



AGRICULTURAL & APPLIED ECONOMICS

STUDENT HANDBOOK 2018-19

Guidelines, Policies, Requirements, Forms, Resources, Contacts

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Section 1

Introduction

This handbook describes the programs, policies, procedures, and regulations of the Agricultural and Applied Economics graduate program. The UW-Madison Graduate School is the ultimate authority for granting graduate degrees at the University, and the department administers the program under its authority. The handbook delineates departmental expectations with respect to its graduate students as well as what graduate students can expect from the department. It serves as a convenient central source of information for both students, staff and faculty. The information in this handbook supplements the *Graduate Guide* and the Graduate School's *Academic Policies and Procedures*.

The graduate program offers the Master of Science (M.S.) and the Doctor of Philosophy (Ph.D.). There are two named options in the M.S. program: the M.S. Agricultural and Applied Economics and the M.S. Resource and Energy Demand Analysis. The M.S. REDA option has its own [student handbook](#).

The objective of the graduate program is to train economists knowledgeable in theory, econometrics and at least one applied field for professional positions in teaching, research and extension in colleges and universities, and for research and administration in public and private agencies and organizations. The graduate requirements are designed to develop a set of analytical skills applicable to a wide range of problems. All candidates for advanced degrees are required to show acceptable mastery of economic theory and econometrics. In addition, Ph.D. candidates must choose a specialization and develop expertise in a major field of study. Official learning outcomes of the M.S and Ph.D. are as follows:

1.1 Master of Science AAE Learning Outcomes

The Master's program requirements include a set of core theory and econometrics courses, and electives in Agricultural and Applied Economics and other departments. Master's students have the option to complete a master's thesis.

- Student articulates and critiques theories and empirical methods for quantitative analysis relevant to agricultural, environmental, international development, or community economics.
- Identifies data sources, applies appropriate econometric methodologies, and evaluates quantitative evidence relevant to questions in agricultural, environmental, international development, or community economics.
- Clearly communicates applied economics issues, methods, and empirical analysis using both written and oral strategies.
- Recognizes and applies principles of ethical, collegial and professional conduct.

1.2 Ph.D. AAE Learning Outcomes

- Articulates and critiques theories and empirical methods to address research issues in agricultural, environmental, international development or community economics.
- Identifies data sources, appropriate methodologies, and evaluates evidence relevant to questions in agricultural, environmental, international development or community economics.
- Creates scholarship that makes a substantive contribution to the chosen major field and to society.
- Clearly communicates applied economics issues, methods, and empirical analysis using both written and oral strategies.

- Recognizes and applies principles of ethical, collegial, and professional conduct.

The procedures and requirements described in this document guide the student through the programs. Special problems or circumstances may arise in which the procedures are not clear or in which an exception to the rule appears warranted. Questions on all such matters may be discussed with the department [Academic Programs Coordinator](#) or the [Director of Graduate Studies](#). The department's Graduate Committee (described in Section 2) formally considers specific requests for modifications of or exceptions to the rules. Generally, rule exceptions require a formal petition to the Graduate Committee with an email of support from an advisor. Send request by email to the Academic Programs Coordinator or the Director of Graduate Studies. The Graduate Committee will then act on the request. See section 3.6 for more information.)

Section 2

Organization of the Department

The department operates on democratic principles. Each year the department Chair is appointed by the Dean by an advisory ballot by all [assistant, associate, and full professors](#). The [Chair](#) is the official representative and as an administrator who executes departmental policies. The entire department develops and approves all programs, policies and staff changes. To expedite its work, the department uses standing committees; the Chair appoints members annually with the advice and consent of the faculty. Graduate students elect representatives to serve on the Graduate Committee.

2.1 Departmental Committees

- [Advancement](#). Manages alumni relations and fundraising.
- [Curriculum](#). Curriculum planning and management.
- [Executive](#). Composed of all tenured professors; makes important policy decisions, including reviews of all personnel actions with respect to promotions and tenure.
- [Outreach and Extension](#). Oversees departmental policy in all areas of extension activity.
- [Graduate](#). Handles graduate student admissions, ranks students for financial aid, evaluates satisfactory progress, initiates course changes for the graduate curriculum. The extended committee includes 2 student representatives, who advise the committee on non-personnel matters.
- [Information Technology and Media](#). Manages department network, classroom technology, purchasing.
- [Personnel](#). Recruits new faculty, evaluates assistant and associate professors for promotion, and handles general personnel matters involving all faculty members.
- [Placement](#). Coordinates job candidate preparation.
- [REDA](#). Oversees REDA program
- [Renk Council](#). Oversees the Renk Agribusiness Program.
- [Seminars: Organizes department seminars](#).
- [Space](#). Consults with Chair and students on space allocations.
- [Undergraduate](#). Reviews student petitions for course substitution and considers departmental and college curriculum changes.

Section 3

Graduate Program Requirements and Regulations

3.1 Advising

All graduate students are responsible for knowing the procedures and requirements of the University found in the AAE student handbook and on the UW Graduate School Website.

Incoming students are assigned to a faculty advisor. To the extent possible, students and advisors are paired based on research interests. The advisor helps students select courses in their first semesters, providing important guidance especially in choosing the major and minor field courses. Students are encouraged to keep in close contact with their faculty advisor, who will help them secure funding, write research proposals, and make a variety of professional decisions during their course of study.

As students begin to define their research interests and make plans for writing the thesis or dissertation, they may want to change faculty advisors in order to work with someone better able to guide their research. Students take the initiative in changing advisors, and there is no formal procedure for doing so. However, it is important to communicate fully with both the initial advisor and the new major professor. Also inform the Academic Programs Coordinator (APC) when any change is made. Students may see their official advisor listed in MyUW. The official advisor is entered in the Student Information System (SIS) by the graduate program coordinator.

Students can maximize their learning and professional development by starting their graduate careers with an Individual Development Plan. The IDP helps with goal-setting, tracking progress and communicating with mentors. More information on IDPs is available through the Graduate School [Office of Professional Development](#).

In addition to this AAE graduate student handbook, graduate students can be guided by the Graduate School resources:

[Graduate School's website](#)
[Graduate School's Academic Policies and Procedures](#)

Help and further clarification is available from the Academic Programs Coordinator, who manages decisions concerning admissions, funding, satisfactory academic progress, academic deadlines, graduation completion, assignment of advisors, program-related forms, advising/course holds and permissions, course offerings and other types of support.

3.2 The Master of Science, AAE Degree (M.S. REDA has its own handbook)

Graduate students may work toward the Master of Science (M.S.) degree in Agricultural and Applied Economics. Beginning in fall, 2018, there is no longer an M.A. option. The M.S. degree is a classified STEM degree. It requires students to demonstrate a master's-level understanding of economic theory and quantitative methods by successfully completing a set of core courses. Beyond the core courses, a student chooses from two different emphases: the M.S. program can focus on subject matter or on research. If a student chooses to focus on research, they may choose to write a thesis with their faculty advisor.

Prerequisites: The Master's program includes course work that presumes students have successfully taken courses in intermediate microeconomic theory, intermediate macroeconomic theory, two semesters of calculus, and introductory statistics.

3.2.1 M.S. AAE Course Requirements

To receive the M.S. degree, a graduate student must earn 30 credits with an overall grade point average of 3.0 (on a 4.0 scale). A minimum of 15 credits must be courses designated as “graduate level” in the Course Guide. They must also successfully complete requirements 1-3, below, earning a grade of B or better in each course, as recorded on the official transcript. The specific course requirements are as follows:

1. Microeconomic Theory* (3 credits)
AAE 635, *Applied Microeconomic Theory*
2. Econometrics* (6 credits)
AAE 636 and 637, *Applied Econometric Analysis I & II*
3. Economic Analysis (15 credits, both a and b)
 - a. At least 9 credits of Agricultural and Applied Economics taught courses at the 500 level or above, and
 - b. At least 6 credits of Agricultural and Applied Economics taught courses at the 400 level or above
4. Other Course Work (6 credits)
Six credits at the 300-level or above in any department (including Agricultural and Applied Economics) to bring the total number of credits up to 30. These credits may include independent study.

* *Students in the doctoral program who decide to stop with a Master's degree may be allowed to substitute 711, 713 and 709, 710 for these requirements.*

Typical Course Sequence for the M.S. AAE

Master of Science		
	Fall	Spring
Year 1	AAE 635 & 636 Any course > 300	AAE 637 Any course > 300 AAE>=4XX
Year 2	AAE >=5XX AAE >=5XX AAE>=4XX	AAE >=5XX

3.2.2 Master's Degree Completion Checklist

- Complete coursework, maintaining at least a 3.0 GPA, and clear all incompletes.
- By mid-semester in semester in which you will receive the degree, notify the Academic Programs Coordinator that you plan to graduate. You must be registered for at least 2 credits for the semester in which you receive your degree.
- Read Graduate School Master's Degree Deadlines and Steps to Prepare for Commencement.

- If leaving department, see checkout instructions in Section 8, pg. 47 of this handbook.

3.2.3 Master of Science, AAE, thesis option requirements

1. Microeconomic Theory* (3 credits)
AAE 635, *Applied Microeconomic Theory*
2. Econometrics* (6 credits)
AAE 636 and 637, *Applied Econometric Analysis I & II*
3. Economic Analysis (15 credits, both a and b)
 - a. At least 9 credits of Agricultural and Applied Economics taught courses at the 500 level or above, and
 - b. At least 6 credits of Agricultural and Applied Economics taught courses at the 400 level or above
4. Other Course Work (6 credits)
Six credits of AAE 990 with thesis advisor.

* *Students in the doctoral program who decide to stop with a Master's degree may be allowed to substitute 711, 713 and 709, 710 for these requirements.*

The Master's thesis is a written report on a research topic chosen by the student, in consultation with the major professor. The thesis must be successfully defended during an oral examination before a thesis committee composed of at least three people, one of whom is the student's major professor and one of whom may be non-graduate-faculty (such as academic staff, visiting professor, emeritus professor, etc.). The selection of the remaining committee members is the student's responsibility, in consultation with the major professor. Faculty outside the department may serve on committees, but a majority of the members must be from within the department. Students are also responsible for arranging the final oral defense with the committee members and making sure they are provided a copy of the thesis at least two weeks prior to the defense date. Students should expect to have to make at least minor revisions to the thesis after the defense, necessitating a stay of at least two weeks after the oral defense to complete the final version of the thesis.

A student may choose whether to deposit her/his thesis in Memorial Library. AAE student must send a pdf of their thesis to the Academic Program Coordinator. Examples of past theses are available in the Taylor-Hibbard Seminar Room. They can also choose to file a copy in the Taylor-Hibbard Seminar Room. To do this, have the thesis bound at [Grim Book Bindery](#) or a similar organization.

Typical Course Sequence for the M.S. Degree, AAE with thesis option

Master of Science (thesis option)		
	Fall	Spring
Year 1	AAE 635 and 636 Any course > 300	AAE 637 Any course > 300 AAE >=5XX
Year 2	AAE >=5XX AAE >=5XX AAE 990 (thesis)	AAE 990 (thesis)

3.2.4 Master's Degree, thesis option, Completion Checklist

- Schedule a thesis defense with major professor, committee and copy Academic Programs Coordinator.
- Give Academic Program Coordinator three weeks notice of defense for warrant to be ordered; you will be notified when it has arrived from the Graduate School.
- Get warrant form from the Academic Program Coordinator
- Take degree warrant form to thesis defense meeting for signatures
- Give signed warrant to the APC who will review signatures and send to the Graduate School
- Submit bound thesis to the APC for the Taylor-Hibbard Seminar Room (optional)
- Submit electronic copy to APC for consideration for department and AAEA thesis award and archive.
- If submitting thesis to Memorial Library, consult the Graduate School's [Guide to Preparing Your Master's Thesis](#).

3.2.5 Graduation: Requesting a Graduation Warrant (See also Section 8, pg. 47)

By the middle of the semester in which a student anticipates receiving the Master's degree, he or she should report to the Academic Programs Coordinator. See the [deadlines and procedures](#) for degree completion. The record will be checked to make sure the student has completed all degree requirements, removed all incompletes, etc. If everything is in order, a Master's degree warrant will be ordered from the Graduate School. All incompletes must be removed before a warrant can be issued for a Master's degree. The final grade for 990 credits must be graded an S, not a P. An S is considered a grade and a P is not.

Enrollment in final semester: Students must be registered for at least two credits in the semester in which they plan to receive a Master's degree. In rare situations, the Graduate School will approve the payment of a [degree completion fee](#) for students who have met all degree requirements except thesis defense or removal of an incomplete. To be eligible the student must have submitted the thesis paper while registered. The fee is equal to 2 graduate credits at the in-state rate. The department must complete a request for this exception to be made.

3.3 M.S. AAE Student Applying to AAE Ph.D.

Master's students who wish to continue for the Ph.D. must apply for a change of status. The application should consist of a brief letter from the student simply requesting a change in status, accompanied by 1 to 3 letters of support from the student's advisor and other department faculty. Applications for admittance to the Ph.D. sequence are made after a student has successfully completed AAE 635, 636 and 637.

3.4 The Ph.D. Program

Candidates for the Ph.D. are required to develop comprehensive proficiency in four distinct areas: (1) economic theory; (2) econometrics; (3) a major field of study; and (4) a minor field. Students demonstrate proficiency through course work and performance on preliminary exams. The Ph.D. program includes course work that presumes students have taken one year's equivalent of calculus, introductory statistics, and mastery of the mathematical topics covered in Economics 703 (including linear algebra).

3.4.1 Summary of Ph.D. Curriculum

1. Economic Theory (9 credits)
Econ 711 and 713 *Economic Theory: Microeconomics Sequence* and
Econ 712 or 714 *Economic Theory: Macroeconomics Sequence*
2. Statistics and Econometrics (6 credits)
Econ 709 *Economic Statistics*
Econ 710 *Econometrics I & II*.
3. Major Field (9 credits)
9 credits of taught AAE courses; see below for required courses.
4. Minor Field (9 credits; courses must be designated as “graduate level” in the Course Guide; choose a. or b., below)
 - a. Option A- External (minimum of 9 credits): Credits taken from a single department or major field. The Option A minor program is planned in consultation with a faculty member in the minor department. The minor professor usually participates in the student's final oral examination. Signature from minor department required on prelim warrant.
 - b. Option B-Distributed (9 credits): 9 credits from one or more departments and can include course work in AAE if it is outside the major field.
5. Preliminary Examinations

Prelim in Microeconomic Theory: The Economics Department administers the Preliminary Examination in Microeconomic Theory following completion of Ph.D. micro theory sequence. Students earning grades of B or better in Econ 711 and 713 receive an automatic pass. The Prelim Exam in Microeconomic Theory must be taken if grades are below a B in Econ 711 and 713. A student earning a BC must take the exam.

Major Field Preliminary Examination: The AAE department administers the Major Field Prelim Exam. A student selects one of four major field areas (Environmental and Resource Economics; Economic Growth and Development; Economics of Agriculture; and, Community Economics) and prepares for exam based on major field course work.
6. Minimum Credit Requirements

Students must take a minimum of 9 credits of 600 and 700-level AAE courses. These credits may include courses used to fulfill the major and minor fields.

The Graduate School requires a minimum of 32 credits of graduate work taken in residence at UW-Madison and 51 degree credits, which can include prior graduate course work taken at another institution. More details are in the [Minimum Graduate Degree Credit Policies and Procedures](#).

3.4.2 Course Work in Microeconomic Theory and Math Background Guidelines

Every Ph.D. student must complete the doctoral microeconomics sequence, Economics 711 and 713. This sequence demands a high level of mathematical competence. Students intending to take these courses must have at least the equivalent of one year of calculus (including differential and integral), one semester of linear algebra, and one additional semester of advanced mathematical analysis and be prepared to gain mastery of the mathematical topics covered in Economics 703. Concurrent registration in Economics 703 and 711 is allowed but students planning to do so must first satisfy the mathematics requirements outlined above.

3.4.3 Preliminary Examination in Microeconomic Theory and Progression in the Doctoral Program

Students who receive a B or better in both Economics 711 and Economics 713 receive an automatic pass on the microeconomic theory prelim. Students who receive a BC or lower in either Economics 711 or Economics 713 must take and pass the prelim to meet the prelim requirement. Students cannot meet the requirement by retaking a course and receiving a grade of B.

Students who do not automatically pass must take the prelim in the summer following completion of the Ph.D. microeconomics sequence. This exam is typically given in June with an August re-take. A prelim application form must be submitted to the Economics Department, which administers the exam.

The theory examination committee from the Economics Department grades the exams blindly and assigns a numerical score. Based on those scores, the AAE Graduate Committee will assign one of three grades: pass; pass with distinction; or, fail. A grade of pass is sufficient evidence that the student has acquired the necessary competence in microeconomics to excel as an applied economist and to advance to the next phase of the doctoral program. Students whose performance in the exam is outstanding may receive a pass with distinction.

In the event that it judges a student to fail the exam, the Graduate Committee will decide whether the student will be permitted to retake the exam. The exam must be taken at the next available time (usually December). A student not recommended for a retake will be asked to leave the doctoral program. Under rare circumstances, the Committee may recommend that a student who failed the exam twice be permitted to take the exam a third time.

The Graduate Committee's recommendations on prelim exam grades and progression are subject to final approval by the AAE faculty.

3.4.4 Course Work in Macroeconomic Theory

Each Ph.D. student must satisfactorily complete (with a grade of B or better, as shown on the official transcript) either Economics 712 or 714 (Economic Theory: Macroeconomic Sequence).

3.4.5 Course Work in Econometrics

Each Ph.D. student must satisfactorily complete one of the following sequences (1) Economics 709-710; or (2) Economics 715-716 (with a total of 6 credits of work in econometrics 709 and above). This requirement must be completed, or be in the process of completion, before the student will be permitted to take the major field preliminary examination. To avoid delays in progress, students are encouraged to satisfy the econometrics requirement as soon as possible in their graduate program.

3.4.6 Major Field Course Work

The major field course work requirement is met by successful completion of one of the following fields:

Community Economics - 9 credits

Choose 9 credits in consultation with advisor

International Development -9 credits

AAE 642 Foundations of Development Economics

AAE 730 Frontiers in Development Economics 1

AAE 731 Frontiers in Development Economics 2

Economics of Agriculture - 9 credits, choose from:

AAE 641 Foundations of Agricultural Economics

AAE 746 Frontiers in Agricultural Economics 1

AAE 747 Frontiers in Agricultural Economics 2

AAE 706 Applied Risk Analysis (subject to approval in 18-19)

Environmental and Resource Economics - 9 credits

AAE 643 Foundations of Environmental and Natural Resource Economics

AAE 760 Frontiers in Environmental and Natural Resource Economics 1

AAE 762 Frontiers in Environmental and Natural Resource Economics 2

It is to the student's advantage to determine his/her major field interest as soon as possible after starting graduate work, and to ascertain the specific research interests of the faculty in that area. By the end of the first year of course work (usually at the beginning of the summer session), the student should have discussed research possibilities with the faculty in the selected major area of interest and be prepared to begin problem definition and literature search.

The summer session is most conducive to this activity and holds at least two distinct advantages for the student. First, it can reduce significantly the time required to complete the doctoral program compared to those who do not begin to formulate their research interests until after several semesters of course work. Second, involvement in research--even if only at an elementary level--can be an extra and exciting stimulus to the appreciation of difficult course work; it can give a vitality to economic theory and econometrics that may be missing when these concepts are presented in the abstract.

For students on Research Assistantships, research activity in the summer is required, as is a specified amount of work during the academic year. See Section 4, pg. 34, for more information on assistantships.

3.4.7 Major Field Preliminary Exam

In addition to the major field course work, each student is required to write an exam in one of the major field areas.

The major field preliminary examination assures that all students receive breadth of coverage within one major field that qualifies them for teaching in an area, and for giving them the basis from which to evolve as scholars. The major field examinations are comprehensive in nature, requiring a knowledge and understanding of the economics literature and its application in the particular area. Preparation for these examinations provides the student with an opportunity to identify and fill gaps in knowledge of the

literature, to synthesize and organize the material encountered, and to bring it sufficiently under command so that it becomes effectively usable. The file of past major field examinations is available for study from the Academic Programs Coordinator in 423 Taylor Hall. Many students find team study helpful.

The preliminary examination will utilize a five-day take-home format. The exam is available to students at 8 a.m. on the Monday of the exam week, and is due back at 5 p.m. on Friday of the exam week. Each major field examination committee prepares an exam based on the material covered in the field courses. Usually you will be asked to answer 2 of 3 questions. Students may not consult with fellow test takers or any other people when answering the questions.

A student who is not granted a passing grade may petition to take the exam a second time the next year. Only under rare circumstances would a student be permitted to take the exam a third time. A major field committee may, with departmental approval, require an oral examination or other work related to the student's written examination performance.

Before taking the major field examination, the student must have completed all the department course requirements in economic theory, econometrics, and have completed all the major field course requirements. Minor field courses do not need to be completed. **All incompletes must be removed from the record.** The major field examinations take place during the summer at a time that is mutually agreeable to all students taking the exam. The Academic Program Coordinator works with students to reach agreement on a date.

3.4.8 Research Colloquium

All Ph.D. students who have not defended a dissertation proposal before the spring semester of their third year are required to take the [Research Colloquium \(AAE 780\)](#) taught in the spring semester. This course is designed to help students develop a dissertation proposal. Working in groups and with some additional feedback from individual advisors, students develop research questions, literature search, word models, math models, testable hypotheses, and identification strategies. They work with data, use LATEX, give presentations and do peer review of weekly assignments. The colloquium also helps students develop a cohort for subsequent feedback through dissertation writing and job search.

AAE 780 Research Colloquium may be used as a minor field course.

3.4.9 Ph.D. Minor Field

The Minor Field is a requirement whose purpose is to add breadth to the student's program of study. A well-planned minor field is comparable to a major field. For example, the student can take a set of major field courses in another department or another field in AAE. It can be valuable to a student as an alternative area for dissertation research and as an additional field of expertise when the student enters the job market. Ph.D. students should plan a minor early in their graduate careers (minor programs can always be revised). By formulating the minor plan early, students will be able to take the appropriate courses when they fit most easily into the program of study.

The Minor Field is a set of 9 credits; courses must be designated as “graduate level” in the Course Guide; choose a. or b., below)

Option A- External (minimum of 9 credits): Credits taken from a single department or major field. The Option A minor program is planned in consultation with a faculty member in the minor department. The minor professor usually participates in the student's final oral examination. Signature from minor

department required on prelim warrant.

Option B-Distributed (9 credits): 9 credits from one or more departments and can include course work in AAE if it is outside the major field.

The Graduate Committee has determined that AAE 635, 636 and 637, as well as Econ 700, 701, 702, 704, 705, 706, and 708, are *not* allowable minor field courses because they are preparatory and do not add breadth or depth to a doctoral program. Preparatory courses in other departments are also not allowed for the minor (such as lower level economics or math courses). Likewise, courses taken in the theory and econometrics core (Econ 709, 710, 711, 713) cannot be used for the minor.

3.4.10 Major and Minor Field Course (MMFC) Planning Requirement

After passing the microeconomics theory prelim, each student is required to submit a **Major and Minor Field Course Planning Form**, Appendix C, to designate courses which will be used to fulfill the major and minor requirements. The form must be signed by the student's major professor and be submitted to the Academic Programs Coordinator by the end of the year following successful completion of the microeconomic theory prelim. If the student's curriculum subsequently changes, a revised form should be submitted to the Academic Programs Office.

The APC presents the MMFC form to the graduate committee which votes to approve the plans.

3.4.11 Typical Course and Exam Sequence

Most new graduate students who do not already have a Master's degree begin their studies on the Standard Track, augmenting their background in microeconomic theory and econometrics before embarking on the core Ph.D. courses in their area. The Graduate Committee makes recommendations to the student's academic advisor about whether s/he should begin with AAE 635 *Applied Microeconomic Theory* and AAE 636-637 *Applied Econometric Analysis I & II*.

The following tables illustrate a typical course work sequence for this Standard Track, as well as the sequence for the Accelerated Track, in which students begin the Ph.D. theory and econometric courses immediately upon matriculation. Students with Research Assistantships generally take 3 courses per semester, and students on fellowships take 3 or 4 courses per semester.

Typical Standard Track Course Work			
	Fall	Spring	Summer
Year 1	<ul style="list-style-type: none"> • AAE 635 • AAE 636 • Econ 703 	<ul style="list-style-type: none"> • AAE 637 • Foundations course • Minor field course 	RAs must register for 2-3 credits in AAE 990 every summer unless taking summer off.
Year 2	<ul style="list-style-type: none"> • Econ 709 • Econ 711 • Econ 712 	<ul style="list-style-type: none"> • Econ 710 • Econ 713 • Frontiers major field 	micro prelim, or auto-pass
Year 3	1 or 2 minor field courses Begin dissertation research	Frontiers major field 780 Research Colloquium	major field prelim Defend dissertation proposal
Year 4	Dissertation research (enroll in 990)		

Typical Accelerated Track Course Work			
	Fall	Spring	Summer
Year 1	<ul style="list-style-type: none"> • Econ 709 • Econ 711 • Econ 712 	<ul style="list-style-type: none"> • Econ 710 • Econ 713 • Foundations field course 	micro prelim, or auto-pass
Year 2	Frontiers major field 2 minor field courses	Frontiers major field	major field prelim
Year 3	Begin dissertation research	780 Research Colloquium	Defend dissertation proposal

3.4.12 Time Frames for 4- and 5-Year PhD Programs

These tables present road maps for students on the Standard and Accelerated Tracks.

Four-Year Time Frame for Ph.D. Program

Year 1	Year 2	Year 3	Year 4
<p>Fall</p> <ul style="list-style-type: none"> • Core classes • Seek own funding opportunities <p>(continue throughout years 2 and 3)</p> <ul style="list-style-type: none"> • Become familiar with timeline and expectations for different career paths 	<p>Fall</p> <ul style="list-style-type: none"> • Frontiers classes • Minor/skills classes 	<p>Fall</p> <ul style="list-style-type: none"> • Consider completing dissertation proposal defense and moving to 'dissertator' status • Assemble thesis committee • Dissertation research 	<p>Fall</p> <ul style="list-style-type: none"> • Finish job market paper • Participate in job market • Dissertation research
<p>Spring</p> <ul style="list-style-type: none"> • Core classes • Foundations class • Initiate habit of reading literature in areas of interest 	<p>Spring</p> <ul style="list-style-type: none"> • Frontiers classes • Minor/skills classes • Converge on a thesis topic 	<p>Spring</p> <ul style="list-style-type: none"> • Research Colloquium • Dissertation research • Begin preparing for job market 	<p>Spring</p> <ul style="list-style-type: none"> • Finish job market • Defend dissertation • Graduate
<p>Summer</p> <ul style="list-style-type: none"> • Micro prelim exam (if needed). • Initiate work on a research paper in an area of interest 	<p>Summer</p> <ul style="list-style-type: none"> • Complete field exam • Begin work on dissertation proposal document 	<p>Summer</p> <ul style="list-style-type: none"> • Dissertation research • Finish a paper suitable for entry in the 'best paper' competition 	<p>Summer</p> <ul style="list-style-type: none"> • Prepare for next stage • Prepare manuscripts from dissertation for publication
<p>Potential goals</p> <ul style="list-style-type: none"> • Begin identifying role models in your areas of interest • Identify area of dissertation research 	<p>Potential goals</p> <ul style="list-style-type: none"> • Present research in an informal graduate student venue 	<p>Potential goals</p> <ul style="list-style-type: none"> • Present research in a department seminar. • Submit a manuscript to a journal • Give a conference talk 	<p>Potential goals</p> <ul style="list-style-type: none"> • Complete transition from graduate student to professional economist

Five-Year Time Frame for Ph.D. Program

Year 1	Year 2	Year 3	Year 4	Year 5
<p>Fall</p> <ul style="list-style-type: none"> • Pre-core classes • Become familiar with timeline and expectations for different career paths 	<p>Fall</p> <ul style="list-style-type: none"> • Core classes • Seek own funding opportunities (continue in years 3 & 4) 	<p>Fall</p> <ul style="list-style-type: none"> • Frontiers classes • Minor/skills classes • Converge on a thesis topic 	<p>Fall</p> <ul style="list-style-type: none"> • Pass dissertation proposal defense early in fall and move to 'dissertator' status 	<p>Fall</p> <ul style="list-style-type: none"> • Finish job market paper • Participate in job market • Dissertation research
<p>Spring</p> <ul style="list-style-type: none"> • Pre-core classes • Foundations classes • Initiate habit of reading literature in areas of interest 	<p>Spring</p> <ul style="list-style-type: none"> • Core classes 	<p>Spring</p> <ul style="list-style-type: none"> • Frontiers classes • Minor/skills classes • Research Colloquium • Assemble thesis committee 	<p>Spring</p> <ul style="list-style-type: none"> • Dissertation research • Begin preparing for job market 	<p>Spring</p> <ul style="list-style-type: none"> • Finish job market • Defend dissertation • Graduate
<p>Summer</p> <ul style="list-style-type: none"> • RA-type research activity • Engage in empirical skills building activities 	<p>Summer</p> <ul style="list-style-type: none"> • Micro prelim exam (if needed) • Initiate work on a research paper in an area of interest 	<p>Summer</p> <ul style="list-style-type: none"> • Complete major field exam • Finish a paper suitable for entry in the 'best paper' competition • Finalize dissertation proposal document 	<p>Summer</p> <ul style="list-style-type: none"> • Dissertation research • Polish job market paper 	<p>Summer</p> <ul style="list-style-type: none"> • Prepare for next stage • Begin preparing manuscripts from dissertation for publication
<p>Potential goals</p> <ul style="list-style-type: none"> • Use first year writing assignments to explore dissertation topic candidates 	<p>Potential goals</p> <ul style="list-style-type: none"> • Begin identifying role models in your areas of interest • Identify area of dissertation research 	<p>Potential goals</p> <ul style="list-style-type: none"> • Present research in an informal graduate student venue • Give a conference talk 	<p>Potential goals</p> <ul style="list-style-type: none"> • Present research in a department seminar • Submit a manuscript to a journal 	<p>Potential goals</p> <ul style="list-style-type: none"> • Complete transition from graduate student to professional economist

3.4.13 Dissertation Requirements

The department requires a written dissertation proposal that must be orally defended before and approved by a three-person faculty committee.

Training in the Responsible Conduct of Research. Students who are undertaking dissertation research involving the use of surveys, interviews or other data gathering involving human subjects must comply with the university's requirements. For information on compliance and approvals needed, see [CALs research protocols on human subjects](#).

Proposal and Proposal Defense. Each student must prepare a dissertation proposal and have it approved by 3 faculty members who agree to serve on the student's thesis committee. Usually, the student presents the proposal before the committee at an oral defense, after which the proposal is either approved or further revisions are required.

The document for the dissertation proposal can take many forms, and the specifics are worked out between the student and major professor. The following provides one possible design that is based on the "three essay" model, which has become common in economics.

Proposal Organization. The proposal is organized around the three essays that will constitute the dissertation. For each essay, the student should, at a minimum:

- Describe the research question
- Motivate the importance of the research question and place it in its proper literature context
- Identify the necessary data sources and how they will be obtained; and
- Propose the steps that will be taken to complete the research.

In addition, the student should discuss the general themes that tie the three essays together.

The research question should be defined with a high degree of specificity, so that it can be placed into an identifiable academic literature. It should be motivated by its importance as an applied, real-world, and/or policy issue, as well as its potential to fill a gap in the academic literature. For the latter, the relevant literature should be described in a way that organizes existing knowledge on the subject, defines the scope of related and complementary studies, and places the proposed research into that organizational structure.

The data section should summarize the data that will be used in detail. Ideally the data will be in hand, so that the document can contain summary statistics, preliminary results, and basic evidence that the data are sufficient for the research question. If the data are not in hand, the student should present a concrete plan for their acquisition, as well as a fallback plan in the event that necessary information becomes unavailable.

Finally, the student should identify the tasks that will be undertaken to complete the research, and present any progress that has been made to date. This can include discussion of theoretical and empirical methodologies, planned field work, computational and programming considerations, skills that need to be acquired, and any other steps specific to the project.

These sections do not need to be equally detailed for all three essays, and it is common for one of the essays to be further developed than the others. Nonetheless, the proposal document should contain enough substance to convince the committee of each essay's topical importance, contribution, originality, and reasonable prospects for success. There is no set page limit for the document, though 30 double-spaced

pages is often sufficient. An electronic version of the proposal document should be sent to committee members at least 10 days before the proposal defense.

Candidacy. A student is formally admitted to [Ph.D. candidacy](#) upon demonstrating mastery of economic theory, completing all courses including the major and minor requirements, passing the major field prelim, and obtaining approval of the written dissertation proposal.

Dissertator Enrollment. Dissertators pay a lower tuition rate but must remain continuously registered for 3 990 credits in fall and spring; If an RA, the student must enroll for summer credits. No further taught courses may be taken by dissertators.

Advancement to Dissertator Status. The APC files the preliminary exam warrant in the Graduate School with the appropriate signatures, including those of the major professor plus the two other members of the reading committee, the department chair to certify that all major field requirements have been fulfilled, and the minor professor (or the department chair for a "distributed" minor).

Notifying the APC. The student should notify the Academic Programs Coordinator three weeks before he/she is ready to advance to candidacy. Usually approval of the dissertation proposal is the last requirement to be completed. The Academic Programs Coordinator will order the preliminary warrant from the Graduate School. *Please note that the preliminary warrant cannot be ordered until all incompletes have been removed from the student's record.*

Signatures. The student is responsible for obtaining all the required signatures on the preliminary warrant. Once the warrant is completed and the needed signatures obtained, it should be returned to the Academic Programs Coordinator, who will scan it for the student's file and return the original to the Graduate School. *The date on the preliminary warrant indicating when all the major field requirements have been completed must be prior to the first day of classes for the semester in which the student wishes to advance to dissertator status.*

Final Oral Examination. The Graduate School's web site contains [information on deadlines and rules for dissertation defense](#) and guidelines for producing the final copy of the dissertation. Additionally, major professors may indicate style preferences. Students may also find it helpful to consult dissertations on file in the Taylor-Hibbard Seminar Room.

Arranging Defense. When the major professor and student agree that the dissertation is ready for final defense, the student arranges for the final oral examination. It is the student's responsibility to provide the dissertation committee with the complete dissertation draft *at least two weeks prior* to the scheduled defense.

Final Defense Committee. The full committee of five consists of the three faculty who reviewed the dissertation proposal and signed the preliminary warrant, plus two other people, one of whom must be graduate faculty and one of whom may be non-graduate-faculty (such as academic staff, visiting professor, emeritus professor, etc.). The committee must include at least one member from outside the department. Note that faculty members with joint appointments in Agricultural and Applied Economics and another department do not qualify as outside members of the final oral exam committee. If the student has an external minor, it is traditional that one of the five members be from the minor department.

Final Warrant. When the composition of the committee is determined and the oral defense date scheduled, the Academic Programs Coordinator requests the degree warrant from the Graduate School. Once this form is filed the oral defense date may be changed, but any changes to the committee

composition must be reported in a revised warrant request. The Academic Programs Coordinator retains the degree warrant in the student's file until the defense.

Student should bring the final warrant to the dissertation defense meeting. It must be signed by the major professor and 4 other committee members as appropriate. See the [schedule of deadlines](#) for the Graduate School to receive the signed warrant, approved library copy of the dissertation, and other materials in order for a student to be awarded the Ph.D. for that semester. The Graduate School also stipulates that no final oral exam may be taken more than five calendar years following the major field prelim exam.

Copies of the dissertation must be filed as follows:

- Electronic deposit to the Graduate School Ph.D. Coordinator, Alexandra Walter.
- One bound copy to the APC for the Taylor-Hibbard Seminar Room (hard cover binding with the student's name on the side; double-sided pages are ok). Local bindery often used is [Grim Book Bindery](#).
- One electronic copy to the Academic Programs Coordinator.
- Bound copies to the major professor and reading committee, if requested.
- Copies to other members of the committee as requested by them

3.4.14 UW Ph.D. Program Requirements

In addition to the course work, exam and dissertation requirements, there are several other requirements for all UW Ph.D. candidates, described below.

Minimum Credit Requirement. Effective in 2014-15, the Graduate School requires 32 credits taken in residence at UW-Madison, and 51 total degree credits for the Ph.D.

Grade Requirements. Grades of B or better are required in all the core courses. The Graduate School requires students to maintain a grade point average of at least B (3.0 on the 4-point scale) throughout their studies. Although credits earned with a grade of C (or BC) are below Graduate School standards, these grades may be accepted toward course and credit requirements provided they are offset by an equivalent number of credits of A (or AB) work in taught courses or seminars (not arranged reading courses, research, or special projects).

Enrollment Requirement. Students are expected to register and pay tuition while using university facilities and consulting with faculty advisors. The Graduate School requires that all dissertators maintain [continuous enrollment](#). In rare circumstances where this is not possible, a [degree completion fee](#) is assessed to recognize the inevitable use of university facilities (which includes faculty and staff time) up to and including successful defense of the dissertation. The fee is equal to 12 times the current per-credit dissertation rate, based on resident or nonresident status held during the last term of registration. If a student breaks registration and then re-enters and registers for less than 4 continuous terms before completion, s/he pays the 12-credit fee minus all continuous registration credits paid since the time of re-entry. (See complete enrollment guidelines in section 3.7.)

Students holding Research Assistantships are required to [register in the summer](#) for at least 2 graduate-level credits (usually 990 Research and Thesis); dissertators register for 3 credits. Students who *do not* hold Research Assistantships for more than one summer month *do not* need to register for summer. Fellows paid in summer are required to register for a full load in summer.

Students who have held RAs during the academic year that provided a tuition remission in the spring semester are eligible for the tuition remission over the summer, even if their RA appointment has ended. All students need to be registered for summer if they plan to receive an August degree.

International Student Enrollment Requirements. International students (before they become dissertators) must maintain full-time status by registering for at least 8 credits a semester to meet the requirements of their visa. There are a few exceptions to this rule; see the [ISS web site](#).

3.4.15 Language Requirement

There is no general departmental foreign language requirement for doctoral candidates. However, depending on the student's area of interest, the major professor may suggest course work to facilitate competence in a particular language if that language is necessary for the student's proposed field research.

3.4.16 Ph.D. Completion Checklist

- ✓ If admitted as a Master's student, apply to Graduate Committee for change of status to Ph.D. program.
- ✓ Microeconomic Theory Preliminary Exam
 - If required to take exam (grades below B in Econ 711 and 713), submit application to Economics Graduate Office.
- ✓ Major and Minor Field Course Planning Form: You can copy and paste form in Section 3.4.
 - Submit to Academic Programs Coordinator (APC) before end of post-core year.
- ✓ Major Field Preliminary Exams (taken in August or January)
 - Remove all incompletes.
 - Complete all major field courses.
- ✓ To receive a Master's Degree, apply by mid-semester with APC.
- ✓ Apply for [Human Subjects approval](#) for dissertation research, if applicable .
- ✓ Proposal Defense
 - Complete proposal and arrange a defense date with committee members.
 - Notify APC at least 3 weeks before proposal defense.
- ✓ Prelim Warrant
 - Obtain from APC before proposal defense, obtain signatures, and return to APC.
 - Complete defense and all other requirements before the first day of class of the semester in which you want to become a dissertator.
- ✓ Continuous Registration
 - Dissertators must register for 3 credits each fall and spring semester until degree completion. RA's must register in all semesters in which they are funded.
- ✓ Final Dissertation Defense (see [Completing Your Degree](#) for details)
 - Arrange defense date with 5 committee members.
 - Notify APC at least 3 weeks before defense.
 - Give copies of dissertation to committee members at least 2 weeks before defense.
 - Day of exam or earlier, obtain warrant from APC; obtain signatures.
 - Give copy to APC or scan and send to APC.
- ✓ Deposit Dissertation
 - Before preparing the final version of the dissertation show sample pages to Ph.D. Coordinator in the Graduate School
 - Electronic deposit occurs through the Graduate School: <https://grad.wisc.edu/current-students/doctoral-guide/>.
 - Make appointment with Ph.D. Coordinator (optional).

- Pay fees at Bursar's Office.
- Provide bound copy of dissertation to place Taylor-Hibbard Seminar Room.
- Give one electronic copy to APC, if you wish to be considered for the departmental and AAEA dissertation awards
- ✓ Commencement
 - At the beginning of the semester in which you plan to complete all requirements to graduate, inform APC.
 - If you will attend commencement, apply to graduate in your Student Center.
 - Make arrangements according to [commencement instructions](#).
- ✓ Diploma
 - Diplomas are mailed to the home address you leave with the university about 3 months following the degree deadline. A notarized letter certifying that you have received your degree is available from the Registrar as soon as your degree is posted. See [Registrar's website](#) for details.
- ✓ Follow department checkout procedures in section 6 of this handbook.
- ✓ In addition to the specific course and examination requirements, the Ph.D. program requires that the student obtain practical research experience through the preparation of a dissertation. A student in the Ph.D. program has the opportunity to obtain additional practical experience as a Research Assistant or a Teaching Assistant.

3.5 Maintaining Satisfactory Progress

Note: These revised rules on satisfactory progress apply to students entering in fall 2012 and later

3.5.1 Overview

The Graduate Committee monitors the progress of all students in the graduate program. The Graduate Committee reviews each student's course grades, the appropriateness and timeliness of the course work for the degree being sought, and progress on the thesis or dissertation. When evaluating students who are employed as graduate assistants, the Graduate Committee also considers the quality and quantity of work performed as a Research or Teaching Assistant as a component of satisfactory progress. Satisfactory academic progress includes classroom performance, progress towards completing a degree in a timely manner, and, for Research and Teaching Assistants, satisfactory work progress.

The Graduate Committee uses two sets of guidelines to evaluate the progress of students in the graduate program. The first set, *Satisfactory Progress as a Graduate Student*, applies to all students enrolled in the graduate program. The second set, *Satisfactory Progress as a Graduate Assistant*, applies only to those students who hold Graduate Assistant appointments with the department and who wish to have their appointment continued.

3.5.2 Satisfactory Progress as a M.S. AAE Graduate Student

Satisfactory progress toward a Master's degree involves following a plan of study that enables a student to complete all requirements within four semesters of graduate work in the department. M.S. AAE students must maintain a 3.0 average and earn B's in core courses. Please review Grade Requirements below.

3.5.3 Satisfactory progress as a Ph.D. AAE Student

For the PhD student satisfactory progress includes:

- Passing the microeconomic theory requirement before the beginning of Year 3
- Finishing all required course work before the beginning of Year 4
- Passing the major field examination before the beginning of Year 4
- Defending a dissertation proposal before the end of the first semester of Year 4
- Defending a dissertation before the end of year 5
- Completing all INCOMPLETES on your student record. Accumulation of incomplete grades can also result in being placed on probation. The Graduate School also monitors [incompletes](#). All students placed on probation by the Graduate School are automatically on department probation. See also the Graduate School [policy on probation](#).

Some students, especially those on the Accelerated Track, may complete the requirements more quickly than the standards required for satisfactory progress.

3.5.4 Grade Requirements for Satisfactory Requirements

Satisfactory progress requires students to maintain a cumulative grade point average (GPA) of 3.0 on a 4-point scale in taught graduate courses or seminars at the University of Wisconsin-Madison. Taught courses do not include conference courses with numbers such as 699, 990, or 999. Course grades below a B are normally considered failing grades and may necessitate retaking a course, thereby preventing a student from making satisfactory progress.

Although credits earned with a grade of C (or BC) are below Graduate School standards, these grades may be accepted toward course and credit requirements provided they are offset by an equivalent number of credits of A (or AB) work in taught courses or seminars (not arranged reading courses, research, or special projects). Grades of B or better are required in all the core courses.

A student whose graduate GPA falls below a cumulative 3.0 at any time is automatically placed on departmental probation. Students with a GPA below 3.0 may enroll for one additional semester. If, after this additional semester of work, the student's cumulative GPA is still below 3.0, the student will not be permitted to register for further course work.

Students denied permission may appeal their case to the Graduate Committee by emailing the Director of Graduate Studies and Academic Program Coordinator. The appeal should state circumstances and a plan going forward. An email from the student advisor should also be sent to the DGS and APC.

3.5.5 Satisfactory Progress as a Research Assistant and Teaching Assistant

A Research Assistantship is a special form of academic training in which a graduate student receives a stipend and the opportunity to be trained in, and to collaborate on, academic research under the supervision of a faculty member. Research Assistants must make satisfactory progress on the research project to which they are assigned.

In February, the Graduate Committee begins a careful review of funding availability and commitments to continuing students. Evaluations by Research Assistants' academic and research advisors are very important for this review. Teaching assistants are similarly reviewed by their supervising professor and

the Graduate Committee for the quality of their teaching effort. Based on its reading of each student's record and discussion with the student's major professor, the Graduate Committee makes a list of those students (new and continuing) who are deemed eligible for a Research and/or Teaching Assistantship for the following year. The Graduate Committee recommends to the Chair that Graduate Assistants who are not making satisfactory progress not be reappointed. Individual faculty members and the department Chair make the actual decisions about who is hired as a Graduate Assistant. Letters of reappointment for continuing students are usually sent in May or June for the fiscal year starting July 1.

3.5.6 Parenthood Accommodation

Students who become parents through the birth or adoption of a child will be granted an automatic one-semester extension of departmental requirements. They will be excused from their regular RA duties for a period of six weeks during which time they will continue to receive support. In line with the federal Family Medical Leave Act (FMLA) employees are eligible for 12 weeks of unpaid leave in the 12 months after the birth or adoption event.

3.5.7 Field Work Accommodation

Students who anticipate conducting fieldwork for their dissertations for 6 months or more can petition the Graduate Committee before they start their fieldwork for an extension of up to one year on the requirements for the total time in the program.

3.5.8 Students Transferring from the Master's Program

Students who enter the AAE program as terminal Master's students and convert to the Ph.D. program will have their Ph.D. "clocks" started from when they convert to the Ph.D. program.

3.5.9 Satisfactory Progress: University and Department Conduct Expectations:

3.5.9a Professional Conduct

All students are expected to adhere to the highest standards of professional behavior and ethics. Students should avoid even an appearance of improper behavior or lack of ethical standards while in Graduate School at UW-Madison, in all professional settings, and in their personal lives. Students should conduct themselves according to the standards expected of members of the profession to which the student aspires. Concerns about infractions of professional conduct may be effectively handled informally between the instructor/advisor and the student. If a resolution is not achieved, a graduate program representative may be included in the discussion. Separate and apart from a violation of professional conduct, a student may face University disciplinary action with regard to the same action. Students are responsible for reading the information here as well as the information published on all the relevant web sites. Lack of knowledge of this information does not excuse any infraction.

1. Professional Ethics: Students shall show respect for a diversity of opinions, perspectives and cultures; accurately represent their work and acknowledge the contributions of others; participate in and commit to related opportunities; aim to gain knowledge and contribute to the knowledge base of others; understand the UW student codes of conduct; represent their profession and the program; and strive to incorporate and practice disciplinary ideals in their daily lives. Resumes/CVs must reflect accurate information.
2. Honesty and Integrity: Students shall demonstrate honesty and integrity as shown by their challenging of themselves in academic pursuits; honesty and ethics in research and IRB

applications—including honesty in interpretation of data, commitment to an unbiased interpretation of academic and professional endeavors; and the need to document research activities, and protect subject/client confidentiality. Students shall follow through and pull their weight in group activities and understand where collaboration among students is or is not allowed; not plagiarize others or past work (self-plagiarism), cheat, or purposefully undermine the work of others, and avoid conflicts of interest for the duration of their time in the program. As a professional, honesty and integrity also extends to personal behavior in life outside of the academic setting by realizing that students are representatives of the program, UW-Madison, and the profession as a whole.

3. **Interpersonal and Workplace Relationships:** Students shall interact with peers, faculty, staff and those they encounter in their professional capacity in a manner that is respectful, considerate, and professional. This includes and is not limited to attending all scheduled meetings, honoring agreed upon work schedules, being on-time and prepared for work/meetings, contributing collaboratively to the team, keeping the lines of communication open, offering prompt response to inquiries, and employing respectful use of available equipment/technology/resources. Chronic or unexplained absences are unprofessional in the workplace and could be grounds for termination or removal of funding. To facilitate the free and open exchange of ideas, any criticism shall be offered in a constructive manner, and the right of others to hold different opinions shall be respected.
4. **Commitment to Learning:** Students are expected to meet their educational responsibilities at all times. Be actively prepared for class and be ready for questions and answers. Be on time for every class and always show courtesy during class or if you have to leave class early. If possible, students should notify the instructor at least one day in advance of a planned absence. Students who are unable to attend class are responsible for finding out what occurred that day and should not expect instructors to give them individual instruction. Recognizing that the pursuit of knowledge is a continuous process, students shall show commitment to learning by persevering despite adversity and seeking guidance in order to adapt to change. Students shall strive for academic excellence and pursue and incorporate all critique, both positive and negative, in the acquisition of knowledge in order to understand and respect the community in which they work.
5. **Professional Appearance:** Students shall convey a positive, professional appearance in order to represent the program in a dignified manner. Appearance includes a person's dress, hygiene, and appropriate etiquette/protocols for the environment (including safety protocols and protective clothing in environments that require them).

This graduate program, the Graduate School, and the Division of Student Life all uphold the UW-System policies and procedures in place for academic and non-academic misconduct. In addition, graduate students are held to the same standards of responsible conduct of research as faculty and staff. Furthermore, unprofessional behavior towards clients/subjects, faculty, staff, peers and public are significant issues in the evaluation and promotion of students. In turn, we hold expectations for the highest level of academic integrity and expect professional, ethical, and respectful conduct in all interactions. Students may be disciplined or dismissed from the graduate program for misconduct or disregard for professional conduct expectations regardless of their academic standing in the program.

3.5.9b Academic Misconduct

Academic misconduct is an act in which a student (UWS 14.03(1)):

1. Seeks to claim credit for the work or efforts of another without authorization or citation;
2. Uses unauthorized materials or fabricated data in any academic exercise;
3. Forges or falsifies academic documents or records;

4. Intentionally impedes or damages the academic work of others;
5. Engages in conduct aimed at making false representation of a student's academic performance; or
6. Assists other students in any of these acts.

Examples of academic misconduct include but are not limited to:

1. Cutting and pasting text from the Web without quotation marks or proper citation;
2. Paraphrasing from the Web without crediting the source;
3. Using notes or a programmable calculator in an exam when such use is not allowed;
4. Using another person's ideas, words, or research and presenting it as one's own by not properly crediting the originator;
5. Stealing examinations or course materials;
6. Changing or creating data in a lab experiment;
7. Altering a transcript;
8. Signing another person's name to an attendance sheet;
9. Hiding a book knowing that another student needs it to prepare for an assignment;
10. Collaboration that is contrary to the stated rules of the course; or
11. Tampering with a lab experiment or computer program of another student.

University of Wisconsin System: Chapter UWS 14: Student Academic Disciplinary Procedures:
<https://conduct.students.wisc.edu/documents/determining-violations-of-chapter-14/>

3.5.9c Non-Academic Misconduct

The university may discipline a student in non-academic matters in the following situations:

1. For conduct which constitutes a serious danger to the personal safety of a member of the university community or guest;
2. For stalking or harassment;
3. For conduct that seriously damages or destroys university property or attempts to damage or destroy university property, or the property of a member of the university community or guest;
4. For conduct that obstructs or seriously impairs university-run or university-authorized activities, or that interferes with or impedes the ability of a member of the university community, or guest, to participate in university-run or university-authorized activities;
5. For unauthorized possession of university property or property of another member of the university community or guest;
6. For acts which violate the provisions of UWS 18, Conduct on University Lands;
7. For knowingly making a false statement to any university employee or agent on a university-related matter, or for refusing to identify oneself to such employee or agent;
8. For violating a standard of conduct, or other requirement or restriction imposed in connection with disciplinary action.

Examples of non-academic misconduct include but are not limited to:

1. Engaging in conduct that is a crime involving danger to property or persons, as defined in UWS 18.06(22)(d);
2. Attacking or otherwise physically abusing, threatening to physically injure, or physically intimidating a member of the university community or a guest;
3. Attacking or throwing rocks or other dangerous objects at law enforcement personnel, or inciting others to do so;
4. Selling or delivering a controlled substance, as defined in 161 Wis. Stats., or possessing a controlled substance with intent to sell or deliver;
5. Removing, tampering with, or otherwise rendering useless university equipment or property intended for use in preserving or protecting the safety of members of the university community,

such as fire alarms, fire extinguisher, fire exit signs, first aid equipment, or emergency telephones; or obstructing fire escape routes;

6. Preventing or blocking physical entry to or exit from a university building, corridor, or room;
7. Engaging in shouted interruptions, whistling, or similar means of interfering with a classroom presentation or a university-sponsored speech or program;
8. Obstructing a university officer or employee engaged in the lawful performance of duties;
9. Obstructing or interfering with a student engaged in attending classes or participating in university-run or university-authorized activities;
10. Knowingly disrupting access to university computing resources or misusing university computing resources.

Additional information regarding Non-Academic Misconduct

Graduate School Academic Policies & Procedures: Misconduct, Non-Academic:

<http://grad.wisc.edu/acadpolicy/#misconductnonacademic>

Dean of Students Office: [Non-Academic Misconduct Information](#):

University of Wisconsin System: Chapter UWS 17: Student Non-Academic Disciplinary Procedures:

http://docs.legis.wisconsin.gov/code/admin_code/uws/17/18

University of Wisconsin System: Chapter UWS 18: Conduct on University Lands:

http://docs.legis.wisconsin.gov/code/admin_code/uws/17/18

3.5.9d Research Misconduct

Much of graduate education is carried out not in classrooms, but in laboratories and other research venues, often supported by federal or other external funding sources. Indeed, it is often difficult to distinguish between academic misconduct and cases of research misconduct. Graduate students are held to the same standards of responsible conduct of research as faculty and staff. The Graduate School is responsible for investigating allegations of research misconduct. This is often done in consultation with the Division of Student Life as well as with federal and state agencies to monitor, investigate, determine sanctions, and train about the responsible conduct of research. For more information, contact the Associate Vice Chancellor for Research Policy, 333 Bascom Hall, (608) 262-1044.

Please see section on “Grievance Procedures and Misconduct Reporting” for further information on reporting research misconduct of others. Here are links for additional information regarding Research Misconduct and Responsible Conduct:

Graduate School Policies & Procedures: [Responsible Conduct of Research](#)

Office of the Vice Chancellor for Research and Graduate Education’s Office of Research Policy:

[Introduction & Guide to Resources on Research Ethics](#):

Graduate School Office of Research Policy: [Policies, Responsibilities, and Procedures: Responsible Conduct of Research Resources](#)

3.5.10 Consequences of Failing to Make Satisfactory Progress

If the student is not making satisfactory progress the Graduate Committee informs the student, the student's major professor, and the department Chair.

Pre-dissertators: A pre-dissertator who is not making satisfactory progress will be put on probation for one semester. If the student does not return to satisfactory status before the beginning of the next semester, the student will continue on probation and be barred from receiving a departmental Graduate Assistantship. If the student is still not making satisfactory progress at the end of one year, s/he will not be permitted to register for further course work.

Dissertators: A dissertator who is not making satisfactory progress will be put on probation and cannot receive departmental funding. In general, this means the department will not fund dissertators beyond their fifth year in the program, unless the student has an exemption. Dissertators will not be permitted to register for research credits beyond the sixth year without an exemption. Students who enrolled in AAE **before** the summer of 2012 will be granted one extra year to fulfill all requirements.

Appeals of Probation: Students may appeal a finding of unsatisfactory progress and academic probation to the Graduate Committee. A student's appeal should include a letter from the student describing the mitigating circumstances and a letter of support from the student's academic advisor and should be sent to the Academic Program Coordinator. A strong appeal for dissertators could include letters of support from committee members.

3.5.11 Disciplinary Action and Dismissal

Failure to meet the program's academic or conduct expectations can result in disciplinary action including immediate dismissal from the program. If a student is not making satisfactory progress in regard to academic or conduct expectations, the advisor will consult with the student's committee to determine if disciplinary action or dismissal is recommended.

Depending on the type and nature of misconduct, the University Division of Student Life may also have grounds to do one or more of the following:

- Reprimand
- Probation
- Suspension
- Expulsion
- Restitution
- A zero or failing grade on an assignment on an assignment/exam
- A lower grade or failure in the course
- Removal from course
- Enrollment restrictions in a course/program
- Conditions/terms of continuing as a student

3.6 Grievance Procedures & Reporting Misconduct & Crime

If a student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance. Students' concerns about unfair treatment are best handled directly with the person responsible for the objectionable action. If the student is uncomfortable making direct contact with the individual(s) involved, they should contact the advisor or the person in charge of

the unit where the action occurred (program or department chair, section chair, lab manager, etc.). For more information see the Graduate School [Academic Policies & Procedures: Grievances & Appeals](#).

3.6.1 Steps to File Student Grievances

1. The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level.
2. Should a satisfactory resolution not be achieved, the student should contact the program's Director of Graduate Studies (DGS) to discuss the grievance. The DGS will facilitate problem resolution through informal channels and facilitate any complaints or issues of students. The first attempt is to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties.
3. If the issue is not resolved to the student's satisfaction, the student can submit the grievance to the DGS in writing, within 60 calendar days of the alleged unfair treatment.
4. On receipt of a written complaint, a faculty committee will be convened by the DGS to manage the grievance. The program faculty committee will obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.
5. The faculty committee will determine a decision regarding the grievance. The DGS will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.
6. At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the college.
7. Other campus resources include:
 - McBurney Disability Resource Center
 - [Employee Assistance Office](#)
 - [Ombuds Office](#)
 - University Health Services
 - [UW Office of Equity and Diversity](#)
 - [Dean of Students Office](#)

3.6.2 Reporting Misconduct and Crime

The campus has established policies governing student conduct, academic dishonesty, discrimination, and harassment/abuse as well as specific reporting requirements in certain cases. If you have a grievance regarding unfair treatment towards yourself, please reference the procedures and resources identified above. If you learn about, observe, or witness misconduct or other wrongdoing you may be required to report that misconduct or abuse. Depending on the situation, it may be appropriate to consult with your advisor, Director of Graduate Studies, Graduate Program Coordinator or Dean of Students Office.

3.6.3 Research Misconduct Reporting

Graduate students and research associates are among the most vulnerable groups when reporting misconduct because their source of financial support and the progress in their careers may be at risk by raising questions of wrongdoing. They are also often the closest witnesses to wrongdoing when it occurs and therefore must be appropriately protected from the consequences of reporting wrongdoing and be informed of their rights. Please find full details at <https://research.wisc.edu/compliance-policy/research-ethics/>

3.6.4 Academic Misconduct Reporting

If you know a classmate is cheating on an exam or other academic exercise, notify your professor, teaching assistant or proctor of the exam. As a part of the university community, you are expected to uphold the standards of the university. Also, consider how your classmate's dishonesty may affect the overall grading curve and integrity of the program.

3.6.5 Sexual Assault Reporting

Faculty, staff, teaching assistants, and others who work direct with students at UW-Madison are required by law to report first-hand knowledge or disclosures of sexual assault to university officials, specifically the Office for Equity & Diversity or the Division of Student Life. This effort is not the same as filing a criminal report. Disclosing the victim's name is not required as part of this report. More Information:

How to report assault: <https://uwpd.wisc.edu/how-to-report-sexual-assault-domestic-violence-dating-violence-or-stalking-to-uwpd-or-to-uw-madison/>

Victim's Rights: https://uwpd.wisc.edu/content/uploads/2014/12/CSA-Resorces-Handout-Victim-RightsResources-2014-VAWA.Clery_.pdf

Office of Compliance/Reporting: <https://compliance.wisc.edu/titleix/campus-procedures/reporting/complainant/>

3.6.6 Child Abuse Reporting

As a UW-Madison employee (under <https://compliance.wisc.edu/title-ix-victim-reporting-options/>), students are required to immediately report child abuse or neglect to Child Protective Services (CPS) or law enforcement if, in the course of employment, the employee observes an incident or threat of child abuse or neglect, or learns of an incident or threat of child abuse or neglect, and the employee has reasonable cause to believe that child abuse or neglect has occurred or will occur. Volunteers working for UW-Madison sponsored programs or activities are also expected to report suspected abuse or neglect. Please find full details at <https://oed.wisc.edu/child-abuse-and-neglect-resources>.

3.6.7 Reporting and Response to Incidents of Bias/Hate

The University of Wisconsin-Madison values a diverse community where all members are able to participate fully in the Wisconsin Experience. Incidents of Bias/Hate affecting a person or group create a hostile climate and negatively impact the quality of the Wisconsin Experience for community members. UW-Madison takes such incidents seriously and will investigate and respond to reported or observed

incidents of bias/hate. Please find full details at <https://compliance.wisc.edu/eo-complaint/> and <https://msc.wisc.edu/hate-bias-resources/>.

3.7 Course Enrollment Requirements for Graduate Students

Students are expected to register and pay tuition while using university facilities and consulting with faculty advisors. There are various requirements depending on if you have a Research Assistant position, a Teaching Assistant position, if you are a dissertator, or if you are an international student.

Students holding Research Assistantships are required to register for a full-time graduate credit load each semester they hold an appointment. During the summer, PhD **non-dissertator** students holding Research Assistantship appointments are required to register in the 8-week summer session for a minimum of two graduate credits (usually AAE 990). **Dissertators** holding summer RA appointments are required to register for 3 credits of 990 fall, spring and in the 8-week summer session. International students are required to enroll as full time students until they become dissertators. **MS students** are full-time unless they apply to be part-time in their last semester. All students must be enrolled in order to receive any type of funding.

3.7.1 UW Course Enrollment Requirement Chart

CATEGORIES	MINIMUM ENROLLMENT FOR FULL-TIME STATUS: FALL OR SPRING	MINIMUM ENROLLMENT FOR FULL-TIME STATUS: SUMMER (GENERAL 8-WEEK DHH SESSION)
Dissertator	Exactly 3 credits directly related to research	Not required unless receiving summer degree or if RA, trainee (with 12-month appointment), or fellow (with 12-month appointment), 3 cr. required.
RA, non-dissertator	8 cr.	2 cr.
TA/Lecturer (SA) 33%, non-dissertator	6 cr.	Not required unless receiving summer degree, 2 cr. minimum.
TA/Lecturer (SA) 50%, non-dissertator	4 cr.	Not required unless receiving summer degree, 2 cr. minimum.
PA 33%, non-dissertator	6 cr.	Not required unless receiving summer degree, 2 cr. minimum.
PA 50%, non-dissertator	4 cr.	Not required unless receiving summer degree, 2 cr. minimum.
International student (F-1 visa), non-dissertator	8 cr.	2 cr. for 12-month appointments. Not required for 9-month appointments.

3.7.3 Enrollment for Dissertators

The Graduate School requires that all dissertators maintain [continuous enrollment](#). In rare circumstances where this is not possible, a [degree completion fee](#) is assessed to recognize the inevitable use of university facilities (which includes faculty and staff time) up to and including successful defense of the dissertation. The fee is equal to 12 times the current per-credit dissertation rate, based on resident or nonresident status held during the last term of registration. If a student breaks registration and then re-enters and registers for less than 4 continuous terms before completion, s/he pays the 12-credit fee minus all continuous registration credits paid since the time of re-entry.

3.7.4 Enrollment for Students holding Research Assistantships or Teaching Assistantships

RAs are required to [register in the summer](#) for at least 2 graduate-level credits (usually 990 Research and Thesis); dissertators register for 3 credits. Students who *do not* hold Research Assistantships for more than one summer month *do not* need to register for summer unless they are a dissertator. Fellows paid in summer are required to register for a full load in summer.

Students who have held RA positions during the academic year that provided a tuition remission in the spring semester are eligible for the tuition remission over the summer, even if their RA appointment has ended. All students need to be registered for summer if they plan to receive an August degree.

3.7.5 International Student Enrollment Requirements

Before they become dissertators, full-time enrollment is required for all international students. In general, full-time is 12 credits for undergraduates and 8 credits for graduate students. Summer semester is optional, except for international students who start or end their program of study in summer. Learn more about full-time enrollment requirements [here](#).

Permission from ISS to drop below full-time enrollment does NOT exempt an international student from meeting the enrollment requirement determined by a Teaching Assistantship (TA), Project Assistantship (PA), Research Assistantship (RA), fellowship, traineeship, or dissertator status.

3.7.6 Minimum Credit Requirement

Effective in 2014-15, the Graduate School requires 32 credits taken in residence at UW-Madison, and 51 total degree credits for the Ph.D.

Section 4 Student Funding

4.1 Funding Overview

The department strives to provide funding to all Ph.D students. The purpose of department financial support is to cover living expenses, tuition, health insurance and other associated costs of being a graduate student. The University sets [stipend levels based on local cost of living](#). The department typically does not fund Master of Science students.

Typical offers are four years of funding which can be some combination of Research Assistantships, Teaching Assistantships and Fellowships. The details of these offers are in the student appointment letters, which renew at the start of each fiscal year (July 1) if the student makes satisfactory progress. If a student is leaving for a period-of-time or has another opportunity for funding, it is the student's responsibility to notify their advisor and the Academic Program Coordinator.

The percent of students receiving funding can be seen in the Graduate School's Data: [department data profile](#).

For students who have not received a multi-year offer, there are opportunities to find funding. The best place to look for graduate student employment is on the [student employment web page/student/graduate assistant](#).

4.2 Types of Financial Assistance

There are four main categories of financial assistance administered by the department: Research Assistantships, Project Assistantships, Teaching Assistantships and Fellowships. The majority of graduate students obtain funding through Research Assistantships. While grants paying for Research Assistantships are often established entirely through faculty initiative, some students jointly prepare grant proposals with faculty members. Some students also obtain grant or fellowship funds through their own initiative. In all cases, it is in the student's interest to establish working relationships with faculty members in their area of interest and to plan ahead for grant and fellowship proposals.

4.2.1 Research Assistantships (RA)

Criteria. A Research Assistant (RA) must be a graduate student working toward a master's or doctoral degree. Research Assistants are UW–Madison graduate students who are given stipends to support their own education and training. RAs are given work assignments related to their educational pursuits.

Funding. Funds for Research Assistantships are for the most part, generated from research grants obtained by faculty, sometimes with the collaboration of a graduate student. Every effort is made to assign Research Assistants to projects which are compatible with their interests and capabilities, and which will yield a research project suitable for an acceptable thesis.

Changing Projects. From time to time, students change projects. In the event that a student anticipates moving to a new project, s/he should consult with the current supervisor and the faculty member sponsoring the new project by early January. Decisions about funding for the student body as a whole are made in January and February. Therefore, it is important for all parties to come to agreement on changes early in the calendar year. This allows faculty to consider incoming students for any positions being vacated.

4.2.2 Teaching Assistantships (TA)

AAE TA positions. The department has several one-semester Teaching Assistantships available each year for AAE courses. These appointments form part of a student's funding guarantee, and every effort is made to provide a teaching experience for students who plan to go on the academic job market.

Criteria for Hiring Teaching Assistants. Priority for hiring Teaching Assistants goes to those students who were offered a multiple year funding package at the time of admission, who are in good standing, who plan to go into the academic job market, and who have the background needed for a particular course.

Mandatory Training. TAs must take [mandatory training](#), New Educators Training, offered through the College of Engineering. Teaching Assistants are usually appointed for a semester or an academic year.

Terms of the TA. TAs receive an appointment letter in May for the following fall term. TA positions are made on academic term basis. TAs meet with their supervising instructor before the semester to learn about teaching load and expectations. The instructor will fill out a form that lists time and responsibilities and give to the Academic Program Coordinator.

Evaluation. Students in each course evaluate the professor and the TA. The APC records the evaluations for program assessment purposes. The instructor also fills out an evaluation rubric for University assessment.

4.2.3 Project Assistantships (PA)

Project Assistant appointments are available in many departments on campus and offer the same benefits as RA and TA positions. The AAE department rarely hires PAs. A PA appointment is employed to assist with research, training, or other academic programs or projects. The best place to look for graduate student employment is on the [student employment web page/student/graduate assistant](#).

4.2.4 Fellowships

Fellowship offers for incoming students are made at the time of admission based on admissions materials. AAE offers fellowships to its top applicants who meet criteria of the available fellowships. [Fellowships for underrepresented students](#) are offered during the admissions process.

A number of fellowships are also available for continuing AAE PhD students. Fellowships offered to continuing students are determined by the AAE Graduate committee or specific fellowship committees based on student records and a recommendation of their advisor.

Continuing students are encouraged to seek fellowship support from outside sources. The Graduate School administers a number of different fellowships on campus, including: the University Fellowships, Chancellor's Fellowships, Mellon-Wisconsin Fellowships, the Dickie Fellowships, and a variety of external fellowships. If you have questions about these fellowships, please contact the Office of Diversity, Inclusion and Funding <https://grad.wisc.edu/funding/>.

See Section 4.6 for more funding information.

4.2.5 Student Hourly Positions

Students who have multi-year funding offers may be paid on a student hourly basis during the summer and or between TA/RA appointments. The Reader/Grader rate is used. Student hourly work is sometimes available on an occasional basis to unfunded students.

4.2.6 Reader/Grader positions

Graduate students may be hired to assist faculty in grading student work in some courses. Students with an RA or TA appointment should check with their supervisor before accepting a reader/grader position. The APC coordinates hiring reader/graders for faculty.

4.3 Graduate Student Appointment Benefits

4.3.1 Tuition Remission

Assistantship awards of at least one-third time, 33%, exempt a student from the tuition for that semester. Summer tuition is waived for students who have held an RA, TA or PA the previous spring, even if they do not have a summer appointment. A Fall only appointment does not provide summer benefits. Students with these appointments are responsible for paying [segregated fees](#) and late enrollment fees.

4.3.2 Stipend Levels and Paychecks

Stipend rates for graduate assistantships are set by the University. Current rates for TAs, PAs, and RAs can be found on the Graduate School website: <https://grad.wisc.edu/studentfunding/rates/>

Graduate assistants are paid on a monthly basis and payroll is set up to be deposited directly into student's bank accounts.

4.3.3 Health Insurance Benefit

TAs, PAs, and RAs, with appointments of 33.3% or higher for at least the length of a semester are eligible to enroll in a health insurance program. Contributions for health insurance (premiums) are taken from a student's monthly stipend.

Current monthly premiums can be found at <http://uwservice.wisc.edu/premiums/index.php#sgh>. Questions about health insurance can be directed to the departmental payroll and benefits coordinator, Nancy Carlisle.

For complete University benefit information please visit [Benefits for Graduate Assistants](#).

If you have health insurance and there is a change in your personal status (marriage, birth of a dependent, divorce), contact Nancy Carlisle, nancy.carlisle@wisc.edu, immediately. You have 30 days from the date of event to complete forms to make necessary changes in coverage. The same applies to if your funding ends and you wish to continue coverage.

4.3.4 Absence/Vacation

Vacation time, sick days, and summer time off must be approved by the student's supervising professor. Students must notify Nancy Carlisle and Mary Treleven if they will take a leave of absence during any semester including the summer. See also Parental Leave, section 3.5.6.

Graduate Assistants who take unapproved leaves of absence will be deemed as not making satisfactory progress.

4.4 Termination of Funding

If a student has an assistantship during the same term as the student's graduation or during the window period, they may remain on the payroll until the date of dissertation deposit, even if the appointment letter has a later date. Health insurance will continue for the entire month.

Students must meet satisfactory progress requirements to maintain their funding. See 3.5.2 and 3.5.3 for more information on making satisfactory progress.

4.5 Maximum Appointment Levels and Concurrent Appointments

The Graduate School sets [the maximum levels](#) of graduate assistantship appointments. International students cannot have any combination of a RA and another appointment over 50%.

Fellows with Concurrent Appointments: Students with fellowships payrolled through the university may hold concurrent graduate assistantships and/or student hourly appointments up to a total maximum combined annual stipend of \$44,162 (2016-2017 maximum). Concurrent appointment policies will vary across external agencies, so please be sure to review the terms and conditions for your award. If you have any questions about concurrent work along with your fellowship, please feel free to contact the Office of Fellowships and Funding Resources.

4.6 Fellowships and Scholarship Information Resources

Individual fellowships announcements are circulated by email. Opportunities outside of the department can be found under these websites:

- [Fellowships Office of the Graduate School](#)
- [Nelson Institute for Environmental Studies](#)
- [Memorial Library Reference Room](#)
- [Agricultural & Life Sciences Scholarships and Fellowships](#)

Students are encouraged to apply for fellowships, as they can serve as an important credential in the job market. Some fellowships are available by departmental nomination only. For others, students must apply on their own initiative. Some awards may exempt a student from payment of tuition and may provide a monthly stipend and dependent allowance. Other awards are specifically for travel for dissertation research, and many awards are available only to those students with dissertator status. Awards are made in recognition of scholarly achievement and promise as evidenced by academic records, letters of recommendation, research experience, and the dissertation proposal.

Students should keep in mind the importance of planning well in advance in order to secure future financial support, especially for dissertation field research. Many competitions, such as the Fulbright, are announced during the summer and have early fall deadlines in September and October. Students must be ready to submit research proposals and fellowship applications in the early fall in order to obtain fellowship support for the next year.

4.7 TA and PA Collective Bargaining

The university continues to use the terms of the TAA contract until final [university policies](#) are adopted. The website lists policies related to: grievance procedures; appointments; orientation, training,

and evaluation; non-discrimination; termination; health and safety; and benefits, including sick leave, vacation, and leave of absence.

4.8 Graduate School Travel support for Dissertators and Conference Attendance

Students who have reached dissertator status are eligible to apply for Research Travel Awards from the Graduate School (<https://grad.wisc.edu/funding/grants-competition/>).

4.9 AAE Financial Assistance for Research Travel and Conference Presentation Travel.

AAE students can apply for research travel and conference presentation assistance. Details are emailed to students each year. Please contact APC for more information.

Section 5 Professional Development Opportunities

Doctoral students are expected to fully participate in the intellectual life of the department, the university and the profession. Attendance at department workshops and seminars is expected. All M.S. and Ph.D Students should consider participation in the activities of the [Graduate School Office of Professional Development](#). Students are encouraged to present their research in the department and national/international conferences (see Section 4 for information on funding available) and to whenever possible engage in scholarly publishing before finishing their degrees. Mandatory training for Teaching Assistants and the responsible conduct of research is also required.

5.1 The AAE Taylor-Hibbard Club (THC)

The [Taylor-Hibbard Club](#) (THC) is the student-run AAE graduate student group which offers leadership opportunities to all AAE graduate students, including serving as club officers, organizing the Student Research Colloquium, and sitting on department committees. The group presents student information at orientation each year, organizes social events, and gives prizes each year. Elections take place in spring to choose representatives for the following year. Students select the following each year: President, Vice-president, Treasurer, Graduate Committee Reps, SRC Coordinators, Athletic Chair and Social Chairs.

5.2 Opportunities to Present Research

5.2.1 AAE Seminar Series

Doctoral students are expected to fully participate in the intellectual life of the department, the university and the profession. Attendance at department workshops and seminars is expected. The department encourages all students to attend and present their work at the weekly workshop and seminar series, especially as they approach the job market. The [schedule for these events](#) is posted on the department home web page. Notice for seminars, other events and news happening in Taylor Hall will be posted on the hallway monitors on 1st floor

5.2.2 National and International Conferences

Students are encouraged to present their research in national/international conferences (see Section 4 for

information on funding available) and to whenever possible engage in scholarly publishing before finishing their degrees. Faculty and staff send notices to students by email. Students are also encouraged to publish their work with help and collaboration of their advisors and other mentors.

The *AAEA Foundation* offers travel grants to graduate students attending the annual summer meeting. Applicants who are actively participating in the meeting and who have financial need will receive priority. Details are announced in the AAEA Newsletter and on the [AAEA web site](#). Funds can also be requested from AAE for rental of a University vehicle for group travel to the summer AAEA convention.

5.3 AAE PhD and M.S. Academic Prizes

Department competitions are managed by the Graduate Committee. Details are announced each year to current graduate students.

- The *Outstanding Teaching Assistant Prize* awarded yearly to the best TA from the previous year, based on teaching evaluations.
- The *Barbara Forrest Prize* for the best paper submitted by students in their second year.
- The *Daniel and Joyce Bromley Prize* given to the dissertator judged to have produced the most outstanding dissertation proposal.
- The *Henry C. Taylor Master's Thesis Prize* for the best thesis written in the previous year. The winner of this prize is also nominated for the Outstanding Master's Thesis Prize of the Agricultural and Applied Economics Association.
- The *Henry C. Taylor Dissertation Prize* for the best dissertation written in the previous year. The winner of this prize is also nominated for the Outstanding Dissertation Prize of the Agricultural and Applied Economics Association.

Useful resources for professional development, such as proposal writing guides, research guidelines and training, and funding opportunities are found at the bottom of this department page:

<https://aae.wisc.edu/students/graduate/>

5.4 Student Representation in University Governance

Associated Students of Madison (ASM)

The Associated Students of Madison (ASM) is the campus-wide student governance organization at UW–Madison. Graduate and undergraduate representatives are elected to the 33-member ASM Student Council based on their respective college or school. The student council has regular biweekly meetings open to all students.

Teaching Assistants' Association (TAA)

The Teaching Assistants' Association was the labor union for TAs and PAs at UW-Madison until it was decertified by the Legislature's Act 10 in 2011. As a result of decades of organizing and by working together as a union, graduate students at UW-Madison have achieved good health benefits, tuition remission, and many other gains.

Registered Student Organizations

There are more than 750 student organizations on campus. The best way to seek out current organizations is to visit the [Center for Leadership and Involvement](#) (CFLI) and visit the Registered Student Organization directory. This list will not include unregistered student organizations, and you may find that there are groups in your department that you would like to get involved with as well. If you are interested in officially registering an organization you are involved, you must register at

www.cfli.wisc.edu. Once registered through CFLI, your organization is eligible for funding from ASM, and your group can reserve rooms in the Union and access other resources.

Outreach and Community Connections.

The Wisconsin Idea is the principle that education should influence and improve people's lives beyond the university classroom. For more than 100 years, this idea has guided the university's work.

The Morgridge Center for Public Service

This center connects campus with community through service, active civic engagement, community-based learning and research, and more.

5.5 Campus-wide Resources for Professional Development

The [Graduate School Office of Professional Development](#) provides direct programming in the areas of career development and skill building, and serves as a clearinghouse for professional development resources across campus. The best way to stay informed is to watch for the weekly newsletter from OPDC, *GradConnections Weekly*, and to visit the webpage <https://grad.wisc.edu/professional-development/> for an up-to-date list of events. For example, typical topics covered throughout the year are:

- Individual Development Plans (IDPs) and planning for academic success
- Dissertation writing support
- Communication skills
- Grant writing
- Teaching, mentoring and research ethics
- Community engagement and entrepreneurship
- Career exploration: academic, non-profit, industry, government, etc.
- Job search support and pursuing postdoctoral training

Students benefit from other programs offered by the following campus services:

- Delta Program, offering workshops and other resources for developing teaching excellence: <http://www.delta.wisc.edu>
- Writing Center, for group and individual help with writing: <http://www.writing.wisc.edu/>
- [English as a Second Language Department](#) offers ESL skills courses:
Academic Writing for Graduate Students
Professional and Academic Writing Skills
[International TA Training](#)
- Student Technology Training (STS) <https://at.doit.wisc.edu/training/software-training-for-students/>
- UW Teaching Academy <https://teachingacademy.wisc.edu/>
- [Office of Postdoctoral Studies \(OPS\)](#)
- [Center for the Integration of Research, Teaching, and Learning \(CIRTL\)](#)

5.6 Other Teaching Opportunities

- Graduate students not holding Teaching Assistantships who want to acquire a supervised teaching experience (usually assisting with graduate courses in AAE) may enroll in AAE 799, Practicum in Agricultural and Applied Economics Teaching.

- Students have also been successful in obtaining part-time teaching positions at the Madison Area Technical College, Edgewood College, Beloit College, Cardinal Stritch College, and at two-year campuses in the University of Wisconsin System which are within driving distance of Madison. Those students wishing to be considered for such opportunities may contact these institutions and the UW System Administration directly.

Section 6

The Job Market

The department assumes responsibility for providing graduate students with assistance in obtaining employment following completion of their graduate program. The process starts early. See timeline in section 11.4.

Job market activities for Ph.D. students are coordinated by the Placement Director, an appointed faculty member, who leads periodic sessions on the job search process, including mock interviews. Students are encouraged to post their credentials on the department website and to practice job talks in the department seminars, workshops and Student Research Colloquium. In addition, written materials on the job search, including sample vitae and cover letters, information on strategy and timeline, etc, are posted on the [department intranet](#). Students should review these materials early in their tenure in the program.

The availability of this general assistance in no way abrogates the role and responsibility of the student's major professor. Many, if not most, positions are ultimately obtained through personal contacts and, in many cases, the major professor is in the best position to provide the student with information concerning specific positions available in the student's primary area of interest. In addition, the major professor is frequently the best qualified to provide information concerning work conditions at specific universities and organizations. Other faculty might provide advice concerning employment opportunities and letters of recommendation.

M.S. and Ph.D. students are encouraged to join LinkedIn where job announcements are posted and alumni information is available: <https://www.linkedin.com/groups/13587047>. After the request to link with APC is received, the invitation to the group will be sent.

Students are encouraged to register their interests and qualifications with the National Employment Registry for Agricultural Economists by contacting the [AAEA Employment Service](#).

See alumni [AAE employment data](#).

Section 7

Additional Information for International Students

7.1 International Student Services (ISS)

International Student Services (ISS) is the main resource on campus and has advisors who assist with visa, social and employment issues. Visit their website for more information at iss.wisc.edu or to schedule an appointment.

7.2 Student Visas

Graduate Admissions issues the federal I-20 form for initial F-1 Visa procurement. Initial J-1 Visa document (DS-2019) is handled by [International Student Services](#) (ISS). The Graduate Admissions office sometimes must collect financial information for the DS-2019, which is then forwarded to ISS. After the student is enrolled, all Visa matters are handled by ISS.

7.3 Documents required of new international students

Many students are admitted with a condition that they submit their final academic documents after arrival on campus. Students submit documents to the admissions office at 232 Bascom Hall. [Departments may collect the documents and send them to the admissions office via campus mail.](#) The admissions requirements page <https://grad.wisc.edu/apply/requirements/> lists the documents required for each country.

7.4 Students with ESL Requirements

Any student who was admitted with a TOEFL score below 92, or an IELTS score below 6.5 will be required to take the English as a Second Language Assessment Test (ESLAT) <https://esl.wisc.edu/international-students/placement/> and any required English course during their first semester.

7.5 Funding for International Students

International students are eligible for Teaching, Project, and Research Assistantships on campus as well as university fellowships through the Graduate School. They may not be employed more than 20 hours per week on campus while enrolled full-time.

New international students with assistantships should work with International Students Services to obtain a social security number (iss.wisc.edu/employment/social-security). New students with fellowships and no other appointment types are not considered employees and are not eligible for social security numbers. These students should work with ISS to obtain an International Taxpayer Identification Number (ITIN, <https://iss.wisc.edu/employment/individual-taxpayer-identification-number-itin/>).

Section 8

Additional Information for New Students

8.1 Activate your NetID

Students need to set up their NetID and password to access the My UW-Madison portal at my.wisc.edu. To activate the NetID click on the ACTIVATE NETID button from the My UW Madison login screen. Enter the 10 digit student campus ID number and birthdate. The NetID and password are keys to your

access to the MyUW portal. If you are unsure about your NetID and password, contact the [DoIT Help Desk](#) at 608-264-4357.

8.2 Obtain UW Photo ID Card (Wiscard)

Get the UW ID card, the Wiscard with photo taken at the Wiscard Office (wiscard.wisc.edu/contact.html) in Union South, room 149, M-F 8:30 am - 5:00 pm. Students must be enrolled and have valid identification, such as a valid driver's license, passport, or state ID) to get the photo ID.

8.3 Pick up Madison Metro bus pass

Students can pick up a bus pass at no charge from the Memorial Union at the beginning of the fall and spring semesters. Visit the ASM Web site for more information on Madison Metro bus services: <https://www.asm.wisc.edu/resources/buspass/>. Students must be enrolled and show their student ID.

8.4 Orientation Events

8.4.1 [New AAE student orientation](#)

AAE orientation takes place the week before courses begin. Students get department overview from the Chair, curriculum overview from the Director of Graduate Studies, and from research area faculty. The AAE student organization presents and answers questions. Social events are planned each year by current students. Students meet staff, tour the building and pick up office keys.

8.4.2 **New Graduate Student Welcome, hosted by the Graduate School**

This event provides a great opportunity to mingle with Graduate School deans and staff, hear from a panel of current students about grad student life, learn about the many campus and community resources and meet other new graduate students from across campus. Learn more and register here: <https://grad.wisc.edu/new-students/>

8.5 Graduate Student Life

Graduate Student Life is published annually by the Graduate School and contains a wealth of essential information for new graduate student. It covers information about the city of Madison, student services, finances, employment, housing, transportation, shopping, local services, recreation, and healthy living. Check it out at <https://grad.wisc.edu/new-students/>

Section 9

Departmental Physical Facilities

9.1 Building Address

Taylor Hall, 427 Lorch Street, Madison, WI 53706-1503.

9.2 Facilities Manager

Any problems with heat, air conditioning, plumbing, and lights should be reported to her either in person or email kmartint@wisc.edu. Let her know if the problem doesn't get fixed in a timely manner.

9.3 Building Hours

Taylor Hall building hours are 7:00 a.m. to 5:00 p.m., Monday through Friday. The building is locked from 5:00 p.m. to 7:00 a.m. on weekdays and all day on weekends. Graduate students may enter the building at other times with a building key but must have a student I.D. Security personnel do periodically check the building after hours, and anyone without a valid I.D. will be asked to leave immediately.

9.4 UW Policy on Smoking/AAE Smoking Area

Taylor Hall is a Smoke-free Environment. Since 1995, all University buildings are designated smoke free. In addition, smoking is not permitted within 25 feet of building entrances. The northeast entrance to Taylor Hall and the benches at the far end of the Lorch Street courtyard have been designated as outside smoking areas.

9.5 Building Safety and Security Guidelines

- Students must have a university photo ID with you if you intend to be in the building after hours.
- Do not loan your key to another individual, prop the doors open or let unauthorized individuals into the building. To do so threatens the safety of others and the security of our equipment.
- If you notice problems with building security, contact Kathy Martin-Taylor.
- During evenings and weekends, problems should be reported to Police and Security at 262-2957. For emergency situations, dial 911.

9.6 Student Desk Space and Office Assignments

9.6.1 Space Assignment Procedure

Each summer, the new AAE student club vice president works with current students to assign offices. The officer emails students and asks about current student preferences. The department has office space for approximately 60 graduate students. The THC VP works with Facilities Manager and the Academic Program Coordinator to assign the remaining space to new incoming students and to accommodate change requests during the year. Office space is not guaranteed to all students.

9.6.2 Desk Space Assignment Priority

Preference within these categories for specific offices is based on seniority (time enrolled as a graduate student in the department). Desk space is assigned based on the following priority listing:

1. Agricultural and Applied Economics majors with funding;
2. Non-departmental majors with funding from a member of the department faculty who lack office space

elsewhere;

3. Agricultural and Applied Economics majors without funding;

4. Non-departmental majors with funding from a member of the department faculty who have other University office space.

9.6.3 Office Key Deposit

Students with assigned office space will be required to deposit \$20 at the Bursar's Office to receive an office key and an outside door key to Henry Taylor Hall.

The Facilities Manager will issue the key to your Taylor Hall office during orientation week. The return of that deposit is dependent upon returning your keys when you leave the department.

Students with keys will have access to the building on a 24-hour basis but must keep their student I.D. card with them at all times; security personnel do check the building periodically after building hours.

UW Bursar's Office Information

333 East Campus Mall #10501

Madison WI 53715-1383

Office Hours: **8:00 AM - 4:00 PM**

tuition@bussvc.wisc.edu

During your time at Taylor Hall, it is likely that you will change offices. Do not trade keys with the previous occupant. You must see Kathy for the key to your new office to update your key records.

9.7 Meeting Rooms

9.7.1 Reserving Rooms in Taylor Hall

Rooms B30, 103, 113, 115, 215 and 434 can be reserved for student meetings using the online system: <https://ress.aae.wisc.edu/aae/>. This link is found at the bottom of every AAE web page-Rooms and Equipment.

- Room B30 is a classroom, outfitted with a Smart Board
- The Taylor-Hibbard Seminar Room (103) is used for public events, meetings, seminars and houses the collection of AAE M.S. and Ph.D. theses.
- Room 113 is outfitted with a Smart Board and used for committee meetings, dissertation defenses, student lab meetings, etc.
- The Parsons-Penn Commons (115) serves as a meeting space for everyone in Taylor Hall. A coffee and tea maker, comfortable chairs, and several daily newspapers are available there. It is available for all Taylor Hall residents and is open 7:45-4:30. Please avoid food and beverage spills and keep the lounge clean. The sink has a garbage disposal for waste. There are cleaning supplies under the sink for cleaning dishes and cleaning out the sink.
- Room 215 is used for student study groups and other general purposes.
- Room 434 is the Chair's Conference Room and is used for meetings and other general purposes.

9.7.2 Graduate Student Lounge

The graduate student lounge, Room 310, is maintained by students. A microwave, toaster, coffee maker, refrigerator and soda machine are there for your convenience. Room B17 also has a microwave and refrigerator for students housed in this room. Please monitor the microwave and toaster closely. In the past, when food was allowed to burn, the fire alarm caused the fire department to arrive and the building had to be evacuated. Please be respectful of your fellow students and pick up after yourself.

9.8 Equipment

Laptops, LCD projectors, a digital camera and conference phone can be checked out using the [equipment link](#). Equipment is stored in B 17.

9.9 Information Technology Services Center

The director of the [IT Services Center](#) provides technical support to all members of the department, including graduate students. The ITSC manages printing services throughout the building, maintains the department's computer networks, software licenses, and internal email lists, and provides remote access to department servers and wireless internet access throughout the building.

9.10 Student Mail

- Mail is distributed in Room 112 by staff. Each student has a mailbox with their name on it.
- U.S. mail is delivered about 12:00 p.m Monday through Friday. All mail in the outgoing mailbox in room 112 is picked up when the mail is delivered. If you miss this pickup, there is a U.S. mailbox with a 2 p.m. pickup at the corner of Lot 20 and University Avenue.
- Campus mail arrives and picked up each morning and afternoon.
- Students inform Kathy Martin-Taylor or Jo White (See Staff, Section 10) of a long-term absence. **Do not** have personal mail delivered to Taylor Hall. Inform Kathy Martin-Taylor of address changes.
- Record address changes in your Student Center in My UW and complete a forwarding notice at the U.S. Post Office. The USPO will forward your first-class mail at no charge for one year.
- Publications are sometimes left on the tables in room 112. Feel free to take what interests you.

9.11 Bicycles

There are bicycle racks in the Lorch Street courtyard and in Lot 20, adjacent to the building. Be sure to lock your bike, as there are numerous thefts each year. **Please do not bring your bicycle inside Taylor Hall; university policy strictly prohibits bicycles in buildings.** Talk to Kathy if you forgot your lock; she may have an extra lock or will tell you where to put your bike.

9.12 Trash and Recycling

Trash and paper recycling are emptied from Taylor Hall offices once a week on the following schedule: Monday 1st and 5th floors, Tuesday 4th floor, Wednesday 3rd floor, Thursday 2nd floor, Friday, Basement. Restroom and lounge trash is removed daily. **Please do not put food in your office trash container.** To prevent insects, leave food remains in the lounge or restroom trash containers.

If you have trash or things to be recycled that will not fit in your office containers, place it in the hallways. Clearly label as “trash” or “recycle” and night housekeeping will dispose of it. To recycle cans

and plastic containers (clean) use the black and silver containers on each floor in the end hallway wings. They are marked appropriately and take trash. There are blue containers on the 1st floor and basement area marked for mixed paper or glass/metal/plastic. For more information: [Recycle Guide](#) & [Madison city recycling information](#)

9.13 University Business Hours

Most campus offices open at 7:45 am and close for lunch 11:45 – 12:30, then close at 4:30 pm.

Section 10 Graduation and Check-out Procedures

Following is a list of procedures students should follow when graduating and leaving the department. Students should also be sure to follow the Graduate School procedures for completing the thesis or dissertation. Please see the Academic Programs Coordinator (APC) if you have any questions.

- Inform Academic Programs Coordinator as early as possible if you plan to complete your degree. 2-3 weeks notice is needed to order the graduation document (warrant) from the Graduate School.
- The APC needs the names of your committee members, date of defense, and dissertation title.
- If you wish to attend graduation ceremonies, [apply to graduate](#) in your Student Center and report who your faculty escort will be.
- Give employment information to Academic Programs Coordinator (position title, place of employment, etc.) If you gain employment after you leave, please forward the information to the APC.
- Leave a forwarding address, email and telephone number with Academic Programs Coordinator in room 423. **THIS IS VERY IMPORTANT!** This address will be used for forwarding mail, as well as helping people get in touch with you. Also please keep us informed of email address changes so you will receive our alumni newsletter.
- Make arrangements to close your department network account (IT Services Center).
- Leave your forwarding address in My UW so that the University will know where to mail your diploma. See the [Registrar's website](#) for diploma information.
- Turn in any department keys to the building manager, who will give you a receipt for a refund of your key deposit at the Bursar's Office.
- Join [AAE LinkedIn Group](#) by connecting with the Graduate Academic Program Coordinator and get invited to join the group.

Section 11 Student Health and Wellness

11.1 UWELL

[UWell](#) is a campus-wide effort committed to benefiting and promoting wellness on campus. The site includes information and opportunities for wellness for your work/school, financial, environmental, physical, emotional, spiritual, and community.

11.2 University Health Services

Students who pay segregated fees are eligible for [University Health Services \(UHS\)](#). There is no charge to students for many basic services including counseling sessions, because services are paid through tuition and fees. Personal health and wellness services are also available in addition to medical services.

Graduate students who hold an appointment as an assistant of 33.33% or more or who have a fellowship are eligible for health insurance and other benefits beyond University Health Services. Students pay a graduate student premium each month for health insurance. Contact the staff benefits and payroll coordinator in the unit where you have been hired to select one of several health care plans within 30 days of your hire date.

Graduate students without an assistantship or fellowship who are currently enrolled can use the services of [University Health Services \(UHS\)](#), the campus health clinic. Many services are provided at no extra cost, including outpatient medical care during regular business hours, Monday through Friday. UHS is located in the Student Services Tower at 333 East Campus Mall, 608-265-5000.

11.3 SHIP: Student Health Insurance Program

Required of international students who do not have a graduate appointment.

Prescription medications, emergency room visits and hospitalization are not included in UHS benefits. Therefore, supplemental insurance covering these drugs and services is recommended for all students and is required for international students. The UHS Student Health Insurance Plan ([SHIP](#)) is an excellent option for many students. Contact the SHIP office at 608-265-5600 for more information.

11.4 Mental Health Resources On and Off Campus

11.4.1 UW [Mental Health](#)

UW-Madison mental health providers understand the complexities of student life and offer an open, safe, and confidential environment to help students through issues that may interfere with their development, well-being, and academic productivity.

Everyone encounters difficulties with thoughts, feelings, or emotions at any time and for any reason. To best prepare you to be an advocate for the mental health of yourself and fellow students, here is a list of people and services on campus that are here to help. **You are not alone.**

UHS Mental Health Services offer a variety of services including individual and group therapy and wellness programs. Individual therapy may be single session or on-going. For an initial “access” consultation, schedule an appointment over the phone at (608) 265-5600 (option 2) or through MyUHS (myuhs.uhs.wisc.edu). During the access consultation, you’ll have a discussion with one of the Access Specialists who will ask several questions about your symptoms and experiences, and connect you with the services you need.

An on-call counselor can be reached any time, day or night, at 608-265-5600 (option 9).

If it is an emergency, dial 911.

11.4.2 Dean of Students Office

(608) 263-5700

The Dean of Students Office provides resources to students struggling with a variety of issues and seeks to be the “go to” spot for student assistance on campus. Reach them by phone, in-person, or online (Live Chat).

11.4.3 Mental Health Resources for Students by Students

A list of resources compiled by students.

11.4.4 Let’s Talk

A program that provides drop-in consultations at locations around campus for UW-Madison students. It’s free, no appointment is necessary, and students are seen on a first-come, first-served basis. Just drop in for an informal, friendly, and confidential consultation. Speaking with a counselor consultant can help provide insight, solutions, and information about other resources.

11.4.5 National Alliance on Mental Illness (NAMI) - UW

nami.wisco@gmail.com

www.namiuw.org

facebook.com/wisconsinmioncampus

NAMI-UW is a student organization dedicated to promoting mental health and fighting the stigma against mental illness through education, advocacy, and support.

11.4.6 AAE Assistance

Not sure where to start? You can always contact your Academic Program Coordinator or Advisor. Mary Treleven/mtreleven@wisc.edu/608-262-9489.

11.5 Disability Information

11.5.1 McBurney Disability Center

Students with disabilities have access to disability resources through UW-Madison’s [McBurney Disability Resource Center](#). You must apply to get services.

Additional [non-academic] disability campus resources (not found through the McBurney Center) can be found at <http://www.mcburney.wisc.edu/services/nonmcburney/index.php>

11.5.2 The UW-Madison Index for Campus Accessibility Resources

Section 12

Taylor Hall Staff and Faculty

12.1 [AAE Department Staff](#)

	<u>ROOM</u>	<u>PHONE</u>	<u>EMAIL</u>
Terri Wipperfurth, Department Administrator	430	262-0312	twipperf@wisc.edu
Jeremy Beach, RENK Associate Director	522	262-9485	jpbeach@wisc.edu
Nancy Carlisle, Payroll Coordinator	403	265-2908	nlcarlis@wisc.edu
Linda Davis, Undergraduate Student Services	424	262-9488	lvdavis@wisc.edu
Eric Dieckman, Director of Information Technology	B5	262-6884	ewdieckman@wisc.edu
Jen Kaney, Financial Specialist	402	263-4495	wolter@wisc.edu
Kathy Martin-Taylor Assistant to the Chair, Facilities Manager	429	262-8966	kmartint@wisc.edu
Kimberly Santiago Communications & Advancement Coordinator	324	262-2480	kimberly.santiago@wisc.edu
Mary Treleven, Academic Program Coordinator Graduate Student Services	423	262-9489	mtreleven@wisc.edu
Jo White, Financial Specialist	406	262-4577	jo.white@wisc.edu

12.2 Faculty Administrators

Jeremy Foltz, Professor and Department Chair	433	262-6871	jdfoltz@wisc.edu
Guanming Shi, Director of Graduate Studies	329	263-6250	gshi@wisc.edu

12.3 [AAE Faculty](#)

12.4 [AAE Students](#) To email all students: aae-gradstudents@lista.edu

12.5 Programs headed by AAE faculty and housed in Taylor Hall include:

[Land Economics Journal](#)
[Center for Dairy Profitability](#)
[Renk Agribusiness Institute](#)
[UW Center for Cooperatives](#)

Section 13

Appendices

- 13.1 Master's Degree Progress Sheet
- 13.2 Ph.D. Progress Sheet
- 13.3 Major and Minor Field Course Planning Form
- 13.4 Job Market Timeline
- 13.5 Taylor Hall Guidelines At-A-Glance

13.1 PROGRESS SHEET FOR MASTER'S DEGREE

To receive the Master of Science degree, a student must earn 30 graduate credits, typically 10 courses. A student can choose to write a thesis instead of taking 6 taught credits, see 3B. The required courses must be completed with an overall grade point average of 3.0. In addition, each of the courses used to fulfill the requirements in items 1-3 below must be completed with a grade of B or better.

Requirement	Course	Semester	Credits	Grade
1. Microeconomic Theory	635	Fall	3	
2. Statistics and Econometrics	636	Fall	3	
	637	Spring	3	
3. Economic Analysis			3	
A. 9 credits of taught courses AAE 500 or above*			3	
B. 6 credits of AAE taught courses 400 or above			3	
			3	
			3	
4. Other coursework				
6 credits at 300 or above in any department including AAE or independent study which is AAE 990			3	
			3	
Total Credits			30	

Master of Science degree conferred: _____ Date: _____

Major Professor _____.

* Taught courses do not include conference courses, such as AAE 699, 990 or 999.

See AAE student handbook, page 7-10, for more M.S. requirement information.

13.2 PROGRESS SHEET FOR Ph.D. DEGREE

1 **Microeconomic Theory**

9 credits

Course	Sem	Crs	Grade
Ec 711			
Ec 713			
Ec 712 or			
Ec 714			

2 **Statistics & Econometrics**

6 credits

Ec 709			
ec 710			

3 **Major Field**

9 credits of AAE taught courses

Area:
Course plan
approved

4 **Minor Field**

9 credits of taught courses

Option A or B
Minor Professor
Date approved

Distributed	Not Distributed		

5 **Micro Theory prelim exam passed on**

6 **Major Field prelim** passed on:

7 **Dissertation proposal** approved on:

Reading Committee

1
2
3

8 **MS awarded for passing prelim on:**

--

9 **Dissertation Defense Date**

Degree Awarded:

* To graduate, need 51 credits, no incompletes, and at least 3.0 GPA

13.4 Job Market Timeline

1. Spring prior to job market year—

- Discuss with advisor if you will be on the job market in the fall.

2. Summer—

- Begin intensive work on your job market paper
- Become a member of AEA, AAEA and or AERE, association that may sponsor job markets in your area.

3. Fall—

September

- Arrange to present your job market paper in a department seminar
- Request letters of recommendation. If your advisor sends generic letters, they will have you setup an excel sheet of all places where you are applying.

October

- Set up department website. See [17-18 Job market candidates](#).
- Job market paper is completed and vetted
- Make plane and hotel reservations for upcoming ASSA meeting held in January

November

- Send your applications, including your polished job market paper

December

- Conduct mock interview
- Arrange interviews with potential employers at ASSA meeting

4. Spring—

January

- Attend ASSA meetings and participate in screening interviews

January through April

- Participate in “fly back” interviews at employers locations
- Initial offers go out beginning of February
- Follow-up on offers
- Additional “fly backs”

Welcome to Taylor Hall. August 2018

We are located at Taylor Hall, 427 Lorch Street, Madison, WI 53706-1503. The Department of Agricultural & Applied Economics moved into Taylor Hall in 1982. Programs headed by AAE faculty and housed in Taylor Hall include: [Land Economics Journal](#), [Center for Dairy Profitability](#), [Renk Agribusiness Institute](#) and the [UW Center for Cooperatives](#).

Kathy Martin-Taylor is the Facilities Manager, so any problems with heat, air conditioning, plumbing, and lights should be reported to her either in person or email kmartint@wisc.edu. Let Kathy know if the problem doesn't get fixed in a timely manner.

<u>STAFF</u>	<u>ROOM</u>	<u>PHONE</u>	<u>EMAIL</u>
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Mary Treleven, Graduate Student Services	423	262-9489	mtreleven@wisc.edu
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BUILDING ACCESS: The building is locked from 5:00 p.m. to 7:00 a.m. and on weekends. You must have your university photo ID with you if you intend to be in the building "after hours." **Do not loan your key to another individual, prop the doors open or let unauthorized individuals into the building.** To do so threatens the safety of others and the security of our equipment. If you notice problems with building security, contact Kathy Martin-Taylor. During evenings and weekends, problems should be reported to Police and Security at 262-2957. For emergency situations, dial 911. Keep your valuables in a secure place or lock your door if you leave your office, even for a short time. There have been thefts of laptops, briefcases and backpacks.

UNIVERSITY BUSINESS HOURS: Most campus offices open at 7:45 am and close for lunch 11:45 – 12:30, then close at 4:30 pm for the day. There are a few exceptions.

MAIL AND ADDRESS CHANGES: Mail is distributed in room 112 by staff. U.S. mail is delivered about 12:00 p.m. All mail in the outgoing mailbag in room 112 is picked up when the mail is delivered. If you miss this pickup, there is a U.S. mailbox with a 2 p.m. pickup at the corner of Lot 20 and University Avenue. Campus mail arrives and is picked up each morning and afternoon.

You will have a mailbox with your name on it; please pick up your mail daily or weekly. If you are going to be away for a length of time, inform Kathy Martin-Taylor or Jo White that you will be gone. **Do not** have personal mail delivered to Taylor Hall. Inform Kathy Martin-Taylor of address changes. Also record address changes in your Student

Center in My UW and complete a forwarding notice at the U.S. Post Office. The USPO will forward your first-class mail at no charge for one year.

Publications are sometimes left on the tables in room 112. Feel free to take what interests you.

SEMINARS & EVENTS: Notice for seminars, other events and news happening in Taylor Hall will be posted on the hallway monitors on 1st floor and listed in the Events section of the AAE website home page.

RESERVING ROOMS IN TAYLOR HALL: Rooms B30, 103, 113, 115, 215 and 434 can be reserved using the online system: <https://ress.aae.wisc.edu/aae/>. This link is found at the bottom of every AAE web page-Rooms and Equipment.

BICYCLES: There are bicycle racks in the Lorch Street courtyard and in Lot 20, adjacent to the building. Be sure to lock your bike, as there are numerous thefts each year. *Please do not bring your bicycle inside Taylor Hall; university policy strictly prohibits bicycles in buildings.* Talk to Kathy if you forgot your lock; she will tell you where to put your bike.

GRADUATE STUDENT LOUNGE: The grad student lounge is in room 310 and is maintained by students. A microwave, toaster, coffee maker, refrigerator and soda machine are there for your convenience. Room B17 also has a microwave and refrigerator for students housed in this room. Please monitor the microwave and toaster closely. In the past, when food was allowed to burn, the fire alarm caused the fire department to arrive and the building had to be evacuated. Please be respectful of your fellow students and pick up after yourself.

PARSONS-PENN COMMONS: The commons in room 115 is available for all Taylor Hall residents and is open 7:45-4:30. Please avoid food and beverage spills and keep the lounge clean. The sink has a garbage disposal for waste. There are cleaning supplies under the sink for cleaning dishes and cleaning out the sink.

TRASH AND RECYCLING: Trash and paper recycling are emptied from Taylor Hall offices once a week on the following schedule: Monday 1st and 5th floors, Tuesday 4th floor, Wednesday 3rd floor, Thursday 2nd floor, Friday, Basement. Restroom and lounge trash is removed daily. *Please do not put food in your office trash container.* To prevent insects, leave food remains in the lounge or restroom trash containers.

If you have trash or things to be recycled that will not fit in your office containers, place it in the hallways. Clearly label as “trash” or “recycle” and night housekeeping will dispose of it. To recycle cans and plastic containers (clean) use the black and silver containers on each floor in the end hallway wings. They are marked appropriately and also take trash. There are also blue containers on the 1st floor and basement area also marked for mixed paper or glass/metal/plastic.

Please refer to the attached Recycle Guide for additional information, or visit <http://sustainability.wisc.edu/recycling>

The Madison city recycling information is here: <http://www.cityofmadison.com/streets/recycling/guidelines.cfm>

SMOKE-FREE ENVIRONMENT: Since 1995, all University buildings are designated smoke free. In addition, smoking is not permitted within 25 feet of building entrances. The northeast entrance to Taylor Hall and the benches at the far end of the Lorch Street courtyard have been designated as outside smoking areas.

RESEARCH PROJECTS: If you are working on a research project that requires surveys, focus groups supplies, or large copy jobs, have your research supervisor notify the department administrator so you can follow correct procedures and avoid delays.

STATUS CHANGES: If you have health insurance and there is a change in your personal status (marriage, birth of a dependent, divorce), contact Nancy Carlisle, nancy.carlisle@wisc.edu, immediately. You have 30 days to complete forms to make necessary changes in coverage. The same applies if your funding ends and you wish to continue coverage.

