

**UC Santa Cruz
Economics Department**

**Ph.D.
Graduate Student Handbook**

ECONOMICS GRADUATE STUDENT HANDBOOK

INTRODUCTION	3
FIRST-YEAR STUDENTS	3
Course Requirements	3
Core Comprehensive Preliminary Examinations	3
<i>Preliminary Examinations</i>	4
SECOND-YEAR STUDENTS	4
Course Requirements	4
Field Paper	4
THIRD-YEAR STUDENTS	5
Advancement to Candidacy	5
<i>Prospectus Advisor</i>	6
<i>Regulations Governing Nomination</i>	6
<i>Prospectus</i>	7
<i>University Oral Qualifying Examinations</i>	7
Preparing for University Oral Qualifying Examination	7
Dissertation Committee.....	8
Workshops	8
Coursework	8
FOURTH-YEAR (AND ABOVE) STUDENTS	8
Workshops	8
Dissertation, Preparation and Filing.....	9
<i>Dissertation Preparation</i>	9
<i>Dissertation Filing</i>	9
WORKSHOPS	9
ACADEMIC STANDING	10
ADVISING	10
MASTER'S IN ECONOMICS	11
GRADUATE STUDENT SUPPORT	11
Teaching Assistants.....	11
<i>Allocation of Positions</i>	11
<i>Assignment</i>	11
<i>Discussion Sections/Office Hours</i>	12
<i>Record Keeping/Evaluations</i>	12
<i>Paychecks</i>	12
<i>Fee Deferments</i>	12
TA Workload Policy.....	13
<i>TA Loans</i>	14
<i>TA Training</i>	14
<i>Teaching Assistantships in Other Departments</i>	14
Graduate Student Researchers.....	14
College Core Course Instructors	15
Graduate Student Instructors	15
Fellowships, Assistantships, and Grants	15
<i>Departmental Fellowships</i>	15
<i>Graduate Division Fellowships</i>	15
<i>Extramural Funding</i>	16
<i>In-Candidacy Fee Offset Grant</i>	16
<i>Financial Aid</i>	16
Priorities for Funding	16
<i>Block Fellowship Grants</i>	16
<i>Graduate Student Researchers</i>	16
<i>Teaching Assistantships for Ph.D. Students</i>	17
RESIDENCY	17
ECONOMICS DEPARTMENT GENERAL INFORMATION	17
Seminars, Visitors, Events	17
Graduate Offices/Mailboxes	17

UCSC Email and Computer Accounts/Computer Facilities17
Graduate Student Association 17
CAMPUS PUBLICATIONS AND RESOURCES18
UCSC Catalog18
Graduate Division Graduate Student Handbook18
Graduate Division TA Information18
Campus Directory18
Schedule of Classes18
Undergraduate Student Handbook18
The Navigator19
Graduate Student Commons.....19
Economics Faculty.....19
Economics Staff.....19
Economics Graduate Students.....19
Academic and Administrative Calendar19
Useful Websites.....19
UCSC Campus20
Santa Cruz Community20

INTRODUCTION

This handbook serves as a general reference for graduate students in the UCSC Department of Economics. Included is information on academic programs, requirements, staff and faculty, courses, teaching assistantships and useful campus resources. If after reviewing the information listed you still cannot find the answer to your questions, please contact the graduate programs coordinator or another staff member of the Economics Department. The office of the graduate programs coordinator's office and offices of other economics staff are located at 401 Engineering 2 (E2).

The Ph.D. program in economics provides students with training in modern microeconomics, macroeconomics, and econometrics, combined with specialized training in six primary fields: international finance, international trade, macro/monetary economics, economic development, applied microeconomics, and experimental economics. Graduates of the program have conducted research on a wide variety of topics; examples include international finance, international trade, macroeconomics, monetary economics, experimental economics, economics of the law, development, public economics, labor economics, health economics, environmental economics, and economic growth.

I. FIRST-YEAR REQUIREMENTS

COURSE REQUIREMENTS

Registration and enrollment is done on-line through the student portal, myUCSC.

First-year Ph.D. students should enroll in the following three (3) courses:

- 204 (A, B, and C): *Microeconomic Theory*
- 205 (A, B, and C): *Macroeconomic Theory*
- 211 (A, B, and C): *Econometrics*

Students are expected to pass these 9 courses (passing is a B- or better), and must re-take any course they fail. However, the 204 sequence does not need to be retaken if a student passes the micro preliminary exam. Similarly, the 205 sequence does not need to be retaken if a student passes the macro preliminary exam. However, students must re-take any failed course in the 211 sequence.

In addition to these three courses, students must enroll in a required three-week “math camp” course, Econ 210B: Mathematical Methods for Economic Analysis. Math camp typically begins at the beginning of September and ends the week before school officially starts. Actual dates vary each year.

FIRST YEAR CORE COMPREHENSIVE PRELIMINARY EXAMINATIONS

Students must pass (with a B- or better) the preliminary examinations in the first-year core courses – Microeconomic Theory and Macroeconomic Theory – before beginning the second year. Students are required to take these examinations at the first available sitting (June). Students who fail the first preliminary exam will be placed on academic probation with the

Graduate Division. Students may repeat the examinations in September. Any student who fails the exam a second time will be dismissed from the program.

Preliminary examinations are given in two parts: one test in micro theory and one test in macro theory. Students are expected to pass both exams in June of their first year. Students will be allowed to attempt each prelim exam up to two times. Prelims are offered in the second week after finals in June. September exam dates are scheduled for students who do not pass the June examinations. Grievances concerning preliminary examinations or requests for additional attempts must be made in writing to the director of the Ph.D. program.

III. SECOND-YEAR STUDENTS

COURSE REQUIREMENTS

Students are required to take 2 fields and 30 units of coursework in the 2nd year. The fields which are offered (not necessarily every year) are:

- Applied Microeconomics / Public Economics (Econ 250A-B)
- Economic Development (Econ 220A-B)
- International Finance (Econ 241A-B-C)
- International Trade (Econ 240A-B)
- Macroeconomics (Econ 221A-B, Econ 271)
- Experimental Economics (Econ 238, Econ 270)

These fields consist of 2 or 3 courses. Students must take and pass two courses in a given field to pass the field (the minimum grade for passing is a B-). Of course, students are strongly encouraged to take all 3 courses if they intend to do research in that area. Students should enroll with a grading option of ABC. Thus, students are expected to take a minimum of 6 5-unit courses during the academic year. Students who do not meet this unit requirement will be placed on academic probation and must take these courses in their third-year.

Second-year students may take classes at another campus, if classes which they are interested in are offered elsewhere. However, they must complete at least one field at UCSC.

Field Paper

The other major requirement for the 2nd year is the field paper. The field paper consists of original research that demonstrates the students' readiness to undertake a Ph.D. in economics. Although it is not necessary that it be a publishable piece in either form or substance, it should be well-crafted and display an element of originality, or provide a synthesis. If necessary, the paper may be revised and resubmitted prior to the beginning of instruction in the subsequent fall quarter. The purpose of the field paper requirement is to demonstrate that the student can identify a research question and bring appropriate techniques to bear in addressing it.

Students occasionally want to use a paper written for another class to fulfill the field paper requirement. This is quite natural if the topic is one that the student hopes to develop into a

dissertation. It is not appropriate, however, to receive academic credit twice for the same work. This means that a paper written for another class can form the basis of the field paper only if additional work extending the paper is undertaken. Students who intend to build on some earlier work to satisfy the field paper requirement, must inform the advisor and the director of the Ph.D. program that this is the case, and provide both with a copy of the paper submitted for the other class.

More details on expectations for the field paper are provided on the department website.

Students must select an advisor for their 2nd year paper by the end of the second year. While students are encouraged to find an advisor earlier, the official deadline is set late in the year because otherwise students will not have interacted with faculty teaching classes in the spring quarter of the 2nd year. Students are expected to work closely with their advisor throughout the process.

The 2nd year paper advisor must sign a form agreeing to advise the prospectus. Once signed, any change to the 2nd year advisor requires the consent of the original advisor as well as the Ph.D. director. Forms are found on the department's website.

The paper is due on August 31st in the summer after the 2nd year. It is often the case that students will be asked to revise the paper before it is officially accepted. Students who do not pass the paper in on time will be placed on academic probation.

IV. THIRD-YEAR STUDENTS

COURSE REQUIREMENTS

- Dissertation Research (Econ 299)
- Workshops (Econ 274, Econ 275, Econ 276)

ADVANCEMENT TO CANDIDACY FOR THE DOCTORATE DEGREE

Students are advanced to candidacy upon successful completion of the oral qualifying examinations.

Before students can advance into doctoral candidacy, they must fulfill the following requirements:

- Pass all required coursework.
- Pass all written qualifying examinations.
- Form a doctoral committee.
- Submit a completed Nomination of Doctoral Committee Form to the Graduate Division for approval.
- Submit a written dissertation proposal to the doctoral committee.
- Pass the University Oral Qualifying Examination.

Once advanced to candidacy, international students do not pay foreign student fees (non-resident tuition) for three years beginning the quarter following the terms in which the student formally advanced to candidacy.

A. Prospectus Advisor

In the fall of the 3rd year, students must select a prospectus advisor. This faculty member will advise the student on the prospectus and guide the student through the oral qualifying exam. They typically become the main dissertation advisor. Per UC rules, the prospectus advisor will not serve on the oral exam committee but will be the main advisor on the content of the prospectus. The prospectus advisor must sign a form agreeing to advise the prospectus. Once signed, any change to the prospectus advisor requires the consent of the original advisor as well as the Ph.D. director.

B. Regulations Governing the Nomination of Doctoral Committees

The following are regulations governing the nomination of doctoral committees:

- Doctoral committees are appointed by the Dean of the Graduate Division acting for the Graduate Council, upon nomination by the Chair of the Department or Interdepartmental Program after consultation with the student.
- Doctoral committees consist of a minimum of four faculty members from UCSC of the following academic ranks:
 - Professor (chair of exam, must be tenured)
 - Professor or Associate Professor Emeritus
 - Professor-in-residence (any rank)
 - Acting Professor or Acting Associate Professor
- Three of the four doctoral committee members must hold an appointment at UCSC in the student's major department.
- One of the four doctoral committee members must hold an appointment at UCSC in a department "outside" the student's major department. (Note: Faculty who hold multiple appointments count as "inside" if one of those appointments is in the student's department.) Outside committee member must be tenured. The outside member may be a visiting professor from another University.
- Two of the four doctoral committee members must hold the rank of professor or associate professor (regular or in-residence series).
- The chair of the doctoral committee must hold a UCSC appointment in the student's major department or interdepartmental degree program as professor (tenured, regular or in-residence series), or professor or associate professor emeritus.
- Additional members (above the minimum number of four) may be nominated and, if appointed, have the same voting rights and responsibilities as the other committee members. They may also serve as co-chair of the committee.
- By petition, one of the minimum four members may be a faculty member from another UC campus who holds an appropriate appointment as listed above.

C. Prospectus

Students must submit a written dissertation prospectus before they can advance to doctoral candidacy. Students should work with their prospectus advisor closely on this document. More details on expectations for the prospectus are provided on the department website.

NOTE: The prospectus should be made available to the dissertation committee members at least two weeks prior to the date of the oral qualifying examination.

D. University Oral Qualifying Examinations

Academic Senate regulations require all Ph.D. students to complete and pass the University Oral Qualifying Examinations prior to doctoral advancement to candidacy. Under Senate regulations the University Oral Qualifying Examination is open only to the student and appointed members of the doctoral committee.

The University Oral Qualifying Examination, administered by the student's doctoral committee, is scheduled after successful completion of all first-year core examinations as prescribed, passing all second year field sequences, and the submission of a written prospectus. The examination focuses on, but is not limited to, the prospectus.

Students should attempt the oral examination **no later than the end of the winter quarter** of their third year of study. Students must have been registered in the immediately preceding spring term in order to take the examination in the fall. In case of failure, a student may repeat the oral qualifying examination once. Students who do not pass their oral examination by the end of the winter quarter of their third year will be placed on academic probation with the Graduate Division. Students who do not pass their oral examination by the end of the third year will be dismissed from the program.

Students will receive an internal grade on the exam, which will be kept by the Economics Department. The grades will be high pass, pass, pass with reservations, and fail. This grade will be used for internal rankings for funding.

Preparing for the University Oral Qualifying Examination:

- The oral qualifying exams are typically conducted at the end of the academic quarter. Please coordinate with the Ph.D. director and the graduate program coordinator in scheduling a time.
- Obtain a Nomination of Doctoral Committee Form from the graduate coordinator, or at <http://economics.ucsc.edu/academics/graduate-program/forms.html>
- Form a doctoral committee and schedule the exam. Coordinate a time with the committee members and reserve a room with the graduate coordinator.
- Return the completed Nomination of Doctoral Committee Form to the graduate coordinator no later than two weeks of the oral qualifying exam date.
- Await approval of the committee from the Graduate Division. The exam cannot take place until the committee has been approved by the Graduate Division.

- Provide the prospectus to committee members **at least two weeks** prior to the date of the oral qualifying examination. You are highly encouraged to ask for and respond to feedback on your prospectus prior to the oral exam.
- One or two days before the exam, remind committee members of the time and location of the exam. The exam cannot proceed if any members are not present at the exam.
- After the exam, the committee members sign the Report on the Oral Qualifying Exam Form. The chair of the committee returns the form and report **directly** to the graduate coordinator.
- The student “advances to candidacy” when a successful Report on the Oral Qualifying Exam Form is received by the Graduate Division. Doctoral candidacy fees totaling \$90 will be billed to the student’s account. Students are responsible for this fee.

DISSERTATION COMMITTEE

After successfully advancing to candidacy, students must form a dissertation committee of at least three faculty members. A student must pick a dissertation advisor, a tenured faculty member who will chair this committee, as well as two other faculty members. Assistant professors are considered as co-chair and must have a tenured faculty member also co-chair. Students must have faculty sign a form to agree to serve on the committee. Once the committee is formed, any changes in the advisor or any other member of the committee must be approved in writing by all members of the committee as well as the Ph.D. director.

WORKSHOPS

All third-year students are required to participate in one of the three graduate workshops in the department: 274 (Macro/Finance), 275 (Applied Micro/Trade), or 276 (Experimental). Though requirements vary from group to group, receiving credit for these workshops requires regular attendance and presenting several times per academic year. Enrollment grading option will be S/U.

COURSEWORK

Third year students are also encouraged to take further coursework if it is relevant to their research interests, either at UCSC or another campus.

V. FOURTH-YEAR (AND ABOVE) STUDENTS

COURSE REQUIREMENTS

- Dissertation Research (Econ 299)
- Workshop (Econ 274, Econ 275, Econ 276)

WORKSHOPS

All fourth-year and beyond students are required to participate in one of the three graduate workshops in the department: 274 (Macro/Finance), 275 (Applied Micro/Trade), or 276 (Experimental). Though requirements vary from group to group, receiving credit for these workshops requires regular attendance and presenting several times per academic year. Workshops are graded on a S/U basis.

DISSERTATION PREPARATION AND FILING

A. Dissertation Preparation

All policies and procedures for dissertation preparation, including manuscript construction, formatting instructions, and submission are available at: <http://graddiv.ucsc.edu/current-students/index.html>

B. Dissertation Filing

Students who are not registered for the term in which the manuscript is filed must follow the steps below to determine eligibility:

- A doctoral candidate must be registered for the immediately preceding term in order to be eligible to pay the filing fee in lieu of registering for the current term (note: spring term is considered to be the term which immediately precedes both summer and fall terms). Candidates who were not registered for the immediately preceding term must register for the current term in order to file the dissertation.
- A student who was registered for the immediately preceding term and who does not need to be registered for the current term for any other reason (e.g., an academic apprentice personnel appointment), obtains the Filing Fee Application Form at <http://economics.ucsc.edu/academics/graduate-program/forms.html>. The application must be signed by all the committee members.

The student submits the completed application to the graduate coordinator. If approved, the fee is billed through the student's account.

(Students who are registered for the term can skip the above steps.)

The dissertation must be filed online as an Adobe PDF file. It is not necessary to be physically present on campus to submit the dissertation; only access to the internet is required. However, original signatures are required on the title page. Effective March 13, 2012, only electronic filing of the dissertation is accepted.

Submissions on the day of the deadline will be accepted until 5pm PST. To count as submitted, the following steps must have been completed:

- All required committee members have signed off with original signatures
- Committee has certified you have passed the final oral exam (if applicable)
- You submitted a final PDF via ProQuest
- You completed the online Graduate Division process

VI. WORKSHOPS

A key step in doing academic research is presenting own research and observing and commenting on others' research. In years 3 and above, all students must enroll in a workshop. These are organized around three general topics. 274 is for students interested in macroeconomics and international finance; 275 is for students interested in applied microeconomics, development and international trade; and 276 is for students interested in experimental economics. Students should enroll in the workshop of their interest (and of course, it is expected that a student would enroll in the workshop in which their advisor participates). Grading is based on S/U.

VII. ACADEMIC STANDING

The main requirements for the program are as follows;

- Students must pass all first year courses
- Students must pass the micro and macro preliminary exams within the maximum 2 attempts.
- Students must pass the 2nd year paper, due on August 31st in the summer after the 2nd year.
- Students must pass the oral qualifying exam. This is expected to be completed by the end of the winter quarter of the 3rd year.
- Students must pass a workshop in each quarter in years three and above.

Students who fail to meet any of these requirements within the timeline specified in this handbook will be placed on academic probation with the Graduate Division. Students who fail to rectify the terms of their probation within the timeline specified in their probation will be dismissed from the program.

Note that probation and dismissal can only be formally issued by the Graduate Division (under recommendation from the Economics Department). More detail on these procedures, as well as student's right to appeal such decisions, can be found in the Graduate Division Handbook: <http://graddiv.ucsc.edu/current-students/academic-regulations/graduate-student-handbook/index.html>

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

VIII. ADVISING

Students require official faculty advisors at several points. First, students must have an advisor for the 2nd year paper. This advisor must be identified by the end of the 2nd year. Second, students must have a prospectus advisor to help guide them through the orals. This advisor must be identified by the fall of the 3rd year. Finally, the student must have a dissertation advisor

and dissertation committee. This committee is formed *immediately* after passing the oral qualifying exam.

In all cases, any changes to an advisor requires the approval of both the current advisor, the new advisor, and the Ph.D. program director. Forms are available on the departments website or by the program coordinator.

It is often, though not always, the case that the same faculty member will advise the paper, the prospectus, and the dissertation. While not necessary, students should think carefully before choosing an advisor at any stage of the process.

IX. MASTER'S IN ECONOMICS

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

Satisfactory completion of **35-units of coursework** is required. This course requirement represents **three quarters of full-time study** and courses successfully completed must include at least:

- (1) five graduate courses in economic theory - 25 units (Econ 204ABC, 205ABC)
- (2) two graduate courses in quantitative economic methods - 10 units (Econ 211ABC)

Students without an undergraduate economics degree may count up to two upper-division undergraduate economics courses (10 units) towards satisfaction of the 35-unit requirement, in addition to (1)-(2) above. Students may also, alternatively, take up to 10 units of individual study for completion of a master's thesis or project towards satisfaction of the 35-unit requirement, in addition to (1)-(2) above, as long as the independent study is graded as passing at the M.A. level by the individual faculty supervisor. M.A. level of passing is a minimum grade of C.

In addition to the 35-unit coursework requirement, students must pass one of the preliminary exams (microeconomics or macroeconomics) at the M.A. level (grade of C).

X. GRADUATE STUDENT SUPPORT

TEACHING ASSISTANTS

Allocation of Positions

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

Economics TA funding for the upcoming academic year is offered to prospective economics Ph.D. student applicants as part of their financial support. The actual teaching assignments are determined later in the academic year. Students are offered TA positions based on their class

ranking and their past teaching performance. A high class ranking will not compensate for a poor record as a TA.

Assignment of Courses

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

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

Description of Duties and Responsibilities

TAs perform a combination of duties: attend faculty lectures, hold regular office hours, conduct sections, attend TA training activities; and assist the faculty supervisor in grading homework and exams and in preparation of coursework materials. TAs conduct weekly discussion sections to clarify lectures, go over homework, and answer student questions. There are several office spaces available on the fourth floor of E2 for TAs to conduct office hours. They are located in the 403 hallway. Students can reserve these rooms with the graduate programs coordinator who will post calendars outside of each office.

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

Record Keeping/Evaluations

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

Paychecks

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

send your check. Direct deposit of your check is encouraged.

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

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

TEACHING ASSISTANT WORKLOAD POLICY

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

1. Teaching assistants are paid to work 50% time, which is 20 hours a week. This time may include attendance at lectures, preparing for and conducting sections, attending a weekly meeting with course instructor, participating in TA training activities, grading exams and homework, and holding one office hour per week per section (generally two office hours per week). Teaching assistants are expected to lead two sections of approximately twenty-five students per section, while undergraduate students are limited to one section of approximately twenty students. Readers are allocated no more than eighty hours per quarter. Graduate students must not work more than 20 hours a week.
2. The creation of homework assignments and/or exams is the responsibility of faculty. The dates of midterms and finals should be marked clearly on the course syllabus enabling TAs to plan for grading time immediately after midterms and finals. If faculty rely on TAs for developing answer keys, they must maintain editorial control, otherwise gaps in TA understanding will be transmitted to the class.
3. Writing narrative evaluations is the responsibility of faculty. TAs can be expected to write a rough draft of each narrative evaluation or to compose a short paragraph about each student's performance on homework or in sections to be included directly on the evaluation above the TAs signature. University policy, however, does not allow TAs to write the complete evaluation with no editorial effort from the responsible faculty supervisor.
4. TAs are required to participate in TA training activities. The Economics Department conducts a quarterly TA training seminar. New teaching assistants are observed once by the TA Trainer during their first teaching quarter. The economics TA trainer meets with TAs to review their performance and makes suggestions for improvement. Midterm evaluations will be placed in TA and reader mailboxes during the fifth week of the quarter. They are to be passed out in section, and returned to the TA. The evaluations are a means to receive constructive feedback and are not for formal department evaluation. It is the responsibility of the TA or reader to forward these evaluations to the TA trainer for review and feedback.
5. Faculty are responsible for supervising TAs including regularly discussing course

materials, making workload expectations clear, observing the TA's section at least once, and giving constructive feedback and suggestions for improvement. At the beginning of the quarter, the supervising faculty and TA sign and submit a TA Responsibilities and Evaluation form to the graduate programs coordinator. At the end of the quarter, the faculty submits an evaluation of the TA and the faculty and TA sign the evaluation form once again.

6. At the end of the quarter, TA evaluations are once again distributed, this time to the supervising faculty who hands them out to the students. These TA evaluations are filed in the economics office but TAs are encouraged to come in and review them at their convenience.
7. If a serious problem between a TA and their faculty supervisor arises, faculty and TAs should consult with the TA trainer or the department chair immediately to resolve the issue.

TA Loans

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

TA Training

The Graduate Division holds a required training for TAs and new graduate students at the beginning of the academic year.

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

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

Teaching Assistantships in Other Departments

Many students who do not get full TA support from the Economics Department have been able to find TA positions in other departments, most commonly in math, AMS, sociology, and environmental studies. The graduate coordinator forwards announcements of these openings to

students as they become available. Information on postings can also be found at the following webpage: <http://graddiv.ucsc.edu/current-students/TA%20Application/index.html>

GRADUATE STUDENT RESEARCHERS

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

COLLEGE CORE COURSE INSTRUCTORS

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

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

GRADUATE STUDENT INSTRUCTORS (GSI)

Graduate Student Instructor (GSI) positions are occasionally available during the academic year. To be eligible for a GSI position, students must be in good academic standing and meet all GSI requirements established by the University's Committee on Educational Policy. Preference is given to hiring GSIs at the Teaching Fellow level.

FELLOWSHIPS, ASSISTANTSHIPS, AND GRANTS -

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

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

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

Departmental Fellowships

The department awards fellowships (which may provide tuition, registration fees, and/or a stipend). The primary criterion for the departmental fellowship is the strength of the incoming student's application.

Graduate Division Fellowships

There are a number of campus-wide fellowship programs. Some of the available fellowships (specifically the Eugene V. Cota-Robles Fellowship) is intended to help ensure access to graduate study for students who have experienced significant socioeconomic disadvantages or have overcome other major educational or physical disadvantages in their pursuit of higher education.

Extramural Funding

Applicants who are U.S. citizens or permanent residents of the U.S. may apply for aid (such as loans, work-study funds, and grants) based on financial need. Applications may be obtained at the Financial Aid Office in the Hahn Student Services Building.

ICFOG (In-Candidacy Fee Offset Grant)

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

Financial Aid

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

PRIORITIES FOR FUNDING

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

Block fellowship grants:

1. Top-ranked candidates being recruited for the entering Ph.D. class.
2. Non-resident tuition fellowships for continuing second and third-year foreign students

making good progress in the Ph.D. program with excellent performance in required courses.

3. Other outstanding continuing Ph.D. students. These students are required to have attempted to obtain outside funding.

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

Teaching Assistantships for Ph.D. students:

1. Top-ranked entering students.
2. Second through fifth-year students based on class ranking. Ranking is determined by coursework, prelim examination scores, and performance/timeliness of the 2nd year paper, and the oral qualifying exam. Course evaluations and any past teaching records will also be taken into account when allocating support.
3. All others.

XI. RESIDENCY

Any domestic student who is not a California resident should make sure to establish California residency to avoid nonresident tuition. In order to establish your residency, certain requirements must be met (i.e. you should not vote in your previous state, you should get a CA driver's license, etc.). Please refer to the Registrar's web page at: www.reg.ucsc.edu for more details. If you do not establish your CA residency, you are responsible for the non-resident tuition.

XII. ECONOMICS DEPARTMENT GENERAL INFORMATION

SEMINARS, VISITORS, EVENTS

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

GRADUATE OFFICES/MAILBOXES

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

UCSC EMAIL & COMPUTER ACCOUNTS/COMPUTER FACILITIES

Statistical and software packages used in graduate level courses are exclusively available to graduate students. The campus computer center (ITS), located in the Communications Building, provides services to students and maintains student computer accounts. ITS accounts (also known as "email accounts", "unix accounts", "athena accounts", or "network id's") give students access to services such as email, modems, personal web pages, and narrative evaluations. To register for an ITS account, go to <http://my.ucsc.edu>. Read the information carefully. You will

need your UserID and password and can register from any computer. For help, contact the ITS Help Desk at help@ucsc.edu. Many students prefer to use other email providers as their primary address. Instructions on forwarding your ITS accounts are available online as well.

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

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

XIII. CAMPUS PUBLICATIONS & RESOURCES

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

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

GRADUATE DIVISION GRADUATE STUDENT HANDBOOK

<http://graddiv.ucsc.edu/current-students/academic-regulations/graduate-student-handbook/index.html>

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

GRADUATE DIVISION TA INFORMATION <http://graddiv.ucsc.edu/current-students/teaching-resources/index.html>

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

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

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

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

The Schedule of Classes is available on the Registrar's Office website. It lists details about registration, enrollment, the administrative calendar, finals, academic programs, telephone listing and orientation in addition to the listing of courses scheduled each quarter. **It also lists**

the information, instructions, and call numbers you will need to enroll each quarter, with the exception of special enrollment numbers used for independent study courses. These special numbers are available from the Graduate Programs Coordinator.

UNDERGRADUATE STUDENT HANDBOOK -

<http://economics.ucsc.edu/academics/undergraduate-program/index.html>

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

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

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

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

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

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

ECONOMICS FACULTY – <http://econ.ucsc.edu/faculty/index.php>

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

ECONOMICS STAFF - <http://economics.ucsc.edu/about/people/staff>

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

ECONOMICS GRADUATE STUDENTS –

<http://economics.ucsc.edu/about/people/phd.html>

& <http://economics.ucsc.edu/about/people/masters.html>

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

ACADEMIC & ADMINISTRATIVE CALENDAR: <http://reg.ucsc.edu/calendar>

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

USEFUL WEBSITES

For a complete listing of on-campus web addresses, please see:

http://www.ucsc.edu/about/alpha_index.asp

UCSC Campus

- * BayTree Bookstore - <http://slugstore.ucsc.edu>
- * Career Center - <http://www2.ucsc.edu/careers/>
- * Career Advice Network (CAN) - <http://www.careercenter.ucsc.edu/can/>
- * Cashier's Office – Student Business Services - <http://sbs.ucsc.edu>
- * ITS - <http://its.ucsc.edu/>
- * Center for Teaching Excellence - <http://ctl.ucsc.edu>
- * Child Care Services - <http://www.housing.ucsc.edu/housing/child1.html>
- * Counseling and Psychological Services - <http://www2.ucsc.edu/counsel/>
- * Course Catalog - <http://reg.ucsc.edu/catalog/>
- * Enrolling in Courses - <http://registrar.ucsc.edu/enrollment/index.html>
- * Fees - <http://registrar.ucsc.edu/fees/registration/> - gradFees
- * Financial Aid - <http://financialaid.ucsc.edu/index.html>
- * Graduate Studies and Admissions - <http://graddiv.ucsc.edu>
- * Graduate Student Association - <http://gsa.ucsc.edu/>
- * Housing - Family Student Housing <http://housing.ucsc.edu/family/>
- * Graduate Student Housing - <http://housing.ucsc.edu/gradhousing/index.html>
- * Community Rentals Program (off campus) - <http://housing.ucsc.edu/cro/index.html>
- * Office of International Education (ISSS office) - <http://ieo.ucsc.edu/>
- * McHenry Library - <http://library.ucsc.edu/mchenry>
- * Maps - <http://maps.ucsc.edu/>
- * Registrar - <http://reg.ucsc.edu/>
- * Schedule of Classes - <http://reg.ucsc.edu/soc/>
- * Sexual Harassment - <http://www2.ucsc.edu/title9-sh/>
- * Student Affairs Division - <http://studentaffairs.ucsc.edu>
- * Student Health Center - <http://www2.ucsc.edu/healthcenter/>
- * Student Services - http://admissions.ucsc.edu/student_services.cfm
- * Transportation and Parking Services (TAPS) - <http://www2.ucsc.edu/taps/>

Santa Cruz Community

- * City of Santa Cruz - <http://www.cityofsantacruz.com/>
- * Santa Cruz County - <http://www.scccvc.org>
- * Santa Cruz Chamber of Commerce - <http://www.santacruzchamber.org/>
- * Santa Cruz County of Education - <http://www.santacruz.k12.ca.us>