

# PhD Student Handbook

Academic Year 2021-22

Department of Economics  
University of Missouri – Columbia  
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## I. Introduction

This handbook explains policies and procedures for the PhD program in the Department of Economics. Students should also consult the MU Graduate Studies' web site (<https://gradstudies.missouri.edu/>) for other University procedures to supplement those given here.

This handbook is designed to aid PhD students in planning and executing their programs. The program should be developed as soon as possible in consultation with one's adviser. Information presented below outlines the department's role as well as the student's responsibilities. Changes to the policies and procedures may be made from time to time by the departmental faculty. Any subsequent changes will be communicated to students and reported in revisions of or supplements to this handbook.

### Advisors

Throughout this document, the term candidate will apply to all doctoral students who have passed all parts of the Qualifying Examination. The Director of Graduate Studies (DGS) serves as advisor to all PhD students who do not yet have a major advisor. For purposes of the Research Paper, the DGS will serve as the advisor until the candidate has a dissertation advisor. A PhD dissertation advisor must be a member of the doctoral faculty in Economics.

## II. Admission

### Application Deadlines and Fees

We accept and evaluate new applications on an ongoing basis. For priority funding consideration, the applicant should complete an application by:

PhD application: **January 15, 2021**

The non-refundable application-processing fee is US\$65.00 for U.S. Citizens and Permanent Residents and US\$90.00 for Non-Resident Aliens (Internationals).

### Application Procedures

Applicants are strongly encouraged to submit their applications online at the MU Online Graduate Application for Admission website (<https://gradstudies.missouri.edu/admissions/apply/>). (Note: Applicants completing the online Graduate Application for Admission will be able to continually monitor the status of their application using the web-based system. The online application provides the most convenient and efficient way to apply for graduate study at MU and is the preferred method of applying.)

If you have any questions please contact:

Ms. Pam Gerth, Graduate Secretary  
 Department of Economics  
 118 Professional Building  
 Columbia, MO 65211, USA  
 Email: [pagfgp@missouri.edu](mailto:pagfgp@missouri.edu)  
 Phone: 573-884-7989  
 Fax: 573-882-2697

The following items are required to be uploaded to the MU Online Graduate Application for Admission:

- Transcripts from every college or university you have attended;
- Resume;
- Personal statement;
- Three letters of recommendation;
- Your official TOEFL or IELTS scores (sent directly from the Educational Testing Service) must be submitted directly to the Graduate Admission Office (210 Jesse Hall, Columbia, MO 65211) \*International Applicants only
- Your official GRE scores (sent directly from the Educational Testing Service)

#### Educational Testing Service Codes

MU Institutional Code: 6875  
 TOEFL Graduate School Code: 99  
 GRE Department Code: 1801

#### Admission Requirements and Evaluation

Potential students, with or without an MA or MS degree, may apply to the PhD program. While most applicants have an undergraduate major in Economics, an undergraduate major in another area may be considered. Majors in statistics, mathematics, physics, and engineering are especially appropriate for advanced studies in economics. All applicants are required to have taken intermediate levels of microeconomics and macroeconomics, two semesters of calculus, and an introductory course in probability and statistics.

The Graduate Studies Committee, a departmental committee, evaluates the potential of the applicant for graduate study in Economics at the University of Missouri-Columbia. Each applicant for admission is evaluated independently and on the basis of all information submitted in the application packet.

An applicant should have at least a cumulative undergraduate grade point average of 3.0 (on a 1 – 4 scale). All applicants must submit GRE (Graduate Record Examination) general test scores, which must not be more than five years old. Minimum levels normally expected are 146 (for native speakers) on the verbal and 155 on the quantitative. International applicants must have a minimum TOEFL score of 80 (Internet), or a minimum IELTS score of 6.5. TOEFL and IELTS scores must not be more than two years old.

#### Financial Aid

The Department offers financial aid in the form of teaching and research assistantships and graduate fellowships, allocated on the basis of promise and availability of funds. In addition to a stipend that depends on the level of aid, all students receiving financial aid receive a tuition waiver. For the academic year 2019-20, the tuition waiver is worth \$19,022 for non-residents and \$6,948 for residents. Please read Section IV of this handbook for further details about graduate assistantships and fellowships.

The Department provides funding to all PhD students who need financial aid at the time of admission and for up to five years provided that the student maintains good standing in the program.

### III. PhD Program

The PhD program is designed to encompass training in economic theory and quantitative methods, as well as flexibility for students in choosing course work to suit their interests and intended careers as professional economists. For those entering the program with a bachelor's degree, the following 72 credit hour plan of coursework, research, and examination is required. A grade of C or better in each course and a 3.0 (on a 1 – 4 scale) overall GPA must be maintained (exceptions may be granted by the DGS). Students must earn a C or better in all first-year courses before taking the PhD qualifying examination.

#### PhD Required Plan of Study (Proposed)

##### *Fall Semester Year 1*

Econ 8370: Mathematics for Economics  
 Econ 9451: Advanced Micro Theory I  
 Econ 9453: Advanced Macro Theory I  
 Econ 9472: Advanced Econometric Theory I

##### *Spring Semester Year 1*

Econ 9452: Advanced Micro Theory II  
 Econ 9454: Advanced Macro Theory II  
 Econ 9473: Advanced Econometric Theory II

Qualifying exam, end of Spring Semester Year 1.

##### *Fall Semester Year 2*

Area of specialization (course 1)  
 Econ 9xxx: Economics Elective  
 Econ 9xxx: Economics Elective

##### *Spring Semester Year 2*

Area of specialization (course 2)  
 Econ 9xxx: Economics Elective  
 Econ 9xxx: Economics Elective

Research paper completed and submitted by December 15\*

##### *Fall Semester Year 3*

Econ 9413: PhD Research Workshop  
 Econ 9085: Problems – PhD Students  
 Econ 9090: PhD Dissertation Research

##### *Spring Semester Year 3*

Econ 9413: PhD Research Workshop  
 Econ 9085: Problems – PhD Students  
 Econ 9090: PhD Dissertation Research

##### *Fall Semester Year 4*

Econ 9413: PhD Research Workshop  
 Econ 9085: Problems -- PhD Students  
 Econ 9090: PhD Dissertation Research

##### *Spring Semester Year 4*

Econ 9413: PhD Research Workshop  
 Econ 9085: Problems -- PhD Student  
 Econ 9090: PhD Dissertation Research

*\* Depending on Area of Specialization course offerings, the Research paper may be deferred for up to one year*

Candidates can receive up to 12 hours of course credit for each of the Research Workshop and the Dissertation Research. Doctoral candidates must participate in the Research Workshop that is most closely associated with their research. A coordinator will oversee the workshop. The candidate's advisor will oversee the research progress with the 3-credit-hour Problems course. Even though only 18 credit hours are obtained through the course assignments in the 3<sup>rd</sup>- and 4<sup>th</sup>-years in this plan of study,

## Final oral examination

*Qualifying Examination:*\* Students pursuing the PhD degree must pass a qualifying examination. Upon completion of required courses in the first year, students take the qualifying examination, which covers microeconomics, macroeconomics, and econometrics. The exam is 6 hours in length; it is administered in parts, with two-hours devoted to each of the three core subjects. The first offering of the exam is in late May. Students who fail to pass all three parts of the exam the first time may retake the failed part(s) the following July/August. Students who fail the exam may continue in the MA program.

*Research Paper:* The candidate must submit a completed original research paper by December 15 at the end of the candidate's fifth semester. The paper is evaluated by a committee appointed by the DGS and consists of the faculty advisor, a research area coordinator and a faculty member in a related area. (An early dissertation committee in effect.)

The following evaluation process, administered by the "committee", is used to assess the Research Paper:

- *High Pass: Good idea and execution, keep working towards finishing the paper;*
- *Low Pass: Good idea, paper executed well, but this idea now looks like a dead end, find a new topic but requirement has been satisfied;*
- *Revise/Resubmit: Paper not far enough along, you have two months to turn in a revision;*
- *Fail: Student cannot conduct research, should be removed from the program;*

Under conditions that a candidate's area of specialization will be offered during the 3<sup>rd</sup> year in the doctoral program, the candidate may request a one-year deferment. The understanding must be that two courses in the proposed area of specialization are reasonably expected to be offered by the Economics Department. As such, the proposed deferment must be presented to the Graduate Studies Committee in written form before September 1 of the candidate's 2<sup>nd</sup> year in the doctoral program. The Graduate Studies Committee will notify the candidate whether the request is accepted or rejected within two weeks of the written request.

*Comprehensive Examination:*\* Students pursuing the PhD degree must pass a comprehensive examination. The comprehensive exam has a written section and an oral section, both administered by the student's dissertation committee. The oral section of the comprehensive exam is part of the dissertation proposal defense.

\*Students with a medical or family emergency may request to be excused from taking a scheduled exam. A request must be accompanied by sufficient supporting documentation and must be presented to the Director of Graduate Studies as soon as physically possible. If approved, the student will be permitted to take the next scheduled exam.

*Fields:* Students are required to complete one area of specialization consisting of two courses. It is expected that this area will be related to the objectives of the student's dissertation. The areas of specialization from which the student can choose are listed below. The department commits itself to offering a second course in any field to all students who have completed an initial course in the field, within two semesters of the student completing the initial course (not counting the summer semester). This course may consist of a readings course with one of the faculty members in the field in lieu of a regular course. If a readings course is provided, then the faculty member is required to provide the department with the reading list for the course.

*Fields and courses:*

**Econometrics** – Economics 9476 and 9477

**Industrial Organization** – Economics 9455 and 9456 or 9471

**International Economics** – Any two of Economics 9425, 9426, 9427, or 9460

**Labor Economics** – Economics 9411 and 9412

**Monetary Economics** – Economics 9430 and 9431

**Public Economics** – Economics 9415 and 9416

**Public Policy – Public/International** – One course from the International Economics Field and one course from the Public Economics field

**Quantitative Microeconomic Policy Analysis** – Economics 9446 and 9447

*Doctoral Committee:* A student must choose a doctoral program committee in consultation with his or her major advisor. It is strongly recommended that this committee be chosen well before defense of the dissertation proposal. This committee consists of at least four members, at least three of whom are members of the graduate faculty in Economics and at least one from another MU doctoral program. At least two of the doctoral committee members (including the chair) must be MU doctoral faculty. (See Appendix E for deadlines.)

*Dissertation:* A dissertation, prepared under the direction of the candidate's major advisor, is required. The dissertation must make a substantial contribution to knowledge. Upon completion of the dissertation, students pursuing the PhD degree must pass a final oral examination. This exam can include an evaluation of the dissertation, the student's defense of the dissertation, and the student's general comprehension of economics, and is open to the academic community.

*Statement on Satisfactory Progress:* (a) Completing required course work as scheduled above and maintaining a cumulative GPA of at least 3.0. (b) Taking and passing qualifying and comprehensive examinations as scheduled above. (c) Presenting the written dissertation proposal as scheduled above. Satisfactory progress is also subject to the discretion of the DGS.

#### **IV. Assistantships and Fellowships**

Financial support for PhD students is available in the form of teaching and research assistantships and graduate fellowships, allocated on the basis of promise, past academic performance and on appointment performance. Assistantship appointments are primarily one-half and one-quarter time equivalents. Half-time assistants are expected to work 20 hours per week on average and quarter-time assistants are expected to work 10 hours per week on average while on appointment.

Financial support is limited to students who are making satisfactory progress toward their degrees, for a maximum of five years. Tuition and fees will be waived but only on courses relevant to the degree program. Individuals placed on academic probation are not entitled to tuition or fee waivers.

##### Teaching Assistantships

TA's and graders work with faculty members in lower level classes and in some upper level and graduate courses. Duties may include, among other tasks, leading a discussion section, assisting in a course, and/or grading for a course.

##### Research Assistantships

Research assistant positions are generally offered to more advanced students. They are mostly made available by individual faculty members with research grants. Decisions on the filling of those positions are usually made by individual faculty.

### Graduate Fellowships

The Department provides a limited number of graduate fellowships that do not carry any work requirements. Normally, fellowships are offered to outstanding PhD students in the initial stages of their graduate studies at MU. Each year, we also nominate the best applicants to compete for a number of university-wide fellowships. Winners of these fellowships typically receive a stipend from the Graduate School in years 1, 2, and 5 and graduate assistantships from the Department in years 3 and 4.

### TA/RA/GI Responsibilities

- All graduate assistants are expected to carry out their tasks responsibly. Assistants should seek guidance from their supervisor as needed to perform their responsibilities.
- All graduate assistants should contact their supervising faculty as soon as possible after receiving an appointment letter.
- TAs may not cancel classes unless it is absolutely necessary. If at all possible, arrangements should be made for another TA to cover the class. The supervising faculty must be consulted before any class may be cancelled. For Graduate Instructors (graduate students teaching an independent class) the supervising faculty is the Director of Graduate Studies.
- The supervising instructor of the course you are assigned is your employer and assistants are expected to follow instructions given either by the instructor or head TA. Failure to comply may result in withdrawal of financial aid and/or a reduction of aid in future semesters. Exceptional work will also be recognized and, if possible, rewarded with additional aid.
- In large lecture courses, all substantive matters regarding a TA's duties are to be decided by the supervising faculty in consultation with the assistants.
- All graduate assistants are required to remain in town until all of your duties are completed for the semester as specified in your appointment letter.

### Review of Financial Support

Financial support is always subject to review at the end of each semester. Assistantships may be discontinued or reduced for the following reasons: (a) failure to make satisfactory progress; or (b) failure to follow the requirements stated in the appointment letter; or (c) poor performance on assigned duties; or (d) poor performance on class work and/or research. In addition, assistantships may be discontinued due to budgetary constraints.

## **V. Graduate Student Awards**

The Department makes a number of awards to outstanding graduate students in research and teaching. Awards are made by a vote of the Department faculty, based on recommendations by the Director of Graduate Studies and the Graduate Studies Committee. In preparing recommendations, the Director of Graduate Studies solicits nominations from the Department's faculty.

### Harry Gunnison Brown Graduate Student Teaching Award

Qualified graduate students will be nominated for the Harry Gunnison Brown Graduate Student Teaching Award, which carries a cash award, based primarily on performance as a teaching assistant or instructor. Normally, graduate students who are on probation, or who are not making satisfactory progress toward a degree, are not eligible. Those who have received this award in the past are not eligible. Normally multiple awards are given annually.

### Harry Gunnison Brown Graduate Student Fellowship



All second year PhD students in economics who have completed two semesters of course work, have maintained a graduate GPA of at least 3.5, and have passed the qualifying examination are eligible for this fellowship. The award is based on performance in course work and performance on the qualifying examination. For students serving as teaching assistants, teaching performance may be considered as well, although its role will be secondary.

The presumption is that the fellowship will be given every year, although the faculty may choose to withhold the award if it is decided that no student is an appropriate recipient. Normally, this award will be made in the fall semester.

#### Harry Gunnison Brown Research Fellowship

This award is limited to PhD students who have completed year 3 of the plan of study specified above. The criterion for the award is promise for making a significant research contribution. Course grades and examination performance are relevant, but the main focus is quality of research. Nominees for this award must submit significant sections of the dissertation or other research work for review by the faculty.

There is no presumption that this award will be made every year. At the discretion of the faculty, up to two students may be designated Harry Gunnison Brown Research Fellows each year. A student who has previously received any of the Harry Gunnison Brown awards remains eligible for a Harry Gunnison Brown Research Fellowship.

#### Korea Studies Graduate Student Scholarship

The scholarship shall be given on the basis of academic merit to students fluent in the Korean language and/or who have an interest in studying the Korean economy.

Selection of recipients and pertinent details, including number and amount of awards, shall be made by the Chair of the Department of Economics, or by a committee or persons authorized to act on behalf of the Chair, with the approval of the Dean of the College of Arts and Science.

#### The Norman Bowers Scholarship

The scholarship is targeted to graduate students writing PhD dissertations (or MA papers) on labor topics with a strong policy focus. Special preference is given to students conducting research that focuses on the well-being of vulnerable groups in the labor market or exemplifies the careful use of empirical data, especially internationally comparative data.

#### Summer Research Support:

Research support may be offered during the summer session to second and third year Economics PhD students who satisfy the following requirements:

- have no other financial support (including TA and RA) during the summer session,
- if awarded, will be in residence during the summer session and register for at least one credit hour in Econ 9085 (Problems in Economics) or Econ 9090 (Research in Economics) during the summer session,
- have support from a field instructor or dissertation advisor who will supervise research by the student during the summer session and under whom Econ 9085 or Econ 9090 will be registered (an email from the faculty member to the Director of Graduate Studies will satisfy this).

The selection committee is the Graduate Studies Committee with the Department Chair helping as needed.

### Graduate School Fellowships

Visit the following web page for information about Graduate School Scholarships and Awards:

<https://gradstudies.missouri.edu/funding/assistantships-fellowships/>

## **VI. Further Matters**

### Academic Honesty

Academic honesty is expected of all of our graduate students. See Appendix B for the Department's statement on academic honesty.

### Careers in Economics

Graduate education in economics prepares students for careers in many areas, including academia, business, and government. Preparing early and getting advice are two important aspects of your job search. Your advisor is the best source for advice. Other faculty in the Department, especially those recently hired, can also provide information on potential career paths. Networking with fellow graduate students and Economics alumni can be helpful in locating potential employers.

The Department aims to provide as much help as possible to our PhD students on the job market. That may include brown bag lunch talks on the job search process by recently hired faculty, practice interviews, mailing of application packets, assistance in setting goals and application targets, etc. The following placement page is maintained by the Department:

<https://economics.missouri.edu/grad/phd-recent-placements>

The following web pages provide useful information on academic job markets and careers in economics:

- Guide on the New PhD Job Market – <http://ftp.iza.org/dp5984.pdf>
- Careers in Economics – <http://www.aeaweb.org/students/Careers.php>
- National Association of Business Economists – <https://econjobsnabe.careerwebsite.com/>
- UCSD job market guide, cv template, cover letter template, etc – <http://econ.ucsd.edu/~vramey/placement.html>

The following are some useful job search sites:

- Job Openings for Economists – <http://www.aeaweb.org/joe/> (sponsored by American Economic Association)
- Board of Governors – <http://www.federalreserve.gov/> (You can go to each of the 12 Federal Reserve Bank homepages to check their job listings.)
- The Chronicle of Higher Education – [https://chroniclevitae.com/job\\_search/new](https://chroniclevitae.com/job_search/new)
- Economics Research Network's Job Openings – [http://www.ssrn.com/update/ern/ernjob/ern\\_job.html](http://www.ssrn.com/update/ern/ernjob/ern_job.html)
- Federal Government Jobs – <https://www.usajobs.gov/> (search for “economist” or “economics”)
- Job openings at EconJobMarket.org – <https://econjobmarket.org/>
- Job openings at Econ-Jobs.com – <http://www.econ-jobs.com/>

### English Language Requirements for International Graduate Assistants

Per University of Missouri policy and Missouri law concerning oral English-language assessment and training for international graduate students, all international teaching assistants, graders, and research assistants must demonstrate the necessary English language skills for their appointments before they can be assigned duties in teaching, grading and/or research.

Every student whose first language is not English and who did not receive high school or college instruction primarily in English must take the MACCS (Mizzou's Assessment of Classroom Communication Skills) test before he/she can receive an appointment as a teaching assistant or grader. A score of 3 or higher on this test qualifies the student to lead a discussion section. A MACCS score of 3P or lower requires that the student take appropriate English classes (depending on the MACCS score) offered by MU's International Teaching Assistant Program (ITAP). The MACCS test must be taken after finishing the ITAP classes. Those students who do not pass the MACCS test must repeat the process of taking an ITAP class followed by another test until the student receives a score of 3 or higher. It is optional for students with a MACCS score of 3 to take additional ITAP classes and MACCS tests to move to a higher score. Students with a MACCS score of 4 qualify to teach independent classes. For further information, consult ITAP's web site: <https://gradstudies.missouri.edu/itap-program/>

#### Financial Support for Presentations

The Department may provide partial financial support for student presentations at professional meetings. Students should submit a request for support to the Economics Department as early as possible. This facilitates planning on the use of a limited budget. Requests for support should be combined with a request to the Graduate School/GPC for travel support to a professional meeting:

<https://gradstudies.missouri.edu/graduate-awards-travel-scholarships/travel-scholarships/>  
<https://gpc.missouri.edu/funding/travel-awards/>

#### Economics Graduate Student Association (EGSA)

EGSA serves the graduate students in the Department of Economics as a professional student organization at the University of Missouri-Columbia. Its mission includes:

- promoting communication between its members and faculty
- obtaining information about economic fields
- promoting the economics profession
- addressing specific concerns of graduate students in the Economics Department

## VII. Appendices

### Appendix A: Economics Graduate Courses

ECON 7001 Topics in Economics  
ECON 7311 Labor Economics  
ECON 7312 Labor Market Analysis  
ECON 7315 Public Economics  
ECON 7316 State and Local Finance  
ECON 7320 History of Economic Thought  
ECON 7322 Economics of Regulation and Antitrust  
ECON 7325 The International Monetary System  
ECON 7326 Economics of International Trade  
ECON 7329 The Banking System and the Money Market  
ECON 7335 Economics for Decision Making  
ECON 7337 Economics of Speculative Markets  
ECON 7345 Economics of Education  
ECON 7355 Competitive Strategy and Industrial Organization  
ECON 7357 Health Economics  
ECON 7360 Economic Development  
ECON 7361 Comparative Economic Systems  
ECON 7362 Welfare Economics  
ECON 7367 Law and Economics  
ECON 7368 Macroeconomic Forecasting  
ECON 7371 Introductory Econometrics  
ECON 7384 Structural Change in Economic History  
ECON 7775 Dynamic Optimization and Its Applications to the Natural Sciences and Economics  
ECON 8001 Topics in Economics  
ECON 8085 Problems in Economics  
ECON 8090 Research in Economics  
ECON 8340 Game Theory  
ECON 8370 Mathematics for Economics  
ECON 8413 Research Workshop I  
ECON 8418 Economic Education  
ECON 8451 Microeconomic Theory  
ECON 8453 Macroeconomic Theory  
ECON 8472 Econometric Methods I  
ECON 8473 Applied Econometrics  
ECON 9001 Topics in Economics  
ECON 9085 Problems in Economics  
ECON 9087 Seminar in Microeconomics  
ECON 9090 Research in Economics  
ECON 9411 Advanced Labor Economics I  
ECON 9412 Advanced Labor Economics II  
ECON 9413 Research Workshop II  
ECON 9415 Advanced Public Economics I  
ECON 9416 Advanced Public Economics II  
ECON 9425 International Finance  
ECON 9426 International Trade  
ECON 9427 Topics in International Economics  
ECON 9430 Advanced Money and Banking  
ECON 9431 Central Banking Policies

ECON 9446 Advanced Empirical Methods  
ECON 9447 Topics in Microeconomic Policy Analysis  
ECON 9451 Advanced Microeconomic Theory I  
ECON 9452 Advanced Microeconomic Theory II  
ECON 9453 Advanced Macroeconomic Theory I  
ECON 9454 Advanced Macroeconomic Theory II  
ECON 9455 Monopoly and Competition  
ECON 9456 Public Utility Regulation  
ECON 9460 Development Economics  
ECON 9471 Advanced Game Theory  
ECON 9472 Econometric Theory I  
ECON 9473 Econometric Theory II  
ECON 9474 Advanced Topics in Econometrics I  
ECON 9475 Applied Microeconometrics  
ECON 9476 Advanced Topics in Econometrics II  
ECON 9477 Advanced Topics in Econometrics III  
ECON 9479 Advanced Quantitative Economics  
ECON 9480 Independent Readings for PhD Comprehensive Exam  
ECON 9484 Economic History

## Appendix B: Academic Honesty Statement

### DEPARTMENT OF ECONOMICS UNIVERSITY OF MISSOURI-COLUMBIA

#### Statement on Academic Honesty

Honesty is essential in the pursuit of knowledge and in the learning environment of a campus. Open and forthright inquiry is the basis for the development of knowledge, while deception undermines the exchange and verification of ideas. In a learning environment, each student expects to be given the same opportunities and to be judged on the same basis as every other student. If one student seizes an advantage through deception or collusion, all students are not being treated fairly.

The Department seeks to promote a healthy intellectual atmosphere. We state as a principle that:

Cheating or dishonesty in any form is inconsistent with academic inquiry. Any effort to gain an advantage not freely given to all students is dishonest. This is true whether the effort is successful or not, whether the action happened "a little bit" or "a lot," or whether the individual is giving or receiving assistance.

Violations of standards of academic honesty may apply to any academic work, including exams, problem sets, and course papers, as well as student theses, dissertation proposals or dissertation drafts. Violations carry severe penalties, ranging from failure in the particular assignment or course to expulsion from the University.

The instructor in each class will provide the students at the beginning of the semester with guidelines in areas unique to that class. If the student has any doubt about the application of course policies, the student should obtain clarification from the instructor before any questionable action is taken.

The following are general practices in Economics. When an instructor determines that other policies are required for a particular class, the guidelines provided by the instructor replace these general rules. The guidelines below are meant to provide an indication of academically honest actions. Not every circumstance is covered. The examples below are for clarification and do not change the basic principle that any act which *results* in a misrepresentation of fact or the gaining of an unfair advantage is dishonest.

#### In-Class Examinations

Unless specified otherwise by the instructor, examinations are "closed book," meaning that during the test referring to any source of information, such as notes or books, is prohibited. Passing information between students, for example speaking, exchanging or showing examinations, is not permitted.

#### Class Assignments and Take-Home Examinations

In the case of take-home examinations, communication with any individual (save the instructor) regarding course material or the exam is prohibited. Even very general discussions about any topic related to the examination should not occur during the period between receipt of the examination questions and the submission of all examination papers.

Take-home examinations may be either "closed book" or "open book." In the case of closed book examinations, the student may not refer to any source of information. An examination is assumed to be closed book unless indicated otherwise by the instructor. In open book examinations, access to personal written notes and published material is permitted but other sources of information, such as the notes of another student or discussions with anyone other than the instructor, may not be used.

Class assignments differ from take-home examinations. Students may consult with one another regarding course content; however, the completed assignment must be the student's own intellectual product. Unless the instructor explicitly permits groups of students to work together, team or group efforts are not allowed.

In class assignments where students respond to questions based on assigned readings, it is not necessary to provide a citation for the material - since the source is known by the instructor. (Note, this is in marked contrast to term paper or research papers, where citations always must be provided. See below.) However, under no circumstance may a student copy or closely paraphrase any source materials in producing answers. It is also strictly prohibited to copy, paraphrase, or use in any manner the answer of another student.

### Academic Papers

Any student paper submitted in the course of academic studies must be the student's own work. Students may, however, solicit and incorporate the suggestions by others, both in matters of content and style. Where the help of particular individuals is significant, it is appropriate to include in the paper a written acknowledgement identifying them by name. This includes the case where the student obtains the services of an editor to help improve the paper's prose. Where an important substantive point made in the paper is based on a suggestion, the individual who made the suggestion is often identified in a footnote. The exception is that the contributions of the student's instructor or advisor need not be cited in this way. Whatever help the student receives, the basic content must be that of the student; the extent of contributions by others must be clear to the instructor or advisor.

The use of written materials with insufficient attribution, normally without the approval of the author, is called plagiarism. The issue of plagiarism is most problematic in a research paper or assignment that requires a student to describe the work of others, or in work that describes a student's own research that builds on published work. The central rule to be followed is that the student should write the text so that the reader of the paper will be able to determine which ideas or arguments are the student's own, and which are due to others. In addition, the prose must be original to the student, except for direct quotations where it is clearly indicated that the text is copied directly. Such indication is provided by using quotation marks or indenting the quoted passage.

The standards for academic papers (assigned research papers, literature reviews, research proposals) are very strict. Any idea or argument that is not credited to some source is assumed to be the original work of the student. Hence, it is important that the reader be told explicitly when any idea or argument is taken from the work of others.

There are several ways of providing the reader with information on sources. In the simplest approach, the text provides the reader with an explicit discussion of how the student has used the literature. (E.g., "As Solow (1989) argues..."; "We can see from this model (adapted from Becker (1982, p. 20)...") Alternatively, footnotes can be used (e.g., a footnote could read "The theory presented in the following section comes from Marshall (1927), as cited in Jones (1990).") Any equation or model based on another's work that is presented in a student paper should cite the source. Even if the student has modified an equation or model, the reader must be given the source of the original. (E.g., a footnote following an equation might say, "This model is similar to that of Andrews (1984, p. 22), although I have omitted prices and included a productivity shifter.") In the case of the equation, a figure, graph, table, or direct quotation taken from another source, it is desirable to indicate in the citation the page number, as well as the article or book. In the examples above, a reference list must be provided at the end of the student's paper showing full bibliographic detail on each reference cited. Alternatively, such information can be provided in a footnote, or, in some cases, in the text. Whatever approach is used, there should never be any question in the reader's mind where the ideas presented come from.

It is not acceptable to paraphrase a source, even changing words, if the original sentence is maintained.

Consider the following example:

It is acceptable to write:

In a recent paper, Brock noted, "In the decade of the 1980's the banking systems of a number of economies--including those of Argentina, Chile, Costa Rica, Malaysia, Norway, Texas, and Venezuela--collapsed in the face of external shocks. However, the collapses did not occur immediately following the external shocks. In general, macroeconomic stability efforts were followed by investment booms before the collapses." (Brock, 1992, p. 168).

It is normally not "good style" to quote a source at great length unless there is a particular reason to do so; however, extended quotations, if properly attributed, do not constitute academic dishonesty.

The following is also acceptable:

Brock has recently noted that in those cases over the last ten years where banking systems have collapsed due to external events, an investment boom has immediately preceded the collapse. Such investment booms appear to have resulted from government guarantees on foreign loans established to stabilize the economies (Brock, 1992, p. 168).

However, the following would be plagiarism, even though the reference is given:

In the last decade, banking systems in Argentina, Chile, Malaysia and several other economies collapsed as the result of external shocks. Yet these collapses did not occur immediately. Macroeconomic stability efforts were followed by investment booms, which preceded the collapses (Brock, 1992, p. 168).

This is to be viewed as plagiarism because the sentence structure and paragraph cadence are borrowed from Brock. The citation tells the reader only that the information is taken from Brock, or that the Brock paper provides support for the assertion made in the paragraph. Since quotes are not used, the presentation is assumed to be that of the writer.

A student's claim that he or she did not intend to plagiarize is not an acceptable defense. It is the responsibility of the student to avoid inadvertent plagiarism by using necessary care in research methods as well as citation style.

A useful discussion of plagiarism, especially as it relates to paraphrasing, is found in J. Gibaldi and W. S. Achtert, *MLA Handbook for Writers of Research Papers* (Modern Language Association, 1984), pp. 19-23. See also, MU School of Law, *1992 Student Handbook*, pp. 50-51.



## Appendix C: Required Forms for PhD Program

Each form is completed at the Departmental level, routed for required signatures, and forwarded to the Graduate School. The forms shown in the following are samples only. They are updated from time to time by the Graduate School. The department's graduate secretary will inform you when it is time for you to file the relevant form.

### Doctoral Degree Program Forms

All PhD students have to file the forms D-1 – D-4.

D-1 Form: Qualifying Examination Results and Doctoral Committee Approval Form: This form is used to report results of the PhD Qualifying Exam. It also serves as an official record of the members of a student's doctoral committee and insures that the configuration of the committee meets stated requirements.  
<https://gradstudies.missouri.edu/wp-content/uploads/2018/03/d1.pdf>

D-2 Form: Plan of Study for the Doctoral Degree Form: The purpose of this form is to plan the program of study which the student will follow and certify that all committee members approve the program, including the recommended hours of transfer credit.  
<https://gradstudies.missouri.edu/wp-content/uploads/2018/03/d2.pdf>

D-3 Form: Doctoral Comprehensive Examination Results Form: The purpose of this form is to record the official result of the doctoral comprehensive examination.  
<https://gradstudies.missouri.edu/wp-content/uploads/2018/03/d3.pdf>

D-4 Form: Report of the Doctoral Dissertation Defense Form: The purpose of this form is to record the official results of the dissertation defense.  
<https://gradstudies.missouri.edu/wp-content/uploads/2018/03/d4.pdf>

PhD  EdD

D-1 Form



**Qualifying Examination Results and Doctoral Committee Approval Form**

Submit to the Graduate School no later than the end of the student's second semester of enrollment.

Student name: \_\_\_\_\_  
(Last Name, First Name)

Mizzou ID number: \_\_\_\_\_ Degree (i.e PhD, EdD, etc.): \_\_\_\_\_

Academic program: \_\_\_\_\_ Major: \_\_\_\_\_

Program Address: \_\_\_\_\_ Emphasis area: \_\_\_\_\_  
(If applicable)

Universities/colleges attended with degrees and dates: \_\_\_\_\_

Name	Academic program	Email address	GRADUATE SCHOOL USE ONLY Doctoral Faculty	
			Yes	No
1. _____ Chair (first reader)	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
2. _____ Member (second reader)	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
3. _____ Member (third reader)	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
4. _____ Member	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
5. _____ Outside member	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

Results of the qualifying process:  Passed  Failed\*

Specify process, if other than by examination: \_\_\_\_\_

\*If student did not pass, please indicate course of action proposed to the student: \_\_\_\_\_

I am aware that research involving human subjects (including surveys) requires Institutional Review Board (IRB) approval and that the Animal Care and Use Committee (ACUC) must review and approve most research dealing with animal subjects. I will comply with all current applicable MU regulations pertaining to research on human subjects or animals before and during all stages of my research.

_____ Student signature	_____ Date	_____ Adviser signature	_____ Date
_____ Director of graduate studies signature	_____ Date	_____ Dean of the graduate school signature	_____ Date
<b>DO NOT WRITE IN THIS BOX (office use only)</b>	As of _____, official transcripts <input type="checkbox"/> are <input type="checkbox"/> are not on file.		
	Date copies sent to Adviser and Director of Graduate Studies: _____		

PhD  EdD D-2 Form



# Plan of Study for the Doctoral Degree Form

The doctoral plan of study must include a minimum of 72 hours of graduate credit from course work taken at MU, transfer credit and research hours (see sample on reverse side). Complete this form and submit it to the Graduate School no later than the end of the student's third semester of study. The plan must include a minimum of 15 hours of 8000/9000-level coursework completed at MU exclusive of problems, readings, and research.

Student name: \_\_\_\_\_  
*(Last Name, First Name)*

Mizzou ID number: \_\_\_\_\_ Degree (i.e PhD, EdD, etc.): \_\_\_\_\_

Academic program: \_\_\_\_\_ Major: \_\_\_\_\_

Anticipated graduation date: \_\_\_\_\_ Emphasis area: \_\_\_\_\_  
*Term (fall, spring, summer) Year (If applicable)*

Program Address: \_\_\_\_\_ Graduate minor: \_\_\_\_\_  
*(If applicable)*

\_\_\_\_\_ Graduate certificate: \_\_\_\_\_  
*(If applicable)*

I understand the approval of this plan of study is conditional and is based on the assumption that I will complete my degree within the time frame required by the Graduate School. In addition, I understand no course on the plan of study should be older than eight years at the time the plan of study is submitted, unless approval has been granted by my academic program and the Graduate School.

\_\_\_\_\_ Student's signature Date

*We, the undersigned, recommend this plan of study and the transfer of credit.*

**Approval signatures**  
(Please sign full name legibly)

Chair	Member	Outside member
Member	Member	Member

Adviser's signature \_\_\_\_\_ Date

Director of graduate studies' signature \_\_\_\_\_ Date Dean of the graduate school's signature \_\_\_\_\_ Date

DO NOT WRITE IN THIS BOX (Office use only)	Date copies sent to academic program: _____
---	---

Department of Economics  
PhD Program of Study

To Accompany Graduate School Form D-2

Name \_\_\_\_\_

Student No. \_\_\_\_\_

1. Core Requirements (21)

	Semester taken	Grade received
Econ 8370: Mathematics for Economics	_____	_____
Econ 9451: Advanced Microeconomic Theory I	_____	_____
Econ 9452: Advanced Microeconomic Theory II	_____	_____
Econ 9453: Advanced Macroeconomic Theory I	_____	_____
Econ 9454: Advanced Macroeconomic Theory II	_____	_____
Econ 9472: Econometric Theory I	_____	_____
Econ 9473: Econometric Theory II	_____	_____

2. Research Workshops (12)

Econ 9413: Research Workshop II	_____	_____
Econ 9413: Research Workshop II	_____	_____
Econ 9413: Research Workshop II	_____	_____
Econ 9413: Research Workshop II	_____	_____

3. Field in Economics (6) \_\_\_\_\_

Econ _____	_____	_____
Econ _____	_____	_____

4. Economic Field Electives (12)

Econ _____	_____	_____
Econ _____	_____	_____
Econ _____	_____	_____
Econ _____	_____	_____

If Economics 9085 or any other course other than a regularly offered 9000-level economics elective is used to satisfy requirements in #3 or #4, a copy of the course reading list must be attached.

6. Other Electives (9)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Other electives may include 7000-level economics courses (excluding 7351 and 7353), 8000 or 9000-level economic electives, and approved courses taken outside economics.

7. Dissertation Research (12)

Econ 9090:      Research in Economics

Approved by \_\_\_\_\_  
(Adviser)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Director of Graduate Studies)

Date \_\_\_\_\_



# Doctoral Comprehensive Examination Results Form

*(This form should be completed and filed with the Graduate School within one month of exam completion)*

Student name: \_\_\_\_\_  
(Last Name, First Name)

Mizzou ID number: \_\_\_\_\_ Degree (i.e PhD, EdD, etc.): \_\_\_\_\_

Academic program: \_\_\_\_\_ Major: \_\_\_\_\_

Program Address: \_\_\_\_\_ Emphasis area: \_\_\_\_\_  
(If applicable)

The above-named candidate has  PASSED  FAILED

The examination concluded on \_\_\_\_\_ according to this committee.  
 DATE

### Signatures of doctoral committee members

*(Please sign full names legibly)*

	Pass	Fail
Chair: _____ <small><i>print &amp; sign</i></small>	<input type="checkbox"/>	<input type="checkbox"/>
Outside member: _____ <small><i>print &amp; sign</i></small>	<input type="checkbox"/>	<input type="checkbox"/>
Member: _____ <small><i>print &amp; sign</i></small>	<input type="checkbox"/>	<input type="checkbox"/>
Member: _____ <small><i>print &amp; sign</i></small>	<input type="checkbox"/>	<input type="checkbox"/>
Member: _____ <small><i>print &amp; sign</i></small>	<input type="checkbox"/>	<input type="checkbox"/>
Member: _____ <small><i>print &amp; sign</i></small>	<input type="checkbox"/>	<input type="checkbox"/>

_____	_____
Director of graduate studies	Date
_____	_____
Dean of the graduate school	Date

<b>DO NOT WRITE IN THIS BOX (Office use only)</b>	MILESTONE _____ RPCO _____ Date copies sent to members and director of graduate Studies: _____
---	---



# Report of the Dissertation Defense Form

*(This form should be completed and filed with the Graduate School within one month of exam completion)*

Candidate's name: \_\_\_\_\_  
(Last Name, First Name)

Mizzou ID number: \_\_\_\_\_ Degree (i.e PhD, EdD, etc.): \_\_\_\_\_

Academic program: \_\_\_\_\_ Major: \_\_\_\_\_

Program Address: \_\_\_\_\_ Emphasis area: \_\_\_\_\_  
(If applicable)

Date of examination: \_\_\_\_\_

The above-named candidate has been examined by the committee with the following results:

PASSED       FAILED

### Signatures of doctoral committee members

*(Please sign full names legibly)*

	Pass	Fail
Chair: _____ <small>print &amp; sign</small>	<input type="checkbox"/>	<input type="checkbox"/>
Outside member: _____ <small>print &amp; sign</small>	<input type="checkbox"/>	<input type="checkbox"/>
Member: _____ <small>print &amp; sign</small>	<input type="checkbox"/>	<input type="checkbox"/>
Member: _____ <small>print &amp; sign</small>	<input type="checkbox"/>	<input type="checkbox"/>
Member: _____ <small>print &amp; sign</small>	<input type="checkbox"/>	<input type="checkbox"/>
Member: _____ <small>print &amp; sign</small>	<input type="checkbox"/>	<input type="checkbox"/>

Director of graduate studies _____	Date _____
Dean of the graduate school _____	Date _____

<b>DO NOT WRITE IN THIS BOX (office use only)</b>	Continuous enrollment list number: _____
	Date copies sent to members and director of graduate studies: _____

First degree (please print): \_\_\_\_\_

A minimum of 18 graduate credit hours, with at least three hours of 8000-level coursework, must be included.

These courses are only applicable to this degree field.

Number	Title	Hours	Grade	Number	Title	Hours	Grade

Total hours first program: \_\_\_\_\_ 8000-level hours: \_\_\_\_\_

Second degree (please print): \_\_\_\_\_

A minimum of 18 graduate credit hours, with at least three hours of 8000-level coursework, must be included.

These courses are only applicable to this degree field.

Number	Title	Hours	Grade	Number	Title	Hours	Grade

Total hours second program: \_\_\_\_\_ 8000-level hours: \_\_\_\_\_

Shared coursework (A minimum of 12 hours of 8000-level shared coursework must be included)

Number	Title	Hours	Grade	Number	Title	Hours	Grade

Total shared hours: \_\_\_\_\_ 8000-level hours: \_\_\_\_\_

Total hours (first degree, second degree and shared): \_\_\_\_\_

The program is approved as stated. Subsequent changes must be reported on a Plan of Study Course Substitution Form.

_____ Student's signature	_____ Date	_____ First adviser's signature	_____ Date
_____ Second adviser's signature	_____ Date	_____ First director of graduate studies' signature	_____ Date
_____ Second director of graduate studies' signature	_____ Date	_____ Dean of the graduate school's signature	_____ Date



## Appendix D: Dates and Deadlines

### Exam Dates

PhD qualifying exam will be offered during the last week in May and late July.

### Deadlines for Forms

Deadline for completing forms D-1 and D-2 is the end of the second year in the program.

### Deadline for Graduation Application

All PhD students must submit a completed graduation application form to the Graduate School in order to graduate. The deadline for submission is normally immediately prior to the semester in which the student graduates. Check the Graduate School's web site (<https://gradstudies.missouri.edu/>) for this information prior to the semester in which you plan to graduate.