Graduate Student Handbook
Food and Resource Economics Department
2012-2013

Note: The handbook is still being revised.
The final version should be up soon!

If you have any questions contact Jess at jherman@ufl.edu

Thanks!
Welcome!

The Food and Resource Economics graduate program provides excellent preparation for successful careers. While the program is demanding, we admit only students who we believe can complete it successfully. Graduate School is one of the most exciting experiences of your life. The friendships you build during your stay here will be with you forever and we are happy that we can be an active part of it.

The staff and faculty in the Food and Resource Economics Department (FRED) take great pride in their commitment to education and our students are our priority. Even though FRED is a large department it manages to successfully maintain a warm, welcoming atmosphere where students, staff and faculty feel as if they are part of a large family. We are a diverse group but we share many commonalities. In the Graduate Program, our door is always open to our students. Please feel free to come by and see us with questions, problems, or just to let us know how you’re doing in your program.

The purpose of this handbook is to provide graduate students with information about the Food and Resource Economics Department and highlight certain policies of the Department and the University. Ultimately the Graduate School sets the rules and politics regarding graduation requirements and deadlines for your program of study. These are published in the Graduate Catalog at http://graduateschool.ufl.edu/academics/graduate-catalog. You should bookmark a copy of this as well as the FRED Graduate Student handbook for reference. It is the department’s policy that the student is required to know University, Graduate School and Department policies. When in doubt, consult with the Graduate Program Student Services for clarification.
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About the Department

The Food and Resource Economics Department is a part of the College of Agricultural and Life Sciences and one of 20 departments and 16 Research and Education Centers. Departmental programs reflect the diversity of Florida’s agriculture which has more than 50 major commodities. The Department has over 400 undergraduate students, over 100 graduate students and 33 faculty members involved in a full range of research, extension, and teaching programs in a wide variety of areas including Agricultural Marketing and Policy, Production/Farm Management, Community/Regional Development, International Trade and Development, Marine Economics, Natural Resource/Environmental Economics, and Labor Economics.

FRED faculty and students have garnered a significant number of awards including teaching awards at the college, university, regional and national levels. FRED undergraduate students have been highly successful in national competitions including three consecutive wins at the American Agricultural Economics Association Quiz Bowl Competitions. Graduate students have been awarded prestigious fellowships and presented papers and posters at national meetings. Three faculty members have received Lifetime Achievement Awards from the Southern Agricultural Economics Association and others have garnered international reputations in diverse fields such as trade policy, leadership development, consumer attitudes towards genetically modified foods and dairy marketing.

The Food and Resource Economics Graduate Program has awarded nearly 1200 graduate degrees since 1916 with its first, the Master of Science, awarded to Harrold Clayton, whose chair was Dr. J. E. Turlington and thesis was titled, “A Study of Some Variations of Japanese Cane, with Special Reference to the Development of the Sugar Content, in Connection with their Use as a Florida Silage Crop.”

History

The discipline of Agricultural Economics has been represented on the UF campus since the arrival of Dr. J. E. Turlington from Cornell University. Dr. Turlington, while trained as an agricultural economist, was named Head of the department of Agricultural Education in 1914 and in 1916 also became Head of Agronomy and Agricultural Engineering. A Department of Agricultural Economics was formed in the teaching college in 1926 with Dr. J. E. Turlington as Head. In 1926, a Department of Agricultural Economics was created in the Agricultural Experiment Station with Dr. C. V. Noble as Head. In the early 1930s economists were also employed in the Florida Agricultural Extension Service. By 1934, however, the two formal agricultural economics departments were merged into one with Dr. Noble as Head. In some respects, the integrated research, extension, and teaching philosophy of the present IFAS organization was initiated by agricultural economists at the University of Florida in 1934.

Faculty in the department have served as members and chairmen of key committees in the College of Agricultural and Life Sciences, Agricultural Experiment Station, Graduate School, University Senate, and State University System. They have served on search committees for Deans, Vice Presidents and University Presidents and have presented testimony on various issues before the US Congress and the Florida Legislature as well as local and state agencies, trade groups and business firms on various economic problems affecting Florida agriculture. FRED faculty have engaged in various development projects in Latin America and the Caribbean as well as Europe, Asia, and Africa, involved in making analyses and recommendations for expanding food supplies and improving efficiency in their agricultural economies.

FRED graduate students have greatly enhanced the reputation of the department with their work in private industry, government, and non-government organizations in areas such as finance, law, politics, insurance, real estate, and education.
The Graduate Degree Programs

The **Master of Agribusiness (MAB)** is a 30-credit hour **non-thesis** degree for students with no background in economics. The curriculum includes courses in management, finance, policy and marketing. The program begins in Summer B and ends the following Summer C. The MAB is not recommended for students interested in the PhD or in careers in research or university teaching. Consideration for admission requires the Bachelor’s degree with minimum GPA of 3.0 prior to enrollment, 300 or higher on the new GRE, and a B or better in the prerequisite courses: Financial Accounting, Statistics, Management and Principles of Microeconomics.

The **Master of Science with Concentration in Agribusiness (MSAB)** is a 30-credit hour **non-thesis** degree designed for students with a background in economics. The curriculum includes microeconomic theory, econometrics, strategic agribusiness management, finance, and policy. This program begins in fall and ends the following fall. Skills learned provide students with a strong competitive advantage when entering the agribusiness industry. Consideration for admission to the program requires the Bachelor’s degree with minimum GPA of 3.0 prior to enrollment, 300 or higher on the new GRE, and B or better in the prerequisite courses: Financial Accounting, Statistics, Calculus, Management, Marketing, Finance, and Intermediate Microeconomics. Undergraduate Econometrics is strongly recommended.

The **Master of Science with thesis** is a 30-credit hour program that prepares graduates for employment as an economic analyst in many and varied settings. Students receive broad training in applied economics as it relates to food production, marketing and trade, regional economics, and natural resource issues and are taught how to use basic economic principles and quantitative data to address common production, marketing, trade, allocation, and resource policy problems. Students learn to conduct quantitative economic analysis, which includes the use of statistics, econometrics, programming models, and survey design and implementation. Consideration for admission to the program requires the Bachelor’s degree with minimum GPA of 3.0 prior to enrollment, 300 or higher on the new GRE, and B or better in the prerequisite courses: Statistics, Intermediate Microeconomics and Calculus. Undergraduate Econometrics is strongly recommended.

**Doctoral studies** provide the student with rigorous training in economics, statistics, and applied quantitative techniques. Students are exposed to core theory and quantitative methods as well as to fields of specialization. Experience is gained in through research and teaching assignments, in dissertation research and publication. The purpose is to prepare the candidate for professional teaching and research careers in education, government and private business. Consideration for admission to the program requires the Bachelor’s and Master’s degrees with minimum GPA of 3.0 in each prior to enrollment, 300 or higher on the new GRE, and grades of B or better in the prerequisite courses: Calculus, Statistics, Microeconomics and Econometrics.
The Master of Agribusiness

Summer B
3-AEB 5188 Economics of Agribusiness Decisions
3-AEB 5516 Quantitative Methods in Agribusiness

Fall
3-AEB 5326 Agricultural Financial Management
3-AEB 6225 Public Policy and the Agribusiness Firm
3-AEB 6385 Management Strategies for Agribusiness Firms

Spring
3-AEB 5757 Strategic Agribusiness Human Resource Management
3-AEB 6183 Agribusiness Risk Management
3-AEB 6675 International Agribusiness Marketing

Summer C
3-AEB 6942 Advanced Applications in Agribusiness Experience (Internship)

Elective course may be taken any semester.

Supervisory Committee

The general duties of the supervisory committee includes informing the student of all regulations governing the degree sought, checking the qualifications of the student, and planning and approving a program of study. Students must choose a supervisory committee by the end of the first semester. The MSAB requires at minimum one supervisory committee member who also serves as Chair. The Chair of the committee must be a graduate faculty member within FRED. Students, for their own reasons, may choose to have additional members. This is optional.

On occasion, a student may request a faculty member at UF or another institution to serve on the committee. The faculty member does not need to be member of the graduate faculty but must have a Ph.D. This individual can be petitioned however if granted, they do not meet the minimum requirements for the number of individuals on the committee. To petition the addition of a special member, the student’s committee chair must submit the individual’s short vitae and a short explanation of the benefit of the individual on the committee, to the graduate office.

No changes in a supervisory committee may be made during a student's final semester without a letter from the committee chair to the Graduate Student Records Office, justifying the change. Any change must be completed prior to the final examination and before the midpoint deadline of the term. Open and frequent communication between the student and the chair of the supervisory committee is a very important part of the graduate experience. Although it is the duty of the supervisory committee to inform the student of all regulations governing the degree sought, this does not absolve the student from the responsibility of being informed concerning these regulations.
Transfer of credit

Students who have taken graduate level coursework as an undergraduate may transfer in a maximum of twelve hours of graduate work, which must be done in the first semester, if they meet the following requirements:

1) Approval of the FRED Graduate Program
2) B or better grade in the course(s)
3) Courses were not used towards the student’s undergraduate degree (with the exception of students officially enrolled in and approved for the Combined Degree Program)

Undergraduate coursework

Graduate students may take a maximum of six credit hours (up to two courses) of undergraduate coursework so long as the courses are 3000-4000 level, letter-graded (no pass/fail or S/U), and not taught within the Food and Resource Economics undergraduate program.

Minor

Students may choose a minor (6 hours) and if so, must include on their committee a faculty member from the minor department. Minimum 3.0 GPA required for the minor.

Internship

The internship is an educational program in which students work with approved employers to improve the skills and knowledge needed in their prospective vocation. In turn, the internship student helps the employing agency of firm meet peak demand for their employees and/or complete special projects. The objectives of the internship include:

1. Provide an opportunity for off-campus learning experience relevant to the student’s degree program
2. Permit students’ independent exploration of their fields of interest.
3. Assist students in establishing career goals related to their specific interests and professional aspirations
4. Prepare students for employment in an agribusiness-related occupation through field training and professional experience
5. Make students aware of additional training/experience necessary to reach their career goals.

A faculty member also serving as the student’s supervisory committee chair must approve the internship in advance. Students should download the “Manual for the Internship Program for the Master of Agribusiness and Master of Science with Concentration in Agribusiness” and read it carefully before embarking on the internship search.

Credit Hour Requirements

The student must complete minimum 30 credit hours of actual letter-graded coursework (not S/U).
Final Term Registration

Students must be registered for a minimum of 3 hours of coursework in fall/spring or 2 in summer during their final semester. Students on assistantship will adhere to the assistantship minimum registration requirements.

Non-thesis Final Exam

The final examination consists of a paper written based on the internship and presentation to the Agribusiness students/faculty. The pass/fail for the final examination is based on the presentation while the letter grade in the AEB 6942 course is based on the quality of the paper.
The Master of Science with Concentration in Agribusiness

Fall 1
3-AEB 6106 Microeconomic Principles and Analysis
3-AEB 6145 Agricultural Finance
3-AEB 6225 Public Policy and the Agribusiness Firm

Spring
3-AEB 6183 Agribusiness Risk Management
3-AEB 6553 Elements of Econometrics
3-AEB 6817 Survey Research Methods for Agribusiness

Summer C
3-AEB 6942 Advanced Applications in Agribusiness Experience

Fall 2
3-AEB 6385 Management Strategies for Agribusiness Firms
6-Electives

Supervisory Committee

The general duties of the supervisory committee include informing the student of all regulations governing the degree sought, checking the qualifications of the student, and planning and approving a program of study. Students must choose a supervisory committee by the end of the first semester. The MSAB requires at minimum one supervisory committee member who also serves as Chair. The Chair of the committee must be a graduate faculty member within FRED. Students, for their own reasons, may choose to have additional members. This is optional.

On occasion, a student may request a faculty member at UF or another institution to serve on the committee. The faculty member does not need to be member of the graduate faculty but must have a Ph.D. This individual can be petitioned however if granted, they do not meet the minimum requirements for the number of individuals on the committee. To petition the addition of a special member, the student’s committee chair must submit the individual’s short vitae and a short explanation of the benefit of the individual on the committee, to the graduate office.

No changes in a supervisory committee may be made during a student’s final semester without a letter from the committee chair to the Graduate Student Records Office, justifying the change. Any change must be completed prior to the final examination and before the midpoint deadline of the term. Open and frequent communication between the student and the chair of the supervisory committee is a very important part of the graduate experience. Although it is the duty of the supervisory committee to inform the student of all regulations governing the degree sought, this does not absolve the student from the responsibility of being informed concerning these regulations.
Transfer of credit

Students who have taken graduate level coursework as an undergraduate may transfer in a maximum of twelve hours of graduate work, which must be done in the first semester, if they meet the following requirements:

1. Approval of the FRED Graduate Program
2. B or better grade in the course(s)
3. Courses were not used towards the student’s undergraduate degree (with the exception of students officially enrolled in and approved for the Combined Degree Program)

Undergraduate coursework

Students may take undergraduate courses however they may only take a maximum of two courses or six credit hours at the 3000-4000 level and may not be in the undergraduate program of the student's graduate major department.

Minor

Students may choose a minor (6 hours) and if so, must include on their committee a faculty member from the minor department. Minimum 3.0 GPA required for the minor.

Internship

The internship is an educational program in which students work with approved employers to improve the skills and knowledge needed in their prospective vocation. In turn, the internship student helps the employing agency of firm meet peak demand for their employees and/or complete special projects. The objectives of the internship include:

1. Provide an opportunity for off-campus learning experience relevant to the student’s degree program
2. Permit students’ independent exploration of their fields of interest.
3. Assist students in establishing career goals related to their specific interests and professional aspirations
4. Prepare students for employment in an agribusiness-related occupation through field training and professional experience
5. Make students aware of additional training/experience necessary to reach their career goals.

A faculty member also serving as the student’s supervisory committee chair must approve the internship in advance. Students should download the “Manual for the Internship Program for the Master of Agribusiness and Master of Science with Concentration in Agribusiness” and read it carefully before embarking on the internship search.

Credit Hour Requirements

The student must complete minimum 30 credit hours of actual letter-graded coursework (not S/U).
Final Term Registration

Students must be registered for a minimum of 3 hours of coursework in fall/spring or 2 in summer during their final semester.

Non-thesis Final Exam

The final examination consists of a paper written based on the internship and presentation to the Agribusiness students/faculty. The pass/fail for the final examination is based on the presentation while the letter grade in the AEB 6942 course is based on the quality of the paper.
The Master of Science with Thesis

Fall 1
3-AEB 6106 Microeconomic Principles and Analysis
3-AEB 6225 Public Policy and the Agribusiness Firm
6-Elective

Spring 1
3-AEB 6553 Elements of Econometrics
3-AEB 6817 Survey Research Methods
6-Elective

Summer 1
Thesis Proposal Seminar

Year 2
6-12 AEB 6971 Masters Research (Research/Writing/Defense)

Supervisory Committee

The general duties of the supervisory committee includes informing the student of all regulations governing the degree sought, checking the qualifications of the student, and planning and approving a program of study. Students must choose a supervisory committee by the end of the second semester. The MS thesis requires at minimum two supervisory committee members, one of who serves as Chair. The Chair of the committee must be a graduate faculty member within FRED.

On occasion, a student may request a faculty member at UF or another institution to serve on the committee. The faculty member does not need to be member of the graduate faculty but must have a Ph.D. This individual can be petitioned however if granted, they do not meet the minimum requirements for the number of individuals on the committee. To petition the addition of a special member, the student’s committee chair must submit the individual’s short vitae and a short explanation of the benefit of the individual on the committee, to the graduate office.

No changes in a supervisory committee may be made during a student's final semester without a letter from the committee chair to the Graduate Student Records Office, justifying the change. Any change must be completed prior to the final examination and before the midpoint deadline of the term. Open and frequent communication between the student and the chair of the supervisory committee is a very important part of the graduate experience. Although it is the duty of the supervisory committee to inform the student of all regulations governing the degree sought, this does not absolve the student from the responsibility of being informed concerning these regulations.
Transfer of credit

Students who have taken graduate level coursework as an undergraduate may transfer in a maximum of twelve hours of graduate work, which must be done in the first semester, if they meet the following requirements:

1) Approval of the FRED Graduate Program
2) B or better grade in the course(s)
3) Courses were not used towards the student’s undergraduate degree (with the exception of students officially enrolled in and approved for the Combined Degree Program)

Undergraduate coursework

Students may take undergraduate courses however they may only take a maximum of two courses or six credit hours at the 3000-4000 level and may not be in the undergraduate program of the student’s graduate major department.

Minor

Students may choose a minor (6 hours) and if so, must include on their committee a faculty member from the minor department. Minimum 3.0 GPA required for the minor.

Credit Hour Requirements

The student must complete minimum 24 credit hours of actual letter-graded coursework (not S/U). Only a maximum of six hours of research counts towards the degree.

Final Term Registration

Students must be registered for a minimum of 3 hours of coursework in fall/spring or 2 in summer during their final semester.

Research Proposal

Students are required to prepare a written research proposal and given an oral presentation of it prior to the end of their first year of study.

Steps for preparing for the proposal seminar

1. Check with the supervisory committee for availability.
2. Check with Carol Fountain (cf1@ufl.edu, 1103 MCB, 294-7669) to reserve one of the two conference rooms: 1086 MCCB and 1151 MCCA
3. Contact Ed Howard at edhoward@ufl.edu or 294-7645 at least a week in advance to reserve tech support with computers/software
4. Email a copy of the abstract of the proposal to Jessica Herman one week prior.
5. Obtain the signature forms from Jessica Herman via email or in person
Final Examination/Thesis Defense/Registration (final semester)

In the final term, the student is given a final examination by the supervisory committee. The format of this exam may be oral, written, or both and is determined by the committee. The candidate and the supervisory committee chair or co-chair must be present together at the same location. All other supervisory committee members may attend the defense remotely. If changes are requested, the supervisory committee chair may hold the ETD Signature Page until satisfied with the dissertation. More information at http://gradschool.rgp.ufl.edu/editorial/introduction.html.

Steps for preparing for the final semester and defense

1. Apply for the degree via ISIS
2. Make first submission according to the Graduate School deadline
3. Check with committee for availability for defense date
4. Check the 1151/1086 Conference rooms for open dates/times
5. Contact Ed Howard at edhoward@ufl.edu or 294-7645 for tech support
6. Email Jessica Herman with date/time of defense
7. On the day of the defense, obtain signature forms (Final Oral Exam Form, ETD Publishing Agreement, and ETD Signature page) from Jessica Herman. Please note that while the final oral exam form and publishing agreement may be submitted after a successful defense, the ETD signature page which is signed by the faculty may be withheld until the student completes any required changes.

Clearing prior

Clearing prior is a possibility only for MS thesis and PhD students who have met all published deadlines for the current term except Final Clearance from the Graduate Editorial Office. No other students are eligible. Clear Prior permits students to be exempt from registration for the term in which the degree will be awarded.

Requirements for clearing prior

1. Submission of application for current term by the published deadline
2. Current term registration requirements met
3. Email confirmation by Editorial office to student and committee chair stating student meets current term first submission deadline for thesis.
4. All other degree and administrative requirements met within published deadlines for current term
5. Student is in process of finalizing dissertation with the Graduate School Editorial Office
6. Student files Graduation Date Change form at the Registrar’s office by the last day of classes of the current term.
The PhD Program

All incoming PhD students are required to take an intensive two-week math review course offered in August (generally August 1 – 20) to ensure sufficient math skills for success in the program. There is no registration or payment required.

The program includes 23 hours of core and 18 hours of field courses. Students must (1) maintain a 3.0 GPA throughout; (2) demonstrate proficiency in economic theory by passing the core exam; (3) demonstrate proficiency in applied economic research by writing a second-year paper; (4) demonstrate proficiency in two fields of specialization by taking and passing a field examination; (5) satisfy all graduate school requirements.

Timely completion of the Ph.D. degree requires that students choose a dissertation topic and advisor as soon as possible during their first year in the program. The dissertation may (but need not) grow out of the research initiated in the student’s second year paper. Regardless of the topic chosen, the dissertation must demonstrate the student’s mastery of the subject, an agenda for future research and ability to independently pursue that research and other lines of scholarly inquiry.

Year 1 - fall
3-AEB 7571 Econometric Methods I
3-ECO 7115 Microeconomic Theory I
2-ECO 7408 Math Methods of Applied Economics
1-ECO 7404 Game Theory for Economists

Year 1 - spring
3-AEB 7108 Microeconomic Theory II
3-AEB 7240 Macroeconomic Theory II
3-AEB 7572 Econometric Methods II

Year 1 - summer
3-AEB 6933 Advanced Econometrics
1-AEB 6921 PhD Workshop (Intro to Research Topics)

Year 2 – Fall/Spring
Field Courses/Minor courses

Year 2 - summer
1-AEB 6934 PhD Workshop
Second-year job paper

Year 3
Finish Field Courses and preparation for Admission to Candidacy no later than end of summer of Year 3

Year 4
Research/Writing. Prepare to defend and submit final dissertation by end of summer of Year 4
Supervisory Committee

The general duties of the supervisory committee includes informing the student of all regulations governing the degree sought, checking the qualifications of the student, and planning and approving a program of study. Students must choose a supervisory committee by the end of the second semester. The PhD requires at minimum four supervisory committee members. Of the four members, one serves as Chair and one serves as the external member. The Chair of the committee must be a graduate faculty member within FRED.

On occasion, a student may request a faculty member at UF or another institution to serve on the committee. The faculty member does not need to be member of the graduate faculty but must have a Ph.D. This individual can be petitioned however if granted, they do not meet the minimum requirements for the number of individuals on the committee. To petition the addition of a special member, the student’s committee chair must submit the individual’s short vitae and a short explanation of the benefit of the individual on the committee, to the graduate office.

No changes in a supervisory committee may be made during a student's final semester without a letter from the committee chair to the Graduate Student Records Office, justifying the change. Any change must be completed prior to the final examination and before the midpoint deadline of the term. Open and frequent communication between the student and the chair of the supervisory committee is a very important part of the graduate experience. Although it is the duty of the supervisory committee to inform the student of all regulations governing the degree sought, this does not absolve the student from the responsibility of being informed concerning these regulations.

Transfer of Credit from Masters to PhD

A minimum of 90 credit hours beyond the bachelor’s degree must be completed. Usually for those students entering with an appropriate M.S. from another institution, 30 credit hours are granted.

Undergraduate coursework

Students may take undergraduate courses however they may only take a maximum of two courses or six credit hours at the 3000-4000 level and may not be in the undergraduate program of the student’s graduate major department.

Minor

Students may choose a minor (12 hours) and if so, must include on their committee a faculty member from the minor department. Minimum 3.0 GPA required for the minor.
The Core Examination

1. Upon completion of the first year students will take the qualifying exam which is prepared, administered and evaluated by core exam committee immediately after spring term ends.
2. Students will be given copies of exam questions from prior years to help them prepare.
3. The exam is eight hours long with an hour break for lunch.
4. The results of the examination will be returned within two weeks.
5. Should the student fail this exam, a second will be administered again in early July. Failure to pass the second exam will result in termination from the program
6. All decisions on the pass/fail of this examination are final.

Second-year job paper

Students will register for AEB 6934 PhD Workshop II in the summer of their first year in the program. This course leads the student through the creation of a scientific paper for submission to an economic or agricultural economic journal. The product of this course will be a paper of publishable quality. Whether the standard will be determined by two departmental readers (one nominated by Professor Moss and one nominated by the student [note that the faculty member nominated by the student as a reader cannot work with the student when writing the paper]). The student may work with his or her committee (if appointed) in drafting the manuscript, but the paper must be substantially the student’s work. The final paper will be submitted without co-authorship, but the student is encouraged to remember the assistance of his or her committee when submitting the resulting paper for publication.

PhD Fields Requirement

Students will have knowledge of at least two fields with three unique courses in each field. Prior to admission to candidacy, students will be evaluated in their fields by a written or oral exam administered by the supervisory committee. The structure of the field exam and the method by which it is administered

Agribusiness

1. AEB 6174 Economic Coordination and Organizational Behavior (Sterns)
   (We are working to change the course number to 7174 and title to Agribusiness Theory)
2. A 6000/7000 level Management, Marketing, or Finance course
3. A 6000/7000 level course at UF which is approved by your major professor

Agricultural Economics

1. AEB 7184 Economics of Ag Production (Moss)
2. AEB 7373 Consumption and Demand (Seale)
3. A 6000/7000 level course at UF which is approved by your major professor

Development

1. AEB 6933 Labor Economics (Gupta)
2. AEB 7545 Economic Development (Useche)
3. A 6000/7000 level course at UF which is approved by your major professor

Natural Resource/Environmental Economics

1. AEB 6483 Natural Resource Economics (Grogan)
2. AEB 7453 Environmental Economics (Gupta)
3. A 6000/7000 level course at UF which is approved by your major professor
Dissertation Proposal Seminar (Admission to Candidacy)

Admission to Candidacy refers to the stage of the degree when all courses and field exam are complete and the student is ready to commence research. A student is not a candidate for the PhD degree until granted Admission to Candidacy which requires approval from the Supervisory Committee, College Dean and Dean of the Graduate School.

Requirements for approval for Admission to Candidacy

1. Minimum 3.0 GPA in the PhD program
2. Successful completion of core requirements and core exam
3. Successful completion of field courses and field examination
4. Approval of topic as judged by the committee during the student’s dissertation proposal seminar
5. Overall fitness for candidacy

PhD students admitted fall 2010 and later are required to be admitted to candidacy by the end of the summer of their third year in the program. Failure to do this will result in a hold placed on the student’s record and a meeting between the student, his/her committee chair, the Associate Chair and Chair of the Department. If there are extenuating circumstances, the student may be given one additional semester to complete the admission to candidacy.

Steps for preparing for the proposal seminar

1. Check with the supervisory committee for availability.
2. Check with Carol Fountain (cf1@ufl.edu, 1103 MCCB, 294-7669) to reserve one of the two conference rooms: 1086 MCCB and 1151 MCCA
3. Contact Ed Howard at edhoward@ufl.edu or 294-7645 at least a week in advance to reserve tech support with computers/software
4. Email a copy of the abstract of the proposal to Jessica Herman one week prior.
6. Obtain the signature forms from Jessica Herman via email or in person
7. Students must be registered for AEB 7979 Advanced Research in the semester in which they are

Final Examination/Dissertation Defense (final semester)

After submitting the dissertation and completing all other work prescribed for the degree (but no earlier than the term before the degree is awarded) the candidate is given a final examination by the supervisory committee. The format of this exam may be oral, written, or both and is determined by the committee. The candidate and the supervisory committee chair or co-chair must be present together at the same location. All other supervisory committee members may attend the defense remotely. All forms should be signed at the defense: the candidate and the supervisory committee chair sign the ETD Publishing Agreement form; and the entire supervisory committee should sign the ETD Signature Page and the Final Examination Report. If changes are requested, the supervisory committee chair may hold the ETD Signature Page until satisfied with the dissertation. The presentation should take no more than the first 30 minutes (20 minute presentation and 10 minutes for discussion) of the scheduled time, after which the defense typically continues with only the student and his/her supervisory committee. More information at http://gradschool.rgp.ufl.edu/editorial/introduction.html.
Steps for preparing for the final semester and defense

1. Apply for the degree via ISIS
2. Make first submission according to the Graduate School deadline
3. Check with committee for availability for defense date
4. Check the 1151/1086 Conference rooms for open dates/times
5. Contact Ed Howard at edhoward@ufl.edu or 294-7645 for tech support
6. Email Jessica Herman with date/time of defense
7. On the day of the defense, obtain signature forms (Final Oral Exam Form, ETD Publishing Agreement, and ETD Signature page)

Clearing prior

Clearing prior is a possibility only for MS thesis and PhD students who have met all published deadlines for the current term except Final Clearance from the Graduate Editorial Office. No other students are eligible. Clear Prior permits students to be exempt from registration for the term in which the degree will be awarded.

Requirements for clearing prior

1. Submission of application for current term by the published deadline
2. Current term registration requirements met
3. Email confirmation by Editorial office to student and committee chair stating student meets current term first submission deadline for thesis/dissertation
4. All other degree and administrative requirements met within published deadlines for current term
5. Student is in process of finalizing dissertation with the Graduate School Editorial Office
6. Student files Graduation Date Change form at the Registrar’s office by the last day of classes of the current term.
General information

Drop/Add

Drop/Add is done online through ISIS during the first five days of class in fall/spring and the first 3 days of class in summer. So long as a student is registered for at least one course before regular registration ends, there is NO late fee to add or drop a course during any time in the semester. Students become financially liable for course(s) dropped after the ISIS deadline. Once the ISIS drop/add period is over, students must complete a drop/add petition available in the FRED graduate office. Dropped courses by petition result in a “W” on the transcript.

**Drop/Add procedures**

1. Visit the Graduate Program Office for the necessary form and approval
2. If adding a course, the signature of the department which owns the course is required
3. Take the form to the CALS Dean’s office in 2002 McCarty Hall
4. International students must have approval from UFIC first. UFIC will place a stamp on the drop/add form which is valid for only 24 hours.

**The following reasons for dropping a course will not be approved**

1. Failing a course
2. Forgetting to drop during the online drop/add period
3. Inability to attend
4. Inability to pay for the course

Financial

International graduate students must provide proof of financial support in the amount of $37,400 annually. Only students holding an F-1 or J-1 visa may be eligible to receive a graduate assistantship. Students with a J-2 visa may receive an assistantship with employment authorization from Immigration Service. Married applicants, who bring their spouse and/or children, must certify funds for a minimum of an additional $6,000 per academic year for the spouse and $2,500 for each child.

Grades

A minimum GPA of 3.0 is required within the major to graduate. The only passing grades for graduate students are A, A-, B+, B, B-, C+, C and S. C+ and C grades count toward a graduate degree if an equal number of credits in courses numbered 5000 or higher have been earned with grades of B+ and A, respectively. Grades of I (incomplete) received during the preceding term should be removed as soon as possible. Grades of I carry no quality points and become punitive after one term. All incomplete grades must be removed before a graduate degree can be awarded. Current term grades are normally due by noon on the Monday after Commencement. Students can view their grades on ISIS after noon on the following day. Before a student will be certified to graduate, all incomplete grades must be cleared by the Monday prior to commencement.
Holds

Holds are placed on student’s records for any outstanding tuition/fees/fines. Outstanding balances must be paid before students can make any changes to their academic record or request a transcript. The University has also implemented a hold for emergency contact information. Once every eight weeks, you need to check this information. Even if your contact information has not changed you must still go in and click on “submit” to update.

Registration

Students enrolled at the University of Florida may pre-register for the next semester, register during the regular registration period, or register late during the drop/add period. To avoid late charges, register and pay fees on time. There is a $100 charge each for late registration and late payment of fees. Students register and pay fees through ISIS (Integrated Student Information System) at www.isis.ufl.edu. A Gatorlink username is required to use the ISIS system.

Tuition/Fees

Tuition fees are assessed based on residency, first enrolled term of the current degree and course level. Graduate courses are designated at 5000 or higher. The latest tuition/fee schedule can be found at this link: http://www.fa.ufl.edu/bursar/current-students/, Graduate Assistants see the section on Graduate Assistantships for tuition/fee calculation.
Graduate Assistants

Students appointed to graduate assistantships have the opportunity to be actively involved in the research process under the supervision of a professor in an area that is of interest to them. This experience will give you the opportunity to develop essential skills for the types of research-related activities you are likely to engage in as a professional once employed. It is, therefore, an excellent hands-on learning opportunity and an important part of your professional development. As a graduate assistant, you could also provide essential teaching support in undergraduate courses offered through the department and/or College of Agricultural & Life Sciences. In addition to research and teaching assistance, students also have the opportunity to work with professional development in extension education.

Due to budget constraints, state-funded graduate assistantships are generally limited to PhD students. Students who are seeking funding are encouraged to talk to faculty members about current projects and the possibility of writing grant proposals to fund an assistantship.

The graduate assistantship includes an annual stipend, tuition waiver, and health insurance. Masters students offered assistantships must complete their program within the required two years. PhD students admitted fall 2010 and later are required to be admitted to candidacy by the end of the summer of their third year in the program. Failure to do this will result in one semester of probation (the student will remain on funding) during which time the student must be admitted to candidacy. If this does not happen, the assistantship will be terminated at the end of the probation term.

Health Insurance

GatorGradCare is an injury and sickness insurance plan underwritten by the BlueCross BlueShield of Florida, created for students on appointment as Graduate Assistants and Pre-Doctoral Fellows. Students will find the necessary information at http://www.hr.ufl.edu/benefits/gatorgradcare/bcbs.asp

Leaves of Absence

A graduate assistant is entitled to a leave of absence under the following circumstances:

- He or she is disabled or otherwise unable to perform assigned duties because of injury, illness, jury duty, or required U.S. military service, or when his or her presence is required elsewhere because of injury, illness, or death in the immediate family.
- The university is closed for a state holiday or declared emergency, unless the conditions of the appointment require the employee to perform duties at these times.
- He or she is taking examinations for professional licensing related to the degree, or qualifying examinations are required by the university.
- He or she is traveling to conferences or other special events for professional development.

Personal time is paid up to five days per semester appointment, which is credited at the beginning of each semester. This leave may not be used in less than one-day increments, and leave is not cumulative from semester to semester. For more information, please refer to Article 10 of the GAU contract. Requests for leaves of absence should be made in writing (email) to the student’s committee chair or the Graduate Coordinator if no committee chair is appointed. The approved grad student leave form is filed with the FRED graduate program office.
Registration requirements

Students on fellowship must be registered for 9 hours in fall/spring and 6 hours in summer.

Residency requirements for graduate assistants

The Florida Legislature provides funding to state universities to offset the cost of educating Florida students. Tuition covers a portion of the cost and the remainder comes from the State. Out-of-state residents receive modest support from the Legislature in the form of tuition waiver. **U.S. citizens appointed to assistantship are required to apply for Florida resident status upon initial arrival at UF and before the beginning of their first semester of enrollment because it takes one calendar year of proven and documented residency to qualify as a Florida resident.** Students who do not take the prescribed actions face having to pay the difference between the resident and non-resident tuition. The process for applying is at: [http://www.admissions.ufl.edu/residency/independent.html](http://www.admissions.ufl.edu/residency/independent.html)

Teaching Assistant

Students on teaching assistantships perform a variety of duties including but not limited to grading papers, meet with students, taking attendance, proctoring exams and assisting the instructor with developing course materials for the class. TA’s may also be required to be present during class. Prior to the start of the term or sometime during the first week, the TA and faculty instructor will sit down and review their responsibilities for the class and both will sign a form indicating those responsibilities. At the end of the semester the TA will be evaluated by the instructor. Satisfactory work in TA duties is required in order to remain on assistantship. Teaching Assistants should be prepared to lecture one undergraduate course in the department at least once during their program. Generally this will take place in the third or fourth year. Students can find more information on becoming a successful TA at [http://www.teachingcenter.ufl.edu/ta_development.html](http://www.teachingcenter.ufl.edu/ta_development.html)

Tuition Waiver

Graduate Assistants receive tuition waivers meaning only the portion on the fee calculation site marked as “tuition”. Graduate Assistants are responsible for paying the “fees” portion only. Tuition waivers generally process the second week of the semester. Graduate assistant fee payments are deferred until mid-semester. Students whose do not pay their fees by the deferral date will be assessed a $100 late payment fee. Students on tuition waiver are considered “Florida resident for tuition purposes” and as long as they are on assistantship with the waiver, they will pay in-state fees. Should they be removed from the assistantship, non-Florida residents will automatically be adjusted to non-Florida resident tuition and fees.

US residents receiving federal financial aid in the form of student loans should take note that effective August 2011 the University Financial Aid office will be deducting the tuition waiver cost from the student’s loan in the first week of the semester. Once fee waivers run, the student will receive the money which was taken out of their loan.

The fee calculation site is at [http://www.fa.ufl.edu/bursar/current-students/](http://www.fa.ufl.edu/bursar/current-students/)
Resources

Conference Room

The department utilizes two conference rooms, the large one 1151 MCCA and a smaller one 1086 MCCB. Both are equipped with the latest up-to-date technology. Due to its larger capacity, 1151 should be reserved for thesis and dissertation proposal seminars. The room splits into two sides so students may reserve either side or 1086 to hold their defense. Students should reserve 1086 MCCB through Carol Fountain, cf1@ufl.edu, 294-7669 and scheduling for 1151 MCCA may be done through Candace Kaswinkel, ckaswin@ufl.edu, 294-7669 in 1167 MCCA scheduling calendar for this room. If you plan to use the technology in the room, you should also contact Ed Howard at edhoward@ufl.edu so that he can mark his calendar and be available to help you with the technology setup should you need it.

Student Health Care Center.

Student Health Care Services provides a broad range of medical services in the outpatient clinic, which include primary medical care, health education, sexual assault recovery, health screening and mental health consultation and counseling. The health fee is part of the tuition fee paid by all students. The Center is located in the Infirmary Building, 1 Fletcher Drive, next to the Florida Gym.

UF Counseling and Wellness Center

The UF Counseling Center provides counseling and consultation services to undergraduate and graduate students and spouses/partners. The Center offers brief counseling and therapy to help students confront personal, academic, and career concerns. The primary goal of counseling is to help students develop the personal awareness and skills necessary to overcome problems and to grow and develop in ways that will allow them to take advantage of the educational opportunities at the university.

Career Resource Center

The Career Resource Center (CRC) is located on the first floor of the Reitz Union and offers career planning, internship, and cooperative education guidance as well as employment/school search services for UF students. The CRC also includes career counseling, workshops and skills/aptitude/interest testing. The CRC library offers students the opportunity to research specific companies.

Libraries

The nine Libraries of the University of Florida serve all of the university's faculty and students, but each has a special mission to be the primary support of specific colleges and degree programs. Because of the interdisciplinary nature of research, scholars may find collections built in one library to serve a specific discipline or constituency to be of great importance to their own research in another discipline.

Transportation and Parking

RTS provides free bus service to students/spouses with UF identification card. A mini-bus service is provided for the handicapped. The Student Nighttime Auxiliary Patrol (SNAP) offers nightly escorts anywhere on campus, is staffed by students and supervised by the University Police. Persons needing an escort/ride should call 392-SNAP (7627). Those who want to park on campus should purchase a commuter decal from Transportation and Parking.
ID Cards
ID cards are obtained in the University Bookstore on the south side of the Reitz Union.

Email and Gatorlink username
All official university communications are sent to students at their Gatorlink account. Accounts can be setup at www.gatorlink.ufl.edu. All online campus services require a Gatorlink username/password.

Office Space
Graduate students in the department have access to two common areas with computers, printers, refrigerators, microwaves and storage space. Each common area, G120 MCCB, the Byrne Room in 1120 MCCB and the Prochaska Room in 2120 MCCB require codes, which will be given to students once they begin the program. Students are not to give the code to anyone outside the graduate program. The department furnishes supplies and you should inform the Graduate Program Office when supplies are low or empty.

Photocopies & Printing
Copy services are available at the Reitz Union for UF students. Teaching Assistants copying materials for the course instructor may use the FRED copier and their faculty supervisor’s UFID (with permission).

Individual staff and faculty will not print materials for students. For a small fee of $15 per semester, graduate students have unlimited access to printing in the Prochaska & Byrne rooms and individual student offices. Fees are due in the first few weeks of each semester. Checks/money orders should be made payable to FRE Graduate Student Organization. GSO’s treasurer deposits the funds into the GSO bank account. Graduate Students benefit directly from these fees as they fund travel grants and social events hosted by GSO.
Clubs and Organizations for Graduate Students

FRED Graduate Student Organizations

The Food and Resource Economics Graduate Student Organization (FRE-GSO) represents all graduate students within the department. GSO helps new students with the transition to graduate school as well as offering travel grants, hosting seminars, the annual spring barbecue, coffee breaks and a host of other activities.

Master of Agribusiness Student Organization (MABSO)

MABSO was started by graduate Agribusiness students with the objective to foster professional development of students in the department through interaction with industry professionals as well as activities that aid in career preparation/placement and interaction with fellow students. MABSO conducts philanthropic activities benefiting agricultural/business or humanitarian organization.
Useful links for students

Food and Resource Economics Department

College of Agricultural and Life Sciences

UF Graduate School

Graduate Catalog

Graduate School Deadlines

Registrar Course Schedules & University Deadlines

UF Commencement Information/Schedule

Your student record

UF Financial Affairs

UF Editorial site for thesis/dissertation submission

UF International Center

GatorGradCare health insurance
Course Listings

**AEB 5167 Econ Analysis in Small Farm Livelihood Systems (3)**
General analysis techniques used to enhance economic analysis of small-scale, limited-resource family farm livelihood systems to evaluate impact of proposed technology, infrastructure, and policy changes on family welfare. Linear programming and regression.

**AEB 5188 Economics of Agribusiness Decisions (3)**
Comprehensive treatment of microeconomic theory and its use in managerial decision making. Fundamental economic concepts of the business firm and its strategic and operating decisions are developed. Students learn to develop strategic skills and vision in analyzing and understanding the process of entrepreneurship and value creation. Emphasis placed on economic principles underlying the identification of market opportunities, creation of appropriate organizational structures and competitive dynamics of markets.

**AEB 5326 Agribusiness Financial Management (3)**
Integration of finance and management decision-making tools to solve advanced financial and other management problems faced by agricultural firms and agribusinesses.

**AEB 5516 Quantitative Methods in Agribusiness Decisions (3)**
Introduction to variety of quantitative methods with application to business decision-making contexts. Topics include basic quality control analysis, econometric analysis and business forecasting. Emphasis on correct application of methodologies and the use of Microsoft Excel.

**AEB 5757 Strategic Agribusiness Human Resource Management (3)**
Issues involved in strategic and effective leadership and management in agribusiness sector of economy. Emphasis on human resource ideas and techniques that managers utilize to improve organizational teamwork, productivity, and performance.

**AEB 6106 Microeconomic Principles and Analysis (3)**
To help students further their development and understanding of microeconomic theory. This is accomplished by stressing mathematical structure of microeconomics and by including intuitive explanations of principle results.

**AEB 6145 Agricultural Finance (3)**
Advanced agricultural finance concepts. Of particular concern will be finance theories applied to production agriculture decisions including portfolio analysis, capital asset pricing model, net present value decisions and risk analysis.

**AEB 6183 Agribusiness Risk Management (3)**
Review the conceptual framework of decision analysis. Examine and develop applied risk analysis skills useful for risk management decision-making by agricultural producers, agribusinesses, and researchers. Objectives are to improve the student’s understanding of the methodology of making decisions, improve the student’s understanding of risk management and the analysis of risk management tools, locate and use data and information from various sources to use in risk analysis and management, and understand and apply basic computer and mathematical decision-making aids to firm level problems and decisions.
AEB 6225 Public Policy and the Agribusiness Firm (3)
Focuses on understanding the policy-development process and analyzing domestic and international policies and their influence on the decisions and success of agribusiness firms. Emphasis will be placed on developing a policy perspective and an understanding of the significance of policy dynamics. Various policy environments, drivers, mechanisms and processes will be analyzed. The economic and political forces underlying policy formation and change will be examined. The impact of current policies and policy issues on agribusiness firms, the relationship between policy signals and firm decisions, and the avenues for influencing the policy process will be explored. Policies considered include those associated with domestic agricultural price and income support, international trade, competition, the environment, food safety, biotechnology, country-of-origin labeling, traceability, economic development, agro-terrorism and globalization.

AEB 6301 Food Wholesale and Retail Marketing (3)
Wholesale and retail issues that exist both in U.S. and world markets. Designed to give students the opportunity to participate in open discussion forums led by the instructor and industry leaders. Each class period will pertain to issues varying from brand management, supermarket category management, market research and other issues as presented in food industry literature.

AEB 6385 Management Strategies for Agribusiness Firms (3)
Planning, organizing, implementing, and evaluating the agribusiness management functions of strategic planning, finance, marketing, and personnel. Designed to help students synthesize across their formal and informal learning of the general principles of marketing, finance, accounting and human resource management. Helps the student transition from graduate student to working professional, from a focus on class content to a focus on problem solving in the working world. The successful student will be able to assess situations, analyze problem settings, choose wisely, defend choices, and persuade successfully. Course represents the theory and practical application of strategic management concepts as a template to learn and guide the development of this basic skill set.

AEB 6553 Elements of Econometrics (3)
First year graduate course in designed to help students understand and apply an econometric approach to problem solving. Major emphasis is placed on applications of methods to economic problems in economics and related fields. Econometric problem solving and determining quantitative relationships among economic variables in agriculture and related industries. Students will learn to apply econometric tools to modeling, estimation, inference and forecasting in the context of real world problems, use related econometric software to estimate econometric models, evaluate and interpret the results and conclusion of econometric models and build up their foundation for advanced econometrics courses

AEB 6675 International Agribusiness Marketing (3)
Principles, trends, issues, barriers, policies, strategies, and decisions involved in international marketing, with emphasis on perishable and storable agricultural commodities and food products. Combines firm-level agribusiness marketing concepts with strategic international agribusiness marketing and export applications. Includes development and presentation of an international agribusiness marketing plan.

AEB 6817 Survey Research Methods for Economists (3)
This course introduces students to the history, theories, and methods of survey research. The course focuses on the design, development, execution, and analysis of surveys and related research methods. In particular, survey sampling, question construction, questionnaire design, interviewing techniques, survey data analysis, and research ethics will be covered. Multiple survey modes – in-person, mail, internet, and telephone – will be included. Additionally, focus groups and sensory evaluation data collection methods will be covered.
AEB 6921 PhD Workshop I (1)
PhD students will be exposed to research topics and faculty research within the department.

AEB 6934: PhD Workshop II (1)
Original Proposition Paper

AEB 6933 Dynamic Economics (2)
Investigation of the application of nonlinear time series analysis (NLTS) to economic and biophysical data. NLTS aids investigators in detecting and characterizing deterministic structure in observed time series data. This information is useful to construct models whose simulated dynamics match the complexity of real-world data. NLTS includes phase-space reconstruction and surrogate data techniques.

AEB 6933 Advanced Econometrics (3)
The course will expose students to a number of different econometric modeling techniques, and to provide guidance on the econometric part of the research projects for students in their dissertation-writing stage. For each of the topics to be covered, the instructor will first make presentations on the basic concepts underlying each method. After that, students will present papers related to the methods. Each and every student will be expected to read the assigned papers before class and actively participate in the discussions in class.

AEB 6933 Computational Economics (3)
Description not available at this time

AEB 6933 Labor Economics (3)
Microeconomic analysis of several issues such as open access, common pool resources, public goods and externalities. Specifically, in the presence of these issues various market distortions arise. At the same time, there are various practical ways, market instruments and environmental management and policies to correct these market distortions.

AEB 6933 Applied Economic Welfare/Public Policy (3)
Develops the foundation of welfare economics and applies this framework to topics in international economics. These topics include: (1) optimal welfare and Byrd tariffs; (2) U.S. agricultural policy in a trading environment; and (3) The economics of bio-fuels.

AEB 6942 Adv App in Agribusiness Experience (3)
MAB/MSAB present paper detailing the internship experience. More to come…

AEB 6971 Masters Research (S/U)
MS thesis research

AEB 7108 Microeconomic Theory II (3)
Focuses on advanced topics in microeconomic theory in the light of contemporary thought. Attention given to general equilibrium theory and applications, welfare economics and economics of choice under uncertainty. Special topics such as models under market power will be introduced. Theory of the firm, market theory, market failure (externalities, market power, and asymmetric information). Game theory and applications. General equilibrium theory, welfare trade theory and agricultural trade policy.
AEB 7182 Ag Risk Analysis/Decision Making (3)
Review of conceptual framework and research methods for analysis of decision making by agricultural producers. Expected utility theory, risk programming, stochastic dominance, and dynamic decision models.

AEB 7240 Macroeconomic Theory in Open Economies II (3)
Essential elements of macroeconomic theory and policy in world of interdependent nations. Enables students to read and comprehend current economic literature in the area of open macroeconomics and to give students the necessary foundation to continue self-study and begin research.

AEB 7453 Natural Resource Economics (3)
This course is a graduate level class on economic theory and topics related to the field of Natural Resource and Environmental Economics. The objective of the class is to provide the student with a thorough understanding of the issues and methodological approaches to research in Natural Resource and Environmental Economics. This knowledge will be acquired through lectures discussions and a critical review of the literature. It is hoped that the class will generate dissertation topics or further along development of dissertations already in progress.

AEB 7571 Econometric Methods I (3)
Introduces students to current econometric methods and underlying econometric theory in preparation for empirical research. Least squares procedures are studied, including hypothesis testing, limitations of the standard linear model and alternative estimation approaches. Consideration also given to nonlinear models, maximum likelihood methods, simultaneous equation models and limited dependent variable models.

AEB 7572 Econometric Methods II (3)
Thorough introduction to the basic techniques in modern econometrics. Focuses on both theoretical and empirical applications. Topics in econometrics including single equation and multiple equation linear and nonlinear models.

AEB 7645 Economic Development and Agriculture (3)
Relation of human, capital, and natural resources, technology, and institutions to income growth and distribution. Development strategies in low-income countries. The course begins by looking at issues in the measurement of poverty, inequality, and vulnerability. Casual observation—as well as some systematic econometric work—suggests that inequality may affect poverty and economic growth. Interestingly, the idea that economic performance might be sensitive to the distribution of endowments goes back to old theory of agrarian economy. The Russian economist A.V. Chayanov argued (early in the 20th century) that farm households with distinct endowments of productive resources would use those resources in different proportions, with different factor productivities.

AEB 7979 Advanced Research (S/U)
PhD research for students not yet admitted to candidacy

AEB 7980 Doctoral Research (S/U)
PhD research for students admitted to candidacy
Responsibilities of the Graduate Student

Each Food and Resource Economics graduate student is responsible for their entire program, including becoming familiar with all graduate requirements set forth by the University, Graduate School, College, and Department. These requirements constitute a contractual agreement between each student and the University. Compliance with published deadlines is also the responsibility of each student. Graduate students are responsible for registering and paying fees on time, choosing their supervisory committee chair and plan of study form within the required time. Graduate students on assistantship are responsible for successful completion of assigned duties and will be evaluated by their faculty committee chair every semester. Graduate study is a full-time experience and in order to succeed, students must be committed to participation in classes, research, and seminars.

The Graduate Catalog governs your study. Students and departments are bound by the regulations of the Graduate Catalog and information in it supersedes any information found in this handbook. Questions about information in this handbook, the Graduate Catalog of your program of study should be directed to the Graduate Program Office.

Student Honor Code

Students are expected to exhibit high standards of behavior and concern for others. The University strives to protect and guide the educational community by establishing a Student Code of Conduct and judicial system, which promotes individual and social responsibility. Choosing to join the University of Florida community obligates each member to a code of civilized behavior. Individuals and student organizations are expected to observe the policies, rules, and regulations of the University of Florida and the State of Florida. University policies have been designed to protect individuals and the campus community and create an environment conducive to achieving the academic mission of the institution. The complete Standards of Ethical Conduct can be found at http://www.dso.ufl.edu/judicial/academic.php
Integrity in Graduate Study: A Graduate School Guide

Adopted by the Graduate Council and Graduate Departments of the University of Florida

Introduction
The value of advanced research is assessed on scientific collection of data, robust scholarship, and academic integrity. Academic integrity at the University of Florida is founded upon the vigilance of faculty—especially graduate faculty—in identifying and addressing issues of fraud, plagiarism, cheating, confidentiality, and conflicts of interest.

The common-sense ethics students learn in secondary and undergraduate education may not necessarily prepare them for the specific professional etiquette required for advanced research. It is the responsibility of graduate faculty to insure that students under their supervision are made aware of the guidelines for ethics in their discipline. Members of the graduate faculty must also be ready to identify and remediate ethical conflicts when they do arise. The Graduate School has prepared the following guidelines to aid in this responsibility.

Fraud
Fraud involves the intentional and deliberate misuse of data in order to draw conclusions that may not be warranted by the evidence. Falsification of results may take one of two forms:

1. Fabrication of data
2. Omission or concealment of conflicting data.

Less overt cases of plagiarism may be either intentional or unintentional (carelessness/ignorance of professional protocols) but may have severe repercussions as carelessness verges toward malpractice. Information sources must be correctly cited for the forum in which they are presented. Paraphrased material should be attributed to the original author of the research or theory.

Disciplinary knowledge is the product of innumerable contributors. There is a core of knowledge in any discipline that must be assumed common knowledge of practice, or else we would be footnoting every sentence written. It is however simple enough for the student to explicitly state that the assertions they are drawing from are based upon common knowledge. A literature review is an even more robust method for proving that the ideas employed are part of mainstream knowledge.

In the course of advising, graduate faculty should determine that their students understand plagiarism in its overt form as well as the errors that can constitute plagiarism: Misrepresenting an authors original intent; Over-dependence on a source to the extent that the students work does not represent an original contribution to the literature; Self-plagiarizing by submitting substantially the same paper, review, or presentation in more than one forum.

Plagiarism is a two-way street. It is equally a violation of University of Florida rules against plagiarism for a student advisor to use the work or findings of a graduate student without attribution commensurate with their contribution. University of Florida faculty should handle any suspicion of plagiarism with due regard to the student’s rights, and any detection of plagiarism should be adjudicated in accordance with University procedures.
Cheating
While cheating in the classroom is covered by regulations emanating from other parts of the University, cheating on qualifying or preliminary examinations is not. Such dishonesty, once proven, will at the very least result in failure of the examination and may mean termination of the student’s enrollment. It may be difficult for a new graduate student to relate their previous black-and-white understanding of cheating to the collegial interaction of Graduate School. Be clear about which tasks may be completed interactively and when the student is expected to work on their own.

Abuses of Confidentiality
Confidentiality involves both explicit rules of ethics and the subjective mores of professional conduct. If a student uses the unpublished data, Thesis, grant proposal, or paper of a colleague without permission of that author, they are committing an abuse of confidentiality even though it had been documented with the most meticulously attribution. A more subtle abuse of confidentiality would be the appropriation of an insight gained from collegial interaction, without the consultation and approval of the idea’s originator. Another area where permission is as important as attribution lies in the use of archival material concerning a living or recently deceased individual. Of course, any research with human subjects has strict rules on confidentiality and ethics; any questions should be directed to the Institutional Review Boards (IRB) whose website is: http://irb.ufl.edu. Confidentiality is easy to abuse and the abuse is difficult to detect. The example set by you and your faculty colleagues will influence a graduate students’ respect for confidentiality far more than any quantity of rules, handbooks, or guidelines.

Conflict of interest
It is always better to prevent a conflict of interest than to redress a violation. As noted above, a student’s advisor must acknowledge their use of a student’s work with the deference they would show to any other professional colleague.

With growing partnerships between UF and private enterprise, advisors should beware of situations that result in their students working directly for them. Any situation where your student’s grade might be perceived to be based on criteria other than academic performance should be avoided. Use care in interaction with students in consulting work you may undertake.

One reason to avoid a conflict of interest is that it may obscure issues that would be much clearer in an untrained situation. Do not react defensively to suggestions that you may be involved in a conflict of interest; other forces may be blinding you to issues that are obvious from the outside. Try to evaluate your situation as someone looking in from outside. If you determine that the conflict of interest is in appearance only, fix that appearance! Set up procedures to prevent the possible conflicts from becoming real.

A member of the graduate faculty may not date any student enrolled in coursework they are teaching. A graduate faculty member may not serve on the committee of any student with whom they have or have had an intimate personal, family or business relationship. If any personal relationship between a graduate faculty member and a student should develop subsequent to the establishment of a professional, educational relationship, the graduate faculty member will terminate the educational relationship.
To be added to the website soon:

Directory including staff, faculty and faculty areas of research

Forms:
Supervisory Committee
Program of Study
ETD Checklist (MS-thesis)
ETD Checklist (PhD)
Drop/Add Form
Exit Questionnaire
Request to Walk Early in Commencement
Doctoral Dissertation Checklist
Late Degree Application
Graduation Checklist
Teaching Assistant Duties/Responsibilities