GRADUATE STUDENT GUIDE
UW ECONOMICS

Updated 4.23.2026

Table of Contents

1)Program Overview 4
Key Personnel 4
Glossary of Terms: 4
Quick Reference Links 4
Satisfactory Progress Timeline 5
2)Ph.D. Program Requirements 7
Core Courses 7
Core Exams 7
Field Electives 7
Field Requirement 7
Fields of Specialization Courses 8
Field Day 9
Seminars and Brownbag Attendance 9
Interim Advisor 10
4th Year Research Presentation 10
Dissertation Process Overview 10
Supervisory Committee 10
General Exam 11
Candidacy 11
Final Exam 11
Completing the PhD Degree 12
Public Exams 12
4) MA Degree 12
MA Requirements 12
MA Application 13
5) Registration and Enrollment 13
International Students 13
Academic Student Employee (ASE) Enrollment: 13
ECON 600 and 800 13
On-Leave status 13
6) Academic Progress and Procedures 14
Academic Grievance 14
7) Student Life 15
8) Graduate Student Resources 15
Departmental resources 15
Resources for TAs and Ras 15

Graduate School 15
International Students 15
UW communities 15
Health and Wellness 15
Miscellaneous 16
9) Appendix 17
TA ALLOCATION Process 17
Interim Advisor Milestone: Quick Guide for Students 18
TA Guidelines for Econ 200 and 201 19

1) Program Overview

This guide should answer many of your questions about the Department of Economics graduate program. It is also important to familiarize yourself with the Graduate School requirements. You are responsible for knowing and following departmental and Graduate School requirements. This guide will be updated periodically.

Key Personnel

Eric Zivot (ezivot@uw.edu) is the Economics Department Chair. Eric is responsible for overseeing the department. He appoints both the Graduate Program Coordinator and the Graduate Program Committee.

Alan Griffith (alangrif@uw.edu) serves as the Graduate Program Coordinator (GPC)/Director. The Director is a faculty member that oversees the graduate program. This includes strategic planning, managing admissions and awards, overseeing graduate student progress (e.g., petitions and appeals), and registration for ECON 600 and 601.

Michelle Foshee (mfoshee@uw.edu) is the Graduate Program Advisor (GPA). She is the staff member responsible for running the graduate program. You will work closely with her as you move through the program. She can help you with registration, signing up for exams, and filing paperwork with the Graduate School. She can answer questions about departmental and Graduate School policies and procedures.

The **Graduate Program Committee** includes faculty members that oversee the graduate program. The chair of the committee is the GPC. The committee also includes the GPA and a graduate student representative. The graduate student committee selects the graduate student representative.

Glossary of Terms:

GPC: Graduate Program Coordinator (aka Director)
GPA: Graduate Program Advisor
ASE: Academic Student Employee
ISS: International Student Services

Quick Reference Links

- Graduate School Policies and Procedures
- International Student Services
- Travel Policy
- Travel Authorization Request
- TA Allocation Process

The PhD program in economics consists of three phases:

- Phase 1: One year of core courses, followed by core examinations in microeconomics and macroeconomics

- Phase 2: One year of elective field courses, followed by examination(s) in the student's field of study.
- Phase 3: Transition to Research
- Phase 4: Successful completion of a dissertation

Satisfactory Progress Timeline

The PhD program is designed to be completed in 4-6 years. The timeline in Table 1 below lists satisfactory progress deadlines. Satisfactory progress is used to make departmental funding decisions. Use this timeline as a planning tool as you move through the program. Reach out to the GPA if you are concerned about not making a satisfactory progress deadline. In addition to departmental requirements, all University of Washington Graduate School requirements must be satisfied. You can learn more on the Graduate Degree requirements (Policy 1.1) page. Note: The Graduate School requires a cumulative GPA of 3.0 or higher.

TABLE 1: Satisfactory Progress Timeline

Note: Satisfactory progress is used to make departmental funding decisions. Major milestones are highlighted in dark purple.
UW Graduate School Policy 1.1: Graduate Degree Requirements

Year	Task	Autumn	Winter	Spring	Summer	Post-Summer	During this year, on this timeline students will:
1	Courses	ECON 500 (Micro I) ECON 502 (Macro I) ECON 580 (Metrics I) ECON 602 (Teaching Econ)	ECON 501 (Micro II) ECON 503 (Macro II) ECON 581 (Metrics II)	ECON 508 (Micro III) ECON 509 (Macro III) ECON 582 (Metrics III)			• Complete core coursework • Take core exams in micro & macro economics • Take ECON 602 to work as a TA • (for some non-native English speakers): Satisfy English language requirements for serving as a TA
	Other			Field Day (June)	Prepare for Core Exams	Take Core Exams	
2	Courses	Complete 8 Field Electives					• Pass Core Exams • Complete elective coursework • Take field exam(s)
	Other			Field exam sign-up Core Exam (retake) Pass Core Exams	Prepare for Field exam(s)	Take Field Exam(s)	
3	Courses	ECON 600 or ECON 800					• Satisfy requirement for One (1) fields of specialization • Select an Interim Advisor • Enroll in ECON 600 or ECON 800 (after formation of supervisory committee) • Submit interim advisor report (quarterly) • Begin research • Develop dissertation topic • Attend 4 Seminars and 2 brown bags per quarter • Investigate funding options and internships
	Other	Select Interim Advisor (October)	4 Sems/ 2 BB	4 Sems/ 2 BB		Re-Take Field Exam(s)	
		4 Sems/ 2 BB	Satisfy Requirement for 1 field				

4	Courses	ECON 600 or 800	ECON 800	ECON 800			• Research Presentation • Establish Supervisory Committee • Satisfy All Field Requirements • Enroll in ECON 600 (with Interim Advisor) or ECON 800 (after establishing Supervisory Committee) • Submit interim advisor report (quarterly) • Work on dissertation
	Other	4th year presentations (October) Establish Supervisory Committee Satisfy All Field Requirements 4 Sems/ 2 BB	4 Sems/ 2 BB	4 Sems/ 2 BB			
5	Courses	ECON 800					• Pass General Exam • Continue work on dissertation • Prepare job materials • Present at professional conferences • (for industry track): Do an internship
	Other	Pass General Exam 4 Sems/ 2 BB	4 Sems/ 2 BB	4 Sems/ 2 BB			
6	Courses	ECON 800					• Apply for jobs • Submit paper for publication • Present at conferences • Finish and defend dissertation
	Other			Pass Final Exam			

2) Ph.D. Program Requirements

Core Courses

The core program provides tools and training for advanced work in economics. During the first year of the program students complete a set of core courses in microeconomics (Econ 500, 501, and 508), macroeconomics (Econ 502, 503, and 509), and econometrics (Econ 580, 581, and 582). Course descriptions are available in the UW Course Catalogue.

The minimum required grade for all core courses is 2.7. The econometrics sequence requires a 3.0 average. Courses may be repeated once. Students must pass core courses on the second attempt to continue in the program.

Core Exams

You are required to pass core examinations in microeconomics and macroeconomics. Core examinations cover basic economic theory at the level of the core courses. Students are not expected to have taken any course work in economic theory beyond the core courses, but they are expected to have done reading and other work to extend, integrate, and consolidate their understanding of materials presented in the core courses.

All PhD students take both core examinations in September before the beginning of their second year in the program. Exams are typically scheduled one or two weeks before the start of Fall quarter. Exact dates are announced during the preceding quarter. Students who do not pass a core examination[s] have a retake opportunity in the spring of their second year in the program. One retake per exam is allowed. If a student does not take a core examination when required, this counts as one of the two exam attempts. Students must pass both core exams by the second attempt to continue in the program. *To maintain satisfactory progress, students must pass the core exams in the first two attempts (Spring Quarter of Year 2).*

Field Electives

In the second year of the program, students focus on field electives (You can see a list of Field Electives below in Table 3):

- You will take at least eight elective courses in economics at the 500 level.
- At least one of the courses must be in advanced microeconomics or advanced macroeconomics.
- Electives must be taken for a numeric grade, not on a credit/no credit or S/NS basis.
- A grade of at least 3.0 is required in each course.
- ECON 537 and ECON 538 do not satisfy this elective course requirement.
- Two of the eight elective courses may be chosen from graduate level courses offered by other UW departments, provided that the Graduate Program Director has pre-approved them. The graduate program advisor has a list of pre-approved courses.

A large majority of PhD dissertations rely on econometric methods. Therefore, we strongly suggest coursework in the advanced econometrics sequence (ECON 583, 585, 586, 587, 589)

When choosing elective courses, students should consider the field requirements described in the next section.

Field Requirement

Field coursework prepares students to satisfy the requirements for two fields of specialization. (Eligible fields and corresponding courses are listed in Table 3 Below). The field requirement is completed in ONE of the following ways:

1. Earn an average grade of 3.8 or higher in the coursework corresponding to a field **and** pass an exam in a second field, **OR**
2. Pass exams in two fields of specialization

Field exams are offered in September before Year 3 in the program. Exams are typically scheduled one or two weeks before the start of the quarter. A student may retake a field examination or a field course once. Field exam retakes are scheduled in September before year 4 of the program. If a student does not pass after attempting two different fields, s/he can submit a petition to the Graduate Committee to attempt the exam for a third field. *To maintain satisfactory progress, students must satisfy the requirements for one field of specialization by Winter quarter of Year 3 & two fields by Autumn quarter of Year 4.*

Students sign up for field exams in the summer after their second year. Students may not register for a field exam unless they have successfully completed ALL the courses required for that field of specialization by the exam date.

A few things to keep in mind:

- In fields with more than 2 courses, the two highest grades are used to determine the test-out average of 3.8 or higher
- Incomplete ("I") and unrecorded ("X") grades must be resolved before scheduling a field exam
- Field courses may have prerequisites. Prerequisites are listed in the Course Catalogue
- It is the student's responsibility to sign up for the field exams
- Students must pass the core examinations before taking any field examinations
- We encourage you to reach out to relevant faculty members for additional information concerning field requirements

Fields of Specialization Courses

This list includes only the primary courses for each field. Some of these courses have prerequisites and there may be other related courses that are recommended as part of the graduate program. Before enrolling in field courses, students should consult with the faculty members responsible for the fields that they plan to pursue. Some fields may not be offered every year. Past field exams are not given out for review.

TABLE 3: Fields of Specialization

Fields	Course Requirements
Advanced microeconomics	Choose **TWO**: ECON 511 Advanced Microeconomic Theory: Selected Topics ECON 516 Introduction to Noncooperative Game Theory ECON 518 Contract Theory * ECON 515 (offered irregularly)

Advanced macroeconomics	Choose **TWO**: ECON 527 Empirics and Theory in Macroeconomics ECON 572 International Financial and Monetary Economics ECON 592 Financial Markets and Economic Development ECON 594 Economic Growth * ECON 512 offered irregularly as part of the field
Econometrics	ECON 583 Econometric Theory I & **ONE** of the following: ECON 584 Econometric Theory II ECON 585 Econometric Theory III ECON 586 Advanced Applied Time Series Analysis ECON 587 Applied Microeconometrics ECON 589 Financial Econometrics
Development	Choose **TWO**: ECON 590 Introduction to Development Economics ECON 591 Topics in Development Economics 1 ECON 593 Topics in Development Economics 2
Finance †	Choose **TWO**: FIN 580 Financial Economic FIN 585 Empirical Methods in Finance FIN 590 Capital Market Theory FIN 591 Corporate Finance FIN 592 Financial Research
Industrial Organization	Tested on **BOTH** of the following: ECON 525 Computational Methods for Structural Economic Analyses ECON 532 Empirical Industrial Organization I ECON 534 Empirical Industrial Organization

† The finance field can be fulfilled by completing any two of the listed courses with an average GPA of at least 3.8. Students wishing to complete the field using any alternative courses must first have their course plan approved in writing by Eric Zivot.

Field Day

In June, first-year students and faculty come together for Field Day. The goal of this event is for faculty to promote and answer questions about field courses scheduled for the upcoming year.

Seminars and Brownbag Attendance

Seminars and brown bags are an important part of the PhD training. Starting in the third year of the program, students are required to attend at least four departmental seminar presentations and two brown bags during each quarter in which they are registered. When attending seminars, students write their name on a sign-up sheet. At the end of each quarter, each student's attendance record will be reported to his/her interim adviser. Please be aware attending and presenting are two different things.

The Department offers three ongoing workshops in the areas of macro and international economics, labor and development economics, and natural resource economics. Students and faculty use these workshops to present work in progress. Attending and presenting at workshops helps students identify and develop

dissertation topics.

Interim Advisor

During your third year, you will be actively working on your research. You will identify and work with an interim advisor. The interim adviser should be a faculty member in the economics department. Their role is to offer guidance on selecting a dissertation topic, conducting research, and forming a doctoral supervisory committee. You can find a quick-guide to the interim advisor process in the Appendix. (Beginning in Academic Year 2026-2027): *To maintain satisfactory progress in the program, students choose an interim advisor by October of Year 3.*

Quarterly enrollment in ECON 600 (credit/no credit) is required while working with an interim advisor. Use your interim advisor's faculty code to register for ECON 600. (The graduate program advisor has a list of faculty codes). To earn credit for ECON 600, you must submit a progress report to your advisor.

4th Year Research Presentation

At the beginning of the fourth year in the program, students make a short (20-minute) presentation about the research progress they made in Year 3 of the program. Selected faculty members (including interim advisors) and fellow students are encouraged to attend this event.

Dissertation Process Overview

Beginning in the 4th year of the program, you will enter the dissertation phase of your training. This phase includes forming your supervisory committee, taking your general exam, writing your dissertation, taking your final exam, and submitting your dissertation to the Graduate School. Each milestone is described below.

Supervisory Committee

You will form your Doctoral Supervisory Committee after you complete the required coursework, pass the core examinations, satisfy the field requirements, and develop a dissertation topic. Graduate School Policy 4.2 outlines the role, timeline, and composition of the supervisory committee. You should complete the Establish a Supervisory Committee form after you have identified and collected email approvals from each committee member. *To maintain satisfactory progress, students should establish their supervisory committee by Autumn Quarter of Year 4.*

Consider these requirements as you put together your supervisory committee:

- Minimum of 4 members, including the Chair and the Graduate School Representative (GSR)
- The Chair of your committee must be a full-time active faculty member in the Economics Department with an endorsement to chair a committee
- At least 50% of your committee members should be faculty in the Economics department (including the GSR).
- One committee member who is not a member of the UW Graduate Faculty can serve with the approval of the Chair

After the formation of the Supervisory Committee, you should:

- register for ECON 800

- complete a minimum of 27 credits of ECON 800 over a period of at least three quarters
- meet regularly with your committee chair

To make changes to a supervisory committee, submit a Supervisory Committee Change form. This form asks for (1) the reasons for the requested change and (2) email approvals from the chair, the committee member being dropped, and the committee member being added.

General Exam

The general examination is an oral defense of the dissertation proposal. You schedule the General Exam through the MyGrad student portal. You can learn more about the general exam in Graduate School Policy 1.1: Graduate Degree Requirements. *To maintain satisfactory progress in the program, students should pass the general exam by Autumn quarter of Year 5.*

Here is how to prepare for the general exam:

1. Request a degree audit from the GPA to ensure that you have met all departmental and Graduate School requirements
2. Register for 800 credits
3. Confirm your readiness for the exam with your chair
4. Coordinate day/time/modality (in-person, remote, hybrid)
5. Schedule a room for the exam (if needed)
6. Schedule the exam in MyGrad
7. Send all committee members and the GPA a copy of the exam paper 2 weeks before the exam
8. Send a calendar invite to your committee members and confirm that they have accepted the invite

Candidacy

After passing the general exam, students advance to candidacy. Congratulations! This is a significant milestone in the PhD program.

Final Exam

The Final Examination is an oral defense of the completed dissertation. You scheduled the Final Exam through the MyGrad student portal. You can learn more about the final exam in Graduate School Policy 1.1: Graduate Degree Requirements. *To maintain satisfactory progress in the program, students should pass the final exam by Spring quarter of Year 6 or within two years of the general exam.*

Here is how to prepare for the final exam:

1. Request a degree audit from the GPA to ensure that you have met all departmental and Graduate School requirements
2. Register for 800 credits
3. Confirm your readiness for the exam with your chair
4. Confirm the composition of your committee in MyGrad
5. Establish your Reading Committee. Readers are members of your committee who will read and approve your dissertation. You can learn about the reading committee in Graduate School Policy 4.2.2.5). At least two of your readers must be Economics faculty members. Email the names of your readers to the GPA, who will set up the reading committee in MyGrad.

6. Coordinate day/time/modality (in-person, remote, hybrid)
7. Reserve a room (if needed)
8. **Schedule your exam in MyGrad**
9. Send a calendar invite to your committee members and confirm that they have accepted the invite
10. Send all committee members and the GPA a draft of the dissertation at least 3 weeks before the exam

Completing the PhD Degree

Completing your PhD includes many academic and administrative steps. The graduate school has a Graduation Page which includes a final quarter timeline and a detailed graduation checklist. The GPA is happy to answer any questions.

Public Exams

General and Final exams are open to the public. To remain FERPA-compliant, we will seek written permission from students who have opted out of UW directory information before advertising student presentations beyond program faculty.

4) MA Degree

MA Requirements

Students continuing in the PhD program satisfy the requirements for the MA degree by

1. passing the microeconomics and macroeconomics core exams
2. completing eight elective courses
3. satisfying two fields of specialization.

Students not continuing in the PhD program earn a master's degree by satisfactory completion of:

- All core courses. A grade of 2.7 or higher is required in each course. Minimally acceptable deadline: end of spring quarter of the second year.
- Seven elective courses in Economics at the 500 level. A minimum of two courses must be in the same field of specialization. A grade of 2.7 or higher in each course. Minimally acceptable deadline: end of autumn quarter in the third year.
- Three credit hours of a supervised internship (ECON 601). The goal of the internship is to ensure that MA students have practical experience with empirical problems and analysis. The requirement can be satisfied by

  1) working in an approved internship program outside the University,
  2) working as a research assistant for a faculty member, or
  3) completing an independent research project under faculty supervision.

The internship should be pre-approved by the GPC. Students may register for ECON 601 credits retroactively (e.g., in the autumn quarter students may register for research performed during the preceding summer. Minimally acceptable deadline: end of spring quarter of third year.

MA Application

Students apply for the MA degree online through the MyGrad student portal. Applications are valid for one quarter only. You must be registered during the quarter in which the degree is expected.

5) Registration and Enrollment

To maintain graduate status, students must be enrolled full-time (10+ credits) or part-time or be on-leave status from the time of first enrollment in the graduate program until completion of all requirements for the graduate degree.

Living in UW Housing, working as an ASE, and some financial awards require full-time enrollment. Reach out to the GPA if you have questions.

International Students

International students on a visa must be registered for ten credits every quarter except summer quarter to maintain full-time student status and to satisfy their visa requirements. ECON 600 (independent study) may be taken in addition to core or field courses to fulfill the ten-credit requirement.

International students at the dissertation phase (defined by enrollment in ECON 800) may be able to register for only 2 credits per quarter during the academic year and still be considered full-time for visa purposes. This policy is outlined on the ISS F1 Enrollment Requirement Page. Note: A minimum of 27 credits of ECON 800 over 3 quarters is required for graduation. Contact your ISS advisor with enrollment questions.

Academic Student Employee (ASE) Enrollment:

Students with teaching, research, or staff assistantship must be registered full-time

- During the academic year (autumn-spring) full-time enrollment is required. ECON 601 (internship) may be taken in addition to core or field courses to fulfill the ten-credit minimum.
- During summer quarter, 2 credits are considered full-time.

ECON 600 and 800

Students who have finished their coursework, but who have not yet formed a Supervisory Committee register for ECON 600 (independent study). After the formation of the Supervisory Committee, students enroll in ECON 800 (dissertation)

On-Leave status

Official leave from the UW is on a quarter-by-quarter basis. Typically, we will require a faculty sponsor before approving additional leave after the first quarter is granted. The Graduate School On-Leave Status page explains eligibility requirements and procedures.

On-leave status interrupts any funding that has been awarded, and there is no guarantee that continued funding will be available upon return. Students who hold fellowships, grants, stipends, or other forms of funding at a monetary level comparable to the level of support provided by the Department will generally not receive teaching assistantships.

6) Academic Progress and Procedures

Satisfactory Progress (Funding Consideration at Department Level)
Satisfactory progress expectations are defined by the program and informs funding decisions. Students who meet these expectations receive priority consideration for departmental funding. Refer to Table 1: Satisfactory Progress Timeline for program milestones and recommended timelines.

Minimal Progress (Academic Standing at Graduate School level)
Minimal progress deadlines, as defined by the program, establish the baseline expectations required to remain in good academic standing. Graduate School Policy 3.7: Academic Performance and Progress outlines the process for evaluating and communicating minimal/unsatisfactory academic progress.

Academic Status Categories
Consistent with Graduate School policy, the program may assign the following statuses to indicate unsatisfactory progress:

- **Academic Notification (optional):** An internal program notice indicating that a student is not meeting expectations but is expected to improve. Notifications are typically issued after a missed milestone, often within two quarters.
- **Academic Alert:** Assigned when a student fails to meet program expectations or does not make sufficient progress following an Academic Notification. This status is reported to the Graduate School.
- **Final Academic Alert:** Assigned when concerns about progress persist following an Academic Alert and indicates risk of removal from the program. This status is reported to the Graduate School.
- **Academic Drop:** Termination from the program due to failure to meet academic performance or progress expectations.

The timing and use of each status may vary depending on the nature and severity of the concern.

At each stage, students will receive written communication that includes:

- the specific area(s) of concern,
- the actions required to return to satisfactory progress,
- a timeline for meeting those expectations, and
- the consequences of not doing so.

Note: In exceptional circumstances, a student may petition the Graduate Program Director to extend a minimal progress deadline.

Exception for Major Milestones
In accordance with Graduate School policy, failure to meet clearly defined program milestones (such as core examinations or field requirements) may result in placement directly into Final Academic Alert or Academic Drop, without prior statuses.

Academic Grievance

The academic grievance procedure for graduate students, intended to ensure uniform and fair application of program, department, unit, or university-level academic policy, adheres to the principle of unit-level determination and University guidelines outlined in Executive Order 58 for undergraduate and professional students. Refer to The College of Arts & Sciences Academic Grievance Process to learn more

7) Student Life

The Graduate Student Committee serves as the voice of the student body to the department. It represents graduate student perspectives and brings forward concerns, questions, and suggestions to faculty and the department. The committee also builds community by organizing social events throughout the year. There are one to three representatives from each cohort to ensure that all voices and experiences are included and that communication between students and faculty remains accessible and collaborative.

8) Graduate Student Resources

Departmental resources
Travel Authorization Request
Establish your Supervisory Committee

Resources for TAs and Ras
Teaching@UW
TA/RA Salaries
Union Contract

Graduate School
Graduate School Policies and procedures
Final Quarter Timeline and Checklist
Graduate School Guide
MyGrad
A Field Guide to Grad School

International Students
International Student Services
International Graduate Student Guidance – UW Graduate School
International Graduate Student Travel Disruption FAQ
Office of the Provost: International students and scholars updates

UW communities
GSEE (Graduate Student Equity and Excellence)
The Q Center
Student Veteran Life
FIUTS (Foundation for International Understanding through Students)

Affiliate Units
Center for Studies in Demography and Ecology
Center for Statistics and the Social Sciences

Health and Wellness
Husky Health & Well-Being
Counseling Center
SafeCampus
UW Recreation

Campus Safety Resources
Disability Resources

Technology
UW Software
OneDrive

Miscellaneous
UW academic calendar
Registrar
Office of Student Financial Aid
UW Emergency Aid
Student Legal Services
Office of the Ombud
Title IX Office

9) Appendix

TA ALLOCATION Process for AUTUMN, WINTER, SPRING (Beginning AUT26)

We begin by grouping graduate students as follows:

1. Students *during the period of promised full funding*, provided they are making satisfactory progress.
2. Students not in a period of promised full funding, provided they are making satisfactory progress.
3. Students not making satisfactory progress.

Within groups, students are ranked first by cohort (starting with the first year) then by GPA.

Satisfactory progress is defined in Table 1 of the Guide for Graduate Students in Economics.

Requirements for serving as an ECON TA:

1. Pass ECON 602
2. Meet English requirements in Policy 5.2: Conditions of Appointment for TAs who are not Native Speakers of English | (uw.edu)
3. Perform assigned TA and RA duties
4. Maintain good teaching evaluations (3.00 or higher on the Adjusted Median average). Students with two quarters of evaluations lower than 3.0 jeopardize future funding.
5. Comply with the rules and regulations of the Graduate School and the Department
6. Complete pre-employment offer inquiries or procedures required under University policy or the law

Policies:

a. Students with an existing fellowship or a non-Econ TA-ship will be offered an Econ TA- ship only under exceptional circumstances.
b. Independent instructors must first serve as a TA for 2 quarters.
c. Instructors of 400 level courses must have field specialization in course content. Priority will be given to those at the candidate level.
d. Backing out of a TA agreement could jeopardize future funding.

Interim Advisor Milestone: Quick Guide for Students

What is the Interim Advisor Milestone?
In your third year, you shift from coursework to research. You must select an **interim advisor**—a faculty member in the Economics Department who will guide you as your research begins to take shape.

Deadline
To maintain satisfactory progress, you should choose your interim advisor by the **end of October of your third year.**

Role of the Interim Advisor
Your interim advisor will help you:

- Explore and refine potential dissertation topics
- Begin early-stage research
- Start building your doctoral supervisory committee

Think of this as a "**Professor Right-Now**," not "Professor Forever," decision.

Flexibility

- Your interim advisor **may or may not** become your committee chair.
- It is **okay** to change advisors as your research evolves.

Expectations
We don't expect you to have a polished topic. Having **one or two problems or areas** in mind is enough.

Choosing an Interim Advisor
Look for someone who:

- Aligns broadly with your research interests
- Is open to meeting regularly
- Provides constructive feedback
- You feel comfortable discussing early, uncertain ideas with

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ECON 600 Requirements
While working with your interim advisor, you must enroll in **ECON 600 (credit/no credit)** each quarter.

- Register using your advisor's **faculty code** (available from GPA).
- To receive credit, submit a **progress report** to your advisor each quarter.

Why This Matters
The third year comes with more freedom—and the risk of losing momentum. Choosing an interim advisor ensures:

- Structure
- Accountability
- Regular feedback
- Steady progress toward your dissertation and Year-4 milestones (research presentation and forming supervisory committee)

What to Do Now

- Brainstorm a couple of research ideas or questions
- Meet with faculty in your area(s) of interest
- Select your interim advisor by **late October**
- Enroll in ECON 600 each quarter and submit your progress reports

TA Guidelines for Econ 200 and 201

These guidelines are based on documents that have been circulated between instructors and TAs in the Department of Economics for many years. By collecting them in one document, we hope to create a common set of expectations for all TAs working for instructors in the Department of Economics, especially teaching Econ 200 and 201. You should expect that the course instructor you work with will have additional instructions that meet the needs of their course and teaching needs.

The two most important expectations are that you attend meetings and communicate regularly:

Meetings: You should plan to meet with the course instructor and all other TAs for 30 minutes every week for the duration of the quarter. These meetings are required and necessary for consistency in teachings.

Communication: Please make yourself regularly available for communication with your course instructor and other TAs during work hours. This may be via email, MS Teams, or another form of communication that meets federal student privacy requirements. Please do not discuss the course or students in non-approved apps.

The other expectations fall under three areas of responsibility:

When interacting with **students**, strive to be:

- Professional. Be in your quiz sections on time, be prepared, conduct your quiz sections well and hold 2 hours of office hours (on two different days of the week—not consecutive). Planning office hours near homework due dates and quiz and exam dates is useful.
- Clear. Keep up with class readings and lecture notes before quiz section so that you can follow the instructors lead in problem solving. If there is material or an example that you do not understand, please check with the instructor before presenting it to your students.
- A good communicator. You can send Canvas messages to your entire section at once or set up an email list for your section. Do this by going to MyUW and find your course/quiz section there and "request a class email list." The email list will be ready in 24 hours, and it will automatically add students that add your section. Do not communicate about grades over email (Canvas message is ok).
- Consistent. We need to be consistent in the grading of the exams and papers, not just within your sections but across the entire class and in all sections. Communication with the instructor, and especially the other TAs, will be key here.

When interacting with your **peers**, strive to:

- Work together. It will make your jobs easier if you can consult with each other about section content and grading. Hold these conversations in an instructor-approved medium so that everyone can benefit.
- Offer support. If you need to miss section due to illness or other unavoidable absence, ask another TA to fill in for you. Try to return the favor.

When interacting with your **instructor**, strive to:

- Check your messages regularly for instructions from the course instructor.
- Attend all TA meetings. You should plan for weekly meetings that last approximately 30 minutes.
- Attend all exams. Please plan to be around at least ten minutes before and ten minutes after (as well as during) our exams. You should plan to stick around Seattle for at least five days after the final as well to complete your grading.
- Grade all assignments within one week. Check the class calendar and plan your time, accordingly, including time spent on your own courses. Exams are particularly challenging to grade, and we may need extra time to harmonize grades once your grades are submitted.
- Manage the students. With large lecture courses, you will need to take responsibility for managing

student inquiries and requests. If students ask for exceptions to policy, please check with the instructor, but be prepared to take responsibility for managing and tracking the exception.

- Communicate policies and decisions. Please read the syllabus and ask questions of the instructor or other TAs if policies are not clear. Students tend to have a lot of the same questions, so be prepared to answer them frequently.

You should plan to keep all student exams for one quarter after the class has finished, or through the end of Fall quarter in the case of a Spring course. Communicate with students who request to see their exam.