

AEAB Graduate Student Handbook

For students seeking

- Master of Science (MS) in Agricultural Economics
- Master of Business Administration (MBA-AB) with Specialization in Agribusiness
- Master of Agriculture (MAG-AB) with Specialization in Agribusiness

DEPARTMENT OF AGRICULTURAL ECONOMICS
AND AGRICULTURAL BUSINESS
NEW MEXICO STATE UNIVERSITY



2008-09

APPENDIX A

M.S. in Ag Economics	M of Agriculture w/ (Specialization in Agribusiness)	MBA w/ (Specialization in Agribusiness)
33 Hours (min.)	33 Hours (min.)	36 Hours (min.)
CORE	CORE	CORE
AEEC 501 (3) AEEC 502 (3) AEEC 540 (3) AEEC 585 (3) AEEC 599 (4 to 6 hrs) 18 Hrs Total (w/6 Thesis hrs) –max is 6 hrs	AEEC 551 (3) AEEC 556 (3) FIN 503 (3) ACCT 503 (3) 12 Hrs Total	ACCT 503 (3) BA 590 (3)* BCS 502 (3) BLAW 502 (3) FIN 503 (3) MGT 503 (3) MGT 590 (3) 21 Hrs Total
AEAB Block: choose 3 courses	AEAB Block: choose 2 courses	TAKE THE 5 COURSES BELOW:
AEEC/FIN 511 (3) AEEC 520 (3) AEEC 550 (3) AEEC 551 (3) AEEC 556 (3) AEEC 575 (3) AEEC 590 (3) AEEC 596 (3 hrs only) ----- AEEC 545 (3) (<i>must be taken as part of block if not taken as AGE445G</i>) 9 Hrs Total	AEEC/FIN 511 (3) AEEC 520 (3) AEEC 540 (3) AEEC 550 (3) AEEC 575 (3) AEEC 585 (3) ----- AEEC 545 (3) (<i>must be taken as part of block if not taken as AGE445G</i>) 6 Hrs Total	AEEC/FIN 511 (3) AEEC 520 (3) AEEC 551 (3) AEEC 556 (3) AEEC 585 (3) ----- ALSO: AEEC 545 (3) (<i>must be added as a 6th course if not taken as AGE445G</i>) 15 Hrs Total
PLUS: 2 grad level courses (6 hrs) of student's choosing (may include 3 hr of Indiv. Study) 6 Hrs Total	Some of the courses required for the MAG-AB degree are core requirements for the MBA program and have limitations for participation by non-MBA students. MAG-AB students (Non-MBA) cannot take BA590 and MGT590. Further, MAG-AB students can only take 9 credits from the list of ACCT503, BCS502, BLAW502, ECON503, FIN502, FIN503, MGT502, MGT503, MGT512, and MKTG503. MAG students are required to take FIN503 and ACCT503. Thus, only one additional "MBA" course can be taken by MAG-AB students.	
18 + 9 + 6 = 33 hrs		21 + 15 (+3) = 39 hrs
OR Select a justifiable minor (per Graduate School policy) AND two courses from the list of 8 above Total Hours from the Minor (9+ hours) Plus 6 Hrs from List of 8 above = ~15 hrs 18 + 15 = 33 hrs	Internship, Creative Comp. (3 to 6 hrs) OR Thesis (4 to 6 hrs) AEEC 595 (<i>Internship</i>) (3 to 6) _____ AEEC 598 (<i>Creat. Comp.</i>) (1-6) _____ (<i>max 3/sem; 6/degree - graded "PR" until completion</i>) AEEC 599 (<i>Thesis</i>) (4 to 6) _____ (<i>graded "PR" until completion</i>) (Note: Student can take 2 additional courses with approval from advisor and graduate chairman in lieu of AEEC 595, 598 or 599) Total Hrs Depends on Class Chosen ELECTIVES (3 to 4 classes); (Can include 3 hrs of AEEC 596) 1) _____ (3) 2) _____ (3) 3) _____ (3) 4) _____ (3) 12 Hrs Total 12 + 6 + (3 of 595 or 598) + 12 elec. hrs = ~33 hrs 12 + 6 + (4, if thesis) + 12 = ~34	*NOTE: MBA students can take the required minimum of 4 thesis hours (up to maximum of 6 count toward graduation) to substitute for BA 590. ** (BA 590 used to be BA502) **

im (9/6/06)

NOTE: The MS degree requires B or better in micro & macro economics

****REV. 10/8/08**

COURSE	PREREQUISITE (or other note)
AEEC 501	ECON 457 or consent of instructor
AEEC 502	
AEEC/FIN 511	AGE/FIN 311 or consent of instructor
AEEC 520	ECON 371
AEEC 521	Any previous course in macroeconomics and microeconomics
AEEC 522	ECON 334 or ECON 434. (Note: Same as GOVT 522)
AEEC 523	(Note: Same as GOVT 523)
AEEC 524	AEEC 540 or consent of instructor
AEEC 528	
AEEC 540	ECON 457 and ECON 405 or ES T 505
AEEC 545	Consent of instructor (Note: Cannot receive credit for both AG E 445G and AEEC 545)
AEEC 550	AG E 250G, CS 110G, or consent of instructor (Note: Cannot receive credit for both AG E 450 and AEEC 550)
AEEC 551	Consent of instructor
AEEC 554	ECON 455
AEEC 555	
AEEC 556	
AEEC 562	
AEEC 575	(Note: Same as AG E 475 with additional work at graduate level)
AEEC 580	(Note: Same as GOVT 580)
AEEC 585	MATH 142G and ECON 371 and ECON 457
AEEC 589	(Note: Same as MGT 589)
AEEC 590	Consent of instructor
AEEC 591	Consent of instructor
AEEC 593	
AEEC 594	(Note: For AEEC regulatory option students only)
AEEC 595	(Note: Limited to Master of Agriculture candidates; No more than 6 credits toward degree)
AEEC 596	Consent of instructor
AEEC 597	(Note: No more than 3 credits per semester; minimum of 3 credits needed toward degree)
AEEC 598	(Note: Restricted to AEEC majors; No more than 3 credits per semester; 6 credits toward a degree)
AEEC 599	(Note: Minimum of 4 credits toward degree)
ACCT 503	Graduate students only
BA 502	MBA student in his or her final semester. Restricted to majors.
BCS 502	Graduate students only
BLAW 502	Graduate students only
FIN 503	Graduate students only and FIN 341 or equivalent
MGT 503	Graduate students only
MGT 590	MBA student in his or her final semester. Restricted to majors.
<i>Note: Please check catalog for changes or for other courses you may need to complete to take care of any other prerequisites prior to enrolling in a graduate course.</i>	

The following material is intended to provide incoming graduate students with an overview of the rules and procedures of the AEAB programs. The materials contained herein are not comprehensive. The graduate catalog provides additional detail. This handbook provides guidelines for common issues that arise during a graduate program. If there are questions or issues not covered in the handbook they should be addressed to the department head, your advisor, the AEAB graduate committee chairman, or the Graduate School.

PROGRAM OPTIONS

As described in more detail in the Graduate catalog, the AEAB Department offers three degree options which include a Master of Science in agricultural economics, an MBA degree with specialization in agribusiness, and a Master of Agriculture also with specialization in agribusiness. The objectives of the 3 programs differ in emphasis.

- **Master of Science (MS) in Agricultural Economics** program provides rigorous training in economic theory, applied economic analysis and quantitative methods and is designed to prepare students for professional careers in business, government, and research, and for continued education in pursuit of a Ph.D. A thesis is generally written, but a non-thesis, AEEC 597, option can be followed.
- **Master of Business Administration with Specialization in Agribusiness (MBA-AB)** prepares students for business and public-sector careers in agriculture and the food and fiber industry. Graduates from this program are knowledgeable about U.S. and international food and fiber sectors and hold an AACSB International accredited MBA degree.
- **Master of Agriculture (MAG-AB) with Specialization in Agribusiness** provides students with backgrounds or interests in agriculture with graduate-level training in agribusiness and applied economics. It is an attractive degree alternative for individuals holding undergraduate degrees in various agricultural and food science fields and/or communication studies, as well as degrees in agricultural economics and/or agricultural business and related fields.

ENROLLMENT

Admission to the MS and MAG-AB programs are coordinated through the Department of Agricultural Economics and Agricultural Business. Admission to the MBA-AB program is coordinated through the College of Business Administration and Economics. Applicants must meet graduate school admission requirements before they are considered for admission to any of the AEEB graduate degree programs. Applicants to the MBA-AB program must have achieved a minimum Graduate Management Admission Test (GMAT) score of 400 and have a combined undergraduate GPA x GMAT score of at least 1400.

Admission to the Graduate School and to AEAB graduate programs must be at regular status. Regular admission is granted to applicants with at least a 3.0 undergraduate GPA or 3.0 in the last half of their undergraduate work.

The graduate school may require that international students complete one or more English as a foreign language courses. If required, the student should enroll in the first such course during his or her first semester at NMSU. In all cases, the first course must be successfully completed by the end of the second semester of enrollment. All English as a foreign language courses must be satisfactorily completed by the end of the student's fourth semester.

COURSE DEFICIENCIES

All applicants to the MS program are required to have undergraduate classes in upper division microeconomic theory, upper division macroeconomic theory, calculus, and statistics. The MBA-AB degree has prerequisites in financial accounting, macroeconomics, statistics, calculus, finance, human behavior in organizations, and in the creation and distribution of goods and services. Additionally, if you desire to pursue the MBA-AB degree you should plan to take the Graduate Management Admission Test (GMAT) at least one month prior to enrollment and coordinate your application with the MBA Program Director to identify potential deficiency areas and plan the course of study.

Mathematical Economics (ECON 457) is a prerequisite for core graduate courses in both the MS and MBA degree programs. Students in these programs should take ECON 457 during their first semester if not previously taken as an undergraduate student. ECON 457 can be taken for graduate credit.

Students may be admitted into AEAB programs without having taken prerequisite courses; however the deficiencies must be removed as soon as possible after starting coursework. The courses that you must take as deficiencies will be identified when your admission material is reviewed. Check with the graduate chairman to determine what pre-requisite courses must be taken. If you have 9 or more credits of deficiencies to take you may be required to enroll as a continuing undergraduate student for a semester while the deficiencies are removed.

The grade required to remove deficiencies depends on the degree program in which you are enrolled. **A grade of C or better must be obtained in all courses considered to be deficient.** The Master of Science (MS) degree requires a B or better in intermediate micro- and macro-economics. The MAG-AB requires a C or better in intermediate micro- and macro-economics. The MBA-AB program requires a B or better in all prerequisite courses and they also requires intermediate micro- and macro-economics.

TRANSFERRING BETWEEN PROGRAMS

To transfer between the three AEAB degree programs, or to any other NMSU degree program, requires a "change of major form" be submitted through the graduate school. This form and the student referral package (application, transcript, etc.) are then sent to the appropriate department for consideration by the graduate committee chairman, the department head, and the student's major professor. A change of program will alter course requirements as detailed in Appendix A.

ASSISTANTSHIPS

Two types of assistantships are available in the AEEC program. Teaching assistantships (TA) are awarded for the academic year (9 months). Teaching assignments for TAs change each semester; as a consequence, TAs will often have work assignments with professors other than their advisor. Research assistantships (RA) are awarded for either 9 or 12 months. RA assignments are usually with the same faculty member for the duration of the student's program of study. Assistantships (TA and RA) may be awarded for 10 hours (half-time) or 20 hours (full-time).

Students on assistantship are required to carry at least nine graduate credit hours, which is considered to be a full course load. Students must also have a regular admission status to receive an assistantship and must maintain a graduate GPA of 3.0 to remain on assistantship. All students with at least 10 hours of assistantship receive a waiver of out-of-state tuition. Students should consider workload and other commitments when determining an appropriate course load.

An assistantship is not a scholarship. Graduate students are expected to work the number of hours they are paid for. Scheduled time off, except regularly scheduled student holidays, must be approved in advance by the faculty advisor. The advisor may require weekly or monthly meetings and/or progress reports.

ADVISOR AND ADVISORY COMMITTEE

To insure that they will have someone to assist with registration and departmental procedures, all incoming students are assigned a temporary graduate advisor during the first semester. Prior to the end of the first semester of enrollment, students are expected to select a permanent advisor. Students starting the program during the summer have until the end of the fall semester to select a permanent advisor. Students are required to notify the graduate chairman and the departmental student records clerk (Irma Marshall) about their final advisor selection and any proposed changes to their degree program.

Although not required it is strongly recommended that the student select a graduate committee by the end of the first year of graduate study. The selection of the committee should be consistent with the research topic or individual study area to be investigated. The graduate committee shall consist of at least 3 members: 2 from the department and one from outside the department. Because we have a joint graduate program with the Economics Department, economic department faculty members can serve as a departmental committee representative. At the time of the final examination, the Graduate School may appoint the outside member as the Dean's representative to the committee. The graduate school prefers that the student and his/her advisor select the third member (the committee member outside the department) to serve as Dean's Representative.

STEPS TO DEGREE CANDIDACY

Four forms mark the steps toward degree candidacy:

1. program of study;
2. admission to candidacy;
3. application for degree; and
4. oral examination form.

The program of study must be completed prior to the end of the second semester (12 graduate credits) of graduate enrollment. The graduate school also requires that the Admission to Candidacy form be submitted when 12 hours of graduate work have been completed. The Application for Degree form is submitted in the semester in which the student plans to graduate. The Application for Degree form has a submission deadline each semester. If a student files the Degree form and does not complete all of the requirements for graduation, the student must reapply and pay the fee again. The oral examination form must be submitted to the Graduate School **at least 10 working days before** the scheduled date for the oral examination otherwise the exam will be cancelled by the Graduate School. All forms are available from the departmental student records secretary (Irma Marshall) in GT379.

COURSES

Course requirements vary by program of study. The requirements are summarized in the Appendix. Students cannot use both AEEC 598 and AEEC 599 in their graduate program. A thesis can be written under any of the three degree options and generally required under the Master of Science degree.

Students pursuing the Master of Science degree may not complete the graduate program with more than one C grade in the core courses (AEEC 501, AEEC 502, AEEC 540, and AEEC 585). If a student receives C grades in two of these core classes one of the classes must be repeated with a grade of at least B. Failure to comply with this requirement will prevent graduation from the program. Students are allowed to have only 3 hours of AEEC 596 in their program of study.

Some of the courses required for the MAG-AB degree are core requirements for the MBA program and have limitations for participation by non-MBA students. MAG-AB students (Non-MBA) cannot take either BA502 or MGT590. Further, MAG-AB students can only take 9 credits from the list of ACCT503, BCS502, BLAW502, ECON503, FIN502, FIN503, MGT502, MGT503, MGT512, and MKTG503. **MAG-AB students are required to take FIN503 and ACCT503. Thus, only one additional “MBA” course can be taken by MAG-AB students.**

MAG-AB Professional Achievement Options

Four alternative options can be followed by MAG-AB students to fulfill the professional achievements requirement. A graduate committee and a plan for how the professional

achievement requirement will be met should be organized by the end of the second semester of study.

1. An internship can be taken as AEEC 595.
2. A thesis can be written as AEEC 599 in consultation with a thesis advisor and following the graduate school guidelines.
3. A creative component paper can be written as AEEC 598. Additional requirements and guidelines are detailed below. **AEEC 598 is limited to a maximum of 6 credit hours toward the degree (maximum of 3 hours per semester; Beginning fall 2007 AEEC 598 will be graded using “PR” – progress until the student completes all the requirements needed for completion wherein a “final grade” will be given during the student’s semester of graduation).**
4. Six additional graduate credits of course work can be taken with approval of your graduate advisor and the graduate chairman. In this case a public seminar is not required and the required oral exam will cover course material and demonstrate your ability to apply coursework material to economic problems.

MAG-AB Creative Component

The purpose of AEEC 598 (Creative Component) is to allow students a chance to conduct an exhaustive literature review in a research area related to agribusiness or to undertake a project to solve a problem of practical and professional significance in an area of interest to the student or that is useful to your advisor if funded by the department.

MAG-AB Guidelines. Before you can register for AEEC 598 credit you must do the following:

- 1) Submit a brief (one typed page) proposal to your supervising instructor containing these sections:
 - a) Literature Review Area or Project Area
 - b) Objectives – List professional development outcomes you wish to achieve through AEEC 598 and describe the practical and professional significance of the final product.
 - c) Program Procedures – List the steps you will follow to complete the creative component project and a timeline for completing the project.
 - d) Product Description – Describe what the final product will consist of.
 - e) Time and Credit Estimate – Estimate how many hours you expect to work and hours of credit you expect to earn on AEEC 598.
 - f) Space for Signatures – Supervising instructor and student.
- 2) Make and keep an appointment with the supervising instructor to discuss the proposal. Some changes may need to be made in the original proposal prior to acceptance. When a proposal is finalized, copies will be made for the instructor, student, and student file. The finalized proposal represents a contract between the student and supervising instructor.

Problem Areas. Problem areas should be related to agricultural economics, finance, marketing, or agribusiness. The topic should challenge learning in a new knowledge area for the student.

Instructor Assistance. The student will be expected to do work on his/her own work under the guidance of the supervising instructor. Guidance will be provided as needed, at the discretion of the supervising instructor.

Time Requirement. Due to the nature of the course, each student will be expected to spend a minimum of 30 hours in conducting the steps necessary to complete the creative component for each credit hour contracted. A journal of program of activities will be kept and turned in with final product. The journal will list dates, hours spent, and detailed descriptions and impressions of activities undertaken to complete the program.

Literature Reviews. For student conducting a literature review, all grading will be based on the literature review and journal submitted. The combined length should be approximately 10 typed double-spaced pages per credit hour. The specific length of the paper will depend on the supervising instructor involved. The paper will be presented in literature review format. The outline for the paper will be as follows:

1. Statement of the Problem (defines and clarifies the problem studied)
2. Literature Review (organizes and summarizes previous research and other publications reviewed on the problem)
3. Discussion (identify relationships, contradictions, gaps, and inconsistencies in the literature)
4. Recommendations (suggests further steps for solving the problem).
5. Bibliography (In standard format with the minimum number of citations contracted with the supervising instructor)

Projects. Projects that attempt to solve a problem of practical and professional significance in an area of interest will be developed individually. Those choosing a project will still be expected to conduct a thorough review of related literature (with the minimum number of citations contracted with the supervising instructor) and incorporate the review into the final product. Format and scope of the final product will be developed with the supervising instructor and specified in the "Product Description" section of the proposal.

Grading. Grading will be based on adherence to contractual guidelines (specified in the proposal), the journal, and the final product. Failure to keep and/or submit a journal will reduce your grade by one letter grade. A permanent grade of Incomplete (I) will be issued for any unauthorized programs (programs without an approved proposal).

Modifications. If it becomes apparent that the proposal has greatly underestimated or overestimated the amount of work necessary to complete the program or cannot be completed as proposed due to extenuating circumstances, the student will alert the supervising instructor so that the proposal can be amended.

ORAL EXAM

All departmental graduate students are required to pass an oral examination. The objectives of the oral examination and public seminar are as follows:

1. To demonstrate the ability to apply coursework to economic problems.
2. To orally defend thesis research methods and results if studying under the MS degree option or if a thesis was written under the MAG-AB or MBA-AB options.
3. To present a summary and defend work completed while on an internship or as the professional achievement component of the MAG-AB degree.
4. **This applies to MAG-AB students: To demonstrate knowledge of course material and demonstrate your ability to apply coursework material to economic problems if you elect to take 2 additional courses in lieu of AEEC 595, 598, or 599 in your program.**
5. To defend the paper written in fulfillment of BA502 for the MBA-AB.
6. To demonstrate communication skills.

Regardless of degree program, if a student is enrolled in either AEEC 595, 598 or 599, all orals are to be preceded by an open seminar. The seminar is to cover the candidate's research activities or activities related to individual investigations and/or internships that fulfilled the individualized studies or research component of the degree program. The seminar is to be conducted in the format of a professional presentation. It must be open to the public and should be announced at least one week in advance.

OTHER

Supplies

Pens, pencils, paper pads, etc. are provided by the department for work related activities. Access to the copier is restricted. Personal photocopies for classes and other activities are not authorized. Graduate students should obtain a copier user access number from their faculty advisor or supervisor.

Mailboxes

All AEAB graduate students who are on assistantship or hourly pay are provided a mail box located in the main departmental office (GT 387).

Employment

Graduate students employed at NMSU must be eligible for employment in the U.S. An eligibility form (I-9) must be completed and a social security card provided in addition to a drivers' license or passport. Employment paperwork is completed in the main office (GT387).

Pay

TA and RA students may pick up their paychecks in the main office (GT387). TA and RA stipends change each academic year and you can ask in the main office (GT387) for current rates. Automatic deposit is available and is encouraged.

Graduate students employed on an hourly basis are responsible for the timely submission of their time sheet which is submitted online at <http://my.nmsu.edu>. Instructions for online submission are available in the main office (GT387). Supervisors are responsible for approval of online time sheet submissions. Time sheet due dates and payroll dates are

available online at <http://www.nmsu.edu/~payroll/>.

Keys and Space Assignment

All AEAB graduate students are provided with office space and students on TA and RA have first priority for this space. Students will be issued keys to their office area and the Gerald Thomas building. It is imperative that keys be returned prior to departure from NMSU. Failure to return keys can result in refusal by NMSU to release grades or graduation information. Lost keys must be reported to the main office as soon as possible.