UF/IFAS Food and Resource Economics Department

GRADUATE STUDENT HANDBOOK

Fall 2020 | Spring 2021 | Summer 2021
Welcome!

The Food and Resource Economics graduate program provides excellent preparation for successful careers. While the program is demanding, we admit only students who we believe can complete it successfully. Graduate School is one of the most exciting experiences of your life. The friendships you build during your stay here will be with you forever and we are happy that we can be an active part of it.

The staff and faculty in the Food and Resource Economics Department (FRED) take great pride in their commitment to education and our students are our priority. Even though FRED is a large department it manages to successfully maintain a warm, welcoming atmosphere where students, staff and faculty feel as if they are part of a large family. We are a diverse group but we share many commonalities. In the Graduate Program, our door is always open to our students. Please feel free to come by and see us with questions, problems, or just to let us know how you are doing in your program.

The purpose of this handbook is to provide graduate students with information about the Food and Resource Economics Department and highlight certain policies of the Department and the University. Ultimately, the Graduate School sets the rules and politics regarding graduation requirements and deadlines for your program of study, in the Graduate Catalog. You should bookmark a copy of this as well as the FRED Graduate Student handbook for reference. It is the department’s policy that the student is required to know University, Graduate School and Department policies. When in doubt, consult with the Graduate Program Office for clarification.
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Brief History of UF/IFAS Food and Resource Economics

The University of Florida’s Institute of Food and Agricultural Sciences (UF/IFAS) is a federal-state-county partnership dedicated to developing knowledge in agriculture, human and natural resources, and the life sciences, and enhancing and sustaining the quality of human life by making that information accessible. While extending into every community of the state, UF/IFAS has developed an international reputation for its accomplishments in teaching, research and extension. Because of this mission and the diversity of Florida’s climate and agricultural commodities, IFAS has facilities located throughout Florida, providing Research and Development for Florida’s agricultural, natural resources and related food industries, which in 2010 made value-added contributions of $108.7 billion to the gross domestic product of the state economy.

While the University traces its roots to 1853 and the establishment of the state-funded East Florida Seminary, UF/IFAS traces its roots to the Morrill Act of 1862, which established the land-grant university system. The new piece of legislation introduced by U.S. Representative Justin Smith Morrill of Vermont granted to each state 30,000 acres of public land for each senator and representative under apportionment based on the 1860 census. Investments from the proceeds from the sale of these lands enabled a perpetual endowment fund that would provide support for colleges of agriculture and mechanical arts in each of the states. The establishment of Florida Agricultural College at Lake City in 1884 under the Morrill Act marked the beginning of what became the College of Agriculture of the University of Florida in 1906.

The Institute of Food and Agricultural Sciences was created in April 1964 through the reorganization of UF’s College of Agriculture, School of Forestry, Agricultural Experiment Station, and the Cooperative Extension Service into a single unit. Today, UF/IFAS includes extension offices in each of the state’s 67 counties as well as 12 Research and Education Centers at 20 locations (including demonstration sites) throughout Florida.

The discipline of Agricultural Economics has existed on the UF campus since the arrival of Dr. J. E. Turlington from Cornell University. Dr. Turlington, while trained as an agricultural economist, became Head of the department of Agricultural Education in 1914, and in 1916 became Head of Agronomy and Agricultural Engineering. Dr. Turlington also became the Head of the newly created Department of Agricultural Economics in the teaching college in 1926. That same year saw the creation of the Department of Agricultural Economics in the Agricultural Experiment Station. By 1934, the two formal agricultural economics departments merged into one. In some respects, the integrated research, extension, and teaching philosophy of the present IFAS began at the University of Florida in 1934.

The Department is involved in a full range of research, extension, and teaching programs in a wide variety of areas including Agricultural Marketing and Policy, Production, Farm Management, Community & Regional Development, International Trade and Development, Marine Economics, Natural Resource & Environmental Economics, and Labor Economics. Faculty in the department serve as members and chairs of key committees in the College, Graduate School, University Senate, and State University System. They serve on search committees for Deans, Vice Presidents and University Presidents and present testimony on various issues before the U.S. Congress, and Florida Legislature as well as local and state agencies, trade groups and business firms, on various economic problems affecting Florida agriculture.

FRED faculty have engaged in various development projects in Latin America and the Caribbean as well as Europe, Asia, and Africa, involved in making analyses and recommendations for expanding food supplies and improving efficiency in their agricultural economies. They have garnered a significant number of awards at the college, university, regional and national levels, and have developed international reputations. Graduate students have received prestigious fellowships and presented papers and posters at national meetings. Graduates of the program secure solid careers in both domestic and private industry, higher education, non-profits, government and non-governmental organizations.
The Graduate Degree Programs

Master of Agribusiness (MAB)
- Designed for students with no background in economics.
- 30 credit hours, begins summer B, concludes summer C with internship.
- BA/BS with minimum GPA of 3.0, minimum 145 GRE quant, B or better in Financial Accounting (or AEB 3122), Statistics, Management, Microeconomics (or AEB 2014).

Summer B
3-AEB 5188 Economics of Agribusiness Decisions
3-AEB 5516 Quantitative Methods in Agribusiness

Fall
3-AEB 5326 Agricultural Financial Management
3-AEB 6183 Agribusiness Risk Management
3-AEB 6225 Public Policy and the Agribusiness Firm

Spring
3-AEB 5757 Strategic Agribusiness Human Resource Management
3-AEB 6675 International Agribusiness Marketing
3-AEB 6385 Management Strategies for Agribusiness Firms

Summer C
3-AEB 6942 Advanced Applications in Agribusiness Experience (Internship)

Elective(s) may be taken any semester.

Master of Science with Concentration in Agribusiness (MSAB)
- Designed for students with a background in economics
- 30 credit hours, four semesters, begin fall term only, includes summer internship
- BA/BS with min 3.0, min 145 GRE quant, min B in Advanced Ag Micro or Intermediate Micro, Calculus, Econometrics, Financial Accounting, Management, Marketing, and Statistics

Fall
3-AEB 6106 Microeconomic Principles and Analysis
3-AEB 6225 Public Policy and the Agribusiness Firm
3-STA 6166 Statistical Methods in Research I

Spring
3-AEB 6385 Management Strategies for Agribusiness Firms
3-AEB 6553 Elements of Econometrics
3-AEB 6817 Survey Research Methods for Agribusiness

Summer C
3-AEB 6942 Advanced Applications in Agribusiness Experience

Fall
3-AEB 6183 Agribusiness Risk Management
6-Electives
Minor
Students may choose a minor (6 hours) and if so, must include on their committee a faculty member from the minor department. Minimum 3.0 GPA required for the minor.

Undergraduate coursework
Graduate students may take a maximum 6 hours undergraduate (3000-4000) coursework as long as the courses are letter-graded and do not begin with the AEB or ALS prefix.

Supervisory Committee
Informing the student of all regulations governing the degree sought, oversees student’s academic program, and career advisement. Open and frequent communication between the student and the committee chair is an important part of the graduate experience. Although it is the duty of the supervisory committee to inform the student of all regulations, it does not absolve the student from the responsibility of knowing all deadlines and regulations. Students must choose a supervisory committee by the end of first semester. Non-thesis requires one member who also serves as Chair. Chair must be a member of the graduate faculty. Committee changes not permitted after the midpoint of the final semester.

Internship Requirement
An internship experience is a valuable part of the educational program in preparation for a professional career. The internship is an educational program in which students work with employers to improve the skills and knowledge needed in their prospective vocation. The objectives of the internship:

- Provides opportunity for learning experience relevant to the student’s degree program.
- Permit students’ independent exploration of their fields of interest.
- Assist students in establishing career goals related to interests and aspirations.
- Prepare students for employment through field training and professional experience.
- Make students aware of additional training/experience necessary to reach their career goals.

Employees vs. Trainees:
According to the Fair Labor Standards Act (FLSA), “internships in the “for-profit” private sector will most often be viewed as employment, unless the test described below relating to trainees is met. Interns in the “for-profit” private sector who qualify as employees rather than trainees typically must be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek.”

Criteria for determining the difference between employees and trainees:
- The internship, even though it includes actual operation of the facilities of the employer, is similar to training which given in an educational environment.
- The internship experience is for the benefit of the intern;
- The intern does not displace staff, but works under close supervision of existing staff;
- The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
- The intern is not necessarily entitled to a job at the conclusion of the internship; and
- The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

The committee chair must approve the internship. Students should download the Guide to the Graduate Internship and read it carefully before starting the internship search.
Preparing for Graduation

- Final term registration per the prescribed curriculum. Summer graduation: minimum 2 hours, fall/spring graduation: minimum 3 hours.
- Apply for the degree via ONE.UF. For cap & gown: https://commencement.ufl.edu.
- Check that course and GPA requirements will be met by end of term
- Log onto GIMS to verify degree title, minor (if applicable) and committee info

Final Oral Examination (Presentation) and Paper

- The format of the final presentation and paper are at the major professor’s discretion.
- The presentation includes key points from the paper.
- The paper includes background/situation, methods used to solve/deal with the problem or questions presented, followed by findings and recommendations.
- The presentation is a pass/fail and meets the requirements for the “final oral exam”.
- The paper is letter-graded and meets the requirements of the AEB 6942 course.
Master of Science with thesis

- 30-credit hours, 2-year program, fall admission only
- BA/BS, min 3.0, min 305 GRE w/145 quant, min B in Statistics, Intermediate Micro or Advanced Ag Micro, and Calculus. Econometrics recommended.
- Due to the competitive nature of the program, applicants are highly encouraged to exceed the minimum requirements for consideration for admission.
- Prepares students for a PhD program in Economics and Agricultural Economics

Year 1

Fall
3-AEB 6106 Microeconomic Principles and Analysis
3-AEB 6225 Public Policy and the Agribusiness Firm
3-STA 6166 Statistical Methods in Research I

Spring
3-AEB 6553 Elements of Econometrics
3-AEB 6817 Survey Research Methods
3-Elective

Summer
2-6 AEB 6971 Masters Research
Thesis Proposal Seminar

Year 2

Combination of coursework and AEB 6971 Masters Research
Writing, Defense

Recommended courses to prep for the FRE PhD (count as MS thesis electives)
3-AEB 7571 Econometric Methods I (fall)
3-ECO 5715 Macroeconomics (spring)

Minor

Students may choose a minor (6 hours) and if so, must include on their committee a faculty member from the minor department. The minor department determines the coursework and examination (if applicable). Minimum 3.0 GPA required for the minor.

Undergraduate coursework

Graduate students may take a maximum 6 hours undergraduate (3000-4000) coursework as long as the courses are letter-graded and do not begin with the AEB or ALS prefix.

Supervisory Committee

The duties of the committee include informing the student of all regulations governing the degree sought, overseeing student’s academic program, and career advisement. Open and frequent communication between the student and the committee chair is an important part of the graduate experience. Although it is the duty of the supervisory committee to inform the student of all regulations, it does not absolve the student from the responsibility of knowing all deadlines and regulations.

Students must choose a supervisory committee by the end of first semester. MS thesis requires 2 members, one of which serves as Chair. Chair must be a member of the graduate faculty. Committee changes not permitted after the midpoint of the final semester.
Research Proposal

Students are required to prepare a written research proposal and present it prior to the end of their first year of study. Below are the steps for preparing for the proposal seminar:

- One month prior to planned proposal seminar, check with the supervisory committee for date/time availability then inform Graduate office who will arrange the room reservation.
- Send committee chair final proposal no later than 4 weeks prior to proposal date, and to committee, no later than 2 weeks prior to proposal date.
- Send one-page abstract of proposal to Graduate office 1 week prior to proposal date.

Preparing for Graduation

- Summer: register 2 hours of AEB 6971, Fall/Spring: 3 hours. GA’s adhere to those minimum requirements for assistantship
- Apply for the degree via ONE.UF. For cap & gown: https://commencement.ufl.edu
- Check that course and GPA requirements will be met by end of term
- Log onto GIMS to verify degree title, minor (if applicable) and committee info
- Review Graduate School deadlines at http://graduateschool.ufl.edu/graduate-life/graduation/deadlines

Clearing prior

Approved for thesis students who have met all published deadlines for the current term except Final Clearance. Students will not have to register for next term, but will have to re-apply for the degree in that term. Clear Prior requirements:

- First submission of thesis & defense in current term.
- All other requirements met within published deadlines in current term.
- Application for degree in current term.

Defense (final oral exam)

The candidate and committee chair or co-chair must be present at the same location. The chair may not be substituted at the defense, unless there is a co-chair attending. All other members may attend remotely. If the committee requests changes in the dissertation, the committee chair may hold the ETD Signature Page until satisfied with the thesis.

Submission of Thesis

- ETD Deadlines: http://graduateschool.ufl.edu/about-us/offices/editorial/editorial-deadlines/
- Formatting and submission: http://graduateschool.ufl.edu/about-us/offices/editorial/
- Make first submission (includes defense) according to the Graduate School deadline.
- For defense: work with committee to determine date and time, then notify graduate office to be scheduled. YOU SHOULD BE DOING THIS AT LEAST A MONTH BEFORE THE DATE YOU THINK YOU WANT TO DO YOUR PROPOSAL!
- Have final draft of thesis to committee chair 4 weeks prior to the scheduled defense date and to the rest of the committee 2 weeks prior to the scheduled defense.
- The week of the defense, obtain signature forms from Graduate office.
**Doctoral studies**

- 90 credit hours: 72 hours minimum in PhD, up to 30 hours from previous M.S. degree.
- BA/BS, MA/MS with minimum GPA of 3.0, 305+ GRE with minimum 150 on the quant, minimum B in Calculus, Statistics, Master’s level Microeconomics and Econometrics.
- Due to the competitive nature of the program, applicants are highly encouraged to exceed the minimum requirements for consideration for admission.

**PhD students admitted prior to Fall 2020**

**First Year**

**Fall**
- 3-AEB 7571 Econometric Methods I
- 3-ECO 7115 Microeconomic Theory I
- 1-ECO 7404 Game Theory for Economists *(even years)*
- 2-ECO 7408 Math Methods for Economists *(even years)*
- 3-AEB 6933 Mathematical Optimization and Economic Analysis *(odd years)*

**Spring**
- 3-AEB 7108 Microeconomic Theory II
- 3-AEB 7240 Macroeconomic Theory II
- 3-AEB 7572 Econometric Methods II

**Summer – Core Examination**

**Second Year**

**Fall**
- 3-AEB 7184 Agricultural Production
- 6-Combination of electives and AEB 7979 Advanced Research

**Spring**
- 3-AEB 7373 Consumption and Demand
- 6-Combination of electives and AEB 7979 Advanced Research

**Year 3**
- 18-Combination of final electives and AEB 7979 Advanced Research
- Continue research and writing proposal, prepare for Admission to Candidacy no later than end of summer of Year 3.

**Year 4**
- 18-AEB 7980 Doctoral Research
- Writing, Defense

**Electives**
- Four PhD-level electives in FRE, one of which is an Econometrics course:
- Discrete Choice, Panel Data, Advanced, or Time Series.
PhD admitted fall 2021 and later (or students admitted earlier, with approval)

Year 1 Fall
3-AEB 7571 Econometric Methods I
3-ECO 7115 Microeconomic Theory I
1-ECO 7404 Game Theory & 2-ECO 7408 Math Methods for Economists (even years)
3-AEB 6933 Mathematical Optimization and Economic Analysis (odd years)

Spring
3-AEB 7108 Microeconomic Theory II
3-AEB 7240 Macroeconomic Theory II
3-AEB 7572 Econometric Methods II

Summer – Core Examination

Year 2
18-Combination of coursework and AEB 7979 Advanced Research

Year 3
18-Combination of coursework and AEB 7979 Advanced Research
Admission to Candidacy and Completion of 3rd Year Paper

Year 4
9-AEB 7980 Doctoral Research, Writing, Defense.

➢ Electives (5 3-credit courses)
Two field courses, one methods course (cannot double count a course as both field and methods course), two unrestricted electives at 6000 level or higher.

➢ Fields

  *Environmental and Natural Resource Economics*
  o AEB 6933 Valuation Methods
  o AEB 6933 Environmental Economics
  o AEB 7453 Natural Resource Economics

  *Development*
  o AEB 6933 Advanced Econometrics (when offered w/Development Economics focus)
  o AEB 6933 Labor Economics
  o AEB 7645 Economic Development and Agriculture

  *Food and Agricultural Economics*
  o AEB 6933 Trade Policy and Welfare Economics
  o AEB 7184 Production Economics
  o AEB 7373 Consumer Demand and Applied Analysis

  *Experimental Economics*
  o AEB 6933 Applied Valuation Methods
  o New course(s) within FRE or elsewhere

➢ Methods Classes (Topics will continue to rotate and could change based on interests)
  o AEB 6933 Applied Valuation Methods
  o AEB 6933 Special Topics in Econometrics – Seminar in Discrete Choice Models
  o AEB 6933 Advanced Econometrics (Development Economics Forum)
  o AEB 6933 Advanced Econometrics (Panel Data)
  o AEB 6933 Advanced Econometrics (Time Series)
Minor
Students may choose a minor (12 hours) and if so, must include on their committee a faculty member from the minor department. The minor department determines the coursework and if a comprehensive exam in the minor is required. Minimum 3.0 GPA required for the minor.

Undergraduate coursework
Graduate students may take a maximum 6 hours undergraduate (3000-4000) coursework as long as the courses are letter-graded and do not begin with the AEB or ALS prefix.

Supervisory Committee
The committee informs the student of regulations governing the degree, oversees student’s academic program, and career advisement. PhD students should identify a Chair during the first year and have the remaining committee chosen by end of second year. The PhD requires a minimum four members, one of whom serves as Chair, and one of whom serves as External. The Chair must be in FRE. One co-chair (optional) permitted. All must be members of the graduate faculty. There are no changes to the committee after midpoint of final term.

Third Year Paper
In the spring of the third year, students will be required to submit one completed paper to the Third Year Paper committee for review. Two members of the committee will rigorously review each paper. The student will receive feedback on their paper in the form of review reports. Students will present this paper at the Annual Graduate Research Symposium.

The committee consists of five faculty members; each member will provide in-depth reviews for 2-3 papers and read the remaining submitted papers. As a committee, they will select one paper to receive the Best Third Year Paper Award. This award will include a $500 travel award from the department (in addition to the standard $500 allocation per student for AAEA travel) to be used for the conference of the student’s choosing in their fourth year.

Admission to Candidacy (Dissertation Proposal Seminar)
The stage of the degree when all courses and field exam are complete and the student is ready to commence research.

Requirements for approval for Admission to Candidacy are:
- Minimum 3.0 GPA.
- Successful completion of all coursework and submission of third year paper.
- Approval of topic as judged by the committee during the dissertation proposal seminar.
- Overall fitness for candidacy.

Preparing for the proposal seminar
- Register for AEB 7979 Advanced Research.
- One month prior to your intended seminar date: check with supervisory committee for date/time availability then inform Graduate office so they can reserve the room.
- Send committee chair final proposal no later than four weeks prior to proposal date, and to rest of committee no later than two weeks prior.
- Email one-page abstract to Graduate office one week prior to proposal date.
Preparing for Graduation

- Summer: register 2 hours of AEB 7980, Fall/Spring: 3 hours. GA’s adhere to minimum requirements for assistantship.
- Apply for the degree via ONE.UF. For cap & gown: https://commencement.ufl.edu.
- Check that course and GPA requirements will be met by end of term
- Log onto GIMS to verify degree title, minor (if applicable) and committee info
- Review Graduate School deadlines at http://graduateschool.ufl.edu/graduate-life/graduation/deadlines

Defense (final oral exam)
The defense normally takes place in the final semester. The candidate and committee chair or co-chair must be present at the same location. The chair may not be substituted at the defense, unless there is a co-chair attending. All other members may attend remotely. If the committee requests changes in the dissertation, the committee chair may hold the ETD Signature Page until satisfied with the thesis. If one or more members is unable to attend the defense in either person or remote, visit http://www.graduateschool.ufl.edu/about-us/offices/editorial/thesis-and-dissertation/ for the policy on how to handle the situation.

Submission of Dissertation

- ETD Deadlines: http://graduateschool.ufl.edu/about-us/offices/editorial/editorial-deadlines/
- Formatting and submission: http://graduateschool.ufl.edu/about-us/offices/editorial/
- Make first submission according to the Graduate School deadline.
- For defense: work with committee to determine date and time, then notify graduate office to be scheduled. YOU SHOULD BE DOING THIS AT LEAST A MONTH BEFORE THE DATE YOU THINK YOU WANT TO DO YOUR PROPOSAL!
- Have final draft of thesis to committee chair 4 weeks prior to the scheduled defense date and to the rest of the committee 2 weeks prior to the scheduled defense.
- The week of the defense, obtain signature forms from Graduate office.

Clearing prior
Approved for PhD students who have met all published deadlines for the current term except Final Clearance. Students will not have to register for next term, but will have to re-apply for the degree in that term. Clear Prior requirements:

- First submission of dissertation in current term.
- All other requirements, including defense, within published deadlines in current term.
- Application for degree in current term.
Graduate Assistants

Be sure to read the Graduate Assistants United Contract. Graduate Assistants serve a vital function for the University. They support departments, programs, faculty, and personnel across the campus community. The opportunities through graduate assistantships enable graduate students the ability to enhance their scholarly and professional development.

Appointment as a Graduate Assistant presents a dual challenge, for those who hold the position are both students and employees. As students, they must achieve satisfactory progress toward their scholarly and professional objectives; as employees, they must perform their assigned responsibilities within the University’s mission of teaching, research, and extension. In sum, the Graduate Assistant receives financial support in the form of stipend, tuition waiver, and health insurance, in exchange for their contribution to the teaching and/or research mission of the university.

Graduate Assistants in FRED may receive appointments as research, teaching, or both. Funding for graduate assistantships comes from grant or state funds, or a combination of both. The source of the funding often determines the appointment, and the percentage of time spent on research or teaching, or both.

Graduate students appointed as Graduate Research Assistants have the opportunity to be actively involved in the research process under the supervision of a faculty member in an area that is of interest to them. This experience gives students the opportunity to develop essential skills for the types of research-related activities they are likely to engage in as professionals once employed. It is, therefore, an excellent hands-on learning opportunity and an important part of the professional development. In most cases where a student appointed solely to a research assistantship, it is completely grant-funded by a specific faculty member (or members), and there is little or no teaching component involved.

Graduate students appointed as Graduate Teaching Assistants provide essential teaching support in undergraduate courses offered through the department. Their responsibilities include classroom or lab teaching, proctoring exams, grading papers, homework, and/or projects, preparing instructional materials, or providing other general assistance in the instructional process. For students wishing to have lecture experience, the department offers opportunities to lecture small sections of undergraduate courses.

In the case of Graduate Assistants assigned to research and teaching with two different faculty members, the Graduate Program notifies the faculty members in advance each semester regarding the workload and number of hours required for each job per week. Communication between the faculty members and graduate assistant is key to ensure success in both tasks. Graduate assistants who encounter any difficulties in maintaining the balance contact their supervisors immediately. (The number of hours assigned is based upon the percentage of funding from each source).

Within the first two weeks of classes, all teaching assistants must take FERPA training (if they have not had it within the previous year). FERPA is the Family Educational Rights and Privacy Act, also known as the Buckley Amendment that protects the privacy of a student’s educational record.

Maintaining Eligibility for Graduate Assistantship

Graduate assistants must meet several requirements to maintain their assistantship:

- Maintain a 3.0 overall GPA every semester on appointment.
- Registration for the required number of hours per term (9 in fall/spring, 6 in summer).
- Satisfactory performance evaluation and satisfactory progress in degree program (meeting milestones like completing core courses, proposal seminars, admission to candidacy, etc. in a timely manner).
Faculty evaluate their Graduate Assistants at the end of each semester to ensure the student is making satisfactory progress both academically and in assigned job duties. Graduate Assistants who do not meet the eligibility requirements in one or both areas will be placed on probation for one semester during which time he or she will be given time to improve and meet the requirements set forth for the probationary period. If the student does not receive a satisfactory evaluation for the semester, the assistantship terminates at semester’s end.

**Employment periods**
Graduate Assistants receive a letter of appointment each employment period (semester), as part of their contract. The letter of appointment for the next term is sent prior to the end of the current term. Students will sign the letters and return them to the graduate office. Employment periods: Fall (Aug 16–Dec 31), Spring (Jan 1–May 15), Summer (May 16–Aug 15).

**Health Insurance**
GatorGradCare, underwritten by Blue Cross BlueShield of Florida, applies to Graduate Assistants and Pre-Doctoral Fellows. While the University covers most of the premium, graduate assistants contribute $10 per month for individual coverage. Graduate Assistants are still responsible for the full premium for any covered dependents. Students who lose their eligibility do not have the option of paying the premium to continue participation. Graduate Assistants must enroll within 60 days of hire date. Graduate Assistants who are unable to enroll must contact the GatorGradCare office immediately.

**Leave Time**
As employees of the University, Graduate Assistants do not have breaks between semesters, and are required to work, with the exception of official holidays and approved leave time. GAs receive 5 days of personal leave each semester. Unused leave does not carry over to the next term. To take personal leave, obtain the form from the Graduate Program office, obtain the signatures (actual signature or email approve is fine) and return the form and accompanying email (if applicable) to the Office of the Chair (Candace Kaswinkel). Refrain from purchasing tickets or making official arrangements without first receiving approval. Personal leave beyond the 5-day allotment is leave without pay.

**Leave of Absence**
Not considered personal leave and not deducted from personal leave balance. Pertains to the following circumstances.

- Disability or inability to perform assigned duties because of injury, illness, jury duty, or required U.S. military service; or when his or her presence is required elsewhere because of injury, illness, or death in the immediate family.
- UF closed for state holiday or declared emergency, unless conditions of the appointment require the employee to perform duties at these times.
- Exams for professional licensing related to the degree, or UR-required qualifying exams
- Travel to conferences or other special events for professional development.

**Below are the only official UF and/or state holidays when employees are not required to be present:**

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
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<tbody>
<tr>
<td>Labor Day</td>
<td>September 7, 2020</td>
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<tr>
<td>Veteran’s Day</td>
<td>November 11, 2020</td>
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<tr>
<td>Thanksgiving</td>
<td>November 26-27, 2020</td>
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<tr>
<td>Winter Break</td>
<td>December 24 – 31, 2020</td>
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<tr>
<td>New Year’s Day</td>
<td>January 1, 2021</td>
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<tr>
<td>Dr. Martin Luther King, Jr. Day</td>
<td>January 18, 2021</td>
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<tr>
<td>Memorial Day</td>
<td>May 31, 2021</td>
</tr>
<tr>
<td>Independence Day</td>
<td>July 5, 2021</td>
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</tbody>
</table>
Registration requirements
12-month appointment – 9 hours in fall & spring, 6 in summer
9-month appointments – 9 hours in fall/spring, no summer registration

Tuition Waivers
Graduate Assistantships include tuition waivers applied to accounts 2-3 weeks after the beginning of the semester. Graduate Assistants are responsible for paying the student fees, which include health, athletic, activity and service fees, and are approximately $80 per credit hour. Graduate Assistant fees deferred until mid-term: https://www.fa.ufl.edu/directives/critical-dates/.

Students whose do not pay their fees by the deferral date will be assessed a $100 late payment fee. Students on tuition waiver are “Florida resident for tuition purposes” and as long as they are on assistantship with the waiver, they will pay in-state fees. Loss of assistantship results in tuition and fees charged at the non-resident rate for those students who were not legal Florida residents prior to being hired as a Graduate Assistant.

Do not register for any course listed as “off-book”. Off-book courses are self-funded meaning the tuition and fees paid by those enrolled covers the entire cost of the courses. Tuition waivers do not cover off-book courses.

U.S. residents receiving federal financial aid in the form of student loans or grants should take note that the University Financial Aid office will be deducting the tuition waiver cost from the student’s loan in the first week of the semester. Once fee waivers run, the student will receive a refund of the student loan funds.
General Information for all graduate students

Clubs and Organizations

FRED Graduate Student Organization (FRE-GSO)
The Food and Resource Economics Graduate Student Organization represents all graduate students within the department. GSO helps new students with the transition to graduate school as well as offering travel grants, hosting seminars, training sessions, recreational outings, coffee breaks and a host of other activities.

Agricultural & Applied Economics Association
The Graduate Student Section (GSS) of the Agricultural & Applied Economics Association (AAEA) was developed to provide an opportunity for graduate students to come together to foster the professional development through various activities and seminars. The specific objectives of the AAEA-GSS:

- Promote professional development of graduate students in agricultural economics and related graduate programs
- Increase participation and involvement of students with both academic and non-academic career goals in the Agricultural & Applied Economics Association
- Provide more opportunities for graduate student involvement at the Annual Meetings and any other related activities of the Agricultural & Applied Economics Association.

Join the Agricultural and Applied Economics Association. Membership fee is $25. Follow the link to the AAEA Membership page to join the AAEA and the GSS. Indicate your desire to join by checking the GSS box under the sections portion of your registration form.

Southern Agricultural Economics Association
Becoming a member of SAEA allows one to:

- Publish in the journal of Agricultural and Applied Economics
- Attend the annual meeting each February at locations across the South
- Moderate sessions at the annual meeting
- Present papers and posters at the annual meeting
- Publish abstracts in the JAAE of your presentations
- Win professional and monetary awards
- Professional and personal contacts with 400+ students and faculty across the region
- Join at a low cost of just $10 per year

UF Student Government
The UF Department of Student Activities and Involvement is home to a diverse group of over 975 Registered Student Organizations. Student organizations have critical impact on the student experience providing opportunities for leadership development, social interaction, entertainment, and education. We encourage you to look through the list of currently registered student organizations at: to find contact information and meeting information.
**Financial Assistance**
UF Financial Aid office offers financial aid in the form of federal, state, institutional or private funds, for the express purpose of helping students pay their education-related expenses. Most financial aid programs require applicants to be a U.S. citizen, national, or permanent resident alien. If you would like to learn more, please visit

**Scholarships & Fellowships**
The College of Agricultural and Life Sciences, Food and Resource Economics Department, Graduate School and International Center offer students the opportunity to apply directly for certain scholarships.

- [College of Agricultural and Life Sciences (CALS) Graduate Student Scholarships](#)
- [Food and Resource Economics (FRED) Graduate Student Scholarships](#)
- [Latin American/Caribbean Scholarship](#)
- [Graduate School Scholarships, Fellowships, and Grants](#)
- [International Center](#)
Grades
A minimum 3.0 is required overall & within the major to graduate. The only passing grades A, A-, B+, B, B-, C+, C and S. C+ and C grades count toward a graduate degree if an equal number of credits in courses numbered 5000 or higher have been earned with grades of B+ and A, respectively. Grades of I (incomplete) received during the preceding term should be removed as soon as possible. Grades of I carry no quality points and become punitive after one term. All incomplete grades must be removed before a graduate degree can be awarded.

Service Indicators (formerly known as holds)
Service indicators may appear on the record for academic, financial, and other reasons. Be sure to clear before attempting to register or request a transcript.

ID Cards
Obtained at the University Bookstore on the south side of the Reitz Union.

Information Technology (IT) related (Computers, Email, Printing, etc)
- Desktop support
  The FRED IT Support office assists with network access, email services, web space, security oversight, PC repair and installations, and software license management. If you have questions related to IT matters, contact them at 294-7645.

  All personal computers in use on the network need to run a current and self-updating antivirus scanning utility. All operating systems must configure to auto-update to ensure that all patches are installed in a timely manner. McAfee Virus Scan Enterprise is available free to all UF faculty, staff and students for business and personal use. Also, review UF’s Acceptable Use Policy.

- Email and Gatorlink
  UF sends official email communications to students’ official UF email ending in ufl.edu also known as the GatorLink account. All online campus services require a Gatorlink username/password.

- Copy services
  Not available in the department for students’ personal use, however these services are available at the Reitz Union. Teaching Assistants copying materials for their course instructors may use the FRED copier and their UFID. TAs who need their UFIDs added should see Ms. Carol Fountain in MCCB.

- Printing
  Graduate students have unlimited access to printing in student office space. Network printers are available in the main student rooms (G120, 1122 and 2120). To map a printer:
  - Press the Windows key followed by the “R” key. (Brings up “run” command)
  - When the window comes up type \uf-srvv-print.
  - If you are off campus and need to access a particular drive you may have information stored on, type in http://vpn.ufl.edu and follow the on-screen instructions signing in with your Gatorlink username and email.
  - If you have any problems, email Ed Howard at edhoward@ufl.edu
International Students
The UF International Center (UFIC) is the one-stop for all UF’s international students. Upon arrival in Gainesville, you will need to check in with their office, located at 1765 Stadium Road (or 170 HUB). Because there are such specific guidelines for international students, the department has opted not to delve into it in this handbook. We request our international students visit the UFIC website at or visit them in person. The UFIC handles I-20 and issues related to taxes, visas, international student health insurance, immigration issues, CPT, OPT and many other issues related to international status. Every student has an advisor assigned to them based on the first three letters of their last name. That individual will be your UFIC advisor for the duration of your program.

Leave of Absence
A graduate student who does not want to register for more than one term needs prior written approval from the supervisory committee chair for a leave of absence. It does not need Graduate School approval. The student must reapply for admission upon returning. The FRED Admissions Committee is the sole entity that determines eligibility for readmission.

Lecturing Opportunities
PhD students are often interested in teaching. To increase the likelihood that the experience is a positive one, students should complete the following activities to be eligible to volunteer to teach in FRE.

- International students must take the TOEFL iBT test and score at least a 23, or take the SPEAK test on campus and score at least 45. Cost of these exams are paid for by the graduate student (currently $60 for the SPEAK test). If the scores on the exam are below 28 (TOEFL iBT) or 55 (SPEAK), the student will be required to enroll in EAP 5836 during their teaching semester. Typically, students enroll in this in the second year.

- Work as a TA for at least two semesters with a professor that will allow the student to teach one-two lectures per semester. Receive satisfactory reviews from all semesters acting as a TA, or receive a satisfactory review from your most recent TA assignment and provide an explanation of the previous unsatisfactory evaluation.

- Successfully complete online FERPA Basics training to understand student record confidentiality issues. You will find this training in myufl by following these menus: main menu>my self service> training and development.

- Complete 3 seminars by the UF Teaching Resource Center on classroom instruction).

- Complete a seminar in FRE by the Dean for Students Office about student honors code/problems/conflict resolution. We will typically offer this seminar in early Spring.

- Obtain approval from major professor to dedicate the time needed to teach a course.

In the 3rd or 4th year (but not in the final semester of the final year), as part of their graduate assistantship, PhD students have the option to teach a small section of an introductory-level economics class for non majors. Interested students should consult their committee chair and graduate coordinator.
Libraries
The nine Libraries of the University of Florida serve all of the university's faculty and students, but each has a special mission to be the primary support of specific colleges and degree programs. Because of the interdisciplinary nature of research, scholars may find collections built in one library to serve a specific discipline or constituency to be of great importance to their own research in another discipline.

The Marston Science Library has a number of faculty who specialize in specific areas and are able to help students with research. Melody Royster is a Library Specialist whose interests include General Agriculture, Agronomy and Plant Pathology, Environmental Horticulture, Family, Youth and Community Sciences, Food and Resource Economics, Food Science and Human Nutrition and Horticulture. Melody earned her B.S. in Food and Resource Economics at UF and her Master of Library Science in Information Science at Florida State University. When conducting research for your thesis or dissertation, Melody can assist you with finding information and the publications you need. You can contact her at 352-273-2661, mroyster@uflib.ufl.edu or in Room 206 Marston Science Library.

Registration/Drop Add
Drop/Add is done online through ONE.UF during the first 5 days of class in fall/spring and the first 3 days of class in summer. So long as a student is registered for at least one credit hour before regular registration ends, there is NO late fee to add or drop a course during any time in the semester. Students become financially liable for the tuition/fees for course(s) dropped after the ISIS deadline. Once the ISIS drop/add period is over, students must complete a drop/add petition available in the FRED graduate office. Dropped courses by petition result in a “W” on the transcript. Drops are not approved for failing a course, inability to attend, inability to pay or forgetting to drop during online drop/add period.

Drop/Add procedures
- Obtain the signed from the Graduate Office in person or via email.
- If adding, the signature of the department in which the course is located is required.
- If dropping, international students must have approval from UFIC first. UFIC will lift the drop hold for 24 hours to allow registration adjustment.
- Take the form to the CALS Dean’s office in 2020 McCarty Hall or Jess will email the signed form to the Dean’s office.

Medical Drops/Withdrawals
The Dean of Students Office receives all requests related for medically related course drops and withdrawals. For more detailed information on the medical withdrawal process please visit the [Dean of Students website](http://www.registrar.ufl.edu/currents/petitioninstructs.html), contact the Dean of Students Office at 352-392-1261, or visit 202 Peabody Hall. The University Student Petitions Committee meets each Tuesday. Please submit your petition and all necessary documentation by 5:00 p.m. the previous Friday. Due to the large number of requests, it may take 1-2 weeks before your petition is reviewed.

Current students will receive their results on [ISIS](http://www.registrar.ufl.edu/currents/petitioninstructs.html) under the heading Petition Status (under My Record on the left menu) as soon as they are available. Instructions for this process can be found at [http://www.registrar.ufl.edu/currents/petitioninstructs.html](http://www.registrar.ufl.edu/currents/petitioninstructs.html)

Meeting Facilities
Room 1086 is generally used for proposal seminars and presentations. Students defending or presenting should reserve 1086 MCCB through the Graduate Office. Students wanting a room to meet for other purposes may go directly through Carol Fountain, cf1@ufl.edu, 294-7669 and scheduling for 1151 MCCA may be done through Candace Kaswinkel, ckaswin@ufl.edu, 294-7669 in 1167 MCCA.
Student Health Care Center
Provides a broad range of medical services in the outpatient clinic, which include primary medical care, health education, sexual assault recovery, health screening and mental health consultation and counseling. The health fee is part of the tuition fee paid by all students. The Center is located in the Infirmary Building, 1 Fletcher Drive, next to the Florida Gym.

Transportation and Parking
RTS provides free bus service to students/spouses with UF identification card. A mini-bus service is provided for the handicapped. The Student Nighttime Auxiliary Patrol (SNAP) offers nightly escorts anywhere on campus, is staffed by students and supervised by the University Police. Persons needing an escort/ride should call 392-SNAP (7627). Those who want to park on campus should purchase a commuter decal from Transportation and Parking.

Travel
Students traveling on UF official business are required to have a travel authorization on file. You must complete a travel authorization and it must be approved BEFORE any travel can take place otherwise it is considered unauthorized.

Any student traveling to a foreign country on UF related business must register in the “TeamAssist Emergency Assistance Program”. This program provides 24/7 assistance, including emergency evacuation, repatriation, travel assistance services and security coverage. This is only to be used for travel related to University business and not for personal travel. Students will complete a “Checklist for international travel” and submit it to their supervisor, who will approve and forward to the next level for approval.

Tuition/Fees
The latest tuition/fee schedule can be found at this link: http://www.fa.ufl.edu/bursar/current-students/. Graduate Assistants see the section on Graduate Assistantships for tuition/fee calculation.
Wellness Resources

Career Resource Center
The Career Resource Center (CRC) is located on the first floor of the Reitz Union and offers career planning, internship, and cooperative education guidance as well as employment/school search services for UF students. The CRC also includes career counseling, workshops and skills/aptitude/interest testing. The CRC library offers students the opportunity to research specific companies.

Counseling and Wellness Center
The UF Counseling Center provides counseling and consultation services to undergraduate and graduate students and spouses/partners. The Center offers brief counseling and therapy to help students confront personal, academic, and career concerns. The primary goal of counseling is to help students develop the personal awareness and skills necessary to overcome problems and to grow and develop in ways that will allow them to take advantage of the educational opportunities at the university.

Dean of Students Office
DSO creates a culture of care for students, their families, faculty and staff by providing exemplary programs and services. Areas include new student and family programs, student conduct and conflict resolution, disability resource center and mental health.

Student Health Care Center
The University of Florida Student Health Care Center (SHCC) is an accredited outpatient clinic staffed by licensed, board-certified health care professionals who provide health and wellness care to UF students by appointment. SHCC staff is comprised of physicians (MDs), physician assistants (PAs), advanced registered nurse practitioners (ARNPs), registered nurses (RNs), health support technologists (HSTs) and many others who pride themselves in helping each student achieve maximum physical and emotional health so that each may participate fully in the educational and personal growth opportunities afforded by the University. All medical and psychiatric physicians’ faculty positions in the College of Medicine.

Office of the Ombuds
The purpose of the Ombuds office is to assist students in resolving problems and conflicts that arise in the course of interacting with the University of Florida. By considering problems in an unbiased way, the Ombuds works to achieve a fair resolution and works to protect the rights of all parties involved.

The role of the Ombuds is to serve as a resource and designated neutral party for students who may have a university related concern or problem. Such problems may be related to grades, difference of opinion with instructors, interpretation of university policies, or other administrative issues that may be of concern. The Ombuds will work with students to interpret university policy, help identify options and strategies for resolving issues, and serve as a mediator when appropriate. Students are advised to first contact the instructor, the department chairperson, and/or the college dean before seeking assistance from the Ombuds, although instances do exist where contact with the University Ombuds first is beneficial.

Recreational Sports
The Department of Recreational Sports provides many facilities for on-campus recreation. Among the facilities are three recreation facilities, nine fields, two pools, six outdoor court facilities and a gym.
Course Listings (most commonly offered)

AEB 5188 Economics of Agribusiness Decisions (3)
Comprehensive treatment of microeconomic theory and its use in managerial decision making. Fundamental economic concepts of the business firm and its strategic and operating decisions are developed. Students learn to develop strategic skills and vision in analyzing and understanding the process of entrepreneurship and value creation. Emphasis placed on economic principles underlying the identification of market opportunities, creation of appropriate organizational structures and competitive dynamics of markets.

AEB 5326 Agribusiness Financial Management (3)
Integration of finance and management decision-making tools to solve advanced financial and other management problems faced by agricultural firms and agribusinesses.

AEB 5516 Quantitative Methods in Agribusiness Decisions (3)
Introduction to variety of quantitative methods with application to business decision-making contexts. Topics include basic quality control analysis, econometric analysis and business forecasting. Emphasis on correct application of methodologies and the use of Microsoft Excel.

AEB 6106 Microeconomic Principles and Analysis (3)
To help students further their development and understanding of microeconomic theory. This is accomplished by stressing mathematical structure of microeconomics and by including intuitive explanations of principle results.

AEB 6183 Agribusiness Risk Management (3)
Review the conceptual framework of decision analysis. Examine and develop applied risk analysis skills useful for risk management decision-making by agricultural producers, agribusinesses, and researchers. Objectives are to improve the student’s understanding of the methodology of making decisions, improve the student’s understanding of risk management and the analysis of risk management tools, locate and use data and information from various sources to use in risk analysis and management, and understand and apply basic computer and mathematical decision-making aids to firm level problems and decisions.

AEB 6225 Public Policy and the Agribusiness Firm (3)
Focuses on understanding the policy-development process and analyzing domestic and international policies and their influence on the decisions and success of agribusiness firms. Emphasis will be placed on developing a policy perspective and an understanding of the significance of policy dynamics. Various policy environments, drivers, mechanisms and processes will be analyzed. The economic and political forces underlying policy formation and change will be examined. The impact of current policies and policy issues on agribusiness firms, the relationship between policy signals and firm decisions, and the avenues for influencing the policy process will be explored. Policies considered include those associated with domestic agricultural price and income support, international trade, competition, the environment, food safety, biotechnology, country-of-origin labeling, traceability, and economic development.

AEB 6385 Management Strategies for Agribusiness Firms (3)
Planning, organizing, implementing, and evaluating the agribusiness management functions of strategic planning, finance, marketing, and personnel. Designed to help students synthesize across their formal and informal learning of the general principles of marketing, finance, accounting and human resource management. Helps the student transition from graduate student to working professional, from a focus on class content to a focus on problem solving in the working world. The successful student will be able to assess situations, analyze problem settings, choose wisely, defend choices, and persuade successfully. Course represents the theory and practical application of strategic management concepts as a template to learn and guide the development of this basic skill set.
AEB 6553 Elements of Econometrics (3)
First year graduate course in designed to help students understand and apply an econometric approach to problem solving. Major emphasis is placed on applications of methods to economic problems in economics and related fields. Econometric problem solving and determining quantitative relationships among economic variables in agriculture and related industries. Students will learn to apply econometric tools to modeling, estimation, inference and forecasting in the context of real world problems, use related econometric software to estimate econometric models, evaluate and interpret the results and conclusion of econometric models and build up their foundation for advanced econometrics courses.

AEB 6675 International Agribusiness Marketing (3)
Principles, trends, issues, barriers, policies, strategies, and decisions involved in international marketing, with emphasis on perishable and storable agricultural commodities and food products. Combines firm-level agribusiness marketing concepts with strategic international agribusiness marketing and export applications. Includes development and presentation of an international agribusiness marketing plan.

AEB 6817 Survey Research Methods for Economists (3)
Introduces students to the history, theories, and methods of survey research. The course focuses on the design, development, execution, and analysis of surveys and related research methods. In particular, survey sampling, question construction, questionnaire design, interviewing techniques, survey data analysis, and research ethics will be covered. Multiple survey modes – in-person, mail, internet, and telephone as well as focus groups and sensory evaluation data collection methods included.

AEB 6933 Econometrics III Panel Data, Time Series, Advanced, Discrete Choice (rotating)
The course will expose students to a number of different econometric modeling techniques, and to provide guidance on the econometric part of the research projects for students in their dissertation-writing stage. For each of the topics to be covered, the instructor will first make presentations on the basic concepts underlying each method. After that, students will present papers related to the methods.

AEB 6933 Labor Economics (3)
Microeconomic analysis of several issues such as open access, common pool resources, public goods and externalities. Specifically, in the presence of these issues various market distortions arise. At the same time, there are various practical ways, market instruments and environmental management and policies to correct these market distortions.

AEB 6933 Applied Economic Welfare/Public Policy (3)
Develops the foundation of welfare economics and applies this framework to topics in international economics. These topics include: (1) optimal welfare and Byrd tariffs; (2) U.S. agricultural policy in a trading environment; and (3) The economics of bio-fuels.

AEB 6942 Advanced Applications in Agribusiness Experience (3)
MAB/MSAB present paper detailing the internship experience. (See Internship Manual)

AEB 6971 Masters Research (S/U)
MS thesis research

AEB 7108 Microeconomic Theory II (3)
Focuses on advanced topics in microeconomic theory in the light of contemporary thought. Attention given to general equilibrium theory and applications, welfare economics and economics of choice under uncertainty. Special topics such as models under market power will be introduced. Theory of the firm, market theory, market failure (externalities, market power, and asymmetric information). Game theory and applications. General equilibrium theory, welfare trade theory and agricultural trade policy.
AEB 7182 Ag Risk Analysis/Decision Making (3)
Review of conceptual framework and research methods for analysis of decision making by agricultural producers. Expected utility theory, risk programming, stochastic dominance, and dynamic decision models.

AEB 7184 Production Economics
Introduction to the standard theoretical and empirical models used in the investigation of firm level production decisions.

AEB 7240 Macroeconomic Theory in Open Economies I (3)
Essential elements of macroeconomic theory and policy in world of interdependent nations. Enables students to read and comprehend current economic literature in the area of open macroeconomics and to give students the necessary foundation to continue self-study and begin research.

AEB 7373 Consumer Demand and Applied Analysis (3)
Students master the theoretical foundations of consumer demand and behavior and the ability to formulate and implement empirical applications of consumer-demand modeling based on solid theoretical foundations. Students will learn to read and comprehend current economic literature in the area of consumer demand and applied analysis for the necessary foundation to continue self-study and the knowledge and skills enabling them to conduct research in this area.

AEB 7453 Natural Resource Economics (3)
This course is a graduate level class on economic theory and topics related to the field of Natural Resource and Environmental Economics. The objective of the class is to provide the student with a thorough understanding of the issues and methodological approaches to research in Natural Resource and Environmental Economics. This knowledge is acquired through lectures discussions and a critical review of the literature.

AEB 7571 Econometric Methods I (3)
Introduces students to current econometric methods and underlying econometric theory in preparation for empirical research. Least squares procedures studied, including hypothesis testing, limitations of standard linear model and alternative estimation approaches. Consideration also given to nonlinear models, maximum likelihood methods, simultaneous equation models and limited dependent variable models.

AEB 7572 Econometric Methods II (3)
Thorough introduction to the basic techniques in modern econometrics. Focuses on both theoretical and empirical applications. Topics in econometrics including single equation and multiple equation linear and nonlinear models.

AEB 7645 Economic Development and Agriculture (3)
Relation of human, capital, and natural resources, technology, and institutions to income growth and distribution. Development strategies in low-income countries. The course begins by looking at issues in the measurement of poverty, inequality, and vulnerability. Casual observation—as well as some systematic econometric work—suggests that inequality may affect poverty and economic growth. Interestingly, the idea that economic performance might be sensitive to the distribution of endowments goes back to old theory of agrarian economy.

AEB 7979 Advanced Research (S/U)
PhD research for students not yet admitted to candidacy

AEB 7980 Doctoral Research (S/U)
PhD research for students admitted to candidacy
Student Ethics and Responsibilities

Honor Code
Students are expected to exhibit high standards of behavior and concern for others. The University strives to protect and guide the educational community by establishing a Student Code of Conduct and judicial system, which promotes individual and social responsibility. Choosing to join the University of Florida community obligates each member to a code of civilized behavior. Individuals and student organizations are expected to observe the policies, rules, and regulations of the University of Florida and the State of Florida. University policies have been designed to protect individuals and the campus community and create an environment conducive to achieving the academic mission of the institution. The complete Standards of Ethical Conduct can be found at http://www.dso.ufl.edu/judicial/academic.php

Graduate Student Responsibilities
Each Food and Resource Economics graduate student is responsible for their entire program, including becoming familiar with all graduate requirements set forth by the University, Graduate School, College, and Department. These requirements constitute a contractual agreement between each student and the University. Compliance with published deadlines is also the responsibility of each student. Graduate students are responsible for registering and paying fees on time, choosing their supervisory committee chair and plan of study form within the required time. Graduate students on assistantship are responsible for successful completion of assigned duties and will be evaluated by their faculty committee chair every semester. Graduate study is a full-time experience and in order to succeed, students must be committed to participation in classes, research, and seminars.

The Graduate Catalog governs your study. Students and departments are bound by the regulations of the Graduate Catalog and information in it supersedes any information found in this handbook. Questions about information in this handbook, the Graduate Catalog of your program of study should be directed to the Graduate Program Office.

Graduate School Guide to Integrity

Introduction
The value of advanced research is assessed on scientific collection of data, robust scholarship, and academic integrity. Academic integrity at the University of Florida is founded upon the vigilance of faculty—especially graduate faculty—in identifying and addressing issues of fraud, plagiarism, cheating, confidentiality, and conflicts of interest.

The common-sense ethics students learn in secondary and undergraduate education may not necessarily prepare them for the specific professional etiquette required for advanced research. It is the responsibility of graduate faculty to insure that students under their supervision are made aware of the guidelines for ethics in their discipline. Members of the graduate faculty must also be ready to identify and remediate ethical conflicts when they do arise. The Graduate School has prepared the following guidelines to aid in this responsibility.

Fraud
Fraud involves the intentional and deliberate misuse of data in order to draw conclusions that may not be warranted by the evidence. Falsification of results may take one of two forms:

1. Fabrication of data
2. Omission or concealment of conflicting data.

Less overt cases of plagiarism may be either intentional or unintentional (carelessness/ignorance of professional protocols) but may have severe repercussions as carelessness verges toward malpractice.
Information sources must be correctly cited for the forum in which they are presented. Paraphrased material should be attributed to the original author of the research or theory.

Disciplinary knowledge is the product of innumerable contributors. There is a core of knowledge in any discipline that must be assumed common knowledge of practice, or else we would be footnoting every sentence written. It is however simple enough for the student to explicitly state that the assertions they are drawing from are based upon common knowledge. A literature review is an even more robust method for proving that the ideas employed are part of mainstream knowledge.

In the course of advising, graduate faculty should determine that their students understand plagiarism in its overt form as well as the errors that can constitute plagiarism: Misrepresenting an author’s original intent; Over-dependence on a source to the extent that the students work does not represent an original contribution to the literature; Self-plagiarizing by submitting substantially the same paper, review, or presentation in more than one forum.

Plagiarism is a two-way street. It is equally a violation of University of Florida rules against plagiarism for a student advisor to use the work or findings of a graduate student without attribution commensurate with their contribution. University of Florida faculty should handle any suspicion of plagiarism with due regard to the student’s rights, and any detection of plagiarism should be adjudicated in accordance University procedures.

Cheating
While cheating in the classroom is covered by regulations emanating from other parts of the University, cheating on qualifying or preliminary examinations is not. Such dishonesty, once proven, will at the very least result in failure of the examination and may mean termination of the student’s enrollment. It may be difficult for a new graduate student to relate their previous black-and-white understanding of cheating to the collegial interaction of Graduate School. Be clear about which tasks may be completed interactively and when the student is expected to work on their own.

Abuses of Confidentiality
Confidentiality involves both explicit rules of ethics and the subjective mores of professional conduct. If a student uses the unpublished data, Thesis, grant proposal, or paper of a colleague without permission of that author, they are committing an abuse of confidentiality even though it had been documented with the most meticulously attribution. A more subtle abuse of confidentiality would be the appropriation of an insight gained from collegial interaction, without the consultation and approval of the idea’s originator. Another area where permission is as important as attribution lies in the use of archival material concerning a living or recently deceased individual. Of course, any research with human subjects has strict rules on confidentiality and ethics; any questions should be directed to the Institutional Review Boards (IRB) whose website is: http://irb.ufl.edu. Confidentiality is easy to abuse and the abuse is difficult to detect. The example set by you and your faculty colleagues will influence a graduate students’ respect for confidentiality far more than any quantity of rules, handbooks, or guidelines.

Conflict of interest
It is always better to prevent a conflict of interest than to redress a violation. As noted above, a student’s advisor must acknowledge their use of a student’s work with the deference they would show to any other professional colleague.

With growing partnerships between UF and private enterprise, advisors should beware of situations that result in their students working directly for them. Any situation where your student’s grade might be perceived to be based on criteria other than academic performance should be avoided. Use care in interaction with students in consulting work you may undertake.
One reason to avoid a conflict of interest is that it may obscure issues that would be much clearer in an untrained situation. Do not react defensively to suggestions that you may be involved in a conflict of interest; other forces may be blinding you to issues that are obvious from the outside. Try to evaluate your situation as someone looking in from outside. If you determine that the conflict of interest is in appearance only, fix that appearance! Set up procedures to prevent the possible conflicts from becoming real.

A member of the graduate faculty may not date any student enrolled in coursework they are teaching. A graduate faculty member may not serve on the committee of any student with whom they have or have had an intimate personal, family or business relationship. If any personal relationship between a graduate faculty member and a student should develop subsequent to the establishment of a professional, educational relationship, the graduate faculty member will terminate the educational relationship.
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