Welcome to the Department of Agricultural Economics and Agribusiness at LSU!! Our department is nationally and internationally recognized for excellence in teaching, research and extension programs. The department conducts research and offers academic training in agricultural economics, agribusiness, community development, international trade, fishery, and natural resource and coastal management. This guide for new and prospective graduate students provides information that you may need throughout your program at LSU.
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1 Important Contacts

Here is the list of important persons who can help you while you are in the graduate programs at the Department of Agricultural Economics and Agribusiness.

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All rooms are located in Martin D. Woodin Hall.
2 Where We Are

The Department of Agricultural Economics and Agribusiness is housed in Martin D. Woodin Hall. The building was formerly known as Agricultural Administration Building and it was officially named after the former LSU System President, Martin D. Woodin, on April 14th, 2011. See Press Release.

Martin D. Woodin Hall is located at the southwestern corner of the LSU quadrangle. Click here to locate Martin D. Woodin Hall on Google Map.

3 LSU Student ID (Tiger Card)

The LSU Student ID is called Tiger Card. Tiger Card is the official LSU identification card for all students, faculty, and staff. Tiger Card can be obtained at the Tiger Card office located in the LSU Student Union. Tiger Card allows you to use various services for which you have privileges as an LSU student, including LSU Libraries, Recreation Center, meal plans, testing centers, athletic events, etc. You can also use Tiger Card as a debit card at select locations on and around LSU campus, by depositing money into a TigerCASH account. Click here for more information about TigerCASH.

4 PAWS Account

The Graduate School creates PAWS accounts to be assigned to you. Since the PAWS ID is computer-generated, students cannot request a specific ID. For more information of what the PAWS account is, please visit PAWS. The detailed information on how to log into your PAWS account can be found at Log In. The PAWS account is used to complete your semester registration (adding/dropping courses). For detailed instructions, please go to Semester Registration.

You can also do various activities with your PAWS account, such as paying fee bills, requesting transcripts, enrolling in payroll deduction (for graduate student with assistantship), accessing to Moodle, etc.

Your PAWS ID will also be your assigned LSU email address (PAWS ID@tigers.lsu.edu). More information about the email account can be found on LSU Email Account.
5 Graduate Handbook in Agricultural Economics

The Graduate Handbook in Agricultural Economics is designed as a reference for graduate students, providing basic information on degree requirement, regulations and departmental policies that apply to graduate study in the Department of Agricultural Economics and Agribusiness at Louisiana State University. This handbook is a supplement to the LSU General Catalog and Graduate Bulletin. The current issue of the Graduate Bulletin is available online or may be obtained from the Graduate School, 134 David Boyd Hall, LSU, Baton Rouge, Louisiana 70803.

Graduate students assume full responsibility for knowledge of rules and regulations of both the Graduate School and the Department of Agricultural Economics and Agribusiness. You can find the Graduate Handbook here.

6 Assistantship

Graduate assistantships are awarded on a competitive basis to both MS (thesis option) and PhD students. The current term for assistantships is a maximum of two years for MS students and three and a half years for PhD students.

When you are offered an assistantship, it is very important that you carefully read the offer letter from the Department of Agricultural Economics and Agribusiness regarding the terms and conditions of your appointment. The Department will usually assign your major professor prior to or at the time of your arrival.

There are mainly two sources of funding held by graduate students (MS and PhD) in the department: departmental funding and grant funding.

**Departmental funding** is the case where the source of money comes from the Department of Agricultural Economics and Agribusiness. **Grant funding** is the case where the source of money comes from entities other than the department, such as US government agencies, the state of Louisiana, etc. With grant funding, you are often expected to work on

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A major professor is your advisor who serves as the chair of your Masters thesis or Ph.D dissertation committee.
specific projects funded by external entities under the supervision of your major professor.

To stay eligible for an assistantship, you are required to maintain a 3.0 GPA at all times. Aside from that, you are required to register as a full time student all semesters. That means registering for at least 9-credit hours during each Fall and Spring semester, and at least 6-credit hours during the Summer semester.

Once a graduate student starts working for a professor’s research project, the student is expected to fulfill and complete responsibilities assigned by the major professor. Only under extreme circumstances do graduate students change major professors half way through their graduate programs, either Masters or Ph.D. However, this does not mean that the student should avoid changing major professors at all costs. In a rare circumstance in which the student feels the need to make a significant change in his/her research agenda, the student is always encouraged to consult with the major professor. The student may also consult the graduate coordinator or the department head, if necessary.

7 Work Permit (only for International Students)

For international students holding an assistantship, you are required to have a work permit. The work permit can be obtained by filling out the work permit form at the International Student Office/ISO (101 Hatcher Hall) office. For more information, please go to Work Permit.

Once the work permit is approved, bring it to the Payroll office (204 Thomas Boyd Hall) and to Ms. Chandra Perry (101 Martin D. Woodin Hall). Please remember to make two copies, one for the Payroll office and the other for Ms. Perry, and keep the original. The work permit has to be renewed every semester and it is your responsibility to do so. The renewal should be done prior to the expiration date of your current work permit. The payroll office will send you an email notification 15 days before the expiration date and you will be able to renew it online following the link provided in the email.
8 Office

8.1 Office and Desk Assignment

The president of GSA will assign the office and desk for incoming students. Most MS students will be assigned to Room 1 or Room 207. Both rooms have large spaces and allow new students to have a chance to get to know each other, share materials, and help each other.

When MS students are moving towards the end of their programs, they may be assigned to a smaller office, but the priority may be given to PhD students.

8.2 Keys to Your Office

Ms. Chandra Perry in Room 101 has keys to your office and to the building. You will need to pay a key deposit of $5 upon receipt of keys.

8.3 Computer Access

In order to obtain access to computers in your office, please see Mr. Robert Boucher in Room 210. You will have access to the computers in your assigned office as well as to the ones in the department lab (Room 208). With your PAWS ID, you can also access computers in computer labs across the campus. Please see [here](#) for locations and hours of on-campus computer labs. Please note that hours are always subject to change without prior notice.

8.4 Printer

You may use the printer in your own office. If you need paper, please check with Ms. Chandra Perry in Room 101.

8.5 Copier

The copier is located in room 107. Only research-related copying is allowed.

8.6 Mail Box

A mail box for each office is located in Room 107. You may also use the outgoing mail box to mail intercampus or business mail.
8.7 Office Phone

Any on-campus calls require dialing an $8 + \text{the last four digits}$. Calls outside the campus require dialing a "9" before the phone number. The emergency number on or off campus is 911.

9 Academic Resources

9.1 Introduction

This section provides you with academic resources available for research and course work at LSU. First, we introduce you to some of the general resources available to all LSU students. Then we will cover important resources (mainly online) that are unique to our major, Agricultural Economics and its subfields.

9.2 General Resources

9.2.1 LSU Libraries

The Middleton library is the main library on our campus and it offers a wide range of academic resources. [The LSU libraries] website has a lot of useful information to get you familiarized with the services available.

- **Interlibrary Loan**: When you need a book (or any other form of resources) that is not in the Middleton library’s collection, you can request it through Interlibrary Loan. See [here] for more information.

- **E-journals and Online Databases**: If you are looking for an article in an academic journal, you may be able to access a pdf copy of the article from the [E-journals section] of LSU libraries website. If you are
looking for articles on a particular topic of interest, you can go to the Indexes and Databases section, go to one of the online databases, and search multiple academic journals using keywords of your choice.

9.2.2 Tigerware

Tigerware is a website where LSU students can download various computer software applications for free. Available software includes Windows 7, Microsoft Office 2010, Symantec Endpoint Antivirus, and Endnote. You need to log in to your PAWS account to download any software applications from Tigerware.

9.2.3 TigerByte2

TigerByte2 is an online storage space available for LSU students. You can store personal files up to 1 GB.

9.2.4 Files To Geaux

Files To Geaux allows you to upload files to the LSU web server for 90 days and you can obtain a URL to access the uploaded files. You can store files up to 3GB, but the maximum size for a single file is 1.5GB. Files To Geaux is useful especially when you need to share a file that is too large to be attached to an email. See here for more information.

9.2.5 Virtual Lab (V-lab)

LSU Virtual Lab is a website where LSU students can access a collection of software applications that is available only in LSU computer labs from personal computers. See here for more information.

9.2.6 START Program

START program provides LSU students with workshops that focus on the use of various software applications. See here for more information.

9.2.7 Moodle

Moodle is an online platform where course instructors can upload files, make announcements, and post grades and students can access them. More and more LSU instructors are using Moodle and it is important that students are familiar with how to use Moodle. See here for more information.
9.3 Resources Related to Our Major

9.3.2 Ageconsearch

Ageconsearch is a free, open access repository of full-text scholarly literature in agricultural and applied economics, including working papers, conference papers and journal articles (Quoted from the Ageconsearch website). Many professional conferences in agricultural economics now require that you upload your conference paper on Ageconsearch. It is also a great place to look for academic papers as well as online databases accessible through LSU libraries.

9.3.3 Google Scholar

Google Scholar provides a search of scholarly literature across many disciplines and sources, including theses, books, abstracts, and articles (Quoted from Google Scholar website). Video tutorials on Google Scholar are available here.

10 How to Get Around LSU

10.1 LSU Tiger Trails Transit System

LSU Tiger Trails Transit System provides free bus service connecting the LSU campus and popular off-campus residence areas. Visit here for more information about LSU Tiger Trails such as routes and hours of operation. Click here and you can find the current locations of buses on Google Map.
10.2 LSU Campus Transit

LSU Tiger Trails Transit System also offers Campus Transit service. This is a door-to-door service within LSU campus, free of charge, that runs nightly from 5:30 p.m. to 3 a.m. Students can access this service by calling 225-578-5555. For more information, see [here](#).

10.3 Capital Area Transit System (CATS)

For citywide transportation, transfers with Capital Area Transit System (CATS) are free with your student ID. For more detailed information about routes and hours, please visit [CATS](#).

10.4 Driving and Parking

If you are planning to drive to campus, then you need to have a student-parking permit to park your vehicle. Instructions on how to purchase parking permit can be found on [Parking Permit](#). After completing the purchase, the parking permit along with a parking map will be mailed to your address.

A campus map and parking map can also be obtained at the Visitor Information Center (intersection of Highland Rd & Dalrympale Dr), International Cultural Center (3365 Dalrymple Drive), or LSU Student Union.

11 Housing Information

11.1 Introduction

Looking for housing is perhaps the most pressing matter to take care of when moving into a new place. Unfortunately, finding a place to live in Baton Rouge can be more difficult than it is in other college towns in the U.S. for several reasons. First, the demand for housing in Baton Rouge has been increasing significantly since Hurricane Katrina in 2005, after which the city’s population rapidly increased. Second, public transportation in Baton Rouge is inconvenient, to say the least. Third, there are some parts of the city around LSU campus that are not ideal for students to live due to safety reasons. These reasons make it difficult to find affordable housing that is safe, convenient and comfortable, especially prior to coming to Baton Rouge.
11.2 Temporary Housing

Although we are not housing experts by any means, the aim of this section is to provide prospective and incoming students a quick overview of things to know to help them find a place to live that meets their needs, wants and budget. Due to the fact that most graduate students who are from out-of-state live in an apartment, our focus is also on finding an apartment in Baton Rouge.

11.2 Temporary Housing (for Incoming International Students)

If you are an international student and decide to come to LSU without securing a place to live, which some of us do, the International Cultural Center (ICC) provides a temporary housing for incoming international students. They also provide free transportation from the Baton Rouge airport to the ICC for incoming international students. Please be warned, however, that the ICC does not accept reservations for the temporary housing and beds are offered on a first-come first-served basis. See here for more information about the temporary housing.

11.3 LSU Residential Life

The first place you should go to when you begin your apartment hunt is the LSU Residential Life website. Although the website is mostly dedicated to undergraduate students and on-campus dormitories, they do have information that can be useful to graduate students as well. In particular, LSU has two on-campus apartments (Nicholson and Edward Gay apartments) only for graduate students and students with families. If you are interested in these on-campus apartments, you should check out their website on Family & Graduate Housing.

11.4 LSU Off-Campus Living

If you are interested in off-campus housing options, you should definitely spend some time at LSU Off-Campus Living. They have a collection of resources that students need to know in looking for off-campus housing.

11.5 Safety around LSU Campus

We mentioned earlier that some parts of the city around LSU campus could be unsafe, so extra precautions should be taken in choosing a place to live.
If you are trying to look for an apartment off-campus and want to know the atmosphere of the neighborhood, Google Street View can be quite useful. However, please do not solely rely on on-line resources including Google Street View to determine the safety of the place you are interested in. It is advisable for you to actually see the place before signing a lease or making any legally binding agreements with the landlord to make sure you get what you really want, especially if you are looking for off-campus housing.

11.6 Where to Look for Off-Campus Housing

So far we have talked about what you should know before you start your housing search. In this section, we would like to introduce a list of websites where you can find information about apartments or classifieds for off-campus roommate search.

11.6.1 Google Map

Google Map can be the most helpful on-line resource to find an apartment around the LSU campus. Simply locate the LSU campus on Google Map and use the Search Nearby function and type “apartments,” for example. It will generate a list of apartments (most of them with links to the property and/or a phone number) around the campus.

11.6.2 ICC Roommate Search

Current international students can send a roommate search request to the ICC, and the ICC staff will post your request on their website. You may find a housing option that suits your interest.

11.6.3 Daily Reveille Classifieds

The Daily Reveille is the student newspaper that serves the LSU campus.

11.6.4 Craigslist Baton Rouge

Craigslist is a website featuring free online classifieds including housing. The Baton Rouge section also has classifieds for housing.

11.6.5 Facebook Marketplace

If you have a Facebook account, you may find classifieds on housing in its marketplace section.
If you are to find housing information through classifieds, such as Craigslist and Facebook Marketplace, please be extra careful as some of the postings on such websites could be a scam. If you see classifieds that look suspicious or too good to be true, please use caution and common sense (as an economist in training). Always keep in mind that there is no free lunch after all.

12 LSU Emergency Text Messaging System

The Emergency Text Messaging System is a service that allows anyone in the LSU community to receive alerts, news or other emergency information via text message on their mobile phones. Individuals will have to choose to be included in the system by providing their cell phone information through PAWS.

We strongly recommend all of you to sign up for this service. For instructions, visit e!txt EMERGENCY TEXT MESSAGING SYSTEM.

13 In Case You Need Help

We hope that this guide for new and prospective graduate students has been helpful to get you ready for your graduate study in the Department of Agricultural Economics and Agribusiness at LSU. In case you have any questions or need any help, please refer to the contact information at the beginning of this document. If you wish to ask questions to graduate students in our department, feel free to contact the Welcoming Committee of the AgEcon Graduate Student Association. We are always happy to answer any questions you may have.

If you are a current student in this department and need help on anything about your graduate study, the Welcoming Committee of the AgEcon Graduate Student Association will be happy to assist you. Please be advised that you should always talk to your major professor about any concerns you may have, and you may need to talk to the graduate coordinator and/or the department head as necessary. However, if you wish to seek advice from fellow graduate students in the department, do not hesitate to let us know. Our past experiences may help you to solve your problem or relieve you from unnecessary stresses.

We wish you nothing but the best in your academic journey here at LSU! Best of luck to you all!
14 Credits

This document is prepared by the Welcoming Committee of AgEcon GSA, Hiroki Uematsu, Caroline Boen and Huabo Wang.

The foreword on the cover page is written by Liliana Pujula, the president of AgEcon GSA.

The AgEcon GSA logo, AEGSA, was designed by Julie Leiby.

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