

A GUIDE TO THE RULES AND REGULATIONS FOR THE Ph.D. IN ECONOMICS PROGRAM FOR STUDENTS ENTERING IN FALL 2024

This guide provides an overview of the Ph.D. in Economics program. It is intended to provide a clear overview of our program and practices, establish appropriate expectations, and communicate the policies and regulations to which you students must adhere. Graduate students in Economics are subject to policies, rules and regulations established at three administrative levels: the Graduate School, the College of Liberal Arts and Sciences, and the Department of Economics. Each of these levels has specific requirements. Students are urged to become familiar with those sections of the Graduate School Catalog pertaining to policies governing the Ph.D. program. The Graduate School adheres to a policy that “ignorance of a rule does not constitute a basis of waiving the rules.” The College’s rules are mostly administrative and relate to employment rules.

ACADEMIC REQUIREMENTS FOR THE Ph.D. IN ECONOMICS

The Ph.D. in Economics is earned by completing specific course, residence, and research skills requirements; writing satisfactory research papers at the end of the first and second years; passing the Ph.D. Qualifying examinations; and writing and defending a satisfactory dissertation. The program is designed so that it can, under normal progress, be completed in five academic years. Accordingly, funding packages are typically awarded for five years of study conditional on maintaining good academic standing and satisfactorily completing assigned assistantship responsibilities. If a student requires a sixth year, typically because of unavoidable delays in their dissertation progress, an additional year of funding may be awarded but is not guaranteed.

Pre-Enrollment Requirements

The Department wants to ensure that students are adequately prepared for success in the first-year core coursework. To facilitate and confirm that necessary foundation, incoming students must complete an online introductory coding module and a required in-person Math Camp prior to the start of their first semester.

- The online introductory coding module can be completed asynchronously at the student’s own preferred pace during the summer prior to matriculation. The module is expected to take about 40 hours to complete. A certificate of completion must be presented to the Graduate Coordinator before the first day of fall classes. Specific details will be provided at the time of admission, and the Department will fund the costs.
- The in-person Math Camp will meet daily for two weeks. The specific schedule may change year-to-year, but Math Camp typically begins in early August. It includes coverage of optimization theory, e.g., constrained optimization and Kuhn-Tucker conditions, as well as a survey of basic matrix algebra. Math camp will conclude with an assessment exam. While there is no required minimum grade for the assessment exam, students’ performance on it informs the faculty about their readiness for the first-year core coursework.

Course and Credit Requirements

This subsection describes the course and credit requirements for earning the Ph.D. in Economics degree. A total of 90 credits are required, with at least 60 of those taken in residence at the University of Florida. Students who have earned a master's degree can petition to transfer a maximum of 30 credits to count toward these 90 hours, although the specific courses they have taken do not replace the Department's course requirements. Any credit transfers or course substitutions require the approval of the Graduate Coordinator and the student's Supervisory Committee.

All students must complete the first-year core courses and a minimum of three three-credit field courses in each semester of the second year. Students may take additional courses that complement their doctoral studies – this should always be discussed with the Graduate Coordinator and/or Supervisory Committee and will require approval if a tuition waiver is to be applied. Graduate courses in statistics, mathematics, computer science, and other social sciences are generally approved in summer semesters and later years of study. Undergraduate courses cannot be counted toward the total course requirements for a Ph.D. degree in Economics. Tuition waivers may not apply to courses from other departments unless the Department Chair and Graduate Coordinator approve them as part of the student's program. Introductory courses in a foreign language are not eligible for a tuition waiver and do not count toward a graduate degree in Economics.

The University has rules on the process of registration, including deadlines by which registration changes can be made. Students typically must be registered 3-5 days before the start of each term, and all adjustments to the schedule must be made before the end of the Drop/Add period. The specific dates for each term are available on the UF website under the heading Dates and Deadlines. Violations of these rules can lead to late fees being imposed. If late fees are incurred for any reason not the responsibility of the Department, the Department will not write a petition to waive the late fees. If you have any questions about your registration, consult with the Graduate Coordinator proactively.

By University rules, only grades of C and higher can be used to satisfy graduate course and credit requirements, and candidates for the Ph.D. are required to maintain a 3.0 GPA in all graduate courses. A student whose GPA falls below a 3.0 is put on academic probation and will be given one semester to improve and attain the required 3.0 to continue in the program. Students on academic probation are ineligible for assistantships and tuition waivers.

First-Year Course Requirements

All students complete a common core set of first-year courses. The specific courses are listed in the table below.

<u>FALL</u>		<u>SPRING</u>	
ECO 7115	Microeconomic Theory I	ECO 7116	Microeconomic Theory II
ECO 7206	Macroeconomic Theory I	ECO 7207	Macroeconomic Theory II
ECO 7415	Statistical Methods in Economics	ECO 7424	Econometric Models and Methods
ECO 7938	Computation and Simulation Methods I	ECO 7938	Computation and Simulation Methods II

In the Fall, students will enroll in ECO 7115 and ECO 7206 each for 3 credits, in ECO 7415 as ECO 7938 for 2 credits, and in ECO 7938 for 1 credit. In the Spring, they will enroll in ECO 7116 and ECO 7207 each for 3 credits, in ECO 7424 as ECO 7938 for 2 credits, and in ECO 7938 for 1 credit. In each term, students should be enrolled in a total of 9 credits, which is the number that is covered by the tuition waiver.

All of these core courses must be completed with a minimum grade of C in the first year. These courses provide crucial skills and techniques that students must master to be able to advance to taking second-year field courses and to becoming professional economists. Students must demonstrate that they have mastered this material in one of two ways. The first is by attaining a GPA of at least 3.5 in the first-year core. For the purposes of meeting this specific requirement, the GPA is computed by treating every course as an equal unit. Note that this calculation is not based on the number of credits in which the student is officially enrolled, and is thus different from the official UF GPA. The second way for students to demonstrate mastery with the material in the first-year core, if they have not met the GPA threshold, is to pass a first-year qualifying exam in the summer after the first year.

The first-year qualifying examination consists of separate theory and methods exams. Passing both exams with a minimum score of 70% is required for demonstrating mastery of the first-year core material and thus continuing in the program. The two exams are given on separate days, typically one week apart, at the end of May and/or beginning of June. Specific details on the timing of the exams will be given to students by the end of the preceding Spring term. If a student passes only one of the two exams, they are entitled to a single retake of the exam that they did not pass. This retake will be scheduled in early August. If a student does not pass either exam on their first attempt, they will be dismissed from the doctoral program but may be permitted to continue in the M.A. in Economics program.

Any student who does not meet one of these requirements after the first year may not continue in the Ph.D. program, but may be able to pursue an M.A. degree. Financial support is typically only available to PhD students.

Second-Year Course and Field Exam Requirements

All students must complete three specialization fields in the second year. All students are required to complete the Econometrics field and will choose two of the four elective options below:

<u>Fields of Specialization</u>
Industrial Organization
International Economics
Public Economics
Macroeconomics

Each field consists of three credits of advanced doctoral coursework in each of the fall and spring semesters. Students may audit classes for one or both of the fields that they have not chosen – class meeting times will be scheduled to accommodate this practice.

After completing the field courses, written field examinations are taken in two of the three fields. These field exams form the written part of the University required Ph.D. Qualifying Exams. The oral part of these exams is discussed below. A student who has not completed the courses in a field cannot take an exam in that field. If a student has an incomplete grade in a field course, it must be changed to a letter grade before an exam in that field can be taken. The initial exam period is in May/June after the end of the Spring term of the second year during which the two field exams are taken. Examination questions are prepared by the graduate faculty in each field. The written examinations are evaluated, and a grade of HIGH PASS, PASS, LOW PASS, or FAIL is determined by the faculty committees from each field and not by the student's Supervisory Committee. The student will be notified of his or her grades by the Graduate Coordinator. A student who fails a field exam on their first attempt may retake that exam or may take an exam in their third field in August. A student who fails two field exams may not continue in the Ph.D. program. This drop rule applies to exams in the same or different fields and to exams taken at the same or different times.

A student who has passed at least one of the field exams, who has completed 36 credits of graduate economics coursework with a minimum grade of C, and who has a minimum UF GPA of 3.0 is eligible to apply for an M.A. in Economics. A student who has not passed a field exam may alternatively qualify for an M.A. by passing a special master's examination that covers microeconomic and macroeconomic theory. An M.A. is not given automatically but must be applied for after the requirements are met. The M.A. must be applied for in the semester immediately after the requirements are met.

Research

While becoming an expert in economic knowledge is necessary, the most important aspect of the doctoral program is learning how to do research to expand that knowledge. The three core research projects are described in this section. They are the First-Year Paper, the Third-Year Paper, and the Doctoral Dissertation. Each of these projects is described below.

First-Year Paper: The Department encourages students to get into research early in the program. In the summer after the first year, students are required to complete a research paper directly under the supervision of a faculty member. There are several different options for how a student may satisfy this requirement at the discretion of the faculty supervisor. One possibility is to work as an “apprentice” on a topic chosen by the supervisor and obtain experience in how research is done from selecting a topic to doing a literature review to carrying out the analysis and finally to writing up the finished product. In some cases, this has led to a published joint paper between the student and the faculty member. Other ways the requirement might be fulfilled include replicating an existing study with new data, laying a strong foundation for a future paper including a plan for completion, or a guided literature review with identification of research for further development. During the course of the first year, students will consult with the Graduate Coordinator, who will help match them with faculty in their area of interest. The first-year paper is due one week before the start of the second-year fall semester.

Supervisory Committee: The UF Graduate School requires each student to form a Supervisory Committee as soon as possible after completing the first year. The Supervisory Committee helps the student to create a coherent plan of study and guides the student’s research. In Economics, the Supervisory Committee becomes important after the second year when students have completed their field courses and know what direction their research will take. Nominal committees will be established for each student during the first year. After field exams, students should form their committees in consultation with the Graduate Coordinator based on their research interests. The student should ask a member of the Graduate Faculty of the Department to serve as his or her Supervisory Committee Chairperson, who will also serve as the primary advisor of the Third-Year Paper discussed below. After consultation with the chairperson, the student should ask three other members of the Graduate Faculty to serve along with the Committee Chairperson as the student’s Supervisory Committee, two from the Department of Economics and one from outside the Economics Department. If the student chooses to have a Co-chair, that member cannot count as the outside member. The student may change the composition of the Committee in consultation with the Graduate Coordinator at any time if he/she has a change in research interests, except in his/her last term.

Third-Year Paper: During the summer after the second year, after completing written field exams, each student begins work on a second research paper. While still working closely with faculty, the student is expected to be more independent, including being responsible for selecting an interesting and feasible topic, working through the details of deriving valid theoretical or empirical conclusions, and writing the work up as an academic article. The goal is for the student to prepare a paper of sufficient quality to demonstrate an ability to engage in Ph.D. level research. This paper is usually a preliminary investigation of the student’s dissertation topic or the first essay of the dissertation, but it may be a self-contained paper which is not part of the dissertation. It must entail original research and may not be simply a survey of existing literature. Therefore, the Third-Year Paper should not be joint work with another student or faculty member. To help in developing this paper, all students must enroll in ECO 7925, Research Skills Workshop, during the Summer B term after the second year. In this workshop, students will interact with each other and with faculty in selecting and developing their topic. The Department of Economics faculty members of the Supervisory Committee will grade the completed paper on a pass / fail basis.

Students must present their progress and preliminary results in a 30-minute seminar by December 10 of their third year. The Supervisory Committee Chair for each student will submit by December 15 to the Graduate Committee a statement certifying whether the student has successfully completed the third-year paper, is making satisfactory progress, or is not making satisfactory progress. A student who is not making satisfactory progress will earn a failing grade (“unsatisfactory”) for that semester’s enrollment and may consequently fall out of good standing. This may result in temporary or permanent loss of the graduate assistantship and tuition waiver.

After approval of the Third-Year Paper by the Supervisory Committee, the oral defense before the student’s entire Supervisory Committee must be scheduled. This defense is the oral part of the University required PhD qualifying exam and after passing it, the student is admitted to candidacy. If the committee decides the student has failed the oral portion of the qualifying examination, the student may retake the examination the following semester upon the recommendation of the Supervisory Committee and approval by the Graduate School. There is no reason to delay the presentation of the paper once the committee has graded it.

Students who have not passed their Third-Year Paper oral defense by April 15 of the third year will be dismissed from the program. Any petition for an extension must be brought to a faculty meeting and requires a two-thirds vote of the faculty in attendance. Granting an extension is extremely rare. The prevailing view is that the time period available for meeting this requirement is much longer than what is needed. Students should be able to meet this deadline, even in the presence of very disruptive extenuating circumstances.

Doctoral Dissertation: After admission to candidacy, the student should immediately begin work on his/her dissertation. The dissertation will usually incorporate or build on the Third-Year Paper but may be on an entirely different in topic. Whatever direction is taken should be done in consultation with the Supervisory Committee, and especially its Chair who now has primary responsibility for advising the student and guiding their research. While a dissertation may be related to joint research with a student’s Chair or with other faculty, it must constitute original research by the student. A dissertation may be a single coherent work or may be a set of loosely related or even unrelated essays. The three-essay dissertation has become the standard in economics. The main advantage is that students have a head start in publishing journal articles, because independent essays can be more easily modified for submission to journals for publication. Note that a separate essay dissertation must still be compiled in the style required by the Graduate School, which includes having overall introduction and conclusion chapters. Each student is responsible for learning and following these formatting guidelines.

After submission of the dissertation, the candidate will be given a final oral examination by the Supervisory Committee. Completion of the dissertation is final only after a satisfactory oral defense before the student’s Supervisory Committee. The student is responsible for arranging a time for the defense with the members of his/her Supervisory Committee. The Chair and the outside member must be in attendance at the defense. In the presence of serious extenuating circumstances, other committee members may designate substitutes to attend. Coordinating multiple schedules can be difficult. Students should plan for this and schedule with ample advance notice. Attempting to schedule a defense very close to the Graduate School’s deadline may result in delayed graduation.

The Graduate School has several rules about the timing of the final defense. These include that between the oral part of the qualifying examinations and the date of the degree, there must be at least two terms and if the dissertation is not completed within 5 years of the date of passing the oral qualifying examination, the qualifying examinations (both written and oral) must be retaken.

There are several “courses” for supervised research. They are distinguished by a few different characteristics. Some are letter graded, whereas others are grades S/U (i.e., pass/fail). Some are designated as counting toward both the M.A. and Ph.D. degrees (e.g., ECO 6906 and ECO 6910), whereas others only count toward the Ph.D. degree (e.g., ECO 7979 and ECO 7980). Finally, enrollment in ECO 7980 can only occur after a student has attained doctoral candidacy. Enrollment in supervised research credits in the Department of Economics should be:

<u>Term</u>	<u>Course (Credits)</u>	<u>Grading Scheme</u>
First Summer	ECO 6906 (2) ECO 6910 (4)	Letter S/U
Second Summer	ECO 6906 (2) ECO 7979 (4)	Letter S/U
Fall/Spring <i>pre-candidacy</i>	ECO 7979 (9)	S/U
Third and Subsequent Summers <i>pre-candidacy</i>	ECO 7979 (6)	S/U
Fall/Spring <i>post-candidacy</i>	ECO 7980 (9)	S/U
Third and Subsequent Summers <i>post-candidacy</i>	ECO 7980 (6)	S/U

Teaching

Teaching is an essential part of every student’s doctoral training. Students must be able to convey what they have learned to others. In addition, preparing material to teach is one of the best ways to ensure mastery over it. All students, whatever their funding status, will teach at least one section during the program. This will be after admission to candidacy. Accordingly, the summer after the third year will usually be the earliest a student can teach. Students on regular funding may receive additional teaching assignments as part of their assistantship requirements. Students should treat this assignment as an important component of their doctoral training. Especially for those students seeking academic positions, earning good teaching evaluations and even teaching awards before going on the job market can be crucial in finding a job.

For Non-Native Speakers of English

Proficiency in speaking and writing English is crucial to writing an acceptable dissertation, communicating effectively with one’s Supervisory Committee, and in meeting the teaching

requirements of the program. The Graduate School requires all teaching assistants from foreign countries who interact with students to take the SPEAK test (Test of Spoken English). A student who has not passed the SPEAK test by the time he/she is to teach may be ineligible to continue to hold an assistantship. In order for a nonnative-English speaker to be appointed to any type of Graduate Assistantship that involves teaching in a classroom or lab, a minimum score is required. Various courses are available or required for a student depending upon what score he or she received. Details about the SPEAK Test can be found at <http://ase.ufl.edu/>

When to take the SPEAK test involves tradeoffs. On one hand, the policies regarding the SPEAK Test are set by the Graduate School. They are subject to change without warning or knowledge on the part of the Economics Department. This yields a benefit to passing the test as soon as possible. On the other hand, a student may take the SPEAK Test only two times in one semester and three times in a year. There is a fee each time the test is taken. Thus, a student should not take the test until he or she has a reasonable chance of getting a good score.

DEPARTMENTAL PRACTICES

In addition to the formal requirements listed above, the Department encourages certain practices by students which it believes will enhance their professional development. Each student's progress in the program is evaluated at the end of each year by the Department's Graduate Committee which, in addition to considering whether a student is meeting the formal requirements, will also try to evaluate whether a student is following practices which will ensure success in the program and later in the profession.

Student-Faculty Interactions

When having difficulty in course work or in research, students are often reluctant to contact faculty. This is actually a widespread problem across academic disciplines and has been named the "perfectionism problem". Our faculty encourages ongoing interaction with graduate students. Faculty members feel that it is their role to help graduate students advance in both classes and research. A dissertation advisor is there to give advice, not simply to sign off on a finished project. Students should not be afraid to seek faculty help when they encounter difficulties. Learning economics at a high level and especially performing research can be challenging. While willing to help students, faculty members also have expectations that students will be making serious efforts and will respond to faculty suggestions. Graduate students must recognize that graduate study is very different from undergraduate study. It isn't enough to get a high grade in a class and then forget the material that was covered, it is actually important to master the material since it will be used in later classes and research. A student who treats graduate school seriously will be treated seriously by the faculty.

Cooperation among Students

The Department encourages cooperation among first-year graduate students. Though good academic performance is required for continuation in the program, first-year students are not competing for a limited number of second-year slots. They should study together and

help each other as they go through the initiation into a rigorous professional program. While working together is generally encouraged, in every course, students must follow the rules of the instructor on what is acceptable on any specific assignment or project. This cooperation should continue into the second year and beyond. Students will learn much from discussing their research ideas with each other. In the past, our students have begun interactions with each other that have led to joint publications long after their graduate school days were completed.

Departmental Awards

To encourage a very high level of engagement and effort and to reward achievement, the Department has established several awards. Each award includes a monetary prize. The currently available awards are listed below:

<u>Award</u>	<u>Recognition</u>
Rafael Lusky Award	Best performance in the first year.
Robert F. Lanzillotti Award	Best Third-Year Paper.
Edward Zabel Award	Best dissertation progress.
Lawrence Kenny Award	Best performance as a course instructor.
PPRC Dissertation Fellowship	Supports especially promising dissertation research.
Madelyn Lockhart Award	Supports travel to present at conferences and workshops. <i>Requires candidacy.</i>

Departmental Seminars and Professional Meetings

Research skills are not just developed in courses or in individual work. Faculty and students are actively involved in Department seminars. Seminars provide regular forums for presentations of current research by scholars from UF and other universities and research institutions. Students must attend and participate in seminars. Much can be learned from seminars on topics that are not in someone's primary area of interest. Techniques and approaches in one area can often be fruitfully applied in another. Students especially can also learn how to present work which will be useful to them later in the job market.

Participating in regional or national professional meetings such as the AEA meetings, Econometric Society meetings, Public Choice Society meetings, Midwest Theory and International meetings, Southern Economic Association meetings, American Education Finance Association meetings, and other specialty meetings is a useful experience for a student in developing as a professional economist. In addition, such participation will help prepare the student for the job market in later years. Students should submit their Second-Year Papers and chapters of their dissertations as they are completed to such meetings. Calls for papers are posted around the Department and by individual faculty members. To encourage participation, Madelyn Lockhart Travel Awards are given to cover any expenses which a student might incur in attending a professional meeting. To be eligible to apply for one of these awards, a student must be admitted to candidacy and participating in the meeting. These awards will be given on a competitive basis. The Department may try to help support a student who is presenting a paper at a professional meeting before being admitted to candidacy.

HUMAN RESOURCES AND FINANCIAL AFFAIRS

Most students will have a graduate assistantship during their graduate studies. Importantly, these assistantships constitute an employment relationship with requirements and responsibilities that are distinct from academic performance. However, a student must be in good academic standing in the program to remain eligible for an assistantship. While a student's primary focus should be progress towards the Ph.D. degree, teaching assistants (TAs) and research assistants (RAs) must take their duties seriously. Failure to satisfactorily carry out these assignments may result in termination of the employment relationship. This would also end the student's tuition waiver, which is tied to their assistantship.

A 0.5 FTE graduate assistantship carries a 20-hour per week assignment. This is an average workload over the semester, not a maximum number of hours in any single week. A student who thinks his/her workload is excessive should first discuss this with the supervising faculty member. If that discussion does not resolve the issue, the student should contact the Graduate Coordinator.

Graduate assistants are expected to approach their assignments in a professional manner. They should be available for work, each semester, at least one-week prior to the first day of classes through the Monday after final exams. They should respond to all job-related inquiries, at a very minimum, within 48 hours. Any "time off" should be approved by the supervising faculty member and the Graduate Coordinator.

Graduate assistants are representatives of the University of Florida, the College of Liberal Arts and Sciences, and the Department of Economics. When conducting their work, they should be mindful of how they represent these institutions. This is particularly relevant when working with students. Graduate assistants, just like faculty, are responsible for adhering to the University of Florida's educational regulations and policies, and for treating all students with respect.

Graduate assistants are eligible for tuition waivers. Only nine credit hours (six credit hours in summer) are eligible for tuition waiver on a standard assistantship. Tuition for any additional hours and fees for all hours are the responsibility of the student. There are no tuition waivers for students who are not on assistantship. Conversely, to receive a stipend, a student must be enrolled and receiving a waiver. For these reasons, continuance of a stipend or tuition waiver is dependent upon satisfactory performance in the assigned assistantship duties. These are Graduate School policies. The Department has no flexibility with regard to them.

Generally, doctoral students should avoid employment outside of their graduate assistantship, including during summers. The rare exceptions to this involve employment that: (i) will not interfere with completing the Ph.D., which would naturally imply very few hours; and (ii) has a strong connection to the student's dissertation research and/or professional pursuits. Any outside employment should be discussed with the student's Supervisory Committee Chairperson, the Graduate Coordinator, and the Department Chair. They will provide feedback on whether a particular position is likely to adversely affect the student's progress in the doctoral program. They will also assess the extent to which the employment opportunity complements the dissertation research or supports the professional goals.

GETTING A JOB

Few students have searched for a permanent job before, and the Economics Job Market is somewhat unique. Unlike the job markets of many other disciplines, it is highly centralized and very structured. Most jobs are posted on a single website, and the timing of applications, interviews, and offers generally follow a common schedule. Students who plan to go on the Economics Job Market during a particular year should be ready to start applying early in the fall semester.

When preparing to go on the Economics Job Market, the first step is to have a complete and polished Job Market Paper and a personal website. The best information about a student's research potential comes from the Job Market Paper. It is typically the most significant essay from the dissertation but may draw from multiple parts of the dissertation. It should not be co-authored, with exceptions approved by the Graduate Committee for compelling research with a faculty member that has the student an at least equal author. It should read as much like a journal article as possible. It should show the reader clearly what the dissertation's contribution is and why it is important. The quality of the writing is an important indication of the job seeker's ability to teach, do further research, and publish their work in reputable journals. We require each student to present their Job Market Paper in a seminar during the fall semester, prior to sending any letters of recommendation, (1) to help the student get a polished paper ready for the job market and (2) to give the student experience presenting this paper.

Most jobs will be posted on the American Economics Association's Job Openings for Economists (JOE) website: <http://www.aeaweb.org/joe/>. They will be posted in September and October. Students should carefully review the postings and begin applying to jobs as soon as possible. Applications should be submitted by early November, with the obvious exception of jobs that are posted to JOE later in the cycle. Students should not consider the application deadline as benchmark for when to apply. Waiting to apply close to the deadline can result in an application being overlooked.

Some jobs, particularly in private industry, will not be posted to JOE. Students who wish to pursue jobs in private industry should conduct a broader job search.

Students should apply to a very large number of positions. Submitting more than 150 applications is not uncommon. Students should discuss with their Supervisory Committee Chairperson the set of places they intend to apply. A common piece of advice when deciding to apply for a position is "Would you rather be unemployed than accept this job?" Until a student has an offer in hand, they are unemployed.

Most applications will require the submission of the Job Market Paper, CV, cover letter, and three letters of recommendation. Students should have these documents in good shape early in the fall semester, in order to be on schedule in the market. The CV and cover letter may need to be updated for each application. Job postings often describe what they are looking for – application documents should speak directly to those specific qualifications. Frequently, other documents or statements (e.g., a teaching philosophy or teaching evaluations) will be required for specific applications.

Applicants will be contacted in December and invited for first-round interviews at the American Economic Association’s annual meeting. This takes place during the first week of January. These first-round interviews are typically scheduled for 30 minutes and focus on discussing the applicant’s Job Market Paper. Some time is reserved for discussing other research projects and/or teaching experience. In late-January and February, applicants may be invited for second-round on-campus interviews. These interviews are typically scheduled for a full day. Applicants will present their Job Market Paper in a public seminar and interview with the faculty and dean. Shortly after conducting 2-5 of these second-round interviews, a job offer will be made to the highest-ranked candidate. It is not uncommon for applicants to receive more than one offer, which means that the first offer may be declined. Second and even third offers will be made over several weeks. Accepting an offer is a professional commitment and constitutes completion of the job search. One cannot accept an offer with an intention to renege if a better offer comes along.

Some students will be unsuccessful in the Economics Job Market, and some employers will fail to hire. There is a secondary “scramble” market for these students and employers. In mid-March, unfilled jobs will be reposted to JOE. Students who have not yet accepted a job offer can apply. The secondary market has many term-limited visiting positions, which is one reason why the interview process tends to be shorter.

PROGRAM MILESTONES

There are several major milestones described throughout this handbook. The table below lists many of those important dates, just to put them in a single place. This table, however, does not include the UF Graduate School’s dissertation and defense deadlines for students in their graduating term. When students approach their graduating term, they should familiarize themselves with those dissertation submission procedures and deadlines.

<u>Major Milestones</u>	
First-Year Qualifying Exams (if not waived)	Late-May, Year 1
First-Year Qualifying Exam Retake	Early-August, Year 1
First-Year Paper Due	Mid-August, Year 1
Second-Year Field Exams	Late-May, Year 2
Second-Year Field Exams Retake	Early-August, Year 2
Finalize Supervisor Committee	Early-August, Year 2
Third-Year Paper Preliminary Presentation	Early-December, Year 3
Third-Year Paper Submission and Defense Deadline	August 15, Year 3

ACADEMIC PERFORMANCE AND GOOD STANDING

Success in a doctoral program requires strong and consistent progress. These are several ways that satisfactory progress is assessed and measured. The four most important policies governing satisfactory progress and good standing are:

1. A student must earn a minimum grade of C for a doctoral course to count toward the student's program. Because most doctoral economics courses are only offered every two years, earning a grade below C in a single course can significantly inhibit a student's ability to proceed in the program.
2. A student must maintain a 3.0 UF GPA. A student whose GPA falls below a 3.0 is put on academic probation and will be given one semester to improve and attain the required 3.0. Students on academic probation are ineligible for assistantships and tuition waivers.
3. A student who earns an Unsatisfactory (U) grade for their research credit enrollment will not be considered in good academic standing during the following semester. They may temporarily lose funding during the semester in which they are not in good academic standing.
4. A student who earns an Unsatisfactory (U) grade for their research credit enrollment a second time will be dismissed from the doctoral program. Importantly, the second U grade must not necessarily be awarded in the semester directly following the first U grade.

Importantly, these rules and regulations are in addition to meeting the program milestones that are presented in the previous section and described throughout this handbook.

ACADEMIC INTEGRITY

The University of Florida and the Department of Economics are committed to academic honesty and integrity. Students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: 'On my honor, I have neither given nor received unauthorized aid in doing this assignment.'"

You should familiarize yourself with the [UF Student Honor Code](#). Cheating and plagiarism are not the only violations of this policy. Making false or misleading statements to procure an improper academic advantage and failing to properly cite quotations are also violations. You are expected to adhere to the guidelines for collaboration and consultation of resources that are included in course syllabi and described in class by your instructors. Importantly, ignorance of a policy is not a valid reason for violating it.

Suspicious activity will be reported to the UF Dean of Students Office. Their office will conduct a formal investigation which may involve hearings before the Student Conduct Committee. The Dean of Students will then determine whether a violation of the UF Student Honor Code took place and what constitutes an appropriate sanction. Sanctions include the suspension of graduate assistantship funding and/or dismissal from the University.

Acceptable Use of Artificial Intelligence

The Department of Economics is committed to the highest standards of research integrity. The faculty assume that students' manuscripts and presentations represent their own ideas and work. Similarly, they assume that all research papers and other work that are submitted for grading or to satisfy any degree requirements are written by the student whose name it bears. Students are not permitted to use generative AI when completing assignments, quizzes, exams, or other graded work in any course unless the instructor has expressly granted that permission. When conducting research, any use of generative AI that goes beyond acceptable editing is prohibited. Unauthorized use of generative AI constitutes cheating and/or plagiarism. Such violations of the UF Student Honor Code will be reported to the UF Dean of Students Office and may be reported to the UF Office for Research. Severe sanctions may be imposed, including dismissal from the University of Florida.

The Department of Economics recognizes that generative AI can provide an acceptable and valuable tool for improving the quality of students' and researchers' work. For example, it can be used to clean and de-bug code or edit and format papers. Use that does not go beyond editing and preserves the presumption that written work and presentations represent their own ideas and work is permissible when conducting research. That being said, such use may not be permitted in individual courses – students should consult their course syllabi and instructors to determine what level of use is permitted in a specific course.

Generative AI includes but is not limited to ChatGPT, DALL-E, and Google Bard.