  http://diglib.lib.utk.edu/dlc/catalog/index.html

- Graduate Student Appeals Procedure  
  http://gradschool.utk.edu/studappresrce.shtml
- Graduate Student Senate  
  http://web.utk.edu/~gss

- Graduate and International Admissions  
  http://graduateadmissions.utk.edu/

- Housing  
  http://gradschool.utk.edu/housing.shtml

- International House  
  http://web.utk.edu/~ihouse

- Judicial Affairs  
  http://web.utk.edu/~osja/

- Library Website for Graduate Students  
  http://www.lib.utk.edu/refs/gradservices.html

- MyUTK  
  http://my.utk.edu/

- Office of Equity and Diversity  
  http://oed.utk.edu

- Office of Information Technology (OIT)  
  http://oit.utk.edu/

- Office of Minority Student Affairs/Black Cultural Center  
  http://omsa.utk.edu

- Research Compliance/Research with Human Subjects  
  http://research.utk.edu/compliance/

- SPEAK Testing Program  
  http://gradschool.utk.edu/speaktest.shtml

- Thesis/Dissertation Website  
  http://web.utk.edu/~thesis/

- UT Student Handbook – Hilltopics  
  http://dos.utk.edu/hilltopics/

- VolAware  
  http://volaware.utk.edu
Appendix B: Important Deadlines and Forms

Important Deadlines (examples based on 2012-13 academic year):
Note: exact dates vary slightly from one year to the next. Please check the Graduate School website (http://gradschool.utk.edu/ddategraduation.shtml) for current deadlines.

Fall 2012 graduation deadlines
• Doctoral Committee Appointment form (Ph.D. only): prior to August 7
• Admission to Candidacy form: August 7
• Submit Graduation Application online at MyUTK: August 7
• Pay graduation fee: September 17
• Submit Scheduling of Defense of Dissertation form (Ph.D. only): November 5
• Defend thesis/dissertation: November 12
• Submit final copy of thesis/dissertation: November 26
• Submit Report of Final Examination: November 26
• Verify removal of incompletes for graduation: December 4

Spring 2013 graduation deadlines
• Doctoral Committee Appointment form (Ph.D. only): prior to December 4
• Admission to Candidacy form: December 4
• Submit Graduation Application online at MyUTK: December 4
• Pay graduation fee: December 4
• Submit Scheduling of Defense of Dissertation form (Ph.D. only): March 21
• Defend thesis/dissertation: April 5
• Submit final copy of thesis/dissertation: April 19
• Submit Report of Final Examination: April 19
• Verify removal of incompletes for graduation: April 26

Summer 2013 graduation deadlines
• Doctoral Committee Appointment form (Ph.D. only): prior to April 26
• Admission to Candidacy form: April 26
• Submit Graduation Application online at MyUTK: April 26
• Pay graduation fee: April 26
• Submit Scheduling of Defense of Dissertation form (Ph.D. only): July 12
• Defend thesis/dissertation: July 19
• Submit final copy of thesis/dissertation: August 2
• Submit Report of Final Examination: August 2
• Verify removal of incompletes for graduation: August 9

Graduate Student Senate travel award
• Fall travel (September 1 to January 14): September 1
• Spring travel (January 15 to April 14): January 15
• Summer travel (April 15 to August 31): April 15
Important Forms

M.A. Degree (thesis or non-thesis)
Admission to Candidacy Application*
Report of Final Exam/Defense of Thesis (Pass/Fail) Form*
Graduate School Thesis and Dissertation Approval Form* (for thesis option only)
Application for Graduation (via my.utk.edu under “Student Records” → “Apply to Graduate)
Request for Concurrent Master’s Degree* (if continuing in Ph.D. program only)

Ph.D. Degree
Doctoral Committee Appointment Form*
Department of Economics Proposal Defense Form (available from Department)
Admission to Candidacy Application*
Scheduling Defense of Dissertation Form*
Report of Final Examination/Defense of Dissertation Form
Graduate School Thesis and Dissertation Approval Form*
Application for Graduation (via my.utk.edu under “Student Records” → “Apply to Graduate)

Graduate Student Senate Travel Award:
http://web.utk.edu/~gss/files/Travel%20Award%20Application.pdf

*Form can be downloaded by graduate school at http://gradschool.utk.edu/gradforms.shtml
