

HANDBOOK OF

POLICIES AND PROCEDURES FOR

GRADUATE PROGRAMS

IN THE

DEPARTMENT OF AGRICULTURAL ECONOMICS

UNIVERSITY OF MISSOURI

REVISED

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TO: Agricultural Economics Graduate Students

Welcome to graduate study at the University of Missouri (MU). I hope your graduate study at MU will be both challenging and stimulating. It is intended to prepare you for a rewarding career in academia, agricultural business, government or international agriculture.

The graduate program provides the opportunity for you to complete a strong coursework and research program in one of a variety of subject matter areas. We have many exciting and visible research and outreach programs and I would encourage you to become acquainted with the breadth of activities taking place in both Agricultural Economics and the Division of Applied Social Sciences so that you can take advantage of them while you are here. The Department's policies for the graduate program are explained in this Handbook. It should be used in conjunction with the Graduate Catalog. I urge you to become familiar with both.

Some of your best sources of information are your fellow graduate students and the files of the Department Graduate Student Organization. We urge you to work with its officers and become an active participant in the organization. Best wishes in your program.

Sincerely,

Michael Nolan
Division Leader

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GRADUATE STUDENT HANDBOOK

DEPARTMENT OF AGRICULTURAL ECONOMICS
UNIVERSITY OF MISSOURI

Introduction

This handbook explains policies and procedures for graduate programs in the Department of Agricultural Economics. You should also consult the Graduate Catalog on the Graduate School web site at <http://gradschool.missouri.edu> for other University procedures to supplement those given here.

This handbook is designed to aid you in planning and executing your graduate program. The program should be developed as soon as possible in consultation with your faculty adviser. Information presented below outlines the department's role in graduate education as well as your responsibilities.

Changes to the policies and procedures are made from time to time by the departmental faculty, including the Graduate Studies Committee. Any subsequent changes will be reported in revisions of, or supplements to, this handbook.

Selection of Advisers

In consultation with the Graduate Studies Committee, the Director of Graduate Studies assigns each new student a temporary adviser. If you are awarded a departmental assistantship, the faculty member you will work for will act as your temporary faculty advisor. During the first year in the program, you should become familiar with the research programs of the faculty in the department. When you choose a permanent adviser, the adviser will assist you in designing a program of study and, subsequently, supervise the development of your thesis/technical paper or dissertation. You will choose a committee and will need to make sure all paperwork is filed in a timely manner. Your advisor can assist you in choosing committee members and completing forms for the Director of Graduate Studies and Graduate School.

Course Load

According to the Graduate School catalog, the minimum credit hours for fulltime enrollment status are 9 hours in the fall and spring semesters and 4 hours in the summer. If you are not on an assistantship or fellowship, the maximum registration in the Graduate School is 16 credit hours per semester or 8 credit hours for the summer session.

If you are receiving a half-time or quarter-time assistantship, the maximum number of credits you may carry is 12 credit hours during the fall or spring semester and the minimum number is 6 hours. During the summer the maximum is 6 credit hours and the minimum is 3 hours. Generally students register for 9 credits during the fall and spring semesters and 3 hours during summer.

PhD students who have completed their comprehensive exam may enroll for 2 hours for each fall and spring semester and 1 hour for summer.

Note that the number of hours you carry may impact financial aid status. In addition, if you are an international student, check with the International Center about the minimum enrollment requirement to maintain your visa status.

Graduate School Forms for the MS and PhD Degrees

The Graduate School requires that MS and PhD students turn in specific forms which demonstrate progress through the graduate program. You are responsible in ensuring that all forms are completed and turned in to the Graduate School. The Graduate School will not allow you to graduate unless all forms are on file at the Graduate School.

The forms for the Masters degree are designated M-1, M-2, and M-3. For the doctoral program the forms are designated D-1, D-2, D-3 and D-4. All forms are available from the department secretary for graduate programs, the Director of Graduate Studies, the Graduate School's website at <http://gradschool.missouri.edu> and the Blackboard website at <http://blackboard.missouri.edu>. The general procedure is that when you have completed each form and obtained your adviser's signature, you should submit the form to the graduate studies secretary for signature of the Director of Graduate Studies and transmission to the Graduate School. Information about the content of forms and timing of their completion is below and in the appendix.

Masters Programs

Two options are available for the Master of Science (MS) program: An MS in Agricultural Economics with thesis and an MS in Agricultural Economics without thesis.

The undergraduate prerequisites for the thesis and nonthesis MS options are: (1) at least 9 semester hours credit in economics, agricultural economics or equivalent, (2) a course in differential calculus, and (3) a statistics course. If you have limited background in agricultural economics, you may be required to take certain courses without graduate credit (regardless of the course number) to correct these deficiencies.

A minimum of 30 credit hours of graduate credit must be completed for either the MS degree with thesis or the MS degree without thesis degree. Other Graduate School degree and residency requirements for the MS program are the same for both options: (1) At least 24 graduate credit hours must be taught by MU faculty, (2) At least 15 hours must be in courses numbered at the 8000 or 9000 level; and (3) No more than 12 credit hours of the 30 hour minimum can be in a combination of Research or Problems courses. You are responsible for making sure that coursework meets the departmental and Graduate School requirements.

Agricultural Economics (with thesis)

The minimum program for the MS degree with thesis is 30 hours as follows:

- Econ 7351 Intermediate Microeconomics (Econ 7332 may substitute)
- Econ 7353 Intermediate Macroeconomics
- Econ 7371 Introduction to Econometrics or equivalent (e.g., Stat 7510 Applied Statistical Models I)
- 6 hours of AgEcon 8090 Masters Thesis Research
- 15 hours of electives

Note that 9 of the 15 hours of electives must be at the 8000 or 9000 level, and no more than 6 of the 15 hours of electives can be in AgEcon 8085 Masters Problems or AgEcon 8090 Masters Thesis Research.

If you are seriously considering pursuing a PhD in Agricultural Economics, Economics or a related field, you should take courses that will best prepare you for PhD studies. Specifically, you should substitute the micro and macro theory courses with more advanced theory courses, such as Econ 8451 Microeconomic Theory and Econ 8453 Macroeconomic

Theory. In addition, you should take as electives Econ 7370 Quantitative Economics and Stat 7710 Introduction to Mathematical Statistics.

A consenting three-member committee, which includes your adviser and consists of at least one member from outside the department, supervises and approves the thesis research and administers the final oral examination (explained below). The MS thesis has at least two major objectives. The first is to teach you how to assemble data, formulate a researchable hypothesis, organize and analyze data, and write a substantial paper reporting the results of the research. The second is to provide research data and results in a form useful and accessible to professionals and/or the general public at this and other institutions, including policymakers.

To produce a thesis which achieves the degree and major objectives, you should consider the following general guidelines. First, the MS thesis should be prepared with the organization, degree of analysis, and style of presentation that can be readily converted into a professional publication. Second, the thesis should be consistent with a standard format that includes a clear statement of the economic problem and research objective(s), and a thorough review of the literature. You should work closely with your adviser concerning the nature and style of analysis and writing. Note that length is not the determining factor in approval of a thesis. A thesis should cover what is needed at the appropriate level of detail, which is determined by the adviser and committee.

Agricultural Economics (nonthesis)

If you have accepted a graduate research assistantship or fellowship from the Department of Agricultural Economics, you are not eligible to enroll in the nonthesis MS program. Exceptions shall be ruled by the Graduate Studies Committee.

The minimum program for the MS degree without thesis is 30 hours as follows:

- Econ 7351 Intermediate Microeconomics (Econ 7332 may substitute)
- Econ 7353 Intermediate Macroeconomics
- Econ 7371 Introduction to Econometrics or equivalent (e.g., Stat 7510 Applied Statistical Models I)
- 21 hours of electives

Note that 15 of the 21 hours of electives must be at the 8000 or 9000 level, and no more than 12 of the 21 hours of electives can be in AgEcon 8085 Masters Problems. You may enroll in

AgEcon 8450 Masters Non-Thesis Research, but these credits do not count toward the required 30 hours of coursework.

In addition to meeting these specific course requirements, you are required to prepare a technical paper that must be approved by a committee consisting of your adviser and two other faculty members of the department and which is organized as a research paper. The quality of the research and writing of is paper is expected to be comparable to that of the MS thesis. However, unlike the Masters Thesis, the nonthesis technical paper is not submitted to the Graduate School, and a public, oral defense of the paper is not required. Your committee will hold a defense of your paper.

Approval of Graduate Program of Study (M-1 Form)

Your graduate program of study is an outline consisting of the courses you have and will take as a graduate student and a plan to complete the thesis or nonthesis writing requirements. It should be developed in consultation with your adviser and committee during your first year in the program in order to ensure that you will meet graduation requirements. Approval of your graduate program of study is at the discretion of the major adviser, the Director of Graduate Studies and Dean of the Graduate School. The proposed program of study should be placed on the **Program of Study for Master's Degree (Graduate School form M-1)** and then submitted to the major adviser. When the major adviser's signature has been obtained, the form is submitted to the secretary for graduate studies for the signature of the Director of Graduate Studies and transmission to the Graduate School.

The department exercises selection standards in reviewing the program of study of students with mediocre undergraduate records, or those experiencing some difficulty in their initial graduate courses. The proposed program of study (M-1 form) will not be approved by the Director of Graduate Studies if you have not demonstrated the ability to do satisfactory masters-level work, such as indicated by course grades.

You should always have a current copy of your Program of Study form. If you wish to change your program, you must consult with your major adviser. The change must be recorded on a Program of Study Substitution Form, approved and signed by the major adviser, and approved by the Director of Graduate Studies who will then submit a copy to the Dean of the Graduate School. All forms are available from the Graduate School website at

<http://gradschool.missouri.edu> as well as on the department's graduate student section on Blackboard at <http://blackboard.missouri.edu>.

MS Thesis Oral and Nonthesis Examination (M-2 and M-3 Forms)

The MS examining committee consists of at least three faculty members, which normally includes your adviser and second and third thesis/technical paper readers. For the thesis option, at least one committee member must come from outside of the Department of Agricultural Economics. You should consult with your adviser in choosing committee members, but you must then seek each proposed committee member's acceptance. The selection of the committee is formalized by completing the **Request for Thesis Committee (Graduate School form M-2)** and submitting it to your adviser, the Director of Graduate Studies and the Graduate School for approval. The committee is appointed for the express purpose of ascertaining that your academic accomplishments merit the MS degree, and that the successful completion of the courses in your program of study has resulted in a unified and coordinated effort in your training as an agricultural economist.

The oral examination for the MS Thesis option offers you an opportunity to demonstrate your accomplishments before a representative group of faculty. The oral examination generally consists to two parts. The first part is a seminar presentation of your thesis research and is open to faculty and graduate students. The second part is restricted to you and your examining committee. During the examination, you may be asked questions based on subject matter included in coursework taken for the degree as well as your thesis research. The examination ordinarily will involve one and one-half to two hours. Suggestions for preparation for the examination may be obtained from your adviser. The report of the results of the examination is made to the Director of Graduate Studies and the Graduate School on the **Report of Master's Examining Committee (Graduate School form M-3)**. You must also provide an abstract of your thesis to the Director of Graduate Studies. In addition, one hard-bound copy of the MS thesis must be submitted for the departmental library.

The non-thesis examination is before your committee. During the examination, you may be asked questions based on subject matter included in coursework taken for the degree as well as your paper. The committee may ask you to begin the examination by making an oral

presentation of your paper. The examination ordinarily will involve one and one-half to two hours. Suggestions for preparation for the examination may be obtained from your adviser.

Transition from the MS into the PhD Program

Students admitted into the MS program may be considered for a change of degree program (MS to PhD). However, such a change will become official only after all requirements of the MS degree have been completed and if PhD course prerequisites are met (see list below). Specifically, you must complete courses listed on the Program of Study (Graduate School M-1) and the Masters thesis. MS students who wish to transition into the PhD program should notify the Director of Graduate Studies by completing the **Application for Change from MS to PhD Degree Program** form (available on Blackboard or from the Director of Graduate Studies or graduate programs secretary), and the request will be transmitted to the Graduate Studies Committee, which reviews and makes all acceptance decisions. The funding decision for the PhD is separate from the funding decision for the MS, so if you have funding for your MS there is no guarantee that you will receive funding for the PhD, even if you are accepted into the PhD program.

MS students who have been accepted for the PhD program are expected to place first priority on completion of the Master's thesis. Any coursework beyond that listed on their Master's Program of Study must be approved by the thesis adviser, temporary PhD adviser, and the Director of Graduate Studies.

PhD Program

Minimum requirements for admission into the PhD program are a Bachelor's degree (BA or BS) or equivalent; undergraduate GPA 3.0; GRE verbal plus quantitative 1100. For foreign applicants: TOEFL 550 paper-based, 213 computer-based or 80 internet-based.

Prerequisites for the PhD program include: (1) Intermediate microeconomics, (2) Intermediate macroeconomics, (3) Quantitative mathematical economics, (4) Econometrics or regression and correlation analysis, (5) Statistics and (6) Calculus. If you have not met the prerequisites, you are required to complete this material before being formally admitted into the program. It is assumed that the basic concepts of probability theory, hypothesis testing, and regression analysis are understood and can be appropriately applied.

The University of Missouri requires a minimum of 72 credit hours beyond the baccalaureate degree for the PhD. If you are admitted into the program with a Masters degree from accredited institutions other than the University of Missouri, you may receive credit towards the PhD program requirements for your Masters program. A recommendation to this effect should be made by your Doctoral Program Committee to the Director of Graduate Studies and the Graduate School Dean using form D-2 (Program of Study form). In no case shall more than 30 credit hours from your Masters degree program be credited to your doctoral studies.

The minimum program for the PhD degree is the following:

PhD core (7 courses)	21
Field or specialization courses	6
Doctoral dissertation research (AgEcon 9090)	12
Electives	<u>33</u>
Total	72

In order to satisfy the University's residency requirement, you must complete at least two 9 hour semesters or three 6 hour semesters in an 18 month period at the University of Missouri. In addition, beyond the courses listed in the PhD core, you must take at least 6 credit hours within the Department of Agricultural Economics.

The PhD Core

The core is designed to give you a solid foundation in economic theory and quantitative methods, with an emphasis on applications to problems relating to agriculture, development, natural resources, and policy. Specific courses for the PhD core are the following:

- Econ 8451 Microeconomic Theory or AgEcon 9040 Advanced Microeconomic Theory I
- AgEcon 9041 Advanced Microeconomic Theory II
- AgEcon 8050 Economics of Institutions and Organizations
- AgEcon 9230 Welfare Economics
- Econ 8472 Econometric Methods I
- Econ 8473 Applied Econometrics or another 8000 or 9000 level empirical methods course appropriate to your chosen specialization (e.g., Econ 9473 Econometric Methods II, Econ 9474 Econometric Methods III, Econ 9476

Microeconometrics, Econ 9477 Time Series, Psych 9710 Multivariate Statistics in Psychology, Psych 9720 Latent Variable Models in Statistical Analysis)

- AgEcon 8010 Research Methodology

The typical sequencing of PhD core courses is as follows:

Year 1 Fall Semester

Advanced Microeconomic Theory I
Economics of Institutions and Organizations

Year 1 Spring Semester

Advanced Microeconomic Theory II
Welfare Economics
Econometrics I

Year 2 Fall Semester

Second econometrics or other empirical
methods course

Year 2 Spring Semester

Research Methodology

Qualifying Examination

After completing the first year sequence, you must pass a written qualifying exam administered by a committee formed under the direction of the department's Graduate Studies Committee. The exam will cover the content of the first-year PhD core courses (both microeconomic theory courses, new institutional economics, welfare economics and basic econometrics).

The exam is given in late May or early June following the first complete year of studies, with a retake, if needed, offered in August. The exam will be graded on three levels: pass, marginal pass or fail. If you fail the exam in May, you must retake the exam in August. If you fail the exam in August you may not continue in the PhD program. However, you may be given the option of completing the Masters degree in Agricultural Economics if you have not already done so.

Qualifying Exam Results and Doctoral Program Committee (D-1 Form)

Following successful completion of the qualifying exam, you should complete a **Qualifying Examination Results and Doctoral Committee Approval Form (Graduate School Form D-1)**. The purpose of this form is to show your name as it should appear on the

diploma, and indicate the correct degree, degree program, minor or collateral field (if applicable), previous degrees, results of the qualifying process, and your Doctoral committee members including adviser. This form is also used for the Graduate School to notify departments if your official transcript(s) have not yet been received.

The Doctoral Program Committee consists of four graduate faculty members, three of whom must come from the Department of Agricultural Economics and one faculty member external to the Department. In addition, the chair of your committee (your thesis advisor) and at least one other member of the committee must be members of the doctoral faculty. The doctoral committee is expected to approve your Program of Study, recommend credit for Masters courses if applicable and administer the comprehensive examination and the dissertation examination. Moreover, it is expected that all committee members will be intimately involved in your program.

Plan of Study for the Doctoral Degree (D-2 Form)

Sometime during your second year (summer between first and second year is best), you should develop your graduate program of study in consultation with your advisor and Doctoral Program Committee. Your program of study includes courses you have completed and expect to take at MU, including the PhD core, field and specialization courses, and electives, as well as proposed transfer courses and credits for your MS degree (if applicable). After you have developed your plan of study, you must complete the **Plan of Study for the Doctoral Degree Form (Graduate School Form D-2)**, obtain your advisor's signature, and then submit it to the graduate studies secretary or Director of Graduate Studies. The Director of Graduate Studies will review the program and suggest any changes needed to meet departmental and Graduate School requirements. The program of study and D-2 form will then be sent to the Graduate School.

General Fields and Specializations

As a PhD student, you must choose a specialization in one of three general field areas offered by the department of agricultural economics: Agribusiness, Public Policy Analysis, and Resources and Development. You must complete a minimum of 6 credit hours of coursework designated for your field area. Specific areas of specialization within the fields are determined in consultation with your adviser and Doctoral Program Committee.

As part of the comprehensive exam, you will be tested for competence in your field area in agricultural economics. Competence includes the ability to apply general economic theory and quantitative methods to agriculturally-related problems and issues. Additional information on the comprehensive exam is given below. In addition to minimum course requirements, competency in economics can and should be obtained through elective coursework, reading professional literature including books, journals, reports and other publications, plus attendance at seminars and involvement in research projects or selected individual study.

Second-Year Paper and Presentation

The PhD is an academic degree that signifies competency in theoretical, empirical or applied research. You gain experience in research by doing it. To this end, you must write a research paper of publishable quality at the end of the second year of your program. Publications are very important in the academic job market, so this requirement will also contribute to your future employability. This paper must be “sole authored,” meaning that it cannot be co-authored with your adviser or other faculty member or student. The paper may be used as a chapter in your dissertation (e.g., one of three essays in a three-essay dissertation, if that is acceptable to your committee). The paper will be judged acceptable by an examining committee consisting of members of the Graduate Studies Committee. Near the beginning of the fall semester of the third year of study, you must present the second-year paper to faculty and graduate students in an organized departmental research symposium.

Dissertation Proposal and Comprehensive Examination (D-3 Form)

You are required to write a dissertation on a subject approved by your Doctoral Program Committee. Your dissertation must include original research and be your own work. Your research and the written dissertation must conform to all Graduate School requirements. It is expected that you will familiarize yourself with these requirements. The members of the Doctoral Program Committee review the dissertation and affirm that the dissertation is ready for defense. Once the committee, including the outside reader, approves the dissertation in its written form, then you may schedule the final examination and oral defense of the dissertation.

In preparation for the dissertation, and at least seven months before the final defense of the dissertation, you must prepare a dissertation proposal and take a comprehensive examination.

The comprehensive exam is administered and evaluated by your Doctoral committee. The exam must consist of a written and oral component. According to Graduate School policies, the written and oral components must be completed within one month of each other. Your Doctoral Program Committee determines the content and scope of the written and oral portions of the comprehensive exam. The written portion should include not only your proposed dissertation research but also a formal written examination on topics related to your program of study.

The dissertation proposal is a written report in which you outline your research project and describe how you aim to achieve your research objectives. The proposal generally consists of an introduction, literature review, presentation of theoretical framework and discussion of data, methods and other empirical tools you will use in conducting your research. In the introduction you explain the general research problem your project relates to as well as the specific research question you plan to study and why the project is important. In the literature review you highlight what research related to your project has already been accomplished by other scholars and where your study fits within this existing scholarship. In your presentation of the conceptual framework and research methods and procedures you describe how you will accomplish your study and what economic concepts you need and what data and empirical tools you will use to answer your research question.

The oral portion of your exam is not open to the public, but includes only the members of your Doctoral Program Committee. During the oral exam, you are expected to present a summary of your dissertation proposal. The purpose of the proposal presentation to your Doctoral committee is to give you input on your plan for completing the dissertation. Your committee may also ask you questions relating to the written portion of the exam or your studies in the department and specific areas of specialization.

The Doctoral Program Committee must vote to pass you and approve the dissertation plan (proposal) with no more than one dissenting or abstaining vote. If the committee does not pass you or votes to fail you, the committee should provide you with instructions on improving the proposal or what remedial measures are required to pass the exam. This should generally be completed within 90 days the oral exam. If the vote of the committee is “fail,” you must wait at least 12 weeks before taking the comprehensive exam a second time. If you fail the comprehensive exam a second time you are disqualified from completing the doctoral program. Results of the comprehensive examination are reported on the **Doctoral Comprehensive**

Examination Results Form (Graduate School Form D-3). Once the D-3 form is signed and turned in to the Graduate School, you are allowed to indicate your status as ABD (“all but dissertation”).

Final Examination (Doctoral Dissertation Defense) (D-4 Form)

The policy of the Department of Agricultural Economics is that all final PhD exams are open to the faculty and graduate students of the department. Any person attending a PhD final exam may, at the discretion of the chair of your dissertation committee, ask you questions. The time and location of PhD final exam shall be forwarded to the graduate secretary and Director of Graduate Studies at least one week before the date of the exam.

The oral examination generally consists to two parts. The first part is a seminar presentation of your thesis research and is open to faculty and graduate students. The second part is restricted to you and your examining committee. During the examination, you may be asked questions based on subject matter included in coursework, fields of specialization, and dissertation research. The examination ordinarily will involve one and one-half to two hours, but it could last longer than two hours. Suggestions for preparation for the examination may be obtained from your adviser.

Your dissertation committee will report its decision to the Director of Graduate Studies and Graduate School on the **Report of the Dissertation Defense Form (Graduate School Form D-4)**. In order to obtain a signature from the Director of Graduate Studies on the D-4 form, you must attach to the form an abstract of the dissertation.

Instructions for preparation of the final form of the dissertation are available from the Graduate School at <http://gradschool.missouri.edu>. One hardbound copy of the PhD dissertation must be submitted to the graduate studies secretary for the departmental library.

Teaching Experience

If you are pursuing an academic or college-level teaching career, you should plan early in your PhD program of study for teacher development and teaching opportunities. This may include, but should not be limited to, participating in university and professional conference-based teaching workshops, taking teaching preparation courses such as AgEd 8350 (College Teaching of Agriculture), working as a teaching assistant, and co-teaching a course with a

faculty member. You should work with your advisor and the Director of Graduate Studies in developing and implementing a plan to give yourself adequate teaching experience.

Graduate Assistantships

Assistantship appointments are primarily one-half and one-quarter time equivalents. Half-time assistants are expected to work 20 hours per week on average and quarter-time assistants are expected to work 10 hours per week on average while on appointment. Variation in demands of research projects and demands of student coursework and examinations may cause the weekly workload to vary from the average.

Research Responsibilities

Each supervisory professor may involve students on graduate research assistantships in research work for an average of 20 hours per week for a one-half time assistantship and 10 hours per week for a quarter-time assistantship. Such research work will not ordinarily be thesis research during the first semester of the MS program or the first year of the PhD program but may lead to a research topic. Being exposed to a range of research issues and methods provides excellent research training. Graduate research assistants are entitled to two weeks vacation each year. Vacation schedules should be approved by a student's adviser.

If a supervisor is unable to provide research experience for a student during a particular semester, then the supervisor shall suggest to the Director of Graduate Studies and Department Chair that the student be assigned a temporary work adviser.

The research topic is decided in consultation with the adviser and Doctoral committee. If a student is receiving an assistantship, the student is encouraged to find a topic that is consistent with the source of funding and research assistant activities he/she is engaged in. However, if the student's desired thesis or dissertation topic does not fit within the current funding of the student, the student is encouraged to seek a grant for funding. The student may also continue working on the current funding projects while writing their thesis or dissertation. The department and adviser will work with the student to the extent possible to fund the research topic.

Students may be removed from a graduate research/teaching assistantship for the following reasons:

- (a) poor academic performance (GPA < 3.25);

(b) not satisfying the average hourly work requirements (an average of 10 hours per week for quarter-time and an average of 20 hours per week for half-time assistantships); and

(c) poor performance on assigned duties (teaching and/or research).

The decision to remove a student from an assistantship is made by the student's work adviser and the Graduate Studies Committee. Students may appeal a decision to be removed from an assistantship to the departmental graduate faculty. Appeal procedures can be obtained from the Director of Graduate Studies.

Generally, an MS graduate assistant will be employed for two years and PhD graduate assistants will be employed for three years on a departmental assistantships regardless of the fraction of employment (1/4 or 1/2 time). Time spent on grant-funded GRAs will count toward these time limits. Reapplication to the Graduate Studies Committee for a PhD assistantship is necessary for those MS assistants desiring to be considered for admission to the PhD program

Teaching Responsibilities

In the belief that students can profit from different experiences, each PhD student on assistantship, and others who desire it, may be assigned to a teaching assistant role (classroom or extension) early in their program. The faculty member to whom the student is assigned is responsible for the student's supervision while in the teaching role.

Masters students on assistantships may be assigned to classroom teaching assistance for one semester subject to the student's availability and the needs of the departmental teaching program. Any student assistant, regardless of assignment, may be called upon to assist his/her adviser with instructional duties from time to time.

All graduate students, especially those who hold assistantships, are encouraged to participate in the extension activities of the department. Students may be assigned to faculty members whose primary responsibility is in extension. Not only are students expected to assist in this area but also they are expected to gain a well-balanced set of professional experiences in their graduate programs.

Graduate Student Evaluation

This section describes procedures for an annual evaluation of graduate students in the Department of Agricultural Economics. Evaluations for each student will take place after the

student has completed two semesters (excluding the summer session) and will be repeated on an annual basis. The annual evaluation will be used to determine whether the student is making satisfactory or unsatisfactory academic progress. Failure to make satisfactory academic progress is grounds to remove a student from a graduate research/teaching assistantship.

According to Graduate School policies, all graduate students are expected to submit an annual progress report. This report is submitted using the web-based reporting system at <https://gradschool.missouri.edu/policies/progress/annual-review/progress-system/>. You should submit your report soon after the end of the spring semester. Failure to submit an annual report may result in a hold being placed on your ability to register for fall semester courses.

Input from faculty and supervisors who have had substantial contact with a student during the evaluation period is critical to a thorough and fair evaluation. The student's adviser/supervisor will provide input concerning the student's work as a research assistant and/or teaching assistant (if applicable) and in non-required research work, etc.

Course grades obtained from the Graduate School will be used in the evaluation.

The review will be conducted by the student's adviser and/or Director of Graduate Studies. The evaluation will be based on course grades, research (thesis, dissertation, as well as independent research) and professional activities such as serving on departmental committees. The last step in the evaluation process deals with recommendations that result from the evaluation. The evaluation should focus on positive accomplishments as well as shortcomings in the student's work.

Feedback

The feedback will be in electronic form, although the written document should be supplemented whenever possible by oral discussion between the student and one or more faculty. Written feedback will be provided in a structured form that specifies each of the content areas that was reviewed.

The student and adviser must meet to review and discuss the written statement of feedback. (If a student is out of town, a face-to-face discussion may not be possible. However, a phone conversation may be possible and useful. In any event, all out of town students must be sent the statement of written feedback which they must sign and return to the adviser.) The end of the written statement of feedback contains four options. The student chooses the appropriate

option and signs and dates it to indicate his/her response to the written feedback. The options are as follows:

- _____ I have read and agree with the above statement.
- _____ I have read the above statement and have no comment.
- _____ I have read the above statement and wish to make a written response.
- _____ I have read the above statement and request that my committee re-review my work in consideration of the written response that I will provide.

After the process is complete, the signed feedback statement(s) should be given to the adviser who will forward the material to the Director of Graduate Studies. If all reasonable efforts to reach a student (including the use of registered mail) are unsuccessful, a student may be evaluated without his/her participation.

Appeal of review

In the event of a request for a re-review, the student will consult with his/her adviser and draft a written statement which must be presented to the adviser within 30 days of the date of the statement of written feedback. The student has the option to request an appearance before the student's advisory committee at the time of re-review. If such an appearance is requested, after meeting with the student the student's committee will meet as a body to discuss the student's input as well as the original information upon which the feedback report was based. The re-review by the student's advisory committee must occur within 30 days after the written statement of appeal is presented to the adviser.

After the re-review, and based on the substance of that review, a feedback statement is drafted and presented to the student in accordance with the procedures described above. As in the earlier described feedback procedures, this feedback statement will also contain a place at the end for the student to indicate that he/she has read the statement and to sign on one of the four lines indicating his/her response to the statement. If the student chooses not to sign next to one of the first three options (agrees with the statement, wishes to make no comment, or wishes to make a comment) and still finds the feedback statement unacceptable, an appeal may be made to the Director of Graduate Studies for a review by the Graduate Studies Committee.

The signed feedback statement(s) and the review by the Graduate Studies Committee will be placed in the student's file. The Graduate Studies Committee will take appropriate action to

deal with inadequate performance. A copy of the signed feedback statement(s) and evaluation will be sent to the Graduate School for any students deemed to be making insufficient academic progress.

Termination Procedures and Appeals

Throughout this section, reference is made to the Graduate Catalog. As more recent catalogs become available, they should be referred to insofar as Graduate School rules are concerned. Therefore, the most current Graduate School Catalog takes precedence over the policies presented here.

According to Graduate School policies, the department has the right to place on probation, and after at least 30 days of probation, to dismiss from the graduate program any graduate student who is deemed to be making insufficient academic progress or whose work is not of the quality required. The faculty adviser or departmental chair must inform the Graduate School as soon as the student is notified and the probationary period begins. The dismissal may occur at any time during a student's work toward a graduate degree. A student may initiate an appeal of this dismissal through the Graduate School. A description of the appeal procedures may be obtained from the Graduate School, 210 Jesse Hall.

Termination Due to Poor Grades

The GPA in the Graduate School is based on the student's entire graduate record at MU. To remain in good standing, a graduate student must maintain a cumulative GPA of 3.0 or better (exclusive of courses 8085/9085, 8450 and 8090/9090). At the end of each semester, graduate students with a GPA below 3.0 are placed on probation. If at the end of the following semester the GPA is 3.0 or better, the probationary status is removed. A student on probation failing to raise the cumulative GPA to 3.0 may, on the recommendation of the department or Graduate Studies Committee, be allowed a second and final probationary semester. A student is subject to dismissal upon failure to raise the cumulative GPA to 3.0 by the end of the second probationary semester, or at any time that the semester or cumulative GPA falls below 2.0. To graduate, a student must have an overall GPA of 3.0 in all graduate courses taken at MU.

Termination Due to Insufficient Progress

The Masters degree must be completed within a period of eight years beginning with the first semester of enrollment in which the student is accepted to a degree program. Time spent in the armed services will not count toward the eight-year limit. For any extension of this time limitation, the student must submit a written petition to the Graduate School by submitting a request to the adviser who, in turn, submits a written recommendation to the Graduate School which is endorsed by the Director of Graduate Studies. The Graduate School will notify the adviser in writing of the final decision.

The program for the doctoral degree should be completed within eight calendar years beginning with the first semester of enrollment in which the student is accepted to a doctoral degree program, and within five years of passing the comprehensive examination. Before the expiration of the eight-year period, any student requiring additional time must submit a request to the adviser. If the adviser approves the request, a formal request is then made to the Graduate Studies Committee. An extension, if granted, may entail a revision of the candidate's program to update course work and research.

Termination Procedures

In keeping with current Graduate School policies, the department can dismiss a student for the reasons discussed under Termination Due to Poor Grades and Termination Due to Insufficient Progress, and other reasons after the student has been placed on probation for at least 30 days and has failed to correct the deficiencies stated in the letter of probation. The Dean of the Graduate School must be informed by the department chair as soon as the student is notified and the probationary period begins.

A student is given an opportunity to correct the deficiencies underlying the probation. The letter of probation specifies what the student must do to correct the deficiencies as well as the amount of time to do so (minimum of 30 days). The probationary letter clearly informs the student that he/she will be terminated from the degree program unless the specified corrective action is successfully completed within the allotted time. If corrective action is not taken in the allotted time, a termination letter is sent to the student by the student's adviser and the Director of Graduate Studies with a copy to the Graduate School. The student may appeal a termination to the department (see section on Appeals).

Appeals

A student may appeal a termination to the departmental graduate faculty. In order to do so, the student must request of the Department Chair that the hearing of an appeal be placed on the agenda for a special graduate faculty meeting which will be scheduled within four weeks of receipt of the student's appeal. The student is free to receive help from others in presenting a case but must inform the Chair in advance if persons not affiliated with the Department of Agricultural Economics will attend the hearing. The student's adviser and members of the Graduate Studies Committee will be asked to present their cases, including any dissenting opinions. At least one-half of voting graduate faculty members in the department must be present at the hearing in order to have a quorum for voting on the appeal. Voting will be through secret ballot. Only graduate faculty present at the hearing may vote on the appeal. A majority of voting graduate faculty at the meeting must accept the appeal for it to be successful. Appeals of termination must be filed within 30 days of the student's notification of final termination. If the student does not file a request for appeal within 30 days, the termination will be considered to have been completed. Students requesting reviews of such termination decisions after the 30-day deadline will instead be considered as requesting reinstatement in the program. Departmental procedures regarding reinstatement are identical to admission procedures.

If a student's appeal fails at the departmental level, the student can either accept the termination or appeal the termination to the Graduate Faculty Senate's Committee on Graduate Student Appeals (a description of appeal procedures may be obtained from the Graduate School Dean).

Use of Departmental Offices and Facilities

The department will supply, insofar as space and resources permit, a desk for work on research projects and/or study to all graduate assistants. Desks will be assigned to other students as they are available. Assignment of office space is done by the Graduate Student Organization (GSO) under guidelines approved by the faculty.

Personal computers are available to further departmental programs. Departmental equipment may not be used at any time for private purposes. Paper, pencils, and other supplies are

available only for uses that contribute to the research, teaching, and extension programs of the department.

Graduate students are encouraged to make appropriate use of departmental and university computing facilities and services. These services can be used for both research and coursework assignment. Students should consult with advisers about the services available.

Graduate Student Organization

The Graduate Students of Agricultural Economics organization (GSAE) is composed of all of the graduate students in the Agricultural Economics Department. It assigns desks and office space to graduate students, provides orientation for incoming students, plans social activities, and represents graduate students on departmental committees and in numerous other ways. It is an essential part of the Department.

Appendix: Required Forms for MS and PhD Programs

All original documents are maintained in the Graduate School's official student files. Each form is completed at the departmental level, routed for required signatures, and forwarded to the Graduate School, 210 Jesse Hall. Each form is then reviewed by the Graduate School, receives the Dean's signature if approved, and a copy is returned to the department. If changes need to be made or if signatures are missing, corrective measures will be requested of the department. If any faculty signatures are illegible, we ask that departments print correct spelling of the signature. It is recommended that students retain a copy of all forms that they submit to the Director of Graduate Studies. Forms are available from the Graduate School at <http://gradschool.missouri.edu>, on the department's graduate student organization on Blackboard at <http://blackboard.missouri.edu>, and from the Director of Graduate Studies or graduate programs secretary.

M-1 Form: Program of Study for the Master's Degree: This form is required of all master's degree students. The purpose of this form is to plan the program of study the student will follow, including recommended hours of transfer credit. The form is signed by the adviser, members of the committee, the Director of Graduate Studies and submitted to the Graduate School by the end of the second semester in order to facilitate the certification of degree completion later.

M-2 Form: Request for Thesis Committee: This form is required only for students who will write a thesis. Students completing a non-thesis technical paper do not need to submit this form. The purpose of this form is to have an official record of the student's master's committee and to insure that the configuration of the committee meets stated requirements. This form is signed by the adviser, members of the committee, the Director of Graduate Studies and submitted the Graduate School by the end of the second semester.

M-3 Form: Report of the Master's Examining Committee: This form is required of all master's degree students, the purpose of which is to have an official record of the final examining process, whether it is a thesis defense, presentation of a project, or master's comprehensive examination. The form is signed by the adviser, committee members, Director of Graduate Studies and submitted to the Graduate School.

D-1 Form: Qualifying Examination Results and Doctoral Committee Approval Form: The purpose of this form is to show the student's name as it should appear on the diploma, and indicate the correct degree, degree program, minor or collateral field (if applicable), previous degrees, results of the qualifying process, and the members of the doctoral committee including adviser. This form is also used by the Graduate School to notify departments if a student's official transcript(s) have not yet been received. This form also serves as an official record of the members of a student's doctoral committee and insures that the configuration of the committee meets stated requirements. It is also used to report results of the PhD Qualifying Process. This form is signed by the adviser, committee members, Director of Graduate Studies and submitted to the Graduate School no later than the end of the third semester.

D-2 Form: Plan of Study for the Doctoral Degree Form: The purpose of this form is to plan the program of study which the student will follow and certify that all committee members approve the program, including the recommended hours of transfer credit. This form is signed by the adviser, committee members, Director of Graduate Studies and submitted to the Graduate School by the end of the third semester (shortly after passing the qualifying examination).

D-3 Form: Doctoral Comprehensive Examination Results Form: The purpose of this form is to record the official result of the doctoral comprehensive examination. This form is signed by the adviser, committee members, Director of Graduate Studies and submitted to the Graduate School within one month of exam completion.

D-4 Form: Report of the Doctoral Dissertation Defense Form: The purpose of this form is to record the official results of the dissertation defense. It is recommended that this form be taken to the defense, along with the dissertation approval page (printed on the required cotton bond paper) so that committee members can sign both forms for students who successfully defend their dissertation. This form is signed by the adviser, committee members, Director of Graduate Studies and submitted to the Graduate School.