

# UNIVERSITY OF NORTH TEXAS™ INSTITUTE OF APPLIED ECONOMICS

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## *Guidelines for Students in the MS Program*

**Effective: Spring 2010**  
**Revised: Spring 2012**  
*(Applicable to current students)*

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### 1. Minimum Requirements for the MS Degree in Applied Economics

- 1) Completion of at least 36 hours of coursework outlined as follows:
  - a) Fifteen (15) hours of applied economics core courses.
  - b) Fifteen (15) hours selected from other course offerings in applied economics and elsewhere at UNT. With the approval of the graduate advisor, you select your remaining requirements from coursework that constitutes a meaningful specialization and complements their applied economics core and elective courses. Typically, this involves additional applied economics courses and courses offered by other departments in the School of Community Service, School of Library and Information Science, College of Arts and Sciences or College of Business Administration. Coursework from the College of Business Administration cannot exceed 9 hours.
  - c) Six (6) hours of thesis or directed research.
    - i) You may complete a formal thesis under the supervision of an advisory committee as specified in the Graduate Catalog. Continuous enrollment in AECO 5950 is required during preparation of the thesis with no more than 6 hours counting toward the required 36 hours. Students desiring to pursue a doctoral degree should discuss the thesis/non-thesis option with the graduate advisor.  
OR
    - ii) You may complete a 6-hour directed problem-in-lieu-of-thesis under the supervision of an applied economics faculty member by enrolling in AECO 5920 (3 hours) and AECO 5930 (3 hours). This research should involve an issue of professional interest and relate to elective coursework. The project will culminate in submission of a paper to the supervising faculty member and the graduate school.  
  
Enrollment in AECO 5920 and AECO 5930 typically will not be allowed until students have completed the applied economics core courses and at least 12 hours of electives. Students can enroll in AECO 5920 and AECO 5930 concurrently.
- 2) Completion of a written comprehensive exam.

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## 2. Applied Economics Courses

### Core Courses:

#### AECO 5050 – Seminar in Economic and Community Development

This course presents a broad, interdisciplinary perspective of the global, national, regional and local economic development process. Topics include economic base analysis, industrial targeting and recruitment, tax incentives and economic impact analysis.

#### AECO 5050 – Negotiation

This course introduces the fundamentals of nonlitigation-based dispute resolution and negotiation strategies for a variety of business, professional, and personal settings. Learning and skills are developed through lecture, role playing, out-of-class assignments, case studies, and negotiation simulations.

#### AECO 5050 – The Political Economy of Texas

This course is an interdisciplinary survey of the demographic, political and economic forces influencing Texas' evolution as a modern industrial state. Topics include Texas' fiscal and regulatory environments, human capital needs, economic structure and relationship to Washington, DC.

#### AECO 5870 – Research Methods

This course exposes students to analytical techniques for business and the social sciences. Topics include research design, methods of exploratory data analysis, measures of association, a survey of multivariate procedures, and an introduction to linear regression.

#### AECO 5880 – Multivariate Regression

This course emphasizes the application of multivariate regression analysis to issues in business and the social sciences. Topics include estimation and analysis of linear models, instrumental variable estimation, and estimation of models with limited dependent variables. The application of computer technology to practical problems in policy analysis and forecasting is emphasized.

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### Other Graduate Courses:

#### AECO 5010 – Interdisciplinary Seminar: Political Economy of Contemporary America

This course exposes students to basic constructs and issues in the political economy of the contemporary (1945-present) U.S. and examines competing theoretical explanations and public policy perspectives. It focuses in particular on developing an understanding of how demographic, market, social and political events and trends interact to create an economy characterized by almost continual change.

#### AECO 5050 – Dispute Resolution in the Workplace

This course is a review of alternative dispute resolution (ADR) to address sources of conflict in the workplace. It examines procedures and benefits of arbitration, mediation, ombudspersons, minitrials, neutral fact-finding, and other alternatives to litigation-based conflict resolution. Trends in use and ethical/professional considerations are examined.

#### AECO 5050 – Hostage Negotiation and Crisis Intervention

This course provides an overview of hostage negotiation and crisis intervention from the perspective of multinational employers, government security, law enforcement agencies, and other organizations. Instruction includes a review of tactics, techniques, behaviors, emotions, and motivations of the intervenors or negotiators, the suspects, and the victims.

#### AECO 5050 – Family Mediation

This course covers mediation as a method for handling the issues that arise in divorce or separation, as a family life skill, and as a method for maintaining intact families. A background in family law is not presumed, and basic Texas family law is covered.  
PREREQUISITE: AECO 2120

## 3. Careers

Graduates of the applied economics program pursue or continue careers in a wide range of fields. These include careers in financial analysis, commercial real estate, economic development, economic analysis, policy analysis, and market analysis. Graduates have found opportunities in large corporations such as Sony and Southwestern Bell Telephone, government agencies such as the Bureau of Labor Statistics, or small business and community organizations depending on their individual career interests. Several applied economics graduates have gone on to pursue doctorate degrees in fields such as public policy and information sciences. The program's emphasis on developing a broad range of analytical skills gives our graduates flexibility in their career paths that enhance life-long job opportunities.

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### 4. Comprehensive Examination

Prior to graduation, you must take a written comprehensive exam. Comprehensive exams must be taken by the following dates:

<i>Planned Graduation</i>	<i>Thesis Students:</i>	<i>Problem in Lieu of Thesis Students:</i>
Spring Semester	March 1	March 15
Summer Semester	June 1	June 15
Fall Semester	October 1	October 15

*If the date falls on a weekend or holiday, then the deadline will move to the first business day following this date.*

NOTE: You must pass the comprehensive exam prior to completion of your Thesis or Problem in Lieu of Thesis.

### Eligibility to Take the Exam

You are not eligible to take the comprehensive exam until your final semester of coursework. You should notify the graduate advisor of your intent to take the comprehensive exam early in the semester. It is your responsibility to schedule a specific date and time to take the exam and meet all department and graduate school deadlines.

### Format of the Exam

The exam will consist of essay questions designed to test your knowledge of concepts covered in applied economics core courses and specialized coursework. The exam will be taken in our office during a 3 hour period pre-arranged by the student. Your submission should be free of spelling, grammar, and style errors.

*For further information about completing the comprehensive exam, see Policies for the Administration of Comprehensive Examinations available from the graduate advisor.*

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## 5. Problem in Lieu of Thesis

You may choose to prepare a problem in lieu of thesis as a part of your degree requirements. (If you choose to write a Thesis, go to Section 6.) By choosing to prepare a problem in lieu of thesis, you will complete 6-credit hours of directed research under the supervision of an applied economics faculty member by enrolling in AECO 5920 (3 hours) and AECO 5930 (3 hours). This research should involve an issue of professional interest and relate to elective coursework. The project will culminate in submission of a paper to the supervising faculty member.

If you prepare a problem in lieu of thesis, you will work closely with your major professor during the writing of the problem in lieu of thesis. The completed problem in lieu of thesis must be received by the major professor by the deadlines below. Once the major professor and department chair have approved the problem in lieu of thesis, grades will be assigned to the two problem in lieu of thesis courses listed above.

### Department Deadlines

In order to graduate during a specific semester, the Institute of Applied Economics requires:

- 1) A completed draft of your problem in lieu of thesis by

<i><u>Planned Graduation</u></i>	<i><u>Due Date</u></i>
Spring Semester	Feb. 15
Summer Semester	June 1
Fall Semester	October 1

- 2) Your final and completed problem in lieu of thesis by

<i><u>Planned Graduation</u></i>	<i><u>Due Date</u></i>
Spring Semester	March 15
Summer Semester	July 1
Fall Semester	October 15

*If the due date falls on a weekend or holiday, then the deadline will move to the first business day following this date.*

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## **Department Guidelines**

Department guidelines for preparing your problem in lieu of thesis are available for downloading at <http://www.unt.edu/aeco/thesis/thesisinfo.htm>

Each student writing a problem in lieu of thesis is responsible for the information contained in this document. These guidelines cover filing deadlines and requirements concerning the preparation of your problem in lieu of thesis. If you have questions that are not covered in this document, please contact Dr. Clower or Lisa Gage for help.

Upon request, the department will hold an in-person orientation to review the information in these guidelines. If you are interested in an in-person orientation session, please contact Lisa Gage.

## **Format for Problem in Lieu of Thesis**

The Graduate School has published a document entitled “Preparation and Filing of Dissertations, Theses, and Problems in Lieu of Thesis in the Toulouse School of Graduate Studies” on their website at <http://www.tsgs.unt.edu>. You should print this document and follow all guidelines contained in it when preparing your problem in lieu of thesis.

## **Style Guide for Problem in Lieu of Thesis**

The Institute of Applied Economics uses the APA (6th Edition) formatting style for all literature reviews. Please use this formatting style for your problem in lieu of thesis. See department guidelines for more information on department and graduate school formatting requirements.

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## 6. Thesis

You may choose to prepare a thesis as a part of your degree requirements. (If you choose to write a problem in lieu of thesis, see Section 5.) In choosing to complete a formal thesis, you will work under the supervision of an advisory committee as specified in the Graduate Catalog. Continuous enrollment in AECO 5950 is required during preparation of the thesis with no more than 6 hours counting toward the required 36 hours. It is your responsibility to be aware of and comply with all rules, regulations, and deadlines of the University as specified in the Graduate Catalog.

If you choose to prepare a thesis, you will work closely with members of your thesis committee during the writing of the thesis. A formal meeting in which you present and defend your final thesis is a part of the thesis process. It is your responsibility to schedule a final defense of your thesis to meet all filing deadlines.

### Deadlines

The Graduate School establishes deadlines each semester for the filing of finalized and approved theses. These deadlines are published in the Academic Calendar. It is your responsibility to be aware of and meet those filing deadlines. To help you meet the Graduate School filing deadline, the Institute of Applied Economics requires the following:

- 1) A completed draft of your thesis must be delivered to all committee members by

<i><b>Planned Graduation</b></i>	<i><b>Due Date*</b></i>
Spring Semester	February 15
Summer Semester	May 25
Fall Semester	September 15

- 2) Your final thesis defense committee meeting must be held by

<i><b>Planned Graduation</b></i>	<i><b>Meeting By*</b></i>
Spring Semester	March 1
Summer Semester	June 10
Fall Semester	October 1

*\*If the due date falls on a weekend or holiday, then the deadline will move to the first business day following this date.*

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NOTE: You should deliver a final copy of your thesis to all committee members at least one week prior to your defense meeting.

## Department Guidelines

Department guidelines for preparing your thesis are available for downloading at <http://www.unt.edu/aeco/thesis/thesisinfo.htm>

Each student writing a thesis is responsible for the information contained in this document. These guidelines provide detailed information about filing deadlines and requirements of both the department and graduate school concerning the preparation of your thesis. If you have questions that are not covered in this document, please contact Dr. Clower or Lisa Gage for help.

Upon request, the department will hold an in-person orientation to review the information in these guidelines. If you are interested in an in-person orientation session, please contact Lisa Gage.

## Format for Thesis

The Graduate School has published a document entitled “Preparation and Filing of Dissertations, Theses, and Problems in Lieu of Thesis in the Toulouse School of Graduate Studies” on their website at <http://www.tsgs.unt.edu>. You should print this document and follow all guidelines contained in it when preparing your thesis.

## Style Guide for Thesis

The Institute of Applied Economics uses the APA (6<sup>th</sup> Edition) formatting style for all literature reviews. Please use this formatting style for your thesis. See department guidelines for more information on department and graduate school formatting requirements.

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## 7. Scholarships and Research Assistantships

The information previously in this section is no longer applicable and has been deleted.

## 8. Student Advising

The graduate advisor in applied economics is Dr. Terry Clower. Dr. Clower can answer any questions you may have about the MS program and will guide you in your selection of courses required to complete the program. He will assist you in tailoring the applied economics program to help meet your specific career goals.

Dr. Clower's office is located in Hickory Hall, Room 120. He can be reached for appointments at (940) 565-4049 or by e-mail at *tclower@unt.edu*

## 9. Admission Requirements

Effective with the fall 2010 semester, this MS program moved into the Department of Economics with plans to revise the degree. After careful review, the decision was made to discontinue the MS in Applied Economics. Current students are being allowed to complete their degree based on these Student Guidelines.

**No additional students will be admitted to MS program in Applied Economics, and applications are no longer accepted.**

## 10. General Information

### UNT Code of Student Conduct and Discipline

All students will be required to abide by the UNT Code of Student Conduct and Discipline referenced in the UNT Graduate Catalog. This policy is published in full in the UNT Undergraduate Catalog and the UNT Student Handbook, available as follows:

- UNT catalogs are available online at <http://www.unt.edu/catalog/>
- UNT Student Handbook is available online at <http://www.unt.edu/csrr>

### UNT General Policies

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All students will be required to abide by all policies published in the UNT Graduate Catalog and the UNT Student Handbook, as well as those policies outlined in these Student Guidelines.

## **Satisfactory Progress**

In addition to other requirements stated elsewhere in these Guidelines, students are strongly encouraged to take the AECO core courses at the beginning of their degree program. Satisfactory progress will be assumed as long as students take at least one core course per long semester unless other arrangements are made with the Graduate Advisor. Deviation from this policy may be made on an individual basis after consultation with and approval from the Graduate Advisor.

## **Grade in Core Courses**

A minimum grade of “B” is required in each Applied Economics core course in order for the course to count toward the degree. Students who fail to make a minimum grade of “B” in a core course will be required to retake the course.

## **Filing a Degree Plan**

During your second semester, you should meet with the Graduate Advisor to formulate a degree plan for submission to the graduate dean. Changes to degree plans must be approved by the graduate advisor and submitted in writing to the graduate dean. The degree plan must satisfy requirements outlined elsewhere in this document regarding course distribution, transfer credits, and coursework completed in non-degree status at this university.

## **Transfer Credit**

According to the standard established by the graduate school, you may apply up to 9 hours of transfer credit to your program of study at UNT. The acceptability of transfer credits will be determined by applied economics faculty and the dean of graduate studies. A maximum of 12 hours of coursework earned in non-degree status at the University of North Texas prior to admission to the MS program in applied economics may be counted toward the degree.

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## **Failure to Maintain the Required Grade Point Average**

If you fail to maintain an overall GPA of at least 3.0, you may be placed on academic probation by the Graduate School. Please refer to the Graduate Catalog for more information

## **Other**

It is your responsibility to monitor your progress toward completion of the degree in accordance with procedures detailed in the University of North Texas Graduate Catalog and dates specified in the Academic Calendar.

## **11. Faculty and Staff**

**Terry Clower, Ph.D., Graduate Advisor and Associate Professor.** Dr. Clower's areas of expertise include research methods, economic development, industrial logistics, telecommunications, and information policy. Previously, he worked in private industry in logistics and site location management. Dr. Clower also serves as Associate Director of the University's Center for Economic Development and Research.

**Lisa Gage, Administrative Coordinator.** Ms. Gage manages the Institute of Applied Economics and the University Center for Economic Development and Research.

**William McKee, Ph.D., Professor.** Dr. McKee's areas of expertise are labor economics and methods of alternative dispute resolution. Dr. McKee retired from UNT in August 2011.