



The University of Texas at Austin  
Department of Economics

**2019-2020**  
**M.A. Economics (Option III)**  
**Student Handbook**

**10-month track**  
**18-month track**  
**24-month track**

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*This Student Handbook is designed to introduce M.A. Economics students to the requirements, policies, procedures, and deadlines of the Department of Economics and The University of Texas at Austin (UT) Graduate School. This information supplements the policies included in the [Graduate Catalog](#) and posted on the Graduate School's [website](#). Information contained within this Handbook is current as of the date on the cover page. If any changes are made, they will be added to the online version and the information will be distributed through the ma\_econ\_grad listserv. The Handbook is available in electronic format on the M.A. Econ website at: <https://ma.eco.utexas.edu/studenthandbook>.*

## Overview

The Master of Arts Option III degree program is designed for students pursuing a terminal master's degree in economics. The mission of the program is to provide rigorous analytical and quantitative training that will prepare students for admission to high-quality PhD programs and/or for meaningful careers in the private, government, or non-profit research sectors.

As an Option III program, the M.A. in Economics is a self-funded program. That is, courses and programmatic activities are not formula-funded, i.e. not supported through state money. This places some restrictions on M.A. program participants, as noted throughout this Handbook. For additional details on the nature of Option III programs, please see the Graduate School's [Revised Guidelines for Option III Degree Programs](#).

## Program Contacts

### **Program Director and Graduate Adviser**

Dr. Stephanie Houghton  
[shoughton@utexas.edu](mailto:shoughton@utexas.edu)

### **Department Chair**

Dr. Jason Abrevaya  
[abrevaya@austin.utexas.edu](mailto:abrevaya@austin.utexas.edu)

### **Program Coordinator**

Kristen Hotopp  
[khotopp@austin.utexas.edu](mailto:khotopp@austin.utexas.edu)

### **Academic Placement Director**

Dr. Anastasia Zervou  
[azervou@utexas.edu](mailto:azervou@utexas.edu)

Other useful contacts with positions outside the Economics Department are:

### **Liberal Arts Career Services**

Tatem Oldham  
[t.oldham@austin.utexas.edu](mailto:t.oldham@austin.utexas.edu)

### **International Office (ISSS)**

David Cole  
[dcole@austin.utexas.edu](mailto:dcole@austin.utexas.edu)

### **Option III Financial Aid Liaison (OFA)**

Renee Urrian  
[renee@austin.utexas.edu](mailto:renee@austin.utexas.edu)

## Curriculum and Requirements for the M.A. Degree

The M.A. Economics degree is offered on a coursework only basis; i.e. it is not offered with a thesis option or a report option. The curriculum was developed to ensure a broad foundation in mathematical analysis, microeconomic, macroeconomic, and econometric theory. Throughout the program, students will develop expertise in applying economic reasoning and econometric tools to problems in industry and government policymaking. At the same time, the program offers the flexibility to tailor one's coursework to particular fields of interest and methods of analysis.

### Coursework Requirements

The program requires completion of 30 semester hours of coursework. This "Program of Work" consists of:

- 9 semester hours of core graduate-level coursework
  - ECO 394K Microeconomics (*offered in fall only*)
  - ECO 394L Macroeconomics (*offered in fall only*)
  - ECO 394M Microeconomics (*offered in fall only*)
  
- 21 semester hours of elective graduate-level coursework, selected from
  - ECO 394C Mathematics for Economists\* (*offered in summer only*)
  - ECO 394D Probability and Statistics\* (*offered in summer only*)
  - ECO 395K Topics and Applications in Microeconomics
    - Includes courses such as Game Theory, Labor Economics, and Industrial Organization.
  - ECO 395L Topics and Applications in Macroeconomics
    - Includes courses such as International Economics
  - ECO 395M Topics and Applications in Quantitative Methods
    - Includes courses such as Real Analysis (*offered in summer only*), Data Mining and Statistical Learning, and Time Series Econometrics
  - ECO 380D Internship\*
  - ECO 380 Research Course\*

\* Courses discussed in greater detail in subsequent sections of this Handbook.

or equivalent hours of substitute coursework approved by the Graduate Adviser. These substitutes are very rarely approved, but would apply in the case that, for example, a student takes a Ph.D.-level version of one of the core courses, or has an approved room-share course from an outside department that is not cross-listed under an ECO course number.

### Grading

Students must earn a grade of at least C+ in each of the three core courses: ECO 394K, 394L, and 394M. Students must earn a grade of at least C in elective courses in order to count them towards the Program of Work (i.e. the 30 credit hours that count towards the M.A. degree). All

courses counting towards the Program of Work must be taken on a letter grade basis. Additional courses taken on a credit/no credit (C/NC) basis do not count towards the Program of Work, nor do they count towards the student's cumulative grade point average.

Candidates for the master's degree must have a cumulative grade point average of at least 3.00 in courses included on the Program of Work. Additionally, all graduate students must have a cumulative graduate grade point average of at least 3.00 over *all* courses taken, should students decide to take more than 30 credit hours. If a student retakes a course, only the higher grade will be included in the program of work, but both grades will remain on the student's transcript and both grades will be included in the overall cumulative grade point average.

Per University policy, any graduate student whose cumulative grade point average falls below 3.00 at the end of any semester will be placed on *scholastic warning status*<sup>1</sup>, and must bring his or her cumulative GPA to at least 3.00 during the next semester, or be subject to dismissal from the program. Therefore, students should view a grade of *B-* in any one course as an indication of unsatisfactory performance and should plan to meet with the Graduate Adviser to discuss a plan for improvement.

If a student receives a grade of incomplete in a course, the student must complete the course requirements by the last class day in his or her next long-session semester of enrollment. If this deadline is not met, the symbol X is converted to the symbol I (permanent incomplete), noted on the student's transcript. A course in which the student receives an incomplete grade will not affect the student's GPA, but may not be applied toward a degree.

#### ECO 394C Mathematics for Economists and ECO 394D Probability and Statistics

Every student is expected to complete ECO 394C Mathematics for Economists and ECO 394D Probability and Statistics during their first summer semester in the program. Under very rare circumstances, students have been allowed to take these courses later in their program; however, they must have an understanding of all material covered in these two courses as a prerequisite for the core courses. ECO 394K Microeconomics and ECO 394L Macroeconomics require knowledge of the material in ECO 394C. ECO 394M Econometrics requires knowledge of the material in both ECO 394C and ECO 394D.

#### ECO 380D Internships

An internship is not required for the M. A. degree. However, a student may receive course credit for an internship, and that credit may count towards the 21 elective credit hours. A maximum of three hours of internship elective credit may be applied towards completion of the M.A. Economics degree.

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<sup>1</sup> See the relevant section of the Catalog at <https://catalog.utexas.edu/general-information/academic-policies-and-procedures/scholastic-probation-and-dismissal/>.

Students must obtain consent from the Graduate Adviser to receive internship course credit. Only internships that entail practical working involvement with an appropriate business, government, research agency, or similar institution can be considered for approval. The internship may be paid or unpaid. Upon completion of an approved Employer Agreement Form, the student will be registered for either ECO 180D or 380D, depending on the number of hours of employment. For each semester hour of credit earned, the student must work a minimum of the equivalent of one lecture hour a week for one semester. Typically, for a three-credit-hour course, students will work 10 hours/week during a long semester or 20-40 hours/week in the summer.

The internship course may be completed on a letter grade basis or a credit/no credit basis. However, in order for an international student to receive temporary employment authorization required for paid, off-campus jobs, the student must apply for Curricular Practical Training (CPT) and complete the internship course on a letter grade basis so that it counts towards the Program of Work. Only one three-hour internship course may count towards the Program of Work. (This means that international students may only use CPT during one semester or summer while enrolled in the program. Any additional work would require the use of pre-completion OPT.)

### ECO 380 Research Course

Occasionally, students may arrange to work under a professor for an extended period of time, equivalent to the hours required for a three-credit hour lecture course. This may involve assisting with that professor's research or undertaking an individual research project under a professor's supervision. In these cases, a student may enroll in ECO 380 Research Course. These arrangements are subject to approval by the supervising professor and the Graduate Adviser. A maximum of three hours of internship elective credit may be applied towards completion of the M.A. Economics degree.

### Courses Outside the M.A. Curriculum

As students in an Option III program, M.A. Economics students are not able to register for courses outside the M.A. curriculum. However, it is sometimes possible to have a "meets with" arrangement in which a course outside the approved M.A. curriculum can be cross-listed/room-shared. The course may be:

- an advanced undergraduate-level course in the Economics Department,
- a Ph.D.-level course in the Economics Department, or
- a graduate-level course in an outside department

The specific course must be approved for cross-listing by the instructor, the M.A. Economics Graduate Adviser, the Chair of the Economics Graduate Studies Committee, the Economics Department Chair, and where applicable, the chair of the outside department. Option III

students may not displace Option I students, meaning that Option I students receive registration priority and Option III students will only be allowed to register when there are otherwise open seats. In the case of undergraduate Economics courses, undergraduate Option I students receive registration priority until the 6<sup>th</sup> class day of the semester (2<sup>nd</sup> class day of a shortened summer session); Option III students may attend but may not register prior to the 6<sup>th</sup> class day. Furthermore, the maximum number of Option III students allowed in an Option I course through an established room-share arrangement is limited to (i) 20% of Option I enrollment in a course of more than 10 students (capped at a maximum of 10 Option III students), or (ii) two Option III students in an Option I course with enrollment of 10 or fewer students.

No more than 20% of an M.A. Economics student's Program of Work may be made up of "meets with" Option I courses, i.e. no more than 6 of 30 credit hours (typically 2 courses). This limit applies regardless of whether the course is given an ECO course number when cross-listed. Each such course must be approved by the Graduate Adviser.

If a student would like to register for a course that is not part of the M.A. Economics curriculum or is not already cross-listed, the student should email the Graduate Adviser with the course number, course name, unique number, and instructor's name. The Graduate Adviser will then provide further instructions for the appropriate approval process, which may vary depending on the originating department/program.

### Transfer of Credit

The M.A. Economics program does not accept transfer credits from other institutions.

### Dual Degree

Students are prohibited from enrolling in other degree or certificate programs while enrolled in the M.A. Economics Program. If a student wishes to pursue a second graduate degree, enrollment must be done consecutively.

### STEM Designation

This degree program is classified under CIP Code 45.0603: Econometrics and Quantitative Economics, and therefore qualifies for the STEM-OPT extension. Students in this program may apply for a 24-month STEM extension of F-1 Optional Practical Training (OPT).

## Program Length and Typical Path

Students enroll in one of three program tracks: the 10-month track (major code 31510), the 18-month track (major code 31520), or the 24-month track (major code 31530).

In the 10-month track, students begin coursework in July and complete their degree in May of the following year. In the 18-month track, students begin coursework in July and complete their degree in either August or December of the following year. In the 24-month track, students begin coursework in July and continue through two academic years before finishing in May. See Table 1 below for a typical path to degree for each track.

Under very rare circumstances, students who are unable to begin their coursework in July may be able to enroll starting in the fall semester. However, they must have demonstrated sufficient math background (comparable to ECO 394C and ECO 394D) to take ECO 394K Microeconomics and ECO 394M Econometrics during their first semester. This arrangement requires a petition from the Graduate Adviser. Students are never permitted to begin their studies in the Spring semester.

**Table 1: Typical Curriculum and Timeline**

Semester	10-month	18-month	24-month
Summer 1	Math for Economists Probability & Statistics Optional: Real Analysis	Math for Economists Probability & Statistics	Math for Economists Probability & Statistics
Fall 1	Microeconomics Econometrics Macroeconomics 1 elective	Microeconomics Econometrics Macroeconomics OR 1 elective	Microeconomics Econometrics Macroeconomics OR 1 elective
Spring 1	3-4 electives	2-3 electives <i>Optional: Internship</i>	1-3 electives <i>Optional: Internship</i>
Summer 2		<i>Optional: Real Analysis</i>	<i>Optional: Real Analysis</i>
Fall 2		Macroeconomics (if not yet taken) 2-3 electives <i>Optional: Internship</i>	Macroeconomics (if not yet taken) 1-3 electives <i>Optional: Internship</i>
Spring 2			1-3 electives <i>Optional: Internship</i>



## Switching Tracks

If a student decides to switch to a *longer* track, he or she must apply for a change of major. The student should notify the Program Coordinator by email so that she can prepare the relevant paperwork: a “Transcript Request Form” and an “Application to Another Graduate Major.” These forms must be submitted to GIAC by the first class day of the subsequent semester. The University charges a \$20 administrative transcript fee in order to make this change.

If a student decides to switch to a shorter track, it is no longer necessary to formally file paperwork. However, the student should email both the Graduate Adviser and the Program Coordinator as soon as the decision is made, and no later than the first class day of the last semester of enrollment. This email notification is very important, as a shorter program length will reduce the overall tuition bill and may change the amount that is billed in (what becomes) the final semester. The Program Coordinator must also notify the International Office if an international student plans to shorten their program so that the I-20 accurately reflects program length.

## Academic Policies and Procedures

### Registration

Per university policy, students in the M.A. Economics program are not permitted to register themselves for classes; course registration is instead facilitated by the Program Coordinator. It is therefore very important that students attend advising meetings and check email in advance of the registration window (mid-August for the Fall semester, mid-October for the Spring semester, mid-April for the Summer and subsequent Fall semesters). Students are responsible for submitting registration preferences online and clearing any registration bars by the given deadlines. Students will only be permitted to register for courses offered by the M.A. Economics program or for courses for which approved<sup>2</sup> cross-listed sections have been made available to M.A. Economics students.

### Minimum and Maximum Course Load

In accordance with Graduate School policy, a student is considered full-time if he or she is enrolled in 9 semester hours during a long semester or 3 hours during a summer session. The Department of Economics allows students to enroll either full-time or part-time in the M.A. program. International students studying under a J-1 or F-1 student visa must be enrolled full-time, however (exceptions are only made in the summer and in the final semester of study). Students accepting certain financial loans or corporate/government sponsorship may also be required to enroll on a full-time basis.

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<sup>2</sup> See the section on “Courses Outside the M.A. Curriculum” for details on the approval process. Students are not eligible to register directly for any courses outside the department without completing this process.

The maximum course load for a graduate student is 15 credit hours in long semester, or 12 credit hours over a summer session. Students who wish to exceed the maximum course load must submit a petition letter to their graduate adviser, though such a request will only be granted in very rare circumstances. The typical course load recommendation is 9-12 hours in a long semester, so that students also have time in their schedules for extra-curricular learning: attending seminars, exploring research ideas, and participating in social and networking activities.

It is the student's responsibility to be aware of any additional course load minimum or maximum required by an agency to which they have an obligation.

### Auditing a Course

A student who audits a course attends class but does not earn any course credit. An audited course does not appear on a student's transcript, nor do the hours count toward a student's course load (i.e. for determining full-time student status.) If you are interested in auditing a course, you will need to obtain the instructor's permission and complete a [Class Auditor Permit pdf](#). Permission to audit a course will only be given after the first class day and only in cases where the class enrollment is below the closing limit. Auditors are not entitled to hand in homework, sit for exams, take part in discussions, or receive evaluations of their work. Some instructors in other departments may be willing to provide feedback, but it is the policy of the Economics Department that instructors should not offer to grade an auditor's work.

### Adding/Dropping a Course

Students can add a course through the 12<sup>th</sup> class day of a long semester (4<sup>th</sup> class day during summer sessions). Instructor consent is sometimes required to add a class after the 4<sup>th</sup> class day of any long semester in cases when the student has not been attending the class. After the 12<sup>th</sup> or 4<sup>th</sup> class day registration deadline, students may not add a course, except for rare and extenuating circumstances which must be approved by the Graduate Dean. Requests to add a course under these circumstances require a letter of petition from the Graduate Adviser to the Graduate Dean and a completed Add/Drop form with all required signatures. This form may be obtained from the Program Coordinator.

Students may drop courses through the last class day of any semester. If the student emails a drop request to the Program Coordinator by 4pm of the 12<sup>th</sup> class day (4<sup>th</sup> class day during summer sessions), then the course will not appear on the student's transcript and the student will not be billed for the course. After the 12<sup>th</sup> class day (4<sup>th</sup> class day during summer sessions), a student must complete an Add/Drop form obtained from the Program Coordinator.

- Classes dropped between the 13<sup>th</sup> and 20<sup>th</sup> day (5<sup>th</sup> through 10<sup>th</sup> day of a summer term) require the approval of the Graduate Adviser and the Graduate Dean. The course will appear on the student's transcript with a grade of "Q"; it will not be included in the student's GPA. Students will still be billed for this course.
- Classes dropped between the 20<sup>th</sup> day (10<sup>th</sup> day of a summer session) and the last day of the semester require the instructor's signature in addition to approval of the Graduate

Adviser and Graduate Dean. The instructor will determine whether the student shall receive a Q or an F on his/her transcript for the course. Courses assigned a Q will not be included in the student's GPA. Students will still be billed for this course.

For more information, please see <https://gradschool.utexas.edu/academics/policies/adding-and-dropping-courses>.

### Withdrawing from All Courses

In order to drop *all* courses in a semester, the student must file a Withdrawal and Refund Request form with the Dean of the Graduate School. This form may be obtained from the Graduate School in Main 101. The student is expected to re-enroll the following long semester, or must file for a leave of absence, in order to remain in the M.A. program. Students who withdraw from classes after the 12<sup>th</sup> class day of a long semester or the 4<sup>th</sup> class day of a summer session will not receive a tuition refund. For more information, please see <https://gradschool.utexas.edu/academics/policies/withdrawals>.

### Leaves of Absence

While in most cases participation in the program is continuous, students sometimes find it necessary to take a temporary leave of absence. Students must submit an [Authorization for Leave of Absence](#) form to the Graduate Adviser for approval. Upon obtaining the Graduate Adviser's signature approval, the student must submit the form to the Graduate School prior to the first class day of the semester in which the leave is requested.

A student who is approved for a formal Leave of Absence must apply for readmission prior to the semester in which the student plans to re-enroll. As long as the student re-enrolls immediately after the official Leave expires, the student is guaranteed readmission to the program and the readmission application fee is waived. Students who take a formal or informal Leave of more than two semesters must apply to the program anew, and readmission is not guaranteed.

### Admission to the Ph.D. Program

M.A. students who are interested in pursuing a Ph.D. in Economics at UT Austin must apply and be considered along with the rest of the applicant pool. The Ph.D. application process is extremely competitive, and all admissions and funding decisions are made by the Ph.D. Admissions Committee. Participation in the master's program does provide our faculty with valuable information in the context of letters of recommendation, but successful completion of the M.A. program does not guarantee admission to the Ph.D. program.

## Grievances

Graduate students at The University of Texas at Austin have the right to seek redress of any grievance related to academic or nonacademic matters. Every effort should be made to resolve grievances informally between the student and the faculty member involved or with the assistance of the Graduate Adviser or Department Chair. If the grievance cannot be resolved informally, students have recourse to formal grievance procedures through the Graduate School. For more information, please see

<https://gradschool.utexas.edu/academics/policies/grievances>.

If you have concerns that you feel were inadequately addressed within the department, students may also contact the [Office of the Student Ombuds](#) at [utombuds@austin.utexas.edu](mailto:utombuds@austin.utexas.edu). The ombudsman can assist with a range of issues by offering neutral advice, providing mediation, and conducting an impartial investigation of concerns.

## Advising

### Academic Advising

All students will meet with the Graduate Adviser upon entering the program to discuss their academic and professional goals. The Graduate Adviser will assist with course selection during open registration periods and can provide advice about switching tracks to shorten/lengthen the time to degree. Students should continue to consult with the Graduate Adviser as necessary throughout the program. Graduate Adviser approval is not necessary for registration each semester, but she does (electronically) approve the Program of Work and Application for Graduation. Graduate Adviser approval is also required to register for courses offered outside of the M.A. curriculum.

In accordance with Graduate School Policy, all students in the 18m and 24m tracks will receive a written annual progress report from the Graduate Adviser following their first Spring semester. This progress report will indicate the number of core courses and credit hours remaining for degree completion, along with any other requirements the student must meet to remain in good academic standing in the M.A. Program.

### Ph.D. Placement Advising

M.A. students who plan to apply for Ph.D. programs or other further graduate study should be in regular contact with the Academic Placement Director. Starting in the summer, she will provide advice regarding course selection (including Real Analysis) and how to best improve one's application profile while enrolled in the master's program. In mid-October or early November, the Academic Placement Director will meet with other core faculty members to evaluate a student's placement prospects and identify programs that might be a good match in terms of competitiveness and field interest. Please make sure that the faculty are aware of your interests and plans prior to that meeting so that we can best help you through the process.

Please keep in touch with the Academic Placement Director throughout the application process. Even after your applications have been submitted, she can provide valuable advice about interviewing, responding to offers of admissions, and navigating waitlists. Information about the offers you have received (and declined) can also help other members of your cohort, so please stay in close communication throughout the process.

### Career Advising

Students planning to enter the workforce after graduation are encouraged to make use of [Liberal Arts Career Services](#) (LACS) and its career management system, [Beyond the Tower Gateway](#). In addition to hosting several workshops within the department, LACS provides one-on-one career coaching, interview preparation, feedback on resumes/cover letters, and networking advice. Economics faculty, the Graduate Adviser, Program Coordinator, and program alumni can also be excellent resources during the job search. Students who are proactive in networking and attending information sessions and career fairs often have the best outcomes, so we urge you to make the most of these opportunities. The department is here to support your efforts to find the perfect career and make the most of the skills you develop in the M.A. program.

### Facilities and Resources

The Department of Economics is housed in the Bernard and Audre Rapoport Building ([BRB](#)), and most M.A. Economics courses will be held in this building. To access the building after hours and on weekends, students must use their UT student ID card, which will be activated for this purpose after registration.

The 2nd floor graduate lounge in BRB 2.134 provides workspaces, student lockers, a small fridge, and a drip coffee maker (we'll supply coffee cups; users are responsible for supplying coffee and any condiments or filters needed). Please be considerate of others and keep the lounge neat and clean. If you would like to use a locker, please see the Program Coordinator to pick up a key. Students will be billed \$20 in the event that they lose their key and we need to order a replacement. Locker keys must be returned prior to graduation.

M.A. Economics students are also allowed access to the kitchen area and M.A. microwave in the 4<sup>th</sup> floor Ph.D. lounge. However, due to space constraints, the seating area outside the kitchen area is reserved for Ph.D. students; M.A. students should bring food back down to the 2<sup>nd</sup> floor graduate lounge instead.

In addition to use of the lounge and building common areas, students may request to reserve a room in BRB for a special event or study session by submitting an online request at <https://liberalarts.utexas.edu/economics/resources/reservations.php>. Note that rooms 2.116, 2.158, and 3.134K are reserved for Ph.D. students holding TA sessions.

## Computing Resources

M.A. students will need access to computing resources, especially statistical software, while enrolled in the program. Most students use personal laptops, but computer labs are also available throughout campus. The closest locations are at RLP 1.110, RLP 3.104, the 2<sup>nd</sup> floor of JGB, PCL 2.200, and FAC 101B. A complete list of campus computer labs is available [online](#).

Each M.A. student will receive a one-year STATA license upon enrollment in ECO 384M Econometrics (their first fall semester). For 18m and 24m students, licenses will be automatically renewed for a second year. If you do not anticipate using STATA and do not need your license renewed, please notify the Program Coordinator in June so you can receive a \$25 credit on your fall tuition bill. Other commonly used software, including R Studio and LaTeX, are open source and available to download free of charge.

Please see the [Campus Computing Resources page](#) on Canvas for additional information about cloud computing storage space through [UTBox](#), UTPrint printing services on campus, Two-Factor Authentication using Duo, and accessing campus resources from off-campus using the VPN. Other information on computing/IT resources for students at The University of Texas can be found at <https://it.utexas.edu/students>.

## Economics Graduate students Assembled (EGAD)

EGAD is a student organization devoted to improving the educational experience of Economics graduate students (both M.A. and Ph.D. students). It serves as a resource to promote interactions among students and between students and faculty. EGAD hosts a number of social activities including happy hours and the annual Halloween Party. The organization also acts as a sounding board for graduate student concerns and interacts with the University's Graduate Student Assembly (GSA).

At the beginning of the fall semester, M.A. students will elect an EGAD representative to attend meetings along with representatives from the Ph.D. cohorts. An election will also be held to select two graduate students to serve as GSA representatives for the department, one or both of whom may be M.A. students.

## Student Employment

As students in an Option III program, M.A. Economics students are not eligible for positions classified as "academic employment," including TA, AI, GRA, AA, or A(G) appointments; or departmental fellowships. If a student wishes to serve as a research assistant to a professor, this must be done on an unpaid basis or in connection with the ECO 380 Research Course (depending upon the hours required).

Students are eligible for "non-academic employment," which includes positions in the library and other places on campus. These positions can sometimes include "student tech" or "data entry"-type positions for research institutions on campus like the [Child and Family Research](#)

[Partnership](#), [Texas Venture Labs](#), or the Dell Medical Center. Look on the [Non-Academic employment](#) page to find links to the jobs database, [Hire-A-Longhorn](#), and other resources.

Though technically not considered departmentally-sponsored employment, tutoring is also an option. Our undergraduate advisers keep a list of Econ graduate students who are willing to tutor undergraduates. They will send out a call for tutors at the beginning of each semester, and M.A. students can sign up then if interested. Tutors set their own pay rates - negotiated between the undergrad student and the graduate student tutor - and it is not considered academic employment by UT's Human Resources department.

Some students also hold off-campus jobs, subject to citizenship status and visa work eligibility. International student visa rules prohibit international students from working in a paid position off-campus during the first year enrolled. After completing one academic year, international students may be eligible for Curricular Practical Training (CPT) to complete an internship in conjunction with the ECO 380D Internship course.

Pursuing a graduate degree while otherwise employed can be very challenging since graduate study requires a significant commitment of time and energy. A graduate student should carefully consider their work/study balance when selecting hours of enrollment and hours of employment. We strongly advise against working during the first summer session, since each week can involve more than 15 hours of class time, and additional hours outside of class for studying.

## Student Responsibilities

M.A. Economics students are responsible for knowing and satisfying program degree requirements, meeting administrative and academic deadlines, seeking academic advice when needed, and enrolling in appropriate courses to ensure progress toward degree completion. The faculty and staff of the M.A. Economics Program are eager to advise and help, but students are responsible for their own education.

### Communication

Email is the official form of communication at UT Austin. Students are required to provide the Economics Department and The University of Texas with current and accurate contact information at all times, including email address, local and permanent physical addresses, and telephone number. If your contact information changes during your enrollment, please update your [UT Direct profile](#). You must also notify the Program Coordinator of the change so that we can update the program's internal records, including the **ma\_econ\_grad** current student listserv. This listserv is used for official correspondence from the M.A. Econ program; it is not something from which you can opt out.

Students are responsible for reading all school-related email correspondence and responding, if asked, in a timely way. Please reply promptly to any email requests sent by the Program Coordinator, Graduate Adviser, Academic Placement Director, or other faculty and staff affiliated with the program. In addition to requesting information that may be relevant for your own degree plan, our faculty and staff may also request information that is required by the University for annual reporting purposes. We will try to keep these requests to a minimum.

### Academic Integrity

Each student in the M.A. Economics program is expected to abide by The University of Texas Honor Code:

*“As a student of The University of Texas at Austin, I shall abide by the core values of the University and uphold academic integrity.”*

Since academic dishonesty harms the individual, other students, and the integrity of the University, policies on such dishonesty will be strictly enforced. Students who violate University rules on academic dishonesty are subject to disciplinary penalties, including the possibility of failure in a course and/or dismissal from the University. For international students, this may result in immediate revocation of their visa. For further information, please visit the Student Conduct and Academic Integrity website at: <http://deanofstudents.utexas.edu/conduct>.

As economists, we also encourage students to familiarize themselves with the Code of Professional Conduct adopted by the American Economic Association, available online at <https://www.aeaweb.org/about-aea/code-of-conduct>.