

Instructions for PhD Program Form (called “Report of the Guidance Committee”)

A link at the bottom of this file leads to a Microsoft Word form document that contains fields where information can be entered. Use the Tab key to move from one field to another (or Shift-Tab to move backwards). Type the information on each line or section of the form so that it stays on one line and does not wrap or insert a new line.

- For course names, use the full or abbreviated names as given in our department course lists or in the MSU catalog.
- **Do a draft** of this form and get comments from the Director of Graduate Studies before having all your guidance committee members sign it.
- Fill in all boxes except for “Languages or Course Substitutes”
- Put “Agricultural, Food, and Resource Economics” for both the Dept. and Major
- Put down B.A. or B.S. and M.A. or M.S. where it says “Bachelor of” and “Master of,” even though that may not seem to make sense!
- The tentative dissertation topic is not binding, but needs to be included. You can list something very general such as “Economics of the Environment.”
- Consult with your advisor on whether to check Yes or No on the question about research involving human subjects. In general, check “Yes” if you plan to use survey or interview data, including published survey data.
- In the “Doctoral Program” box, which is where you list your course program:
 - Group courses by field or type of requirement, and include a heading for each group such as “Economics”, “Major Field: Envir & Resource Econ”, etc. (see example).
 - Do not include econometrics courses in the Economics field (e.g., EC 821, 822, or 823)
 - For the Quantitative Methods requirement, show only courses that teach one or more methods of quantitative analysis (e.g., math, statistics, econometrics, math programming), not courses that apply quantitative methods to a subject field (e.g., commodity market analysis—AEC 845—or production economics modeling—AEC 855).
 - For courses taken outside MSU, indicate the course designation (alpha code and number) and title, and use an asterisk and footnote to indicate where these courses were taken.
 - Do not list AEC 999 credits as these are implied by the statement at the bottom of the second column.
 - Consult the graduate handbook, and **include only the minimum number of courses required by the department to complete the degree**. Assuming you are in good academic standing, you are permitted to take courses beyond the minimum, but do not list them on this form.
- Type the names of your guidance committee below the lines in the form fields provided.
- Enter your comprehensive exam areas, which will be micro theory; econometrics; and the name of your major field in Agricultural, Food, and Resource Economics.
- Enter the semester and year in which you expect to pass comps (not binding).
- The completed form should print on one page after you have filled it out.

After the Director of Grad studies has reviewed the form, it is time to obtain signatures. The student needs to sign twice. Each guidance committee member signs. Then submit the form to the department for signature.

[Link to Example Form](#)

[Link to Blank Form](#)