GRADUATE PROGRAMS HANDBOOK

M.A. and Ph.D. in Economics

Fall 2022

DEPARTMENT OF ECONOMICS
Haslam College of Business
The University of Tennessee

HASLAM
COLLEGE OF BUSINESS
THE UNIVERSITY OF TENNESSEE, KNOXVILLE

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Welcome

Welcome to the graduate program in economics at the University of Tennessee. The faculty are excited about you, the students who have been selected to join the program. While the program is demanding, we admit only students who we believe have the talent and preparation to complete it successfully. We expect you to excel in your courses, perform admirably as a graduate assistant if provided this opportunity, produce research that makes a valuable contribution to the literature, and go on to a productive career that will reflect favorably on the University of Tennessee and the Department of Economics. You can expect in turn that the faculty are committed to helping you achieve these objectives.

The graduate program is a source of pride to the Department. Teaching graduate courses and working closely with graduate students is essential to the professional development of the faculty. In turn, the program provides students with an understanding of research methods and techniques as well as effective communication and teaching. Nearly all our students gain classroom experience first as a teaching assistant then teaching their own class. Together these components can prepare you for professional success as an economist.

We are a collegial group of faculty who enjoy discussing research ideas and want to help you succeed. Take advantage of faculty members by engaging them in research discussions within and outside the classroom. Start this practice early in your program. We also have a weekly Brown Bag seminar series that provides a platform for graduate students to present their research in a relatively informal atmosphere and receive constructive feedback. The earlier you begin to think of your responsibilities as engaging in research and acquiring the tools you need to do that, the sooner you will begin to develop productive and interesting ideas that can lead to a thesis or dissertation that makes a valuable research contribution.

Our graduates are competitive on the job market, but academic jobs are not simply awarded to those who complete a Ph.D. You need to convince employers that you will be an outstanding researcher and teacher by working harder than others to produce evidence of your abilities. Your employment opportunities as a Tennessee graduate will depend most heavily on the quality of your research, your involvement in the profession through presenting at conferences and refereeing manuscripts for journals, and the relationships you develop with faculty and other graduate students. The best placements result from the strong signal provided by published or accepted research in quality peer-reviewed journals.

We are glad you are here, and look forward to your evolution from a student to a professional economist.

Scott M. Gilpatric
Department Head
August 2022

1. Introduction

This Handbook is for prospective and current Graduate Students in the Department of Economics at The University of Tennessee, Knoxville. The department offers programs leading to the M.A. and Ph.D. in Economics. The Graduate Catalog, Hilltopics, Policy for the Administration of Graduate Assistantships, and Appeals Procedure provide additional important information about the graduate student policies of the university. Graduate students are responsible for knowing and abiding by the various department and university policies. This handbook lists minimum requirements and expectations concerning completion of graduate degree programs. Successful graduate students strive to go above and beyond these minimum requirements in the pursuit of becoming a well-rounded professional economist.

This handbook is revised on an annual basis, and students in the program need to consult the most recent version of the handbook. Changes in degree requirements, policies, and procedures may apply to all students in the program.

A Message from the Graduate School

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

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

The Department Graduate Handbook does not deviate from established Graduate School Policies noted in the Graduate Catalog (http://tiny.utk.edu/grad-policies), but rather provides the specific ways in which those policies are carried out.

2. Admission Requirements and Application Procedure

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

2.1. Graduate admissions

The admissions process is administered online through the Graduate School (http://graduateadmissions.utk.edu/). A completed Graduate Application for Admission includes: non-refundable application fee; transcripts from all colleges and universities attended; Graduate Record Exam (GRE) or Graduate Management Admission Test (GMAT) scores; Test of English as a Foreign Language (TOEFL) or IELTS scores, if native language is not English; three letters of recommendation; and answers to supplemental questions from the Department of Economics. To determine admissions, it is acceptable for applicants to obtain official copies of transcripts and scan/upload them into the application. Test scores can further be self-reported. Applicants granted admissions will be asked to have official transcripts and test score reports sent directly from the institutions to the Graduate School prior to enrollment.

Admission to graduate study requires a bachelor's degree with a satisfactory grade point average from a college or university accredited by the appropriate regional accrediting agency or foreign equivalent. United States degree holders must have earned a minimum of 2.7 out of a possible 4.0 GPA or a minimum of 3.0 during the senior year of undergraduate study. If you have completed previous graduate coursework, you must have earned a minimum of 3.0 out of a possible 4.0 GPA. Applicants with non-U.S. degrees must have earned a minimum of 3.0 on a 4.0 scale or other equivalent to a 'B' average. If you have completed previous graduate coursework, you must have earned a minimum of 3.3 out of a possible 4.0 GPA or other equivalent to a 'B+' average.

All non-native speakers of English are required to take either the TOEFL (Test of English as a Foreign Language) or the International English Language Testing System (IELTS). To be fully admitted by the Graduate School, applicants must submit a minimum score of 550 on the paper-based TOEFL; 80 on the TOEFL iBT or 6.5 on the IELTS. Applicants who have received a degree from an accredited US institution within two years prior to enrollment are exempt from the TOEFL or IELTS requirement.

Applicants who are offered graduate or professional school admission to the University of Tennessee, Knoxville must take the appropriate action to accept the offer of admission. Fall, spring, and summer newly admitted graduate and professional students must pay a $100 enrollment deposit.[1]

2.2. Department admissions

All information relevant for admissions is collected through the Graduate School application; i.e., there is no additional application required by the department for either admissions or funding consideration. The application does include targeted questions related to their preparation for graduate studies in economics, fields of interest, and career goals. Answers to these questions are an important part of the evaluation process. In addition, admissions and funding decisions are based on completed coursework, undergraduate (and, if applicable, graduate) academic performance, GRE (GMAT) scores from all test sections, and recommendation letters.

[1] For details and deadlines of the enrollment fee see: https://catalog.utk.edu/content.php?catoid=35&navoid=4802#graduate_sch_enroll_deposit

Although a bachelor's (or master's) degree in economics is not required, students should be well prepared for graduate coursework in economics. It is strongly recommended that applicants have completed or plan to take the following courses prior to enrollment (planned coursework should be indicated in the application):

Intermediate Microeconomic Theory (ECON 311 or equivalent)
Intermediate Macroeconomic Theory (ECON 313 or equivalent)
Introduction to Econometrics (ECON 381 or equivalent)
Introduction to Statistics (STAT 201 or equivalent)
Calculus I & II (MATH 141 & 142 or equivalent)
Matrix Algebra I (MATH 251 or equivalent)

Additional coursework in economics, statistics and mathematics is of course desirable.

Admissions are determined by the Graduate Admissions Committee, which generally consists of the Graduate Director, Department Head, and two members of the Graduate Committee. Information from Fall 2022 admissions decisions appears below.

Acceptance rate: 25%
Number of funding offers: 18
Number enrolled: 7

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

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

2.3. English language proficiency

All international students, except those whose native language is English, are required to take the ACTFL Oral Proficiency Interview by Computer Test (OPIc), which is a standardized, global assessment of functional speaking ability. This test is mandatory and is administered by the university. Incoming students take the test in August, prior to the Fall semester. It tests for the English skills that are required of teaching assistants and associates. (See requirements for teaching assistantships below.) Admission to the program does not depend upon the results of the OPIc. Test results will be used in advising, coursework determination and in making work assignments. Students on assistantship are required to pass the OPIc at a level that allows them to serve as teaching assistants (score of AM – "Advanced Mid") by the end of the second semester of studies as a requirement for continued funding. Authorization to have sole responsibility to teach a course requires a score of “Advanced High”, and thus students are strongly encouraged to reach this level of proficiency.

In addition, all international students, except those who have earned a bachelor’s degree from a U.S. institution, are required to take the English Placement Exam. This exam is administered in August, prior to the Fall semester of initial enrollment. Those students needing additional instruction in English composition, as suggested by the exam results, are placed into an English composition course designed specifically for new graduate students.

3. Financial Support

Students in the graduate program may be awarded assistantships or other financial aid. Awards are made by the Department Head on the recommendation of the Graduate Committee. Initial awards are highly competitive. Maintenance of financial aid is contingent on students maintaining a high academic standing, good work performance in their assigned duties and active involvement in the program. Although financial support cannot be absolutely guaranteed beyond the initial year of award, virtually all continuing students in good standing receive financial support for the five-year program of study. It is policy not to fund students beyond the fifth year.

3.1. Graduate assistantships

The Department awards a number of graduate assistantships. Those on assistantship are assigned as graduate teaching assistants (GTAs), graduate research assistants (GRAs) or graduate teaching associates (GT Associates). These assignments are essential complements to the students’ program of study. GTAs typically assist faculty in teaching large sections of introductory economics or graduate core courses. Those assigned as GT Associates are extended the opportunity of teaching their own undergraduate course. Most students serve as GTAs in the first two years of the program, and then alternate between GTA, GRA and GT Associate assignments depending on department needs and student interests.

A number of highly attractive GRA positions are available outside the Department, working under the supervision of Departmental faculty or other professional economists. The department has strong ties to the Boyd Center for Business and Economic Research, which engages in forecasting and applied public policy research, and the Howard H. Baker Jr. Center for Public policy, which focuses on issues of global security and environmental policy. Both of these centers employ several of our students each year. Most GRAs in these centers enter the program on a department assistantship.

Although less frequent, in recent years, students have also been funded by the UT Center for Transportation Research, the Construction Industry Research and Policy Center, and the Department of Agricultural & Resource Economics. A partial listing of other available open assistantships is posted on the Graduate School website.

The *Faculty Handbook* describes four categories of assistantships:

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

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

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

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

The salary for first year assistantships of all four types is the same. Compensation includes mandatory fees (i.e., library fee, technology fee, etc.) in addition to health insurance and a waiver of tuition.

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

- Students in good standing may apply for graduate teaching and other assistantships for the summer. Compensation for summer work will be in addition to the academic year assistantship. Summer teaching will be assigned to graduate students on the basis of academic record and seniority, prior teaching evaluations, and involvement in the graduate program. The availability of summer teaching opportunities is limited by student demand for undergraduate courses and financial resources.

- Graduate assistantships are normally awarded for one academic year, with renewal subject to degree progression and other requirements. In some cases, assistantships may be awarded for one semester only. This is specified at the time of appointment. The Head of the Department, or the Graduate Director acting on their behalf, is responsible for notifying the graduate assistant of reappointment or non-reappointment as early as possible. In cases of significant neglect of duty or non-compliance with university policies an assistantship may be terminated during the academic year (or semester) for which the student has been appointed. In such cases the graduate assistant will be notified in advance. In most cases, this advanced notice must be given no later than one month prior to the end of the appointment. Specific reasons why the appointment will not be continued must be given. Graduate assistants' rights and responsibilities are defined in the *Faculty Handbook* section on Students Rights and Responsibilities and the Student Rights and Responsibilities section of *Hilltopics*.

- As specified in the HR0105 Employment Status, a student is, "One viewed by the university as being at the university primarily to be enrolled in academic courses." Thus, first priority of all graduate assistants must be satisfactory progress in their academic program. At the same time, acceptance of an assistantship is predicated on the belief that satisfactory progress can be concurrently achieved in work assignments and academic programs. Collaborative efforts between graduate assistants and their supervisors should be focused on the goal of satisfactory performance in both these areas.

- Graduate assistants' rights and responsibilities as students are defined in the Student Code of Conduct. In cases where graduate assistants feel that they have a legitimate complaint about any aspect of carrying out their assignments (work hours, duties assigned, pay, work conditions, etc.), they have a right to pursue all established channels to resolve the conflict. In the order that follows, students should speak to their immediate supervisor, the Director of Graduate Studies, the appropriate department head / school director, the appeals committees in the home unit or college, and the dean of the college involved. If the student feels that a resolution should be sought beyond the department/school/college level, the Dean of the Graduate School or the Office of Ombuds Services should be contacted.

- Graduate assistants are classified as student employees. As stated in HR0105 Employment Status, in addition to fee waivers, graduate assistants are entitled to workers' compensation (see HR0397 Worker's Compensation).

3.2. Scholarships, fellowships and grants

A limited number of PhD Scholarships each year are awarded to incoming students. Current scholarships include the Haslam Doctoral Scholarship, Howard Baker Doctoral Scholarship in Energy and the Environment , and the J. Fred and Wilma Holly Fellowship. These awards are cost-shared between the department and other units, and supplement department assistantships although no additional work is required. The Graduate School offers several additional fellowships.

For continuing students, the department currently offers a number of fellowships and awards on an annual basis. These are described briefly below:

— J. Fred and Wilma Holly Award for Excellence in Research: awarded for the best second-year research paper.

- J. Fred and Wilma Holly Award for Published Research (repeatable): awarded for the best publication in a refereed economics journal.
- J. Fred and Wilma Holly Award for Best First-Year Graduate Student: awarded for the best performance in first-year coursework and qualifying exams.
- Charles B. Garrison Award for Excellence in Teaching (repeatable): awarded to best graduate student teaching associate.
- Charles B. Garrison Award for Best Graduate Assistant (repeatable): awarded to the best graduate student assistant (GRA, GA or teaching assistant).
- J. Fred and Wilma Holly Award for Excellence in Presented Research (repeatable): warded for the best presentation in a Department seminar.

Additional fellowships, scholarships and awards are available through the university.

3.3. Travel support

The department provides partial support for travelling to professional meetings and workshops. To take advantage of the support available through the Graduate Student Senate (GSS) Travel Fund, the deadlines for applying for department travel support are typically 2 weeks prior to the GSS deadlines. Department travel awards are made by the Graduate Committee.
Students must fill out a travel award application (available from the Graduate Director) to be considered for travel funding. Travel award applications are reviewed three times a year: in August for Fall semester travel; in December for Spring semester travel; and in April for Summer travel. Travel award applications are not needed for job market candidates attending the ASSA meetings.

In addition to department and GSS support, the Haslam College of Business (HCB) matches department awards, up to $300. Although the department may provide travel support for multiple conferences within the same academic year, support from the GSS and HCB is limited to one trip per academic year.

The department entertains travel requests in situations where the student wishes to attend a conference or workshop without the purpose of presenting research. This is especially true for prestigious workshops, such as the Lindau Nobel Laureate meetings. Support by the GSS and HCB is available only for those travelling to present research.

The department provides travel support for job market candidates to engage in job screening interviews at the Allied Social Sciences Association (ASSA) annual conference in early January. To receive this support, candidates must have presented their job market paper in a department seminar and defended their dissertation proposal. A travel award application is not required.

To receive reimbursement for travel expenses, students must have their travel plans entered into the university system. This is coordinated through the Graduate Program Assistant.

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

3.4. Research support

Graduate students may obtain financing from the Graduate School, from the College, or from the department to support research. The Office of Financial Aid & Scholarships administers various sources of financial support, including Federal Stafford loans, Federal Perkins loans, GRAD PLUS loans, and loans through private lending institutions. Students interested in this form of support are directed to http://onestop.utk.edu/financial-aid/.

Graduate students may apply to the Graduate Committee for research funding (see the proposal instructions below). Grants usually up to $4,000 will be awarded on a competitive basis. Common requests include funding for datasets, software, laboratory and online experiments, surveys, travel to work in other laboratories, and specialized training. Special consideration will be given to students who have previously applied for but have not received support for their research from other internal and external sources, including the Graduate School.

Proposal Instructions

Each proposal must include the following elements. These requirements will form the basis for the proposal evaluation. Please be attentive to length limitations.

1) A narrative of no more than 1000 words (excluding references) describing the proposal. This should be written for an audience of economics faculty who do not necessarily specialize in the field of research being proposed, and must include the significance of the project, as well as a clear explanation of methodology and expected outcomes. (If available, a working paper or longer form research proposal may be attached to the award application.)

2) An itemized budget for the amount requested. Requests should be for amounts between $500 and $4,000. (Requests for research support funding below $500 may be made to the Director of Graduate Studies without a formal proposal.) Be sure to indicate a projected timeline for use of the funds. It is expected that funds be spent within one year of the award.

3) (If applicable) Documentation of an invitation or host institution support. Documentation of prior funding applications for this research.

4) A brief endorsement letter from the faculty advisor, indicating his or her expected role in this project, and how it relates to the faculty member's research.

Evaluation

The Graduate Committee will evaluate proposals and make awards based on the quality of the proposed research. As noted above, some priority will be given to projects that have previously applied for funding but not received it.

Submission Deadlines

The Graduate Committee will evaluate proposals twice each year. The deadlines for consideration in each round of funding will be January 31 and Aug. 1, respectively. For special cases where there is an urgent funding need that falls outside of the usual evaluation timelines, a student may inquire with the Director of Graduate Studies if a proposal may be submitted for consideration off-cycle.

4. Guidelines for Students on Assistantships

4.1. <u>Minimum</u> requirements for continued funding

Selection as a graduate assistant and continuation of appointment are based upon an expectation of satisfactory performance as a graduate student, satisfactory execution of assigned duties as an assistant and active involvement in the activities of the department and graduate program.

Students should not view assistantships as an entitlement, but instead embrace them as opportunities for professional development. In this regard, the department has established the following specific <u>minimum</u> guidelines for assistantships. Students employed as research assistants for units outside the department (e.g., Boyd Center for Business and Economic Research) are usually subject to these same requirements.

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

- Continued appointment requires registration for at least 9 credit hours each semester of the academic year, unless permission has been granted by the Graduate Director. For first and second year students, the 9 credit hours should be devoted to coursework at the 500 level or above. Students generally begin registering for dissertation credits (ECON 600) their third year. However, <u>subject to Graduate Director approval</u>, students actively engaged in research may begin enrolling in ECON 600 during their second year.

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

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

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

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

- Maintenance of a GPA in economics graduate courses at the 500 level or above of at least 3.25 is generally required for continuation of appointment. If a student's GPA falls below 3.0 for the academic year the student will lose funding. Funding may be reinstated at a later date if the student's cumulative GPA returns to 3.25 or better.

- Students whose native language is not English must take the OPIc exam. Those who do not pass the OPIc with a score of Advanced High, by the end of the Spring semester of the first year of studies, are not guaranteed continued departmental funding. Those who do not score at least Advanced Mid by the end of the Spring semester of their first year are <u>ineligible</u> for second year funding. Funding may be reinstated at a later date if the student subsequently passes the OPIc with a score of Advanced High.

- Ph.D. students must pass (at the Ph.D. level) the micro and macro theory qualifying examinations in the summer following their first year of studies. Students who do not pass qualifying exams by this deadline are not guaranteed second year funding.

- Ph.D. students must pass the second-year paper requirement by May of the third year of studies to be eligible for fourth year funding.

- Ph.D. students must pass the dissertation proposal defense by July 15th of the summer term concluding their fourth year of studies to be eligible for fifth year funding.

4.2. Evaluation and mentoring of teaching associates

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

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

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

Requirements for the Ph.D. in Economics are given in this section. Note that these are minimum requirements, and apply to full-time students. For part-time students, the timing of requirements will be determined by the Graduate Director on a case-by-case basis. As the Ph.D. is preparation for a career as a professional economist, students may find it valuable to take complementary courses in mathematics, statistics, analytics, finance, agricultural & resource economics, or other areas. Students will also find it valuable to regularly attend and participate in department seminars and brown bag workshops.

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

5.1. Course requirements

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

Required Coursework at a Glance:

Core	21 Hours
Fields of Specialization	12 Hours
Economics Electives	6 Hours
Graduate Electives*	9 Hours
Dissertation	24 Hours
Total	**72 Hours**

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

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

Number	Title	Credits	Semester
ECON 581	Mathematical Methods in Economics	3	Summer / 1st Year
ECON 511	Microeconomic Theory I	3	Fall / 1st Year
ECON 513	Macroeconomic Theory I	3	Fall / 1st Year
ECON 582	Elements of Econometrics I	3	Fall / 1st Year
ECON 512	Microeconomic Theory II	3	Spring / 1st Year
ECON 514	Macroeconomic Theory II	3	Spring / 1st Year
ECON 583	Elements of Econometrics II	3	Spring / 1st Year
Total		**21 Hours**	

Students must complete ECON 581 with a grade of B or better; and complete ECON 582 and ECON 583 with a GPA of 3.0 or better, or by qualifying examination. NOTE: ECON 581 begins on or near August 1, prior to Fall semester courses. Incoming students should plan accordingly.

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

Behavioral & Experimental Economics – ECON 611, 612
Environmental Economics – ECON 677, 678
Industrial Organization – ECON 631, 632
International Economics – ECON 621, 622
Public Finance – ECON 671, 672

Successful completion of a field of specialization requires completion of a two-course sequence with a GPA of 3.25 or better, including grades of B or better in each field course, or by alternative demonstration of competence with the agreement of the dissertation committee. With the approval of the Graduate Director fields of specialization other than those listed above may be constructed with combinations of coursework appropriate for a student's proposed research focus.

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

ECON 682	Advanced Topics in Cross-Section Econometrics
ECON 683	Time Series Econometrics

Dissertation: Students must also complete at least 24 hours of ECON 600 (Dissertation), and students must continually register for at least 3 credits of ECON 600 in all subsequent terms after the first hours of ECON 600 are completed, including the summer term.

Registration for Use of Facilities: In the summer term students who are not taking coursework and are not yet eligible to register for thesis or dissertation hours must register for 1 credit of ECON 502. This maintains key benefits such as health insurance coverage (if applicable), borrowing privileges in the University Libraries, use computer labs, and other university resources.

5.2. Qualifying examinations

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

Students who do not pass one or both exams on the first attempt are strongly encouraged to discuss the exam with faculty serving on the examination committees. Students can receive a copy of the exam questions but are not allowed to have back their own answers to the exams.

NOTE: Students failing any qualifying examination must retake the examination the next time it is offered. Failing a qualifying examination for the second time will ordinarily result in dismissal from the program. However, a qualifying examination may be taken a third time with approval of the department. Students must file a petition with the Graduate Director who will convene the Graduate Committee to consider the merits of the petition. Failing a qualifying examination for a third time will result in dismissal from the program.

5.3. Second-year research paper

Students write a second-year research paper, on a topic of their choosing, as part of the degree requirements. The submission deadline is July 31st of the second year of study. Students who do not pass upon their first submission, which includes students who fail to meet the deadline, must submit a suitable paper (revision) by November 30th of the same calendar year. Students who have made sufficient progress are urged to submit their papers prior to the deadline(s). However, students with early submissions will not be given special consideration in the evaluation process (e.g., they will not be granted additional attempts to pass).

A third opportunity to pass the second-year paper requirement may be granted upon successful appeal to the Graduate Committee. Students must file a petition with the Graduate Director who will convene the Graduate Committee to consider the merits of the petition. Extenuating circumstances are generally needed to warrant approval for a third opportunity. Students failing the paper requirement for a third time will generally be dismissed from the program.

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

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

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

Each student will form a committee to evaluate the second-year paper. Second-year students must inform the graduate director about the members of this committee as soon as possible and not later than February 15. The committee must include at least three tenure-track economics faculty members with a designated chair. The chair of the committee will oversee the review process and communicate the outcome with the graduate director. In general, students who fail to form a committee in time will not be able to pass the second-year paper requirement.

An acceptable paper demonstrates knowledge of the relevant existing literature, is well motivated and complete, meets professional style and writing standards, complies with legal and ethical research standards, correctly and transparently applies suitable research methods, and draws conclusions based on the performed analysis. Suggestions of outlines for complete second-year papers appear below.

Applied Paper

- Introduction – Describe the issue and why it is an important area of study.
- Literature Review – Survey the existing literature on the issue and describe why your contribution extends the literature or fills gaps within the literature.
- Model – Develop the model that you will use to analyze the issue and derive the implications.
- (For an experimental paper) Experimental Design – Describe how the experiment will be done, with instructions and supporting documents in appendices.
- Data – Describe the evidence you will use to test the model and discuss any possible problems with measurement error. Sufficient information should be provided to allow for replication.
- Empirical Methods and Results – Describe your estimation procedures, perform robustness checks, and report the results.
- Conclusion – Summarize the results, explain why they are important, and what conclusions you can draw from the research.

Theoretical Paper

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

5.4. Admission to candidacy

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

5.5. Dissertation

Students complete a doctoral dissertation and defend it successfully before the faculty. Normally, dissertation research will be done in one of the two (or more) fields in which the student has established competence as described above, but this is not required. The student is responsible for selecting a major professor (i.e., dissertation supervisor, who will often be the faculty advisor) and in consultation with the major professor should select a dissertation committee. The committee must include at least four faculty members who hold the rank of Assistant Professor or above. Three of the committee members, including the major professor, must be approved by the Graduate Council to direct doctoral research. At least one member of the committee must be from a department other than economics. This committee must be approved by the Department Head and by the Graduate School. With the approval of the Department Head, an external advisor from another college or university may be invited to join the committee. The department will assume the cost of bringing the advisor to campus for the defense of the dissertation.

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

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

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

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

5.6. Recommended progress for completion of degree

The Ph.D. program is designed so that students can realistically complete the degree in five years or less. We have had students complete the degree in four years and, on occasion, three years. Below we provide a timeline for those seeking to finish the degree in five years.

<u>First Year</u>

- Complete core coursework (511, 512, 513, 514, 581, 582, 583)
- International students must pass the OPIc.
- Pass the micro and macro theory qualifying exams in the summer.
- Attend regularly the department's Brown Bag workshops and Greer seminars.
- At the end of summer, and prior to the Fall semester of the second year, students wishing to earn an M.A. submit to the Graduate School the relevant forms (see Appendix B).

<u>Second Year</u>

- Take at least 18 credits, with 9 credits recommended in the fall and 9 credits in the spring. This should include two or more courses in the desired fields of specialization. Most students also take one or both of the advanced econometrics courses (ECON 682, 683).
- Take the teaching preparation seminar (most recently BUAD 583), which is offered in the summer mini-term. This is required for those on a department assistantship and to teach your own courses.
- Speak to faculty about research, and choose an advisor by the end of the Spring semester.
- Attend regularly the department's Brown Bag workshops and Greer seminars.
- Consider presenting research at Brown Bag workshop.
- Form a second-year paper committee
- Successfully complete the second-year paper in the summer.

<u>Third Year</u>

- Complete fields of specialization and other relevant coursework. Take at least 9 credits each semester, which will usually include dissertation credits.
- Establish dissertation committee.
- <u>Complete a dissertation proposal.</u>
- Attend regularly the department's Brown Bag and Greer seminars.
- Present research in our Brown Bag seminar and at professional conferences.
- Begin submitting papers for publication consideration.

<u>Fourth Year</u>

- Defend dissertation proposal, ideally in the fall.
- Complete job market paper.

- Attend regularly the department's Brown Bag and Greer seminars.
- Continue to present research at professional conferences.
- Continue to send papers out for publication.

Fifth Year

- Submit job market packet by early fall.
- Contact members of dissertation committee to write letters of recommendation and help you in your job search.
- Present job market paper in a Greer seminar in the fall.
- Defend dissertation.
- Continue to send papers out for publication.
- Continue to present research at professional conferences.
- Submit all forms related to graduation (see Appendix B).

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

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

Students who choose the thesis option should select a faculty advisor who will serve as major professor of the thesis committee. In consultation with the major professor, two additional faculty members at the rank of assistant professor or above should be asked to serve on the committee. The final draft of the thesis must be distributed to all committee members at least two weeks prior to the date of a final oral examination which should be scheduled in accordance with Graduate School requirements. The thesis must be prepared according to the *UT Guide to the Preparation of Theses and Dissertations*. One copy of the thesis should be given to the department. Traditionally, committee members are also provided copies.

The non-thesis option requires 30 hours of coursework at the 400 level or above. Of these, 24 hours (at least 18 of which are in economics) must be at the 500 level or above. Of the 18 hours in economics at the 500 level or above, 12 must consist of 511-12 and 513-14. Of the 30 hours, a maximum of 9 hours in courses approved by the department may be taken in fields other than economics. Students electing the non-thesis option must pass, at the MA-level or higher, the qualifying examination in either microeconomics or macroeconomics.

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

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

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

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

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

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

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

8. Seminars

The department runs two seminar series. The first is the Brown Bag workshop, our internal seminar series which usually meets most Wednesdays of the semester from noon to 1 pm. Seminars are given by faculty and graduate students. Graduate students are given priority and are encouraged to participate. At the end of each academic year, the student who gives the best presentation (based on faculty vote) receives a monetary award.

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

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

9. Registration and Advising

9.1. Advising

The Graduate Director advises all entering graduate students. Initial meetings with the Graduate Director will typically be scheduled in early August. Ph.D. students should identify a dissertation advisor by the end of the Spring semester of the second year. This faculty member will then assume primary responsibility for advising the student and will work with the Graduate Director in organizing the student's program of study. The faculty advisor normally should be a faculty member who shares research interests with the student. All students should continue to consult with the Graduate Director at least once per year, typically during the summer.

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

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

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

9.2. Registration procedures and guidelines

It is the student's responsibility to register for classes. Registration is done through MyUTK (http://my.utk.edu). It is recommended that students consult with the Graduate Director prior to registration. Unless special permission is granted, all entering students must register for ECON 511, 513, 581 and 582 in their first semester.

The maximum course load for a graduate student during the spring and fall semester is 15 hours, while 9 credit hours is considered a full load. A student who has a full-time (i.e., 50 percent or 20 hours per week) graduate assistantship is not allowed to register for more than 10 hours per semester without approval from the Graduate Director. An exception to this occurs for all students in the fall of their first year of study, when they typically register for 581 (offered during August) and 511, 513, and 582 (offered during the fall semester).

Until students begin completing hours of 500 (Thesis) or 600 (Dissertation), they must register for 502 (Use of Facilities) in all terms, <u>including summer</u>, in which no other courses are taken.

Failing to register for 502 may place certain benefits (e.g., health insurance, library privileges) in jeopardy.

All changes in registration (drops, adds, and change to audit) should be approved by the Graduate Director in advance. The deadline for a change of registration is approximately 35 calendar days after the first day of classes each semester. Graduate students are not allowed to repeat a course for the purpose of improving upon a grade that has already been received.

10. Standards, Problems, and Appeals

10.1. Continuation and termination

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

Students on probation must consult with the Graduate Director in choosing courses. To continue in good standing in the department, it will be necessary that a minimum GPA of 3.0 be earned in graduate courses in economics or in courses approved in advance by the Graduate Director. (Students on assistantship must maintain a GPA of 3.25 or better in order to avoid departmental probation, as described above.)

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

10.2. Course grades of "incomplete"

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

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

10.3. Student conduct

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

Graduate students are expected to utilize and maintain their shared office space in an orderly and professional manner. Appendix C of this Handbook details specific rules for conduct in graduate student offices.

10.4. Department appeals process

Students have the right to appeal grades and the results of qualifying and other examinations. In addition, students also have the right to file grievances concerning the interpretation and adherence to (university, college, and department) policies and procedures, and academic penalties imposed for academic and/or research misconduct. Broadly interpreted, just about any outcome or requirement the student disagrees with can be disputed. According to university policy, the first appeal should be made within 10 days after the incident that motivates the appeal; e.g., a dispute over a course grade needs to be made within 10 days of when the final grade has been posted.

Initial appeals related to policies, procedures, and grades must begin at the lowest, relevant level. This avoids delays and unnecessary tensions among the parties involved. Disputes over grades should first be addressed with the course instructor. Disputes over the results of qualifying exams or the second-year paper should be first discussed with the examination committee. Grievances about degree requirements and department policy should be made to the Graduate Director. A student that is not satisfied with the initial outcome can proceed up the basic hierarchy: Faculty, Graduate Director, Graduate Committee, Department Head. Grievances related to academic penalties may be filed with the Graduate Council through the Graduate Council Appeals Committee.

To appeal for a third attempt on qualifying exams or the second-year paper, students must file a petition with the Graduate Director who will convene the Graduate Committee to consider the merits of the petition.

There is no official form required for an appeal. When made at the level of the faculty or Graduate Director, in most cases the appeal can be handled in person or via email. Appeals made to the Graduate Committee, the common one being a request to take a qualifying examination or submit a second-year paper a third time, should be made in writing. There is no standard form, but the request should be typewritten and include any relevant information the student wishes the Committee to take into consideration. It is recommended that appeals to the Department Head be made in writing. If the appeal is denied or is determined to be outside the purview of the department, the student may appeal in writing to the Dean of the College within 10 days of the departmental decision. If the head or dean does not respond within 10 days of receiving the student’s written appeal, the student should take the appeal to the next level, i.e., the Graduate Council Appeals Committee.

10.5. University appeals procedure

A student who is not satisfied with appeals made through the department and college, or, a student with an appeal outside the purview of the department and college has the right to appeal at higher levels. In such cases, a student may file a formal appeal with the Graduate Council Appeals Committee through the office of the Assistant Dean of the Graduate School.

The Graduate Student's Right of Appeal state that three types of academic decisions can be appealed: (1) grievances concerning the interpretation of and adherence to university, college, and department policies and procedures; (2) grievances concerning grades; and (3) grievances concerning academic penalties imposed for academic and/or research misconduct.

Detailed information regarding the types of appeals that can be filed with the Graduate Council Appeals Committee and procedures can be found in the Graduate Council Appeal Procedures and the Graduate Catalog.

10.6. Compliance with legal requirements for research

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

In economics, the vast majority of applied research involves human subjects in some capacity. The most common cases when IRB approval needs to be obtained are:

- Survey research (including a pilot survey).
- Laboratory and field experiments (including pilot experiments).
- Analysis of secondary data (from surveys, experiments, or other sources).

If your research involves data from living individuals, and you plan to disseminate the research (e.g., thesis, dissertation, publication, seminar, etc.) then you must obtain IRB approval. If you are instead collecting or analyzing data from aggregate units (e.g. firms, countries, etc.), deceased individuals and/or have no intention to disseminate research findings, then IRB approval is not required. A prime example where one collects data on living individuals but does not usually disseminate the findings would be a classroom experiment or survey; that is, for research-like activities that are for pedagogical purposes only.

Gaining approval for pilot studies and for analysis of secondary data is often overlooked. If you wish to analyze data from the Panel Study of Income Dynamics, for instance, you need to obtain prior IRB approval. NOTE: It is the policy of the UT Experimental Economics Laboratory that IRB approval is obtained prior to conducting *any* experiment. This includes course-related experiments for extra credit.

Thus, for research involving human subjects it is the *rule* that you need to obtain permission from the IRB *prior* to undertaking any research. There are two parts to the compliance process. The first part is to undergo human subjects training. The second part is, for each relevant project, to complete a (lengthy) application. Both parts are online. The compliance training is through the Collaborative Institutional Training Initiative (CITI) program (https://www.citiprogram.org/). The application system is iMedRIS (https://ris01.uthsc.edu/). Both the Department Review Committee (DRC) Chair and the Department Head review and sign (electronically) the applications before they are sent to the IRB. As such, it may be advisable to discuss this with them ahead of time. Details on the IRB approval process can be found at https://irb.utk.edu/.

The vast majority of economics IRB applications are exempt from review of the full IRB board. In most cases formal approval can be obtained in a few weeks. The Office of Research, Innovation & Economic Development holds workshops for students and faculty on the approval process.

11. Job Placement Information

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

Students who wish to participate in the formal academic job market, which includes taking part in job screening interviews at the Allied Social Sciences Association (ASSA) annual conference in early January, must present their job market paper as part of our Greer Seminar Series during the Fall semester. This is intended to be a practice job talk through which faculty can provide guidance on how to improve the quality of the research and its presentation. The seminar also serves as a commitment device to ensure that job candidates prepare early for the job market. The Graduate Director arranges for job candidates to engage in practice, mock job interviews with department faculty in late November / early December. Job candidates are strongly encouraged to arrange for additional practice interviews, and discuss interview strategies with faculty and students.

11.1. Initial placements of recent graduates

The department maintains and posts a list of job placements of Ph.D. recipients, which can be found here: https://haslam.utk.edu/economics/phd/economics/student-placement. In recent years we have placed graduates as assistant professors at Mississippi State University, Notre Dame, Bates College, Belmont University, Creighton University, Furman University, New Mexico State University, Renmin University, Rollins College, University of Alberta, University of Delaware, Virginia Commonwealth University, Winthrop University, Xavier University and elsewhere. We have also placed students well in government agencies, industry, and research centers, including Joint Committee on Taxation of the US Congress, US Government Accountability Office, Central Bank of Jordan, US Department of Defense, Howard H. Baker Jr. Center for Public Policy (UT), Korea Institute for Industrial Economics and Trade, King Abdullah Petroleum Studies and Research Center, Monument Economics Group, and CVS Caremark.

Most of our M.A. graduates find employment prior to graduation or go on to Ph.D. programs at Tennessee or elsewhere. Recent graduates have found employment at Pilot Corporation, Marriott Business Services, Sequent Energy Management, Boyd Center for Business and Economic Research (UT), Department of Energy (ORNL), Centra Technology, International Trade Administration, and the Tennessee Valley Authority.

12. Faculty and Areas of Specialization (tenured and tenure-seeking faculty)

Bruce, Donald, Ph.D., Syracuse University. Fields of interest: public economics, taxation, labor economics, applied econometrics. Graduate teaching: public finance.

Carruthers, Celeste, Ph.D., University of Florida. Fields of interest: education economics, public economics, labor economics, economic history. Graduate teaching: econometrics.

Gilpatric, Scott, Ph.D., Texas A&M University. Fields of interest: industrial organization, environmental economics, behavioral economics. Graduate teaching: industrial organization.

Hanson, Andrew, Ph.D., University of North Carolina. Fields of interest: macroeconomics, finance, time series econometrics, Bayesian econometrics. Graduate Teaching: macroeconomics.

Harris, Matthew, Ph.D., University of North Carolina. Fields of interest: labor economics, health economics. Graduate teaching: public economics..

Holladay, J. Scott, Ph.D., University of Colorado. Fields of interest: international trade, environmental economics, machine learning. Graduate teaching: environmental economics.

Ko, Gayoung, Ph.D., University of Virginia, Fields of interest: industrial organization, applied microeconomics, auctions, machine learning. Graduate teaching: industrial organization.

Lake, James, Ph.D., Johns Hopkins University. Fields of interest: international trade, microeconomic theory. Graduate teaching: microeconomic theory.

Lima, Luiz Renato, Ph.D., University of Illinois. Fields of interest: forecasting, international finance, econometric theory. Graduate teaching: econometrics.

Mohsin, Mohammed, Ph.D., York University. Fields of interest: macroeconomics, monetary theory, time Series econometrics. Graduate teaching: macroeconomic theory, international finance, mathematical economics.

Neligh, Nathaniel, Ph.D., Columbia University. Fields of interest: experimental economics, behavioral economics, microeconomic theory. Graduate teaching: theoretical and applied microeconomics.

Neller, Seth, Ph.D., University of Texas at Austin. Fields of interest: health economics, public economics, environmental economics, labor economics, economics of crime.

Padilla-Romo, Maria, Ph.D., Texas A&M University. Fields of interest: applied microeconomics, labor economics, public economics, and development economics. Graduate teaching: research methods.

Schaur, Georg, Ph.D., Purdue University. Fields of interest: international trade, applied econometrics, industrial organization. Graduate teaching: international trade.

Sheth, Ketki, Ph.D., UC San Diego. Fields of Interest: development economics, health economics, economics of education.

Sims, Charles, Ph.D., University of Wyoming. Fields of interest: environmental and resource economics, risk and uncertainty, dynamic economic systems. Graduate teaching: environmental economics.

Van Essen, Matt, PhD, University of Arizona. Fields of interest: game theory, mechanism design, public economics, and experimental economics. Graduate teaching: microeconomic theory.

Vossler, Christian, Ph.D., Cornell University. Fields of interest: environmental and resource economics, behavioral and experimental economics, public economics, applied econometrics. Graduate teaching: econometrics, behavioral and experimental economics.

Wanamaker, Marianne, Ph.D., Northwestern University. Fields of interest: labor economics, economic history, applied econometrics.

Faculty web pages can be accessed through: https://haslam.utk.edu/economics/faculty.

13. Contact Information

Department Head
Name: Scott Gilpatric
Office: 523 Stokely Management Center
Phone: 865-974-1696
Email: sgilpatr@utk.edu

Director of Graduate Studies
Name: Georg Schaur

Office: 509 Stokely Management Center
Phone: 865-974-1710
Email: gschaur@utk.edu

Graduate Program Assistant
Name: Sherri Pinkston
Office: 520 Stokely Management Center
Phone: 865-974-3303
Email: spinksto@utk.edu

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

The general department mailing address is: Department of Economics, 916 Volunteer Blvd, 505A Stokely Management Center, Knoxville, TN 37996-0550

Appendix A: Important Web Pages for Graduate Students

Economics

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

- Boyd Center for Business and Economic Research
  https://haslam.utk.edu/boyd-center

- Department of Economics

https://haslam.utk.edu/economics

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

- Howard H. Baker Jr. Center for Public Policy
  http://bakercenter.utk.edu/

International Students

- Center for Global Engagement
  http://international.utk.edu/

- International House
  https://ihouse.utk.edu/

- International Teaching Assistant (ITA) Testing Program (OPIc)
  http://gradschool.utk.edu/graduate-student-life/ita-testing-program/

Professional Development and Training

- Office of Graduate Training and Mentoring
  http://gradschool.utk.edu/training-and-mentorship

- Best Practices in Teaching Program
  https://gradschool.utk.edu/training-and-mentorship/bpit/

- UT Libraries Information for Graduate Students
  https://libguides.utk.edu/graduate

- Center for Career Development
  https://career.utk.edu

- Teaching & Learning Innovation
  https://teaching.utk.edu/

- UT CIRTL: Center for Integration of Research and Teaching
  https://teaching.utk.edu/utcirtl/

- Experience Learning
  https://experiencelearning.utk.edu

Funding

- Funding, Fellowships, Assistantships for Graduate Students
  http://tiny.utk.edu/grad-funding

- Graduate Student Senate Travel Awards
  https://gss.utk.edu/gss-travel-awards/

- Financial Aid and Scholarships
  http://onestop.utk.edu/financial-aid/

Student Resources

- Counseling Center
  http://counselingcenter.utk.edu/

- Course Catalog
  https://catalog.utk.edu/

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

- Graduate Student Appeals Procedure
  http://gradschool.utk.edu/documents/2016/02/student-appeals-procedures.pdf

- Graduate Student Senate
  https://gss.utk.edu/

- Graduate Admissions
  http://gradschool.utk.edu/admissions

- Haslam College of Business
  https://haslam.utk.edu/

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

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

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

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

- Office of Multicultural Student Life
  http://multicultural.utk.edu/
- Office of Research & Engagement
  http://research.utk.edu/
- Office of Research Integrity
  http://research.utk.edu/compliance
- Student Conduct and Community Standards
  http://studentconduct.utk.edu/
- Sexual Misconduct, Relationship Violence, and Stalking
  http://sexualassault.utk.edu/
- Thesis/Dissertation Website
  http://gradschool.utk.edu/thesesdissertations/
- UT Student Handbook – *Hilltopics*
  https://hilltopics.utk.edu/student-code-of-conduct/

Appendix B: Important Deadlines and Forms

Graduation Deadlines
Dates vary slightly from one year to the next. Please go to the Graduate School website to verify dates, graduation deadlines and download forms:
http://gradschool.utk.edu/graduation/graduation-deadlines/.

Travel funding deadlines
The department and college funding applications will be provided by the Graduate Director prior to each application deadline. The Graduate Student Senate (GSS) application process and deadlines are online at https://gss.utk.edu/gss-travel-awards/ . Department deadlines are typically two weeks prior to those of the GSS.

Graduate Student Senate travel award (2022-23 AY)

- TBD

Appendix C: Rules for Conduct in Graduate Student Offices

1) This is a shared space – be respectful of your officemates. Avoid activities that generate strong smells (e.g., burning candles or wearing strong cologne). Avoid being excessively noisy. Room 502 (when available) or the open collaborative learning space can be used for group study sessions or for office hours. Keep your space clean and organized.
2) When you move out of this office, remember that someone else will move in. Do your best to keep the office looking good for the next person. Among other things, do not leave your trash, unwanted lecture notes and outdated electronics for someone else to deal with.
3) If you would like to hang something on the wall (e.g., a college diploma), please first obtain permission from a staff member.
4) Do not place stickers on the furniture, windows or walls.
5) Please use the trash bins near the elevators or in the lobby. The trash is no longer emptied by facilities services, and we no longer have full-size trash bins.
6) Please place drinks in containers with lids to prevent spills.
7) For classes you have taught, do not keep old exams stored in your office. Please see a staff member regarding a secure location for exams to be placed. UT policy states all exams must be kept for one year.
8) Do not run extension cords across the floor, as this is a safety hazard. Two power strips have been placed in each office. If you need more than this, alert a staff member.
9) Do not leave your UT ID card on your desk, as anyone can walk onto our floor and take items from your desk. Your ID card gives you access to the 5th floor; without the card, after hours you will not be able to access the doors. There is a charge for a replacement card at the VOL-Card office.

10) Keep all valuables locked in your drawer or out of sight when you are away from your office. Do not leave valuable items on your desk with your door open if you are not going to occupy your office. The University is not responsible for items lost or stolen.