

University of Waterloo
Department of Economics
ECON 472-001
Seniors Honours Essays
Winter 2019

T Th 8:30-9:50 HH-227

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Acknowledgements

Clare Bermingham, Writing Centre, cbermingham@uwaterloo.ca;
Sacha Geer, Office of Research Ethics, sgeer@uwaterloo.ca;
Amy Greene, Writing Centre, amy.greene@uwaterloo.ca;
Sandra Keys, Library, skeys@uwaterloo.ca;
Amanda McKenzie, Office of Academic Integrity, am3mcken@uwaterloo.ca;
Kyle Scholz, Centre for Teaching Excellence, kwscholz@uwaterloo.ca

Instructor and T.A. Information

Instructor: Trien Nguyen
Office: HH 202
Office Phone: 519-888-4567 X32794
Office Hours: Tu Th 10:00-10:50
Email: nguyen@uwaterloo.ca
T.A.: there is no T.A. for this course

Course Description

This course teaches students basic skills of scholarly research and communication needed for graduate schools and the work place. Unlike the traditional lecture format, students are placed in an interactive classroom environment to foster experiential learning, critical thinking, economic analysis, research methodology, library skills, peer review, interpersonal communication, and work ethics. Previous writing experience is not required. In addition to the instructor of this course, students must have a supervisor who is a regular faculty member to supervise their research.

Course Goals and Learning Outcomes

Project Completion

The official due date of the essay is the last day of class of the term (**Fri, Apr 5, 2019**). This date is firm (meaning no extension). An important goal of the course is to help students learn time management skills and complete their essay on time. To achieve this goal, students must work on their essay for the whole term (not just a few nights before the due date). This is a class that they work hard to stay on track. The advice from students of previous classes is short and simple: “start early, start early, and start early.”

1. While this course is demanding in terms of time commitment and discipline, it offers students a valuable research experience not found in traditional lecture-based courses where there is little or

no interaction with peers and classmates. Here, students have the opportunity to spend a whole term working closely with both the course instructor and their supervisor on a topic of their interest.

2. This research experience is different from a term paper as students writing a term paper often work alone with little guidance or contact with the instructor. In that case, there is a tendency for them to wait until the last minutes to write the paper in rush to meet the deadline. Here, procrastination is discouraged by a strict schedule requiring students to submit work in progress regularly throughout the term.
3. Students should clearly understand that an essay submitted without regular supervisor contact or class attendance or peer review will be given a zero mark.
4. In short, submission of an essay alone (without interaction with the instructor, supervisor, and peer classmates) is not enough to pass the course.
5. It is the process of doing research and writing under strict supervision and controlled classroom environment that counts.

Course Assessments

Assessments

Class activities	50%	(marked by course instructor)
Essay including progress work	50%	(marked by course instructor and supervisor)

Class Participation

1. Fully attend all class meetings, e.g., staying for the full class period with full attention to ongoing class activities. Students are responsible for all class activities and course materials, whether they attend classes or not. Examples of failure to fully attend classes are: (a) arriving late or leaving early more than 50% of the class time; (b) being in class but not fully participating in class activities, e.g., study for other courses, inappropriate use of computers and electronic devices.
2. Fully participate in all class activities including discussions, peer reviews, exercises, and events by the Library, Writing Centre, Office of Research Ethics (ORE), Office of Academic Integrity (OAI).
3. Submit assignments on-time and participate in peer reviews and class discussions. It is not enough to submit assignments without class attendance and peer reviews in which case the assignments will be given a zero mark. **Peer reviews must be done in class and under faculty supervision.**
4. It is worth repeating that submitting an essay at the end of the term without class participation during the term is not enough to pass the course. An essay written without faculty supervision, peer reviews, and class activities will not be accepted and will be given a zero mark.
5. Given the interactive nature of the class activities, there will be no substitutions or weight transfers for missing classes and/or course activities.
6. Students missing four classes (half a month) risk a failing mark for the course. Missed classes cannot be remade, substituted, or transferred.

Contacts with Supervisors

1. Students must follow a mutually agreeable meeting schedule with supervisors (usually once a week). Deviations from the meeting schedule (e.g., illness, midterm, job interview) should be (a) discussed with the supervisor and (b) promptly reported and approved by the course instructor.
2. Missing regular contacts with supervisors might carry a penalty of up to 25% mark deducted from the essay mark. In more serious cases (e.g., month-long absence), the essay, if submitted, might not be accepted and given a zero mark instead.
3. Students should keep a record log of meetings and contacts with supervisors during the term. This record log must be submitted together with the final essay at the end of the term. In case this record log is not submitted, a penalty of up to 25% mark could be deducted from the essay mark.

Course Topics

The following list of topics may be revised to suite the background and interest of the class.

1. Introduction and overview
2. Resources: Library; Writing Centre; Office of Research Ethics; Office of Academic Integrity
3. Writing essay do's and don'ts
4. Writing the introduction and abstract
5. Writing the literature review
6. Writing economic research

Course Policy

Late Assignments

Assignments are due in class and on LEARN no later than the beginning of class time (8:30 am) on the due date. As late submission misses the peer review schedule and affects the peer review marks earned by classmates, the rule for late or missing assignments is strict. The penalty for 90-min late submission with excuse will be 25% of marks earned. Beyond that, late assignments will not be read nor marked.

Information on Plagiarism Detection

Students will learn to use Turnitin to pre-screen their work for potential issues of academic integrity. Students who do not wish to have their work screened by Turnitin should inform the instructor in writing or email no later than the end of the second week to arrange for an alternative option.

Electronic Device

Computers and electronic devices may be used in class for class-related activities only. Turn off all other electronic and photographic devices. Students are encouraged to take their own notes during lectures. No audio recordings, video recordings or pictures may be taken in class.

Classroom Protocols

The success of this class depends on the cooperation of all students working together for their common goal. It is best to avoid distractions such as late arrival, early leave, study for other courses, computer games, unrelated online activities, and inappropriate uses of computers and electronic devices during class.

Students Should Know

This course outline is effective 8:30 am on the first day of class. Students, especially those missing the first class for whatever reasons, should familiarize themselves with the rules and policy of the course. The old saying "ignorance is no defence" applies.

Intellectual Property

Students should be aware that this course contains the intellectual property of the instructor such as (a) lecture content, spoken and written and audio/video recording; (b) lecture handouts, slides, presentations, and other course materials; (c) questions and solutions from assignments, quizzes, tests, final exams; and (d) copyright-protected work authored by the instructor.

These course materials are used to help student's learning experience. However, sharing them without the permission is a violation of intellectual property rights. It is thus necessary to get the instructor for permission before uploading and sharing the intellectual property of others online (e.g., online note-sharing web sites).

More information can be found from the Secretariat web page "Faculty, Staff and Students Entering Relationships with External Organizations Offering Access to Course Materials"

<https://uwaterloo.ca/secretariat-general-counsel/faculty-staff-and-students-entering-relationships-external>

Course Postings on LEARN

- Course materials (e.g., assignments, readings, handouts) are posted on LEARN for a specified limited time during the term. As LEARN could be down without warnings, students should save course materials, especially those with time-sensitive deadlines, as soon as they are posted.
- Extensions of deadlines due to LEARN being down are rare.

Late Work

- Electronic submissions must be submitted on LEARN no later than **8:30** am on due dates (the computer will automatically reject late submissions).
- Likewise, hardcopies must be also submitted in class no later than **8:30** am on due dates.
- Late work will not be accepted and will be given a zero mark.

Group Work

- Group work is not allowed. While discussions of course materials are allowed for the sake of learning, students are expected to do all course work (with or without marking) on their own.

Marked Assignments

- Marked assignments and tests are returned in class and handed only to the students who wrote them (i.e., you can pick up your own course work only).
- Marked course work must be picked up in class within one calendar week after they are returned. Marked course work not picked up when they are returned are treated abandoned and no consideration will be given to unclaimed marked course work.

Information on Plagiarism Detection

- Alternative Option to Turnitin: students who do not wish to have their course work screened by Turnitin (see "If Using Turnitin in Your Course" below) should inform the instructor in writing or email no later than the end of the second week to arrange for an alternative option.

Electronic Device Policy

- Computers may be used for class-related activities only.
- Students are encouraged to take their own notes during lectures.
- Turn off all electronic devices including cell phones and photographic/digital devices.
- No audio recordings, video recordings or pictures may be taken in class.
- Inappropriate uses of computers and electronic devices unrelated to the course any time during class will be counted as missing the entire class period in the attendance records.

Fee Arrangement

- Students are responsible for all administrative matters of registration and fee arrangements with the Registrar's Office.
- No accommodations will be given for loss of access to LEARN and academic consequences arising from any issue or dispute (including fees) with the Registrar's Office.

Statements and Links to Be Included on All Course Outlines

Cross-Listed Course

Please note that a cross-listed course will count in all respective averages no matter under which rubric it has been taken. For example, a PHIL/PSCI cross-list will count in a Philosophy major average, even if the course was taken under the Political Science rubric.

Academic Integrity and Discipline

Academic Integrity: In order to maintain a culture of academic integrity, members of the University of Waterloo are expected to promote honesty, trust, fairness, respect and responsibility. See the [Office of Academic Integrity webpage](#) for more information.

Discipline: A student is expected to know what constitutes academic integrity, to avoid committing academic offences, and to take responsibility for his/her actions. Check [the Office of Academic Integrity](#) for more information. A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (e.g., plagiarism, cheating) or about “rules” for group work/collaboration should seek guidance from the course professor, academic advisor, or the Undergraduate Associate Dean. When misconduct has been found to have occurred, disciplinary penalties will be imposed under Policy 71 – Student Discipline. For information on categories of offenses and types of penalties, students should refer to [Policy 71 - Student Discipline](#). For typical penalties check [Guidelines for the Assessment of Penalties](#).

Grievances and Appeals

Grievance: A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. Read [Policy 70 - Student Petitions and Grievances](#), Section 4. When in doubt, please be certain to contact the department’s administrative assistant who will provide further assistance.

Appeals: A decision made or penalty imposed under Policy 70 - Student Petitions and Grievances (other than a petition) or Policy 71 - Student Discipline may be appealed if there is a ground. A student who believes he/she has a ground for an appeal should refer to [Policy 72 - Student Appeals](#).

Accommodation for Students with Disabilities

Note for students with disabilities: The [AccessAbility Services](#) office, located on the first floor of the Needles Hall extension (1401), collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with the AS office at the beginning of each academic term.

If You Are Using Turnitin® in Your Course

Turnitin.com: Text matching software (Turnitin®) will be used to screen assignments in this course. This is being done to verify that use of all material and sources in assignments is documented. Students will be given an option if they do not want to have their assignment screened by Turnitin®. In the first week of the term, details will be provided about arrangements and alternatives for the use of Turnitin® in this course. Note: students must be given a reasonable option if they do not want to have their assignment screened by Turnitin®. See [guidelines for instructors](#) for more information.

Optional Statements That May Be Included on Course Outlines

Mental Health Support

All of us need a support system. The faculty and staff in Arts encourage students to seek out mental health supports if they are needed.

On Campus

- Counselling Services: counselling.services@uwaterloo.ca Tel 519-888-4567 ext. 32655
- [MATES](#): one-to-one peer support program offered by Federation of Students (FEDS) and Counselling Services
- Health Services Emergency service located across the creek from Student Life Centre

Off Campus 24/7

- [Good2Talk](#): Free confidential help line for post-secondary students. Tel 866-925-5454
- Grand River Hospital: Emergency care for mental health crisis. Tel 519-749-433 ext. 6880
- [Here 24/7](#): Mental Health and Crisis Service Team. Tel 844-437-3247
- [OK2BME](#): set of support services for lesbian, gay, bisexual, transgender or questioning teens in Waterloo. Tel 519-884-0000 ext. 213

Details are online at the Faculty of ARTS [website](#)

Download [UWaterloo and regional mental health resources \(PDF\)](#)

Download the [WatSafe app](#) to your phone to quickly access mental health support information

Territorial Acknowledgement

We acknowledge that we are living and working on the traditional territory of the Attawandaron (also known as Neutral), Anishinaabe and Haudenosaunee peoples. The University of Waterloo is situated on the Haldimand Tract, the land promised to the Six Nations that includes 10 kilometres on each side of the Grand River. For more information about the purpose of territorial acknowledgements, please see the [CAUT Guide to Acknowledging Traditional Territory \(PDF\)](#).

Academic Freedom at the University of Waterloo

[Policy 33, Ethical Behaviour](#) states, as one of its general principles (Section 1):

“The University supports academic freedom for all members of the University community. Academic freedom carries with it the duty to use that freedom in a manner consistent with the scholarly obligation to base teaching and research on an honest and ethical quest for knowledge. In the context of this policy, 'academic freedom' refers to academic activities, including teaching and scholarship, as is articulated in the principles set out in the Memorandum of Agreement between the FAUW and the University of Waterloo, 1998 (Article 6). The academic environment which fosters free debate may from time to time include the presentation or discussion of unpopular opinions or controversial material. Such material shall be dealt with as openly, respectfully and sensitively as possible.”

This definition is repeated in Policies 70 and 71, and in the Memorandum of Agreement, Section 6.

Retention of Examination Papers and Course Work

- According to UW TL55 Record Retention Schedule, completed final examination papers and course work will be retained one year after last use (i.e., after the end of the term in which the work was submitted or after the resolution of any grade revision request or appeal).
- [Note to Students](#): Course work which the instructor attempts to return during the term (e.g., tests, assignments) but remains unclaimed when term grades become official in Quest may be destroyed earlier than one year (two terms) provided the students have been so advised on the course outline.