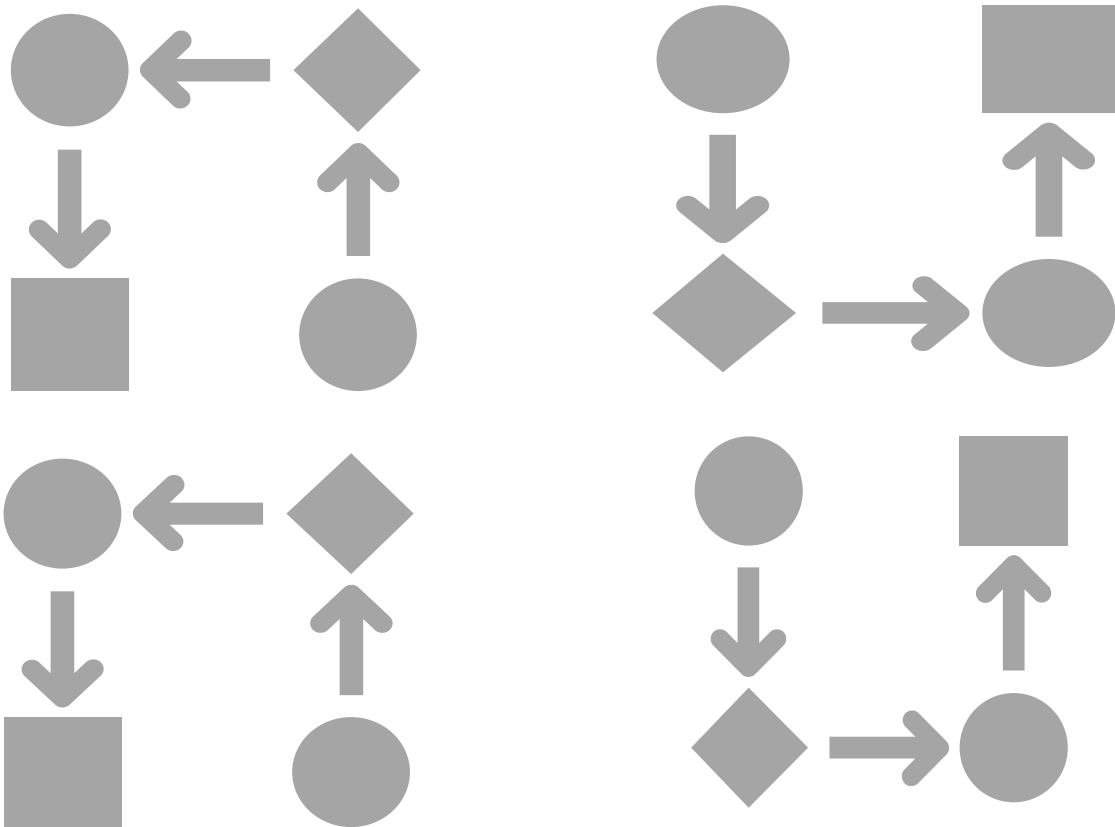


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# AAE GRADUATE STUDENT HANDBOOK

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Procedures, Policies & Resources for AAE Graduate Students



2021-2022

AGRICULTURAL AND APPLIED ECONOMICS  
UNIVERSITY OF WISCONSIN - MADISON  
Taylor Hall, 427 Lorch Street, Madison WI 53706

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## **WELCOME!**

This handbook is a guide for AAE graduate students to the programs, policies, and procedures of the Agricultural and Applied Economics graduate program. 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. AAE Professional Option.

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 of its graduate students as well as what graduate students can expect from the department. The information in this handbook supplements the [Graduate Guide](#) and the Graduate School's [Academic Policies and Procedures](#).

If special problems or circumstances arise in which the procedures are not clear or in which an exception to the rule appears warranted, please contact the graduate [programs manager](#). Use this handbook as a primary source to answer your questions, but always feel free to seek assistance.

## **AAE Vision Statement**

We will be a world leader in university-based programs that create, integrate, and communicate knowledge of economics and economic issues. We seek to maintain a productive and congenial working environment of faculty, students, and staff who are committed to the idea that an understanding of economics can contribute to the attainment of individual and collective goals.

	<u>OFFICE</u>	<u>PHONE</u>	<u>EMAIL</u>
<b>Taylor Hall Contacts: Administrative Staff</b>			
Terri Wipperfurth, Department Administrator	430	262-0312	<a href="mailto:terri.wipperfurth@wisc.edu">terri.wipperfurth@wisc.edu</a>
<i>Terri Wipperfurth is a notary. Contact her at <a href="mailto:terr.wipperfurth@wisc.edu">terr.wipperfurth@wisc.edu</a> to schedule an appointment.</i>			
Jeremy Beach, RENK Associate Director	223	262-9485	<a href="mailto:jbeach@wisc.edu">jbeach@wisc.edu</a>
Linda Davis, Undergraduate Advisor	424	262-9488	<a href="mailto:linda.davis@wisc.edu">linda.davis@wisc.edu</a>
Eric Dieckman, Director of Information Technology	B5	262-6884	<a href="mailto:eric.dieckman@wisc.edu">eric.dieckman@wisc.edu</a>
Jen Kaney, Financial Specialist	402	263-4495	<a href="mailto:kaney2@wisc.edu">kaney2@wisc.edu</a>
Erin Wall, Chair's Assistant, Facilities Manager, Payroll	429	262-8966	<a href="mailto:erin.ebbesmeyer@wisc.edu">erin.ebbesmeyer@wisc.edu</a>
Kimberly Santiago Communications & Advancement Coordinator	324	262-2480	<a href="mailto:kimberly.santiago@wisc.edu">kimberly.santiago@wisc.edu</a>
Mary Treleven, Graduate Program Manager	423	262-9489	<a href="mailto:mtreleven@wisc.edu">mtreleven@wisc.edu</a>
Jordan van Rijn, VISP/MSP0 Coordinator/Assoc. Lecturer	318		<a href="mailto:vanrijn@wisc.edu">vanrijn@wisc.edu</a>
Jo White, Financial Specialist	406	262-4577	<a href="mailto:jo.white@wisc.edu">jo.white@wisc.edu</a>

## QUICK LINKS

[COVID-19 Updates](#)

[Taylor Hall Directory \(Faculty, Students and Staff\)](#)

[Reserving Rooms and Equipment at AAE](#)

[Department History](#)

[International Student Services](#)

University Academic [Calendar](#)

[Campus Life](#)

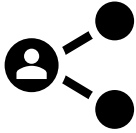
[Graduate School Policies and Procedures](#)

[University Health Services](#)

[UW Bursar's Office](#) (Tuition and Fees)

## GETTING STARTED ON CAMPUS

- Activate your NetID
- Photo ID
- Bus Pass



### [Activate your NetID](#)

Students set up their NetID and password to access the My UW-Madison portal. 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. Complete Instructions: [Help Desk - I need my Campus ID/Wiscard number.](#)

### [UW Photo ID Card \(Wiscard\)](#)

Get the UW ID card, the Wiscard with photo taken at the Wiscard Office 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. It will give you access to work related campus services, libraries, and recreation facilities. If you choose to load money onto your Wiscard, it can be used to purchase items on campus, such as food, for a 5% discount. [wiscard.wisc.edu](http://wiscard.wisc.edu)

**[Access MyUW:](#)** The MyUW portal provides campus users a single, unified point of access to data from a complex array of campus sources.

**GET YOUR KEYS:** Offices are assigned by the THC (Taylor Hibbard Club) Vice President and keys distributed by Erin Wall. A \$20 key deposit will be required. The return of that deposit to you is dependent upon returning your keys when you leave the department.

### [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. Students must be enrolled and show their student ID.

## ORIENTATION EVENTS



- AAE Student Orientation
- UW Graduate School Orientation
- International Student Orientation
- Graduate Student Life Guide

### [New AAE Graduate Student Orientation](#)

AAE orientation takes place the week before courses begin. AAE Orientation includes overview from the Chair, curriculum overview from Director of Graduate Studies and other Faculty members. The AAE student organization presents and answers questions.

### [New Graduate Student Welcome](#)

Learn about the many campus and community resources and meet other new graduate students from across campus.



## [International Student Orientation](#)

International student must attend International Student Orientation.

## [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.

## INTERNATIONAL STUDENT INFORMATION



- **International Student Services**
- **Student Visas**
- **ESL Requirements**
- **Funding for International Students**

### **International Student Services (ISS)**

[International Student Services \(ISS\)](#) is the main resource on campus and provides advising on visa, social and employment issues.

### **Student Visas**

UW Graduate Admissions Office 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 \(ISS\)](#). After the student is enrolled, all visa matters are handled by ISS.

### **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. The admissions requirements page <https://grad.wisc.edu/apply/requirements/> lists the documents required for each country.

### **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.

Graduate students who want to TA must take a [SPEAK test](#).

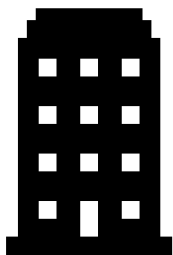
### **International Student Employment**

New international students who obtain work in Madison should work with International Students Services to obtain a social security number ([iss.wisc.edu/employment/social-security](https://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>).

## International Student Enrollment Guidelines

International Graduate students must maintain full-time enrollment. RAs must be enrolled for 8 credits each semester until they become dissertators. TAs with 50% appointments can enroll for 4 credits to be considered fully enrolled. International students should contact ISS with any questions about maintaining their F1 student status: <https://grad.wisc.edu/documents/enrollment-requirements>

## AAE BUILDING INFORMATION



- Address/Occupants
- Facilities Manager
- Study and Office Space
- Keys
- Building Access
- Hours
- Building Safety
- Mail
- Seminars
- Reserving Rooms
- Bicycles
- Student Lounge
- Parsons-Penn Commons
- Trash and Recycling
- Smoke-free environment
- Information Technology Services Center

**Address:** 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](#).

**Facilities Manager:** Erin Wall is the Facilities Manager, so any problems with heat, air conditioning, plumbing, and lights should be reported to her either in person or email [erin.wall@wisc.edu](mailto:erin.wall@wisc.edu). Let Erin know if the problem doesn't get fixed in a timely manner.

**Student Desk Space and Office Assignments:** The new AAE student club 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. THC works with the Facilities Manager 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.

**Office 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 Ph.D. students;
2. Non-departmental majors with funding from department faculty who lack office space elsewhere;
3. Non-departmental majors with funding from department faculty who have other University office space.
4. Generally, first-year Ph.D. students are assigned B17. After the first year, Ph.D. students are assigned to other offices.

M.S. and VISP students may use open desks and study spaces in B4, 104, and Parsons-Penn. Space is used on a first-come, first-served basis.

**Keys:** Facilities Manager will issue the key to your Taylor Hall office and the Building. To obtain keys, you obtain and fill out form from Erin Wall in Office 429. You will pay a \$20 key deposit on your student account. The return of that deposit to you is dependent upon returning your keys when you leave the department. 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 Erin for the key to your new office so that your key records are updated.

**Building Access:** The building is open from 7:45 to 4:30 pm. 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 Erin. 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.

**UW Business Hours:** Security personnel do periodically check the building after hours, and anyone without a valid I.D. will be asked to leave immediately.

**Building Safety and Security Guidelines:** Students must have a university photo ID 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 Erin Wall. During evenings and weekends, problems should be reported to Police and Security at 262-2957. For emergency situations, dial 911.

**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 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 is picked up each morning and afternoon.

Ph.D. students will have a mailbox. Please pick up your mail daily or weekly. M.S. student mail can be found in a shared M.S./VISP mail slot in the Mail Room. If you are going to be away for a length of time, inform Erin that you will be gone. ***Do not have personal mail delivered to Taylor Hall.***

Before graduation, record address changes in your Student Center in “My UW” portal 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.

**Seminars and Events:** Notice for seminars, other events and news happening in Taylor Hall will be posted on the hallway monitors on 1st floor. Email reminders are sent regularly.

### **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/>.

- 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 TV, camera and, microphone 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 and comfortable chairs 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 outfitted with a TV, camera, and microphone, used for student study groups and other general purposes.
- Room 434 is the Chair’s Conference Room and is outfitted with a TV, camera, and microphone, used for meetings and other general purposes.

**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.

**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 Erin if you forgot your lock; she will tell you where to put your bike.

**Graduate Student Lounges:** The graduate student lounges are in room 310 and 516 and are maintained by students. Microwaves and refrigerators are available. Room B17 also has a microwave and refrigerator for students in this room. Please monitor microwaves and toasters closely. In the past, when food burned, 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. The University cleaning staff does not clean desks or table surfaces.



**Room 104:** This room is available for all students and is open 7:45-4:30 for quiet studying on a first-come basis. Please avoid food and beverage spills and **keep the carrels clean.**

**Parsons-Penn Commons:** The Commons, 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.

**Master’s Lounge:** The master’s student lounge is in room B4. Locker keys are distributed with building keys by Erin at the beginning of the school year. Please be respectful of your fellow students and pick up after yourself. The University cleaning staff does not clean desks or table surfaces.

**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 4<sup>th</sup> floor, Wednesday 3<sup>rd</sup> 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 1<sup>st</sup> floor and basement area also marked for mixed paper or glass/metal/plastic.



[Recycle Guide](#)

[City of Madison recycling information](#)

**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.

#### SAFEWALK

**[SAFEwalk Nighttime Services:](#)** SAFEwalk is a free walking companionship service available to all students, faculty, staff, and UW visitors. Call or text (608) 262-5000 for a SAFEwalk escort. Hours are 7:00 pm to 1:00 am Oct. – March and 8:00 pm to 1:00 am April – Sept.

## COURSE ENROLLMENT REQUIREMENTS FOR GRADUATE STUDENTS



- Enrollment Requirements
- UW Course Enrollment Requirement Chart
- Enrollment for Dissertators
- Enrollment for Students holding Research Assistantships or Teaching Assistantships
- International Student Enrollment Requirements

### Enrollment Requirements

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, Ph.D. **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. **M.S. 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.

### UW Course Enrollment Requirement Chart

CATEGORIES	MINIMUM ENROLLMENT FOR FULL-TIME STATUS: FALL OR SPRING (FT EQUIVALENT)	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.

## 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.

## Enrollment for Students holding Research Assistantships or Teaching Assistantships

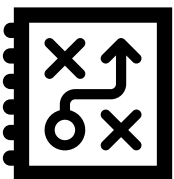
RAs are required to [register in the summer](#) for at least 2 graduate-level credits (usually 990 Research and Thesis); dissertator RAs register for 3 credits. Students who *do not* hold Research Assistantships for more than one summer month *do not* need to register for summer unless they are a dissertator. Fellows paid in summer are required to register for a full load in summer. Students who have held RA and TA 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 Fellowships do not provide summer tuition. All students need to be registered for summer if they plan to receive an August degree.

## International Student Enrollment Requirements

Before they become dissertators, full-time enrollment is required for all international students. Full time enrollment is 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](#).

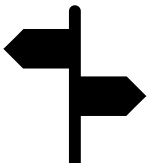
Permission from ISS to drop below full-time enrollment does NOT exempt an international student from meeting the enrollment requirement determined by a Teaching Assistantship (TA), Project Assistantship (PA), Research Assistantship (RA), fellowship, traineeship, or dissertator status.

## M.S. AAE GRADUATE PROGRAMS



- M.S. AAE Traditional Option
- M.S. Professional Option
- M.S. AAE Minimum Requirements
- M.S. AAE Student Applying to AAE Ph.D.
- Graduation: Requesting a Graduation Warrant for the M.S. Degree
- Advising for M.S. Students
- M.S. AAE Learning Outcomes

### M.S. AAE TRADITIONAL OPTION (MSTO)



The M.S. AAE 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. The traditional option is flexible by allowing students to take courses in areas of interest. Students can finish in 1 1/2 year or 2 years. This degree is ideal for the student who wants to do advanced research and strengthen their research skills in applied economics.

### Prerequisites

The M.S. program includes course work that presumes students have successfully taken courses in intermediate microeconomic theory, macroeconomic theory, two semesters of calculus, and introductory statistics.

## M.S. AAE Traditional Option 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”, 700 level and above. They must also successfully complete requirements 1-3, below, earning a grade of B or better in each course. The specific course 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 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.

## M.S. Traditional Option Degree Completion Checklist

- ✓ Complete 30 credits of coursework, maintaining at least a 3.0 GPA.
- ✓ By mid-semester in semester in which you will receive the degree, notify the graduate program manager 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.

## Typical Course Sequence: M.S. AAE Traditional Option

	Fall	Spring	Summer
Year 1	AAE 635 AAE 636 Any course 300 or above  (9-12 credits)	AAE 637/772 Any AAE course 300 or above Any course 500 or above  (9-12 credits)	optional
Year 2	AAE >=5XX AAE >=5XX AAE >=4XX (9-12 credits)	AAE >=5XX AAE >=5XX AAE >=4XX (9-12 credits)	optional

**Master's Thesis:** AAE M.S. Traditional Option students are not required to write a thesis. If a student is interested in pursuing a thesis, they must get approval by an AAE professor. If a student decides to do a thesis they may take 6 credits of 990 under their thesis advisor.

The 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; the majority must be from within the department. Students are 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 before 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 must send a pdf of their thesis to the graduate program manager. 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.

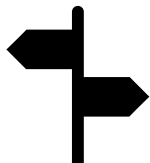
### **M.S. AAE Traditional Option, thesis option, Completion Checklist**

- ✓ Get approval from a faculty member to write a thesis.
- ✓ Schedule a thesis defense with major professor, committee and copy the graduate program manager.
- ✓ Give graduate program manager three-week notice of defense for warrant to be ordered.
- ✓ Get warrant form from the GRADUATE PROGRAM MANAGER.
- ✓ Take degree warrant form to thesis defense meeting for signatures.
  - Give signed warrant to the GRADUATE PROGRAM MANAGER who will review signatures and send to the Graduate School.
  - Submit electronic copy to GRADUATE PROGRAM MANAGER 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](#).

### **Satisfactory Progress as a MSTO Graduate Student**

Satisfactory progress toward a M.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.

### **M.S. AAE PROFESSIONAL OPTION (MSPO)**



Technological and behavioral changes have caused enormous amounts of data to be made available in nearly all sectors of the economy; generating useful insights from this information requires skills in economic reasoning, data management, empirical analysis, and technical communication.

The M.S. Agricultural and Applied Economics Professional Option (MSPO) program is a full-time professional master's program designed to meet the growing private sector demand for quantitatively-skilled analysts and managers. Students will be well prepared to enter the professional workforce in both the US and abroad in data-intensive and quantitatively focused jobs in economic consulting, businesses, agribusinesses, non-profit organizations focused on development, and governmental sectors. The MSPO is a STEM-designated program.

The program typically takes 2 years to complete but can be completed in as little as 15 months. Students that have full-time jobs or other responsibilities are also able to complete the degree on a flexible part-time basis, taking 1-2 classes per semester for up to five years.

Students that graduate with a Bachelor's degree from UW-Madison can transfer up to six credits of approved electives (e.g., 300+ level classes from AAE, Economics or related departments). This allows these students to complete the MSPO



degree within just one year (12 months) following undergraduate graduation. In other words, UW-Madison students can complete a Bachelor’s and Master’s degree in a total of five years.

AAE MSPO is also partners with the National Association of Business Economists, and the program allows students to become a Certified Business Economist (CBE).

**Prerequisites:**

The MSPO 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.

**Curriculum**

The curriculum features three semesters and one summer term of core offerings in econometrics, economic theory, and professional development, along with a capstone practicum class leading to a professional report that functions as a thesis. Courses are taken on a cohort basis starting each Fall. The program focuses on key themes of data analysis, applied economic intuition, and professional development. Students can take electives in major fields of specialty: international development, agricultural economics, resource and energy demand analysis, and environmental economics.

To receive the M.S. AAE Professional Option degree, a student must earn 30 credits with an overall grade point average of 3.0 or better (on a 4.0 scale). A minimum of 15 credits must be courses designated as “graduate level”, 700 and above. Students must successfully complete AAE 635, 636 and 637 by earning a grade of B or better. The specific course requirements:

**Required MSPO courses:**

- AAE 635 Applied Microeconomic Theory, Fall, 3 credits or AAE 705
- AAE 636 Applied Econometric Analysis, Fall, 3 credits
- AAE 721 Professional Communication of Applied Economics Analysis, Fall, 1 credit
- AAE 637 Applied Econometrics II for MSPO Spring, 3-4 credits
- AAE 706 Risk Analysis, 3 credits (This course may change for 21-22 academic year.)
- AAE 720 Seminar in Quantitative and Applied Economics, 1 credit
- AAE 722 Machine Learning in Applied Economic Analysis, 4 credits
- AAE 723 Professional Development for Applied Economists, 1 credit
- AAE 724 Practicum for Applied Economists, 4 credits
- Elective course work (6+ credits): student choose from AAE courses level 300 and above.

**Typical Course Sequence for the MSPO**

	Fall	Spring	Summer
Year 1	AAE 635 (3) AAE 636 (3) AAE 723 (1) AAE course 300 or above (10 credits)	AAE 637/772 (3-4) AAE 721 (1) AAE 706 (3) or AAE course 300 or above (9 credits)	AAE 722 (4)  (4 credits)
Year 2	724 Practicum (4) AAE course 300 or above (3) (7 credits)		

## VISP Program Credits

Students in the [Visiting International Student Program](#), [AAE track](#) can use 15 credits from their VISP, graded B or above, toward the M.S. AAE Professional Option.

## Minimum Requirements for all M.S. AAE Degree Programs

Minimum Graduate Coursework (50%) Requirement: half of degree coursework (15 out of 30 total credits) must be completed in courses numbered 700 or higher. AAE 635, 636, and 637 are graduate courses.

Prior coursework requirements:

From UW Madison Undergraduate Program: 7 credits

From UW Special Student status or VISP: 15 credits

Overall Grade Point Average (GPA) required to graduate from UW-Madison: 3.0

Other Grade Requirements: Students must earn B or above in core courses (AAE 635, AAE 636 and AAE 637).

**Probation Policy:** Students who don't meet minimum requirements each semester can be placed on probation. They are permitted to enroll in classes but must put a specific plan in writing that outlines how they will achieve satisfactory status to remove probationary status. A student who continues to not make satisfactory progress may be blocked from enrollment, dismissed, or take a leave of absence.

**Time constraints:** M.S. AAE students who have been absent for five or more years lose all credits that they have earned before their absence. Students may count the course work completed before their absence for meeting graduate degree credits requirements. The Graduate School will not count that work toward the Graduate School's minimum residence credit minimum.

**Enrollment in final semester:** Students must be registered for at least two credits in the semester in which they plan to receive a M.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. 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.

## ADVISING for M.S. AAE Students



All M.S. AAE 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.

**M.S. AAE Traditional Option (MSTO) Advising:** All incoming MSTO students are assigned to a faculty advisor. A M.S. AAE Traditional Option student can change their advisor by making an appointment with their desired advisor to get their approval and then informing the graduate program manager to make student system changes. A student can meet with the graduate program manager to discuss changing their advisor before meeting with a new advisor.

**MSPO Advising:** The MSPO Program Coordinator is the advisor for all MSPO and VISP students.

## Graduate Program Manager

The graduate program manager provides clarification and guidance to AAE academic guidelines, degree progression, and University procedures. The GPC also manages decisions concerning admissions, student funding, teaching assistant assignments and evaluations, satisfactory academic progress, academic deadlines, graduation completion, assignment of advisors, program-related forms, advising/course holds and permissions, course offerings, misconduct proceedings and other types of support.

## UW-Madison M.S. AAE Student Applying to AAE Ph.D. Program

M.S. AAE students must apply to the AAE Ph.D. program. Application can be made after a student has successfully completed AAE 635, 636 and 637.

### Steps to apply to Ph.D. program

1. Download the Grad App in MyUW portal and request change of program.
2. Email graduate program manager with intent to apply and attach 2 references, updated resume and a statement of purpose and unofficial UW transcript. If a student is in a M.S. program, the department already has official GRE scores.

### Graduation: Requesting a Graduation Warrant

By the middle of the semester in which a student anticipates receiving the MS degree, a student should contact the graduate program manager. See the [deadlines and procedures](#) for degree completion. The academic record will be checked to make sure the student has completed all degree requirements. If everything is in order, a M.S. degree warrant will be ordered from the Graduate School. All incompletes must be removed before a warrant can be issued for a M.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. GPA must be 3.0 or above.

### M.S. 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.

## VISITING INTERNATIONAL STUDENT PROGRAM (VISP)



- **Program Coordinator**
- **Application to VISP**
- **Orientation**
- **Typical Course Sequence**
- **Applying to the M.S. AAE Professional Option Program**

**Program Coordinator:** Jordan van Rijn is the VISP coordinator and oversees the VISP and MSPO programs.

**Application to VISP:** International students apply directly to the VISP program which handles admissions, visas and other orientation.

## Typical AAE VISP Course Sequence

	Fall	Spring	Summer
Year 1	AAE 635 (3) AAE 636 (3) AAE course 300 or above  (8-12 credits)	AAE 637/772 (3-4) AAE 721 (1) AAE 706 (3) AAE course 300 or above (8-12 credits)  (Apply for MS Professional Option for summer term to complete the MSPO degree)	Optional for VISP students.  VISP students who applied and were accepted to summer term MSPO take courses in summer.

### Applying to the MSPO Program

VISP students can apply to the AAE graduate programs by filling out the [UW-Madison Graduate School Application](#) and following the application procedures. If accepted, **15 credits, graded B or above, can be counted toward the M.S. Traditional Option and the M.S Professional Option.**

## THE PH.D. AGRICULTURAL AND APPLIED ECONOMICS PROGRAM



- Overview
- Ph.D. Advising
- Mentorship Agreement
- Math Preparation
- Curriculum Summary
- Microeconomic Theory Courses
- Typical Course and Exam Sequence
- Time Frames for 4- and 5-Year Ph.D. Programs
- Leaving the Ph.D. program with an M.S. degree
- Preliminary Exam in Microeconomic Theory
- Progression in the Doctoral Program
- Major Field Course Work and Major Field
- Major Preliminary Exam
- Research Colloquium
- Ph.D. Minor Field
- Dissertation Requirements
- UW Ph.D. Program Minimum Requirements
- Making Satisfactory Progress

### OVERVIEW

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.

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.

## **PH.D. STUDENT 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.

Students can be assigned to an advisor during or after the application process. The advisor helps students select courses in their first semesters and provides important guidance especially in choosing the major and minor field courses. It is common that students have more than one advisor—a primary advisor and a research advisor. During the first year, students may explore which faculty member best fits as their advisor.

Students are strongly encouraged to keep in close contact with their faculty advisor, who can help secure funding, write research proposals, and help make a variety of professional decisions during their course of study.

### **Changing Ph.D. Advisors**

As students begin to define their research interests and make plans for writing the 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 graduate program manager when any change is made. The official advisor is entered in the Student Information System (SIS) by the GRADUATE PROGRAM MANAGER.

### **Advising**

Graduate students seek information from a variety of advisors—their academic advisor, research advisor, program coordinator and fellow students. Here are some questions/topics you may want to consider with an advisor, other faculty and peers.

### **Clarifying of Expectations**

- Frequency of advisor-advisee meetings in Fall, Spring, Summer, during sabbaticals
- Possibility/relations of co-advisors
- Lead time for recommendations
- Course work guidance

### **Advice and Tips for Acquiring Skills**

- Time management tips
- Bibliographic and data management skills
- Citation forms-footnote, bibliography
- Analytical skills-secondary, primary sources
- Skills in synthesis
- Teaching experience/pedagogical training
- Any special field-specific skills?

### **Setting Goals and Meeting Benchmarks for:**

- Preparing for multiple career paths
- Building an intellectual network-which groups or faculty on campus to look at, professional associations
- Developing a research question
- Minor requirement

- CV preparation
- Job market guidance
- Internal funding opportunities
- External funding opportunities
- Prelim prep and timeline
- Develop dissertation prospectus
- Dissertation research
- Conference proposals
- Publications-when, venues

## Mentorship Agreement

In 2021, students, staff and faculty worked together to construct a working agreement between mentor and mentee. The faculty approved the document. See appendix.

## MATH BACKGROUND AND PREPARATION

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.

New Ph.D. Students are encouraged to consider taking Economics 703 which is Math Preparation for Economics and begins each year in the middle of August before the fall term begins. Topics covered in the course are as follows. The typical schedule: August 16-30, 4:30-6:45, M T W Th F AND Sept 5-Oct 5:30-8:00, Wednesdays. **PLEASE check this year's schedule.**

### Econ 703 Topics (subject to change)

- 1 Sets, Numbers, Functions, Relations; Proofs
- 2 Sequences/Convergence, Cauchy Sequences
- 3 Metric Spaces/Open and Closed Sets, Compactness, Completeness
- 4 Continuity and Differentiability/Mean Value Theorem
- 5 More Functions/Implicit Function Theorem, Inverse Function Theorem, Quadratic Forms
- 6 Unconstrained Optimization/Weierstrass Theorem, Taylor Polynomials, First/Order Conditions and Second Order Conditions
- 7 Optimization with Constraints/Lagrangean

- multipliers/Kuhn-Tucker Theorem/Envelope Theorem/Linear Programming
- 8 Convexity/Convex Sets and Functions/Separation Theorems
- 9 Inequalities/Cauchy-Schwarz/Jensen
- 10 Linear Algebra/Vector Spaces/Linear Transformations/Eigenvalues/Cholesky decomposition
- 11 Fixed Points Theorems/Tarski Theorem/Contraction Mapping Theorem/Brouwer Theorem
- 12 Dynamic Programming/Bellman Equations
- 13 Difference Equations and Differential Equations

## 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. Research Credits: Students enroll in AAE 990 under their advisor in summer if they are an RA or if they need to reach a credit requirement
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](#).

## TYPICAL PH.D. COURSE AND EXAM SEQUENCES

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.

#### FOUR-YEAR COURSE AND EXAM SEQUENCE

	Fall	Spring	Summer
<b>Year 1</b>	<ul style="list-style-type: none"> <li>AAE635-Applied Micro Theory</li> <li>AAE 636-Applied Econometric Analysis I</li> <li>Econ 703-Math Economics- <b>THIS COURSE BEGINS IN MID AUGUST.</b></li> </ul>	<ul style="list-style-type: none"> <li>AAE 637-Applied Micro Analysis II</li> <li>Foundation course (641, 642 or 643)</li> <li>Minor Field course</li> </ul>	RA's must register for 2-3 credits in AAE 990 every summer unless taking the summer off
<b>Year 2</b>	<ul style="list-style-type: none"> <li>Econ 709-Econ Stats &amp; Econometrics I</li> <li>Econ 711-Econ Theory-Micro</li> <li>Econ 712-Econ Theory Macro</li> </ul>	<ul style="list-style-type: none"> <li>Econ 710-Econ Stats &amp; Econometrics II</li> <li>Econ 713-Econ Theory Micro</li> <li>Frontiers major field 2 or take next spring</li> </ul>	Micro prelim OR auto-pass
<b>Year 3</b>	Frontiers major field course 1 1 or 2 minor field courses Begin dissertation research	<ul style="list-style-type: none"> <li><i>Frontiers major field course 2</i></li> <li>780 research colloquia</li> </ul>	Major field prelim
<b>Year 4</b>	Dissertation research (enroll in 990)  Defend dissertation proposal by end of first semester in fourth year	Start semester as dissertator	

#### ACCELERATED TRACK COURSE WORK

	Fall	Spring	Summer
<b>Year 1</b>	<ul style="list-style-type: none"> <li>Econ 709-Econ Stats &amp; Econometrics I</li> <li>Econ 711-Econ Theory-Micro</li> <li>Econ 712-Econ Theory</li> <li>Macro Econ 703-Math Economics-<b>THIS COURSE BEGINS IN MID AUGUST.</b></li> </ul>	<ul style="list-style-type: none"> <li>Econ 710-Econ Stats &amp; Econometrics II</li> <li>Econ 713-Econ Theory Micro</li> <li>Foundations field course (641,642,643)</li> </ul>	micro prelim, or auto-pass
<b>Year 2</b>	<ul style="list-style-type: none"> <li>Frontiers major field</li> <li>2 minor field courses</li> </ul>	Frontiers major field  AAE 780 Research Colloquium  Begin dissertation research	major field prelim exam
<b>Year 3</b>	Dissertation Research (enroll in 990)  Defend dissertation proposal by end of first semester year three	Start semester as dissertator	

#### Course Work in Microeconomic Theory:

Prelim in Microeconomic Theory: The Economics Department administers the Preliminary Examination in Microeconomic Theory following completion of Ph.D. micro theory sequence. AAE 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. The exam is given two times during the summer and again in the Spring term. 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 a July 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 summer exams, 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. 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.

**Course Work in Macroeconomic Theory:** Each Ph.D. student must satisfactorily complete (with a grade of B or better) either Economics 712 or 714 (Economic Theory: Macroeconomic Sequence).

**Econometrics Course Requirements:** Each Ph.D. student must satisfactorily complete the econometric course series, Economics 709-710. 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.

## **MAJOR FIELD COURSE WORK**

**It is to the student's advantage** to determine a 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.

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 an 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

**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

**Major Field Preliminary Exam:** 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.

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 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 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, students 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 graduate program manager works with students to reach agreement on a date. Past exams are available upon request.

**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 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.

**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)

**Minor Field 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.

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

**Courses that do NOT count toward a Ph.D. minor:** The Graduate Committee has determined that AAE 635, 636 and 772 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.

**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**, see FORMS, 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 graduate program manager 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 graduate program manager.

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

## TIME FRAMES FOR 4- AND 5-YEAR PH.D. PROGRAMS

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

### Four-Year Time Frame to Ph.D.

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

**Five-Year Time Frame for Ph.D. Program**

Year 1	Year 2	Year 3	Year 4	Year 5
<p style="text-align: center;"><b>Fall</b></p> <ul style="list-style-type: none"> <li>• Pre-core classes</li> <li>• Become familiar with timeline and expectations for different career paths</li> </ul>	<p style="text-align: center;"><b>Fall</b></p> <ul style="list-style-type: none"> <li>• Core classes</li> <li>• Seek own funding opportunities (continue in years 3 &amp; 4)</li> </ul>	<p style="text-align: center;"><b>Fall</b></p> <ul style="list-style-type: none"> <li>• Frontiers classes</li> <li>• Minor/skills classes</li> <li>• Converge on a thesis topic</li> </ul>	<p style="text-align: center;"><b>Fall</b></p> <ul style="list-style-type: none"> <li>• Pass dissertation proposal defense early in fall and move to 'dissertator' status</li> </ul>	<p style="text-align: center;"><b>Fall</b></p> <ul style="list-style-type: none"> <li>• Finish job market paper</li> <li>• Participate in job market</li> <li>• Dissertation research</li> </ul>
<p style="text-align: center;"><b>Spring</b></p> <ul style="list-style-type: none"> <li>• Pre-core classes</li> <li>• Foundations classes</li> <li>• Initiate habit of reading literature in areas of interest</li> </ul>	<p style="text-align: center;"><b>Spring</b></p> <ul style="list-style-type: none"> <li>• Core classes</li> </ul>	<p style="text-align: center;"><b>Spring</b></p> <ul style="list-style-type: none"> <li>• Frontiers classes</li> <li>• Minor/skills classes</li> <li>• Research Colloquium</li> <li>• Assemble thesis committee</li> </ul>	<p style="text-align: center;"><b>Spring</b></p> <ul style="list-style-type: none"> <li>• Dissertation research</li> <li>• Begin preparing for job market</li> </ul>	<p style="text-align: center;"><b>Spring</b></p> <ul style="list-style-type: none"> <li>• Finish job market</li> <li>• Defend dissertation</li> <li>• Graduate in May</li> <li>• Most RA contracts end on June 30.</li> </ul>
<p style="text-align: center;"><b>Summer</b></p> <ul style="list-style-type: none"> <li>• RA-type research activity</li> <li>• Engage in empirical skills building activities</li> </ul>	<p style="text-align: center;"><b>Summer</b></p> <ul style="list-style-type: none"> <li>• Micro prelim exam (if needed)</li> <li>• Initiate work on a research paper in an area of interest</li> </ul>	<p style="text-align: center;"><b>Summer</b></p> <ul style="list-style-type: none"> <li>• Complete major field exam</li> <li>• Finish a paper suitable for entry in the 'best paper' competition</li> <li>• Finalize dissertation proposal document</li> </ul>	<p style="text-align: center;"><b>Summer</b></p> <ul style="list-style-type: none"> <li>• Dissertation research</li> <li>• Polish job market paper</li> </ul>	<p style="text-align: center;"><b>Summer</b></p> <ul style="list-style-type: none"> <li>• Prepare for next stage</li> <li>• Begin preparing manuscripts from dissertation for publication</li> </ul>
<p style="text-align: center;"><b>Potential goals</b></p> <ul style="list-style-type: none"> <li>• Use first year writing assignments to explore dissertation topic candidates</li> </ul>	<p style="text-align: center;"><b>Potential goals</b></p> <ul style="list-style-type: none"> <li>• Begin identifying role models in your areas of interest</li> <li>• Identify area of dissertation research</li> </ul>	<p style="text-align: center;"><b>Potential goals</b></p> <ul style="list-style-type: none"> <li>• Present research in an informal graduate student venue</li> <li>• Give a conference talk</li> </ul>	<p style="text-align: center;"><b>Potential goals</b></p> <ul style="list-style-type: none"> <li>• Present research in a department seminar</li> <li>• Submit a manuscript to a journal</li> </ul>	<p style="text-align: center;"><b>Potential goals</b></p> <ul style="list-style-type: none"> <li>• Complete transition from graduate student to professional economist</li> </ul>

**LEAVING PH.D. PROGRAM WITH A M.S.**

Students in the doctoral program who decide to stop with a M.S. degree may be allowed to substitute 711, 713 and 709, 710 for 635,636, 637 and another AAE course requirement. Contact the graduate program manager to request the M.S. warrant. The M.S. warrant can be requested toward the end of a semester.

## 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 graduate program manager 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 Graduate Program Manager.** The student should notify the graduate program 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 graduate program manager 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 graduate program manager, 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 UW Madison graduate faculty or former UW–Madison graduate faculty up to one year after resignation or retirement and one of whom may be non-graduate-faculty (such as academic staff, visiting professor, emeritus professor, professor at another university, etc.). The committee must include at least one member who is UW Madison graduate faculty 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. If it is no longer possible to have the 3 initial dissertation proposal faculty due to faculty leaving or retirement, the student will propose new committee members to the Graduate Committee.

**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 brings 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 GRADUATE PROGRAM MANAGER 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.

#### **UW PH.D. PROGRAM MINIMUM 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](#).

**Language Requirements:** 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.

#### **PH.D. COMPLETION CHECKLIST**

- ✓ If admitted as a Masters 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
  - Submit to graduate programs manager before end of post-core year.
- ✓ Major Field Preliminary Exams (taken in summer)
  - Remove all incompletes.
  - Complete all major field courses.
- ✓ To receive a Masters Degree, apply by mid-semester with GRADUATE PROGRAM MANAGER.
- ✓ 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.
- ✓ Apply for [Human Subjects approval](#) for dissertation research, if applicable.
- ✓ Proposal Defense
  - Complete proposal and arrange a defense date with committee members.
  - Notify graduate program manager at least 3 weeks before proposal defense.
- ✓ Prelim Warrant
  - Obtain from GRADUATE PROGRAM MANAGER before proposal defense, obtain signatures and return by email.
  - 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. One must be from outside the AAE department and a second should have an affiliation with another department on campus.
  - Notify graduate program manager at least 3 weeks before defense.
  - Give copies of dissertation to committee members at least 2 weeks before defense.

- Few days before exam, obtain warrant from the graduate program manager, then obtain signatures.
- Scan or copy and send to graduate program manager.
- ✓ 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).
  - Provide bound copy of dissertation to place Taylor-Hibbard Seminar Room.
  - Give one electronic copy to graduate program manager, 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 graduate program manager.
  - 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 this handbook.

## MAINTAINING SATISFACTORY PROGRESS

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.

### For the Ph.D. 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.

### **Students Moving from the M.S. Program to Ph.D. program:**

Students who enter the AAE program as terminal M.S. students and apply and then are accepted to the Ph.D. program will have their Ph.D. "clocks" started from when they convert to the Ph.D. program.

### **Grade Requirements for Satisfactory Requirements**

Satisfactory progress requires students to maintain a cumulative grade point average (GPA) of 3.0 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 Graduate program manager. The appeal should state circumstances and a plan going forward. An email from the student advisor should also be sent to the director of graduate studies and the graduate program manager.

### **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.

## 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. More information on protection from discrimination regarding pregnancy and parenting: <https://doso.students.wisc.edu/documents/pregnancy-and-parenting-students/>

## 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.

## Consequences of Failing to Make Satisfactory Progress

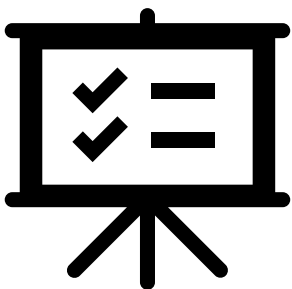
If the student is not making satisfactory progress the Graduate Committee informs the student, the student's major professor, and the department Chair.

**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 Graduate program manager. A strong appeal for dissertators could include letters of support from committee members.

## GRADUATE STUDENT ACADEMIC and NONACADEMIC MISCONDUCT: UNIVERSITY & DEPARTMENT CONDUCT EXPECTATIONS



- Professional Conduct
- Academic Misconduct
- Non-Academic Misconduct
- Research Misconduct
- Disciplinary Action and Dismissal
- Grievance Procedures & Reporting Misconduct & Crime
- Steps to File Student Grievances
- Reporting Misconduct and Crime
- Additional Resources regarding Misconduct

## 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.

### **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/>

### **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](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](http://docs.legis.wisconsin.gov/code/admin_code/uws/17/18)

#### **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](#)

### **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

### **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](#).

### **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. Campus conflict resolution resources include:
  - [Employee Assistance Office](#)
  - [Ombuds Office](#)
  - [UW Office of Equity and Diversity](#)
  - [Dean of Students Office](#)

### **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.

### **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/>

### **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.

## 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/>

## 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>.

## 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/>.

## AAE Ph.D. STUDENT FUNDING GUIDELINES



- **Ph.D. Funding Awarding Process**
- **Getting Added to Payroll**
- **Types of Graduate Student Funding**
- **International Student Employment Regulations**
- **Maximum Appointment Levels**
- **Leave of Absence**
- **EXAMPLES OF 4-5 YEAR FUNDING PACKAGES**
- **Appointment Termination Date**
- **Other Funding Opportunities**

### Awarding Process

Ph.D. Students are notified of multiple year funding commitments as part of the admission process. Annual funding commitment plans include tuition remission and health insurance.

## Getting Added to Payroll:

- I-9: If you have a paid appointment you will need to make an appointment with Terri or Erin to complete an I-9, Employment Eligibility Verification. I-9s are not required for fellows.
- Update your Direct Deposit, Personal Information, and W-4 Tax Withholding form in MyUW. Please contact Erin Wall with any questions by emailing [erin.wall@wisc.edu](mailto:erin.wall@wisc.edu)
- International employees only will be required to have a Glacier account (for visa/immigration). If an account is not automatically set-up for you, confirm with Erin Wall that your appointment is in HRS and send an email to [glacier@ohr.wisc.edu](mailto:glacier@ohr.wisc.edu). **In addition, we** understand that incoming international students may not have a SS#. Please follow these instructions: <https://iss.wisc.edu/employment/social-security/how-do-i-apply-for-a-social-security-number-ssn/>
- Pay schedules and legal holidays: [www.ohr.wisc.edu/payroll/schedule.aspx](http://www.ohr.wisc.edu/payroll/schedule.aspx)
- View and understand your earnings statements in MyUW: Please contact Erin Wall with any questions. [uwservice.wisconsin.edu/help/earnings-statement.php](http://uwservice.wisconsin.edu/help/earnings-statement.php)

## Types of Graduate Student Funding

A combination of the following appointment types may be used to fulfill the department funding commitment, regardless of the origin of the funding:

### Research Assistantship (RA)

Many 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. 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 for grant and fellowship proposals. If you would like to initiate a grant submission please work with your advisor and the AAE Grants Manager. Grant proposals are initiated at the department level the grants manager will work with you to submit grants through the UW Research and Sponsored Programs Office.

**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, they 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 each spring semester. Therefore, it is important for all parties to come to agreement on changes early in the calendar year. This allows faculty and administrators time to consider incoming students for any positions being vacated.

At AAE, a Research Assistant must be a graduate student working toward a doctoral degree. Research Assistants are UW-Madison graduate students who are given stipends to support their education and training.

Examples of AAE's RA related assignments are:

- Programming (e.g., data cleaning/database management, coding econometric specifications, coding electronic survey instruments, optimization, GIS, simulations, etc.).
- Reviewing and synthesizing the relevant literature on an economics topic.
- Data analysis.
- Writing research summaries/blog posts for a lay or policy-oriented audience.
- Designing/reviewing survey questionnaires.
- Managing experimental sessions (recruiting & scheduling participants, running lab sessions).
- Summarizing and comparing publicly available data sources on a topic.
- Reviewing documentation of environmental/historical/economic policies for identification strategy.
- Limited data entry (as long as not repetitive beyond that necessary to achieve excellence in the activity).

Tasks that are generally unrelated to AAE graduate students' course of study but which are allowed for up to 5 hours per weeks:

- Photocopying materials for a course a faculty member is teaching.
- Sorting/filing office materials.
- Translating written or spoken materials to/from English.
- Managing a faculty member's social media account.
- Creating a website for the faculty member.

### **Teaching Assistantship (TA)**

Teaching Assistant is an appropriate title for graduate students enrolled at UW-Madison who have been assigned teaching responsibilities in an instructional program under the supervision of a faculty member.

**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.** 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 graduate program manager.

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

**Student Lecturer (SA)** - The Lecturer title is used for graduate assistants who are providing the formal classroom instruction under the general supervision of a faculty member. Effective delivery of instructional material, testing and grading are the primary duties of a Lecturer. The lecturer title should not be used for a graduate student who is handling sections of a course taught by a faculty member and should not be used as a substitute for the teaching assistant title.

**Project Assistantship (PA)** - This title designates graduate students enrolled in UW-Madison who are employed to assist with research, training, administrative responsibilities, or other academic programs or projects under the supervision of a member or members of the faculty or academic staff. Work performed is primarily for the benefit of the University. This title does not include a graduate student who does work which is primarily for the benefit of the student's own learning and research, which is independent or self-directed.

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. The best place to look for graduate student employment is on the [student employment web page/student/graduate assistant](#).

**Fellowships (Fellow)** - Fellowships are grants. Unlike graduate assistantships, fellowships generally involve no work obligations. There are both campus/departmental and external fellowships. For more Fellowship information, please see [Graduate School website on Fellowships](#).

AAE 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. Academic year Fellowships do not come with summer tuition remission.

### **Fellowship and Scholarship 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](#)
- [Institute on Research on Poverty](#)
- [Agricultural & Life Sciences Scholarships and Fellowships](#)
- [SciMed Graduate Research Scholars](#)
- [Louis and Elsa Thomsen Wisconsin Distinguished Graduate Fellowship](#)

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.

### **Student Hourly**

Student Hourly assignments are short term and often used during the summer between spring and fall graduate assistant appointments for TAs and Fellows. The student hourly rate is equal to the PA Grader/Reader rate that is set annually by the Graduate School. Time must be entered in a bi-weekly, electronic timesheet.

There are no enrollment requirements for student hourly assignments unless a student plans to graduate during the summer term. Student hourly assignment examples:

- Reader/Grader duties for a summer course.
- Research or other activities identified by the student's major advisor.

- Research or other activities for a faculty member that are related to the student's academic pursuits.

### **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 graduate program manager coordinates hiring reader/graders for faculty.

### **UW- Madison Graduate Student Employment**

Students often find TA, RA or PA positions in other departments. Most are listed on the UW Job Site for Students: [UW Graduate Assistantships](#).

### **International Student Employment**

During the academic year, international students are limited to 20 hours a week for all positions combined, including student hourly. [International Student Services](#) can answer any questions about work requirements.

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.

### **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%. US citizen students can work up to 75% time with multiple appointments.

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 equaling no more than a full-time RA rate. 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.

### **Leave of Absence**

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 graduate program manager. Unless it is a student hourly position, a leave of absence will need AAE and CALS approval. The graduate program manager will work with the payroll & benefits specialist on the necessary approvals. If it is a summer student hourly position, the student will need to notify the graduate program manager, in writing, to acknowledge the time period during that they are relinquishing funding.

### **Graduate Appointment Termination Date**

If a student has an RA during the same term as their graduation, they may remain on the payroll until the end of the Spring term (or dissertation deposit whichever one comes earlier). Health insurance will continue for the entire month of May.

## EXAMPLES OF 4-5 YEAR FUNDING PACKAGES

Please note that semester (4.5 months) and academic year (9 months) appointment dates vary from year to year. Annual commitments are by fiscal year (12 months from 7/1 to 6/30).

### Example One:

**Year 1.** 9/1 to 6/30: Research Assistantship

**Year 2.** 7/1 to 8/20: Research Assistantship cont.  
8/21 to 5/20: Academic Year Teaching Assistantship (one course fall & spring)  
5/21 to 6/30: Student Hourly

**Year 3.** 7/1 to 8/31 Student Hourly cont.  
9/1 to 6/30 Research Assistantship

**Year 4.** 7/1 to 8/18 Research Assistantship cont.  
8/20 to 1/3: Fall Teaching Assistantship  
1/4 to 6/30: Research Assistantship

**Year 5.** 7/1 to 8/18 Research Assistantship cont.  
8/19 to last day of appt as stated in letter: Fellowship

### Example Two

**Year 1.** 8/21 to 5/20: University Fellowship  
5/21 to 6/30 Student Hourly

**Year 2.** 7/1 to 8/19 Student Hourly cont.  
8/20 to 5/19: Academic Year Teaching Assistantship (one course fall & spring)  
5/21 to 6/30: Student Hourly

**Year 3.** 7/1 to 8/31: Student Hourly cont.  
9/1 to 6/30: Research Assistantship

**Year 4.** 7/1 to 6/30: Research Assistantship cont.

**Year 5.** 7/1 to 1/2: Research Assistantship cont.  
1/3 to 5/17 or last day stated in letter: Spring Teaching Assistantship

### More UW-Madison Funding Information:

[Graduate School information on Research Assistant \(RA\)](#)

[University Policies and Procedures for Project \(PA\) and Teaching \(TA\) Assistants](#)

[Graduate School information on Fellowships \(Fellow\)](#)

[Graduate School Funding and Financial Aid](#)

[Enrollment Requirements](#)

## Business and Research Travel

- Need to travel for UW business or PH.D. student research? Familiarize yourself with the travel policies:  
UW TravelWise: <https://www.wisconsin.edu/travel/>. Then consult with Jo White at [jo.white@wisc.edu](mailto:jo.white@wisc.edu) before making any travel arrangements if the UW will be contributing towards any of the expenses. If you receive a travel award from the graduate committee, you will receive funds directly and make your own travel arrangements.
- Driver Authorization: In order to be covered by the State's Liability Protection and receive mileage reimbursement while driving on university business, all prospective drivers must complete the appropriate driver authorization request form. All drivers must be approved through Risk Management, regardless of whether you are driving your personal vehicle, a Car Fleet or DOA vehicle, or a rental vehicle. [businessservices.wisc.edu/managing-risk/driver-authorization-and-insurance/driver-authorization/](https://businessservices.wisc.edu/managing-risk/driver-authorization-and-insurance/driver-authorization/)
- CISI International Health Insurance: Recommended coverage for faculty/staff traveling abroad for University-related business and/or educational programs. Mandatory health insurance for University of Wisconsin students studying/traveling abroad under a UW sponsored program. We reimburse for CISI expense for sponsored travel and encourage its use. [businessservices.wisc.edu/managing-risk/insurance-programs/risk-management-while-traveling/international-medical-travel-and-security-insurance/](https://businessservices.wisc.edu/managing-risk/insurance-programs/risk-management-while-traveling/international-medical-travel-and-security-insurance/)
- EUROP Assistance: A program provided at no cost to State of Wisconsin (including University) employees while traveling abroad in the course and scope of their employment. This travel insurance program provides medical emergency assistance for worldwide travel while on business. We recommend printing and packing the card when traveling internationally. [businessservices.wisc.edu/managing-risk/insurance-programs/risk-management-while-traveling/europ-assistance-program/](https://businessservices.wisc.edu/managing-risk/insurance-programs/risk-management-while-traveling/europ-assistance-program/)
- International Travel Policy: **Students are precluded by the UW-Madison International Travel Policy from traveling to locations under a U.S. Department of State level 3 or 4 travel advisory or a CDC level 3 travel warning notice.** <https://internationaltravel.wisc.edu/policies/travel-policy/>



## GRADUATE Ph.D. STUDENT APPOINTMENT BENEFITS



- **Tuition Remission**
- **Stipend Levels and Paychecks**
- **Health Insurance Benefit**
- **Absence/Vacation**

### **Tuition Remission**

Graduate 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 and Fellowship appointment does not provide summer tuition remission. Students with these appointments are responsible for paying [segregated fees](#) and late enrollment fees. Student hourly positions do not come with benefits.

Fellowships do NOT come with summer tuition remission. Student hourly employees are not required to enroll for credits unless they have an RA position that continues through summer.

### **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.

### **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>. If you have questions about health insurance or there is a change in your personal status (marriage, birth of a dependent, divorce) please contact the departmental payroll and benefits coordinator.

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

### **Absence/Vacation**

Vacation time, sick days, and summer break time off must be approved by the student's supervising professor. Students must contact the graduate program manager if they will take a leave of absence during any semester including the summer.

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

### [UW Graduate Assistant Policies](#)

UW-Madison RA, TA and PA policies were approved in 2019.

## RESEARCH AND CONFERENCE PARTICIPATION FUNDING



- **Research Funding Support for Dissertators**
- **Conference Presentation Travel Funding (SEE BUSINESS AND RESEARCH PROCEDURES)**

### Research Financial Support for Dissertator Student Research

AAE attempts to support student research for as many students as possible. Only enrolled students are eligible.

#### Eligibility and Information:

- Student must be a dissertator or have a proposal defense scheduled for the current term. The advisor recommendation must confirm the defense date.
- Dissertators must simultaneously apply for *Research Travel Award* from the Graduate School: <https://grad.wisc.edu/studentfunding/grantscomp/research/>
- Funding can be used for activities at any stage of research that would ultimately contribute to the success of student's dissertation work. Such activities include but are not limited to: field trip to collect data; workshop attendance; page charges in journal publication.
- A dissertator may make more than one request but not all are automatically funded. If there are multiple requests and limited funds, the Graduate Committee will determine funding awards based on best use of funds and future funding opportunity of applicants.

#### Application process:

1. Attach the following materials to one email to the graduate program manger:

- Description of research project and type of presentation (panel, poster, presenter) if part of research activity.
- Official conference/meeting agenda if part of research activity.
- An email from the Graduate School saying they do not have funding to award you.
- Research budget (entire budget required for consideration). Use Per diem allowance calculation from TravelWise: <https://uw.foxworldtravel.com/rate-calculator/>. Refer to the conference program and make sure to select meals that are provided by the conference; these will be automatically subtracted from the per diem amount. Lodging allowance will be based on a shared hotel room.

2. Ask advisor to send a support email to the graduate program manager.

## **AAE Financial Assistance for Conference Presentation Travel**

AAE Ph.D. students can apply for research travel and conference presentation assistance if they have been accepted to present at a conference. This includes Poster presentations. AAE funds as many students as possible with limited funds. The AAE Graduate Committee makes decisions on student presentation funding.

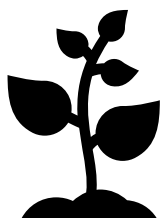
### **Eligibility and Information:**

- Students are eligible to apply for Conference Presentation Funds if their research has been selected for presentation at a conference.
- Ph.D. students must simultaneously apply for Research Travel Award from the Graduate School: <https://grad.wisc.edu/studentfunding/grantscomp/research/>
- There is a \$500 limit per trip. Students may make more than one request. When there are limited funds available, the Graduate Committee will determine funding awards based on best use of funds and future funding opportunity of applicants.
- Dissertators chosen to present a research paper/poster at a conference and are applying for Graduate School Conference Presentation Funds may apply for AAE funds to supplement Graduate School funding, or to support travel that was not approved for Graduate School funding.
- If there are multiple requests and limited funds, the Graduate Committee will determine funding awards based on best use of funds and future funding opportunity of applicants.

### **Application Process:**

1. Attach the following materials to one email to the graduate program manager.
  - Presentation acceptance letter/email
  - Conference Program
  - Paper abstract
  - Email from the Graduate School that indicates denial of their funding.
  - Completed Grad School Conference Presentation budget (entire budget required for consideration)  
Use Per diem allowance calculation from TravelWise: <https://uw.foxworldtravel.com/rate-calculator/>. Important: Refer to the conference program and make sure to select meals that are provided by the conference; these will be automatically subtracted from the per diem amount. Lodging allowance will be based on a shared hotel room.
2. Ask advisor to send a support email to the graduate program manager.

## PROFESSIONAL DEVELOPMENT OPPORTUNITIES



- **Taylor Hibbard Club**
- **Opportunities to Present Research**
- **Mandatory Training for Teaching Assistants & the responsible conduct of research**
- **AAE Ph.D. and M.S. Academic Prizes**
- **Student Representation in University Governance**
- **Campus-wide Resources for Professional Development**
- **The Job Market/Ph.D. job search support**

### **The 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.'

### **OPPORTUNITIES TO PRESENT RESEARCH**

#### **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

#### **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.

## **AAE Ph.D. 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 *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.
- *Barbara Forrest Research Paper Prize*: The Barbara Forrest Research Paper Prize is awarded yearly to one AAE Ph.D. student who is judged to have produced the best pre-dissertation paper. It honors former graduate program manager, Barbara Forrest, who made tremendous contributions to graduate studies in her two decades of service.

The deadline to submit the paper is January 15<sup>th</sup>. The graduate committee, made up of six faculty members, conducts the review of all submissions and awards the \$250 prize during the Spring semester.

Eligible students will have completed the Ph.D. core classes. Paper submissions can include research papers written for frontiers courses, papers produced as part of the AAE 637 course, or other class or research papers. Papers can be single authored, co-authored with another graduate student, or co-authored with the student's advisor. In the case of the latter, the advisor will need to certify that the student provided the primary creative thrust and writing inputs. In the case of co-authoring with another student, only one of the authors needs to meet the pre-dissertator stage eligibility.

- *The Bromley Prize*: The Bromley Prize recognizes emeritus Professor Dan Bromley's four decades of service to the department. It is awarded yearly to one AAE doctoral candidate who is judged to have produced the best dissertation proposal or paper.

Students must be dissertators or have defended their dissertation proposal by the deadline. Deadline is January 15. The graduate committee, made up of six faculty members, conducts the review of all submissions and awards the \$1,000 prize during the Spring semester.

## **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](http://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.

### **The Morgridge Center for Public Service**

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

### **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
- 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 \(CIRTL\)](#)

## 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.

## AAE Ph.D. Job Market Services

AAE provides a suite of support services to students on the job market who meet the deadlines leading up to the job market season. AAE commits to provide this full suite of support services to each student once and only once. In rare cases, a student may plan to graduate without using AAE's full support services (for instance if they have already lined up a postdoc position or face constraints in their personal life). In these cases, the student can delay their use of AAE job market support services to use them in a future year. Students contemplating this possibility should consult with their advisor and the Placement Coordinator.

The deadlines that students must fulfill to access AAE's job market support services include:

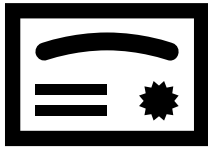
1. By July 1<sup>st</sup>, students must send the abstract of their job market paper and the names of three letter writers (one of which must be the advisor) to the Placement Coordinator. Before sending the names of the letter writers, the student needs to have talked with the professor and the professor should confirm they believe the student will be ready to go on the market and confirm that they agree to write a letter for the student.
2. Students *should* have a polished draft of their job market paper and share it with the Placement Coordinator by September 1<sup>st</sup>. They *must* have a polished draft of their job market paper and share it with the Placement Coordinator by October 1<sup>st</sup>.
3. Students must give a practice job talk in a departmental seminar (usually either a development seminar slot, an applied seminar slot, or a department seminar slot) by October 20<sup>th</sup>, and they must have distributed a polished draft of their paper at least one week before that presentation. Job market candidates will have priority for seminar slots early in the semester.

AAE job market support services include:

1. The Placement Coordinator will lead a series of meetings giving advice and providing materials regarding the job market.
2. Job market candidates can post their website on the department's job market candidate website.
3. Each job market candidate will have the chance to give a 90-minute practice job talk in the department in September or early October. Students are always encouraged to give seminars in departmental forums. The practice job talk differs in that it is 90 minutes long rather than the usual 75 minutes, and that professors from different fields across the department will be encouraged to attend.

4. Faculty across different fields will listen to candidates' research spiels, such that each candidate will be able to practice his or her spiel with four professors (one of whom is the advisor).
5. The department will help coordinate and assist with the sending out of letters of recommendation on behalf of the letter writers.
6. AAE will coordinate two mock interviews for each job market candidate in November and/or December.

## GRADUATION AND CHECK-OUT PROCEDURES



- Alert the graduate program manager of your graduation plans
- Copy of Dissertation or Thesis
- Graduation Ceremonies
- Forwarding Address/Update your MyUW for Diploma and other mail
- Keys

### **Communicate your plans to finish your degree with the graduate program manager.**

Inform the graduate program manager as early as possible when you plan to complete your degree. 2-3-week notice is needed to order the graduation document (warrant) from the Graduate School. Email the graduate program manager with the names of your committee members, date of defense, and dissertation title to order the warrant.

**Notify the graduate program manager of date of dissertation deposit.** This will also be your last date on payroll even if your appointment letter has a later date.

### **Provide a copy of your Dissertation for the AAE Department**

- Provide pdf of dissertation or thesis to the graduate program manager.
- You may choose to have the dissertation bound and available to others in the AAE Taylor Hibbard Library of Dissertations.

### **Graduation Ceremonies**

- If you wish to attend graduation ceremonies, [apply to graduate](#) in your Student Center
- Ph.D. students ask advisor to be faculty escort
- Inform the graduate program manager whether you will attend the AAE graduation event
- Rent graduation garb from UW bookstore

## **Forwarding Address: KEEP IN TOUCH**

- Change your address in your MyUW so that you receive a diploma. 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.
- 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.



- Email employment information to graduate program manager (position title, place of employment, etc.) If you gain employment after you leave, please forward the information to the graduate program manager.
- Join [AAE LinkedIn Group](#) by connecting with the graduate program manager and get invited to join the AAE group.

#### Keys

- 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.

## Student Health and Wellness Resources



- **UW Health Services**
- **SHIP: Student Health Insurance Program**
- **UW Mental Health Services**
- **Dean of Students Office**
- **McBurney Center**

### 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.

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 healthcare 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.

### SHIP: Student Health Insurance Program

SHIP is required of 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.

### 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](http://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.**

### **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).

### **[Mental Health Resources for Students by Students](#)**

A list of resources compiled by students.

### **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.

### **McBurney Disability Center**

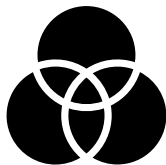
Students with disabilities have access to disability resources through UW-Madison’s [McBurney Disability Resource Center](#). You must apply to get services.

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>

### **AAE Assistance**

Not sure where to start? You can always contact your Graduate program manager or Advisor. Mary [Treleven](mailto:Treleven@wisc.edu)/[mtreleven@wisc.edu](mailto:mtreleven@wisc.edu)/608-262-9489.

## DEPARTMENT ORGANIZATION



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.

### **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 two 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.

MSPO/VISP. Oversees MSPO and AAE Visiting International Student program.

Renk Council. Oversees the Renk Agribusiness Program.

Seminars: Organizes department seminars

Space: Consults with chair and business manager on space allocations

Undergraduate: Reviews student petitions for course substitution and considers departmental and college curriculum changes.

Justice, Equity, Diversity and Inclusivity (JEDI): Reviews policies and procedures and recommends ways to increase equity, diversity and inclusivity in the department.

## FORMS/APPENDICES

- M.S. AAE Degree Progress Sheet
- MSPO Degree Progress Sheet
- Ph.D. Progress Sheet
- Major and Minor Field Course Planning Form
- Ph.D. and M.S. Traditional Student Mentor/Mentee Agreement

**PROGRESS SHEET: M.S. AAE Traditional Option**

To receive the Master of Science degree, a student must earn 30 graduate credits, typically 10 courses. 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. Student should contact the Graduate program manager at least 3 weeks before they plan to graduate.

Requirement	Course	Semester	Credits	Grade
<b>1. Microeconomic Theory</b>	635	Fall	3	
<b>2. Statistics and Econometrics</b>	636	Fall	3	
	637/772	Spring	3-4	
<b>3. Economic Analysis</b>			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	
<b>4. Other coursework</b>				
6 credits at 300 or above in any department including			3	
AAE or independent study which is AAE 990			3	
Total Credits			30	

Master of Science AAE degree conferred: \_\_\_\_\_ Date: \_\_\_\_\_

Major Professor \_\_\_\_\_.

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

Students in the doctoral program who decide to stop with a M.S. degree may be allowed to substitute 711, 713 and 709, 710 for 635, 636, 637 and a econometric course requirement. Contact the graduate program manager to request the M.S. warrant. The M.S. warrant can be requested toward the end of a semester.

PROGRESS SHEET: M.S. AAE Professional Option

To receive the Master of Science degree, a student must earn 30 graduate credits. The required courses must be completed with an overall grade point average of 3.0. Required courses must be completed with a grade of B or better. Student should contact the Graduate program manager at least 3 weeks before they plan to graduate. Program typically takes 15 months to complete. M.S. AAE students can take 8-15 credits per semester.

Requirement	Course	Semester	Credits	Grade	
<b>Year ONE</b>					
Microeconomic Theory	635		3		
Statistics and Econometrics	636		3		
Applied Econometric Analysis II	637/772		3-4		
Risk Analysis	706		3		
Seminar in Quantitative & Applied Economics	720		1		
Professional Communication for Applied Econ Anal	721		1		
Machine Learning	722	Summer	4		
<b>YEAR TWO</b>					
Quantitative & Applied Econ Practicum	724		4		
Professional Development for Applied Economists	723		1		
<b>Electives</b>					
		Typically offered:			
AAE 375 Spreadsheet Fundamentals & Applications		Sum, Fall	3		
AAE 526 Quantitative Methods in Ag & Applied Econ		Fall	3		
AAE 540 Intellectual Property Rights, Innovation and Tech		Fall	3		
AAE 777 Survey & Sample Design		Fall	3		
AAE 875 Special Topics		various	3		
AAE 641 Foundation of Agricultural Economics		Spring	3		
AAE 642 Foundations of Development Economics		Spring	3		
AAE 643 Foundations of Environmental Economics		Spring	3		
AAE 637 Applied Econ Analysis II		Spring	3		
AAE 671 Energy Economics		Spring	3		
AAE 531 Natural Resource Economics (not offered 2020)		Spring	3		
Total Credits			30		

Master of Science Professional Option degree conferred: \_\_\_\_\_ Date: \_\_\_\_\_

**PROGRESS SHEET: Ph.D. DEGREE**

**1 Microeconomic Theory**

9 credits

Course	Sem	Crs	Grade
Ec 711 Micro Theory I			
Ec 713 Micro Theory II			
Ec 712 or Macro Theory			
Ec 709 Econ Stats			
Econometrics I			
ec 710 Econ Stats			
Econometrics II			

**2 Statistics & Econometrics**

6 credits

**3 Major Field**

9 credits of AAE taught courses


Course plan approved

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**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			
4			
5			

**8 M.S. awarded for passing prelim on:**

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**9 Dissertation Defense Date**

Degree Awarded:


\* To graduate, Ph.D. students need 51 credits, no incompletes, and at least 3.0 GPA, pass micro prelim, major prelim, dissertation proposal defense and dissertation defense.





## AAE's Template for Mentorship Agreement

The purpose of this template is to assist mentors and mentees (advisors and students) in establishing mutually agreed upon goals and expectations for their mentoring relationship. Often, explicit conversations about expectations and norms for advising do not occur, or only occur at the start of the mentoring relationship, and there is little or no external check that expectations are reasonable. Mentorship guidelines like the ones below can prompt more structured and regular discussions of expectations for everyone involved. Written guidelines also ensure that all mentees have equal access to information regarding expectations.

Although optional, discussion of these guidelines with mentees is highly encouraged. The most effective way to use this document would be for both mentor and mentee to read it carefully prior to a meeting, and then to discuss it in the context of the relevant project or collaboration. Mentors should feel free to customize this template to fit their needs.

Mentorship Agreement Mentor: \_\_\_\_\_

Mentee: \_\_\_\_\_

Project: \_\_\_\_\_

### Mentee's goals and professional aspirations

What are your professional aspirations? Are you looking for academic positions focused on research or teaching? Non-academic positions in think-tanks, governments, or international organizations? Or are you thinking of a private sector position? Students should consider working through the [IDP provided by the Graduate School](#).

We will start our mentorship with general guidelines that will help you achieve any of these goals. As we move forward, we can revise this agreement to reflect more specific goals. However, it is important to think about your long-term goals now and to communicate them to me periodically.

What do you hope to achieve through our mentor-mentee relationship? Consider the relevant time horizon for each of your expectations and communicate them to me.

From the start, I expect you will have autonomy and will take ownership over your educational experience. For this, you need to know the major programs, policies, procedures, and regulations of the Agricultural and Applied Economics graduate program presented in the AAE Graduate Handbook. Have you read it?

### Mentor's broad goals

As part of my job as a professor, I am expected to write grants and initiate research that will make tangible contributions to science, the academic community, and society. You may be helping me carry out this research as an RA or co-author. You may also be carrying out your own research under my guidance. Either way, it is imperative we follow the scientific method and conduct ourselves in an ethical way.

## **Expectations of you**

Another part of my job as a professor is to train and advise students. I must contribute to your professional development and progress in your degree. I will help you set goals and hopefully achieve them. However, I cannot do the work for you.

In general, I expect you to:

- Learn how to plan, design, and conduct high quality scientific research
- Learn how to present and document your scientific findings
- Be honest, ethical, and enthusiastic
- Be engaged within your research group(s) and program(s) on campus
- Treat your colleagues, department resources, and your subjects and data with respect
- Take advantage of professional development opportunities (on campus and outside)
- Obtain your degree
- Work hard—don't give up!

## **You will take ownership over your educational experience**

- Acknowledge that you have primary responsibility for the successful completion of your degree. You should maintain a high level of professionalism, self-motivation, engagement, scientific curiosity, and ethical standards.
- Ensure you meet regularly with me and update me on the progress and results of your studies and research. Make sure that you also use this time to communicate new ideas you have about your work and challenges that you are facing. Remember: I cannot address or give advice about issues that you do not bring to my attention.
- Actively cultivate your professional development. Go to seminars, workshops, and conferences. Try to attend one or more weekly seminars and sign-up to meet with invited speakers (even if your research interests are not directly related to theirs). In addition to the seminars and workshops in our department, consider regularly attending presentations in Econ and other departments.

## **You will be a team player**

- Attend and actively participate in all group meetings and seminars that are part of your educational program. Participation in group meetings does not mean only presenting your own work, but also providing support to others in the group through shared insight.
- Participate in the AAE's Student Research Colloquium (SRC), where you will be able to help (and be helped by) your colleagues while practicing your presentation skills.
- Be a good collaborator. Engage in collaborations within and beyond our department and our university. Collaborations are more than just publishing papers together. They demand effective and frequent communication, mutual respect, trust, and shared goals. Acknowledge the efforts of collaborators.
- Strive to be a good department citizen. Take part in shared responsibilities and use the department's resources carefully and frugally. Be respectful to, tolerant of, and work collegially with all colleagues (this includes faculty and staff). Respect individual differences in values, personalities, work styles, and theoretical perspectives.
- Try to take part in social activities like the Friday coffee hour, department picnics and luncheon, and THC events. These are opportunities to strengthen your relationships with colleagues and practice soft skills that are relevant to your training in a fun, relaxed way.

### **You will develop strong research skills**

- Challenge yourself by presenting your work at meetings and seminars as early as you can, and by preparing scientific articles that effectively present your work to others in the field. The “currency” in science is published papers: they drive a lot of what we do. And because our department is supported by taxpayer dollars, we have an obligation to complete and disseminate our findings.
- Keep up with the literature so that you can have a hand in guiding your own research. Try to set aside time each week to read papers in your field.
- Be responsive to advice and constructive criticism. The feedback you get from me, your colleagues, your committee members, and your course instructors are intended to improve your scientific work.

### **You will work to meet deadlines**

- Strive to meet deadlines: this is the best way to make progress. We will establish mutually agreed-upon deadlines for each phase of your work during meetings. For graduate students, there should be a balance between time spent in class and time spent on research and perhaps on outreach or teaching.
- As long as you are meeting expectations, you can largely set your own schedule. It is your responsibility to talk with me if you are having difficulty completing your work.

### **You will communicate clearly**

- Remember that all of us are “new” at various points in our careers. If you feel uncertain, overwhelmed, or want additional support, please ask for it. I welcome these conversations and view them as necessary.
- Let me know the style of communication or schedule of meetings that you prefer. If there is something about my mentoring style that is proving difficult for you, please tell me so that you give me an opportunity to find an approach that works for you.
- Do not cancel meetings with me if you feel that you have not made adequate progress on your research; these might be the most critical times to meet with a mentor.
- Be prompt. Respond promptly to emails from anyone in our lab group and show up on time and prepared for meetings.
- Discuss policies on work hours, sick leave, and vacation with me directly. Consult with me and notify research group members and potential collaborators in advance of any planned absences. I believe that work-life balance and breaks are essential for creative thinking and good health and encourage you to take regular breaks. Be aware, however, that there will necessarily be times when more effort will need to be devoted to working and it may not be ideal to schedule time away.
  
- Discuss policies on authorship and attendance at professional meetings with me before beginning any projects to ensure we are in agreement. If you wish to have other individuals as authors in your papers, please discuss this with me early on. This is particularly sensitive if the project is supposed to become your Job Market Paper.

### **What you should expect from me**

- I will be available for regular meetings and informal conversations. My busy schedule requires that we plan in advance for meetings to discuss your research and any professional or personal concerns you have. I will discuss and agree to a meeting frequency and format with you and will come prepared to our meetings.

- I will help you navigate your graduate program of study. As stated above, you are responsible for meeting deadlines and knowing the requirements for your specific program. However, I am available to help interpret these requirements, select appropriate coursework, and select committee members for your defenses.
- I will discuss data ownership and authorship policies regarding papers with you. It is important that we communicate openly and regularly about them. Do not hesitate to voice concerns when you have them.
- I will be your advocate. If you have a problem, come and see me. I will do my best to help you solve it.
- I am committed to mentoring you, even after you leave our program. I will provide honest letters of evaluation for you when you request them.
- I will lead by example and facilitate your training in complementary skills needed to be a successful economist, such as oral and written communication, grant writing, data management, mentoring, and scientific professionalism. I will encourage you to seek opportunities in teaching, even if not required for your degree program.
- I will encourage you to attend conferences and professional meetings and will help you in finding funding for such activities. Travel fellowships are available through the department and the university if grant money is not available. I will help you identify and apply for these opportunities.
- I will strive to be supportive, equitable, accessible, encouraging, and respectful. I will try my best to understand your unique situation and mentor you accordingly. If my attempts to do this are not effective for you, I am open to talking with you about other ways to achieve these goals.

### **Yearly mentorship re-evaluation**

Each year we will sit down to discuss progress and goals. At that time, you should tell me if you are unhappy with any aspect of your experience as a graduate student in AAE. Remember that I am your advocate, as well as your adviser. I will try my best to help you with any problems you might have with other students, professors, or staff.

Similarly, we should discuss any concerns that you have with respect to my role as your adviser. If you feel that you need more guidance, tell me. If you feel that I am interfering too much with your work, tell me. If you would like to meet with me more often, tell me. At the same time, I will tell you if I am satisfied with your progress, and if I think you are on track to graduate by your target date. It will be my responsibility to explain to you any deficiencies so that you can take steps to fix them. This will be a good time for us to take care of any issues before they become major problems.

If there are issues related to advising or other aspects of your experience in AAE that you feel more comfortable discussing with someone besides me, I encourage you to reach out to Mary Treleven or the Director of Graduate Studies. Guanming Shi, Laura Schechter, and Nick Parker have been designated as faculty contacts who are available to discuss issues you may be facing.

Date of First Mentorship Discussion: \_\_\_\_\_

Mentorship Check-in on (date): \_\_\_\_\_

Mentorship Check-in on (date): \_\_\_\_\_

Mentorship Check-in on (date): \_\_\_\_\_

*This template was inspired by the Graduate Mentee Contract from Professor Trina McMahon of UW–Madison. It includes several passages directly copied from McMahon’s template.*