Graduate Program Handbook

PhD in Economics

Department of Economics
Emory University

Updated: October 22, 2013

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GRADUATE PROGRAM IN ECONOMICS

Introduction

The Purpose of the Program

The Economics Department at Emory University offers a Doctor of Philosophy (PhD) in Economics, which is the highest degree awarded by universities. Students undertake an extensive program of study and research in economics. PhD study culminates with a doctoral thesis, which is an original and thorough contribution to the subject. Successful students demonstrate original thinking and an inclination towards intensive research work.

The Emory PhD program in Economics prepares students to become productive scholars and effective teachers in colleges and universities. Our graduates are also well prepared for research positions in private research organizations, industry, and government. Students first master the core areas of microeconomics, macroeconomics, and probability/statistics/econometrics. They demonstrate their command of these subjects by passing comprehensive core examinations. The program also provides students with an understanding of research methodology and research methods and techniques. During the second and third years, students focus their studies in specialized fields offered by the Department itself and interdisciplinary areas offered in cooperation with other departments and schools in the University. Our graduates have gone on to productive and successful careers in many different fields of economics. We are proud of their many accomplishments.

We provide the student with the research training and tools necessary to contribute to the expansion of knowledge in economics. Our department has an intellectually challenging atmosphere of collegial scholarship. It provides the opportunity to study topics in the core fields of microeconomics, macroeconomics, and econometrics, in established fields of law and economics, health economics, industrial organization, and international trade, as well as topics beyond the traditional boundaries of economics such as neuroeconomics, experimental economics, and social economics.

The PhD program in economics at Emory is a full-time program. While some students may earn their PhD in four years, most will finish in five years. Graduate students are expected to reside in the Atlanta area and take classes and conduct research at Emory. With rare exception, all graduate students receive a tuition waiver, a competitive stipend, and other benefits available to Emory students provided they are in good standing in the program.

By the completion of the program, students will be able to:

1. Formulate or pose a research question or scholarly project.
2. Conduct independent research using methods appropriate to the field or discipline.
3. Communicate the results, findings, or new interpretations of their scholarly work.
The Purpose of the Handbook

This Handbook describes practices and requirements specific to our program. It supplements the LGS Handbook, which can be found on the LGS web page (http://www.graduateschool.emory.edu/resources/handbook.php).

Students who consider applying to Emory’s PhD program in economics will find key information about our program in this Handbook, including the top reasons to apply to the program, distinct features of the program, and application procedures. For students currently enrolled in the graduate program, this Handbook will provide all of the relevant information about expectations, procedures, and requirements to be met to complete the PhD degree.
I. Application and Financing

This Handbook describes the procedures, policies, and requirements for the Economics PhD Program. It also lists resources and opportunities available for graduate students at Emory University. We hope that the Handbook gives you proper perspective on the life as a graduate student at Emory and in Atlanta. If you believe that there is a good match between your interests and those of our Program, we hope that you will apply to Emory. Please feel free to contact us with any questions.

Is Ph.D Study Right for Me?

Do you find it easy to immerse yourself in dispassionate and impartial analyses of economic issues? Do you see yourself teaching the difficult and subtle interrelationships of economic incentives, opportunities, and outcomes? Do you hope to work in a field in which analytical economic expertise is productive? If you answer yes to one or more of these questions, then study toward the PhD at Emory may be the right choice for you.

If you are primarily interested in applying economic concepts to business strategy questions involving marketing, production, and efficient organization, then a Master of Business Administration (MBA) program is probably your best choice. If you are primarily interested in policy analysis and issues related to government administration, then a degree from a public policy school may be appropriate, although a PhD in economics can also lead to this kind of career. If you are interested in a research degree but prefer finance, marketing, management, or operations research, then a doctorate degree in business administration (DBA) is the right choice for you. Although the PhD in economics and business are similar, research undertaken by economics graduate students is usually more motivated by policy issues rather than industry questions.

At Emory, we only admit students interested in obtaining the PhD degree. Most graduate students are apprentice faculty who conduct research and teach courses. Many economics PhDs do indeed spend at least part of their careers in academia. Others pursue careers in full-time research in private research institutions, government, large corporations, financial institutions, or trade associations. For example, we have close ties with the Atlanta Fed and a great record of placing students at the Federal Reserve, where they are engaged in policy work. You can obtain a list of our recent placements from the Graduate Program Coordinator in our department.
Why should I apply to Emory?

The Emory PhD Program puts students on the "intellectual frontier" of the economic discipline by introducing them to leading-edge theories and techniques. With this training, students can actively investigate research questions of particular interest and importance to them.

The hallmark of the Emory PhD Program is close interaction between faculty and students. Classes are small and interactive and students have the opportunity to obtain a deep understanding of the material. The faculty are eager to mentor students and involve them in their research. In fact, many students write research papers with the faculty. In some cases, this work is integrated into the dissertation. Joint work is submitted to academic journals for publication. Students are provided the opportunity to present research in the weekly departmental seminars, as well as at non-Emory academic conferences.

Our key strengths are:

- Small student to faculty ratio and small interactive classes
- Energetic research-driven faculty
- Close collaboration between faculty and students
- Financial support contingent upon acceptable progress towards degree completion
- Close ties with Goizueta Business School, Rollins School of Public Health, and the Federal Reserve Bank of Atlanta for courses and research

Application Process

Applicants should submit their application and all supporting documents online. Please do not mail your application and supporting documents. For more information, please visit http://www.graduateschool.emory.edu/admissions/index.php.

We will begin accepting new applications in September. Candidates must apply by January 3 to receive full consideration.

An application fee waiver may be available. Please contact the Economics Department’s Graduate Program Coordinator to inquire about it.

Admissions Deadlines and Timeline

- **January 3** - Deadline for submission of an online application and supporting documentation. Applications received shortly after the deadline may be considered for admission.
- Admissions offers are usually made by the last week of March.
- **April 15** - Deadline for the Economics Department to be informed of student decisions.

We have no rolling or early admissions. Students are only accepted for fall admissions.
Application Requirements

For all applicants:
- Online application
- Transcripts of all post-secondary academic work
- Three letters of recommendation
- Statement of Purpose
- Graduate Record Exam (GRE): Every applicant is required to take the GRE, which assesses verbal, quantitative, and analytical skills. You should take the GRE as early as possible, preferably no later than December prior to the year in which you seek admission. For more information, see http://www.gre.org/index.html.

Additionally for international applicants:
- Test of English as a Foreign Language (TOEFL): Applicants who speak English as a second language must take the TOEFL exam. For more information, see http://www.toefl.org/.
- Financial Certification

All application materials should be uploaded electronically. Any hard-copy supplemental application materials may be sent to:

Emory University Department of Economics
1602 Fishburne Drive
Rich Building, Room 306B
Atlanta, GA 30322

Admission Criteria

The admission decision rests, among other things, upon the applicant's academic record (especially in economics and mathematics courses), recommendations of scholars and instructors, and scores on the Graduate Record Examination. A Master’s Degree is not required to qualify for the program, but applicants with B.A. degrees need to demonstrate a strong mathematical background and a commitment to the graduate study in economics. The Department does not have a predetermined formula for weighing admission criteria nor any rigid cut-off points on these criteria. Many factors are taken into account in the admission decision, including, but not limited to:

- Statement of purpose
- Verbal, quantitative, and analytical scores on the GRE
- TOEFL score for non-native English speakers
- Academic record
- Letters of recommendation
- Previous training in economics
• Previous training in mathematics and statistics (econometrics, mathematical economics, calculus, and linear algebra)
• Graduate work in a related field
• Evidence of scholarly publication, research, and other academic qualifications

The primary consideration is the likelihood that the candidate will be able to complete the PhD program with distinction and utilize the acquired knowledge and skills effectively in their future career. Each application is examined by the admissions committee that consists of tenure and tenure-track economics faculty.

Frequently Asked Admissions Questions

What is the timetable for the admissions process?
Students are only accepted for fall admission. Deadline for submission of an online application and supporting materials is January 3. Offers of admission must be accepted by April 15.

How do I apply?
Applications are submitted online. Full instructions and requirements can be found at http://www.emory.edu/GSOAS/prospective/admissions_info/online_application/.

How many students are admitted per year? How many applications do you receive?
Typically, about 6 students matriculate each year out of an application pool of over 100. We expect both numbers to increase over time.

Do you admit international students?
Yes. We do not discriminate based on nationality or any other factors. We examine each applicant on the basis of their own portfolio. Students typically enter the U.S. on an F-1 visa. For more information on Emory’s international student program, see http://www.emory.edu/ISSP/.

Do you offer fellowships or other financial aid?
Students admitted to our program receive four years of support (tuition plus stipend) contingent upon acceptable progress towards degree completion. The stipend is paid over a period of 10 months. Advanced students in the 5+ year may receive support through teaching, research grants, or dissertation completion fellowships. Additional funds are available through special fellowships offered through the University. These special fellowships are quite competitive and are applied for by the department. Students have the opportunity to teach in summer for additional pay starting at their third year.

Do I have departmental duties in exchange for the fellowship?
Students are expected to work as research and/or teaching assistants in all years in which they receive a fellowship, excluding the first year.

How can I receive a TA position?
All students are required to complete the Laney Graduate School’s TATTO (Teaching Assistant Training and Teaching Opportunity) program. This involves a sequence of pedagogy courses taught within the LGS as well as the department. Provided that this training is completed successfully, you will receive hands-on experience with teaching through TA duties starting at the third year. You will have the opportunity to teach your own course during your fourth year.
What documents do you require for admission?
- Online application
- Application fee (this can be waived in some instances. Contact the program for more information)
- GRE scores
- Transcripts of all post-secondary education
- Three letters of recommendation
- Statement of purpose
- International students only: financial certification
- International students only: TOEFL scores

Do you require the GRE (Graduate Record Examination)?
Yes. The GRE is required for all applicants. GRE scores are valid for a period of 5 years. The TOEFL is also required of all international students from non-English speaking countries.

Can the TOEFL requirement be waived?
If you have completed your undergraduate or graduate education at an English speaking university, the TOEFL requirement is waived.

Do you require official GRE and TOEFL scores sent by ETS?
We do require official scores that are sent by the ETS. The department code for the GRE is 1801. The department code for the TOEFL is 84. Emory’s code is 5187.

Will you accept a copy of my GRE scores and transcripts rather than official reports?
The admissions committee can use a scanned or copied version of your scores and transcripts for initial review, but we will need official versions of both documents before you can be admitted into the school.

Do you require the TSE (Test of Spoken English)?
We do not require the TSE, but we do have an ELSP proficiency assessment, which all non-native English speakers must take upon arrival at Emory. You are exempted from or placed in the ELSP course sequence based on the outcome of this assessment.

Do you have minimum GPA or GRE requirements?
We do not have strict minimum requirements, although we recommend that applicants demonstrate a score of at least 720 on the GRE Quantitative Exam. We also recommend that you show high grades in all mathematical, statistical, and economic preparation for the PhD program.

Can I have more than three letters of recommendation? Yes.

Can I submit a writing sample along with my statement of purpose? Yes.

What fields do your faculty specialize in?
What classes can I take to strengthen my preparation for the PhD Program?
We have found that advanced preparation in mathematics and statistics is very useful to our students. Courses such as Real Analysis, Multivariate Calculus, Linear Algebra, Probability Theory and Statistics, and Differential Equations can improve your preparation for the PhD program. We do not require these courses for admission, but strongly recommend them.

Do you offer a self-contained Master’s Degree Program?
No. The program is designed solely for PhD study. There are no Master's level courses or a self-contained Master's level program.

Do I need a Master’s Degree to qualify for your program?
No.

Financing

Laney Graduate School Stipends and Tuition Scholarships

http://www.graduateschool.emory.edu/admissions/assistance.php

Types of Support

The Laney Graduate School (LGS) generally awards two types of support to students — tuition scholarships and stipends. In addition, LGS awards several special fellowships to outstanding first-year students. For more information about these special fellowships, please refer to the Special Fellowships webpage: http://www.graduateschool.emory.edu/resources/financial.php?id=14.

Stipends

Students in the Economics Department on the standard fellowship receive ten monthly payments from September through June. Recipients of special LGS fellowships (Arts and Sciences, Emory Graduate Diversity Fellowship, and Woodruff) receive twelve monthly payments — from September through August. Stipends are paid monthly on the last working day of the month.

To retain funding from the LGS, students must make adequate progress in the program. See “Adequate Progress” below for a definition of what constitutes adequate progress.

Tuition Scholarships

Tuition scholarships for students in the Economics Department cover full tuition. These scholarships are awards for tuition credits only. They are not cash and cannot be awarded as stipend dollars. Students with the standard tuition scholarships are responsible for paying University fees, generally totaling around $300 per semester.
Health Insurance

All students must have health insurance coverage. Students are required to either enroll in the Emory University Student Health Insurance Policy or have health insurance that meets specific waiver criteria. See http://www.graduateschool.emory.edu/resources/financial.php?id=12 for more information about this requirement.

Employment

The PhD Program is a full-time academic commitment during the fall and spring semesters. Students also work approximately 10 hours per week performing departmental RA/TA duties. First-year students are usually exempt from RA/TA duties. Students may also work outside of the department. This additional work is permitted as long as it does not interfere with the course of the student’s studies. The Director of Graduate Studies (DGS) must be informed of any additional work the student undertakes outside of the department. International students should ensure that any additional work does not violate the terms of their visas. Working during the summer months is permitted with no departmental restrictions.

Student Loans

The Laney Graduate School offers an emergency student loan of up to $1,000 for actively enrolled students. The loan must be repaid within 90 days. Applications are available in the LGS and more information can be found online at http://www.graduateschool.emory.edu/resources/financial.php?id=17. Within the University, the Office of Financial Aid assists students in determining their eligibility and through the process of applying for loans. More information is available online at http://www.graduateschool.emory.edu/resources/financial.php?id=15.
II. The PhD in Economics

All PhD students are subject to the requirements of the Laney Graduate School. The LGS requirements for a PhD can be found in the Laney Graduate School Handbook (http://www.graduateschool.emory.edu/resources/handbook.php). All students should be familiar with these requirements. As a graduate student at the University, you should also be aware of general Emory University student policies and the LGS Honor Code.

Student Assessment

Adequate Progress

The Laney Graduate School sets the minimum standards a student must meet for satisfactory academic performance. These standards are listed in the LGS Handbook at http://www.graduateschool.emory.edu/resources/handbook.php. Any student who fails to meet these requirements will be placed on probation by the Laney Graduate School and may lose University funding. In addition to these basic requirements, students must also satisfy program requirements to show adequate progress.

Program Requirements

Depending on the student’s fields of interest, the exact sequencing and content of the program may vary. The minimum requirements for completing the PhD Program in Economics are:

1. Complete 72 credit hours
2. Complete eight required economics core courses taken in the first two years of the program
3. Complete six 4-credit hour elective graduate courses at the 500- or 700-level in economics. These courses must be taken for a L/G or S/U by permission of the Director of Graduate Studies (DGS). Occasionally, by DGS permission, students may take courses offered by other departments, divisions, or schools
4. Pass core examinations in Microeconomics, Macroeconomics, and Probability and Statistics/Econometrics, which are administered after the first year of the program
5. Complete TATTO sequence to demonstrate teaching and communication proficiency
6. Regularly attend the Dissertation Workshop. A grade of “S” must be received for 6 semesters
7. Complete the field paper requirements to begin developing a research specialty (see Field Paper requirements on page 21)
8. Successfully propose and then defend a PhD dissertation showing original contribution to the field of economics
**Annual Assessment**

Graduate students are required to complete an Annual Activity Report, which serves as a basis for evaluating students’ progress. This allows the (DGS) and faculty advisors to monitor students’ progress, identify any barriers to graduation, and chart a path for completion.

The following criteria may be used for annual student assessment:

1. Coursework
2. Core Exam results
3. Field Paper requirement progress
4. Progress on dissertation
5. Participation in discussion lunches and seminars
6. Conference presentations and attendance
7. Publications and submissions to journals
8. Awards/Honors
9. External or internal funding/fellowships
10. Application for use of PDS funds from the LGS

**Graduate Student Awards of Excellence**

We have established two awards of excellence, the Graduate Student Research Award of Excellence and the Graduate Student Teaching Award of Excellence, with support from the LGS and the Department. Award recipients will be chosen by the Graduate Program Committee based on the Annual Activity Reports. These awards will allow us to recognize students’ accomplishments at our annual departmental banquet in spring semester.
Academic Curriculum

The PhD Program at Emory is a mix of required core courses that are essential for being a professional economist and electives that are chosen to meet students' particular interests.

Course Guide

Required Core Courses:
- Econ 500: Microeconomic Theory I
- Econ 501: Microeconomic Theory II
- Econ 503: Economic Reasoning
- Econ 510: Macroeconomic Theory I
- Econ 511: Macroeconomic Theory II
- Econ 520: Probability and Statistics for Economists
- Econ 521: Econometric Methods
- Econ 526: Quantitative Methods

Dissertation Workshop:
- Econ 791: Dissertation Workshop
  - Required for first through fifth years, with first and fifth year taken as audit. Second to fourth-year students must receive a grade of “S” for 6 semesters to graduate.

Required TATTO Sequence:
- Econ 593: Teaching Economics
- Tattoo 600: LGS Workshop
- Tattoo 605: Teaching Assistantship
- Tattoo 610: Teaching Associateship

Recommended Courses:
- Econ 502: Microeconomic Theory III
- Econ 721: Advanced Microeconometrics
- Econ 722: Time Series Econometrics
- Econ 723: Topics in Econometrics
Course Sequence

Not all students will follow the same course of study. Nonetheless, the following sample program of study may prove useful. In the first year, students must complete a series of courses designed to lay a firm foundation in the basic skills needed to successfully conduct Economics research. These courses will lead directly into the Core Exams, which will be administered at the conclusion of the first year. Students who have taken these courses elsewhere may ask the DGS for exemption, although it is strongly recommended that all students take these courses. Any course exemptions will be granted at the discretion of the DGS.

First-Year Courses:

Fall
- Econ 500: Microeconomic Theory I (required)
- Econ 510: Macroeconomic Theory I (required)
- Econ 520: Probability and Statistics for Economists (required)
- Econ 526: Quantitative Methods I (required) (taken in August prior to Fall semester)
- Econ 791: Dissertation Workshop (required as audit)

Spring
- Econ 501: Microeconomic Theory II (required)
- Econ 511: Macroeconomic Theory II (required)
- Econ 521: Econometric Methods (required)
- Econ 791: Dissertation Workshop (required as audit)

Summer
- Core Exams — Microeconomics, Macroeconomics, and Probability and Statistics/Econometrics

Second-Year Courses:

Fall
- Tatto 600: LGS Workshop (required) (taken in August before second year)
- Econ 503: Economic Reasoning (required)
- Econ 791: Dissertation Workshop (required)
- Elective (for example, Econ 721: Advanced Microeconometrics or Econ 722: Time Series Econometrics)
- Elective or Econ 797R: Tutorial in Economics

Spring
- Econ 791: Dissertation Workshop (required)
- Econ 593: Teaching Economics (required as a part of Tatto)
- Elective (for example, Econ 502: Microeconomic Theory III)
- Elective (for example, Econ 721: Advanced Microeconometrics or Econ 722: Time Series Econometrics)
- Econ 797R: Tutorial in Economics
Students who need to take English Language Support Program (ELSP) courses will do so during the first and second years.

**Third-Year Courses:**

**Fall**
- Tattoo 605: Teaching Assistantship (required)
- Econ 791: Dissertation Workshop (required)
- Elective
- Econ 797R: Tutorial in Economics

**Spring**
- Econ 791: Dissertation Workshop (required)
- Elective
- Econ 797R: Tutorial in Economics

**Fourth-Year Courses:**

**Fall**
- Tattoo 610: Teaching Associateship (required)
- Econ 791: Dissertation Workshop (required)
- Econ 797R: Tutorial in Economics

**Spring**
- Econ 791: Dissertation Workshop (required)
- Econ 797R: Tutorial in Economics

Dissertation proposal must be scheduled and passed during the fourth year to retain fifth-year stipend funding.

**Fifth-Year Courses:**

**Fall**
- Econ 791: Dissertation Workshop (required as audit)
- Econ 799R: Dissertation Research

**Spring**
- Econ 791: Dissertation Workshop (required as audit)
- Econ 799R: Dissertation Research
Core Examinations

Students in the economics PhD program must pass three core examinations that test their competency in broadly defined core areas of knowledge. These are four-hour written exams in: 1) Microeconomic theory; 2) Macroeconomic theory; and 3) Probability, statistics, and econometrics (PSE). The core exams are based on but not limited to the material covered in the first year required classes.

Students must pass all three core exams by the beginning of their third year to remain in the PhD program. All three exams are offered in late May through June of the first year and must be taken by all students. The exams will be administered at least 10 days apart. Failure to take a core exam is equivalent to failing the exam. Students are allowed the opportunity to retake failed core exams once. Retakes are offered before the start of the second year (in August).

A student who fails a core exam on the second attempt can petition the Graduate Faculty for the opportunity to take it a third time. The deadline for submission of the petition to the DGS is the first day of the fall semester. If the petition is successful, then the student will take the core exam when offered in the following June. The material covered in core courses may change from year to year. Students who retake core exams a third time are responsible for any new material and will take the same examination as the students taking the core exams for the first time. A third time failure in any core exam will result in expulsion from the program.

Core exam committees consist of three faculty members – two instructors who most recently taught the corresponding required courses and an additional faculty member with interests in the field. Committee members assist the committee chair in preparing reading lists and exam questions as well as grading the exams. The exams are graded on a blind basis to ensure fairness. Accordingly, each student is assigned an identification letter, which is confidentially maintained by the Graduate Program Coordinator. This letter is the only identification on the exams. Committee members are announced to the students by March of each year.

The Committee will assign grades of high pass (pass with distinction), pass, or fail. Students receiving grades of high pass or pass fulfill the requirement for that exam. Any questions or concerns about the exam are addressed by the exam committee chair. Any disputes related to a core exam must also be settled by the chair of the exam committee.

Reading lists and sample exam questions can be obtained from the respective chairs of core exam committees. There are copies of past exams in the filing cabinet located in the graduate student common area. Please do not rely solely on questions from past core exams in your preparation.

Students who do not pass all three core exams by the beginning of the third year in the PhD program must exit the program.
Fields of Specialization

Students are required to take courses that will lead to specialization (concentration) in two fields. These courses are taken as electives during the second and third year and must be passed with a grade of B- or better. The areas of concentration and their course sequences are offered to allow students to specialize. The offerings can change with faculty addition or departures. Concentrations that we currently offer include Econometrics, Law and Economics, Health Economics, Macroeconomics, International Economics, Industrial Organization, and Experimental Economics. Courses that can be taken to specialize in each field are as follows:

<table>
<thead>
<tr>
<th>Field</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Econometrics</td>
<td>Econ 721: Advanced Microeconometrics</td>
</tr>
<tr>
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<td>...........................................................................................................</td>
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<tr>
<td></td>
<td>Econ 722: Time Series Econometrics</td>
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<tr>
<td></td>
<td>Econ 723: Topics in Econometrics</td>
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<tr>
<td></td>
<td>Econ 724: Applied Econometrics</td>
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<tr>
<td>Law &amp; Economics</td>
<td>Econ 742: Law and Economics</td>
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<tr>
<td>Health Economics</td>
<td>Econ 770: Health Economics I</td>
</tr>
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<tr>
<td></td>
<td>Econ 771: Health Economics II</td>
</tr>
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<td></td>
<td>...........................................................................................................</td>
</tr>
<tr>
<td></td>
<td>HPM 740: Health Economics Seminar (Recommended)</td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>Econ 711: Monetary Economics</td>
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<td></td>
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<tr>
<td></td>
<td>Econ 751: Economics of Capital Markets</td>
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<td></td>
<td>...........................................................................................................</td>
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<tr>
<td></td>
<td>Econ 797M: Advanced Macroeconomics</td>
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<td>...........................................................................................................</td>
</tr>
<tr>
<td></td>
<td>Econ 720: Topics in Macroeconomics &amp; Finance</td>
</tr>
<tr>
<td>International Economics</td>
<td>Econ 731: International Trade Theory</td>
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<td></td>
<td>...........................................................................................................</td>
</tr>
<tr>
<td></td>
<td>Econ 732: International Finance</td>
</tr>
<tr>
<td>Industrial Organization</td>
<td>Econ 761: Market Structure &amp; Imperfect Competition</td>
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<td></td>
<td>...........................................................................................................</td>
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<tr>
<td></td>
<td>Econ 762: Theory of the Firm</td>
</tr>
<tr>
<td>Experimental Economics</td>
<td>Econ 710: Experimental Economics</td>
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<td>...........................................................................................................</td>
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<tr>
<td></td>
<td>GSU Econ 9340: Experimental Economics</td>
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<td></td>
<td>...........................................................................................................</td>
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<tr>
<td></td>
<td>GSU Econ 9940: Workshop in Experimental Economics</td>
</tr>
</tbody>
</table>
Field Papers

Following specialization, students are required to write one or two field papers. Those who take econometrics as one of their two specializations can write only one field paper. Others will have to write two field papers. Field papers are written in areas in which the student has specialized.

The field paper requirement is meant to encourage students to develop research questions early in the program and work closely with our faculty. For most students, the biggest challenge is writing the dissertation. As with most major tasks, it makes sense to break it down into smaller, more manageable tasks. Field papers are a "warm-up" for the dissertation. Combined with coursework, a field paper allows students to develop a specialty in a particular research area. Students should pursue an idea at a level beyond that of a regular course paper. If the idea works out, it can become a part of the dissertation and may also be submitted to a scholarly journal for review.

When one of your research papers is sufficiently far along, you will make a 15–20 minute presentation to your principal advisor and relevant faculty. Note that you should also consider presenting your research papers at conferences; the Laney Graduate School supports trips to conferences for presentations. When the principal advisor approves your research paper, you will submit a field paper progress report to the Graduate Program. Students who do not take Econometrics as a field must repeat the above process to complete a second field paper. While not required, almost all graduate students take Econometrics as a field. The field papers(s) must be completed no later than the end of the fall semester of the fourth year. Failure to submit the field paper(s) will result in a recommendation of academic probation to the Graduate School.

The field papers may or may not directly lead to your dissertation research. This research is meant to be a tool to begin your work towards the dissertation. As you progress through the program, it is possible that your research interests will change. In this case, your principal advisor will request new faculty to participate in your meetings. In writing the field paper, students will have the chance to work more closely with the faculty who will serve as informal advisors. Many students who successfully move through the program have developed working relationships with the faculty. Such relationships are not a necessary condition for writing a successful dissertation but, if past performance is any indication, they prove very useful.

Students complete the field paper requirements as soon as possible and well in advance of the dissertation proposal. Paperwork confirming the completion of these requirements must be submitted to the department’s Graduate Program Coordinator as soon as it is available. Only after that can a dissertation proposal be scheduled.
## Guidelines and Timing for the First Field Paper

| Second year, spring | • Student thinks about a topic for the Field Paper  
|                     | • Student tries to find a Field Paper Advisor  
|                     |   o There is no expectation that the Field Paper Advisor will also be involved in the dissertation (though it might be likely)  
|                     |   o There is no expectation that the Field Paper will be part of the dissertation  
|                     |   o Whether the Field Paper becomes a dissertation chapter or not is decided by the student and the dissertation chair at the appropriate time  
|                     |   o The Field Paper Advisor role is recognized as advising activity on the annual activity report  
|                     | • Student informs DGS of any problems in the process and DGS suggests solutions  
| Second year, May 1st | • The Field Paper is due to the DGS  
|                     | • If the student fails to submit the agreement form by the due date, the DGS works with the student and faculty members to resolve the problem  
|                     |   o The DGS tries to “broker” an agreement between the student and suitable faculty  
|                     |   o If this fails, the DGS has the authority to assign faculty or him/herself as the Field Paper Advisor for the student  
| Second year, summer | • Student works on Field Paper under supervision of Field Paper Advisor  
|                     | • Student consults with Field Paper Advisor as necessary, but must submit at least one progress report or draft to Field Paper Advisor by **July 15**  
| Third year, October 1st | • Field Paper is due to Field Paper Advisor and DGS  
|                         | • DGS schedules presentations of Field Papers at internal workshops  |
Course Selection Policies

Course Registration

The Graduate Program Coordinator will distribute course registration request forms at the end of each semester. To be registered for the following semester, you MUST return this completed form promptly. The Graduate Program Coordinator will NOT register you without this form and your registration for the semester will be cancelled by the LGS. All course registrations must be approved by the DGS. Interested students interested may register for summer classes. Students who are on a 12-month stipend, receiving any other financial support from the university (grants, research funding, etc.), taking summer courses, or planning on receiving a summer degree must register for summer. The Graduate Program Coordinator will send a preregistration notice at the end of spring semester for summer registration.

Course Atlas

The Economics Department Graduate Course Atlas is published each semester by the LGS. It can be accessed online at [http://atlas.college.emory.edu/index.html](http://atlas.college.emory.edu/index.html). Course listings can also be found on OPUS under the “Browse Course Catalog” option.

Directed Study

Students wishing to enroll in Econ 597R: Directed Study must meet with the faculty of interest to develop a topic, syllabus, and guidelines for the course. The student and faculty member must then fill out the Econ 597R request form and submit it to the Director of Graduate Studies for approval. Upon receipt of approval, the Graduate Program Coordinator will register the student. This course is generally reserved for use by students who are interested in topics not currently offered as a regular course.

Waiving Core Courses

A student who completed study of the material covered in a core course at another institution may petition the DGS for a course waiver. The waiver may or may not be approved depending on the contents of the courses and the student’s performance. The maximum credit that may be transferred is 12 semester hours. Every student must take and pass all core exams in the Economics department at Emory University.

Auditing a Course

PhD students may not audit economics department courses. A student wishing to audit a course in another department or school must receive the permission of the DGS and the course instructor.
**Taking Courses Outside the Department**

With the permission of the DGS, a student may request to take a course in other departments or schools at Emory University after passing all core exams. Our students often take classes in Goizueta Business School and Rollins School of Public Health.

Taking courses outside Emory University, e.g. from Georgia Tech and Georgia State University, is possible through the ARCHE (Atlanta Regional Council for Higher Education) Program ([www.registrar.emory.edu/students/arche.html](http://www.registrar.emory.edu/students/arche.html)). Applications must be completed, approved by the DGS, and submitted by the appropriate deadline: Fall is July 26 and Spring is December 1. The maximum credit that may be transferred is 12 semester hours towards full standing or 12 semester hours towards advanced standing. Undergraduate courses may be taken with the permission of the instructor and DGS, but do NOT count towards graduation credit hours. Graduate courses taken for a letter grade or S/U will count towards graduation credit hours.
Grading


Standards of Academic Performance and Status

Grading System

The symbols A, A-, B+, B-, C, F, W, WF, S, U, WU, P, I, and AUD are used in the LGS to indicate the following:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Meaning</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior Work</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>Satisfactory</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.7</td>
</tr>
<tr>
<td>C</td>
<td>Marginal</td>
<td>2.0</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0.0</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory*</td>
<td>0.0</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory*</td>
<td>0.0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal without penalty*</td>
<td>0.0</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawal while failing</td>
<td>0.0</td>
</tr>
<tr>
<td>WU</td>
<td>Withdrawal while performing unsatisfactorily*</td>
<td>0.0</td>
</tr>
<tr>
<td>P</td>
<td>In progress*</td>
<td>0.0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete*</td>
<td>0.0</td>
</tr>
<tr>
<td>AUD</td>
<td>Audit*</td>
<td>0.0</td>
</tr>
</tbody>
</table>

* These grades are not included in the calculation of a student’s grade point average.

For students taking graduate-level courses (500-level and above), the grades A and B may only be modified as A-, B+, B-.

A student is usually allowed to take coursework outside the program or division of concentration on a S/U (satisfactory/unsatisfactory) basis. All other courses should be taken for letter grade (L/G). Students should consult with the DGS or advisors to determine whether this S/U option is allowed within the program or division and what restrictions have been placed upon its use. No residence or course credit is allowed for an F, W, WF, WU, P, or I.
Two tentative status notations may be given:

1. An I notation (incomplete) is appropriate when a student, due to illness or some other unexpected circumstance, fails to complete all requirements for a course.
2. When a course, seminar, or research activity is intended to last more than one semester, the notation P (in progress) is made at the end of each grade period until the final grade is given. The P grade is NOT a substitute for an incomplete.

A student must complete all incomplete (I) and/or in progress (P) work prior to completing a degree.

Incomplete Work

When the assigned work is not completed in a semester, the instructor may assign a grade of I (incomplete). If the work is not completed within one calendar year, the LGS will change the grade from I to F. Only the Graduate School can change the grade of F. To change the grade from an F, the instructor must make a request to the Graduate School, citing compelling reasons for the grade change.

Academic Performance

The Laney Graduate School sets the minimum standards a student must meet for satisfactory academic performance. Programs may establish more stringent standards. The Laney Graduate School defines unsatisfactory academic performance as follows:

- A GPA in any semester of less than 2.7 OR
- Receipt of a grade of F or U in any course OR
- Receipt of two or more incompletes in a semester

A student whose academic performance is deemed unsatisfactory will be placed on probation for one semester. During the probationary semester, the student must receive no failing grades, must reduce the number of incompletes on his or her record to one, and must attain a cumulative GPA of at least 2.7. During the probation, the student will not be allowed to take incompletes in any courses without permission from the LGS. A student who fails to meet the above conditions will be placed on probation for a second semester. The LGS will terminate a student who merits a third consecutive probationary semester unless the program provides written justification for the student’s continuation and the LGS grants approval.

Students must also satisfy all program requirements as stated in this document to maintain satisfactory academic performance within the Economics PhD Program.

Any student who meets the conditions of probation described above will be reinstated to good standing. The reinstatement happens automatically and the student will not be notified of the action. The Director of Graduate Studies should discuss with the student the terms and conditions of probation and of reinstatement to good standing.
Due Progress

A student will be considered to be making due progress toward the degree if she or he is in good standing and meets one of the following conditions:

- The student maintains through the academic year a minimum registration in the fall or spring semester of at least nine semester hours (9 hours for summer) in which a grade of P, S, I, or B- or better is earned
- For students in tuition-paid status, graduate residence will meet the registration requirement
- The student is within an officially awarded extension period and meets the registration requirement stated above
- The student has been granted an officially-awarded leave of absence. The student should understand, however, that loan and federal agencies might not recognize a leave of absence as grounds for deferment

Grievance Policy

Students who have a grievance related to some aspect of their program in the Economics Department should report it to the Director of Graduate Studies. The student should describe the grievance and relevant details in a letter addressed to the DGS, who will try, if possible, to resolve the grievance in conversation with the student and relevant parties. If this is not successful, the Director will bring the grievance to the attention of the existing Graduate Program Committee comprised of at least three faculty members. The committee will review the grievance and propose an appropriate response. If it is impossible to resolve the grievance within this committee or within the framework of the Economics Department administrative structure, the Director will forward the grievance to the Office of the Senior Associate Dean of the Laney Graduate School. From this point forward, the grievance will be handled according to the Grievance Procedure outlined in the Laney Graduate School Handbook. If the issue is with the Director, the student should go directly to the Senior Associate Dean of the Laney Graduate School.

Grade Appeals

Students who believe that an assigned grade is incorrect should first discuss the issue with the instructor. Students who do not think the problem has been resolved in this manner should address their concern to the Director of Graduate Studies or Program Chair, who will seek to resolve the matter with the instructor and the student. Consistent with principles of academic freedom, responsibility for evaluation of a student's work rests with the course instructor. Use of this procedure for resolution of a grade dispute will not prejudice in any way a student’s rights under the LGS or university student grievance procedures.

Leave of Absence

A student in good standing who has completed all incomplete work may be granted 2 one-year leaves of absence upon recommendation of the student’s program and approval of the Dean. Leaves of absence are available to students only within eight years of admission to advanced standing. The student must demonstrate that during this period he or she must interrupt progress toward the degree. The student
should be aware that the university will not certify to loan officers or government agencies that a student on leave of absence is in residence or actively pursuing a course of study.

Leaves of absence are not to be used to resolve academic difficulties, reconsider continuation in graduate study, or complete incomplete work. Rather, this policy is intended to allow students to step out of academic work to take advantage of a unique professional opportunity, deal with short-term disabilities, or meet competing responsibilities of a nature that preclude meaningful work toward the degree.

Students must fill out and submit a leave of absence request form to the Director of Graduate Studies before the end of the semester prior to the leave of absence. This leave must be reapplied for and approved at the end of one academic year if the student wishes to take a second year of leave. To return to the Laney Graduate School after a leave of absence, the student should request readmission at least 30 days prior to the beginning of the term in which he or she wishes to return by filling out the readmission application and submitting it to the Graduate Program Coordinator.

Pregnancy, childbirth, and childcare are handled under a difference policy. For the Parental Accommodation Policy, see http://www.gs.emory.edu/academics/policies/transfer.html.

**Writing the PhD Dissertation in Economics**

**What is a PhD Thesis in Economics?**

PhD Thesis (PhD Dissertation) in Economics is a collection of potentially publishable research papers. Typically, a PhD dissertation consists of three related essays. Two of the essays can be based on the field papers written to satisfy the field requirement.

**Advising**

During the first year, the students will be advised and mentored by the DGS. After successfully completing core exams, each student will be assigned to a faculty member with mutual interests for advising and mentorship. This relationship will continue until the student settles on a dissertation topic, completes field paper(s), and has a successful proposal. The PhD dissertation committee is formally selected at the dissertation proposal.

**Dissertation Committee**

A thesis or dissertation committee is a committee that supervises a student's dissertation. This committee consists of a main advisor and two or more committee members. The committee members meet with the graduate student, read the dissertation, and make suggestions for changes and improvements. They must also be present at the defense in person or via synchronous remote access.
The committee composition is approved by economics faculty at the dissertation proposal. The Chair and two other committee members must be tenured or tenure-track faculty. Faculty outside Emory are occasionally permitted to be on the committee if there is a strong justification.

**Dissertation Proposal**

In order to complete the program, students need to write and defend a dissertation proposal. The dissertation proposal must be presented during a seminar at which economics faculty and graduate students are present. All tenured and tenure-track faculty are required to attend dissertation proposals. The presentation of the dissertation proposal should take an hour, with some time left for questions and comments. After the presentation, faculty advisors and other tenured or tenure-track economics faculty remain to evaluate the dissertation proposal and approve the committee. After a successful proposal, the committee is responsible for advising the student until the completion of the PhD Thesis.

Some of the material in the proposal will naturally follow from one or more of the field papers. Other material will be suggestive. In evaluating dissertation proposals, the faculty asks the following questions:

- Is there a dissertation idea here? Is it sufficiently important and novel?
- Is the student capable of executing it? Does the student possess the tools needed for properly addressing the question?
- Who should be on the dissertation committee?

The proposal should convince the faculty that the question is scientifically interesting and that the student is likely to be able to answer it in a manner consistent with the profession's standards. Important constructive comments should not be viewed as a negative. Indeed, at what other time will you get so many faculty members together to focus on your work? The proposal defense should be an academically-constructive process, rather than a presentation of work that is nearly completed.

At the very least, before proposing a PhD dissertation a student should have completed one well-developed paper and conducted a preliminary investigation into the feasibility of other papers. Typically, prior to proposal students have two completed papers that are ready for circulation to faculty and a preliminary abstract for the third paper. It is not the length of the paper that counts, but the novelty of ideas and techniques. After all of the comments and suggestions are made at the proposal, the dissertation must be written under the supervision of the main advisor and with the feedback of the committee members. The student must then defend. Students are responsible for regularly contacting the advisors and seeking advice when needed.

The LGS requires that students have completed 72 credit hours (6 semesters) and the TATTO sequence before they can enter into PhD candidacy. Beyond this requirement, the dissertation proposal is scheduled on an individual basis during the regular academic year after consultation with the student’s advisor(s) and the DGS. The dissertation committee is formally selected at the dissertation proposal. Once approval is given by the advisors and DGS, please see the Graduate Program Coordinator for available dates. An electronic copy of the dissertation proposal must be submitted to the Graduate Program Coordinator.
fourteen days prior to the date of the dissertation proposal so that it can be circulated to all faculty members.

**Dissertation Defense**

A dissertation defense is as an important final step towards completion of the PhD dissertation. It is a formal meeting on campus with all committee members present in person or via conferencing. It is open to all tenured and tenure-track economics faculty. After the defense, the committee evaluates the PhD dissertation and communicates to the student all the required changes. The final dissertation must be approved by all committee members.

The LGS requires that students be in PhD candidacy for one semester before defending the dissertation. Beyond this requirement, the student must receive permission from the committee to schedule the defense. Once permission is obtained, students are responsible for coordinating a mutually-agreeable date with all committee members. This date, as well as a summary and electronic copy of the dissertation, should be submitted to the Graduate Program Coordinator for distribution fourteen days prior to the defense. A print copy of the dissertation will be made available upon request.
Degree Completion

If you are approaching the end of your degree program, there are several forms you need to complete in order to receive your degree and some important guidelines, instructions, and checklists you should refer to as you prepare your dissertation or thesis for submission. You may download all of the necessary information and forms from the LGS website at www.graduateschool.emory.edu/academics/policies/completion.html.

Timeline for Graduation

We recognize that every student sets different career goals for, and follows, different paths during their PhD study. The following is the suggested plan for completing a PhD in 5 years. Students may complete the degree sooner or later, as advised by faculty.

<table>
<thead>
<tr>
<th>Year in Program</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>Required courses</td>
<td>Required courses</td>
<td>Core exams</td>
</tr>
<tr>
<td>Second</td>
<td>Selection of topic and advisor(s)</td>
<td>Field paper 1 draft</td>
<td></td>
</tr>
<tr>
<td>Third</td>
<td>Field paper 1 is ready for circulation</td>
<td>Field paper 2 draft</td>
<td></td>
</tr>
<tr>
<td>Fourth</td>
<td>Field paper 2 is ready for circulation</td>
<td>Paper 3 draft</td>
<td></td>
</tr>
<tr>
<td>Fifth</td>
<td>Paper 3 is ready for circulation; Job market</td>
<td>Dissertation is completed; PhD dissertation defense</td>
<td></td>
</tr>
</tbody>
</table>

Evidence suggests that economics graduate students take 5-6 years to obtain their PhD. For some students, an extra year in the program allows them to complete more papers and be better placed on the job market. For others, prolonged stay does not significantly add to research output and job market potential, so these students are encouraged to complete their dissertations without delay. Students may not complete the PhD Program until the fourth year. The fifth year of LGS stipend funding is conditional on achieving candidacy in the fourth year. This means that the proposal defense must be scheduled in the fall or spring of the fourth year.

The Graduate Program in economics continues to encourage students to work closely with faculty immediately after taking the core exams at the end of the first year. The faculty believes that these collaborations will aid students in learning the craft of research more quickly, thus accelerating progress through the PhD program.
**English Language Support Program (ELSP)**

All degree-seeking students entering the Laney Graduate School whose first language is not English are required to take the Emory-specific English Language Assessment before registering for classes. Results of the assessment are used to place students who need English language support in one or more classes for the academic year. Students must complete the courses in their particular areas of need during the first and, if necessary, second academic year.

For information on ELSP assessment of oral and writing skills, testing dates, ELSP courses, and writing resources visit [www.gs.emory.edu/academics/elsp/index.html](http://www.gs.emory.edu/academics/elsp/index.html). Initial and Post Oral Assessment scores and recommendations for teaching will be mailed to the students and to the DGS. They will be used by the DGS to recommend additional ELSP courses and make research and teaching (RATA) assignments.

**Teaching Assistant Training and Teaching Opportunity Program (TATTO)**

It is highly recommended that PhD students have teaching experience prior to graduation. The LGS and department offer a sequence of courses as well as hands-on experience to ensure that students receive proper training for teaching. These required courses are:

- TATTO 600: LGS Workshop. This course is taken for three days in the August preceding the second year.
- ECON 593: Teaching Economics. Taken in Second Year.
- TATTO 605: Teaching Assistantship. Taken in Third Year.
- TATTO 610: Teaching Associateship. Taken in Fourth Year.

This program helps to prepare students who want to teach in colleges and universities, but also aims to increase communication skills that are useful in academia, government, and industry jobs.

Under our training system, a graduate student will only be assigned to teach his or her own class after completing the training and receiving a strong endorsement by their faculty mentors. The training process has four parts. The first part is the Laney Graduate School TATTO workshop (TATTO 600) that our students take before the start of their second year.

The second segment starts in the spring of the second year of residency when the students enroll in ECON 593. This is a course in the pedagogy of teaching economics that covers a variety of topics on planning and executing a course and dealing with classroom issues. In particular students will learn how to identify course objectives, put a syllabus together, select textbooks, design and grade exams, meet instructor obligations, interpret student evaluations, and handle students inside and outside the classroom. Policy issues related to honor code violations and students with special needs are also covered in this course. To improve communication skills, students are videotaped in mock presentations and the videos are viewed in class, soliciting nonthreatening feedback from peers. Invited guests expose the students to the challenge of
teaching probability, statistics, and other mathematically-intensive subjects as well as classroom experiments and supplement teaching.

The third segment of training starts in the fall of the third year when students take TATTO 605 and are also assigned to be TAs. It involves mentoring students as they practice the teaching skills learned in ECON 593. Introduction to classroom technologies, observation and feedback, visiting experienced faculty and discussing the visit with the mentor, and setting goals and assessing achievements are all included in this segment. The mentor will regularly hold one-on-one or group discussions with TAs to address issues as they arise. After completing this course, the faculty who mentored the students in ECON 593 and TATTO 605 will determine whether a student is ready to teach an independent course. Students who fail this assessment will repeat the last two parts so they can overcome weaknesses.

The fourth segment involves mentoring and fine-tuning as the students teach their first course (normally in the fourth year). Students enroll in TATTO 610 and meet with their mentors to discuss issues that arise in the classroom and how to handle them. The broader goals of teaching, such as the development of human capacity and designing more advanced courses, will also be covered in this segment.

To learn more about the LGS’s TATTO requirements, please see http://www.gs.emory.edu/professional_development/tatto.html.

**Research and Teaching Assistantships**

**RA/TA Assignments**

The DGS makes RA and TA assignments every semester based on the evaluations and requests by both students and faculty. The time commitment for RA and TA assignments is 10 hours per week only, during the official semester calendar (about 15 weeks). The 10 hours of RA/TA responsibilities may be assigned to one faculty member or split by two faculty members (5 hours per week each) based on department needs. First year students are exempt from TA/RA responsibilities. Every effort is made to accommodate specific requests for both students and faculty, but not every request can be met. Often, assignments are based on course schedule, course assignments, and students’ progress in the program.

**Suggested RA/TA Progression:**

1st year: No RA/TA responsibilities
2nd year: TA (mainly grading)
3rd year: RA
4th year: Teaching (TAA) or RA/TA

Notes: TA= Teaching Assistant, RA= Research Assistant, and TAA= Teaching Associate fully responsible for teaching a course.
Students should expect that their assistantship will be split between TA and RA assignments. Assignments that require more time and effort will be followed by lighter assignments.

**RA/TA Responsibilities**

Graduate students must take their TA/RA responsibilities seriously. Student reputation is a significant asset that students use when going on the job market and advancing their careers. Many of these assignments can lead to strong relationships with faculty members who can provide valuable references for the student. RA assignments may allow a student to become an expert in a field and they may lead to joint work with faculty. **Students are responsible for making the first contact with the faculty regarding their RA and TA assignments a week prior to the first day of classes.**

**RA/TA Assignment Evaluations**

At the conclusion of each semester, students and faculty will be asked to report on their RA/TA duties from the semester. Evaluation forms will be kept confidential by the Graduate Program Coordinator and DGS. At this time, students and faculty will also request assignments for the following semester.

**Teaching Your Own Course**

Students may begin teaching their own courses as part of TATTO 610: Teaching Associateship. These responsibilities will typically begin with teaching assignments in the fourth year. Conditional on a strong prior teaching experience, a student may be permitted to teach earlier. All teaching assignments will be monitored by faculty TATTO mentors. Student evaluations will be conducted at the end of the semester.

**Taking Responsibility for Courses**

Teaching is a very important duty and is not to be taken lightly. As an instructor, we expect each of you to invest a significant amount of effort into teaching and communicating with students. You must have time to promptly answer all e-mails from students and hold regular office hours. Classes should not be cancelled. Only in case of medical emergencies, can substitutes be found. The Summer courses have a shorter duration, but they are as important, rigorous, and serious as classes during the academic year. We expect you to uphold the reputation of the department and the graduate program.

**Course Coverage**

The TATTO training should equip you with the skills necessary for choosing a textbook, selecting topics to be covered, and writing the course syllabus. Please contact Professor Shomu Banerjee if you have questions about your teaching. Course coverage should be standard in most introductory and intermediate courses.
Grading

Students expect “fair grading,” which is very different from generous grading. The grade distribution should be consistent with the Economics Department’s grading regulations and practices. The Graduate Program Coordinator has information on all grades assigned in the Economics Department, sorted by course level. Summary statistics are distributed to all instructors every semester to provide grade distribution guidelines.
III. Additional Program Information

Research Centers, Seminars, and Other Activities

Academic Economics Journals Housed in the Economics Department

The economics department is home to two academic journals: *Econometric Reviews* and *Managerial and Decision Economics*. The respective editors are Drs. Maasoumi and Rubin.

Research Seminars

The Department has a number of ongoing research seminars that bring in scholars from other institutions for presentations and meetings with students and faculty. Students in their first through fifth years are required to attend. At seminars, students learn novel theories and techniques, engage in fruitful discussions, network, and promote the reputation of the department by contributing to other scholars’ research.

Economics 791G: Dissertation Workshop

This is a required course for all first through fifth year graduate students. The first and fifth year students audit the course; second, third, and fourth year students take it on a Satisfactory/Unsatisfactory basis. All students are required to attend and report on at least one seminar per week (except during weeks when no seminars are scheduled). Failure to participate will result in a grade of “U.” Students must complete six semesters of the Dissertation Workshop with a grade of “S” in order to complete the PhD. The seminar series is a great opportunity for you to expose yourself to a host of interesting research topics, meet first-rate scholars, learn presentation skills, and witness poor presentations in order to know what you should avoid when presenting. The department’s seminar calendar can be accessed online at http://economics.emory.edu/home/seminars/index.html. The course syllabus contains additional information.

Lunch Workshops

The Economics Department and the Laney Graduate School support regular lunch workshops in macroeconomics, econometrics, microeconomics, pedagogy, and professionalization. These lunch gatherings create an opportunity for students to share research ideas and receive comments and suggestions on their ongoing research projects. Students entering the job market find this to be a valuable opportunity to practice their job talks. Each student is expected to be an active member of the lunch group.

The workshops allow students to present their preliminary research to faculty and students with similar research interests. The supportive and casual atmosphere of the lunch workshops encourage students to engage in discussions; even first-year graduate students present their research ideas. Since the
implementation of these workshops, we have seen a decrease in the amount of time it takes a student to successfully complete a dissertation proposal. Recent dissertation proposals have been successfully defended by students in their third or fourth year in the program.

To further support of our PhD students as they prepare to teach undergraduate courses at Emory and elsewhere, the economics department faculty, in collaboration with faculty in accounting at the Goizueta School of Business, organize a pedagogy workshop for graduate students. The workshop complements the TATTO training as it focuses more on philosophical and content issues rather than stylistic issues.

The Professionalization Workshop offers an opportunity for graduate students to learn about skills that are important for their professional lives as economists, but which are not systematically covered in graduate courses. Topics including data acquisition, typesetting, paper writing, conference presentation, writing referee reports, job market preparation, and grant writing, are covered in the workshop.

**Grant Writing**

We believe that grant writing is a critical skill for economics PhD students to learn. As such, we strongly encourage our graduate students to attend any grant writing workshops given by Emory University. This is a valuable opportunity, especially when supplemented with more focused internal grant writing training in the economics department. We provide this support to PhD students and aid them in locating and applying for pertinent grants. This topic is also partially addressed in the Professionalization Workshop.

**Conference Attendance**

The Economics Program and the Laney Graduate School are committed to supporting your research and publications. One of the steps toward publication is presentation of papers or participating as a discussant at conferences. Conferences are also important venues for networking and meeting other scholars in the field. Students should seek the approval of their dissertation advisor before attending a conference. To see the list of conferences recommended by our faculty, please contact the Graduate Program Coordinator.

The LGS makes some funds available for conference travel as part of the Professional Development Support. Please visit [http://www.gs.emory.edu/professional_development/index.html](http://www.gs.emory.edu/professional_development/index.html) to read about the conference participation policy, supplementary training policy, research support policy, and to access the corresponding forms. Students are responsible for filling out the forms and seeking approval from their advisor and DGS before they submit them to the LGS.

**Omicron Delta Epsilon**

The Department sponsors the activities of the Emory Chapter of Omicron Delta Epsilon, the economics honorary society, which consists of graduate and undergraduate students and faculty. Students at every level are welcome and encouraged to join and participate in the activities. Students are eligible if they have a 3.0 or more grade point average. Contact the ODE Faculty Advisor or Undergraduate Program Coordinator for application materials.
Career Preparation and Placement

Career preparation and job placement have historically been strengths of our department. Because of our size, we are able to offer personalized attention to our graduate students from an early stage in their Emory careers. Students are paired with faculty advisors with whom they are able to develop close working relationships. The faculty members often work with these students one-on-one, offering opportunities to co-author publications, offering guidance for the completion of the dissertation, and providing career advice.

Students are also given the opportunity to enhance their communication skills through the TATTO program and often teach their own courses. Because economics is a popular undergraduate major, graduate students often find their TA assignments to be located in large classes with plentiful opportunities to observe faculty teachers and interact with students. Through this process, our students often clearly decide between the academic and industry job markets. This focus allows them to more narrowly target employers during their job search.

Because the economics job market has been streamlined by the American Economic Association (first-round interviews are held at the annual American Economic Association Meetings in January), the timeline and process for submitting applications has also become standardized. The procedures and experiences of our students who have been through the job market are generally covered in lunch meetings held at the beginning and end of the academic year. We collaborate with the Emory Career Center and the Emory Writing Center to offer guidance in preparation of the application, job market papers, and interviews. Several faculty members participate in mock interviews for our students in advance of the job market and the program has collected a variety of handouts and information sheets to help students effectively enter the job market.

Research Seminars in Atlanta

Our graduate students and faculty are encouraged to attend the weekly seminar series and collaborate with researchers at the Federal Reserve Bank of Atlanta, Georgia Tech, and Georgia State University.
Student Information

Address Changes/Contact Information

It is important that students maintain accurate contact information in the University’s OPUS system. Any changes to address, phone, or email contacts should be made immediately by logging into OPUS at www.opus.emory.edu. Additionally, international students should always maintain a local physical address that is not in the Department. They are also required to immediately notify ISSP of any change in address.

Holiday Breaks/University Calendar

The University calendar may be found at http://www.registrar.emory.edu/students/calendars/index.html.

Honor Code

The LGS Honor Code is intended to reinforce the high standards and importance that we place upon academic integrity in our community. We require all students to sign an acknowledgement of and commitment to abiding by this code before they may begin classes. The honor code may be found at http://www.gs.emory.edu/academics/policies/conduct.html.

Family Educational Rights and Privacy Act (FERPA)

In an attempt to assist in the application of FERPA and the University's Policy on the Confidentiality and Release of Information about Students, the following is offered as abbreviated guidelines for use by offices of the University.

The general rule is that no information, applications, forms, letters, records, transcripts, etc., may be released, whether in writing or orally, without prior written consent, dated and signed by the student, specifying the records to be released, the reasons for such release, and to whom the records are to be released.

Records shall be released to comply with a subpoena or court order only with the consent and advice of the University's legal counsel. If you receive a subpoena, court order, or similar document, contact the Office of General Counsel at 404-727-6011 immediately.

Information, defined by the University as "directory information," may be released without prior written consent from the student provided the student has not filed a "release no information" request with the University. A list of the students requesting "no release" is updated and circulated each term by the Office of the Registrar. (Be sure to check this list carefully before releasing any information.) More information about FERPA can be found at http://www.registrar.emory.edu/students/ferpa/index.html.
Incoming Student Information

Preparation for First-Year Courses

No specific preparation beyond the undergraduate degree is needed to begin the first-year courses. If you wish to purchase and review the course textbooks prior to the beginning of the semester, a list will be distributed in mid-June via e-mail.

Arrival Time

The department offers the ECON 526: Quantitative Methods course in August preceding the beginning of the first semester. This is a required course and typically begins the first Monday of August. You should plan on arriving in Atlanta in time for the first day of class. Stipend and health insurance coverage will be active for you at this time. Fall semester courses typically begin the Tuesday after Labor Day.

Quantitative Methods

ECON 526: Quantitative Methods focuses on the mathematical tools used to analyze economic models. Topics include linear algebra, calculus, optimization theory, and dynamic analysis. These topics will help to prepare you for the rigors of the first-year courses. Classes typically take place over the first three weeks in August, meeting Monday–Friday, 9:00 am–12:00 pm.

Laney Graduate School Orientation

The LGS will send an orientation packet via e-mail in June, containing dates for the orientation, directions to campus, and instructions on how to activate your Emory e-mail address.

ELSP Assessment

The ELSP department will contact each non-native English speaker with assessment information. The assessment will take place during orientation, but will not conflict with the Quantitative Methods course.

Class Registration

The Graduate Program Coordinator will register you for all classes. You are responsible for the payment of any registration fees or bursar charges. These must be paid before your registration will be complete.

Final Transcripts

Official final transcripts from all previous post-secondary academic work must be submitted to the LGS upon your arrival to Emory.
Parking

Parking at Emory may be obtained through registration with the Parking Office: [http://transportation.emory.edu/parking/index.html](http://transportation.emory.edu/parking/index.html). All Emory students and employees are encouraged to take commute alternatives whenever possible.

Computers and Networking

Graduate students have access to departmental computers. If you would, however, like to bring your own personal laptop to campus, wireless internet is available.

Department Location

The Economics Department is located on the third floor of the Rich Memorial Building. We are located next to the Fishburne Parking Deck, Goizueta Business School, and near the Michael C. Carlos Museum.

Check-In

Upon arrival to campus, all new students should check in with the Graduate Program Coordinator in the Rich Memorial Building, Room 306B.
Economics Department Resources

Computer Lab (Rich 301)

The departmental computer lab is located in the Rich Building, Room 301. The computer lab is available for use by graduate students, except when reserved for a departmental need. Software installed on these computers can be found posted in the lab. Guidelines for appropriate use of the computer lab can be found in the appendix. Note that violation of the above guidelines will result in the termination of lab privileges.

Please be aware of the undergraduate classes that meet in the lab. These classes need the use of all computers. If you are running experiments or programs during these times on any of the Rich 301 computers, they will be terminated.

Graduate Student Office Space

The economics department provides space for graduate students to study, conduct research, and work as research assistants and teaching assistants. Office sharing should facilitate collaboration and increase opportunities for all. Desktop computers are available in graduate student areas for use. Policies regarding the appropriate use of office space by graduate students in the economics department can be found in the appendix. Violation of these guidelines will result in the revocation of office privileges.

Working Papers

The departmental archive of working papers can be found at http://economics.emory.edu/home/journals/working.html. This archive includes faculty, graduate, and undergraduate papers.

University Resources

Professional Development Support for Graduate Students

The Laney Graduate School is committed to helping Emory graduate students enhance their professional development and complete their degrees in a timely fashion. We recognize that from time to time students may require funding that augments the awards they already receive and make available funds to support specific categories of graduate student professional development. These funds are awarded on the basis of two general considerations: the merit of the proposed activity and the importance of the activity to the student’s program of study. Your advisor and DGS are in the best position to judge the merit of the proposal and whether it contributes to your education. Therefore, your advisor and DGS will make the primary decision about whether a graduate student request should be supported. Awards will be made in three funding categories: 1) Conference participation; 2) Supplementary training not available at Emory, including language acquisition; and 3) Research. For more information and forms see http://www.gs.emory.edu/professional_development/index.html.
Writing Center

The Writing Center provides tutors who offer a wide range of help with writing, including idea development and clarification, brainstorming, organization, thesis, style, wording, and revisions. Visit http://writingcenter.emory.edu/ for more information.

Emory University Student Health and Counseling Center

Emory University Health Services provides a wide range of comprehensive services, including health matters, counseling, and health promotion. Health Services is located at 1525 Clifton Road. They can be reached at 404-727-7551. The Counseling Center provides free, confidential counseling and referral for all enrolled students. Individual, group, couple, and family counseling sessions are available. The Counseling Center is located in Room 217 of Cox Hall and is open from 8:30 am–5:00 pm, although counselors are on call in case of emergency. The Counseling Center is located at 1462 Clifton Road, Suite 235. For more information, please see http://studenthealth.emory.edu/cs/.

Disability Services

Emory University is committed to ensuring that all university goods, services, facilities, privileges, advantages, and accommodations are meaningfully accessible to qualified persons with disabilities in accordance with the Americans with Disabilities Act of 1990, Sections 503 and 504 of the Rehabilitation Act of 1973, and other federal, state, and local laws. Accommodations are available for permanent, progressive, and temporary health conditions. Confidentiality is honored and maintained. Direct questions to the Office of Disability Services at 404-727-9877 (TDD: 404-712-2049) or http://www.ods.emory.edu/.

Housing

The Emory University Office of Residential Life and Housing provides services for students seeking to reside in University housing and links to information about off-campus locations. Visit http://www.emory.edu/housing for more information.

International Students and Scholars Services (ISSS)

The mission of the ISSS is to facilitate global education and cultural exchange at Emory University through services and programs for Emory international students and scholars and to the wider community with whom they interact. ISSS recognizes for itself and for those it serves the importance of acknowledging and affirming values of personal integrity, responsibility, trust, acceptance of diversity, and respect. ISSS creates an educational and cultural bridge between and among Emory international students and scholars, the Emory community, and the broader community of Atlanta, the state of Georgia, and the United States. The ISSS Office is located in Suite 130 of the North Decatur Building. International students are required to check in with and maintain contact with the ISSS office during their stay at Emory. http://www.emory.edu/ISSS/
Office of Multicultural Programs and Services

The Office of Multicultural Programs and Services provides programs and services to enhance success and promote culturally-diverse activities that create an appreciation for racial and cultural diversity. They seek to aid in the development of a more pluralistic and welcoming environment for all members of the Emory Community. http://www.emory.edu/multicultural.

Office of Lesbian/Gay/Bisexual/Transgender Life

The Office of Lesbian/Gay/Bisexual/Transgender (LGBT) Life is an administrative office within the Division of Campus Life, which offers programs and services designed to improve the campus climate and create an open and welcoming environment for LGBT students and employees. The office is located in the Dobbs University Center, Room 232. http://www.lgbt.emory.edu

Office of the Registrar

The Office of the Registrar maintains official student records and issues all transcripts. Student bills may be paid here. The office is located in the Boisfeuillet Jones Center. http://www.registrar.emory.edu/

Office of Student Financial Services (Bursar)

The Office of Student Financial Services maintains all student accounts at Emory University. It is located in the Boisfeuillet Jones Center. http://studentfinancials.emory.edu

Office of Financial Aid

The Office of Financial Aid is responsible for the processing of all federal funds (loans). The office is located in the Boisfeuillet Jones Center. http://www.emory.edu/financial_aid/

OPUS: Online Pathway to University Students

Students may view their student academic records, schedules, contact information, and financial accounts online via OPUS. OPUS can be accessed at http://www.opus.emory.edu.

LGS Student Support Services

A listing of student support services with links to their websites can be found at http://www.gs.emory.edu/graduate_life/support.html.
Center for Faculty Development and Excellence

The CFDE supports the work of the office of the Vice Provost of Academic Affairs in encouraging faculty development and excellence, particularly through the sponsoring of faculty programs in teaching, writing, research, and institution-building. http://cfde.emory.edu

Other Helpful Resources

Electronic Data Center (EDC)

The EDC, which is part of the Emory Center for Digital Scholarship (ECDS), supports research, teaching, and learning in the social sciences and other disciplines by providing access to numerical data sources. Course materials for students of economics, political science, and sociology are provided, as are more generalized tools for searching, browsing, and analyzing numerical data. Statistical software packages, including Stata, SAS, SPSS, and StatTransfer are available on computer workstations in the EDC. It is located on the third floor of the Woodruff Library. http://edc.library.emory.edu

Knowledge@Emory

Knowledge@Emory is an online business journal that provides thought leadership, research, and strategic perspectives from faculty at Emory University and Goizueta Business School, which enables executives to optimize business trends and tackle complex business problems of the day. http://knowledge.emory.edu/

Emory Libraries

The Emory Library system offers an extensive number of services. Its holdings and access to electronic databases and journals are vast. Emory also belongs to the Georgia Library Catalogs via GALILEO, which allows students to locate resources throughout the state. The librarians on staff are knowledgeable and helpful. The main library is the Woodruff Library, located just off of the Quad. Students can also have access to the Goizueta Business School Library, which has access to many databases that might prove useful in research. http://web.library.emory.edu/

Computing at Emory

Emory University connects to the internet using high speed Internet2 technology. All students have access to Emory e-mail accounts and to the University’s internet community on LearnLink. All buildings on campus are connected to the internet. Students can also access Blackboard, an online course delivery system, as well as library research tools and databases online. Emory has a number of computer labs around campus that provide a number of services, including state-of-the-art computers and software. The primary campus lab is the Computing Center at Cox Hall (http://cox.emory.edu). Each student has personal website space and help in developing the site can be found at Cox Hall. Students also have
access to computers in the department computer lab and in the graduate student common area. Programs such as SAS, Stata, Scientific Workplace, and R are available for student use.

The Center for Interactive Teaching (http://ecit.emory.edu) provides faculty, staff, and students with expertise, training, and assisted-production in applied instructional technologies. It is located in the Woodruff Library, Room 217.
Department Focus and Specialization Areas

Our strengths in the core areas of microeconomic theory, macroeconomic theory, and econometrics are the intellectual underpinnings of our graduate program. In addition to these core areas, the department has begun to build considerable strength in the following areas of specialization and is committed to adding to these areas in the future:

**Applied Microeconomics:** An umbrella area, our applied microeconomics focus covers several of the department’s traditional strengths, including law and economics, industrial organization, and experimental economics. Law and economics has a long history in the department and many faculty members conduct research in this area. In addition, several economists at the law school have collaborated with our own faculty. By taking advantage of these synergies, we keep law and economics a popular concentration for scholarship as well as education. Industrial organization is an area of considerable interest to our applied micro faculty as well as our economic theorists, and offers many opportunities for graduate student research and attractive courses for undergraduates. Experimental economics continues to elevate its status in our profession, as it offers many excellent grant opportunities and enjoys increasing interest by academic journals. It is an attractive area for both graduate and undergraduate students wishing to undertake applied microeconomics research.

**Health Economics:** Through our focus on health economics, the department benefits from the University’s extraordinary resources in the health sciences. Our faculty and students can take full advantage of the synergies that exist between our department and the School of Medicine, the Global Health Institute, the Rollins School of Public Health — including the Department of Health Policy and Management and the Department of Global Health — as well as the Centers for Disease Control (CDC). By leveraging these resources, we have begun to attract first-rate scholars to our department, and will continue to do so in the future. Our health economists form the nucleus of a strong and vibrant group of faculty, drawing on a large array of synergies within and across departments. We believe that this environment is attractive to many qualified graduate students. Graduate students in health economics have excellent opportunities for obtaining outside grants to support their dissertation research. The job market for health economics has been excellent for the past several years, and we believe that there will be an even stronger demand in the future.

**Global/Development Economics:** The University’s strategic plan calls for alliances with local, national, and international partners to enhance collaborations and provide resources necessary for international programs with impact. The Economics Department contributes to this strategy by recruiting strong faculty in international economics and development, who engage in scholarly work in trade theory and policy, exchange rate regimes and international financial policy, globalization, economic development, growth, and poverty. This environment offers extraordinary opportunities for graduate students to collaborate with the Institute for Developing Nations, the Global Health Institute, the Carter Center, and the Development Studies Program. Given the strong market for international economists, graduate students who specialize in this field find excellent employment opportunities upon graduation.
University Community

We collaborate with many other departments and units at Emory and other research institutions in Atlanta. These include:

- Federal Reserve Bank of Atlanta
- Global Health Institute (GHI)
- School of Medicine and the Neuroscience Initiative
- Department of Health Policy and Management in Rollins School of Public Health (RSPH)
- Department of Global Health in RSPH
- Social and Behavioral Science Research Center
- Program in Development Studies
- Goizueta Business School
- Office of International Affairs
- Department of Religion
- Department of Environmental Studies
- School of Law
Lighter Side

Social Gatherings
- Annual Welcome Party (September)
- Annual Holiday Party (December)
- Annual Banquet (April)

The Economics Soccer Team “Optimizers”

Do you want to play soccer? Then come and join us! We practice on Candler (Lower) field. We have a lot of fun, and even manage to get some exercise! In the past, we have had soccer matches with other departments and schools at Emory, including the Business School MBA team, the School of Public Health, and the Law School. Free pizza and drink gathering follows each soccer game. For more information and photos, please visit http://economics.emory.edu/home/news/optimizers.html.

Graduate Student Optimizers

Other Activities

As a program, we usually organize at least one “field trip” per year for the graduate students and department. Past trips have included:
- Wild Animal Safari (http://www.animalsafari.com/georgia)
- Yellow River Range (http://www.yellowrivergameranch.com)
- Stone Mountain Park (http://www.stonemountainpark.com/)
- Lake Lanier (http://www.lakelanierislands.com)
Information available upon request from the Graduate Program Coordinator or on the LGS website:

1. PhD Student Degree Requirements Checklist
2. Annual Activity Report
3. Preregistration Form
4. Authorization Form For ECON 597R
5. Cross Registration Application (ARCHE)
6. Request for Leave of Absence
7. Application for Readmission (LGS)
8. Regulations for Readmission (LGS)
9. Field Paper Completion Form
10. Office of the Registrar Application for Degree
11. Instructions for Completing the Application for Degree
12. Guidelines for Using the Economics Computer Lab
13. Graduate Student Office Space Guidelines
14. FERPA Policy

Other information available from the Graduate Program Coordinator or the Economics Department website (http://www.economics.emory.edu):

1. List of conferences recommended by economics faculty
2. List of conferences where graduate students have presented
3. First and current job placements of alumni
4. Job market preparation advice