

HANDBOOK
OF
GRADUATE PROGRAM
POLICIES

DEPARTMENT OF
AGRICULTURAL ECONOMICS
AND
AGRIBUSINESS

Academic Year 2005-2006

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FOREWORD

The purpose of this *Handbook* is to provide the student with the information she/he needs to understand the requirements, support, and procedures in the Department of Agricultural Economics and Agribusiness for obtaining the Master of Science degree. Students are expected to read the *Handbook* and be familiar with its contents so far as such contents apply to their studies in the department. However, this *Handbook* is not the only source of information about graduate programs at the University of Arkansas, Fayetteville. The Graduate School publishes the *Graduate School Catalog* annually. The *Catalog* provides additional information about graduate programs on this campus. It also lists all courses that have been approved for graduate credit as well as the requirements of all campus graduate programs. Finally, the Graduate School electronically publishes its own handbook called the *Graduate School Handbook*. It can be accessed at:

<http://www.uark.edu/depts/gradinfo/current/handbook.html>

The *Graduate School Handbook* publishes detailed information on the policies and procedures governing graduate student studies and degree requirements for all graduate students. Neither the *Graduate School Catalog* nor the *Graduate School Handbook* are meant to be read in their entirety by an AEAB graduate student. Those two publications are meant to be used as references for specific questions not covered in this, the *AEAB Handbook*.

HANDBOOK OF GRADUATE PROGRAM POLICIES

INTRODUCTION

The Department of Agricultural Economics and Agribusiness at the Fayetteville Campus of the University of Arkansas offers graduate programs of study leading to the Master of Science (M.S.) degree in Agricultural Economics. Advanced study in Agricultural Economics and Agricultural Business provides students with state of the art knowledge of theory, methods and application in the field. The student becomes better prepared for positions in the dynamic environment of contemporary agribusiness and production agriculture.

Graduate study provides broad, but coordinated, training in either thesis or non-thesis concentrations of study. Such study affords opportunities for bringing together technical information from subject-matter areas both within and outside agriculture for deriving useful recommendations for decision-making at all levels of agribusiness.

Students receive personal attention and guidance in developing and carrying out their graduate program. These programs may be tailored for either a terminal Master's degree with a focus on agribusiness, or as a preparation for additional study leading to the Ph.D. degree.

Degree Programs:

- M.S. in Agricultural Economics (Thesis)
- M.S. in Agricultural Economics (Agribusiness, Nonthesis)
- M.S. in Agricultural Economics (International Agribusiness, Nonthesis) which is a program jointly sponsored with the University of Ghent, Belgium.
- Joint Master of Law in Agricultural Law and Master of Science in Agricultural Economics

The thesis concentration is designed to provide students strong quantitative and analytical skills. These skills are required by many private businesses and public agencies as part of their research and development programs. Typically the thesis program takes two years for the well-prepared

student. The thesis concentration is also excellent preparation for additional study leading to the Ph.D. degree.

The nonthesis concentration offers two focus areas. One focus area is in agribusiness and the other is in international agribusiness. The international agribusiness focus is in partnership with the University of Ghent, Belgium. The agribusiness focus is designed to be completed in one calendar year for students with no deficiency courses. Students selecting the agribusiness focus receive excellent preparation for positions in business, including agribusiness and financial institutions, or as managers of their own business.

The international agribusiness focus is also designed to be completed in one calendar year for students with no deficiency courses. Students spend one semester at UA-Fayetteville and one semester at the University of Ghent as part of the international agribusiness focus. The following summer is spent as an agribusiness intern or working on an agribusiness special problem. This unique international exposure for students enhances their education and development, and is critical since the agricultural sector of national economies increasingly operates within an international environment. This is particularly true for Arkansas and the United States where an increasing percentage of agricultural production is destined for international markets.

Areas of Concentration: agricultural economics, agribusiness, international agribusiness.

Primary Areas of Faculty Research: Agribusiness, agricultural cooperatives, agricultural finance, agricultural marketing, agricultural outlook, agricultural policy, agricultural production, applied econometrics, delta crops (rice, soybeans, wheat, cotton), economic development, farm business management, food policy, food marketing, global marketing, integrated pest management, international trade, managerial economics, market infrastructure and development, natural resource management,

product development, production economics, public finance, risk management.

Specific areas of specialization include:

- Agricultural Business
- Production Economics
- Farm Management
- Agricultural Marketing
- Agricultural Policy
- Agricultural Finance
- Resource Economics
- Agricultural Price Analysis
- International Trade and Development
- Risk Management

In addition to the above areas of specialization, supporting courses are offered in various areas such as:

- Economic Theory
- Monetary and Fiscal Policy
- Applied Econometrics
- Industrial Management
- Technical Agriculture

The Department also participates in a program leading to dual degrees of an M.S. in Agricultural Economics and an LL.M. in Agricultural Law (Appendix A-5).

ADMISSION POLICIES AND PROCEDURES

Graduate study meets a variety of needs, but the main objective of graduate study is the advancement and utilization of knowledge. One of the important prerequisites to graduate work is intellectual maturity. This enables the student to assume the initiative and responsibility necessary for the development of independent and objective thinking, and to comprehend more effectively basic issues and principles as they relate to the student's program of advanced study.

Admission to Graduate School and a Specific Program

Admission to graduate standing or graduate school does not admit a student to a specific graduate degree program. Therefore, in addition to

satisfying the general admission requirements of the Graduate School, the applicant must satisfy the specific requirements and have the approval of the department in which he or she desires to pursue advanced study.

Regular Admission

A graduate from the University of Arkansas, or from an accredited college or university requiring substantially the same undergraduate program as is required at the University of Arkansas, may be admitted to graduate status if the student's grades are well above the average required for the bachelor's degree. In practice, this means either a grade point average of 2.7¹ or above for all work recorded (prior to receiving the baccalaureate degree), or a 3.2 average or above on the last 60 semester hours of undergraduate credit. An applicant lacking the minimum grade-point requirements may be admitted as discussed in the following subsection titled "Conditional Admission."

Admission to the M.S. program first requires that the student be admitted to the Graduate School at the University of Arkansas, Fayetteville. To gain admittance the student should write to the Graduate School Admissions Office, 180 Dickson Street Annex, University of Arkansas, Fayetteville, Arkansas 72701, phone (1-866-234-3957) or the Department of Agricultural Economics and Agribusiness, Room 217 Agriculture Building, requesting application forms for admittance or apply online: <http://www.uark.edu/depts/gradinfo/forms>

If the student desires to be considered for a graduate assistantship, he or she should also request an application for assistantship or obtain them online <http://www.uark.edu/depts/gradinfo/forms/student/appl-gradasst.pdf>

The application to Graduate School, two official copies of transcripts from each college or university the student has previously attended and a check for \$40 (\$50 for international students)

¹A=4, B=3, C=2, D=1, F=0

should be sent to the Graduate School Admissions Office, 180 Dickson Street Annex, University of Arkansas, Fayetteville, Arkansas 72701. The application for assistantship should be sent to the Department Head of the Department of Agricultural Economics and Agribusiness. For assistantship applicants, one set of official transcripts should also be sent directly to the Department in addition to the two submitted to the Graduate School. Students applying for a graduate assistantship should also submit a set of scores on the Graduate Record Exam (verbal, quantitative and analytical-written).

Conditional Admission

If an applicant does not meet the above criteria for regular admission to the Graduate School, the applicant may be admitted, with the approval of the Department Head and the Graduate Dean, on a 12 hour conditional admittance. To gain conditional admission the student must take one of the following: (1) the verbal, quantitative and analytical-written sections of the Aptitude Test of the Graduate Record Examinations (GRE), (2) the Miller Analogies Test (MAT) or (3) the Graduate Management Admissions Test (GMAT). In addition, the applicant's undergraduate grade point average on all undergraduate course work must be between 2.5 and 2.69.

To remove the conditional admission and achieve regular graduate school admission status, the student must earn a "B" (3.0) average on the first 12 hours of graduate-level work taken for the degree program. If the student has deficiencies (lacks one of the prerequisite courses listed in Appendix A-1), the student must achieve a "B" (3.0) average in the deficiency courses as well as getting a 3.0 average on the first 12 hours of graduate-level work. Furthermore, the Department Head must file with the Graduate Dean a letter recommending that the student be given regular status and that the student be continued in that program of study leading to a graduate degree.

Admission of International Students

Any international student, including resident aliens, whose native language is not English and

who does not have a bachelor's degree from an accredited U.S. graduate school, is required to submit a minimum score of 550 (paper-based) on the Test of English as a Foreign Language (TOEFL) or 213 on the computer-based TOEFL. The test must have been taken within the two years immediately preceding the requested semester of admission. Any international student who is a resident alien should submit a copy of the Resident Alien card along with an Application for Admission.

An international student must meet the requirements for regular admission status (see the section on Regular Admission). Further, all international students must be accepted into programs of study leading to a graduate degree. In addition, international students are required to submit satisfactory evidence of adequate financial support. International students requesting consideration for a graduate teaching assistantship must also submit satisfactory scores on the Test of Spoken English (TSE) or an alternative specified by the Graduate School. For more information for international students, consult the University of Arkansas International Admissions Office, 747 West Dickson Street #8, University of Arkansas, Fayetteville, AR 72701. <http://international.uark.edu/> or iao.uark.edu

Departmental Admission Policy

Unconditional admission into the graduate program in Agricultural Economics and Agribusiness requires that the applicant gain admission to the Graduate School and have passed courses related to the proposed field of study with approximately a "B" average. (These courses are listed in Appendix A-1).

An undergraduate degree in Agricultural Economics or Agribusiness is excellent preparation for graduate study in the respective fields. However, students with undergraduate degrees in other disciplines often are successful graduate students in agricultural economics or agribusiness. Therefore, in addition to the criteria set forth by the Graduate School for general admittance, the Department has specific course requirements as set forth in Appendix A-1 depending on the program of study in lieu of a

specific under-graduate degree. Any student lacking these courses is required to take them, and such course-work does count towards fulfilling the specific course requirements of the master's degree. Students must obtain approximately a "B" (3.0) average on deficiency courses so designated at the time of notification of admission to the program. In lieu of taking a course in an area where the student is deficient, the student may challenge the course by requesting the Chair of the Graduate Programs Committee (GPC) to arrange an examination of their knowledge of the deficient area.

FINANCIAL SUPPORT

A limited number of graduate assistantships are available in the Department and are awarded on a competitive basis to qualified graduate students. Financial assistance in the form of part-time hourly employment may also be available to selected graduate students depending on the availability of funds. Students receiving financial assistance of either form accept a responsibility to participate in the research program of the Department by carrying out supervised research on their thesis project and/or on other research assigned by their thesis advisor and/or assistantship supervisor. Assistantships and hourly employment are normally awarded on a half-time basis and require that students devote themselves to these research efforts for 20 hours per week. Assistantships are normally not granted to students with a cumulative grade point average of less than 3.0 on a 4.0 scale for their undergraduate program. Students must take the verbal, quantitative and analytical-written sections of the Graduate Record Exam as part of applying for a graduate assistantship. Moreover, such appointments are not normally made to students initially entering the program with more than 6 hours of deficiencies. A student receiving a research assistantship must write a thesis unless otherwise permitted by the Department Head.

Graduate assistantships in research are appointed positions and are normally granted for four

semesters.² The stipend for a one-half time graduate assistantship in research is currently at the rate of \$11,000 per year until a student satisfactorily (3.0 grade point average) completes 15 hours of his/her graduate courses. The stipend then rises to \$11,500 per year. Graduate assistants are also eligible for University sponsored health insurance. As a fringe benefit, the University pays 60% of the cost of the health insurance for the student. Graduate students appointed to graduate assistant positions in research of one half-time or more are granted waivers of in and out-of-state tuition (if applicable) in addition to the stipend paid for the appointment.³ All other fees, for example the health fee, activity fee and HPER fee (recreational facility), must be paid by the student.

²Graduate research assistantships typically provide support during the summer months such that assistantships commencing financial support in May or August will provide support for 24 months or until the completion of the program requirements, whichever comes first. Assistantships commencing in January are terminated at the latest by the end of the December semester two years hence. Teaching assistants receive no financial support during the summer. Research assistants who elect not to be paid during a summer cannot extend the 24 month support limit by the months not paid without permission by the Head. Graduate assistants may be terminated in fewer than 24 months if all the work requested by the superior is completed.

³Typically the department will pay for no more than 37 hours of tuition for a graduate assistantship except where necessary to fulfill visa requirements for international students on assistantship. Students on assistantship must receive prior approval from their academic advisor and the graduate committee chair before enrolling in courses.

If the student has completed all course requirements including thesis hours before finishing the thesis and using up the four semesters of support, they will be removed from appointment and paid at an hourly rate equivalent to \$11,500 a year on a half-time basis. Students who enroll in a course and then drop it after the tenth day of the semester (or equivalent deadline for a summer course) will be deemed to have taken this course for the purpose of the maximum number of hours the Department will support since the Department must pay the tuition even if the course is dropped after the tenth day of the semester (or equivalent deadline for summer).

Graduate assistantships in teaching are also available but on a more limited basis. These are nine-month appointments currently at the rate of \$9,130 for the period. These assistantships also include waivers of in and out-of-state tuition although not for the summer months when the student is not actively serving as a teaching assistant. Teaching assistantships can extend up to four semesters but are normally for two semesters. Students supported exclusively as teaching assistants can select either the thesis or non-thesis (agribusiness) concentration. The stipends for assistantships may be adjusted annually as with all salaries at the University. Teaching assistants are also eligible to participate in the University sponsored health insurance program.

The forms needed to apply for financial assistance may be obtained by contacting the Department of Agricultural Economics and Agribusiness, University of Arkansas, AGRI 217, Fayetteville, Arkansas 72701 or via the internet. Applications for assistantships should be received in the Department by March 1 for the following Summer or Fall semesters and by October 1, for the following Spring Semester. Students applying for assistantships should send application-for-admission materials to the Graduate School one month in advance of these deadlines. The graduate assistantship applications are not complete until three letters of reference on the forms provided with the application are received into the Department.⁴ Assistantships can only be granted to students already accepted into the Graduate School.

All graduate students on an assistantship must maintain a 3.0 grade point average on *all* graduate work attempted and display satisfactory progress in their research program or teaching duties in order to remain on appointment. Students hired on an hourly basis are reviewed periodically on the basis of their academic and work performance. Hourly financial assistance received by students is in return for work on departmental research projects or other assigned duties. Students who

have received only hourly assistance may choose either the thesis or non-thesis concentration.

GENERAL REQUIREMENTS FOR THE MASTER OF SCIENCE DEGREE

General requirements for the degree of Master of Science in Agricultural Economics are:

1. 31 semester hours and a thesis, or 31 semester hours without a thesis. Under the thesis concentration, 6 of the 31 hours are for thesis credit. The various course requirements for the thesis and non-thesis concentrations are in Appendices A-2, A-3 and A-4.
2. A comprehensive oral examination for thesis students; a comprehensive written exam for nonthesis students.
3. A cumulative grade point average of 2.85.
4. Minimum residence of 24 weeks.
5. A grade of "D" or "F" in a course means that course does not count toward the 31 hour requirement.
6. All graduate students are reviewed annually for satisfactory progress in May using the form in Appendix H.

Program of Study

Under ordinary circumstances, enrollment in courses for the graduate programs, including undergraduate courses, is limited to 18 hours for any one semester. Students on graduate assistantships may not ordinarily enroll for more than 10 hours nor fewer than 6 hours during a regular semester.⁵ However, a student may enroll for up to 15 hours with the approval of the Department Head. During the summer a student on assistantship may enroll for up to 6 hours and these hours may consist of thesis hours. A student not on assistantship may enroll for up to 6 hours per 6 week session in the summer and up to 18 hours per semester during the academic year. During each regular academic year semester of a student's

⁴Students applying for only teaching assistantships are not required to submit Graduate Record Exam scores or letters of reference.

⁵Students with Teaching assistantships may take up to 12 hours without special permission.

enrollment they must attend AGEC 5011 and be enrolled in AGEC 5011 in their last semester.⁶

To be admitted to candidacy for a degree, a student must have been unconditionally admitted to graduate standing, and must have been approved by the major professor (academic advisor) and the Dean of the Graduate School for his particular major. The minimum pre-requisite is 12 semester hours of graduate credit over and above any entrance deficiencies or conditions.

A student who writes a master's thesis must register for this work, and the total registration for thesis credit must be equivalent to at least six semester hours of course work.

A student may be dropped from further study in the Graduate School if at any time their performance is considered unsatisfactory. The typical indicator of unsatisfactory performance is a cumulative grade point average less than 2.85 for 15 or more graduate course hours after having been warned in a previous semester that their cumulative graduate GPA is below 2.85.

Residency Requirements

The candidate must be in residence a minimum of 24 weeks. A total of 12 weeks of residence or 12 semester hours of approved study may be accepted for residence credit from the University of Arkansas off-campus graduate Resident Centers. Acceptance of transferred credit does not reduce the minimum residence requirement of 24 weeks.

All requirements for a master's degree must be satisfied within six consecutive calendar years from the date studies begin. A student does not need to be formally enrolled the semester of the thesis defense.

Transfer Credits

The University of Arkansas will permit students to transfer up to 6 hours of graduate credit from

⁶This requirement is waived for students taking four 3 unit courses when at least three of these courses are deficiencies or there is a time conflict with a required class.

another recognized graduate school in the United States as part of their master's program, provided that the grades on the courses are "B" or better and the subjects are acceptable to the Department. This does not, however, reduce the minimum requirement of 24 weeks' residence for the master's degree as set by State law.

Comprehensive Examinations

As stated earlier in this section, the candidate must take a comprehensive written or oral examination. The oral examination, which is for thesis students only, is conducted by the major academic advisor and a committee approved by the Dean of the Graduate School.

Non-thesis students must pass a comprehensive, two hour written exam. For the Agribusiness focus the subject areas of the exam are: management, finance, marketing, policy, economics and methods. Students are required to answer two of the three questions from the management, finance and marketing areas and two questions of three in the areas of policy, economics and methods. The exam is given in April, August and December as needed. If possible, the examination will be graded within a week. The possible grades are: (1) pass, (2) potential pass and (3) fail. Students receiving a potential pass may rewrite the marginal or failed areas on another examination that will be given three weeks after the original examination. Students who fail the exam will have to wait until the next regularly scheduled examination.

Grade Point Average

In order to receive a master's degree, a candidate must have a cumulative grade-point average of not less than 2.85 for graduate work in the degree program not including thesis units. Failing to earn such an average on the minimum number of hours, the student is permitted to present up to six additional hours of credit in order to accumulate a grade-point average of 2.85; but in no case shall a student receive a degree who is obliged to take more than six additional hours of credit beyond the minimum. In the computation of grade point, all courses pursued and completed in this insti-

tution for graduate credit while in the degree program of this Department (including any repeated courses) shall be considered.⁷ A student who repeats a course in an endeavor to raise his or her grade must count the repetition toward the maximum of six additional hours.

DEPARTMENTAL REQUIREMENTS AND PROCEDURES

Advisors and the Student's Examination Committee

Upon entering the program a student will be assigned a temporary academic advisor. If the student has an assistantship the advisor will direct both the work under the assistantship as well as serving as the academic advisor. After the first semester, students should identify a faculty member to serve as their permanent academic advisor. Usually this faculty member serves as both their thesis advisor and academic advisor. If the student is a graduate assistant in research, the thesis advisor will also direct the research to be done under the assistantship. In most instances this research will coincide with the research being performed for the thesis. If the student has a graduate assistantship and is teaching, then the thesis, academic or work (teaching) advisors need not necessarily be the same person.

It is possible for the academic and thesis advisor to be different persons but this is usually not the most efficient arrangement. It is to be emphasized that the temporary academic advisor is exactly that. There is absolutely no intention that students should make that person their permanent academic or thesis advisor. If the student chooses to do so, that is fine, but the student is equally free to select any other faculty member.

For the purposes of the final oral examination, the student and their academic advisor must select at least two other members of the faculty to serve on

the student's examination (Masters) committee.⁸ Once the additional two members consent to serve, the committee is submitted to the Department Head for approval. Upon approval the Department Head then recommends the committee to the Graduate School for approval and notifies the Graduate Program Committee (GPC) of his approval. All subsequent changes in the committee composition must be approved by the Graduate School.

A student should exercise care in selecting a committee. In general it is wise to select faculty members whose areas of expertise complement the other faculty members' areas of specialization in relation to the thesis topic or area of the student's disciplinary emphasis. Moreover, changing a committee once it is formed, or the student's advisor(s), requires the consent of the Department Head as well as the Graduate School. In general such changes are approved so long as they serve to enhance the expertise of the committee for a given area and/or acknowledge the efforts of faculty members' contribution to the student's program of study and research.

Course Requirements

The course requirements for each of the four degree programs are contained in Appendices A-2, A-3, A-4 and A-5. In order for a course to be counted as an elective or for satisfying a course requirement, it must be listed in the *Graduate School Catalog* or have the written consent of the instructor and the student's academic advisor and Graduate School approval. A grade of "C" or higher must be earned for the course to count in the student's program. This written consent should be obtained at the beginning of class; not after the course is completed. Form can now be downloaded at:

<http://www.uark.edu/depts/gradinfo/forms/3&4level.pdf>

⁷The Graduate School also requires a minimum of 2.85 including thesis units if such units are taken and awarded a letter grade.

⁸If the academic and thesis advisors are different persons, the thesis advisor must be a member of the committee. Additionally, faculty members of the committee need not be solely from the Department of Agricultural Economics and Agribusiness.

Students are discouraged from taking numerous 4000 level courses offered by the Department of Agricultural Economics and Agribusiness as electives. 4000 level courses from outside the Department that strengthen the student's field of expertise are acceptable, so long as they are listed in the *Graduate School Catalog*. However, the student may not repeat a course that they have taken as an undergraduate and have it count toward the master's degree. This does not preclude the student from transferring graduate credit from other institutions for courses taken at such institutions while the student had graduate status.

Any alteration of the above required courses or alterations to the Departmental requirements require a petition prepared by the student. See the section on Petitions.

Timetable

All students, whether in the thesis or non-thesis concentrations, will be assigned a temporary academic advisor upon arrival in the department. The advisor will be responsible for assuring that funded students are involved in work for the department commensurate with their level of funding. All graduate students carrying a half-time course load or more (nine hours or more) must commit to a thesis concentration or non-thesis concentration by the beginning of the second regular semester of the master's program. A thesis topic should also be selected at this time if the student elects a thesis concentration. In practice, this means graduate students who enroll for the first time during the summer or at the beginning of the Fall semester are required to "commit" to either concentration by the beginning of the following Spring semester; graduate students who enroll for the first time at the beginning of the Spring semester need to "commit" by the beginning of the following Fall semester. Also, at the end of the first semester, the student must submit a list of those courses that will constitute his/her full course of study for the master's degree. The form naming the advisor is also used for listing the courses. This is the Graduate Program of Study Form in Appendices D-1, D-2 and D-3. This course list is then evaluated by the GPC and approved or dis-

approved. Alterations may be made but must be approved by the advisor and GPC.

In those rare occasions where a change from thesis to non-thesis concentration is requested for a graduate research assistant after a commitment to the thesis concentration has been made, the Department Head, in consultation with the student and the thesis advisor, will determine a satisfactory work agreement for the balance of the student's program.

Special Problem Courses

Not more than six hours of graduate credit may be earned in special problem courses.

Non-Prescribed Courses

Graduate students funded by the department may be permitted by their advisor and the GPC to take up to six hours of coursework beyond prescribed program requirements but within the 37 hour maximum. Courses taken as deficiencies count against the six hours. While the academic and thesis advisors may approve a student to visit (audit) any class, which the faculty members and the student feel is directly applicable to the research areas, *audit hours* should be considered equivalent with *credit hours* in applying the six hour limit.

Thesis Examination Committee

A thesis student, in consultation with his/her academic advisor, shall select the members of the Examination Committee. At this time the title of the thesis should also be selected. These selections should be completed at least one semester prior to the comprehensive oral examination. The names of the Examination Committee members and thesis title must be submitted to the Department Head and to the Dean of the Graduate School for approval at least three months prior to the comprehensive oral (see Appendices B-1, B-2 and B-3 for the forms required for satisfying this requirement). Students who are following the thesis concentration should complete all of these forms (even though the committee members may be the same). Non-thesis concentration students need only complete the form shown in Appendix B-3. And the current GPC members, in addition

to their Academic Advisor, shall be the examination committee. *A duplicate of these completed forms should be submitted to the Chair of the Departmental Graduate Programs Committee to be deposited in the student's file.*

Thesis Problem Selection

Although work on the thesis is the student's responsibility, he/she can expect guidance from his/her thesis advisor in selecting a topic. Formulation of objectives and procedures and the writing of a formal project proposal are important parts of the student's training. It is recommended that a project proposal be developed by the student under the direction of his/her thesis advisor and submitted to the thesis examination committee for approval prior to execution of the study.

Format for Reporting Thesis Research

There are two methods for reporting thesis research. One method is a formal document which outlines the nature of the original research undertaken, methodology utilized, literature consulted, results obtained, and their implications. Use the format from the *American Journal of Agricultural Economics* when submitting a formal thesis document. An alternative is to write the thesis in a form more readily suitable for submission to a refereed academic journal or publication published by the Arkansas Agricultural Experiment Station as a bulletin, report series, special report, or research series. In writing the publication-oriented thesis, the student should have a particular publication outlet in mind and write the thesis so that preparation of the thesis for a publication can be done expeditiously.

In addition, the reporting of the thesis research should not be considered complete until the student has produced (1) a manuscript summarizing either the major findings of the study or some aspect of the study such that the manuscript would be suitable for publication in an Arkansas Agricultural Experiment Station outlet, or (2) a manuscript worthy of submission for presentation to a regional or national group of scholars at academic meetings. For example, the annual meetings of the American Agricultural Economics Association or Southern Agricultural Economics

Association, would be acceptable scholarly meetings. The thesis advisor shall determine when such a manuscript is satisfactory.

Thesis Title

The title of the thesis must be filed in the Graduate School Office at least three months prior to the date of the comprehensive examination (see Appendix B-1 for form) as indicated above in the section on the Examination Committee.

Thesis Development

When the thesis advisor believes that the thesis is in a form suitable for defense, copies shall be circulated to all members of the candidate's examination committee. *A cover letter or e-mail from the advisor will designate this copy as the official reader's copy and will state the time and location of the final oral exam.* Copies of this letter must be simultaneously sent to the Chair of the GPC and Department Head. No committee member will be expected to accept the readers' copy of the thesis later than *three weeks* prior to the scheduled examination date. Also, this committee must receive the thesis at least *three weeks* before the degree is to be conferred.

It is expected that major suggestions of committee members will be incorporated into the thesis, subsequent to the examination. *Nonetheless, it is the responsibility of the student and the thesis advisor to see that the readers' copies are in acceptable final form prior to distribution to the examination committee.* The student's examination committee will decide on the acceptability of the completed thesis with regard to content and style after guidelines and requirements by the Graduate School have been met.

The final oral examination should be scheduled at least one month prior to planned departure from the campus. This allows the student to have an opportunity to incorporate any final comments from the examination committee into the thesis and to submit the final two copies of the thesis to the Graduate School for review.

Examination

For students selecting the thesis concentration, an oral examination will be administered by the candidate's examination committee after the thesis is deemed suitable for defense by the thesis advisor and all course requirements are fulfilled. The examination shall deal primarily with the student's thesis. However, any topic covered in the student's course of study is appropriate for the examination.

At the time of the oral examination it is the duty of the academic advisor to verify that the candidate has satisfied all the course requirements for the M.S. degree. In addition, the thesis advisor or committee chair shall bring the candidate's departmental file containing grade reports, undergraduate transcripts, and letters of admission to the oral. This file shall be circulated among the members of the examination committee. At the end of the oral, a vote is taken by the examination committee.

The committee can reach three verdicts: pass, recess, and fail. A pass can be conditional on the student making suggested changes in the thesis that will be verified by the thesis advisor and/or the examination committee. The recess verdict requires the student to revise the thesis and/or review and study relevant material for a continuation of the examination at a later date. The fail verdict means that the student is dismissed from the program immediately and not awarded a degree. A verdict is determined by a simple majority. In the event of a tie, the recommendation of the thesis advisor shall be the verdict. In the event of no majority or a tie, the Head shall meet with the examination committee and then determine either a verdict or an alternative course of action such as reconstitution of the committee and a consequent reexamination of the candidate. *The academic advisor is responsible for reporting the decision of the committee to the Graduate School.*

Completion of Thesis

It is the responsibility of the student and the thesis advisor to assure that suggestions arising from the oral examination be satisfactorily resolved. Once the thesis advisor is satisfied with the thesis, the advisor will sign the Record of Progress in Appen-

dix C-1. Two copies of the thesis on 100% bond paper in final, completed form shall be submitted to the Graduate School which will submit it to Mullins Library. Completed forms including the *Thesis Duplication Release, Approval Sheet for Master's Thesis, Library Transmittal Form* (available for downloading at www.uark.edu/depts/gradinfo/forms/ and an *Intellectual Property Disclosure* and an *Abstract* should accompany these Library copies of the thesis. All students are asked to submit theses in covered boxes. This information is available in the "Guide For Preparing Theses and Dissertations" available for downloading at www.uark.edu/depts/gradinfo/current/ThesisGuide.html

Two copies of the thesis on 25% cotton bond in final, completed form shall also be given to the Graduate Secretary for deposit in the Department files. Upon deposition in the Department files it is the duty of the student to transfer copies of relevant computer files and documentation to the Head of Computer Support. The Exit Check-off, Appendix C-2, will not be signed until this is done.

ADDITIONAL INFORMATION FOR GRADUATE STUDENTS

Evaluation

Each graduate student's progress is reviewed at the end of each semester and at the end of the summer by his or her academic advisor. This review of progress on research as well as review of academic progress is an integral part of maintaining an effective graduate program. The academic advisor shall inform the Department Head of any serious problems. The Head may, at the Head's discretion, refer the matter to the GPC for advice. In addition, an annual review as prescribed by the Graduate School is performed each May in accordance with the procedures in Appendix H.

Absences

Students receiving financial support are expected to maintain regular office hours as established for other staff members. Funded students are expected to furnish their class schedules to the

Graduate Program Secretary and their advisors. The consolidated schedules received from the graduate students are provided for the Department Head, and Chair of the Graduate Program Committee.

If duties or other matters require an extended absence from the office during regular working hours, the graduate student is expected to notify the Department Head and/or Graduate Program Secretary of such absence, the nature of the absence and how he/she can be reached in case such should be necessary. Funded graduate students are considered junior staff members and are required to observe the experiment station work schedule even when classes are not in session e.g., spring break and summer months.

Access to Research Computer Laboratory

Graduate students may use the Computer Laboratory, AGRI 218, during normal office hours throughout their studies.

Assignment of Office Space

The Chair of the Graduate Programs Committee is responsible for the assignment of office space to graduate students. Funded assistantship students have first priority then seniority in the graduate program receives second priority in assignment of office space. Students interested in moving from their presently assigned space to a vacancy should contact their graduate student representative. Furniture is not assigned to the graduate student, but to the space in which it is located.

Secretarial Assistance

Secretaries in the Department will (on a time-available basis) type the following items for all funded graduate students: (1) official letters; (2) schedules and forms used in the collection of data. In addition, secretaries will type such other materials for funded graduate students as the student's academic or thesis advisor shall approve but this does *not* include the thesis proper unless such material is an integral part of the advisor's research activities.

Travel

All requests for permission to travel will be initiated by the student's academic or thesis advisor and then given to the Accounting Assistant for typing. In submitting travel requests for typing, students must use the office forms provided for this purpose.

Requests for permission to travel on University funds should be turned in *two weeks prior* to the date travel is to begin.

Travel reimbursement forms should be completed upon return from travel and given to the Accounting Assistant for typing. Any off-campus travel by a graduate student on official University/ Department business must be approved by the Department Head. Forms are available from the Accounting Assistant to secure such approval.

Petitioning

Invariably situations arise that are not explicitly covered by Departmental rules and regulations. Additionally, a student may request a variance to a given rule. To receive consideration for such requests, a student should prepare a petition stating his/her case. The student's academic advisor will indicate concurrence or non-concurrence on the petition. The petition is reviewed by the GPC and a recommendation by the GPC is made to the Head. The Head's decision is binding.

Orientation

The Department conducts an orientation meeting for new graduate students prior to the first full week of classes in the Fall and Spring semesters. The departmental orientation program acquaints the student with the many professional and social facets of graduate student life. Presentations are given by various department personnel.

The Head and/or Chair of the GPC welcomes new students to graduate studies at the University of Arkansas, followed by an overview of the graduate program. The Secretary for the GPC discusses payroll, terms of employment, specific forms, office space and other pertinent issues pertaining to their relationship with the main office. The Head of Computer Support in the Department discusses the use of the Computer Lab and

facilities in the Department and the University. The representative of the Graduate Student Association (GSA) explains the function of the GSA and activities of the upcoming semester.

Frequently asked questions:

- a. Where can I get a copy of the Graduate School Catalog?

One is handed out during orientation. Additional ones can be obtained from the Graduate School, Ozark Hall, Room 119 or downloaded at:
<http://www.uark.edu/depts/gradinfo/prospective/catalog/index.html>.

- b. Is it important that I attend the orientation meeting?

Yes! One of the important features of the orientation meeting is that many of the questions that you will likely have as a first semester graduate student will be addressed. For example, we point out that students on assistantship are generally prohibited from taking more than 10 hours.

- c. The Graduate School conducts an orientation the week before instruction in the fall. AEAB students are encouraged to attend.

Registration

The university regulations regarding registration are found on the web at:

www.uark.edu/registrar/classes/Reginst.html
 Before registering for classes your first semester, you should consult your temporary advisor. This faculty member will assist you in planning and completing your first registration. Also, a senior graduate student is assigned as a big brother/big sister for additional assistance.

The load for a graduate student holding a graduate assistantship is 6 hours (minimum) and 10 hours (maximum) per regular semester (teaching assistantships can take up to 12 hours) and 3 hours for summer school (research assistantship only).

For semesters following your first registration you are encouraged to register during advance registration week (usually the last week of November for spring and first week of April for summer and fall terms). If you are on assistantship, you must submit your total number of enrollment hours to the Secretary of the GPC so that a tuition waiver form can be processed for you. (The student still must pay the fees, but not the tuition).

APPENDIX A-1

Pre-Requisites for the Master of Science Degree in Agricultural Economics

A number of pre-requisite courses may be assigned as deficiencies for applicants who have not had training in specified areas. Pre-requisites for the thesis-track are higher than those for the non-thesis tracks (agribusiness, international agribusiness, joint law) and reflect a more quantitative and theoretical emphasis.

Pre-requisite courses for admission into the M.S. program in agricultural economics

<u>Thesis-Track Pre-requisites (semester hours)</u>	<u>Non-Thesis Track Pre-Requisites (semester hours)</u>
<ul style="list-style-type: none"> • College Algebra, 3 hrs • Survey of Calculus or above, 3 hrs • Statistics, 3 hrs • Intermediate Microeconomic Theory, 3 hrs • Intermediate Macroeconomic Theory, 3 hrs • Farm Mgt or upper level management, 3 hrs • Agric Marketing or upper level marketing, 3 hrs • Humanities and/or Social Sciences, 6 hrs 	<ul style="list-style-type: none"> • College Algebra, 3 hrs • Finite Math or Survey of Calc or equivalent, 3 hrs • Statistics, 3 hrs • Microeconomic Principles or equivalent, 3 hrs • Macroeconomic Principles or equivalent, 3 hrs • Farm Mgt or upper level management, 3 hrs • Agric Marketing or upper level marketing, 3 hrs • Introductory Accounting or equivalent, 3 hrs

Note: "Upper level" and "intermediate" refers to junior and senior level classes. "Principles" courses are typically lower level (freshman, sophomore) courses.

Applicants who are assessed these pre-requisite courses as deficiencies will be required to enroll in these courses early in their M.S. program. Deficiency courses typically lengthen the time to complete the M.S. degree and they do not count for graduate credit.

APPENDIX A-2

Requirements for the Master of Science Degree in Agricultural Economics (Research and Analysis Focus, Thesis Option)

(1) **Thesis Track Core Courses:** 22 semester credit hours

- 3 hrs (choose 3 hours from)
 - AGEC 5021 Special Topic: Applied Market Analysis (*spring*)
 - AGEC 5021 Special Topic: Demand Theory (*spring*)
 - AGEC 5021 Special Topic: Integrated Contracts & Coordinated Markets (*spring*)
 - AGEC 5021 Special Topic: International Macroeconomics (*spring*)
- 3 hrs AGEC 5403 Quantitative Methods for Agribusiness (*fall*)
- 3 hrs ECON 5233 Mathematics for Economic Analysis (*summer*)
- 3 hrs ECON 5533 Microeconomic Theory I (*fall*)
- 3 hrs AGEC 5613 Econometrics I (*fall*)
- 6 hrs AGEC 600V Thesis
- 1 hr AGEC 5011 Seminar

(2) **Thesis Track Elective Courses:** 9 semester credit hours

- 9 hrs Any combination of courses for graduate credit in e.g., AGECE, ECON, WCOB, or Bumpers College of Agriculture, Food, and Life Sciences (AFLS) deemed appropriate by the student's advisory committee

(3) **Thesis Track Total Hours:** 31

(4) **Thesis Track: Other Requirements**

- 19 hrs Minimum credit hours in Agricultural Economics (AGECE)
- 9 hrs Maximum senior level (4000) credit hours which may be taken for graduate credit. All students are required to attend AGECE 5011 Graduate Seminar each semester in residence. Each student will register for AGECE 5011 the last semester of their program.

APPENDIX A-3
Requirements for the Master of Science Degree in Agricultural Economics
(Agribusiness Focus, Non-Thesis Option)

- (1) **Non-Thesis Agribusiness Track Core Courses:** 19 semester credit hours
- 3 hrs AGEC 5403 Quantitative Methods for Agribusiness (*fall*)
 - 3 hrs AGEC 5413 Agribusiness Strategy (*fall*)
 - 3 hrs (choose 3 hours marketing from)
 - AGEC 4303 Advanced Agricultural Marketing Management (*spring*)
 - AGEC 5021 Special Topic: Applied Market Analysis (*spring*)
 - AGEC 5021 Special Topic: Demand Theory (*spring*)
 - AGEC 5021 Special Topic: Integrated Contracts/Coordinated Markets (*spring*)
 - AGEC 5021 Special Topic: International Macroeconomics (*spring*)
 - 3 hrs (choose one finance/management course from)
 - AGEC 5143 Financial Management in Agriculture (*fall*)
 - AGEC 4143 Agricultural Finance (*fall*)
 - AGEC 4313 Agriculture Business Management (*fall*)
 - 3 hrs (choose one public sector/policy course from)
 - AGEC 5153 Economics of Agricultural Policy (*spring*)
 - AGEC 4613 Domestic and International Agricultural Policy (*fall*)
 - AGEC 4413 Economics of Environmental Management (*spring, even yrs*)
 - 3 hrs (choose one technical analysis course from)
 - AGEC 4113 Agricultural Prices and Forecasting (*spring, odd yrs*)
 - AGEC 4373 Advanced Price Risk Management (*spring*)
 - 1 hr AGEC 5011 Seminar
- (2) **Non-Thesis Track Business Electives:** Choose any 6 semester credit hours in the Walton College of Business. Elective courses are determined with the approval of the advisor. Suggestions:
- | | |
|---------------------------------------|---|
| ACCT 5443 Asset Mgmt | MKTG 5333 Retailing Strat and Processes |
| ECON 5853 Int'l Econ Policy | MKTG 5333 Retailing Strat and Processes |
| FINN 5303 Adv Financial Mgmt | MKTG 5433 Consumer and Market Rsch |
| FINN 5703 Multinat'l Adv Corp Finance | MKTG 5533 Strategic Category Mgmt |
| FINN 5333 Investment Theory | TLOG 5633 Business Logistic Systems |
| MGMT 5363 Strategic Innovation | TLOG 5653 Global Logistics Strategy |
| MGMT 5343 Mgmt Communication | TLOG 5663 Supply Chain Mgmt |
| MGMT 5383 Intra/Entrepren of Tech | TLOG 5673 Trnsprt and Logistics Mod |
- (3) **Non-Thesis Track Controlled Electives:** Choose 6 hours from
- AGEC 503V Internship in Agricultural Economics (1-3 hours)
 - Other Agricultural Economics Graduate Courses (AGEC)
 - Graduate Courses in the Walton College of Business (WCOB)
 - Graduate Courses from the Bumpers College of Agricultural, Food, and Life Sciences
- (4) **Non-Thesis Track Total Hours:** 31
- (5) **Non-Thesis Track: Other Requirements**
- 16 hrs Minimum credit hours in Agricultural Economics (AGEC)
 - 9 hrs Maximum senior level (4000) hours which may be taken for graduate credit.
- All students are required to attend AGEC 5011 Graduate Seminar each semester in residence. Each student will register for AGEC 5011 the last semester of their program.

APPENDIX A-4
Requirements for the Master of Science Degree in Agricultural Economics
(International Agribusiness Focus, Non-Thesis Option)

Participation includes a semester at the University of Arkansas and a semester at the University of Ghent in Belgium. Summer is spent completing an internship or special problem, but enrollment remains at the host institution. UA students earn credits in AGEC 502(V) Special Topics for courses taken at Ghent.

- (1) **International Track Courses taken at University of Arkansas:** 19 semester credit hours
- 3 hrs AGEC 5403 Quantitative Methods for Agribusiness (*fall*)
 - 3 hrs AGEC 5413 Agribusiness Strategy (*fall*)
 - 3 hrs (choose three hours from)
 - AGEC 4303 Advanced Agricultural Marketing Management (*spring*)
 - AGEC 5021 Special Topic: Applied Market Analysis (*spring*)
 - AGEC 5021 Special Topic: Demand Theory (*spring*)
 - AGEC 5021 Special Topic: Integrated Contracts/Coordinated Markets (*spring*)
 - AGEC 5021 Special Topic: International Macroeconomics (*spring*)
 - 3 hrs (choose one financial/management course from)
 - AGEC 5143 Financial Management in Agriculture (*fall*)
 - AGEC 4143 Agricultural Finance (*fall*)
 - AGEC 4313 Agriculture Business Management (*fall*)
 - 3 hrs (choose one public sector/policy course from)
 - AGEC 5153 Economics of Agricultural Policy (*spring*)
 - AGEC 4613 Domestic and International Agricultural Policy (*fall*)
 - AGEC 4413 Economics of Environmental Management (*spring, even yrs*)
 - 3 hrs (choose one technical analysis course from)
 - AGEC 4113 Agricultural Prices and Forecasting (*spring, odd yrs*)
 - AGEC 4373 Advanced Price Risk Management (*spring*)
 - 1 hr AGEC 5011 Seminar
- (2) **International Track Courses taken at the University of Ghent, Belgium:** Equivalent of 12 semester hours (four courses) from the following courses:
- | Fall term: | Spring term: |
|---------------------------------------|-----------------------------------|
| AGEC 5023 Agric & Food Economics | AGEC 5023 Farm Management |
| AGEC 5023 Agric Sociology & Extension | AGEC 5023 Project Management |
| AGEC 5023 Agric Develop Project | AGEC 5023 Agric and Rural Policy |
| AGEC 5023 Food Mgmt and Marketing | AGEC 5023 Human Develop Econ |
| AGEC 5023 Econ and Mgmt of Nat'l Res | AGEC 5023 AgriEcon Dev Countries |
| AGEC 5023 Development Economics | AGEC 5023 Rsch Mthds Agric Econ |
| | AGEC 5023 Agro-Mktg and Cons Bhvr |
| | AGEC 5023 Agric Develop Project |
| | AGEC 5023 Model & Sim Biosystems |
- (3) **Non-Thesis International Track Total Hours:** 31
- (4) **Non-Thesis International Track: Other Requirements**
- 16 hrs Minimum credit hours in Agricultural Economics (AGEC)
 - 9 hrs Maximum senior level (4000) hours which may be taken for graduate credit.
- All students are required to attend AGEC 5011 Graduate Seminar each semester in residence. Each student will register for AGEC 5011 the last semester of their program.

APPENDIX A-5

Requirements for the Joint Master of Law in Agricultural Law and Master of Science in Agricultural Economics

Because of the close complementarities in the study of agricultural law and agricultural economics, the University of Arkansas offers a program whereby a student can obtain both an LL.M. in agricultural law and an M.S. in agricultural economics in fewer courses than if they were to take both programs separately. The joint program is set up for students to take the LL.M. and the agribusiness non-thesis concentration in agricultural economics. (With proper petitioning in both the Agricultural Law program and the Department of Agricultural Economics and Agribusiness, a student could select the thesis concentration but this must be arranged on an individual basis.)

The crux of the program is that four courses the student takes count for credit towards fulfilling the requirements of both programs. Thus a semester is saved instead of doing each program individually. The four courses that fulfill this requirement are:

LAW 7763 Agricultural Finance and Credit
AGEC 5153 Economics of Agricultural Policy
AGEC 4163 Agricultural and Rural Development

And one of:

LAW 7723 International Agricultural Transactions
LAW 7773 Water Law
LAW 7883 Agricultural Tax Planning

In addition to taking the four courses, the student must also fulfill the other requirements of both programs. For the M.S. in Agricultural Economics, the student would be required to take six additional courses plus a one hour seminar course. The six courses would be chosen to satisfy the requirements for the agribusiness, nonthesis concentration in addition to the four courses that count in both the LL.M. and M.S. programs.

Application must be made to the Law School directly for their portion of the program.

University of Arkansas
School of Law, Admissions
Waterman Hall 107
Fayetteville, AR 72701

APPENDIX B-1
GRADUATE SCHOOL
UNIVERSITY OF ARKANSAS
 119 Ozark Hall
 Fayetteville, Arkansas 72701

MASTER'S THESIS TITLE

Student's Name: _____ ID Number: _____

Degree Sought: _____ Degree Program: _____

Title of the thesis to be applied toward the requirements of the degree and the degree program listed above:

Will Research Committee Review Required?

(This section must be completed.)

			Approval #
Biosafety Committee (Recombinant DNA)	Yes* _____	No _____	_____
Animal Care and Use Committee	Yes* _____	No _____	_____
Institutional Review Board (Human Subjects)	Yes* _____	No _____	_____
Radiation Safety Committee	Yes* _____	No _____	_____
Toxic Substance Committee	Yes* _____	No _____	_____

Please refer to the Office of Research and Sponsored Programs web site for information about specific research committees:
www.uark.edu/depts/rsspinfo/

*NOTE TO STUDENT: If **Yes** is checked, approval must be on file with the Office of Research & Sponsored Programs before the degree will be conferred. If **NO** is checked, no data requiring committee approval may be used in the thesis.

Chair of the Committee*: _____ Date: _____
 (*Chair must hold _____ (signature)
 graduate faculty status of I of II.)

Department Chair/Head _____ Date: _____

Approved : _____ Date: _____
 Office of Graduate Dean

This form is to be submitted in duplicate as soon as the thesis topic has been established. The comprehensive examination may be scheduled as early as three months after the filing and acceptance of the thesis title.

The booklet Guide for Preparing Thesis and Dissertations is available on our web site at www.uark.edu/depts/grad/ as well as at the University of Arkansas Bookstore and should be adhered to rigorously.

APPENDIX B-2
GRADUATE SCHOOL
UNIVERSITY OF ARKANSAS
 119 Ozark Hall
 Fayetteville, Arkansas 72701

MASTER'S THESIS COMMITTEE

Student's Name: _____ ID Number: _____

Degree Sought: _____ Degree Program: _____

The Master's Thesis Committee is responsible for insuring that the thesis presented meets high academic standards and constitutes a significant contribution to the knowledge of the study area.

Master's Thesis Committee

All committee members must hold graduate faculty status of I or II.
 (Please type or print FULL NAME and highest degree. Example: Jane R. Doe, Ph.D.)

Chair of the Committee: _____ Date: _____
 (signature)

Department Chair/Head: _____ Date: _____
 (signature)

Approved : _____ Date: _____
 Office of Graduate Dean

This form is to be submitted to the Graduate School in duplicate as soon as the committee has been selected. The Graduate must approve modifications in the membership of the appointed committee. Committee members cannot be removed without their written request.

APPENDIX B-3

GRADUATE SCHOOL
UNIVERSITY OF ARKANSAS
OZARK HALL 119

MASTER'S PROGRAM ADVISORY COMMITTEE

Student's Name: _____ ID Number: _____

Degree Sought: _____ Degree Program: _____

=====

The major adviser is appointed immediately after the student is admitted to the program of study. The Master's Program Advisory Committee oversees the student's program of study and is chaired by the major adviser. Frequently, but not invariably, the major adviser also serves as thesis director and the Master's Program Advisory Committee serves as the Master's Thesis Committee.

=====

Master's Program Advisory Committee

Committee members must hold graduate faculty status of I or II.

(Please type or print FULL NAME)

Chair of the Committee _____ Date _____

Department Chair/Head _____ Date _____

Approved _____ Date _____

Office of Graduate Dean

This form to be submitted in duplicate immediately after or at the time of admission to the program of study.

APPENDIX B-4
 Graduate School
 UNIVERSITY OF ARKANSAS
 119 Ozark Hall

INTELLECTUAL PROPERTY DISCLOSURE

Student's Name: _____ ID Number: _____

Degree Sought: _____ Degree Program: _____

Thesis Title: _____

Please mark the appropriate boxes below and sign and date.

1. This thesis/dissertation _____ **does***/ _____ **does not** contain intellectual property of commercial interest. Information about University patent and Copyright Policy is available in Board Policy 210.1, accessible at <http://www.uark.edu/ua/techip>. If you believe this thesis/dissertation may contain intellectual property or if you have any questions please contact the Technology Licensing Unit, (INOV 102) at (575-2995).
2. A University of Arkansas Invention Disclosure Form on the contents of this thesis/dissertation _____ **has**/ _____ **has not** been submitted to the Technology Licensing Unit.
3. Was this project supported by an external sponsor? ____**yes**/ ____**no**. If yes, has Research Support and Sponsored Programs been notified? ____**yes**/ ____**no**.

Student: _____ Date: _____
 (Signature)

Thesis or Dissertation Director: _____ Date: _____
 (Signature)

This form is required for all graduate students submitting a master's thesis or doctoral dissertation. This form must be submitted to the Graduate School by the time that the final copies of the thesis/dissertation are submitted for deposit in the University Libraries.

*copy to Technology Licensing if affirmative.

APPENDIX C-1
UNIVERSITY OF ARKANSAS
GRADUATE SCHOOL

RECORD OF PROGRESS
MASTERS DEGREE
 (Submit original to Graduate School)

Name: _____ ID: _____
 Department: _____ Date of Examination: _____
 Degree: _____ Degree Program: _____

ADMISSION TO CANDIDACY
 (SEE GRADUATE CATALOG)

Admission to Candidacy: _____

Signature (Major Adviser)

MASTERS COMPREHENSIVE EXAMINATION

The above named student has taken the masters comprehensive examination and has been given a rating of:

PASS _____ FAIL _____

	COMMITTEE (minimum of three)	SCORE*
_____	_____	_____
Type or Print Name	Signature (Chair)	
_____	_____	_____
Type or Print Name	Signature	
_____	_____	_____
Type or Print Name	Signature	

*A score, either pass or fail or a numerical score, MUST be indicated by each member of the committee.

THESIS

No Thesis _____

Signature (Major Adviser)

Thesis Title _____

Thesis Grade _____

(Optional)

Signature (Thesis Director for Committee)

_____ All department requirements for completion of the degree: (check below)

___ have been met.

___ will be met (check all that apply)

___ when current course work is satisfactorily completed

___ with submission of thesis or dissertation to the Mullins Library

___ other _____

 Signature (Head of Department)

=====

Graduate School Use Only

Comprehensive Passed: _____

Degree Recorded on Perm Academic Record:

Thesis Accepted: _____ Grade: ___

Degree: _____

 Registrar Date

Degree Program: _____

_____ Office of the Dean

Date

(Alteration of this form is unacceptable)

APPENDIX C-2*EXIT CHECKOFF*

Name _____

Student Identification No. _____

1. The above student has notified me of his/her departure and appropriate arrangements have been made of any electronically stored data or computer program.

Diana M. Danforth
Computer Support Staff

2. The above student has completed an exit interview.
3. The above student has submitted an updated resume.

Mark J. Cochran
Department Head

4. Notice of Termination sent to Human Resources for all students on appointment.

Tonya Foster
Departmental Administrative Manager

5. Key to desk in Annex returned.
6. Returned theses to Reference Room

Alicia Minden

APPENDIX D-1

*GRADUATE PROGRAM OF STUDY:
Agricultural Economics (Thesis Concentration)¹*

University of Arkansas Department of Agricultural Economics and Agribusiness Bumpers College of Food, Agricultural and Life Sciences GRADUATE PROGRAM OF STUDY CHECKSHEET M.S. in Agricultural Economics, Thesis Option 2005-06 (v 1.0)	Name: _____ Univ ID: _____ Advisor: _____ Begin Prg: _____ Date: _____ <div style="text-align: center; background-color: #e0f0ff; padding: 2px;">Click here for instructions</div>
--	--

Part 1: Deficiency Courses	Sched	Comp	Cred Hrs	Grade	Points	Grd Pts
ALPH NUM Deficiency Course Title 1					[X]	NA
ALPH NUM Deficiency Course Title 2					[X]	NA
ALPH NUM Deficiency Course Title 3					[X]	NA
ALPH NUM Deficiency Course Title 4					[X]	NA

Part 2: Deficiency Summary	Attempted Hrs =	0	Earned GPA =	NA
	Earned Hrs =	0	Current Hrs =	0
	Earned Grd Pts =	0.00	Total Def Hrs =	0

Part 3: Core Courses (22 hours) ¹	Sched	Comp	Hours	Grade	Points	Grd Pts
AGEC 5403 Quant Methods Agbus			3		[X]	NA
AGEC 5613 Econometrics			3		[X]	NA
ECON 5233 Math for Econ Analysis			3		[X]	NA
ECON 5533 Micro Econ I			3		[X]	NA
AGEC 5021 ST: Appl Mkt Analysis			1		[X]	NA
AGEC 5021 ST: Demand Theory			1		[X]	NA
AGEC 5021 ST: Contracts			1		[X]	NA
AGEC 5021 ST: Intl Macro			1		[X]	NA
AGEC 5021 Thesis Hours 1					[X]	NA
AGEC 600V Thesis Hours 2					[X]	NA
AGEC 600V Thesis Hours 3					[X]	NA
AGEC 5011 Graduate Seminar ²			1		[X]	NA

Part 4: Elective Courses (9 hours) ³	Sched	Comp	Cred Hrs	Grade	Points	Grd Pts
ALPH NUM Elective Course Title 1					[X]	NA
ALPH NUM Elective Course Title 2					[X]	NA
ALPH NUM Elective Course Title 3					[X]	NA
ALPH NUM Elective Course Title 4					[X]	NA
ALPH NUM Elective Course Title 5					[X]	NA
ALPH NUM Elective Course Title 6					[X]	NA

Part 5: Graduate Program Summary ⁴	Attempted Hrs =	0	Transfer (T) Hrs =	0
	Earned Hrs =	0	Incomplete (I) Hrs =	0
	Earned Grd Pts =	0.00	Thesis (R) Hrs =	0
	Earned GPA =	NA	Seminar (S) Hrs =	0
	Current (E) Hrs =	0	Total Degree Hrs =	0
	Total 4000 Hrs =	0	Total AGECE Hrs =	0

¹ Includes a minimum of 6 thesis hours.

² All students attend seminar each semester but register only for AGECE 5011 their last semester in residence.

³ A maximum 9 hrs 4000 level courses and a minimum 16 hrs in AGECE courses are required.

⁴ Thesis hours and transfer credits (T) are included in total credit hours but not in GPA calculation.

Approved by Academic Advisor (date)

Approved by GPC Chair (date)

APPENDIX D-2

GRADUATE PROGRAM OF STUDY:

Agricultural Economics (Agribusiness, Non-thesis)

University of Arkansas Department of Agricultural Economics and Agribusiness Bumpers College of Food, Agricultural and Life Sciences GRADUATE PROGRAM OF STUDY CHECKSHEET M.S. in Agricultural Economics, Non-Thesis Option 2005-06 (v 1.0)				Name: _____ Univ ID: _____ Advisor: _____ Begin Prg: _____ Date: _____					
Click here for instructions									
Part 1: Deficiency Courses				Sched	Comp	Cred Hrs	Grade	Points	Grd Pts
ALPH	NUM	Deficiency Course Title 1						[X]	NA
ALPH	NUM	Deficiency Course Title 2						[X]	NA
ALPH	NUM	Deficiency Course Title 3						[X]	NA
ALPH	NUM	Deficiency Course Title 4						[X]	NA
Part 2: Deficiency Summary				Attempted Hrs =		0	Earned GPA =		NA
				Earned Hrs =		0	Current Hrs =		0
				Earned Grd Pts =		0.00	Total Def Hrs =		0
Part 3: Core Courses (22 hours)¹				Sched	Comp	Hours	Grade	Points	Grd Pts
AGEC	5403	Quant Methods Agbus				3		[X]	NA
AGEC	5413	Agribusiness Strategy				3		[X]	NA
AGEC	5143	Fin Mgt Agric				3		[X]	NA
AGEC	4143	Agric Finance				3		[X]	NA
AGEC	4313	Agric Bus Mgt				3		[X]	NA
AGEC	5153	Econ Agric Policy				3		[X]	NA
AGEC	4613	Dom & Intl Agric Policy				3		[X]	NA
AGEC	4413	Econ Environ Mgt				3		[X]	NA
AGEC	5021	ST: Demand Theory				1		[X]	NA
AGEC	5021	ST: Appl Mkt Analysis				1		[X]	NA
AGEC	5021	ST: Contracts				1		[X]	NA
AGEC	5021	ST: Int'l Macro Econ				1		[X]	NA
AGEC	4303	Adv Agric Mkt Mgmt				3		[X]	NA
AGEC	4113	Agric Prices Forecast				3		[X]	NA
AGEC	4373	Adv Price Risk Mgt				3		[X]	NA
AGEC	5011	Graduate Seminar ²				1		[X]	NA
Part 4: Business Electives (6 hours)				Sched	Comp	Cred Hrs	Grade	Points	Grd Pts
ALPH	NUM	Business Course Title 1						[X]	NA
ALPH	NUM	Business Course Title 2						[X]	NA
Part 5: Other Electives (6 Hours)³				Sched	Comp	Cred Hrs	Grade	Points	Grd Pts
ALPH	NUM	Elective Course Title 1						[X]	NA
ALPH	NUM	Elective Course Title 2						[X]	NA
ALPH	NUM	Elective Course Title 3						[X]	NA
ALPH	NUM	Elective Course Title 4						[X]	NA
Part 6: Graduate Program Summary⁴				Attempted Hrs =		0	Transfer (T) Hrs =		0
				Earned Hrs =		0	Incomplete (I) Hrs =		0
				Earned Grd Pts =		0.00	Seminar (S) Hrs =		0
				Earned GPA =		NA	Total Degree Hrs =		0
				Current (E) Hrs =		0	Total AGEC Hrs =		0
				Total 4000 Hrs =		0			

¹ 5000 level courses are expected to be taken unless circumstances do not allow it.

² All students attend seminar each semester but register only for AGEC 5011 their last semester in residence.

³ A maximum 9 hrs 4000 level courses and a minimum 16 hrs in AGEC courses are required.

⁴ Thesis hours and transfer credits (T) included in total credit hours but not in GPA calculation.

Approved by Academic Advisor (date)

Approved by GPC Chair (date)

Agricultural Economics (International Agribusiness, Non-thesis)

University of Arkansas Department of Agricultural Economics and Agribusiness Bumpers College of Food, Agricultural and Life Sciences GRADUATE PROGRAM OF STUDY CHECKSHEET MS in Agri Econ, Non-Thesis International Option				Name: _____				
				Univ ID: _____				
				Advisor: _____				
				Begin Prg: _____				
				Date: _____				
Part 1: Deficiency Courses			Sched	Comp	Cred Hrs	Grade	Points	Grd Pts
ALPH	NUM	Deficiency Course Title 1					[X]	NA
ALPH	NUM	Deficiency Course Title 2					[X]	NA
ALPH	NUM	Deficiency Course Title 3					[X]	NA
ALPH	NUM	Deficiency Course Title 4					[X]	NA
Part 2: Deficiency Summary			Attempted Hrs =		0	Earned GPA =		NA
			Earned Hrs =		0	Current Hrs =		0
			Earned Grd Pts =		0.00	Total Def Hrs =		0
Part 3: Core Courses (22 hours)¹			Sched	Comp	Hours	Grade	Points	Grd Pts
AGEC	5403	Quant Methods Agbus			3		[X]	NA
AGEC	5413	Agribusiness Strategy			3		[X]	NA
AGEC	5143	Fin Mgt Agric			3		[X]	NA
AGEC	4143	Agric Finance			3		[X]	NA
AGEC	4313	Agric Bus Mgt			3		[X]	NA
AGEC	5153	Econ Agric Policy			3		[X]	NA
AGEC	4613	Dom & Intl Agric Policy			3		[X]	NA
AGEC	4413	Econ Environ Mgt			3		[X]	NA
AGEC	5021	ST: Demand Theory			1		[X]	NA
AGEC	5021	ST: Appl Mkt Analysis			1		[X]	NA
AGEC	5021	ST: Contracts			1		[X]	NA
AGEC	5021	ST: Int'l Macro Econ			1		[X]	NA
AGEC	4303	Adv Agric Mkt Mgmt			3		[X]	NA
AGEC	5011	Graduate Seminar ²			1		[X]	NA
Part 4, Option 1: Ghent spring (12 hours)			Sched	Comp	Cred Hrs	Grade	Points	Grd Pts
AGEC	5023	Farm Management			3		[X]	NA
AGEC	5023	Project Management			3		[X]	NA
AGEC	5023	Agric & Rural Pollicy			3		[X]	NA
AGEC	5023	Human Develop Econ			3		[X]	NA
AGEC	5023	Rsch Mthds in Ag Econ			3		[X]	NA
AGEC	5023	Ag Mktng Cons Behavior			3		[X]	NA
AGEC	5023	Ag Econ of Dev Cntries			3		[X]	NA
AGEC	5023	Agric Develop Project			3		[X]	NA
AGEC	5023	Mod & Sim of Biosystems			3		[X]	NA
Part 5, Option 2: Ghent fall (12 hours)			Sched	Comp	Cred Hrs	Grade	Points	Grd Pts
AGEC	5023	Agric and Food Econ			3		[X]	NA
AGEC	5023	Agric Sociology & Ext			3		[X]	NA
AGEC	5023	Agric Develop Project			3		[X]	NA
AGEC	5023	Food Mgmt and Mktng			3		[X]	NA
AGEC	5023	Econ & Mgmt Natl Res			3		[X]	NA
AGEC	5023	Development Econ			3		[X]	NA
Part 6: Other Electives (3 Hours)³			Sched	Comp	Cred Hrs	Grade	Points	Grd Pts
ALPH	NUM	Elective Course Title 1					[X]	NA
ALPH	NUM	Elective Course Title 2					[X]	NA
Part 7: Graduate Program Summary⁴			Attempted Hrs =		0	Transfer (T) Hrs =		0
			Earned Hrs =		0	Incomplete (I) Hrs =		0
			Earned Grd Pts =		0.00	Seminar (S) Hrs =		0
			Earned GPA =		NA	Total Degree Hrs =		0
			Current (E) Hrs =		0	AGEC Hrs =		0
			4000-level Hrs =		0			0

¹ 5000 level courses are expected to be taken unless circumstances do not allow it.

² Students attend seminar each semester but register only for AGEC 5011 their last semester in residence.

³ A maximum 9 hrs 4000 level courses and a minimum 16 hrs in AGEC courses are required.

⁴ Thesis hours and transfer credits (T) included in total credit hours but not in GPA calculation.

APPENDIX E

FACULTY:

Dr. Bruce L. Ahrendsen (Ph.D., N. Carolina St.)	Associate Professor 1990*	Agricultural Finance, Production Economics
Dr. Mark J. Cochran (Ph.D., Michigan State)	Professor and Head 1982	Resource Economist-Natural Resources, Integrated Pest Management-Cotton
Dr. Bruce L. Dixon (Ph.D., Calif - Davis)	Professor 1984	Applied Econometrics and Agricultural Finance
Dr. H. L. Goodwin (Ph.D., Okla State)	Professor 1997	Market Infrastructure and Development, Product Development
Dr. Robert Hogan (Ph.D., Okla State)	Extension Economist 2003	Livestock Marketing, Farm Management
Dr. Preston E. LaFerney (Ph.D., Okla State)	University Professor 1980	Policy-Global Marketing, Agriculture/Food, Rural
Dr. Andrew McKenzie (Ph.D., N. Carolina St.)	Associate Professor 1998	Price Risk Management and Futures Markets
Dr. Wayne Miller (Ph.D., Wisc.-Madison)	Extension Economist 1989	Economic Development, Natural Resources
Dr. Lucas D. Parsch (Ph.D., Michigan State)	Associate Professor 1982	Farm Management, Production Economics; Delta Crops-Rice, Soybeans, Wheat, Cotton
Dr. Jennie Popp (Ph.D., Colorado St.)	Associate Professor 1998	Natural Resource Management, Agricultural Production
Dr. Michael Popp Ph.D., Colorado St.)	Associate Professor 1998	Risk Management, Agribusiness, Farm Management
Dr. Daniel Rainey Ph.D., Purdue	Assistant Professor 2000	Public Finance, Economic Development
Dr. J. Martin Redfern (Ph.D., Okla State)	Professor 1968	Resource Economist-Natural Resources, Land & Water, Costs of Public Services, State and Local Government Finances
Dr. Michael Thomsen (Ph.D., Minnesota)	Associate Professor 1998	Agricultural Cooperatives, Managerial Economics, Food Policy, Agricultural Marketing
Dr. Eric J. Wailes (Ph.D., Michigan State)	Professor 1980	Grain Marketing - Rice and Soybeans, International Trade, Economic Outlook
Dr. K. Bradley Watkins (Ph.D., Okla State)	Assistant Professor 2002	Cropping systems economics, Production Economics, rice, soybeans

*Year the faculty member joined the department.

APPENDIX F

COURSES: AGRICULTURAL ECONOMICS (AGEC)

AGEC 4113 Agricultural Prices and Forecasting (SP): B. Dixon.

Price theory and techniques for predicting price behavior of the general economy and price behavior of individual agricultural products will be analyzed. Provides practice in the application of economics and statistics to agricultural price analysis. Lecture 2 hours, laboratory 2 hours per week Prerequisite. AGEC 1103 (or ECON 2023) and ISYS 2013 (or AGST 4023 or STAT 2023) and MATH 2053 or MATH 2053C (or MATH 2043) and ISYS 1121L.

AGEC 4110L Agricultural Prices and Forecasting Laboratory (SP): B. Dixon.

AGEC 4143 Agricultural Finance (FA): B. Ahrendsen.

Methods and procedures whereby agricultural firms acquire and utilize funds required for their successful operation. Emphasis is placed upon the role of finance and financial planning and consideration is given to an understanding of financial firms serving agriculture. ACCT 2013 and ACCT 2023 are recommended. Prerequisite AGEC 1103 (or ECON 2023) and AGEC 2103 (or ECON 2013).

AGEC 4163 Agricultural and Rural Development (SU): E. Wailes, et al.

Examination of agricultural and rural development issues in less developed countries. Alternative agricultural production systems are compared, development theories examined, and consideration given to the planning and implementation of development programs. Prerequisite. AGEC 1103 (or ECON 2023).

AGEC 4303 Advanced Agricultural Marketing Management (SP): ().

Marketing concepts will be developed and applied to the global food and fiber system The course will use both commodity and product marketing principles and economic theory to analyze varied marketing situations. Case studies. will be used to demonstrate role that demand analysis and consumer behavior play in market management. Prerequisite AGEC 2303 and AGEC 3303.

AGEC 4313 Agricultural Business Management (FA): M. Popp.

The planning, organizing, leading and controlling functions of management as they relate to agricultural business firms. Marketing of value-added products, budgeting, organizational structure, cost control, financial statements, capital budgeting and employee supervision and motivation. Case studies are used to teach communication and decision-making skills, Prerequisite: senior standing.

AGEC 4373 Advanced Price Risk Management (SP): A. McKenzie.

Use of futures markets as risk shifting institutions. Students design and implement hedging and cross hedging strategies for grain farmers, country elevators, soybean crushers, poultry firms, etc. Spreadsheet and statistical techniques are used to develop optimal hedging ratios. Prerequisite AGEC 3373.

AGEC 4403 Advanced Farm Business Management (SP): M. Popp.

Principles and procedures of decision making as applied to the allocation of resources in the farm business for profit maximization. Emphasis is placed on use of principles of economics and their application to the decision making process. Includes exercises on the application of principles to specific farm management problems. Prerequisite AGEC 3403 and AGME 2903 (or ISYS 1121L)

AGEC 4413 Economics of Environmental Management (SP): J. Popp.

An economic approach to problems of evaluating private and social benefits and costs of altering the environment. Emphasis given to the interaction of individuals, institutions and technology in problems of establishing and maintaining an acceptable level of environmental quality (Same as ENSC 4413). Prerequisite AGEC 1103 and AGEC 3413.

AGEC 4613 Domestic and International Agricultural Policy (FA): E. Wailes.

Agricultural and food policies studied from domestic and international perspectives. Examines public policy in terms of rationale, content and consequences. Economic framework used to assess policies to improve competitive structure, operation, and performance of U.S and international food and agriculture. Farm, international trade, resource, technology, food marketing, and consumer policies analyzed. Prerequisite (AGEC 1103 or ECON 2023) and (AGEC 2103 or ECON 2013).

AGEC 500V Special Problems (1-3) (FA, SP, SU): AEAB faculty.

Individual reading and investigation of a special problem in agricultural economics not available under regular courses, under the supervision of the graduate faculty. Prerequisite: graduate standing.

AGEC 5011 Seminar (FA, SP): M. Cochran.

Presentation and discussion of graduate student research. Formal presentations are made by all graduate students. Consideration given to research design, procedures, and presentation of results. Prerequisite: graduate standing.

AGEC 502V Special Topics (1-3) (IR): AEAB faculty.

Advanced studies of selected topics in agricultural economics not available in other courses. May be repeated. Prerequisite: graduate standing.

AGEC 503V Internship in Agricultural Economics (1-3) (IR): M. Redfern.

On-the-job application of skills developed in the MS program (credit/non-credit only).

AGEC 5113 Agricultural Marketing Analysis (SU): Currently not taught.

Course prepares students for some of the more common tasks in market analysis as undertaken by professional agricultural economists in industry, government, and academic institutions. Major emphasis is on the analytical procedures and techniques required in short- and long-term outlook work; forecasting and projecting supply, demand and prices, and optimal market organization. Prerequisite: AGEC 5303.

AGEC 5143 Financial Management in Agriculture (FA): B. Ahrendsen.

Covers advanced topics in agricultural finance. The general focus of the course is the financial management of non-corporate firms. Covers the basic tools of financial analysis including financial arithmetic, asset evaluation under risk, and financial analysis and planning using econometric models. Such topics covered include management of current assets, capital budgeting, capital structure, and institutions involved in agricultural finance. Prerequisite: graduate standing.

AGEC 5153 Economics of Agricultural Policy (SP): D. Rainey.

Application of welfare criteria and economic analyses to the problems and policies affecting resource adjustments in agriculture. Existing programs and alternative proposals are evaluated for both short and long term viewpoints under the criterion of resource use and income distribution within agriculture or between agriculture and the rest of the economy. Prerequisite: graduate standing.

AGEC 5303 Agricultural Marketing Theory (SP): (currently unassigned).

Survey of the structure of agricultural product and factor markets including a critique of theoretical analyses of industry structure, conduct and performance; and a review of market structure research in agricultural industries. Prerequisite: graduate standing.

AGEC 5403 Quantitative Methods for Agribusiness (FA): L. Parsch.

Application of quantitative techniques used to support managerial decision-making and resource allocation in agricultural firms. Provides exposure to mathematical and statistical tools (regression analysis, mathematical programming, simulation) used in economic analysis in agriculture. Emphasis is placed on computer application, with conceptual linkage to economic theory. Prerequisite: graduate standing.

AGEC 5413 Agribusiness Strategy (FA): M. Thomsen.

Addresses problems of strategy formulation in agribusiness emphasizing current problems and cases in agriculture. Surveys modern and classic perspective on strategy with applications to agribusiness. Examines the development of firm level strategies within the structure and competitive environment of agricultural firms and industries. Prerequisite: graduate standing.

AGEC 5613 Econometrics I (FA): B. Dixon.

Use of economic theory and statistical methods to estimate economic models. The single equation model is examined emphasizing multicollinearity, autocorrelation, heteroskedastisity, binary variables and distributed lags. An introduction to the simultaneous systems model is presented. Two 80-minute lecture periods weekly. (Same as ECON 5613) Prerequisite: MATH 2043 and knowledge of matrix methods, which may be acquired as a corequisite and (AGEC 1103 or ECON 2023) and an introductory statistics, course.

AGEC 5623 Econometrics II (SP): Economics faculty.

Use of economic theory and statistical methods to estimate simultaneous equation models of an economy. Emphasis given to the problem of identification and the methods of estimating system models. Frontier topics are introduced. (Same as ECON 5623). Prerequisites: ECON 5533 and ECON 5613 (or AGECEC 5613).

AGEC 600V Master's Thesis (1-6) (FA, SP, SU): All AEAB faculty.

Prerequisite: graduate standing.

AGEC 700V Doctoral Dissertation (1-6) (FA, SP, SU): AEAB faculty.

Prerequisite: candidacy.

APPENDIX G

SEQUENCE OF FORMAL PROCEDURES AND CHECKLIST FOR COMPLETION OF GRADUATE PROGRAMS¹

Student: _____

Degree: _____

Starting Date: _____

Expected Completion Date: _____

Procedure	Initiated through or approved by	Time	Date Completed & Advisor's Initials
1. Appointment of temporary academic advisor	Graduate Committee Chair	First week of enrollment	
2. Register for coursework	Academic Advisor or Graduate Committee Chair	Each Semester	
3. Selection and appointment of academic or thesis advisor	Student and Department Head	During first regular semester	
4. Selection of program (thesis/non-thesis)	Graduate Committee Chair	Before first registration	
5. Submission of proposed list of courses for whole program (Appendix D-1, D-2 or D-3)	Student and Academic Advisor	End of first semester and update as needed	
6. Select thesis topic*	Thesis Advisor	Beginning of second semester	
7. Selection and appointment of the examination and advising committees and thesis title (Appendix B-1 and/or B-2, B-3)	Student and Advisor	During second semester	
8. Present thesis/project proposal in seminar*	Student and Advisor	End of second semester	
9. Review of program progress	Academic and/or Thesis Advisor	Each regular semester and summer	
10. Complete course work	Student	Within deadline	
11. Set date for final oral or written exam	Thesis or Academic Advisor	To be held six weeks before end of program	
12. Complete thesis*	Student	Within deadline when thesis is ready	
13. Submit thesis to examination committee*	Student	Three weeks before final oral examination	
14. Final presentation of Thesis/project to Seminar	Student	Final semester	
15. Schedule date for final oral or written examination	Student with Advisor and Examination Committee	Four weeks before end of program	
16. Final oral or written examination	Student and Examination Committee	Two weeks before end of program for thesis students; April, August or November for non thesis students	

17. Pass final exam, notify Graduate School (Appendix C-1)	Academic Advisor	Within deadline
18. Submit thesis to Graduate School*	Student	At least one week prior to end semester
19. Apply for Graduation	Student	Within deadline
20. Complete exit interview (Appendix C-2)	Student	Before departing campus

¹It is suggested each student maintain a copy of this form, that one copy be kept in the academic advisor's file, and that one copy be maintained in the departmental file. *The departmental copy should be initialed and can be dated by the advisor when each step in the sequence is completed (or at convenient intervals).*

*Only applicable for students selecting the thesis concentration or enrolling in Special Problems course

APPENDIX H

ANNUAL REVIEW OF GRADUATE STUDENT PROGRESS TOWARD GRADUATION FOR THE MASTERS OF SCIENCE IN AGRICULTURAL ECONOMICS

Review Content

- A. Progress on satisfying deficiencies.
- B. Has formed thesis/advisory committee.
- C. Progress on completing required courses. It is expected that both thesis and non-thesis students will complete their required course work in no more than three semesters and intervening summer session(s). Exceptions are made for part-time students. Grade point average will be discussed. Student will be informed of need for 2.85 GPA to graduate.
- D. Thesis students are expected to select their thesis topics during their second full semester. Topic, including provisional thesis title, should be identified. Justification for not completing thesis by end of second year's enrollment should be given.
- E. Non-thesis students should take written comprehensive exam by end of third full semester. Exceptions are expected for part-time students.

Review Committee

The Chair of the Graduate Programs Committee and the student's academic adviser will constitute the Review Committee for a given student. The chair and the academic adviser will review the student's progress according to the criteria in **Review Content**.

Student Interview

Reviews shall be conducted, as far as practicable, during the month of May. The academic adviser will meet with the student in a face-to-face interview, if possible, or a telephone interview. During the interview the student will be appraised of his/her progress. If progress is not satisfactory, suggestions will be made to improve performance. If neither a telephone nor face-to-face inter-view is possible, a letter will be mailed to the student's last known street or post-office box address. Acknowledgment of letter will be requested.

Consequences for Students Who Refuse to Participate

Students failing to participate in a personal interview or not acknowledging receipt of letter will be recommended for removal from the Graduate School.

APPENDIX I

UNIVERSITY OF ARKANSAS GRADUATE SCHOOL

MASTERS CALENDAR FOR ACADEMIC YEAR, 2005-2006

MASTERS PROGRAM ADVISORY COMMITTEE

The Master's Advisory Committee form, consisting of a major adviser and at least two other members of the graduate faculty, should be submitted (in duplicate) to the Graduate School immediately following admission to the program.

MASTER'S THESIS COMMITTEE

The Master's Thesis Committee form, consisting of a thesis director and at least two other members of the graduate faculty, should be submitted (in duplicate) to the Graduate School as soon as the committee has been selected but no later than three months prior to the date of the comprehensive examination.

MASTER'S THESIS TITLE

The Master's Thesis Title form, consisting of the title of the thesis and approved by the thesis director, should be submitted (in duplicate) to the Graduate School as soon as the thesis topic has been established but no later than three months prior to the date of the comprehensive examination.

THESIS REGISTRATION

Those presenting a master's thesis as a part of the requirements for the master's degree must register for a minimum of six semester hours of master's thesis. Registration beyond six hours carries no degree credit. Consult your thesis adviser concerning registration for thesis. NOTE: the mark of "R" is the only acceptable mark reported when a thesis is in progress. A grade or mark may be assigned to the thesis when it has been accepted by the committee. Any grade assigned by the committee for thesis is to be recorded on the Record of Progress for the Master's Degree.

INTELLECTUAL PROPERTY DISCLOSURE

The Intellectual Property Disclosure form is required for **All** master's students submitting a master's thesis. This form must be submitted to the Graduate School by the time that the final copies of the thesis are submitted for deposit in the University Libraries.

PRELIMINARY COPIES

The thesis, after its acceptance by the thesis director, should be submitted for approval to each thesis committee member. The committee must receive the thesis at least three (3) weeks before the degree is to be conferred. You must obtain and follow the "Guide for Preparing Theses and Dissertations" that is available at the Union Bookstore or download it from <http://www.uark.edu/depts/gradinfo/current/ThesisGuide.html>

FINAL COPIES

Two (2) unbound typewritten copies of the thesis in prescribed form should be submitted to the Graduate School at least **ONE WEEK BEFORE GRADUATION (August 5, 2005** for the August 2005 diploma; **December 7, 2005**, for the December 2005 diploma; and **May 5, 2006**, for the May 2006 diploma).

MASTERS EXAMINATION

The masters comprehensive examination must be scheduled at least **ONE (1) WEEK BEFORE GRADUATION** (prior to **August 5, 2005**, for the August 2005 diploma; **December 7, 2005**, for the December 2005 diploma; and **May 5, 2006**, for the May 2006 diploma).

APPLICATION FOR THE DEGREE

A student cannot be cleared for graduation until an application for the degree has been filed with the Registrar's Office and the appropriate graduation fee has been paid.

THE DEGREE APPLICATION IS OBTAINED FROM THE GRADUATE SCHOOL OFFICE AND FILED WITH THE REGISTRAR FOR THE SEMESTER IN WHICH THE STUDENT EXPECTS TO RECEIVE THE DEGREE.

You must apply for the degree with the Registrar as early in the semester as possible, but no later than: **August 12, 2005** for an August 2005 diploma; **December 14, 2005** for a December 2005 diploma; **May 12, 2006*** for a May 2006 diploma.

***To participate in the 2006 All University Commencement, you should apply by February 24, 2006.** If there are any questions with regard to any of the above information, please call the Graduate School, 575-4401.