

**UW Department of Economics
Econ 472-001 (Honours Essay)
Fall (September – December), 2018**

Instructor and T.A. Information

Instructor: Professor Lori J Curtis

Office: HH 240

Office Phone: 519-888-4567 X33162

Class TTh 1130h – 1250h QNC-1506

Office Hours: by appointment

Email: ljcurtis@uwaterloo.ca

T.A.: there is no T.A.

Assistance: this course has the assistance of the following people:

Amy Greene, Writing Centre (WC), SCH, X 32329, amy.greene@uwaterloo.ca

Sandra Keys, Library, LIB 224, X32279, skeys@uwaterloo.ca

Website: course outline is available online on ECON website

<https://uwaterloo.ca/economics/undergraduate/courses/outlines-0#courses-400> and LEARN
course website <http://learn.uwaterloo.ca> (registered students only).

Course Description

This course helps students learn the skills of scholarly research and communication needed for graduate schools or the work place. Unlike the traditional lecture format, this course provides students with an interactive classroom environment to develop critical thinking skills, research methodology, economic analysis, library tools, data handling, peer review, interpersonal communications, and work ethics. Previous experience in writing term papers is not required. Students must find a faculty supervisor who agrees to work with them on a research topic of mutual interest.

Course Goals and Learning Outcomes

A. Research Experience

Students are provided the opportunity to spend a term working with a supervisor on a topic of mutual interest. The research experience is different from that experienced in other courses as students receive guidance and assistance from their instructor, supervisor, and resource partners while working on their research paper continually over the term. Students are required to submit work in progress regularly throughout the term to maintain continuity. Instructor and peer review is an important aspect of the course.

B. Time management, Assignment due dates and Project Completion

A class goal is to learn time management skills, including completing assignments on time. Due dates are firm (assignment extensions are very rarely given and are not given for final essay).

Assignments are to be uploaded to LEARN by 1100h on the due date. A printed copy of assignment and rubric is to be handed in at the beginning of class (1130h) on the due date. **The final essay must be submitted to the drop box on LEARN and to your supervisor in the format they prefer by December 3, 2018 at 1200h (noon).**

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If for any reason the essay is not completed by the due date, the work completed as of the due date must be submitted. Any documentation supporting the incomplete work (e.g., VOI form) must be submitted to the instructor as soon as possible (must be within 3 business days). Given students will work continually throughout the term, one or two days of illness near the end of the term will not be accepted as a reason for an extension. The work completed to the due date must be submitted.

A paper submitted without regular supervisor contact, assignment completion, class attendance, participation in peer review and WC meetings will receive a mark of zero, class activity mark will also reflect lack of participation. Submission of a research paper without interaction with the class, instructor, and supervisor is not enough to pass the course.

Please Note: Instructions on assignments and the format and procedure to submit the final essay is provided in the Assignment Document posted on LEARN. **Assignments/essays that do not follow these instructions will not be accepted.** To achieve the goals of this course, students must continually work on their assignments and essay. The project demands discipline and hard work throughout the term. The advice from students of previous classes is short and simple: “start early, start early, and start early.”

C. Course Requirements and Assessment (see Assignment Schedule for Due Dates)

<u>Assessment</u>	<u>Marked by</u>	<u>Weight</u>
Class Activities/participation/Assignments	Instructor	30%
Literature Review Draft (Assignment 6)	Instructor	10%
Class Presentation (Assignment 8)	Instructor	3%
Poster (Assignment 9)	Instructor/Supervisor	7%
Final Essay (forms, final essay)	Instructor	25%
Final Essay (supervisor meetings, final essay)	Supervisor	25%

Figure 1 shows the structure of the cooperatively designed interactive classroom environment used in this class. Students learn from writing their own papers as well as reviewing papers written by their colleagues. This experience is unique in the traditional exam-based undergraduate curriculum. All students, regardless of writing experience, can benefit from this model if they participate fully.

The Interactive Classroom Environment

1. The course instructor is responsible for the day-to-day administration of class activities including enrollment, attendance, course work, lectures, assessments, (and discipline if necessary). The instructor also oversees the coordination of supervisors, student peers, library and writing resources, and other units on campus.

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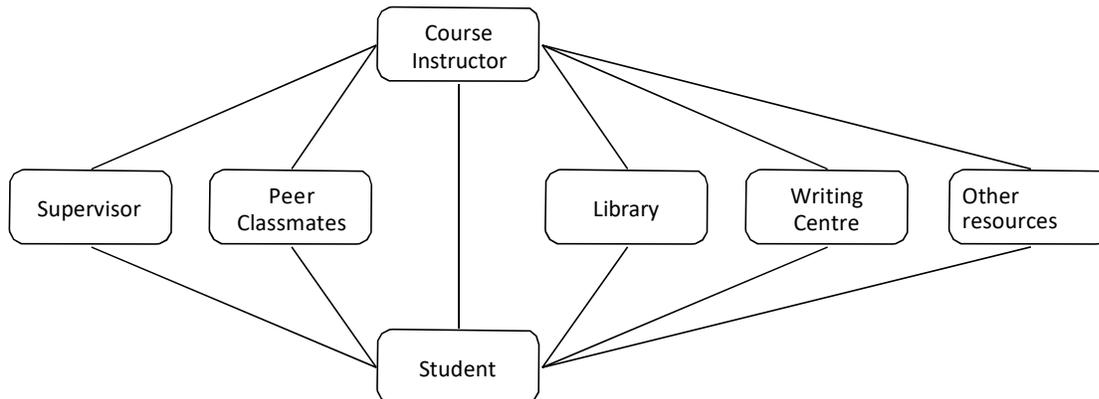


Figure 1. Hybrid Interactive Classroom Environment for Senior Honours Essay Writing

2. The supervisor gives guidance and expert advice through the entire project—from selecting a suitable topic to writing up the research findings. Students, however, bear the responsibility for their project. They must take the initiative to maintain regular contact with supervisors during the term and document contact in progress reports. Supervisors give advice, guidance, and comments on student work but do not do the work for students. This apprenticeship helps students learn to work independently while still under a supervisor which is the situation in academic and most work environments.

3. Peer review help students learn to work with their colleagues. All students are senior honours economics majors with comparable academic background. The uniformity makes the class a good interactive environment for students to work with their peers by reviewing their peers' work and having their own work reviewed. Note: research papers completed without regular class attendance, participation in class exercises, and meetings with their supervisor will not be accepted and will be given a zero mark.

4. The Economics' librarian liaison provides support with library resources and references. Early in the term, there will be instructions on popular research tools and databases, e.g., EconLit, CANSIM, ODESI, StatCan, Census, RefWorks. The librarian can also be consulted on special reference issues beyond those available as online library resources. The librarian should be consulted early in the term. She will be unable to assist students to the best of her ability if requests are too late in the term.

5. The Writing Centre (WC) (<https://uwaterloo.ca/writing-centre>) provides writing supports including workshops, consultation, and drop-ins. Students must attend three (3) 50-minute one-on-one appointments throughout the term (see course timetable) to discuss writing progress in terms of basic grammar, using and documenting research, organizing and structuring papers, and revising for clarity and coherence. This helps students to see their work as readers would and to learn editing skills and strategies. Book early as there are many students in the class.

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6. Three support units are available on campus to address the following special topics:
- (a) The Centre of Teaching Excellence (CTE) provides supports for the LEARN online environment. Course materials will be posted on LEARN during the term – check often. LEARN may occasionally be down unexpectedly, students are advised to download course materials as soon as possible.
 - (b) The Office of Research Ethics (ORE) (<https://uwaterloo.ca/research/>) provides guidance on research ethics and integrity which are extremely important in research.
 - (c) The Office of Academic Integrity (<https://uwaterloo.ca/academic-integrity/>) provides guidance on academic integrity which is relevant across students' entire career path.

Course Texts (see Course Readings Document on LEARN).

[G] Greenlaw, Steven A. 2009. Doing Economics: A Guide to Understanding and Carrying Out Economic Research, South-Western Cengage Learning (see Porter Library Reserve).

[D] Dudenhefer, Paul. 2009. A Guide to Writings in Economics. EcoTeach Center, Department of Economics, Duke University (<http://lupus.econ.duke.edu/ecoteach/undergrad/manual.pdf>).

[T] Turabian, Kate L. 2010. Student's Guide to Writing College Papers. 4th edition. University of Chicago Press, Chicago.

[M] Miller, Jane E. 2013. The Chicago Guide to Writing about Multivariate Analysis. 2nd edition. University of Chicago Press, Chicago and London.

Expectations of 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: arriving late or leaving early; not fully participating in class activities, e.g., working on other courses, inappropriate use of computers and electronic devices; inappropriate treatment of peers.
2. Fully participate in all class activities, e.g., discussions, peer reviews, exercises, Flex Lab sessions, visits to the Writing Centre, guest presentations.
3. Submit assignments on-time (see course schedule for due dates). **Electronic copies submitted on LEARN by 1100h on the due date. Hard copies handed in at the beginning of class on the due date.** Assignments submitted online without submitting hard copies and rubric in class or without author participation in peer review session of the assignment will be given a mark of zero. **Missing three (3) assignments will be considered as not participating regularly in class.**
4. Given the interactive nature of the class activities, there will be no substitutions or weight transfers for missed classes and/or course activities.
5. Time-conflict course overrides will not be given.

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6. Students missing several classes will be required to attend an interview with the instructor to discuss the absences and the ramifications of the missed classes. Failure to attend the interview will result in a zero grade for class participation and thus a failing grade for the course.
7. It is worth repeating that missed interactive class activities cannot be recreated or substituted or transferred. Submitting an essay at the end of the term without regular class participation during the term is not enough to pass the course. An essay written without regular faculty supervision, peer reviews, class exercises, class attendance, etc. will not be accepted and will be given a mark of zero.

Expectations of Regular Contacts with Supervisors

Students are expected to maintain regular contact with their supervisor throughout the term to progress through their research in a professional manner as if in the work place or graduate school.

Expectations of student interactions with supervisors:

1. Students work out a mutually agreeable regular meeting schedule with supervisors (normally once a week) and follow it through. Occasional deviations from that schedule (e.g., illness, midterms, job interview) should be discussed with supervisor and agreed upon in advance.
2. Given the twelve-week term and busy schedules of both supervisors and students, regularly scheduled contact is the key to success in this course.
3. In case of lack of regular contact with supervisors, substantial penalties (e.g., starting at 10 to 25 percentage points will be deducted from term mark) will be applied to final mark. In more serious cases (e.g., month-long absence), the final essay will not be accepted and a course mark of 'F' will be assigned.
4. Face-to-face is the primary meeting format. Other forms (telephone, email, skype) may be used on occasion if there is agreement between supervisor and student.
5. Students must maintain a record of all meetings and contacts with supervisors for the entire term. The record must be signed by the supervisor and submitted when requested and together with the final essay. Failure to keep or submit a proper log will result in penalties for lack of supervisor contact (see #3).

Course Policies

Information on Plagiarism Detection

Turnitin.com: Text matching software (Turnitin®) will be used in this course as a learning tool for students and to screen assignments. This is being done to verify all work is original and sources are properly referenced. As per UW policy, students will be given an alternate option if they do not wish to have their assignment screened by Turnitin®. The option available in this course is an oral presentation of the topic and materials referenced to demonstrate personal knowledge of the material and references used.

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Electronic Device Policy

Devices may be used for related class activities only. Turn off all other electronic devices during class. Use of technology in class other than for class purposes will lead to substantial reduction in Class Activities' Assessment. No photographs, audio recordings, or video recordings may be taken during class. An exception to this policy will be the poster session where pictures will be taken for the economics department's website. If you do not wish your picture taken, please notify the instructor at least 2 weeks in advance of the poster session.

LEARN

No accommodations will be given for loss of LEARN access and academic consequences arising from administrative issues with the Registrar's Office including course registration and fee arrangements.

Assignment Portfolio

Each student will maintain a portfolio of their work. Assignments will be submitted via the drop box in learn and must be printed and handed in at the beginning of class on the due date. Students must bring their portfolio to every class as peer review will be done routinely. The portfolio will also be collected and marked by the instructor on a random basis.

Late Work

As previously stated, deadlines for assignment submission on LEARN are 1100h (before class) on the due date (see the class and assignment schedule posted on LEARN). A printed copy must also be submitted at the beginning of class on the due date. Late submissions or submissions that are not part of the peer review receive a mark of zero.

As previously stated, if for any reason the final essay is not completed by the due date, **December 3, 2018 at 1200h (noon)**, the work completed as of the due date must be submitted. Any documentation supporting the incomplete work (e.g., VOI form) must be submitted to the instructor as soon as possible (must be within 3 business days). Given students work continually throughout the term, one or two days of illness near the end of the term will not be accepted as a reason for an extension. The work completed to date must be submitted to be marked.

A paper submitted without regular supervisor contact, assignment completion, class attendance, and/or peer review will not be assessed and will receive a mark of zero, class activity mark will also reflect lack of participation. Submission of a research paper without interaction with the class, instructor, and supervisor is not enough to pass the course.

Please see the following on LEARN: Class schedule/Assignment due dates; Class Readings; Assignments Instructions; Rubrics; Supervisor Form; Midterm Progress Report Form; Writing Centre Forms.

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Institutional-required statements for undergraduate 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: 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](#).

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.

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 information in course outline)

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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 / 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. Phone: 1-866-925-5454
- Grand River Hospital: Emergency care for mental health crisis. Phone: 519-749-433 ext. 6880
- **Here 24/7**: Mental Health and Crisis Service Team. Phone: 1-844-437-3247
- **OK2BME**: set of support services for lesbian, gay, bisexual, transgender or questioning teens in Waterloo. Phone: 519-884-0000 extension 213

Full details can be found 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.