PURPOSE
This Handbook is a guide to the procedures and requirements of the Graduate Program in Economics at Rutgers University. The guide contains information regarding the requirements for the master and doctoral degrees, financial aid, and grading policies as well as important rules of the program. Information on the job market and departmental awards is also included. An appendix contains key forms associated with degree requirements. Students should also refer to the general Graduate School - New Brunswick website for university policies, forms and documents.

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<table>
<thead>
<tr>
<th>Master of Arts</th>
<th>Doctor of Philosophy</th>
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<tr>
<td>30 total credits including</td>
<td>72 total credits including</td>
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<td>21 credits of required core courses</td>
<td>21 credits of required core courses</td>
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<td>3 elective credits in econometrics</td>
<td>3 elective credits in applied econometrics</td>
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<td>6 elective field course credits</td>
<td>3 elective credits in economic history</td>
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<td>and either:</td>
<td>21 elective credits (at least 12 in economics)</td>
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<td>Master's Essay (defended before committee of three members of the faculty</td>
<td>including 12 elective field course credits</td>
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<td>including the chair)</td>
<td>24 credits of research</td>
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<td>or</td>
<td>and Adam's scores on both the micro and macro theory qualifying exams and satisfactory</td>
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<td>Passing scores on both the micro and macro theory qualifying exams and</td>
<td>completion of a writing requirement</td>
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<td>satisfactory completion of a writing requirement</td>
<td>Second year research paper</td>
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<td>Dissertation proposal</td>
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<td>Dissertation (defended before committee of three members of the faculty including the</td>
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<td>chair and one outside member)</td>
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REQUIREMENTS FOR THE MASTER'S DEGREE

We do not currently offer a terminal Master’s degree program for incoming students. The following information is for doctoral students who want to obtain a Master’s degree while progressing towards their Ph.D. or have decided to end their pursuit of a Ph.D. and obtain a Master’s degree. Candidates have two options for completion of degree requirements: the essay option and the qualifying exam option. More detailed information on each requirement is provided in subsequent sections of this document.

1. Essay Option

This option requires 30 credits of course work and a Master's essay. Each course in the program lasts one semester and carries three credits. The course work must include one course in mathematical methods (Mathematical Methods for Microeconomics), four courses in economic theory (Microeconomic Theory I and II and Macroeconomic Theory I and II) and three courses in quantitative economics (Advanced Economic Statistics and Econometrics I plus either Econometrics II, Applied Econometrics for Microeconomics, Applied Econometrics for Macroeconomics, Seminar in Econometrics, or Seminar in Applied Econometrics). Students must also complete two courses in an elective field. The essay topic is chosen in consultation with a faculty member who serves as Chair of the M.A. committee. Essays are expected to show insight and originality of interpretation.

2. Qualifying Exam Option

Students who complete 30 credits (including the course requirements listed above) and pass the Ph.D. qualifying examinations in microeconomic and macroeconomic theory are eligible for the M.A. but must satisfy a writing requirement. Typically, the writing requirement is satisfied either by using a written assignment or paper from a course taken during the student’s second year or the student’s second year paper.

REQUIREMENTS FOR THE PH.D. DEGREE

This section contains a brief overview of the requirements for the Ph.D. degree. More detailed information on each requirement is provided in subsequent parts of this document.

Doctoral candidates must complete 48 credits of course work and 24 credits of research. Each course in the program lasts one semester and carries three credits. The course work must include one course in mathematical methods (Mathematical Methods for Microeconomics), four courses in economic theory (Microeconomic Theory I and II and Macroeconomic Theory I and II), two courses in quantitative economics (Advanced Economic Statistics and Econometrics I), one course in applied econometrics (Applied Econometrics for Microeconomics or Applied
Econometrics for Macroeconomics) and three credits in economic history. Students must also successfully complete two field requirements (two courses per chosen field). Students must obtain a minimum grade of B+ in each field course to satisfy the field requirements.

Students must pass the qualifying examinations in microeconomic and macroeconomic theory to be eligible for the Ph.D. These exams are taken in the summer of the first year after completing the microeconomic and macroeconomic theory courses (Microeconomic Theory I and II and Macroeconomic Theory I and II).

After passing the qualifying examinations, doctoral students enter the research phase of the program. Students are required to complete a research paper over the summer of their second year (the "second year paper") and write a dissertation proposal in the summer of their third year.

The doctoral dissertation is an original investigation of an economic problem and is expected to make a meaningful contribution to knowledge within the discipline. Each student works closely with his or her dissertation committee, consisting of three members of the Economics graduate faculty and one member from another graduate faculty. The completed dissertation is defended by the candidate at a final oral examination. More information on the composition of dissertation committees is provided in a subsequent section.

Completion of the Ph.D. requires a minimum of four years of full-time study, or its equivalent, of which at least one year is devoted to research. The rules of the Graduate School provide that the Ph.D. must be completed within seven years from the date of initial enrollment. The average number of years for completion is five.

**QUALIFYING EXAMINATIONS**

To qualify for the doctoral degree, students must pass written tests in microeconomic and macroeconomic theory. Students are expected to take these exams after completing Microeconomic Theory I and II and Macroeconomic Theory I and II. Students are allowed two attempts to pass each of the microeconomic and macroeconomic qualifying exams. The exams are given in May and June. Both exams must be taken within the same exam period. Any first year student who fails the written examination in the first sitting in May must retake the failed test(s) during the next examination sitting in June.

A student who fails to pass the qualifying examinations in their first year after two attempts may submit a written request for reexamination to the Chair of the Committee on Examinations and Dissertations. The request must include a detailed discussion of the student’s current status, transcript, curriculum vitae and a “plan of action” for continuation in the program. If approved, the student will be allowed to retake the test(s) in the next exam period.
COMMITTEE MEMBERS

The Master's committee consists of three members from the graduate faculty in economics (an outside member can only serve with special permission from the Graduate Director and the Dean of the Graduate School). The Ph.D. committee consists of four members, three from the graduate faculty in economics and one from outside. If the outside member is not from Rutgers, a copy of their vita must be submitted to the Graduate Director and Graduate Secretary who will forward it to the Graduate School for approval. It is strongly recommended that students identify an outside member well in advance of their doctoral dissertation defense. Students should discuss members with their dissertation advisor and contact the Graduate Director if they need assistance in setting up a committee.

Full members of the graduate faculty in economics can supervise research and chair Master's and Ph.D. committees. Associate members can serve on committees and supervise research at the Master's level, but may not serve as Chairs of doctoral committees. A listing of full and associate members of the graduate faculty in economics is contained in the graduate school catalog. Students may also obtain this information from the Graduate Secretary.

ACADEMIC STANDING

The academic standing of all students is reviewed at the end of each semester. Performance on the qualifying examinations is included in this review and serves as a first check on a student's progress towards the degree. Students must pass these examinations to qualify for the Ph.D. The Graduate Director notifies students who are not in good academic standing and are not making satisfactory progress toward the degree.

As one factor in maintaining good academic standing, it is expected that all students will maintain a grade average of B or better. Credit will not be granted for more than nine credits (three courses) of C+ and C grades for either the M.A. or the Ph.D. The field requirement, discussed further below, requires grades of B+ in each field course.

Academic standing is one important criterion in evaluating students for renewal of academic aid. For this reason, it is particularly important that students resolve all incomplete grades before application for aid is submitted (for more information on incompletes see the section on this topic). It is expected that graduate students will complete the seven core courses in their first year.

All facets of performance in the graduate program, including courses completed, grades, class performance as observed by instructors, performance in qualifying exams, completion of requirements (including the second research paper where applicable), letters of evaluation by
instructors for whom students have served as teaching assistants (TAs), input from dissertation advisors and ESL status and communication skills are taken into account to determine if a student is in good academic standing and making progress to the degree.

POLICY ON INCOMPLETES

The Graduate Program expects all incompletes to be finished within one year. Exceptions are rarely granted. Students who have more than one incomplete will be allowed one semester to reduce the number to one (or none), after which they will not be allowed to register for additional courses until these are completed or "abandoned." Non-compliance with the rules on incompletes will jeopardize a student's status in the program. Students are encouraged to talk to the Graduate Director if they experience any problems finishing coursework.

REGISTRATION

In compliance with Graduate School rules and the SEVIS (Student/Exchange Visitor Information Services) program run by the U.S. Department of Homeland Security, all Ph.D. and M.A. students must be registered for nine credits while completing course work for their degrees. Registration for nine credits provides students with full-time status in their programs. Courses must be in economics and count toward the degree. Students register for credits in Research in Economics with their primary research advisors after they have completed their required course work. All students awarded Fellowships must register their fellowship appointments. All teaching assistantships and graduate assistantships must also be registered. The Graduate Secretary is available to answer any registration questions.

INTERNATIONAL STUDENTS

International students must stay in contact with the International Office at Rutgers. These students must sign in when they arrive and they must notify this office any time they will be leaving the country to check on their I-20 and visa status. Ms. Carissa McCarthy (carissam@gaiacenters.rutgers.edu) is the advisor for the Economics Department and can help with any questions. The Graduate Secretary can forward any required forms to the Graduate Director for her/his signature.

International students who wish to apply for a teaching assistantship must schedule an oral language exam, called the SPEAK (Speaking Proficiency English Assessment Kit) test, before teaching for the first time. Depending on the results, students may have to take English language courses. International students who wish to apply for a teaching assistantship or part-time
teaching positions must receive a code of either “0” (exempt) or “1” (can teach). International students interested in teaching assignments should arrange to take the SPEAK test upon entering the program. For more information on the test visit the Graduate ESL Program website. Please note that successful completion of the SPEAK test and the associated English language courses are important factors in determining eligibility for financial aid.

FINANCIAL SUPPORT

Financial support is an integral part of the Graduate Program in Economics and our objective is to support as many meritorious graduate students as possible. Supporting graduate students is necessary to maintain a strong and viable program. All decisions pertaining to financial aid are made within the constraints of the policies and rules of the University, Graduate School and Graduate Program in Economics. Every effort is made to keep students informed regarding financial support. However, the extent and form of aid which the program can offer is dependent upon the funding provided by the university and may vary from year to year.

Financial support for graduate students arises in two general forms:

1. Support which is administered by the economics graduate program, specifically by the Graduate Committee on Admissions and Standards. The bulk of this support takes the form of fellowships (awarded only to entering students) and teaching assistantships in the Economics Department.

2. Support which is not administered by the economics graduate program. This support takes three major forms: Fellowships and scholarships (e.g., the University or Louis Bevier Scholarships awarded by the Graduate School), research support generally external to the program and teaching in the undergraduate program.

In addition, some students are hired by economics and/or other university faculty and researchers on an hourly basis to assist them with research.

Financial support administered by the graduate program to new students

The Admissions and Standards Committee evaluates applications for the doctoral program. All incoming students are considered for financial aid. Applicants are ranked according to the Committee's assessment regarding their potential for success in the program. The Committee considers GRE and TOEFL (where applicable) scores, undergraduate courses and grades, letters of recommendation and the personal statement. Approximately four fellowships are awarded each year to incoming students. While the graduate program does not have specific numerical guidelines with regard to grades and test scores, those of the Graduate School must be applied. The Graduate School requires GRE scores in at least the 80th percentile and TOEFL scores for
international applicants of at least 600 (paper version) or 250 (computer version) and a 22 “writing score” and 23 “speaking score” on the TOEFL/IBT.

**Financial support administered by the graduate program to continuing students**

The Admissions and Standards Committee ranks students who have applied for financial support (including those who do not hold a fellowship) towards the end of the Spring semester each year. First year students are ranked after the qualifying examinations.

Rankings are based on all facets of performance in the graduate program and include courses completed (see note below), grades, detailed discussion of class performance by faculty, scores on the SPEAK test for international students (must be coded 0 or 1), letters of evaluation from professors for whom students have served as a teaching assistant, and research progress as reported by students' primary advisors.

Although it is not an absolute requirement to take core and field courses in the recommended sequence, graduate students who have completed these courses will have priority for assistantships. Students with four courses or three courses plus a teaching assistantship or three courses plus the ESL course (dependent on recommendations from the ESL program) each semester will have a higher ranking priority for a teaching assistantship during the first two to three years of the PhD program when coursework requirements are generally fulfilled.

Teaching assistantships are awarded on a competitive basis subject to the University’s annual funding constraints. Graduate students should be aware that both the amount and timing of funds available to the graduate program may fluctuate from year to year. In general, financial support decisions are announced as quickly as possible prior to the beginning of each new academic year.

The graduate program’s general policy is to award financial aid only to students who are making "satisfactory progress" in the program. Criteria for satisfactory progress at the end of the first year include course grades and qualifying exam performance. As students’ progress through the program, additional criteria are considered including second year paper proposals, successful completion of the second year paper requirement, course performance, field requirement completion, the third year dissertation proposal, TA performance, and progress in dissertation research as reported by primary faculty research advisors. An international student's ESL status and communication skills are critical for consideration for teaching assistantships.

While the economics graduate program does not have specific numerical guidelines, those of the Graduate School must be met:

1. A minimum grade point average at Rutgers of 3.2
2. Completion of requirements for those admitted to the program on a conditional basis.
3. A minimum TOEFL score of 600 (paper) or 250 (computer), when applicable.
4. A TA may be received for a maximum of three years or by special permission of the Dean of the Graduate School.
Fellowship students in good academic standing are guaranteed financial aid during their second, third and fourth years. Students in their fifth year of study, when course and research credit requirements are essentially all satisfied, often teach in the undergraduate program, or work as research assistants for economics or other faculty. Fifth-year students are sometimes supported by university fellowships, such as the Bevier dissertation fellowship, or act as teaching assistants for other departments. Students without fellowships may be awarded a maximum of three years of aid but this maximum period of support is not guaranteed (even in the case of students who passed the qualifying exams). In all cases, financial aid may consist of a TA in some years with a research assistantship (RA), or some alternative source of support, in other years. TAs and RAs from outside the economics department count towards the total of amount of support awarded to a student. The department makes every effort to secure three years of financial aid for students who make satisfactory progress in the program. Financial aid is generally not to be expected in the form of a TA beyond the fourth year.

Starting with the cohort of academic year 2014-2015, funding for a fifth year of Ph.D. studies is available for fellows and dependent on a number of factors including exemplary performance of duties, good academic standing and normal progress toward the degree.

**Fellowships, scholarships and related types of aid external to the program**

It is the policy of the graduate program to encourage graduate students to apply for external aid. To facilitate this policy, the program circulates information on possible sources of support as it becomes available. Members of the faculty stand ready at all times to assist in the preparation and submission of applications for external support.

In addition to external opportunities for financial support, faculty from within the department and across the university wishing to hire graduate students frequently request names from the graduate program. The graduate program recommends students taking into consideration both the ranking of the Admissions and Standards Committee as well as the skills required for the job.

**Part-time teaching in the undergraduate program**

Graduate students may apply for part-time teaching in the undergraduate economics program. These positions pay a wage per course but do not carry tuition remission or health benefits.

Part-time teaching positions are filled by the Director of Undergraduate Studies on a competitive basis. Instructors are chosen based on teaching promise and ability (for those with experience) as well as familiarity with the particular course area. Interested students should apply for part-time teaching positions by writing to the Director of Undergraduate Studies.
RESEARCH AND TRAVEL GRANTS

The Department’s Sidney I. Simon Fund provides small grants to support student travel to professional conferences, submission fees for journals and the purchase of data for dissertation research. Students interested in a grant from the Fund should submit a short proposal to the Graduate Director. Proposals can be submitted at any time. The department encourages students to apply for these small grants to support their research and help them present their research at venues outside of the department.

DEPARTMENTAL AWARDS

The Graduate Admissions and Standards Committee meets in April to recommend students for the following Departmental awards:

The Sidney Brown Prize in Economics is awarded to a student who demonstrates outstanding performance and promise in the first two years of graduate study.

The Rie Ashizawa Prize is awarded to a student(s) for the best performance on the micro and macroeconomic qualifying examinations.

The Sidney I. Simon Award for Outstanding Second Year Research Paper is awarded to a student each year in recognition of distinguished work on their second year paper.

The Sidney I. Simon Award for the Best Graduate Student Teacher is awarded to the most outstanding teacher in courses offered by the Department. Only graduate students who have completed (or are completing) their third year in the doctoral program are eligible for this award.

The Award in Memory of Monroe Berkowitz is awarded to a graduate student in recognition of outstanding dissertation work in the area of social policy.

The Alfred S. Eichner Economics Prize is awarded to an upper level student who has carried out innovative and path-breaking dissertation research. Only students planning to be on the job market are eligible for this award.

The Peter Asch Memorial Scholarship is awarded to an upper level student with a distinguished performance in the program currently working on her/his dissertation. Preference is given to students working in applied microeconomics.

The Dorothy Rinaldi Graduate Student Award is awarded to an upper level graduate student who exemplifies outstanding scholarship, leadership, and service to other graduate students.
The Richard Lock Endowed Fund for Economics Award is awarded based on academic merit and the ability to communicate basic economic principles. Preference for the award is given to students working on issues related to federal and state economic policy.

The Hiroki Tsurumi Dissertation Fund Award is a new award that will be offered for the first time in 2015. The award is named in honor of Emeritus Professor Hiroki Tsurumi who mentored and advised hundreds of graduate students during his more than 35 years teaching in the Rutgers Economics Program.

All of the awards come with small stipends.

SECOND YEAR RESEARCH PAPER

The required second year research paper is intended to help students make the transition from coursework to active research in economics. The typical successful second year paper builds upon work begun during a student's second year of course work and benefits from significant faculty input. Students start by identifying a topic of interest for inquiry and then, after doing background reading and research, consulting with appropriate faculty members to find an advisor.

There are three steps to completing the second year requirement with associated deadlines (no extensions will be allowed). The steps and approximate deadlines are given below:

1. Proposal due date: First Monday in March after Spring break.
2. First draft due date: August 15.
3. Final paper due date: October 15.

Proposal

The proposal is typically two pages long (but can be longer) and includes a title, abstract, introduction or outline and a list of references (see the appendix for the proposal form). The proposal must be double spaced and use at least a 12 point font. The proposal cover form and proposal is submitted to both the advisor and the Graduate Secretary.

First draft

The first draft of the second year paper should takes the form of research paper that needs only to be polished and reviewed carefully by the advisor before being sent to faculty reviewers in October. The draft (with cover page), typically due mid-August, is submitted to both the advisor and the Graduate Secretary.
Final paper

The final paper is typically due in mid-October and is sent out to two or three reviewers for a critique. Thereafter, a graduate program committee meets to review all papers, taking into account the referee reports as well as comments by the advisor and their own reading of the papers. A grade of pass, conditional pass, or marginal fail is then assigned to each paper. Students who receive a pass are in "good standing" and have satisfied the second year paper requirement. Students who receive a conditional pass are expected to produce a revised paper. The revision is reviewed by the advisor and the Graduate Director after which a final grade assigned. Students who receive a marginal fail are expected to completely re-draft their paper (following suggestions made to them in a letter by the Graduate Director), and their re-submitted papers are sent out to reviewers again.

FIELD REQUIREMENTS

Each student must successfully complete two fields by obtaining a minimum grade of B+ in two courses (for each field). "Individualized" fields may be constructed but must be approved by the Graduate Director. In special circumstances (as determined and approved by the Graduate Director), one course from Princeton University, Columbia University, or New York University may be used to satisfy a field requirement.

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<thead>
<tr>
<th>Field</th>
<th>Courses (choose any two)</th>
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<tr>
<td>Econometrics</td>
<td>Econometrics II, Applied Econometrics Micro, Applied Econometrics Macro, Seminar in Econometrics</td>
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<tr>
<td>Industrial Organization</td>
<td>Industrial Organization I, Industrial Organization II, Game Theory</td>
</tr>
<tr>
<td>Labor</td>
<td>Economics of Labor Markets, Seminar in Labor / Human Resources, Econ/Human Resources</td>
</tr>
<tr>
<td>Public Economics</td>
<td>Public Economics I or Public Economics II plus either Applied Econometrics Micro, Theory of Social Choice, or Advanced Topics in Microeconomics</td>
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<tr>
<td>Environmental</td>
<td>Public Economics I plus either of Public Economics II or Applied Econometrics Micro</td>
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<tr>
<td>Development</td>
<td>Economic Development plus either of International Economics or Applied Econometrics Micro</td>
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International Economics plus either of Advanced Topics in Macroeconomics, Seminar in Macroeconomics, or Applied Econometrics Micro


Macroeconomics Applied Econometrics Macro, Seminar in Macroeconomics, Seminar in Applied Econometrics (Macro)

Financial Economics Structural Financial Systems, Econometrics II, Seminar in Microeconomics (Stochastic Calculus)

Micro theory Advanced Topics in Microeconomics, Theory of Social Choice, Game Theory

Economic History American Economic History, European Economic History, Seminar in Economic History

Experimental Economics Experimental Economics, Game Theory, Advanced Topics in Microeconomics

WORKSHOPS

Every semester the Department sponsors a series of workshops in six broad fields in economics: Econometrics, Empirical Microeconomics, Experimental Economics, Macroeconomic Theory, Microeconomic Theory and Economic History (the Money, History and Finance Workshop). Speakers include economists from outside universities and institutions, internal faculty and graduate students. Research papers are presented and discussed in a critical but casual atmosphere. These seminars contribute greatly to the establishment of a vibrant intellectual community and are an essential part of graduate training. Students are strongly urged to attend the workshop in their fields of interest. Visitors to the department often meet with graduate students to discuss their dissertation research. Students are encouraged to request to meet speakers. Workshops are announced weekly by email and papers are posted on the Department website.
ADMISSION TO CANDIDACY FOR THE PH.D.

Once a student has passed the qualifying examinations, the two required fields and the second year research paper s/he is admitted to candidacy for the Ph.D. degree. The Graduate Secretary initiates processing the Ph.D. candidacy by filling out the official candidacy form of the Graduate School (the Application for Admission to Candidacy for the Degree of Doctor of Philosophy). The form requires the signature of the Chair of the Examination and Dissertation Committee, the Graduate Director, one faculty member from each of the two qualifying exam committees and the student’s research advisor. The form is then forwarded to the Office of the Graduate School. The student later picks up this form from the Graduate School and brings it to the dissertation defense. The form is then signed by members of the dissertation committee. The link for the form is here: http://gsnb.rutgers.edu/resources/graduate-students-forms

PROCEDURES PERTAINING TO THESIS COMMITTEES

Normally it is the student who chooses the primary advisor for the essay/dissertation with the approval of the Graduate Director. Students seek advisors either while completing course work or working on their second year research papers. Students typically complete research credits with their advisors. Additionally, students are required to fill in a "research progress" form each semester while they are enrolled for research credits (see appendix for form). Students who do not do this risk receiving an “unsatisfactory” research in economics course grade. If the student cannot find a principal advisor, then the Chair of the Examination and Dissertations Committee will assist the student in finding an advisor.

THE DISSERTATION PROPOSAL

The student may start their research for a dissertation topic at any time during the graduate program and are encouraged to do so from the first year.

FAQS regarding the doctoral dissertation proposal

1. What should a dissertation contain?

The doctoral dissertation is an original investigation of an economic problem and is expected to make a meaningful contribution to the knowledge within the discipline. It must reveal the student's competent execution of research. It should, in its final form, be eligible for academic publication (i.e., a journal article or a book).

In an empirical study, for example, the mere application of an already existing model to a new set of data cannot be called original. To claim originality the student would have to substantially
re-formulate the model after critical evaluation of the existing model and apply a different estimation procedure.

The format of the dissertation should be either that of journal articles or of a book. Note that dissertations often contain a detailed explanations, derivations, and literature reviews that are not in journal articles.

2. When should the dissertation proposal be prepared?

The student may start research for a dissertation topic at any time during the graduate program. However, there is a deadline. In particular, in the late summer (i.e., August 31) after the third year, students must submit a dissertation proposal, which is signed by their advisor and reviewed by the Graduate Director (see appendix for form). In the event that a student fails to submit a dissertation proposal in a timely manner, a reminder will be sent to the student by the Chairman of the Examination and Dissertations Committee or the Graduate Director.

With regard to the topic of research, the student can use the idea from their second year research paper or choose a new topic. Graduate students should submit, prepare and defend their dissertation proposals in a seminar within one year after passing their second year paper requirement. The proposed members of the student’s committee would be expected to attend the seminar. Ideally the student will use the seminar as a venue for refining the dissertation topic and its scope.

Once the dissertation proposal is approved by the advisor, a dissertation committee will be established. This committee consists of four members, three of whom will be members of the graduate faculty in economics. The fourth or ‘outside’ member of the committee, will represent another discipline or institution. Outside members that are not members of the Rutgers faculty must be approved by the Graduate Director and Graduate School. The Chairman of the committee must be a full member of the graduate faculty.

The selection of the dissertation committee, and in particular the outside member, will ordinarily be made by the advisor after consultation with the student, subject to the final approval of the Graduate Director. However, the student may also ask faculty members that have an interest in the student’s research to join the committee after providing them with a copy of the dissertation proposal.

3. What should the dissertation proposal contain?

The proposal should be 10 to 20 pages (double spaced and 12 point font) and contain:

a. A brief title that is indicative of both the aims and procedures of the dissertation.

b. An objective. The student should state concisely what is being investigated and most particularly in the case of empirical studies, the hypotheses to be tested. There should be a concise statement of the theory involved in the dissertation and of prior research on the
subject. If the dissertation will consist of three separate papers, the student must keep in mind that, in the abstract, the papers must show the connection to the primary topic.

c. A description of the method of investigation. The student should present the methodology to be employed and the data to be used in the investigation of the subject.

d. A time table. This should be a realistic statement of the expected time to completion of the first draft, up to the expected final completion. Normally, the dissertation should be completed within one year after the completion of the dissertation proposal.

e. A list of references.

f. The dissertation proposal form with signature of dissertation advisor (see appendix for form).

4. How should a student progress on their dissertation research?

Once the proposal is approved and the dissertation committee is established, the student is expected to present the proposal in a seminar. Every effort should be made by the student to fulfill the time table set forth in the dissertation proposal. Failure to adhere reasonably closely to the time table may adversely affect a student’s request for an extension to the seven year time limit to complete a doctoral dissertation.

The student must also submit a Research Progress Report every semester he/she is registered for Research in Economics (see appendix for form).

The student is encouraged to submit written work as often as possible in order to facilitate regular feedback from the advisor and other members of the committee. The Graduate Director recommends that the advisor and the student meet, if possible, once a week.

If any member of the dissertation committee, in particular the principal advisor, does not respond to the written material that the student has presented within a reasonable time, the student has the right to request a response. The student may also report such a problem to the Chairman of the Examination and Dissertations Committee or the Graduate Director who will assume responsibility for assisting the student in obtaining a response.

The student should check with the advisor and members of the committee concerning their summer plans, as well as any possible sabbatical leaves. The student should verify that the principal advisor and other members of the committee will agree to continue supervising their research during a sabbatical or research leave.

Students are encouraged to write their research results in form of a discussion paper as early as possible. Students are also encouraged to submit research papers to professional journals and present their research at professional conferences. Students may apply for small grants for travel from the Sidney I. Simon Fund (see related section).
Finally, it is important to note that the final dissertation must be formatted according to the "Style Guide for Thesis and Dissertation Preparation," issued by the Graduate School-New Brunswick and all dissertations must be submitted electronically to the university library.

SETTING UP A PH.D. DEFENSE

Once the student’s advisor and committee agree that the student is ready to defend her/his dissertation, a defense date is set. The Graduate Secretary coordinates the logistics and sends an official announcement of defense. Before the actual defense, the student must pick up the Application for Admission for Candidacy for the Degree of Doctor of Philosophy form (the form that was submitted when the student was admitted for candidacy for the Ph.D.) from the Graduate School. The student brings this form to the defense along with a title page that strictly follows the Graduate School guidelines. The committee signs both forms (in black ink). All three members of the committee from the economics graduate faculty must be present. It is recommended that the outside member attends as her/his signature is required. However, if s/he is unable to attend, her/his written approval emailed to the Graduate Director will be an acceptable substitute for a signature. In this case, the Graduate Director will sign the outside member’s name on both forms and initial it. After the forms have been signed by the committee, the Graduate Director signs her/his approval/disapproval upon receiving a copy of the dissertation abstract.

SETTING UP A M.A. DEFENSE WITH ESSAY

Once the student’s advisor and committee agree that the student is ready to defend her/his master's essay, a defense date is set. The Graduate Secretary coordinates the logistics and sends an official announcement of defense. The student fills out the candidacy form (Application for the Degree of Master’s Degree Form) available online from the Graduate School and brings it to the defense along with a title page strictly following the Graduate School guidelines. All three members of the committee on the economics faculty must be present. The student must send a copy of the Master's essay abstract to the Graduate Director.

M.A OPTION WITH QUALIFYING EXAMS

Once the student has passed the Microeconomic and Macroeconomic qualifying examinations and completed 30 credits, s/he can apply for a M.A. degree. This degree also requires satisfying a writing requirement. Typically, the writing requirement is satisfied either through a written assignment or research paper associated with a course taken in the student’s second year or the student’s second year paper.
The student fills out the candidacy form (Application for the Degree of Master’s Degree Form) available online from the Graduate School. The Graduate Secretary will obtain all of the necessary signatures.

**DIPLOMA APPLICATION**

There are three degree dates at Rutgers (October, January and May). Although a student can finish at any time, the official diploma will have one of the three degree dates. No degree can be awarded without the student filing a diploma application. If the student misses a degree date, the student must file a new diploma application. If necessary, a student can obtain a Certificate from the Graduate Registrar attesting that they have finished their degree until the official diploma arrives.

**JOB MARKET**

This section presents an outline of the job market "to do list" with dates.

The Job Placement Coordinator and Graduate Director hold an informative meeting for students considering going on the job market in the upcoming academic year sometime in the month of April.

By July 1, students considering going on the job market should have an official dissertation committee. Additionally, and except in exceptional circumstances as determined by the dissertation committee, all students should have at least one completed dissertation paper. The paper should be sent to the dissertation committee, the Job Placement Coordinator and the Graduate Director.

Dissertation advisors will inform both the Graduate Director and the Job Placement Coordinator whether the student is ready for the job market by September 1.

In early September there will be a second meeting with the Job Placement Coordinator and Graduate Director. Students should familiarize themselves with the material posted on the Sakai job market website and, in particular, read the instructions pertaining to the department web pages maintained for job market candidates. Students should begin readying web page materials, including their curriculum vitae (CV), dissertation title, list of committee members, fields of interest, courses taught, dissertation abstract, teaching statement and research statement. Students should email their dissertation title, list of committee members, fields of interest, and courses taught to the administrative assistant (Debbie Holman) by September 15.

Finally, and except in exceptional circumstances as determined by the dissertation committee, all students should have a second completed dissertation paper by September 15. The second paper
should be sent to the dissertation committee, the Job Placement Coordinator and the Graduate Director.

By **October 1** every student should have presented, or be scheduled to present, her/his job market paper in a formal department seminar. Since these slots fill up quickly, it is the candidates’ responsibility to contact the appropriate workshop coordinator and arrange for the presentation in **early Fall**.

The dissertation committee should make a final assessment of whether the student is ready for job market by **October 1**. If the student is ready, s/he should at this point:

1. Arrange for letters of recommendation from the three dissertation committee members (students may want to include a fourth letter from Undergraduate Director addressing teaching ability). Students should be sure all committee members have a copy of their CV, dissertation abstract, job market paper and both research and teaching statements.

2. Finish preparing web page materials. All materials should, by this point, been previously distributed to dissertation committee members for comments and should have been revised appropriately. These materials should be remitted to the Job Placement Coordinator for additional final comments by **October 1**.

By **October 5** the Job Placement Coordinator will provide comments on the web page materials. After immediately making appropriate revisions, all candidates’ materials should be ready for the department’s website and the web links to the materials should be immediately sent to administrative assistant (**Debbie Holman**) for posting.

By **October 6** all web page materials should be “up” and completed.

All students on the job market should have already begun to make a list of **JOE** (Job Openings for Economist) job openings in their area(s) of interest by **early October**. Students should meet with their advisors to go over potential academic and non-academic jobs that are appropriate matches after reviewing JOE. Students should prepare packets and send application materials as early as possible.

In early **December**, mock interviews with faculty members will be scheduled. Consequently, it is important that the students who wish to participate are available. Furthermore, candidates must have completely flexible schedules during those days (announced in advance) since candidates’ initial and follow-up mock interview slots will be assigned based on faculty availability.

**Additional information**

1. The job market website. Students are responsible for providing links for web page documents. Do not send the actual documents to the staff member (**Debbie Holman**) responsible for the economic job market website. Do send all other information (such as
2. The ASSA meetings. It is important to make reservations for the meeting early so students should monitor announcements regarding registration dates carefully. (See Advice for Job Market document on “Economics Grad Documents” Sakai website).

3. Practice interviews. Detailed instructions for preparing for interviews are included on the Sakai job market website (see the Advice for Job Market document). The “Economics Grad Documents” Sakai website also contains sample CVs, dissertation abstracts and other useful documents.

4. Copying and postage. Payment for copying and postage is the responsibility of the student. Copying must be done outside the department.

5. Letters of recommendation. Candidates should provide the Graduate Secretary with a list of email addresses where recommendation letters are to be sent and mailing labels for places that prefer postal mailing.

**GRADUATE COMMITTEES IN THE ECONOMICS DEPARTMENT**

The *Admissions and Standards Committee* reviews applications and ranks students for teaching assistantships and fellowships.

The *Subcommittee for Admissions* reviews applications and related materials in regards to admission related decisions.

The *Subcommittee for Standards and Awards* reviews and ranks second year summer research papers, as well as applications for graduate awards.

The *Graduate Education and Curriculum Committee* reviews proposals for changes in graduate courses or degree requirements.

The *Graduate Examination and Dissertation Committee* recommends committees for the qualifying exams and reviews petitions concerning the qualifying exams.

The *Graduate Placement Committee* works with graduate students on the job market.

The *Subcommittee on Graduate Preparation* is responsible for training and preparing graduate students for the job market.

The *Graduate Advising and Counseling Committee* recommends course, fields, and supervisors.
APPENDIX

The appendix contains the Second Year Paper and Third Year Dissertation Proposal forms as well as the form associated with Research in Economics credits.
SECOND YEAR PAPER PROPOSAL

Name _________________________________________________________

Title of Project __________________________________________________

__________________________________________________

Advisor’s Name _________________________________________________

Advisor’s Signature _______________________________________________

PROPOSAL DUE:    First Monday in March after Spring break.

FIRST DRAFT DUE:  August 15

FINAL PAPER DUE:  October 15

Please attach proposal to this form.

Please double space and use a 12 point font.
THIRD YEAR DISSERTATION PROPOSAL

Name ___________________________________________________________

Title of Dissertation ________________________________________________

Field ____________________________________________________________

Supervisor ________________________________________________________

Committee ________________________________________________________

PROPOSAL DUE: August 31 ______________________________________

Second Draft of Proposal (if requested by supervisor) Due ______________

Anticipated Date of Defense of Proposal (if scheduled) _________________

Comments (by supervisor):

Supervisor’s signature _______________________________________________

DISSERTATION PROPOSAL APPROVED

_____________________________

Date ______________

Chairman/Examination and Dissertation Committee

Please attach proposal to this form. Please double space and use a 12 point font.
RESEARCH PROGRESS REPORT

Each semester you must file a research progress report to obtain a grade for research credit(s). The amount of detail in the timeline and descriptions of research are up to you and your advisor. However, the progress report should contain enough information for people unfamiliar with your research to be aware of your progress and plans. (Note: Committee members should be updated on research progress by providing them a copy of this form and timeline.)

Basic Information

Name ________________________________________________________________
Date__________________________________________________________________

Committee Chair (Name and Signature) ___________________________________
Committee Member 1_____________________________________________________
Committee Member 2_____________________________________________________
Outside Committee Member______________________________________________
Title of Thesis __________________________________________________________
Expected Ph.D. Defense Date ______________________________________________

Timeline

1. Chapter I
   Title ________________________________________________________________
   Expected Completion Date ________________________________

2. Chapter II
   Title ________________________________________________________________
   Expected Completion Date ________________________________

3. Chapter III
   Title ________________________________________________________________
   Expected Completion Date ________________________________

4. On a separate sheet of paper briefly describe each chapter and publication plans. Please double space and use a 12 point font.