

UC Santa Cruz
Economics Department

Graduate Student Handbook
2007-08

ECONOMICS GRADUATE STUDENT HANDBOOK – 2007-08

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INTRODUCTION

This handbook serves as a general reference for graduate students in the UCSC Department of Economics. Included is information on academic programs, requirements, staff and faculty, courses, teaching assistantships and useful campus publications. If after reviewing the information listed you still cannot find the answer to your questions, please contact any of the Economics department staff. The Economics staff offices and the office for the Graduate Programs Coordinator are located at 401 Engineering 2 (E2).

ACADEMIC PROGRAMS

P.H.D IN INTERNATIONAL ECONOMICS

The Ph.D. program in International Economics provides students with training in modern microeconomics, macroeconomics, and econometrics, combined with specialized training in the fields of international finance, international trade, and economic development. Students learn to bring an international perspective to all areas of economics and to conduct research in current and emerging international economic issues. The emphasis on international issues and the large number of faculty in the department actively engaged in research in all areas of international economics provide a unique focus to the program that distinguishes it from more traditional Ph.D. programs in which international economics is viewed as a single subfield of the discipline. Students also have the opportunity to work with faculty doing research in such fields as experimental economics, labor economics, and monetary economics.

Courses and Program Requirements

1st Year

FALL

Advanced Micro Theory 204A
Advanced Macro Theory 205A
Math Methods Econ Analysis 210B
AMS 205 (highly recommended)

WINTER

Advanced Micro Theory 204B
Advanced Macro Theory 205B
Advanced Econometrics 211A

SPRING

Advanced Micro Theory 204C
Advanced Macro Theory 205C
Advanced Econometrics 211B
Macro & Micro Prelim Exams

2nd Year

Advanced International Trade 240A
Advanced International Finance 241A
Empirical Research 211C*

Advanced International Trade 240B
Advanced International Finance 241B
History of International Economy 243**
Empirical Project 212

Advanced International Trade 240C
Empirical Applications 241C
Trade & Finance Field Exams

3rd Year

Directed Reading 295A
Third Year Seminar 296A
Empirical Project 212
Empirical Project Due 1st week of qtr
Qualifying Exam (QE)

Directed Reading 295B
Third Year Seminar 296B

Directed Reading 295C
Third Year Seminar 296C
3rd Year Paper Due to Advisor

4th Year

Dissertation Research 298
Independent Study 297A

Dissertation Research 298
Independent Study 297B

Dissertation Research 298
Independent Study 297C
Last qtr to challenge QE w/o
academic probation

*ECON 211C is not required, but strongly suggested; can fulfill the empirical project if Econ 211C project is done independently and not as a team effort.

**ECON 243 not offered every year; may be taken in 2nd or 3rd Year.

Academic Standing Information

Preliminary & Field Examinations

Preliminary examinations are given in two parts: one test in micro theory and one test in macro theory. Students are expected to pass both exams in June of their first year. Students will be allowed to **attempt each prelim exam three times. Both prelim exams must be passed before challenging the field exams.** A second prelim testing is offered in September for students who do not pass the June examinations.

Field examinations are given in two parts: one test in international trade and one test in international finance. These exams are roughly based on the courses Econ 240A,B,C and 241A,B,C, however they are not restricted to only material taught in a particular year at UCSC. The purpose of the exams is to test adequate knowledge of international economics as a qualification for the Ph.D. program. Students are expected to pass both exams by June of the second year. Students will be allowed **three attempts at each field exam.** A second field testing is offered in September for students who do not pass the June examinations. Failure to pass any examination in the allowed number of attempts will result in dismissal from the program.

Grievances concerning preliminary and field examinations or requests for additional attempts must be made in writing to the Director of the Ph.D. program.

Grading Policy

Graduate students at UCSC have the option of receiving a letter grade, A-F in most courses (no “+” or “-” for grades for graduate students). The grades of A or B shall be awarded for satisfactory work. Grades of C or D will not satisfy any course requirement for a graduate degree at UCSC. Students not electing to receive a letter grade will be given a satisfactory/unsatisfactory.

Ranking within the department is based on a system of A+, A, A-, B+, B, B- or C with C being failing work. Class ranking is based on courses taken during the first two years of study and performance and timeliness of prelim and field exams. Class ranking for years 3-6 remains at the level of the second year. See page 12 for an explanation of how class ranking relates to financial support.

Econometrics Paper/Empirical Project

The purpose of the second year econometrics paper requirement is to demonstrate that the student can identify a research question and bring appropriate empirical techniques to bear in addressing it. In the past, students have examined a wide range of topics, employing a diverse set of empirical tools. Samples of past econometrics papers are available from the Graduate Programs Coordinator.

The process of writing the paper begins with the selection of a general topic area and a faculty advisor who can supervise the student during the writing of the paper. The formal process begins when the student enrolls in an independent studies course with a faculty member during the winter quarter of the second year. Students should not enroll in the independent studies course without prior approval of the faculty member. (This applies to all independent studies, not just for the econometrics paper.)

The presumption is that the faculty member with whom the student does the independent studies course will be the econometrics paper advisor. It is important that both the student and the faculty member are clear about this. The student stays in contact with the faculty member during the spring and summer as he/she works on the paper. If the student and the winter quarter advisor decide that someone else should be the advisor for the econometrics paper, students should not wait until the beginning of fall quarter to ask another faculty member to be the advisor.

Students occasionally want to use a paper written for another class to fulfill the econometrics paper requirement. This is quite natural if the topic is one that the student hopes to develop into a dissertation. It is, however, never appropriate to receive academic credit twice for the same work. This means that a paper written for another class can form the basis of the econometrics paper only if additional work extending the paper is undertaken. If the student would like to build on some earlier work to meet the econometrics paper requirement, the student must inform the advisor and the director of the Ph.D. program that this is the case, and provide both with a copy of the paper submitted for the other class.

In the fall quarter of the third year, the student enrolls in Econ 212 with the faculty advisor. This course provides the formal mechanism for providing the student with an evaluation on the econometrics paper.

Econometric papers are due at the end of the first full week of the fall quarter of the third year. The paper should be written in a professional style and format. Students are advised to read published articles on empirical topics, paying close attention to how articles are organized, how data are described, and how results are presented. The format of the paper should be consistent with standards commonly used in economics and include a separate title page, page numbers, proper bibliographic citations, and footnotes. (For models, students can look at recent working papers in the NBER series; Scientific Word provides a shell for the style of the *Journal of International Economics*.) Students submit one copy to their advisor and one copy to the Graduate Programs Coordinator. The Ph.D. director will assign a faculty member to be the second reader of the paper.

If the paper is submitted by the due date and either reader feels that it is unsatisfactory, the student will be able to revise the paper and resubmit it for re-evaluation. Papers that are submitted on time can also be revised on the basis of the readers' comments to be considered for a higher grade. The final version of the paper must be submitted by the seventh week of the fall quarter. Subject to the agreement of the thesis advisor, a strong paper can serve as a foundation for challenging the orals examination.

Papers that are submitted late without prior approval of the Ph.D. director will receive lower evaluations. If a paper is submitted late, the department does not guarantee that the readers will evaluate and return comments to the student in time for the paper to be revised, should it be judged unsatisfactory.

Approval to submit a paper after the fourth week must be obtained from the director of the Ph.D. program prior to the second week of the quarter. Approval for late submissions will be granted on the basis of special circumstances such as personal or family illness.

A paper initially submitted after the fourth week will receive a grade of C unless prior approval has been obtained from the Ph.D. director. A student receiving a C grade or lower on the econometrics paper will be placed on academic probation and required to submit a satisfactory paper in the Winter quarter.

Third-Year Paper

A third-year paper, which is to be a substantial piece of original research of publishable significance and quality, must be completed by the end of the third year. Students work on this paper in the Econ 296A,B,C series.

Qualifying Oral Examination

Advancement to candidacy for the Ph.D. degree requires completion with satisfactory grades or better of the required coursework, preliminary examinations, field examinations, the econometrics paper and an oral examination. The oral examination is taken after all of the other requirements have been completed. The purpose of the oral examination is to ensure that the student is prepared to undertake dissertation research in his or her chosen research area. It also offers a formal opportunity for input from faculty on the proposed dissertation topic and research approach at an early stage in the dissertation research. Early advancement to candidacy greatly increases the benefits of an early review of the proposed research, including more rapid progress toward final completion of the degree.

The oral examination is a general exam in the subject area of the student's proposed dissertation research. To prepare for the orals examination, a student must secure a faculty advisor. A prospectus outlining the proposed topic and reviewing the background literature in the general area of the topic is prepared before the oral examination. The exam will cover the student's command of the literature in this subject area and areas related to the proposed research approaches and techniques. It is not restricted to the prospectus, but the purpose of the exam is to assess the student's preparation to begin the dissertation research. The prospectus will normally be based on a preliminary version of what will become the first substantive chapter or essay of a dissertation. In addition to identifying the topic area, the research questions, and the state of the current literature, the prospectus should set out the theoretical model(s) that will be explored and/or the nature of the empirical model(s) that will be estimated as part of the dissertation. Students are expected to take the oral examination no later than the end of the fall quarter of the third year in the program.

Advancement to Candidacy

To advance to candidacy for the Ph.D. degree, a student must pass the prelim, field and qualifying examinations, and clear all incompletes from his/her record. The student is officially advanced to candidacy on the date the Advancement of Candidacy Fee and both the Report on Qualifying Examination and Dissertation Reading Committee forms are received in the graduate office. The student must be registered for at least one quarter after advancement to candidacy and prior to the awarding of the degree.

Dissertation

To satisfy the requirements for the Ph.D. degree, a student must present a dissertation on a topic from within his/her subfield of specialization. The dissertation must reflect original research and demonstrate command of previous work on the topic and closely related areas. It must make a significant contribution to understanding the issue analyzed. A three-member dissertation advisory committee, headed by the student's research advisor, will read and evaluate the dissertation. The dissertation advisory committee must be approved by both the Economics Ph.D. Committee and the Graduate Council. The committee is convened soon after the student advances to candidacy to provide continuing guidance throughout the development of the thesis.

After presentation of the dissertation, but before final action is taken upon it, the committee may require a formal public defense of the dissertation.

Once the student has submitted the dissertation to the Graduate Division, the student is required to submit a copy of the dissertation to the Graduate Programs Coordinator for the department's dissertation archives.

For more information about dissertation regulations, deadlines, and procedures, consult the online Graduate Studies Division *Graduate Student Handbook*.

Graduation

By the end of the second week of instruction in the quarter you intend to graduate, you must file an "Announcement of Candidacy and an Application for Degree" form with the Division of Graduate Studies.

Residency

The minimum residency requirement for a Ph.D. degree at UCSC is six quarters. To receive a graduate degree from UCSC, you must be registered at the Santa Cruz campus for at least three of the six quarters. A minimum of one quarter in residence must elapse between advancement to candidacy and awarding of degree.

Academic Progress

A registered graduate student is considered to be in good standing as long as the student's department determines that she or he is making satisfactory academic progress toward a terminal degree. The academic progress of each continuing graduate student is reviewed annually by the department and the results are reported to the Dean of Graduate Studies. If the Economics department deems a student's work unsatisfactory, he or she may be placed on probation, or the department may recommend disqualification to the Graduate Dean. A student whose academic progress has been found unsatisfactory in two successive annual reviews will be subject to dismissal from the University.

A graduate student who has received two grades of unsatisfactory is automatically put on **academic probation**. Failure to pass the preliminary or field exams is also cause for academic probation. A student who has been registered for twelve quarters of full-time work in the same graduate program without advancing to candidacy for the Ph.D. degree is not considered to be making satisfactory progress and will be placed on probation until advancement is achieved. A student advanced to candidacy for more than nine quarters is not considered to be making satisfactory academic progress.

Students who have not completed preliminary examinations before the end of the second year, field examinations before the end of the third year or submitted an unacceptable econometrics paper before the end of the third year will also be considered as making unsatisfactory progress.

Consult the online Graduate Studies Division *Graduate Student Handbook* for information on the ramifications of being on

probation and the appeal process.

Prelim and Field Exams Schedule

June 2008

Prelim Exams

| | | | |
|----------------|-------------------|----------|--------|
| Macroeconomics | Tuesday, June 24 | 9am-12pm | 406 E2 |
| Microeconomics | Thursday, June 26 | 9am-12pm | 406 E2 |

Field Exams

| | | | |
|---------|-------------------|------------|--------|
| Trade | Tuesday, June 24 | 1pm-4:00pm | 406 E2 |
| Finance | Thursday, June 26 | 1pm-4:00pm | 406 E2 |

September 2008

Prelim Exams

| | | | |
|----------------|------------------------|----------|--------|
| Microeconomics | Tuesday, September 16 | 9am-12pm | 406 E2 |
| Macroeconomics | Thursday, September 18 | 9am-12pm | 406 E2 |

Field Exams

| | | | |
|---------|------------------------|------------|--------|
| Finance | Tuesday, September 16 | 1pm-4:00pm | 406 E2 |
| Trade | Thursday, September 18 | 1pm-4:00pm | 406 E2 |

MASTER'S IN INTERNATIONAL ECONOMICS

The M.A. degree in International Economics is designed for Ph.D. candidates who decide not to complete the Ph.D. or who wish to teach part-time at other institutions as a way of gaining experience or supporting themselves as they complete the Ph.D. It is only available to students at UCSC who were admitted for the Ph.D. in International Economics.

Satisfactory completion of **60 units of coursework** is required, which represents **four to six quarters of full-time study**. Courses must include at least:

- (1) four graduate courses in economic theory - 20 units (i.e. Econ 204ABC, 205ABC)
- (2) three graduate courses in international economics - 15 units (i.e. Econ 240ABC, 241ABC)
- (3) two graduate courses in quantitative economic methods - 10 units (i.e. Econ 211ABC)

Students without an undergraduate economics degree may count up to three upper-division undergraduate economics courses (15 units) towards satisfaction of the 60-unit requirement, in addition to 1-3 above. Students may also, alternatively, take up to 15 units of individual study for completion of a Master's thesis or project, in addition to 1-3 above. The Ph.D. Committee of the Economics Department will review seminar papers and narrative evaluations for coursework completed by the student in fulfillment of the requirements for the M.A. degree to approve awarding of the degree. The student must also pass one of the preliminary exams (microeconomics or macroeconomics) at the M.A. level.

PATHWAY B.A./M.S. IN APPLIED ECONOMICS & FINANCE

The Economics Department offers an accelerated program called the Dual Degree Pathway Program in Applied Economics and Finance in which an undergraduate economics major from UCSC, UCLA, UCB, or UCD can earn a B.A. in four years and an M.S. in Applied Economics and Finance after a fifth year of study. **Advance planning is essential.** Students begin to take the first year M.S. graduate courses in their senior year while maintaining undergraduate status at their home campus, thus simultaneously earning both undergraduate and graduate credit. In the fifth year, they are officially enrolled as graduate students and complete the second year of the M.S. program. Students must complete all of the courses required for the specific economics major of their home campus by the end of their junior year to be eligible.

MASTER'S IN APPLIED ECONOMICS AND FINANCE

The M.S. program in Applied Economics and Finance provides two years of analytical graduate training that prepares students for careers in business, international and domestic banking, consulting firms, government, and nonprofit organizations. The program combines theory with meaningful applications that students are likely to face in their professional careers. The program is more practical than a typical M.A. program and provides more training in economics and statistics than most M.B.A. programs. The curriculum stresses mastery of the core principles in micro and macroeconomics and finance. In addition, each student becomes knowledgeable in at least two chosen fields, such as international economics, corporate finance, and public finance. Even more important, each student learns how to solve practical problems and to communicate the results clearly. The emphasis of the program, and perhaps its greatest strength, is exposing students to statistical software packages (SAS, TSP, etc.), econometric techniques, and large-scale financial and micro datasets throughout their coursework.

Courses and Program Requirements

To obtain a Master's degree in Applied Economics and Finance, a student must complete twelve five-unit courses (60 quarter units) of graduate study, a 2-unit lab, one workshop, and an independent study.

1st Year

| FALL | WINTER | SPRING |
|------------------------------------|-------------------------------------|---------------------------------|
| Microeconomic Analysis 200 | Macroeconomic Analysis 202 | Applications Microeconomics 201 |
| Applied Econometric Analysis I 216 | Applied Econometric Analysis II 217 | Finance 233 |
| Applied Economics Lab 294 | UG Elective (Recommended) | Other Elective (Recommended) |
| Mathematical Methods 186 | | |

2nd Year

| FALL | WINTER | SPRING |
|-------------------|-------------------|-----------------------------------|
| Masters Elective | Masters Elective | Workshop in Applied Economics 291 |
| Masters Elective | Masters Elective | Independent Study 297 |
| Other UG Elective | Other UG Elective | |

In the first three quarters, students take courses in Macroeconomics, Microeconomics, Econometrics, and Finance. In the second, third, fourth and fifth quarters, students enroll in Other UG Electives approved by the M.S. Program Director. Those that have already been approved include the following: Econ 110, 118, 119, 138, 149, 169, 170, 183, field study, and Econ Ph.D. courses. In addition, students enroll in Econ 294, a two-unit Econometrics Lab, for the first quarter of study.

In the fourth and fifth quarters, students must take a total of four Masters Elective courses. Courses offered include classes in Finance (234, 235, 236, 239), International Economics (249A, 249B), Public Economics (259A, 259B) and Accounting (209A, 209B). Not all of these courses will be offered every year. Elective offerings vary from year to year. Students may count up to two upper-division undergraduate economics courses or courses from another discipline toward the requirement of the four elective courses by submitting a completed "Request to Take Other Course as Elective" for each course to the Graduate Programs Coordinator. The form must be signed by the course instructor and Director of the M.S. Program. Please see the Graduate Programs Coordinator for copies of this form. You should plan a quarter in advance for the approval process. In the final quarter, each candidate completes a final paper in conjunction with Economics 291, Workshop in Applied Economics and Economics 297, an Independent Study arranged by the student with a ladder tenured faculty member.

Students should begin the process of narrowing down a topic in the fall quarter of their second year. Students are required to submit a copy of the final paper, signed off and dated by their advisor, to the Graduate Programs Coordinator by the last day of the spring quarter. The paper is then added to the department's permanent archives. A M.S. degree will normally take a student two years to complete.

Students with graduate credit from other institutions can submit a written request for course substitution and/or credit to the graduate committee for review.

Grading Policy

Graduate students at UCSC have the option of receiving a letter grade, A-F in most courses. (No "+" or "-" for grades for graduate students). The grades of A or B shall be awarded for satisfactory work. Grades of C or D will not satisfy any course requirement for a graduate degree at UCSC. Students not electing to receive a letter grade will be given a satisfactory/unsatisfactory.

Academic Standing Information

Residency

To receive a Master's degree from the University of California, a student must register as a full-time graduate student at the University of California for a minimum of three quarters. To receive a M.S. degree from UC Santa Cruz, a student must be registered at the Santa Cruz campus for at least two of the three quarters.

Academic Progress

A Master's degree student is considered not to be making satisfactory progress beyond nine quarters of full-time enrollment. See the Ph.D. section on academic progress for more details (page 5).

Graduation

By the end of the second week of instruction in the quarter you intend to graduate, you must file an "Announcement of Candidacy and an Application for Degree" form with the Division of Graduate Studies.

GRADUATE STUDENT SUPPORT

TEACHING ASSISTANTS

Allocation of Positions

TA positions are an important form of graduate student support and vital to the support of the undergraduate programs as well. Assigning TAships is a fine balance between these two basic needs.

TA funding for the upcoming academic year is offered to prospective graduate student applicants as part of their financial support. TAships offered as part of an admissions package are reserved for those students who accept admission. The actual teaching assignments are determined later in the academic year. The remaining TAships are then allocated to continuing students. Currently, Ph.D. students in their 2nd, 3rd and 4th years have priority. Next are the Masters students and more advanced Ph.D. students, however in no particular order. Students are offered TA positions based on their class ranking and their past teaching performance. A high class ranking will not compensate for a poor record as a TA.

Assignment of Courses

TAs are assigned to courses that meet the enrollment criteria. Class needs are balanced with faculty and student preferences. Assigning teaching assistants to courses is a complicated procedure. Course enrollments, financial support commitments to graduate students, budgetary constraints, and faculty needs must be considered. Overall department instructional needs take priority over faculty and student requests. Final assignments are made after the second meeting of the course each quarter when course enrollments stabilize.

TAs must respond to the formal letter and employment forms must be filled out prior to the start of employment. If the student decides to decline the TA offer after having already officially accepted the position, he or she must submit a statement in writing to that effect to the Graduate Programs Coordinator. At the beginning of the quarter, each TA also completes a Teaching Assistant Responsibilities and Evaluation form with the course instructor. The following criteria applied to the TA responsibilities listed on the form will be the basis for the end-of-quarter evaluation: quality of work, detail, accuracy and thoroughness; interaction with students, co-workers, and instructor; knowledge of subject; dependability.

Discussion Sections/Office Hours

TAs attend faculty lectures, hold regular office hours, and attend TA training activities. The TA assists the faculty member in grading homework and exams and in preparation of coursework materials. TAs conduct weekly discussion sections to clarify lectures, go over homework, and answer student questions. There are several office spaces available on the fourth floor of E2 for TAs to conduct office hours. They are located in the 403 hallway. Students can reserve these rooms with the Graduate Programs Coordinator who will post calendars outside of each office.

TAs are expected to work **twenty hours per week**. Faculty, however, realize that TAs are students who have their own exams, and plan workloads accordingly. TAs who are working more than twenty hours a week should first approach their faculty supervisors. If the problem continues, please talk to the TA Trainer about negotiating a solution.

Record Keeping/Evaluations

TAs are responsible for keeping records of student performance on homework and exams during the quarter. Teaching Assistants may also be required to keep attendance records for some courses. They assist in writing student evaluations. Guidelines for written evaluations are available on the Graduate Division's website. TAs are not solely responsible for writing a student's narrative evaluation.

Paychecks

In the 2007-08 academic year, Teaching Assistants receive \$5,204 per quarter, in addition to an educational fee waiver and paid health insurance. If you are employed as a teaching assistant for the full academic year, your first paycheck will be issued on November 1 and on the first of the month thereafter. The final spring quarter check is issued on July 1. When you sign your employment papers, you will fill out a payroll check disposition form to let Payroll know where to send your check.

Fee Deferments/Payroll Deduction – <http://sbs.ucsc.edu>

Any student with a guaranteed source of income, i.e., teaching assistantship, graduate student researcher or grant from which to repay the deferment, may apply for a fee deferment through Accounts Receivable. The student must pay 1/3 down and the remaining 2/3 in installments. Registration fees can also be deducted directly from your TA or GSR paycheck. You must sign the forms authorizing both the deferment and the deduction in the Graduate Division Office, before the date fees are due, to avoid paying the penalty.

TEACHING ASSISTANT WORKLOAD POLICY

Economics Teaching Assistants play an important role in undergraduate instruction. The following campus workload policy was devised to clarify the responsibility and duties of Teaching Assistants, readers and student assistants:

1. Teaching Assistants are paid to work 50% time, which is 20 hours a week. This time may include participation in the Teaching Practicum Experience, attendance at lectures, preparing for and conducting sections, attending a weekly meeting with course instructor, participating in TA training activities, grading exams and homework, and holding one office hour per week per section (generally two office hours per week). Teaching Assistants are expected to lead two sections of approximately twenty-five students per section, while undergraduate students are limited to one section of approximately twenty students. Readers, whether working for credit or pay, are allocated no more than eighty hours per quarter. Graduate students must not work more than 20 hours a week.
2. The creation of homework assignments and/or exams is the responsibility of faculty. The dates of midterms and finals should be marked clearly on the course syllabus enabling TAs to plan for grading time immediately after midterms and finals. If faculty rely on TAs for developing answer keys, they must maintain editorial control, otherwise gaps in TA understanding will be transmitted to the class.

3. Writing narrative evaluations is the responsibility of faculty. TAs can be expected to write a rough draft of each narrative evaluation or to compose a short paragraph about each student's performance on homework or in sections to be included directly on the evaluation above the TAs signature. University policy, however, does not allow TAs to write the complete evaluation with no editorial effort from the responsible faculty member.
4. TAs and readers are required to participate in TA training activities. The Economics Department conducts a quarterly TA training seminar. New Teaching Assistants are observed once by the TA Trainer during their first teaching quarter. The Economics TA Trainer meets with TAs to review their performance and makes suggestions for improvement. Midterm evaluations will be placed in TA and reader mailboxes during the fifth week of the quarter. They are to be passed out in section, and returned to the TA. The evaluations are a means to receive constructive feedback and are not for formal department evaluation. It is the responsibility of the TA or reader to forward these evaluations to the TA Trainer for review and feedback.
5. Faculty are responsible for supervising TAs including regularly discussing course materials, making workload expectations clear, observing the TA's section at least once, and giving constructive feedback and suggestions for improvement. At the beginning of the quarter, the supervising faculty and TA sign and submit a TA Responsibilities and Evaluation form to the Graduate Programs Coordinator. At the end of the quarter, the faculty submits an evaluation of the TA and the faculty and TA sign the evaluation form once again.
6. At the end of the quarter, TA evaluations are once again distributed, this time to the supervising faculty who hands them out to the students with the course instructor evaluations. These TA evaluations are filed in the Economics office but TAs are encouraged to come in and review them at their convenience.
7. If a serious problem between a TA and a faculty member arises, faculty and TAs should consult with the TA Trainer or the Department Chair immediately to resolve the issue.

The TA Trainer for academic year 2007-08 is Mary Flannery, flannery@ucsc.edu.

TA Loans

Since the first teaching assistant paycheck is issued a month after the beginning of a TA appointment, emergency loans are available from the Graduate Division. Loans can only be given during the first quarter of the teaching assistant appointment for the current academic year. Loan amounts range from \$100 to a maximum of \$800 with a charge of 1% interest for each \$100 borrowed. The loan is automatically deducted in three equal amounts from the first three paychecks. Loans are available approximately twenty days prior to the beginning of the eligible quarter and may be taken out only once during the academic year.

TA Training

The Graduate Program Coordinator coordinates TA activities for the Economics Department. The program consists of several components including: quarterly meetings, a mid-quarter evaluation by students, and final TA evaluations by students at the end of the quarter.

The quarterly meetings include orientation for new TAs (how to get through the first discussion section, general principles of teaching, and a panel of experienced TAs) and information for returning TAs. Topics include administrative aspects of being a TA and a short overview of the TA roles and responsibilities as well as brief information about teaching. At mid-quarter, students are asked to complete a mid-term evaluation of their TAs so that TAs can use the suggestions to improve their teaching. First-time Economics Ph.D. TAs are observed and have the opportunity to discuss the observation with the TA trainer. Section observations are for improving teaching techniques only and are not used in the hiring process.

GRADUATE STUDENT RESEARCHERS

Assignment

A graduate student researcher (GSR) assists with scholarly research under the direction and supervision of a faculty member. Students are chosen by individual faculty for their achievement and promise as creative scholars. GSRs must be fully enrolled as graduate students for each quarter they are employed. Under the tuition remission program, non-resident tuition and in-state fees for GSRs with a minimum 25% appointment will be funded.

Fee Deferment and Paychecks

See Graduate Division website - <http://www.graddiv.ucsc.edu>

COLLEGE CORE COURSE INSTRUCTORS

Undergraduate students fulfill requirements of the colleges in addition to those of their majors and the university. Each college has established a core course, which first-year undergraduate students are required to complete. Advanced graduate students are eligible to teach college core courses. If interested, students should contact the college(s) directly.

Students are appointed as TAs, Teaching Fellows, or Associates In, based upon the level of graduate education completed. Normally, Associates In are not advanced to candidacy whereas Teaching Fellows are, although either title may be used when the student teaches the course independently.

FELLOWSHIPS, ASSISTANTSHIPS, AND GRANTS -

<http://www.graddiv.ucsc.edu/admissions/reqs.php>

The University of California, Santa Cruz, makes a strong effort to provide financial support to graduate students who are making normal progress in their program of studies. This support may be in the form of a fellowship, a graduate student researchship, or a teaching assistantship, depending on the availability of funds and the recommendation of the student's department. Certain kinds of support are awarded on the basis of academic merit, and others are granted on the basis of need. Graduate students are encouraged to apply for both kinds.

As the graduate student population increases and state funding decreases, applying for extramural fellowships and scholarships becomes more and more critical for students. The Graduate Division assists students with grant applications and provides information on their website regarding various funding resources. In addition, before submitting a proposal to a granting agency, the student should have it reviewed and revised, as necessary, by a faculty member in the student's area of interest.

ICFOG (In-Candidacy Fee Offset Grant)

Only students advanced to candidacy prior to the conclusion of their twelfth quarter of full-time (registered) graduate study are eligible for these grants. Once having qualified, students are automatically entitled to three academic quarters of ICFOG fee reductions. After the three quarters, students submitting to the Graduate Division a dissertation prospectus and a plan of completion, signed by the dissertation director, will receive three more quarters of ICFOG. Two additional quarters will be paid upon a student's submittal to the Graduate Division of a signed dissertation, provided that this occurs prior to the conclusion of the student's tenth quarter of registration following advancement to candidacy. No student may receive more than nine quarters of ICFOGs. For 2007-08, an ICFOG is worth \$300 per quarter. **Students do not apply** for these grants, they are awarded by the Graduate Division upon a student attaining eligibility. These fellowships are dependent on the availability of funding.

Financial Aid

Need-based financial aid such as scholarships, university grants, loans, and work-study employment are awarded to eligible students through the Financial Aid Office. Students apply in November for the following year. Graduate students must be in good academic standing and be making satisfactory progress to receive financial aid awards. Awards may be changed if additional resources (such as TAs, GSRships or scholarships) are awarded to the student after the original financial aid is awarded. All fellowship checks and financial aid checks are picked up at the Office of Accounts Receivable. A photo ID is required.

PRIORITIES FOR FUNDING

The priorities for the granting of departmental financial support for graduate students in economics are as follows:

Block fellowship grants:

1. Top-ranked candidates being recruited for the entering Ph.D. class.
2. Non-resident tuition fellowships for continuing second and third-year foreign students making good progress in the Ph.D. program with excellent performance in required courses.
3. Other outstanding continuing Ph.D. students. These students are required to have attempted to obtain outside funding.

Graduate Student Researchers: Students are chosen by individual faculty for their achievement and promise as creative scholars.

Teaching Assistantships for Ph.D. students:

1. Top-ranked entering students.
2. Second and third-year students based on class ranking. Ranking is determined by coursework, prelim and field examination scores and timeliness of these examinations. If funds from all departmental sources are insufficient to cover these students, course evaluations and any past teaching records will be taken into account when allocating support.
3. Continuing students past the third year making good progress. These students are required to have attempted to obtain outside funding. Progress in the program and any past teaching records will be taken into account.
4. All others.

Teaching Assistantships for M.S. students:

Depending on the number of available TAs and Ph.D. students, some TAs will be offered to continuing M.S. students with excellent course records and course evaluations (if experienced TAs).

ECONOMICS DEPARTMENT GENERAL INFORMATION

SEMINARS, VISITORS, EVENTS

The Economics Department invites many prominent visitors during the academic year to present seminars, meet with faculty and students and share their interests. These visits are announced on the calendar in the main hallway outside of 401 E2. Announcements will also be mailed out electronically.

GRADUATE OFFICES/MAILBOXES

Graduate students have assigned office space in one of several designated offices. Each student is issued an office key. Keys are available from the Economics Department Assistant in 401 E2. A \$25.00 fee will be charged if the keys are not returned within a month of graduation. Your student ID card will allow you access to the E2 building after regular business hours and on weekends. Students can receive messages and make local telephone calls from their office. Graduate students have mailboxes in 410 E2. It is important that students check their mailboxes regularly.

UCSC EMAIL & COMPUTER ACCOUNTS/COMPUTER FACILITIES

Statistical and software packages used in graduate level courses are exclusively available to graduate students. The campus computer center (ITS), located in the Communications Building, provides services to students and maintains student computer accounts. ITS accounts (also known as "email accounts", "unix accounts", "athena accounts", or "network id's") give students access to services such as email, modems, personal web pages, and narrative evaluations. To register for an ITS account, go to <http://my.ucsc.edu>. Read the information carefully. You will need your UserID and password and can register from any computer. For help, contact the ITS Help Desk at help@ucsc.edu. Many students prefer to use other email providers as their primary address. Instructions on forwarding your ITS accounts are available online as well.

GRADUATE STUDENT ASSOCIATION - <http://www2.ucsc.edu/gsa/>

The GSA promotes your general welfare through administrative representation and is responsible for the promotion of extracurricular activities on campus. Each department elects a representative to the GSA Council, who coordinates graduate student activities and funding. Please let your classmates know if you are interested in being the GSA representative. Monthly flyers announcing GSA meetings and activities are sent to graduate student mailboxes. The GSA Office is located in the Graduate Student Commons and can be contacted at gsa@ucsc.edu.

CAMPUS PUBLICATIONS & RESOURCES

UCSC CATALOG - <http://reg.ucsc.edu/catalog/index.html>

The online UCSC Catalog is the campus' document of record and is revised annually. The online catalog contains a complete list of academic programs and concentrations, graduate and undergraduate. It also includes advising and support services information, research programs, facilities, the ten residential colleges and student life, undergraduate admissions, expenses and financial aid, and graduate education (including admissions, expenses, and financial support). Courses offered at UCSC are described in detail as well as teaching staff and their academic qualifications.

GRADUATE DIVISION GRADUATE STUDENT HANDBOOK

<http://www.graddiv.ucsc.edu/regulations/handbook.php>

The Graduate Division's Graduate Student Handbook is published annually and available online. It is a compilation of useful UCSC information, and graduate student requirements and regulations. Appendices include Academic Senate Bylaws pertaining to the Graduate Council, Graduate Division Regulations of the Santa Cruz Division of the Academic Senate, and Charter and Bylaws of the UCSC Graduate Student Association.

GRADUATE DIVISION TA INFORMATION

This handbook includes general teaching and practical suggestions for the classroom and covers issues such as teaching preparation, discussion/review sessions, evaluating student progress, social awareness and responsibility, and getting feedback on your teaching.

CAMPUS DIRECTORY - http://www.ucsc.edu/about/find_people.asp

The Campus Directory, updated annually by the Office of Telecommunications, contains information about UCSC campus organizations in addition to staff and faculty office and home (sometimes) addresses, numbers, titles, and emails.

SCHEDULE OF CLASSES - <https://pisa.ucsc.edu/prd/sr0060/>

The Schedule of Classes is available on the Registrar's Office website. It lists details about registration, enrollment, the administrative calendar, finals, academic programs, telephone listing and orientation in addition to the listing of courses scheduled each quarter. **It also lists the information, instructions, and call numbers you will need to enroll each quarter**, with the exception of special enrollment numbers used for independent study courses. These special numbers are available from the Graduate Programs Coordinator.

UNDERGRADUATE STUDENT HANDBOOK - <http://econ.ucsc.edu/Ugrad/index.shtml>

The Economics Undergraduate Student Handbook is revised annually by the Economics department staff and contains information about undergraduate requirements and rules, field studies, the Pathway program in Applied Economics, teaching assistants, a listing of Economics faculty and staff, and all Economics courses for the current year. The handbook is another useful tool when undergraduates ask for advice during office hours.

THE NAVIGATOR - <http://reg.ucsc.edu/navigator/>

The Navigator, updated annually by the Offices of the Registrar and Student Services, is a directory of academic and student services for undergraduates. For a TA counseling undergraduates, this book is indispensable. It includes information about academic and administrative procedures, student services and student life - the nuts and bolts of getting through UCSC as an undergraduate.

GRADUATE STUDENT COMMONS - <http://www2.ucsc.edu/gradcommons>

The Graduate Student Commons is UCSC's graduate student center, in the heart of campus across from the Bay Tree Bookstore. Designed, funded, and run by graduate students, the Grad Commons provides a central hub for grads on campus for meeting, studying, getting information, checking email, working, or even taking a break.

The Graduate Student Association (GSA) and the Grad Commons Governance Board offices are located on the second floor. The Grad Commons hosts events throughout the year. For more details, check out their website.

ECONOMICS FACULTY – <http://econ.ucsc.edu/Faculty/index.shtml>

Detailed information on the faculty, including office and telephone number, email address, and areas of interest, is available on the Economics webpage.

ECONOMICS STAFF - <http://econ.ucsc.edu/staff.shtml>

Detailed information on the department staff, including office and telephone number, and email address is available on the Economics webpage.

ECONOMICS GRADUATE STUDENTS – <http://econ.ucsc.edu/Students/phd.shtml> & <http://econ.ucsc.edu/Students/Ms.shtml>

Names and UCSC email addresses for all Economics Ph.D., M.S., and Pathway students are available on the Economics website.

CAREERS IN ECONOMICS

Economics is widely recognized as a solid background for many jobs and professions in areas such as academia, business, government, market research, teaching, insurance, consulting, and banking and finance. Economics majors pursue all sorts of careers after completing their degrees, and very often they are not in positions titled "economist".

The following are some websites that provide information on economics, careers and searching for internships and permanent positions.

Economics

- Resources for Economists on the Internet - <http://rfe.org/>
- American Economics Association - <http://www.vanderbilt.edu/AEA/>
- EDIRC (Economics departments, institutes, research centers worldwide) - <http://edirc.repec.org/index.html>

Careers

- Careers in Economics - <http://www.mhhe.com/economics/sharp/student/careers.mhtml>
- National Association of Business Economists - <http://nabe.com/careers.htm>
- Careers in Economics, Titles - <http://www.uncwil.edu/stuaff/career/Majors/economics.htm>

Job Search

- Board of Governors - <http://www.federalreserve.gov/>
(You can go to each of the 12 Federal Reserve Bank homepages to check their job listings.)
- Federal Government Jobs - <http://www.usajobs.opm.gov/>
- Job Openings for Economists - <http://www.aeaweb.org/joe>
- Occupational Outlook Handbook – U.S. Department of Labor - <http://stats.bls.gov/oco/home.htm>
- A Guide and Advice for Economists on the Job Market - <http://econ.ucsc.edu/Students/jobs.shtml>

CAREER SERVICES

UCSC Career Center - <http://www2.ucsc.edu/careers>

Graduate Student Commons

The UCSC Career Center provides a variety of career services to current students and alumni. Some of the services include:

- Fully trained and dedicated graduate student career counselor available for career counseling and advising
- Workshops on Choosing A Career, Job Interviewing Techniques, Networking, The Job Search Process, Work Opportunities Abroad, and Resume/Cover Letter Writing
- Skills Assessment and Career Counseling
- Job Listings online for internships and professional positions via Slugtrak.com (Must be a current student and registered with the Career Center to access this service.)
- Panel Discussions
- Resource Library
- On-campus corporate recruiting
- Department website with information specifically for students at the graduate level
- Access to the UCB job listings (Must be referred by the Career Center to access this service.)
- CAN (Career Advice Network) - UCSC alumni who have agreed to help and advise UCSC students on careers and share their own experiences in the job search.

Economics Department - <http://econ.ucsc.edu>

The Economics department staff and faculty can provide graduate students with information on potential career paths.

We offer the following services to our students:

- Electronic postings of any job-related information we receive
- Student resumes online on department website
- Information on Economics alumni for networking purposes
- M.S. alumni guest speakers who discuss their careers and experiences in the work world
- For Ph.D. students on job market: Interviewing workshop and fall mailing to economics departments within U.S.
- Helpful links on department website related to economics and careers

STUDENT PLACEMENT

Ph.D. Program

During 1998-2005, graduates of the program have taken positions at the IMF, the U.S. Treasury, the Bank of Canada, the Swiss National Bank, the Reserve Bank of Australia, the World Bank, the Central Bank of Chile and tenure track academic appointments at the University of Georgia, Portland State University, Bates College, Claremont University, Maryville College, the University of San Francisco, the University of Hawaii, Singapore Management University, Westminster College, Brandeis University, the University of Wisconsin, Ryerson University, the University of Alberta, Indiana University, Mount Holyoke College, the University of London, the National Dong Hwa University and the Singapore Management University.

The Ph.D. job market recruitment season for new Ph.D. economists follows a regular cycle that begins in the fall and extends through to the spring. For details about the job market, please refer to the department website <http://econ.ucsc.edu/Students/jobs.shtml>.

M.S. Program

The M.S. program provides two years of analytical graduate training that prepares students for careers in academia, business, international and domestic banking, consulting firms, government, and nonprofit organizations. Recent graduates of the program have found employment with a wide range of public and private sector employers, including KPMG, Hitachi Data Systems, Costco Wholesale, Citigroup Global Markets, Inc., Surf Control, Inc., Working Partnerships, USA, Household, Inc., Visa USA, Inc., Providian Financial, Deloitte and Touche, MRW & Associates, and Menlo Technology Group. The department provides various services to assist students in their job search including posting student resumes online, providing

information on alumni for networking purposes, and electronic postings of all job-related informative received by the department. It is the responsibility of the students seeking employment to fully utilize and take advantage of all the career services provided by the campus Career Center, including workshops, career counseling, and Slugtrak.com, their online job listings system.

ACADEMIC & ADMINISTRATIVE CALENDAR 2007-08

<http://reg.ucsc.edu/calendar>

It is your responsibility to pay fees, enroll in classes, and file petitions before the deadlines listed on this calendar.

USEFUL WEBSITES

For a complete listing of on-campus web addresses, please see: http://www.ucsc.edu/resources/alpha_index.asp.

UCSC Campus

- * BayTree Bookstore - <http://slugstore.ucsc.edu>
- * Career Center - <http://www2.ucsc.edu/careers/>
- * Career Advice Network (CAN) - <http://www.careercenter.ucsc.edu/can/>
- * Cashier's Office – Student Business Services - <http://sbs.ucsc.edu/index>
- * ITS - <http://its.ucsc.edu/>
- * Center for Teaching Excellence - <http://ic.ucsc.edu/CTE/index.html>
- * Child Care Services - <http://www.housing.ucsc.edu/housing/child1.html>
- * Counseling and Psychological Services - <http://www2.ucsc.edu/counsel/>
- * Course Catalog - <http://reg.ucsc.edu/catalog/>
- * Enrolling in Courses - <http://reg.ucsc.edu/soc/2078/enrollment.htm>
- * Fees - <http://reg.ucsc.edu/Fees/fees/html#gradFees>
- * Financial Aid - <http://www2.ucsc.edu/fin-aid/>
- * Graduate Studies and Admissions - <http://gradstudies.ucsc.edu>
- * Graduate Student Association - <http://www2.ucsc.edu/gsa/>
- * Housing - Family Student Housing <http://www.housing.ucsc.edu/housing/family.html>
- * Graduate Student Housing - <http://www.housing.ucsc.edu/housing/graduate.html>
- * Community Rentals Program (off campus) - <http://www.housing.ucsc.edu/housing/offcampus.html>
- * Office of International Education - <http://oie.ucsc.edu>
- * International Services for Students and Scholars (ISSS) - <http://oie.ucsc.edu/is3/index.shtml>
- * McHenry Library - <http://library.ucsc.edu/mchenry/index.html>
- * Maps - <http://maps.ucsc.edu/>
- * Registrar - <http://reg.ucsc.edu/>
- * Schedule of Classes - <http://reg.ucsc.edu/soc/>
- * Sexual Harassment - <http://www2.ucsc.edu/title9-sh/>
- * Student Affairs Division - <http://studentaffairs.ucsc.edu>
- * Student Health Center - <http://www2.ucsc.edu/healthcenter/>
- * Student Services - http://admissions.ucsc.edu/student_services.cfm
- * Transportation and Parking Services (TAPS) - <http://www2.ucsc.edu/taps/>
- * UCSC Campus Virtual Tour - http://www.ucsc.edu/general_info/vtour/

Santa Cruz Community

- * City of Santa Cruz - <http://www.ci.santa-cruz.ca.us/>
- * Santa Cruz County - <http://www.scccvc.org/index.html>
- * Santa Cruz Chamber of Commerce - <http://www.santacruzchamber.org/>
- * Santa Cruz County of Education - <http://www.santacruz.k12.ca.us>