

**GRADUATE PROGRAMS  
IN  
AGRICULTURAL AND APPLIED ECONOMICS  
AT  
TEXAS TECH UNIVERSITY**

**March 2020**

This handbook contains information about graduate programs in Agricultural and Applied Economics. It supplements but does not substitute for the current Texas Tech University Undergraduate/Graduate Catalog. **All Agricultural and Applied Economics graduate students should familiarize themselves with the information contained in both documents.**

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## 1.0. INTRODUCTION

Our department offers graduate programs leading to a (1) Master of Science in Agricultural and Applied Economics (thesis and non-thesis), (2) dual Master of Science and Doctor of Jurisprudence (in cooperation with the Texas Tech University Law School), (3) Master of Agribusiness, and (4) Doctor of Philosophy in Agricultural and Applied Economics. The Master of Science and the Master of Agribusiness degree programs are also integrated into Accelerated Bachelor's-to-Master's (150 hour) programs. The accelerated programs allow students to pursue both the undergraduate and graduate degree at the same time. Students in accelerated programs can earn six hours of graduate credit that will count toward both their undergraduate and graduate degrees.

Graduate programs in Agricultural and Applied Economics seek to satisfy the following objectives: (1) to provide an in-depth education in economic theory and methods of analysis, and (2) to provide experience in applying the theory and analytical methods to contemporary problems. Therefore, the study of economic theory, economic and agricultural institutions, and quantitative and other research methods is emphasized in our graduate programs. We place heavy emphasis on use of theory and quantitative techniques in addressing applied problems. Graduates of our program have a strong record of performance in business, academics, and government.

## 2.0. ADMISSIONS

The three general criteria that are used to evaluate your application for admission and to award competitive scholarships and assistantships in our department are: (1) past academic performance, (2) test scores, and (3) individual profile as reflected in work experience, recommendation letters, and a Statement of Purpose which explains your background and motivation for pursuing graduate education in Agricultural and Applied Economics. We do not review test scores, GPA, recommendation letters or job history as individual items, but a review is made of the entire admissions packet by faculty review only. **Incomplete admissions packets will not be considered for admissions.**

### 3.0. APPLICATION PROCESS

The application process for admission for graduate study in our department has changed. You must complete the *Graduate School application* on the Graduate School webpage at <http://www.depts.ttu.edu/gradschool/admissions/howtoapply.php>, including **all** uploaded materials. The standardized test requirements for our degree programs are shown below. These test scores must be provided as a part of the Graduate School application. Note that these standardized test scores are not required if you have completed an undergraduate degree in our department or if you are a current student who is applying to one of our accelerated Bachelor's-to-Master's (150 hour) programs. Although the Graduate School does not require the GRE or GMAT, it is a department requirement. GRE or GMAT scores are part of the application packet and are not considered as individual items, but as part of the packet as a whole. The test requirements for each program are listed below. The Graduate School application website does not require all transcripts be uploaded, however, to be considered for admissions to our department, you must submit copies of **all** transcripts.

<b>Degree Program</b>	<b>Test Requirement</b>
Master of Science (thesis or non-thesis)	GRE
Master of Agribusiness	GRE or GMAT
Joint Master of Science and Doctor of Jurisprudence	LSAT
Doctor of Philosophy	GRE

### 3.1. Graduate Application Process

The Graduate School application process is described in the current Texas Tech University Undergraduate and Graduate Catalog and on the Graduate School Website at <http://www.depts.ttu.edu/gradschool/admissions/ProspectiveStudents.php>. The Graduate School will not defer an incomplete graduate school application to the department for review. You must submit all the documentation they require directly to them in order for us to be able to review your file.

There is no longer a separate paper application for the department. All of the components of the application are submitted electronically through the Graduate School application website. We do still require: (1) a written Statement of Purpose for graduate study (no more than two pages); (2) three formal letters of reference, (3) GRE scores, and (4) curriculum vitae. All of these should be uploaded on the website. **DO NOT EMAIL or MAIL IN THESE DOCUMENTS.**

It is useful if you also provide a small photograph, also submitted electronically in jpg format. The department does **NOT** accept formatted letters (such as only completing the questions section on the Graduate School website) as the sole recommendation letter. All recommendation letters must be formal, typewritten letters, on letterhead where possible, which must be uploaded by your referees on the website. For any questions about the application process, you may contact us at:

**AAEC Graduate Coordinator**  
**Agricultural & Applied Economics Department**  
**P.O. Box 42132**  
**Lubbock, TX 79409**  
**806-742-2821**  
**[AAEC.grad.admin@ttu.edu](mailto:AAEC.grad.admin@ttu.edu)**

### **3.2. Admission**

Once your Graduate School application is complete, a panel of department faculty members will review the application and make an admission decision and, if applicable, a funding recommendation. Final admission decisions are made by the Graduate Coordinator. Funding decisions are made by the Graduate Coordinator or by individual faculty members, depending upon the availability of funds. **Funding decisions are complete and final.** If you are not offered funding, and you choose to attend, you **must** plan to attend and pay for your own education. (See further information on funding and scholarships in the Financial Assistance section of the handbook.)

## **4.0. MASTER OF SCIENCE DEGREE PROGRAMS**

We offer a Master of Science (M.S.) degree with thesis and non-thesis options. Both options are also available under the Accelerated Bachelor's-to-Master's (150 hour) degree programs. In addition, we cooperate with the Texas Tech University Law School to offer a joint Master of Science/Doctor of Jurisprudence (M.S./J.D.) degree.

The M.S. degree in Agricultural and Applied Economics provides training in economic theory and methods of analysis, with an emphasis on addressing applied economic problems. Students who select the thesis option are expected to demonstrate competency as economic analysts by completing a thesis, which is a work of original research. The non-thesis option requires more coursework than the thesis option. Considerable flexibility is incorporated into the non-thesis option so that the student can focus elective courses in an area of concentration of their choosing.

The Accelerated B.S./M.S. (150 hour) program allows qualified students who are pursuing a Bachelor of Science in Agricultural and Applied Economics in our department to work concurrently on their B.S. and M.S. Students in this program, and are able to take up to six hours of graduate coursework (two of four eligible courses) which can count for credit in both their undergraduate and graduate degrees.

The joint M.S.-J.D. degree provides students who want to practice law in an agricultural and/or natural resource setting with graduate training in economics. Those who select this option must be already admitted to the Law School.

### **4.1. Prerequisites**

A student entering the M.S. degree program must have completed an accepted bachelor's degree program or be an Agricultural and Applied Economics undergraduate who has been admitted into the Accelerated B.S./M.S. (150 hour) program. Undergraduate requirements that normally will have been completed, earning a grade of B or better, before beginning M.S. graduate coursework include the following courses or their equivalent.

- Basic Calculus (MATH 1331)
- Intermediate Microeconomic Theory (AAEC 3315)
- Intermediate Macroeconomic Theory (ECO 3311)
- Regression Analysis (AAEC 4302)
- In addition, computer literacy is expected of all applicants.

A student who has not satisfactorily completed the above requirements may be required to do so prior to or during the first semester of the graduate program. This prerequisite coursework will not count toward the M.S. degree requirements.

## **4.2. Credit Hour Requirements**

The Master of Science program in Agricultural and Applied Economics consists of a minimum of 30 hours of graduate credit for the M.S. thesis option, and 36 hours of graduate credit for the M.S. non-thesis option. Requirements for Master's degrees through the Accelerated B.S./M.S. (150 hour) programs (thesis or non-thesis) are exactly the same as for students who enter the graduate program after completing an undergraduate degree. The only difference is integration of the undergraduate and graduate curriculum in a way that can be considerably more time and cost efficient than when the degrees are pursued sequentially rather than contemporaneously.

## **4.3. Substitution for Core Courses**

Except for unusual situations, substitutions for core courses are not permitted. *Requests for substitutions for core courses must be initiated by the student and submitted, with written justification, to the department Graduate Coordinator.* Final decisions on substitutions for core courses taught outside our department are made by the department Graduate Coordinator. Decisions on core courses taught inside the department are made by the current instructor of the core course being replaced and must be approved by the student's advisory committee.

## **4.4. Thesis Proposal and Proposal Defense**

Information on the Thesis Proposal and Proposal Defense is provided in Section 8.0 of this Handbook.

## **4.5. Professional Paper Requirement for Non-thesis Students**

M.S. non-thesis students are required to complete a professional paper demonstrating an understanding of economic concepts and analytical methods covered in their coursework. The development of this paper will be supervised by the student's advisory committee chair or another member of the student's advisory committee.

All students attempting a M.S. non-thesis degree are responsible to report and communicate with their advisor in a timely manner prior to their date of presentation or defense. Waiting until the last minute to submit paperwork is not professional or acceptable behavior. Additionally, non-thesis students must complete their professional presentation by the final date for defense of a thesis as published on the Texas Tech Website in the semester of intended graduation.

#### **4.6. Final Examination**

The final examination will be conducted by the student's advisory committee. This examination is an oral defense of the student's thesis or professional paper. The exam will begin with a public presentation of the student's research (thesis or professional paper). After the public presentation, and a question and answer period, the guests will be asked to leave the room and the student's committee will ask further questions, provide comments on the thesis or professional paper, and determine whether the student has successfully completed the examination.

Public announcement of exams will be done through the department's Graduate Secretary. Exams must be announced at least two weeks prior to the exam date.

#### **4.7. Degree Program Course Requirements**

Tables 1 and 2 show the course requirements for the Master of Science and for the joint Master of Science/J.D. programs. Courses listed specifically by number are core courses.



<b>Course Number<sup>1</sup></b>	<b>Course Title</b>	<b>Thesis Option</b>	<b>Non-thesis Option</b>
		<b>Credit Hours</b>	
AAEC 5303	Advanced Production Economics	3	3
AAEC 5307	Applied Econometrics I	3	3
AAEC 5310	Advanced Market Analysis	3	3
AAEC 5321	Research Methodology in Economics	3	-----
ECO 5311 or AAEC 5316	Macroeconomic Theory and Policy or International Agricultural Trade	3	3
ECO 5312	Microeconomic Analysis	3	3
AAEC 6000	Master's Thesis	6	-----
AAEC Electives		6	12
General Electives		-----	9
<b>Total Credit Hours</b>		<b>30</b>	<b>36</b>

<sup>1</sup>Numbered courses are core courses.

<b>Course Number<sup>2</sup></b>	<b>Course Title</b>	<b>Credit Hours</b>
AAEC 5303	Advanced Production Economics	3
AAEC 5307	Applied Econometrics I	3
AAEC 5310	Advanced Market Analysis	3
AAEC 5312	Agribusiness Analysis	3
AAEC 5318	Finance and Agribusiness Sector	3
AAEC and/or ECO Electives		9
Law School Electives		12
<b>Total Credit Hours</b>		<b>36</b>

<sup>1</sup>Must be approved by the Law School.

<sup>2</sup>Numbered courses are core courses.

## **5.0. MASTER OF AGRIBUSINESS DEGREE PROGRAM**

The Master of Agribusiness (MAB) degree program is designed to meet the growing need for agribusiness professionals with advanced conceptual and quantitative training. The degree program provides a unique blend of analytical and business capabilities from both the Department of Agricultural and Applied Economics and the Rawls College of Business. This program is designed to be completed in four semesters of full time study, **however we now offer a completely online degree program (beginning in Fall 2020)**. A capstone of this program is a professional internship designed to apply program concepts in a professional setting.

The Accelerated B.S./MAB (150 hour) program allows qualified students who are pursuing a Bachelor of Science in Agricultural and Applied Economics in our department to work concurrently on their B.S. and MAB. Students in this program are able to take up to six hours of graduate coursework (two of five eligible courses) receiving credit toward both their undergraduate and graduate degrees.

### **5.1. Prerequisites**

Students entering the MAB degree program must have completed an accepted bachelor's degree program or must be students who have been admitted into the Accelerated B.S./MAB program.

### **5.2. Credit Hour Requirements**

The MAB program consists of a minimum of 36 hours of graduate credit. A candidate for the Master of Agribusiness degree must complete 6 elective hours of graduate 5000 level courses and will need approval by the student's advisor and the MAB Coordinator.

### **5.3. Substitution for Core Courses**

Except for unusual situations, substitutions for core courses are not permitted. Requests for substitutions for core courses must be initiated by the student and submitted, with written justification, to the MAB Coordinator. Final decisions on substitutions for core courses taught outside our department are made by the MAB Coordinator. Decisions on core courses taught in the department are made by the current instructor of the core course being replaced and must be approved by the student's advisory committee.

#### **5.4. Internship Overview**

One of the key aspects of the MAB is the requirement of an internship with a high quality organization. The internship includes key aspects of career development to achieve long term professional success. To be eligible for an internship, a student must be a MAB student enrolled in good standing and have completed at least nine hours in their MAB program. Each candidate's application will be reviewed by the MAB Committee.

Student must be enrolled in 6 internship hours while completing this internship. The 6 hours can be completed in one long semester, 3 hours in each summer session, or 6 hours in one summer session. Students may not do their internship in their final semester, as they must be present at the University in order to complete their presentation of completed internship.

#### **5.5. Final Examination**

The student's advisory committee will conduct an oral examination after all other requirements for the degree have been completed. MAB students are expected to demonstrate an understanding of agribusiness, marketing, management, and analytical methods covered in their degree program. Further, students should be able to articulate the effectiveness of their internship experience and current career goals.

#### **5.6. Degree Program Course Requirements**

Table 3 shows the course requirements for the Master of Agribusiness degree. Courses listed specifically by number are core courses.

<b>Table 3: Master of Agribusiness Degree Program</b>		
<b>Course Number<sup>1</sup></b>	<b>Course Title</b>	<b>Credit Hours</b>
AAEC 5325	Applied Regression and Least Squares Analysis in Agricultural Sciences	3
AAEC 5310	Advanced Market Analysis	3
AAEC 5312	Agribusiness Analysis	3
AAEC 5318	Finance and Agribusiness Sector	3
ECO 5310	Price and Income Theory	3
MGT 5371	Managing Organizational Behavior and Organizational Design	3
MKT 5360	Marketing Concepts and Strategies	3
AAEC 5320 or AAEC 5330 or BLAW 5390	Agribusiness Law or Natural Resource Law or Legal, Regulatory, and Ethical Environment of Business	3
Approved Electives		6
AAEC 5000	Professional Internship	6
<b>Total Credit Hours</b>		<b>36</b>

<sup>1</sup>Numbered courses are core courses.

## **6.0. DOCTOR OF PHILOSOPHY DEGREE PROGRAM**

The doctoral program in Agricultural and Applied Economics is designed to develop a broad based competence in economic theory and in techniques of quantitative analysis. Dissertation research of students in our department usually addresses applied problems using contemporary economic theory and analytical methods. Students completing our program have demonstrated a high degree of success in academics, business, and government.

Two options are offered for the Doctor of Philosophy in the Agricultural and Applied Economics program. The first option does not require a minor. The second option includes a minor in Family Financial Planning—a joint Ph.D. program between the Department of Agricultural and Applied Economics and the College of Human Sciences. Completion of the Doctoral program in Agricultural and Applied Economics with a minor in Family Financial Planning qualifies graduates to take an exam administered by the Certified Financial Planning Board of Standards to become Certified Financial Planners.

### **6.1. Prerequisites**

Most students will have completed the requirements for an M.S. degree or its equivalent before admission to the doctoral program. If the Master's degree does not meet the prerequisite requirements for entering our Master of Science program (see Section 5.1) then those requirements must be met in order to enter the Ph.D. program. Some exceptional students will be offered the opportunity to pursue a Ph.D. directly from a Bachelor's program. In this case, see the Graduate Coordinator for course and program requirements.

Background in algebra, partial and total differentiation, integration and basic matrix or linear algebra operations are very useful to perform well in coursework and research work.

### **6.2. Credit Hour Requirements**

The doctoral program requires a minimum of 60 credit hours of course work beyond the baccalaureate degree and at least 12 credit hours of dissertation research (AAEC 8000).

### **6.3. Transfer of Credit**

Transfer of graduate credit from other academic institutions may be allowed. The request for transfer must be initiated by the student and supported by the student's committee chair. Transfer decisions are made by the department Graduate Coordinator and must be approved by the Graduate School. Information required in support of transfer requests includes academic transcripts and course catalogue descriptions of each course proposed for transfer. Course syllabi may also be requested to support transfer decisions.

#### **6.4. Substitution for Core Courses**

Substitutions for core courses are allowed only under unusual circumstances. *Requests for substitutions for core courses must be initiated by the student and his or her committee chair, to the department Graduate Coordinator. Final decisions on substitutions for core courses taught outside our department are made by the department Graduate Coordinator.* Decisions on core courses taught in the department are made by the current instructor of the core course being replaced.

#### **6.5. Ph.D. Comprehensive Examination**

The purpose of the Ph.D. comprehensive examination is to test the student's ability to integrate knowledge from various subject matter areas and apply appropriate concepts and tools to issues and problems relevant to the discipline. The comprehensive exam is administered by a departmental committee twice each year (usually in May and August) and is normally taken at the end of the first full year of coursework. The exam has two parts which are taken separately. Part 1 of the exam focuses on econometric methods and Part 2 covers microeconomic theory. Students have two opportunities to pass both parts of the exam. If both parts of the exam are passed on the first attempt then the student has successfully completed this degree requirement. If one or both parts of the exam are failed on the first attempt (usually in May), the student *must* retake the failed part(s) at the next offering (in the following August). A second failure of *either part* of the comprehensive exam will result in dismissal from the student's Ph.D. program.

#### **6.6. Qualifying Examination and Admission to Candidacy**

Graduate school rules require that all doctoral students successfully complete a Qualifying Examination for admission to candidacy for the doctor's degree. In the Department of Agricultural and Applied Economics the Dissertation Proposal Defense serves as the Qualifying Exam. Students are allowed two attempts to satisfactorily complete this examination. Failure to satisfactorily complete the examination on a second attempt will result in dismissal from the Ph.D. program. Further information on the Dissertation Proposal and Proposal Defense is provided in Section 9.0 of this Handbook.

#### **6.7. Final Examination**

All doctoral candidates are required to pass a public final oral examination which is usually over the general field of the dissertation. Candidates should consult the Graduate School for details regarding scheduling of the final examination. After the final examination, the professor conducting comprehensive exams will send a written notification of the results to the Graduate Secretary for the student's graduate file.

Doctoral candidates, with their major advisor, are required to find their own Dean's Representative for the Graduate School for their defense, preferably from someone outside of the department

Public announcement of exams will be done through the department Graduate Secretary. Exams **must** be announced at least four weeks prior to the exam date, without exception.

### **6.9. Degree Program Course Requirements**

Tables 4 shows the course requirements for the Ph.D. program. Core courses are listed as required. Students are required to choose four subject matter field courses and twelve hours of committee approved electives. In some cases, teaching practicum hours are available for TA's, on a case by case basis. All students are required to have a minimum of 12 research hours. Note, there is an option to add a Personal Financial Planning program certification in consultation with the department of Personal Financial Planning.

<b>Table 4: Ph.D. Program</b>		
<b>Ph.D. in Agricultural and Applied Economics</b>		
Course Number	Course Title	Credit Hours
<b>REQUIRED CORE CLASSES</b>		
AAEC 5303	Advanced Production Economics	3
AAEC 5307	Applied Econometrics I	3
AAEC 5321	Research Methodology in Economics	3
AAEC 6301	Applied Macroeconomics	3
AAEC 6305	Dynamic Economic Optimization	3
AAEC 6311	Applied Econometrics II	3
AAEC 6312	Applied Econometrics III	3
AAEC 6315	Applied Microeconomics I	3
ECO 5312	Microeconomic Theory	3
ECO 5313	Mathematical Economics	3
<b>SUBJECT MATTER FIELD COURSES ( choose 4)</b>		
AAEC 6301	Microeconomic Theory II	3
AAEC 6302	Food, Ag., and Nat. Resource Policy Analysis	3
AAEC 6308	Advanced Natural Resource Economics	3
AAEC 6310	Demand and Price Analysis	3
AAEC 6316	Advanced International Trade and Policy	3
<b>TEACHING/RESEARCH HOURS (total of 18 hours)</b>		
AAEC 7200	Teaching Practicum	6
AAEC 8000	Doctor's Dissertation	12
Electives		12
<b>Total Credit Hours</b>		<b>72</b>



## 7.0 FINANCIAL ASSISTANCE

A limited number of graduate assistantships are awarded on a competitive basis each year. Only students in the M.S. thesis option and the Ph.D. program are eligible for these assistantships. Teaching assistantships require the student to serve as instructor for undergraduate courses or laboratories under faculty supervision. Research assistantships require the student to assist on one or more research projects under faculty supervision.

Teaching Assistantships: We have no formal teaching assistantships offered, however, teaching assistantship can be awarded on an ad hoc basis for limited time periods, not a full four years. This option is solely offered to Ph.D. students and is very limited.

Half-time graduate assistantships require that the student work 20 hours per week. Assistantships are considered half-time employment and the student is responsible for the hours of work and for the work output. A graduate assistant does not accrue annual leave. Each M.S.-thesis option student who is on a half-time graduate assistantship is required to register for 12 credit hours each regular semester and 6 credit hours for each summer session (with 2 summer sessions per summer). Ph.D. students who are on half-time graduate assistantships are required to register for 12 hours in each regular semester and 3 hours in each summer session. ***A graduate assistant is expected to remain free from other employment because you are being employed for 20 hours and have an expectation of at least 20 hours per week in preparation for academic classes and research.***

The assistantship stipends follow University guidelines and are subject to change each year. Students must maintain a B average or better and perform assigned duties in a satisfactory manner to retain a graduate assistantship. Performance is reviewed each semester.

A limited number of scholarships are available. All scholarships are extremely competitive and limited to financial necessity and academic achievement. Contact the department Graduate Secretary or the Scholarship Coordinator for more information.

## **8.0. DEPARTMENT POLICIES**

The following are department policies of particular importance to graduate students.

### **Advisory Committee**

An advisory committee chair should be selected during the student's first semester in the graduate program. The student and committee chair will jointly select other members of the advisory committee. Advisory committees for M.S. and MAB students must have a minimum of three faculty members, at least two of whom must be graduate faculty members in the Department of Agricultural and Applied Economics. Advisory committees for Ph.D. students must have at least four faculty members, one of whom must be from outside the department.

### **Academic Integrity**

Academic honesty and integrity are integral parts of your professional reputation and important elements of a successful research career. Plagiarism, cheating, and other forms of academic dishonesty will not be tolerated in our programs. Students are expected to adhere to the highest standards of academic honesty both while in our program and after. If you have questions about what constitutes academic dishonesty, please consult the University Guidelines and speak with your academic advisor. Failure to adhere to academic honesty standards will result in dismissal from our academic programs and, depending on the Graduate School, dismissal from the University.

### **Degree Plan**

All students **MUST** file a degree plan. M.S. and MAB students must file a degree plan within the first six months of entering the program. Ph.D. students must file a degree plan within the first year of study. The student and committee chair should work out a tentative plan, which will be discussed and approved by the full advisory committee. Degree plans must be approved and signed by the department Graduate Coordinator only. Degree plan changes are not submitted until the final semester of study. These will be submitted in writing to the Graduate Secretary.

### **Registration**

All students are responsible in the long semester for enrolling during pre-registration. It is unprofessional to wait until the last minute to register for courses and causes unnecessary work for the staff to have to remind students to meet their obligations. Both funded and non-funded students should meet this responsibility. There are **deadlines** in the Academic Calendar for enrolling in a payment plan prior to the start of each semester. Failure to make payment or enroll in a payment plan can cause course enrollment to be dropped and your ability to enroll in specific coursework to be limited. Funded students run the risk of losing funding or being unable to have fees waived based on not meeting departmental requirements and maintaining continuous enrollment.

While the Graduate School policy is for 9 hours to be considered a full time student, all funded students are required by departmental policy to enroll in a minimum of 12 hours in each long semester. **No exceptions** are made to this policy. Non-funded students must be enrolled in 9 hours each long semester.

Please note that all students doing research must enroll in either AAEC 6000 (Master's Thesis) or AAEC 8000 (Doctor's Dissertation) in their final semester in order to be eligible to graduate, as per the Graduate School requirement.

## **Summer Enrollments**

As per university and Graduate School policy, **all current students doing research** (M.S. thesis and Ph.D.), must enroll in summer hours once they have begun to do research. For Ph.D. students, this time frame generally begins following the completion of comprehensive exams.

Funded M.S. students must carry 6 hours in each summer session. Funded Ph.D. students must carry 3 hours in each summer session regardless of their status of doing research. This is because you must be a registered student to be on a research assistantship.

**Both funded and non-funded students doing research are required by Graduate School policy to carry a minimum of 3 hours during at least one summer session once they have begun their research, to maintain continuous enrollment. There are no exceptions to this policy.**

## **Incomplete Grades**

At times, a professor will enter a grade of Incomplete for coursework. You are expected to complete the coursework in a timely manner so a grade change can be entered for the course. Failure to complete the coursework in the time frame allotted by the Graduate School or the instructor will automatically result in a grade of F.

## **Research Topic**

Students working on M.S.-thesis and Ph.D. degrees should begin discussions on possible research topics with their committee chair and other committee members during the first semester in their program.

## **Thesis and Dissertation Proposals**

Each M.S.-thesis or Ph.D. candidate will develop a formal written thesis or dissertation proposal. The proposal should include a title, a statement of the problem and rationale for the proposed research, a statement of objectives, hypotheses to be tested, a review of the literature, and a detailed description of the design, data analysis, and procedures of the study. Proposals must also include a conceptual framework that applies relevant economic theory to an analysis of the research problem.

After your committee chair approves your draft proposal, you need to distribute copies to the other members of your advisory committee. You should allow at least two weeks for the committee to read and evaluate the proposal prior to your proposal defense.

## **Proposal Defense**

Under the direction of your committee chair, you should prepare an oral presentation of your thesis or dissertation research proposal. This presentation is expected to be formal and scholarly. Your presentation should include a clear rationale for the proposed research, a concise statement of objectives, hypotheses, and a detailed description of the design and methods of the proposed study.

You should be prepared to defend your proposal during a question-and-answer period following the oral presentation. When the questioning has concluded, the committee will determine whether you have satisfactorily completed the defense/exam. They will also decide what modifications, if any, should be made to the proposal before proceeding with the research. All committee recommendations at the proposal stage should be appropriately reflected in the final thesis or dissertation submitted in preparation for the final examination.

Dissertation proposal defenses must be conducted a **minimum** of four months before the final dissertation defense as per required by the Graduate School.

## **Preparation of Thesis or Dissertation**

In preparing even the earliest draft of the thesis or dissertation, you should follow style conventions currently accepted by the department and Graduate School. You should meet with your committee regularly during the preparation of your thesis or dissertation and in preparation towards your defense.

## **Required Documents**

The following forms are required by the Graduate School and can be obtained from the Graduate Secretary, and need to be submitted to the Graduate Secretary following completion of the work:

M.S. (thesis and non-thesis), MAB, and Ph.D. are required to submit a Defense Notification Form.

M.S. non-thesis and MAB students must submit a Comprehensive Exam Form after presenting your professional paper.

For a dissertation proposal defense, Ph.D. students must submit a Qualifying Exam Form (Proposal Defense Form).

After a thesis or dissertation defense, M.S. thesis and Ph.D. students must submit Oral Exam and Thesis/Dissertation Approval Form. In addition, Ph.D. students are required to submit a Dean Representative Report Form.

Ph.D. students are required to submit Yearly Doctoral Progress Report Forms that are completed by their faculty Advisor, and signed by the student and advisor.

## **Final Requirements for Graduation**

Students who are within nine months of completing their graduate degree programs are advised to consult the Graduate School website, and personnel in the Graduate School for information on graduation requirements and deadlines. *Students are responsible for meeting all of these requirements and deadlines.*

## **Student Responsibility**

All new students are assigned a temporary advisor when they arrive to begin their program of study, but it is their responsibility to get with faculty members who are working in areas they have interest in to find a **permanent advisor** to work with. Once a student has chosen a permanent advisor, they should notify the Graduate Secretary of this change so that their files and records can be updated with the correct information.

All students are responsible for maintaining and regularly checking their Texas Tech email account, as well as responding in a timely manner to all email from faculty and staff. The university requires the use of Tech email for all official communication.

All students are responsible for **meeting all deadlines** as required by both the Department and the Graduate School. Please be responsible and check the university's **Academic Calendar** each semester for deadlines related to your specific degree plan and for the Graduate School. The Academic Calendar can be accessed at the following link:

<http://www.depts.ttu.edu/officialpublications/calendar/>.

Be sure to check the Graduate School's website for deadlines as well. The Graduate School Event Calendar can be accessed at the following link:

<http://www.depts.ttu.edu/gradschool/Events/events.php>

*While the Graduate Secretary will send out reminders of deadlines, it is ultimately the student's responsibility to meet these deadlines.*

## **Course Registration**

Students will be assisted by their advisor in determining course schedule, and in their first semester with the process of navigating the process of registration. After that time, students are expected to register for courses during Advanced Registration for the next semester, not to wait until right before the semester begins. The faculty and staff *cannot register students*, as it violates University policy. All registration is done through Raiderlink, using students' eRaider credentials, under the MyTech tab. In the event of a prerequisite error or need for special permission to register for a course, please email the instructor of the course to request an override, and copy the Graduate Secretary so that it may be entered once it is approved. For any courses outside of the department for which an override is needed, the student is responsible to email the instructor of that course to request an override. The student should always provide their R# to that instructor in the original email, and copy the Graduate Secretary on the email.

## **Resources Available to Graduate Students**

The Graduate Student Center is located in the west basement of the Administration building, <https://www.depts.ttu.edu/gradcenter/>. The center contains a wide range of facilities including computer lab, meeting space, and work space. Is open to all graduate students and postdoctoral fellows 24/7 year round. Requires Tech ID or Mobile ID app on your phone or tablet. It also provides Library Research Assistance, Statistical Consulting Service, and the Graduate Student Writing Center.

## **Campus Parking**

Campus parking requires a TTU parking permit which is not included in tuition and fees. Permit costs: <https://www.depts.ttu.edu/parking/Resources/Transparency/PermitCosts.php>.

Transportation and Parking Services does offer a free car clinic three times per year: during fall break, spring break, and in the summer. It provides a basic check-up for vehicles, and there is an ePermit giveaway. Parking without a permit on campus can result in multiple fees charged to your account, as no paper ticket is issued but it is available through your online parking account. Failure to be responsible for parking tickets can result in inability to purchase the next permit, and being turned over to a collection agency.

## **Offices and Computers**

Graduate student office space is assigned by the department Graduate Coordinator. All funded students are provided office space. Other M.S. and Ph.D. students are assigned office space if available. Office space should be used or it may be reassigned. Please note that students funded by the Free Market Institute have offices provided by FMI until their names come up in the list for private office space.

All office space is allocated on an as-available basis, and is limited to students doing research, whether thesis or dissertation. Private office spaces are available only for funded students, and this space is very limited. Private offices are assigned based on a continuously maintained list of when students are accepted into the Ph.D. program only. There is **no guarantee** that any student will receive private office space during their program, due to the limited available office space.

Once office space is assigned, if it is not used by the student it is assigned to, it will be re-assigned and the student would have to wait until further office space becomes available. Students cannot and will not share their office keys or loan them to another student. Once you complete the program, office keys must be turned in to the main office. **No exceptions.**

The department has computer facilities which are available to all graduate students. Students with office spaces are often furnished with a computer. Students should use these computers for academic purposes only. Any relocation of departmental computers will be done by the department's IT support staff at the request of the Graduate Coordinator.

Computer usage for anything other than professional and educational purposes can result in the loss of access to a computer. **Do not download** any item without express permission from your graduate advisor and departmental IT support staff. **There is no expectation of privacy for computer usage on Texas Tech campus.** Do not move or relocate any computer, as these are the property of the university and are maintained expressly by departmental IT support staff.

Students have access to computers in their own office space, and these are wired for remote access. This must be set up by IT support staff in the department.

### **Copying and Office Supplies**

Office supplies are to be used for faculty and staff, and are for departmental business, not for student's coursework or personal use. Printer cartridges and paper are supplied to students for research. Other supplies are not for student use. You are responsible for supplying all of your own other office supplies.

The department copy machines are restricted to staff and faculty use. Graduate students gain access to the copy machines only when approved by the student's committee chair or work supervisor. The copy machines are intended to support research and teaching activities and are not intended for copying course work material or books.

Excessive use of printing or copying material can result in restricted access for students. Do not print out manuals or any copyrighted materials without express approval of your graduate advisor and the Graduate Coordinator. Printing and copying are maintained by departmental IT support staff.

### **Vacations**

There are no excused absences from campus and work as a research assistant. You are expected to work even when enrolled in thesis and dissertation hours over the summer. Funded students are expected to maintain continuous enrollment. Absences from campus **MUST** be approved by the student's advisor, and must be reported to the Graduate Secretary prior to the student leaving campus. If a requested absence conflicts with departmental needs it may be denied.

### **Personal Hygiene**

As an institution, college, and department that actively recruits students and scholars from around the world, we recognize that there are cultural differences with regard to many issues, including personal hygiene practices. Especially in Lubbock during the summer, the heat can often lead to sweating that results in body odors that unfortunately are shared with other students, faculty, and staff in close proximity.

Please be courteous of others and remember to take regular baths/showers (at least once a week) using appropriate soaps or body washes. Please use deodorant or an antiperspirant (there are deodorants available without chemicals, if chemical exposure is of concern). Do not overindulge in perfume/cologne/aromatic incense/lit candles, etc. Perfumes and incense only compound the intensity of odors in close spaces with which coworkers and fellow students must contend. (FYI: lit candles and incense violate university policy due to the open flame/burning embers).



Please understand that this is not a critique of anyone or any cultural practice but simply information about cultural expectations and a reminder that the choices you make have an impact on others around you. Thanks for your cooperation.

### **Publications and Professional Ethics**

It is important that professional protocol and ethics be followed by students and faculty. All student research conducted at Texas Tech University is a joint product of Texas Tech, the advisor, and the student. Therefore, any work product produced as a result of that research must carry the advisor (at a minimum) as co-author and should have the statement “work completed at Texas Tech University” in the acknowledgements section of the paper. ***Do not*** submit papers with names of faculty members or colleagues as co-authors without their knowledge and permission. Each co-authors should have the opportunity to review and provide comments before submission of any paper as a matter of courtesy as well as professional ethics. ***Do not*** submit papers to conferences without first getting permission from your advisor and a commitment to fund travel (unless you intend to pay the travel yourself) from your advisor or the department. The department encourages student participation in conferences and other activities, but resources are limited and therefore we cannot just fund travel for everyone that might submit and get a paper accepted.

## **10.0. IMPORTANT ACADEMIC AND PROFESSIONAL OPPORTUNITIES AND OBLIGATIONS**

### **Graduate Student Association**

The department has an active and productive Graduate Student Association. This GSA organizes a departmental seminar series, sponsors Friday coffees, and has a number of social events throughout the year. The GSA also maintains a webpage on the department website. This webpage contains information about upcoming events, the lecture series, conferences, and profiles and vitas of participating graduate students. All graduate students are strongly encouraged to actively participate in this organization.

### **Professional Societies**

Graduate students are encouraged to join and participate in the activities of professional societies. Most societies have reduced dues for students. You should attend professional meetings whenever possible. Students serving on committees or delivering papers may receive at least partial travel expense reimbursement from department and/or graduate school sources. Such reimbursement is subject to availability of funds. Thus, early application is important.

### **Seminars**

Student attendance is required at departmental seminars unless the student is in a class scheduled at that time.

### **Travel and Student Support**

Students are encouraged to submit their manuscripts for consideration in outside conferences in their area of study. This process should be done with full knowledge and participation of the student's major advisor. You must have approval of your major advisor prior to submitting any paper for publication or presentation. Acceptance to a conference does **not** guarantee that funding for travel will be available for student travel. Funding support from the department is limited, and not guaranteed for every trip. You are required to request Graduate School travel funding for at least one trip per year. You must meet with the Graduate Secretary a minimum of 30 days in advance to submit a travel application for any and all travel related to your research and presentations.

## APPENDIX A

### **GRADUATE COURSES IN AGRICULTURAL AND APPLIED ECONOMICS\***

AAEC 5000	Professional Internship
AAEC 5301	Special Study in Agricultural and Applied Economics
AAEC 5302	Food and Agriculture Sector Public Policy
AAEC 5303	Advanced Production Economics
AAEC 5304	Applied Logistics
AAEC 5307	Applied Econometrics I
AAEC 5308	Natural Resource Economics
AAEC 5309	International Economic Development in Food and Fiber Sectors
AAEC 5310	Advanced Market Analysis
AAEC 5312	Agribusiness Analysis
AAEC 5313	Microcomputer Applications in Agribusiness and Research
AAEC 5314	Environmental Economics and Policy Analysis
AAEC 5315	Property Appraisal
AAEC 5316	International Agricultural Trade
AAEC 5317	Financial and Commodity Futures and Options
AAEC 5318	Finance and the Agribusiness Sector
AAEC 5320	Agribusiness Law
AAEC 5321	Research Methodology in Economics
AAEC 5325	Applied Regression and Least Squares Analysis in Agricultural Sciences
AAEC 5330	Natural Resource Law
AAEC 5393	Economics and Policies of the Global Cotton/Textile Complex
AAEC 6000	Master's Thesis
AAEC 6301	Applied Microeconomics
AAEC 6301	Microeconomic Theory II
AAEC 6302	Food, Agriculture, and Natural Resource Policy Analysis
AAEC 6305	Economic Optimization
AAEC 6308	Advanced Natural Resource Economics
AAEC 6310	Demand and Price Analysis
AAEC 6311	Applied Econometrics II
AAEC 6312	Applied Econometrics III
AAEC 6315	Applied Microeconomic Analysis I
AAEC 6316	Advanced International Trade and Policy
AAEC 7000	Research
AAEC 7200	Teaching Practicum
AAEC 8000	Doctor's Dissertation

## **WEBSITE**

For more information about the department please visit the department of Agricultural and Applied Economics homepage at

<http://www.aec.ttu.edu>

Or email us at

[AAEC.grad.admin@ttu.edu](mailto:AAEC.grad.admin@ttu.edu)

For more information about the Graduate School please visit the Graduate School homepage at:

<http://www.depts.ttu.edu/gradschool/>