

University of Nebraska at Omaha

Economics Graduate Program

Student Resource Guide

Welcome to UNO's Economics Graduate Program. This guide outlines relevant information students need to know. Students are encouraged to be familiar with information governing their studies by consulting the official Graduate Catalog available at:

<http://www.unomaha.edu/registrar/catalog.php>

Other useful websites:

Graduate Studies: <http://www.unomaha.edu/graduate-studies/>

Department of Economics:

<http://www.unomaha.edu/college-of-business-administration/economics/index.php>

University's online resources: <http://www.unomaha.edu/my/>

Students are also encouraged to be familiar with DegreeWorks, accessed through MavLink. Each student has an "individual plan of study [which] will list all requirements for the completion of the degree program. These requirements may include deficiency courses and other provisions of admission, as well as specific courses to be completed to graduate and comprehensive examinations, if applicable. Any deviations to this plan of study must be approved by the student's advisor, graduate program committee chair, and Dean of Graduate Studies. Any changes must be submitted by the graduate program chair to the Office of Graduate Studies via a petition in DegreeWorks. Upon approval, the student will be able to see the changes on their degree audit through DegreeWorks." Quote from UNO's Graduate Catalog.

Dr. Catherine Y. Co is the Economics Graduate Program Committee Chair and Advisor. All students need to schedule an appointment for mandatory advising to plan their studies, please email her at cco@unomaha.edu to make an appointment. All students sign an advising (plan of studies) form, deviations from this must be done in consultation with Dr. Co. Dr. Co's office is in Mammel Hall 332R.

Communication

Blackboard

Almost all courses will have a Blackboard page. Professors will use this to post syllabi, lecture notes, assignments, and other materials. Other graduate program resources will also be posted on Blackboard. Announcements will be made using the email account you registered with SIS.

Emails

When emails are sent out of Blackboard, it uses the account 'registered' in Blackboard. This is usually the primary email address listed in Student Information Services (SIS). Students

can change this to a preferred email address. See Blackboard's FAQs for how. <http://www.unomaha.edu/my/>

gMav (uses Google)

UNO email account. Be sure you check this regularly as announcements are sent to this account. You will be able to forward your gMav emails to an email account you check regularly. Be sure to do this or you might miss important announcements! See gMav's FAQs for how. <http://www.unomaha.edu/my/>

IMPORTANT: Be sure that you indicate in SIS your preferred email address so you receive all communications from the Department of Economics!

Please include your NUID number when corresponding with Dr. Co about program issues.

Foundation Courses

These undergraduate Economics courses are required for unconditional admission to the graduate program:

- Principles of Economics—Microeconomics (ECON 2200)
- Principles of Economics—Macroeconomics (ECON 2220)
- Intermediate Microeconomics (ECON 3200, Econ Theory: Micro)
 - Prerequisites: Principles of Economics—Microeconomics (ECON 2200) and Intermediate Algebra (MATH 1310)
- Intermediate Macroeconomics (ECON 3220, Econ Theory: Macro)
 - Prerequisites: Principles of Economics—Microeconomics (ECON 2200), Principles of Economics—Macroeconomics (ECON 2220) and Intermediate (MATH 1310)
- Statistics (BSAD 2130, Business Statistics)

Degree Requirements

Master of Science in Economics

Total: 36 credit hours

Core courses (12-15 credit hours):

ECON 8290, Research Methods in Economics and Business
ECON 8306, Quantitative Applications in Economics and Business*
ECON 8220, Seminar in Macro Theory
ECON 8200, Seminar in Micro Theory
ECON 8300, Econometrics

*Not required for students demonstrating satisfactory math skills. Three additional hours of elective courses is required if this course is not taken.

Electives and Concentrations (21-24 hours):

Elective coursework will be selected in consultation with the Graduate Program Chair and Advisor. At least 6 hours must be graduate only courses. Students are strongly encouraged to complete an area of concentration which requires 9 hours of elective courses. Students' area(s) of concentration will appear in the transcript.

Comprehensive exam (Exit requirement)

IMPORTANT: Students are strongly advised to take ECON 8290, Research Methods and ECON 8306, Quantitative Applications, as early as possible, or as soon as they have completed the necessary prerequisites.

IMPORTANT: Graduate Studies require that "[a]t least one-half the hours of course work on a plan of study must be in courses normally restricted to graduate students only." (i.e., courses with 8 - - 0) Also, "[n]o more than two .../8 - - 5 courses are allowed on a plan of study." Source: Graduate Catalog.

Approved Graduate-Level (8xx0) electives are listed here:

<http://www.unomaha.edu/college-of-business-administration/economics/graduate-programs/approved-electives.php>

Approved Dual-Level (8xx6) electives are listed here:

<http://www.unomaha.edu/college-of-business-administration/economics/graduate-programs/dual-electives.php>

IMPORTANT: Courses not included in these two lists will not count towards a student's plan of study unless they are first approved by the Economics Graduate Program Committee (GPC) prior to enrolment. Only courses with significant economics or business content or applications will be considered. Prior to enrolment, students submit a written request addressed to the Economics Graduate Program Committee for approval of course as elective together with a copy of the course syllabus.

Detailed course descriptions (with their corresponding prerequisites) can be found here: <http://www.unomaha.edu/registrar/students/before-you-enroll/course-descriptions.php>

Master of Arts in Economics

Total: 30 credit hours

Core courses (15 credit hours):

See list in the M.S. Econ degree.

Electives and Concentrations (9-12 hours):

Elective coursework will be selected in consultation with the Graduate Program Chair and Advisor. Students are strongly encouraged to complete an area of concentration which requires 9 hours of elective courses. Students' area(s) of concentration will appear in the transcript.

Thesis (6 credit hours, minimum required)

"New Economics graduate students will be admitted only to the MS Economics Program (non-thesis option). After completing nine (9) hours of coursework in the Master's in Economics program, a student may submit a written request to the Economics Graduate Program Committee (GPC) to transfer from the MS program to the MA (thesis option) program. Students are strongly encouraged to seek the advice of the Economics Graduate Program Advisor prior to submitting the written request. The student's request should include a thesis proposal written in consultation with a student-identified main thesis advisor (must be a tenure-track faculty in the economics department) who will serve as the chair of the thesis committee. In addition, the student should include an unofficial graduate transcript, a writing sample, and any other relevant information in the request. The GPC, based on its evaluation of the student's potential to complete a quality master's thesis, will approve or deny this request. If the GPC denies the student's request to transfer to the MA program, the student may submit a second (and final) written request to transfer to the MA program with supporting materials to the GPC after he/she has completed 18 credit hours of coursework in the Master's in Economics Program." Quote from the Graduate Catalog.

Students must also read the procedures for completing a thesis in the Graduate Catalog, Policies Governing Graduate Study.

Academic Performance

This entire section copied from the Graduate Catalog.

Full-time Status

Students enrolled in at least 9 credit hours in a semester are considered full-time students.

Quality of Work Standards

A "B" (3.0 on a 4.0 scale) average must be maintained in all graduate work taken as part of the degree or certificate program.

Automatic dismissal

Graduate students are expected to do work of high caliber. Failure to do so will result in dismissal. In particular, the following will result in automatic dismissal from the degree or certificate program:

- Receiving a grade of "C-" (1.67 on a 4.0 scale) or below in any course taken in the student's major field of study or in any course included in the plan of study/program of study.
- Departments/schools may have additional and more stringent criteria for evaluating a student's performance and progress and may demand a higher level of performance than that demanded by the Graduate College. A department/school or program unit may, under some circumstances, recommend dismissal of a student from a graduate program even though quality of work standards have been maintained. Grounds for dismissal could include, but are not limited to:
 - Failure to be accepted by an appropriate thesis or dissertation adviser within stipulated time limitations;
 - Failure to make timely progress toward the degree or certificate; and
 - Failure to perform in course work, qualifying examination or research at an acceptable level in the respective department/school or program unit.

Probation or Dismissal

A department/school will recommend that the Dean of Graduate Studies either dismiss a student or place him or her on probation (with conditions for reinstatement as a student in good standing), in the following cases:

- A Grade of "C+" (2.33 on a 4.0 scale) or below in any course involved in the first 12 hours of graduate study for provisionally admitted students;
- Receiving at least nine (9) hours of graduate credit with the grade of "C+" (2.33 on a 4.0 scale) or below in any courses taken in the student's major field of study or in any courses included in the plan of study for master's degrees, specialist's degrees or graduate certificates, regardless of the average;
- Receiving at least six (6) hours of graduate credit with the grade of "C+" (2.33 on a 4.0 scale) or below in any courses taken in the student's major field of study or in any courses included in the program of study for doctoral degrees, regardless of the average;
- Failure to maintain a "B" (3.0 on a 4.0 scale) average in all graduate work taken as part of the degree or certificate program.

Department of Economics Reinstatement Procedure

Students dismissed from the program may petition for reinstatement. Students requesting reinstatement to the graduate program must write a reinstatement letter addressed to the Economics Graduate Program Committee (GPC) and hand deliver this letter to the graduate program director, at the minimum the letter must contain:

1. Request for reinstatement;
2. Explanations for below par performance;
3. Arguments for why despite item #2 above you be reinstated back into the program;
4. Describe activities you will do to ensure that performance moving forward will meet the quality of work standards set by Graduate Studies.

The Economic Graduate Program Committee will evaluate the reinstatement request and make its recommendations to the Graduate College. The Graduate College will make the final determination. If reinstated, students must meet the conditions of reinstatement.

Important dates

Academic Calendar and Class Schedules

These two items can be found here: <http://www.unomaha.edu/academics/index.php>

Be sure to consult these for important dates, such as deadlines for dropping classes, filing for graduation, etc.

Registration

Spring 2017

Early enrollment for graduate students is on October 31 – November 1, 2016. Open enrollment is on November 14, 2016. Class schedules are available by October 14, 2016.

Enrollment schedules appear here:

<http://www.unomaha.edu/registrar/students/during-enrollment/enrollment-dates.php>

Comprehensive Examinations

This is an exit requirement for students in the Master of Science Economics Program. Students take the comprehensive exams during their last semester of graduate study. For example, if you plan to graduate in December, you take the comprehensive exams in the Fall semester (typically scheduled mid- to late- October). Students who plan to graduate in May or August take the comprehensive exams scheduled in the Spring semester (usually the week after spring break).

Students are tested on various topics in Microeconomics, Macroeconomics, and Econometrics. The exams are over a four-hour period in one day. Students who fail one or more exams will have an opportunity to retake the exams (late November in the Fall or late April in the Spring). If a student fails to pass a retake exam, this student will have to wait until the next semester's comprehensive exam schedule to retake the failed exam(s).

Graduation

Students need to be aware of all relevant deadlines when planning to graduate. Deadlines to apply for graduation are included in the academic calendar.

“UNO students have the opportunity to graduate in May, August, or December, and the choice of participating in one of two commencement ceremonies held annually in May and December. Students graduating in May are eligible to participate in the May commencement ceremony, while students graduating in August and December are eligible to participate in the December commencement ceremony. Participation in a commencement ceremony is not required in order to graduate from any degree program or receive a diploma.” Quote from the Graduate Catalog.

For details: <http://unomaha.smartcatalogiq.com/en/2016-2017/Graduate-Catalog/Graduation-Commencement>

Plagiarism

This entire section copied from the Graduate Catalog.

“The prevention of plagiarism and the imposition of sanctions upon those who resort to plagiarism are necessary in any university that espouses the ideals embodied in the concept of academic freedom. Plagiarism is the appropriation of the work (be it ideas or words) of another without crediting the source. Such a practice is particularly reprehensible in a community dedicated to the pursuit and advancement of knowledge.”

Plagiarism by Students

“The investigation of allegations of plagiarism by a student or appeals therefrom, at any major administrative unit of the University of Nebraska, shall be carried out under the appropriate faculty-student appeals committee at that campus. Please refer to the General Appeals Procedures.”

Grade Appeal Process

“Students who believe their evaluation in a course has been prejudiced or capricious must first attempt to resolve the matter with the course instructor and then the department through which the course was offered. The initiation of the appeal in writing by the student must be filed within six weeks following receipt of the grade from the Office of the Registrar.” Quote from the Graduate Catalog.

Please consult the Graduate Catalog’s section Policies Governing Student Responsibilities for details.

Graduate Assistantships

Source: Graduate Catalog

“A graduate assistantship is based on academic and/or professional excellence. Recipients receive tuition remission, a stipend (salary), and are eligible for partially subsidized health insurance to work an average of 20 hours per week on assigned professional responsibilities. Graduate assistants are assigned responsibilities which provide supervised educational experiences at the graduate level. Frequently, this means assistants either teach or participate in research projects.” Quoted from the Graduate Catalog.

For details: <http://unomaha.smartcatalogiq.com/en/2016-2017/Graduate-Catalog/Financing-a-Graduate-Education/Graduate-Assistantships>

Scholarships, Fellowships, Awards, and Waivers

Department of Economics Scholarships

Each March for the next academic year, the Department of Economics awards an approximately \$2,500 Barbara Miller Scholarship to an Economics graduate student. The approximately \$650 Bun Song Lee Scholarship may be awarded to an Economics graduate student, as well.

Barbara Miller Memorial Scholarship (Full-time graduate student)
Criteria: 3.5 GPA or above, enrolled full time

Bun Song Lee Scholarship
Criteria: Economics graduate student, 3.5 GPA or above, enrolled full time

University-Wide Scholarships, Fellowships, Awards and Waivers

Source:

<http://www.unomaha.edu/graduate-studies/financing-your-degree/scholarships.php>

Students must investigate their eligibility and conditions of the scholarships carefully before applying.

Scholarships

Summer Graduate Scholarship

Award amount: \$1,000

Deadline: early March

Brief description: Students who have an outstanding academic performance and potential are encouraged to apply.

UNO Advantage Scholarship Program

Award amount: Difference between resident and non-resident tuition.

Deadlines: early November for Spring; early March and early June for academic year

Brief description: Awards to selected students who are non-residents of Nebraska. Awards will be based, in part, that highly qualified students will choose UNO for graduate study.

This is available only by departmental nomination of outstanding students.

Fellowships

Presidential Graduate Fellowship

Award amount: \$14,000.00 + tuition: for masters level student

This is available only by departmental nomination of an outstanding student.

Awards

These three awards are available only by departmental nomination of outstanding students and students with potentially/completed high-quality thesis work.

Graduate Thesis Scholarship

Award amount: \$1,000.00/student in the Spring semester

Deadline: mid November

Brief description: Supports a student enrolled in a UNO master's thesis program.

Elton S. Carter Award for Excellence in a Master's Thesis

Award amount: Depends on funds availability.

Deadline: around September

Outstanding Student Awards

Award amount: \$500

Deadline: Mid October

Regents Tuition Waivers

Award amount: Pays in-state tuition for graduate courses.

Deadlines: early March and early June for academic year

Brief description: Funds are used to recruit highly qualified students.

This is available only by departmental nomination of outstanding students.

Other Forms of Support

Graduate Research and Creative Activity (GRACA)

"GRACA grants support faculty-mentored graduate student research and creative activity. Grants of up to \$5,000 per student are available to UNO graduate students enrolled through Fall 201x." Deadline: usually end of January. Quote from the Campus Resource Guide.

More information here:

<http://www.unomaha.edu/office-of-research-and-creative-activity/students/index.php>

University Committee on Research and Creative Activity (UCRCA)

"The Committee considers proposals from graduate students that request funds for materials, research supplies, and other expenses related to the conduct of student research and creative activity." Deadline: Monthly, 1st day of the month. Quote from the Campus Resource Guide.

More information here:

<http://www.unomaha.edu/office-of-research-and-creative-activity/students/index.php>

Graduate Student Travel Awards

"Graduate students presenting at academic conferences are eligible to apply for travel awards. The maximum amount of an award is \$500. Applications are reviewed at the beginning of the Fall and Spring semester by the Dean of Graduate Studies." Quote from the Campus Resource Guide.

More information here, scroll to the middle of the page and look for the application form:

<http://www.unomaha.edu/graduate-studies/current-students/forms-resources.php>

UNO Research Fair and Conference Attendance

Faculty will nominate students doing quality research to participate in UNO's Student Research and Creative Activity Fair (Spring semester). We also strongly encourage students doing quality research to participate in regional economics and business conferences.

Economics Club

You are strongly encouraged to join and participate actively in the Economics Club activities. This is a great way to meet and network with your fellow students.

The main purpose of the Econ Club is to increase awareness and knowledge of economic issues among Econ Club members and the overall UNO community and to provide a venue for student-members to examine issues related to academic success, career success, and related matters. The organization shall work towards increasing the membership's engagement with the Omaha community.



OFFICERS, ACADEMIC YEAR 2016 - 2017

President: Patrick "Packy" Colgan
Senior V. P. and V.P., Membership: Michael Morris
V.P., Communications and Public Relations: Jeffrey Hardy
V.P., Finance and Special Programs: Madalyn Grace

Who can join? All currently enrolled UNO students in good standing who pay University Program and Facilities Fees (UPFF) at UNO are eligible for membership. Any individual from the community is eligible for membership without voting privileges and the ability to run for office.

Economics Club's website:

<http://www.unomaha.edu/college-of-business-administration/economics/student-involvement/economics-club.php>

How to become a member? Any person who satisfies the eligibility requirements may become a member of the organization by sending a request to join the organization at [OrgSync](#) and then completing the electronic membership form.

OrgSync's URL: <https://orgsync.com/login/university-of-nebraska-omaha>

Job market

Jobs for Economists (Usually during the Spring semester)

What career options are open to economics graduates? How do policymakers and people in business use their economics training to make good decisions? The department invites alumni and community partners to inspire our students on how they should prepare for a more competitive and globalized world.

Career planning

Students are encouraged to speak with the graduate advisor or any economics faculty about their career objectives.

CBA also has an in-house Career Center. If you need help with ...

- Creating a dynamic Resume and Cover Letter
- Sharpening your Interview Skills
- Discovering new job search strategies
- Building a your network and community involvement
- Getting acquainted with UNO Career Connect
- Finding an Internship

... then contact Bianca Harley (CBA's Career Development Coordinator) at BHarley@unomaha.edu to schedule an appointment.

Resume Preparation

All students are encouraged to prepare a professional resume as early as possible. At the minimum this should include your education, work experience, thesis title (or other significant written work), internships or study abroad experiences, volunteer or community engagement activities, software and foreign language skills. Bianca Harley would be able to help you with this too.

Internships

We occasionally receive announcements about internships in local or national organizations. Available internships will be posted on Black Board.

Internship rules are available here:

<http://www.unomaha.edu/college-of-business-administration/economics/graduate-programs/internships.php>

Miscellaneous

Software

Students will be introduced to SAS, Stata, EViews, and other statistical packages. These are available in the open computer lab at Mammel Hall 213. For hours, see <http://www.unomaha.edu/college-of-business-administration/academics/tutoring.php>

Study Groups

We strongly encourage students to form study groups. Your best resource is each other!

Breakout Rooms in CBA

“Students may reserve breakout rooms for group projects or study sessions. To reserve a room, call 402.554.4109. You may also visit Mammel Hall 217 to reserve a room in person. A valid MavCard is required.”

Library Services

Online library materials can be accessed off campus using your NU ID. If you need help, call the Reference Desk at 402-554-2661.

Economics Tutor

Who, when, and where: TBA.

Writing Center

“Services include: Choosing a topic, generating ideas, focusing ideas, enhancing your writings style, ...” You might find this free service beneficial. Note: “Staff does not write or edit work but helps develop skills to enhance writing and editing for yourself.” Campus Resource Guide. Appointments are encouraged. For hours, go to <http://www.unomaha.edu/writingcenter/>

Speech Center

“Services include: Consultation on organization, ceremonial speaking, PowerPoint presentations, ...” Campus Resource Guide You might find this free service beneficial.. To make an appointment, go to <http://www.unomaha.edu/college-of-communication-fine-arts-and-media/speech-center/>