UVM Department of Community Development and Applied Economics

Master of Science
and
Master of Public Administration

Expectations for Graduate Students

Fall 2017/Spring 2018
Welcome!

Whether you are working on food systems, community development, carbon mitigation, international development, applied economics, public policy, or administration and management, you are working toward a better world through coursework, internship experience, and research as a graduate student. The commitment you will make to your work during the course of your degree program will be both challenging and rewarding.

With reward comes responsibility. This document is intended to outline the responsibilities and expectations of both graduate students and advisors, and to serve as a primary reference point for you during your studies.
Table of Contents

PART ONE: What is CDAE all about?

PART TWO: The Advisor-Advisee Relationship: Common student questions
   Who is my advisor?
   What funding opportunities are available?
   What is the best way to get in touch with my advisor?
   What are my responsibilities as an advisee?
   What are my advisor's responsibilities?

PART THREE: The Curriculum
   MS Curriculum
   MPA Curriculum
   Can I take a course that is not on the list, or at another institution?
   Can I do coursework over the summer?

PART FIVE: Timelines for Completion
   Timelines and required actions for May and October Graduations

PART SIX: Beyond the Curriculum
   What is my official title and college as a graduate student?
   What will my diploma say?
   How do I get into my office on the weekend?

PART SEVEN: Resources
   Policies and Procedures

PART EIGHT: Programs of Study

Appendix A: Graduate Assistantship Duties and Evaluation Form
PART ONE: What is CDAE all about?

CDAE supports sustainable local and international community development through interdisciplinary research, education, and outreach that serves the public interest. Students in CDAE focus on the application of economic principles—and the relationship of those principles to leadership and management, economic and enterprise development, environmental sustainability, and social responsibility. CDAE offers many courses with experiential learning, including service-learning courses in which students partner with community organizations to work on real-world issues.

CDAE offers two pathways to a master’s degree:

The Master of Science in Community Development and Applied Economics is an applied research degree that prepares students for careers in private, nonprofit, and public organizations that enhance the wellbeing of citizens and communities. As students complete the program, they acquire an advanced problem-solving toolkit—with a solid foundation in applied economics, community development and research methods, complemented with a series of courses to provide depth in a particular area (e.g., food systems, planning, transportation, ecological economics).

The Master of Public Administration is a professional interdisciplinary degree that prepares students for public leadership by combining the theoretical and practical foundations of public administration with the democratic traditions that are a hallmark of Vermont communities.

Expertise among the CDAE faculty includes economics (both ecological and neoclassical), design, public policy, community entrepreneurship, consumer affairs, food systems, governance, law, and public administration. CDAE’s research and outreach is regional and local, national, and global.

More information on the CDAE MS Program is available online: http://www.uvm.edu/cdae/ms. Inquiries are accepted by email at cdaegrad@uvm.edu or by phone at 802-656-0009.

More information on the MPA Program is available online: http://www.uvm.edu/cdae/mpa. Inquiries are accepted by email at mpa@uvm.edu or by phone at 802-656-0009.
PART TWO: The Advisor-Advisee Relationship: Common student questions

The fundamental purpose of graduate advising is to provide guidance as you make decisions about research and coursework during your graduate career. Through your working relationship you may find that your advisor serves as an academic mentor; however, you may find that faculty members outside of your advisor’s field, or even outside of our department, can fulfill that role as well.

Who is my advisor?

It depends. You will all start out on day one with either David Conner (MS students) or Christopher Koliba (MPA students) as your academic advisor. You will want to talk to the faculty in your program, to find a graduate faculty member whose research and academic philosophies align best with your interests; you can then ask that faculty member to be your advisor.

Although you will maintain one faculty member as your academic advisor, other faculty members in CDAE can also serve as informal advisors in such matters as course selection, thesis preparation, and thesis committee membership. Your formal academic advisor, however, has the final word. Do not rely on informal information from peers or non-advising faculty for your decision-making.

Students should be aware that a GPA of 3.0 is the threshold for academic probation. If your GPA falls below 3.0 your advisor will be notified; you and your advisor will need to meet and discuss a plan to address how you are going to raise your GPA before the end of the probationary period.

For Students with Graduate Funding/Assistantships: In some cases, you will find it easiest to choose your advisor by way of your funding. In this scenario, you can maintain your funding through your research, and you can also use this research toward completing your thesis articles. Keep in mind that you must, as with any job, do the work that your advisor needs you to do to maintain your funding.

There are different scenarios within this assistantship/funding relationship as well. Generally, if you are fully funded, your funding work will total 20 hours per week outside of your coursework. You might work 20 hours as a Research Assistant for one professor, or you may be split into two ten-hour commitments (totaling 20 hours) to a few professors. Others might have a funding assistantship arrangement of ten hours per week as a Teaching Assistant and ten hours per week as a Research Assistant. These TA and RA positions may be for the same professor, or different professors. In all likelihood, the professor under whom you are a Research Assistant will be your graduate advisor.

There are also a variety of partially funded projects. Regardless of the source or amount of your funding, you are responsible to work the assigned number of hours.

Upon signing on to an assistantship to help you in your pursuit of your degree in the CDAE Department, it is helpful to think of it as an agreement between you and the department: You are agreeing to do your work as assigned to your teaching or research assistantship. You may also receive the benefit of not having to pay tuition toward your classes, in addition to your TA/RA stipend. In return, the department asks that you (and all thesis students) finish your thesis defense in a timely manner—ideally within the agreed-upon time that you are funded (usually either until May or October of your second year or second summer, depending on when you matriculate).

When our students finish in as close to two years as possible, it demonstrates to future potential funding sources that we have a proven record of producing quality work in a timely manner. This allows more students like you to pursue a Master’s degree in the CDAE Department, and it allows us to attract more students. This makes your degree a stronger one in the long run and enhances the viability of our programming.
What funding opportunities are available?

Generally speaking, there are three types of funding opportunities available. Policies for funded students are outlined in the document, Policies for Graduate Assistantships (administered to all paid graduate assistants), and summarized here:

**Graduate Assistantships:** GAs are assistantships that require a student to complete 20 hours of research assistance each week for a project directed by a faculty member in their program (or a combination of 10 hours of research and 10 hours of teaching assistance). These assistantships provide students with a full tuition scholarship and cover 100 percent of a student’s health care costs.

**Hourly Teaching or Research Assistantships:** Hourly positions can provide students funding for up to 20 hours of work per week. The hours can be any combination of teaching and/or research assistantships. These positions do not come with tuition scholarships.

What is the best way to get in touch with my advisor?

Generally, e-mail is best. CDAE offers great academic advising support and it is expected that you will come to advising meetings prepared and ready to discuss your work. This ensures that your advising meetings will be productive and valuable to both you and your advisor.

Note that CDAE advisors will not track you down to make sure you have chosen your classes, etc. You should take the lead and make sure you are connected and communicating regularly with your advisor.

What are my responsibilities as an advisee?

Advisee responsibilities include:

- Initiating and establishing an ongoing connection with your faculty advisor
- Knowing and understanding your program requirements
- Determining your course schedule cooperatively with your academic advisor
- Using academic support resources available to you
- Discussing your academic performance with your advisor and determining if you are satisfactorily progressing toward degree completion
- Knowing College and University policies and understanding their implications for you as a student
- Determining and implementing strategies for success
- Making timely progress toward completing your degree
- Graduating on time

What are my advisor’s responsibilities?

Exceptional academic advising requires that both the advisee (student) and advisor (faculty) are both well informed and fully engaged in the process. Faculty advisor responsibilities include, but are not limited to:

- Making academic advising a priority
- Establishing ongoing connections with advisees
- Being well informed about program, college and university requirements
- Providing students with accurate program information
- Guiding and encouraging students to utilize appropriate resources
- Helping students understand the academic consequences of their decision-making
2017-2018 Graduate Handbook

- Assisting students in evaluating their academic performance and helping them determine if they are satisfactorily progressing toward degree completion
- Exploring alternative options with students who are unable to meet the established academic standards or whose interests have changed
- Working co-operatively with the CDAE Department to best meet all students’ needs

IMPORTANT: Ultimately, it is NOT your advisor’s responsibility to ensure you are meeting all your requirements for graduation. That is YOUR responsibility.
**PART THREE: The Curriculum**

### MS Curriculum

<table>
<thead>
<tr>
<th>CORE COURSES</th>
<th>Semester / Year</th>
<th>Course</th>
<th>Grade</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDAE 351 Research Methods</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CDAE 354 Advanced Microeconomics</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em><strong>/</strong></em></td>
<td></td>
<td>CDAE 392 Grad Seminar (1 cr x 3 semesters)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><em><strong>/</strong></em></td>
<td></td>
<td>Approved statistics/research course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><em><strong>/</strong></em></td>
<td></td>
<td>CDAE 326 or other approved community development course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><em><strong>/</strong></em></td>
<td></td>
<td>CDAE 359 Applied Econometrics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><em><strong>/</strong></em></td>
<td></td>
<td>CDAE 391 Thesis Research</td>
<td>6+</td>
<td></td>
</tr>
</tbody>
</table>

| ELECTIVES                     |                 |                                                         |       |         |
|                               |                 |                                                         |       |         |
|                               |                 |                                                         |       |         |
| TOTAL                         |                 |                                                         |       | 36      |
# MPA Curriculum

## CORE COURSES

<table>
<thead>
<tr>
<th>Semester / Year</th>
<th>Course</th>
<th>Grade</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PA 301 Foundations of Public Administration (Fall)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PA 302 Organizational Theory and Behavior (Spring)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PA 303 Research and Evaluation Methods (Fall)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PA 305 Public &amp; Non-Profit Budgeting (Fall)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PA 306 Policy Systems (Spring)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PA 326 Community Economic Development (Fall)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PA 380 Internship (Fall, Spring or Summer)</td>
<td></td>
<td>3 to 6</td>
</tr>
<tr>
<td></td>
<td>PA 375 MPA Capstone (Spring)</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

## ELECTIVES

| TOTAL                    |                                               |       | 36      |
Can I take a course that is not on the list, or at another institution?

Yes, it is possible to take a course at UVM (or at another institution) that is not on the list of CDAE MS or Public Administration courses, and have it count toward the graduate program. If there is a course you would like to take—and it meets the content requirements as agreed upon by you and your faculty advisor—let your advisor know, in order that she/he may approve the course in advance.

Can I do coursework over the summer?

Yes. Consult the Registrar’s Schedule of Courses to find out what is offered. In theory, it is possible to do an independent study course over the summer. However, because faculty members hold nine-month positions, they have no obligation to supervise your course. Summers are typically reserved for faculty to do research.
PART FIVE: Timelines for Completion

This section is particular to students who are full-time and pursuing a thesis. The information may also be useful for some students who are not pursuing a thesis; however, it is not directed specifically to those students.

To complete your graduate degree, generally, the two best goals to aim for are: 1) A May graduation of your second year (in which you walk at Commencement in mid-May after starting in the fall four semesters earlier); or 2) An October graduation of your second year (in which you are an official graduate in October, and can walk in the May Commencement exercises in the year following your October graduation date). Your Program of Study sheet, at the end of this handbook, will help you with your timeline.

Timelines and required actions for May and October Graduations

The timetable dates are updated for each new academic year and are available at http://www.uvm.edu/graduate/resources under Thesis/Dissertation Forms > Timetable for Thesis/Dissertation Students (PDF)

Requirements and planning for your thesis defense

In order to plan a successful and timely thesis defense, the following steps are essential. Note: All underlined forms below are available at the Graduate College’s Current Students page: http://www.uvm.edu/graduate/resources

ADVANCE PLANNING:

● The Thesis Microsoft Word Template is available at the Graduate College’s website: http://www.uvm.edu/graduate/resources
● Thesis Guidelines: http://www.uvm.edu/graduate/resources
● Submit the “Defense Committee Membership Form” for Graduate College approval at the beginning of the semester of your expected defense: http://www.uvm.edu/graduate/resources
● Comprehensive Exam: You must complete departmental requirements for a comprehensive exam: Your advisor must notify the Graduate College in writing (email is sufficient) of the completion of the exam or the scheduled exam date(s) before you schedule a format check. Your advisor can use the form at this link to submit this information to the Graduate College: http://www.uvm.edu/graduate/resources
● Review degree requirements with your Advisor and complete the Intent to Graduate Form (available at http://www.uvm.edu/graduate/resources). Submit signed form to Department and a copy of form with advanced degree fee to the Graduate College.

AT LEAST THREE (3) WEEKS BEFORE DEFENSE:

● Schedule your defense date, time & room. Typically, CDAE MS and MPA students defend in the Dean’s Conference Room in Morrill Hall. The scheduling calendar for this room is located in the Dean’s Office.
● Submit an electronic copy of your “Defense Notice Form” from http://www.uvm.edu/graduate/resources to the Graduate College and post a hard copy in your department.
● Schedule a Format/Record Check. Call 656-3160. Bring hard copies of your formatted Title Page, Acceptance Page, Abstract Page, Table of Contents and a few random pages of the body of your
paper. See formatting section of the Graduate College “Guidelines for Writing and Defending a Master’s Thesis or Doctoral Dissertation.” http://www.uvm.edu/graduate/resources

TWO (2) WEEKS BEFORE DEFENSE:

- Submit a defendable copy to your Defense Committee members for their review. Contact your department chairperson regarding the review period requirement.
PART SIX: Beyond the Curriculum

What is my official title and college as a graduate student?

You’re a student of the CDAE program, whether an MS or MPA student. Your college is the Graduate College, not the College of Agriculture and Life Sciences (where CDAE is housed). Most of your contact to arrange for anything from payment issues to thesis format checks will be with the Graduate College.

What will my diploma say?

“Master of Science” or “Master of Public Administration”

How do I get into my office on the weekend?

You will be given a set of keys if you have a desk in one of our graduate offices (004 Morrill or 207 Morrill). One key will open Morrill and the other will open only the door to the room where your desk lives. Any issues with keys (requests, loss, theft) should be taken to Julie Starr (julie.starr@uvm.edu or 656-0009).

Who are the contacts in the graduate college?

(from http://www.uvm.edu/graduate):

Cindy Forehand is Dean of the Graduate College with overall responsibility for graduate education

Bethany Sheldon works with enrolled students, maintaining academic files and tracking student progress through graduation

Sean Milnamow works with enrolled students and is primarily responsible for scholarship payments and health insurance support for graduate fellows and assistants

Kimberly Hess is the Director of Admissions & Enrollment Management

Rebecca Houle works with international graduate students
PART SEVEN: Resources

Policies and Procedures

The CDAE Department follows University policies and procedures. Some of these policies and procedures are flexible; others are not. Students should expect to fulfill major requirements as described in this handbook. Your advisor can assist you in navigating these policies, but in the end you are responsible for making sure that you meet the graduation requirements. Luckily, it is easy to find information about policies and procedures. Some key links are below:

Academic Integrity

UVM takes academic integrity very seriously. The University’s Code of Academic Integrity notes that “Standards of academic integrity are necessary for evaluating the quality of student work in a fair manner.” Violations of academic integrity include plagiarism, fabrication, collusion, and cheating. It is the student’s responsibility to know and adhere to this policy, which is found on the following webpage: http://www.uvm.edu/policies/student/acadintegrity.pdf. Violations of the code have serious consequences.

Academic Support Programs

There is a range of academic support programs at UVM designed to help students work to their full potential in the classroom. Information about services such as the Learning Coop, ACCESS, and Student Support Services is available at: http://www.uvm.edu/access

University Policies

Students are encouraged to familiarize themselves with academic policies regarding such topics as exams, religious holidays, late withdrawal from a course, requesting the grade of “incomplete” in a course, and repeating a course. These policies are available in the University Catalogue: http://catalogue.uvm.edu/graduate/
PART EIGHT: Programs of Study

PROGRAM OF STUDY
MS - COMMUNITY DEVELOPMENT AND APPLIED ECONOMICS

Name: ID #: 
Date of Matriculation: Faculty Advisor: 
Certificate(s): 
Prerequisites: Microeconomics: 
Calculus: 

<table>
<thead>
<tr>
<th>CORE COURSES</th>
<th>Semester / Year</th>
<th>Course</th>
<th>Grade</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>CDAE 351 Research Methods</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CDAE 354 Advanced Microeconomics</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>___ / ___</td>
<td>___ / ___</td>
<td>CDAE 392 Grad Seminar (1 cr x 3 semesters)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>___ / ___</td>
<td>___ / ___</td>
<td>Approved statistics/research course</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>___ / ___</td>
<td>___ / ___</td>
<td>CDAE 326 or other approved community development course</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>___ / ___</td>
<td>___ / ___</td>
<td>CDAE 359 Applied Econometrics</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>___ / ___</td>
<td>___ / ___</td>
<td>CDAE 391 Thesis Research</td>
<td></td>
<td>6+</td>
</tr>
</tbody>
</table>

ELECTIVES


TOTAL 36
Credit Hour Totals:
Coursework (UVM) ___________
Research Credits ___________
Transfer Credits ___________
Total Credit Hours ___________

Date of comprehensive exam ________________
Thesis Themes: ______________________________________________________
Final Semester (Enroll GRAD391 Thesis Research) _______________________

Thesis Committee (at least 3 graduate faculty; the Committee Chair must not be the advisor and must be from outside of CDAE):
________________________________________________
________________________________________________
________________________________________________

Approval Signatures:
_________________________________________
Student Date

_________________________________________
Faculty Advisor Date
Program of Study
Master of Public Administration (MPA)

STUDENT NAME: 
ID NUMBER: 
SEMESTER ENTERED: 
ADVISOR: 

Pre-requisites -
Statistics: 
Economics: 
American Government: 

<table>
<thead>
<tr>
<th>Semester / Year</th>
<th>Course</th>
<th>Grade</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PA 301 Foundations of Public Administration (Fall)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PA 302 Organizational Theory and Behavior (Spring)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PA 303 Research and Evaluation Methods (Fall)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PA 305 Public &amp; Non-Profit Budgeting (Fall)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PA 306 Policy Systems (Spring)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PA 326 Community Economic Development (Fall)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PA 380 Internship (Fall, Spring or Summer)</td>
<td></td>
<td>3 to 6</td>
</tr>
<tr>
<td></td>
<td>PA 375 MPA Capstone (Spring)</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

ELECTIVES
<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>36</td>
</tr>
</tbody>
</table>
Appendix A: Graduate Assistantship Duties and Evaluation Form  
Department of Community Development & Applied Economics

Graduate assistant ______________________  Semester & Year ________________

**Description of duties**  
(List all that apply)

**Evaluation**  
(5=excellent, 4=very good, 3=satisfactory, 2=marginal, 1=poor)

1. **Teaching:**
   - Course number: ___________  
   - TA hours for this course: ____ hours / week  
   - Instructor: ________________  
   - Major duties:
     1. ________________________________________________________  
     2. ________________________________________________________  
     3. ________________________________________________________  
     4. ________________________________________________________  
   - Overall evaluation:  
     1  2  3  4  5
   - Comments: ___________________________________________________________________

   ---

   - Course number: ___________  
   - TA hours for this course: ____ hours / week  
   - Instructor: ________________  
   - Major duties:
     1. ________________________________________________________  
     2. ________________________________________________________  
     3. ________________________________________________________  
     4. ________________________________________________________  
   - Overall evaluation:  
     1  2  3  4  5
   - Comments: ___________________________________________________________________

   ---

   - Course number: ___________  
   - TA hours for this course: ____ hours / week  
   - Instructor: ________________  
   - Major duties:
     1. ________________________________________________________  
     2. ________________________________________________________  
     3. ________________________________________________________  
     4. ________________________________________________________  
   - Overall evaluation:  
     1  2  3  4  5
   - Comments: ___________________________________________________________________
Description of duties
(List all that apply)

2. Research:
   Project: _____________________________________________________
   Supervisor: _______________
   Major duties:
   (1) ________________________________________________________ 1 2 3 4 5
   (2) ________________________________________________________ 1 2 3 4 5
   (3) ________________________________________________________ 1 2 3 4 5
   (4) ________________________________________________________ 1 2 3 4 5
   Overall evaluation: 1 2 3 4 5
   Comments: ___________________________________________________________________
               ___________________________________________________________________

   Project: _____________________________________________________
   Supervisor: _______________
   Major duties:
   (1) ________________________________________________________ 1 2 3 4 5
   (2) ________________________________________________________ 1 2 3 4 5
   (3) ________________________________________________________ 1 2 3 4 5
   (4) ________________________________________________________ 1 2 3 4 5
   Overall evaluation: 1 2 3 4 5
   Comments: ___________________________________________________________________
               ___________________________________________________________________

3. Other duties:
   Supervisor(s): _______________
   (1) ________________________________________________________ 1 2 3 4 5
   (2) ________________________________________________________ 1 2 3 4 5
   (3) ________________________________________________________ 1 2 3 4 5
   Overall evaluation: 1 2 3 4 5
   Comments: ___________________________________________________________________
               ___________________________________________________________________

The duties listed above have been discussed and understood by both the graduate assistant and faculty member(s). These duties are appropriate and have been agreed to.

Assistant signature: ___________________________ Date: _________________

Faculty signature(s): ___________________________ Date: _________________

_________________________________________ _______________________

_________________________________________ _______________________

_________________________________________ _______________________

_________________________________________ _______________________

_________________________________________ _______________________