

University of Waterloo
Department of Economics
ECON 472-001
Senior Honours Essays
Spring 2016
F 8:30-11:20 EV3-4412

Instructor and T.A. Information

Instructor: Trien Nguyen

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T.A.: there is no T.A. for this course.

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

Clare Bermingham, Writing Centre, SCH 229G, X31364, cbermingham@uwaterloo.ca

Nadine Fladd, Writing Centre, SCH 229F, X31363, nfladd@uwaterloo.ca

Sacha Geer, Office of Research Ethics, NH 1022, X37163, sgeer@uwaterloo.ca

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

Amanda McKenzie, Office of Academic Integrity, NH 3006D, X38562, am3mcken@uwaterloo.ca

Website: this course outline is available online at two locations for the duration of the term:

ECON website <https://uwaterloo.ca/economics/current-undergraduates/courses-and-outlines>,

LEARN 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, 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. Project Completion

The official due date of the essay is the last day of class of the term: Tue, July 26, 2016 (make-up day for Canada Day Fri Jul 1). This date is firm (extension is rare and in fact has never been given). One goal of this course is to help students learn time management skills and complete their essays on time.

To achieve this goal, students must continually work on their project from start to finish. The project demands discipline and hard work through the term (not just a few nights before the due date). This is a class that students work hard to stay on track. The advice from students of previous classes is short and simple: "start early, start early, and start early."

B. Research Experience

While this course is demanding in terms of time commitment and discipline, it offers students a valuable research experience not found in a typical lecture-based course where students attend lectures, do homework, and write exams with little or no interaction with peers and classmates.

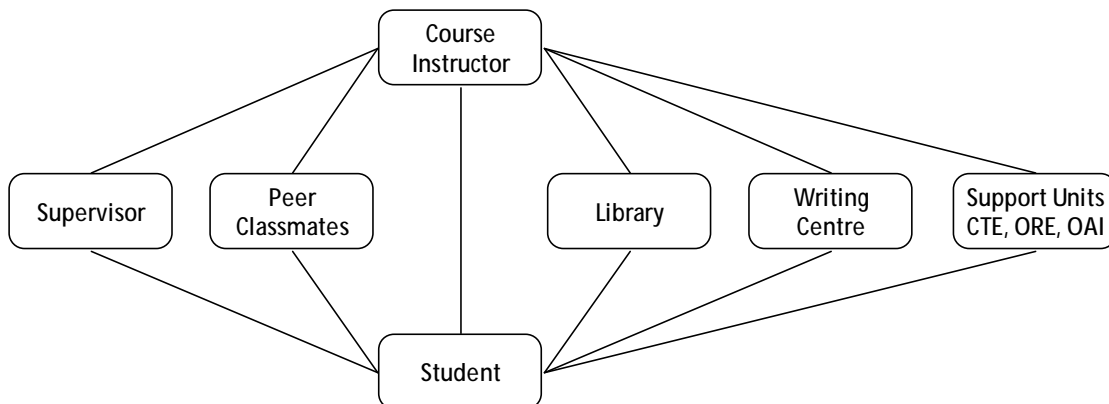
Students will have an opportunity to spend a term working with their supervisors on a topic of mutual interest. This research experience is different from a term paper as students writing a term paper often work with little guidance or contact with the instructor. It is hard to resist the temptation to wait until the last minutes and write the papers in rush before the due date. This practice is discouraged by a strict schedule requiring students to submit work in progress regularly throughout the term.

An essay submitted without regular supervisor contact or class attendance or peer review will get a zero mark. In short, submission of an essay alone (without interaction with the class, instructor, supervisor) is not enough to pass the course.

C. Interactive Classroom Environment

Figure 1 below shows the structure of the interactive classroom environment used in this class. Students learn from writing their own essays as well as reviewing essays written by their fellow classmates. This experience is unique in the traditional exam-based undergraduate curriculum. All students, regardless of having previous writing experience or not, can benefit from this teaching model.

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



1. The course instructor is in charge of the day-to-day administration of class activities including enrollment, attendance, course work, lectures, disciplines, and assessments. The instructor also oversees the coordination of supervisors, student peers, library and writing resources, and additional support units on campus.
2. The supervisor gives guidance and expert advice through the entire project—from selecting a suitable topic at the beginning to wrapping up research findings at the end. Students, however, bear the responsibility for their project. They must take the initiative to maintain regular contacts with supervisors during the term as documented by 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 controlled supervision.
3. The classmates help students to learn to work with their peers. Since all students are senior honours economics majors with comparable academic background, this uniformity makes the class a good

interactive environment for students to review their peers' work as well as have their own work being reviewed. This is different from a term paper in which students write their papers mostly in isolation (and in haste). Note that work submitted without regular faculty supervision or peer reviews or class exercises or class attendance will not be accepted and will be given a zero mark.

4. The Economics librarian provides supports on using library resources and references. Early in the term, there will be instructions on popular research tools, e.g., EconLit, CANSIM, ODESI, StatCan, Census, RefWorks. The librarian can also be consulted on special reference issues beyond the available online library resources.
5. The Writing Centre (<https://uwaterloo.ca/writing-centre>) provides writing supports including workshops, consultation, and drop-ins. Students can book a 50-min one-on-one appointment to discuss their drafts in terms of using and documenting research, organizing and structuring papers, and revising for clarity and coherence. Students thus learn to see their work as readers would as well as practice revising skills and strategies.
6. Three support units on campus 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. As LEARN might occasionally be down unexpectedly, students are advised to download course materials as soon as possible
 - (b) The Office of Research Ethics (ORE) provides guidance on research ethics and integrity. These topics are important to research-oriented courses like this one but are seldom covered.
 - (c) The Office of Academic Integrity (OAI) provides guidance on academic integrity. This subject is not only relevant to this writing intensive class but also crucial to the future career of students.

Required Text

[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>).

Course Requirements and Assessment

Assessment	Marked by	Weighting
Class Activities (required)	Course Instructor	50%
Essay Including Progress Work (required)	Supervisor & Course Instructor	50%
Total		100%

Instructions on the format and procedure to submit the final essay will be given in a separate document to be posted on LEARN.

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: (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, e.g., discussions, peer reviews, exercises, Flex Lab sessions, class visits to the Writing Centre, guest presentations by the ORE/OAI.
3. Submit assignments on-time (electronic copies on LEARN and hard copies in class) and participate in peer reviews and class discussions. It is not enough to submit assignments (online, in class) without attending class, peer reviews in which case the assignments will be given a zero mark. Peer reviews have to be done in class.
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 regular faculty supervision, peer reviews, class exercises, class attendance, etc. 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. Time-conflict course overrides will not be given.
7. Students missing four classes (i.e., one month or one-third of the term) risk a failing mark for the course. The missed interactive class activities cannot be recreated or substituted or transferred.

Expectations of Regular Contacts with Supervisors

Students are expected to maintain regular contacts with supervisors throughout the term to work on the progress of their research in a professional manner as in the work place or graduate school. Here are some examples of 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 the regular schedule (e.g., illness, midterm, job interview) should be properly discussed and agreed upon.
2. Given the short twelve-week span of the term and the busy schedules of both supervisors and students, maintaining regular contacts is the key to success in this course.
3. In case of lack of regular contacts with supervisors, a penalty of up to 25% mark could be deducted from the essay mark assessed by the supervisors. In more serious cases (e.g., month-long absence), the final essay, if submitted, will not be accepted and given a zero mark.
4. Face-to-face meeting is the primary meeting format. Other forms of communication (telephone, email, skype) may be used if there is a mutual agreement of both sides.
5. Students must maintain a record of meetings and contacts with supervisors for the entire term. This record must be submitted together with the final essay at the end of the term. In case this record log is not properly submitted, a penalty of up to 25% mark could be deducted from the essay mark assessed by the supervisors.

Course Outline

The following tentative list of topics may be revised to suite the background and interest of the class. The order of appearance might also be changed.

1. Introduction & Overview
 - a. Introduction
 - b. Selection of topics and supervisors
 - c. Writing samples from previous classes

2. Library Resources
 - a. RefWorks and EconLit
 - b. Research databases (CANSIM, ODESI, StatCan, Census)
 - c. Citing statistics and data
3. Writing Resources
 - a. Identify a research topic
 - b. Kickstart a literature review
 - c. Be aware of research ethics and academic integrity
 - d. Communicate through peer review: high-order revision, low-order revision
 - e. Integrate evidence: summary, paraphrase, and quotation
 - f. Improve writing skills: reader-friendly writing, concise writing, active and passive voice
 - g. Correct punctuations: making sense of colons, semi-colons, and commas
4. Economics Research Paper
 - a. Writing a good paper [D, #1-3, pp.7-12]
 - b. Genres of economics writing [D, #8-12, pp. 29-32]
5. Literature Review
 - a. Surveying the literature on a topics in economics [G, ch 3, pp. 29-47]
 - b. Making sense of published research [G, ch 6, pp. 93-123]
 - c. Finding a niche and making a contribution [D, #5-6, pp. 21-26]
6. Writing the Paper
 - a. The four moves of writing introductions [D, #18, pp. 46-50]
 - b. Writing as tool for economic research [G, ch 4, pp. 49-49]
 - c. Writing as product of economic analysis [G, ch 5, pp. 71-49]
 - d. Writing as communication of research findings [G, ch 12, pp. 231-250]
7. Writing Empirical Papers
 - a. The empirical economics paper [D, #17, pp. 35-45]
 - b. Compiling data sets [G, ch 9, pp. 159-181]
 - c. Research design and empirical testing [G, ch 10, pp. 183-202]
8. Writing Theoretical Papers
 - a. Structure of a theoretical paper
 - b. Choosing notations and doing proofs

Course Policy

Late Work

Deadlines for electronic submission on LEARN are 8:30 am on Friday. Deadlines for hardcopies needed for class discussions and peer reviews are 8:30 am in class on the same Friday. Late submission is not accepted, returned unmarked, and given a zero mark.

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. See also section "If You Use Turnitin in Your Course" below.

Electronic Device Policy

Computers may be used for related class activities only. Turn off all other electronic devices during class. No photographic devices are allowed during class. No audio recordings, video recordings or pictures may be taken during class.

Fee-Arranged Policy

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.

Tentative Schedule of Special Events

#	Date	Location	Speakers	Topics
1	Fri, May 06	EV3 4412	Nadine Fladd	WC: identifying a research topic
2	Fri, May 13	EV3 4412 LIB 329	Nadine Fladd Sandra Keys	WC: literature review LIB : library resources
3	Fri, May 20			
4	Fri, May 27	EV3 4412	Sacha Geer Amanda McKenzie Sandra Keys	ORE: research ethics and integrity OAI: academic integrity LIB: data resources
5	Fri, June 03	EV3 4412	Nadine Fladd	WC: summary, paraphrase, and quotation
6	Fri, Jun 10			
7	Fri, Jun 17	EV3 4412	Nadine Fladd	WC: reader-friendly writing
8	Fri, Jun 24			
9	Fri, Jul 08			
10	Fri, Jul 15			
11	Fri, Jul 22	EV3 4412	Nadine Fladd	WC: peer review: lower order revision
12	Tue, Jul 26			

Tentative Schedule of Assignments and Due Dates

#	Date	Posted	Due on LEARN	Due in class for peer review	Due in class for marking	Additional due dates
1	Fri, May 06					
2	Fri, May 13	AS1				
3	Fri, May 20	AS2	AS1 online	AS1 hardcopy		Supervisor Form
4	Fri, May 27	AS3	AS2 online	AS2 hardcopy	AS1 hardcopy	
5	Fri, Jun 03					
6	Fri, Jun 10	AS4	AS3 online	AS3 hardcopy	AS2 hardcopy	
7	Fri, Jun 17	AS5	AS4 online	AS4 hardcopy	AS3 hardcopy	
8	Fri, Jun 24	AS6	AS5 online	AS5 hardcopy	AS4 hardcopy	Progress Report
9	Fri, Jul 08	AS7	AS6 online	AS6 hardcopy	AS5 hardcopy	
10	Fri, Jul 15	AS8	AS7 online	AS7 hardcopy	AS6 hardcopy	
11	Fri, Jul 22	AS9	AS8 online	AS8 hardcopy	AS7 hardcopy	
12	Tue, Jul 26		AS9 online	AS9 hardcopy	AS8 hardcopy	Dropbox open
	Tue, Aug 02				AS9 hardcopy	Dropbox closed

Statements and links to be included on all course outlines

Economics Department Deferred Final Exam Policy

- Deferred Final Exam Policy found at <https://uwaterloo.ca/economics/current-undergraduates/policies-and-resources/deferred-final-exam-policy>.

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

- *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.
- *Discipline*: A student is expected to know what constitutes academic integrity, to avoid committing academic offences, and to take responsibility for his/her actions. 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 \(https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-71\)](https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-71)
- *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 \(https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-70\)](https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-70), Section 4.
- *Appeals*: A student may appeal the finding and/or penalty in a decision made under Policy 70 - Student Petitions and Grievances (other than regarding a petition) or Policy 71 - Student Discipline if a ground for an appeal can be established. Read [Policy 72 - Student Appeals \(https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-72\)](https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-72).
- *Other sources of information for students*:
[Academic Integrity website \(Arts\)](https://uwaterloo.ca/arts/current-undergraduates/student-support/ethical-behaviour)
<https://uwaterloo.ca/arts/current-undergraduates/student-support/ethical-behaviour>
[Academic Integrity Office \(UWaterloo\)](https://uwaterloo.ca/academic-integrity/)
<https://uwaterloo.ca/academic-integrity/>

Accommodation for Students with Disabilities

- *Note for students with disabilities*: The [AccessAbility Services](https://uwaterloo.ca/disability-services) office (<https://uwaterloo.ca/disability-services>), located on the first floor of the Needles Hall extension (NH 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 Use 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. In the first week of the term, details will be provided about the arrangements 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.)

University of Waterloo
Department of Economics
ECON 472-001
Spring 2016
Supervisor Form
(due in class on Friday, May 20, 2016)

Student Name _____ Student ID _____

Essay Topic Area _____

Student Signature _____ Date _____

Faculty Supervisor Name _____

Faculty Signature _____ Date _____

1. The default bibliographical style will be Chicago Author-Date 16. If a different style is preferred, check one: APA [] or MLA [] or APA [] or CEA [] or other (fill in) _____.
2. Are statistical data required? [] yes. If yes, specify the data sources that the student should start working on (check all that apply): CANSIM [] or ODESI [] or StatCan [] or Census [] or other (fill in) _____.
3. Is ethics clearance required? no [] or yes []. Check yes if the work involves contacts with human subjects (e.g., market surveys) and the student should apply for a Student Research Ethics Clearance from the Office of Research immediately as the clearance process is time consuming.
4. Additional Comments/Notes (if applicable): _____

Important Notes to Students:

By signing this form, you are committed to take the initiative to see the supervisor on a regular basis, attend classes regularly, submit exercises and work-in-progress for peer reviews in class regularly, and continually work on the essay from start to finish (due on the last class of the term).

An essay written without a supervisor or without regular supervision or without regular peer reviews in class or without regular exercises or without regular class attendance will not be accepted or marked. You may not change the essay topic area without the explicit consent of both the supervisor and the course instructor. In these cases, the essay will receive a zero mark regardless whether it has been submitted on time or not.

University of Waterloo
Department of Economics
ECON 472-001
Spring 2016
Progress Report
(due in class on Friday, Jun 24, 2016)

Student Name _____ Student ID _____

Tentative Title _____

Student Signature _____ Date _____

Faculty Supervisor Name _____

Faculty Signature _____ Date _____

During the first half of the term, students have learned the research methodology, writing skills, library data and reference tools. They have weekly assignments on their essays, peer reviews in classes, and visits to the Writing Centre. For the remaining of the term, they will keep working on their essays to meet the due date which is the last day of class of the term.

The purpose of this meeting is to ensure that the student is on the right track. From the start of the term, students have been instructed to maintain regular contacts with supervisors and they should have done so.

Is the student on the right track? Did the student see you regularly as instructed? If not, the student needs a frank discussion before it is too late.

[] need work on writing skill _____

[] need work on model _____

[] need work on data _____

[] need work on literature review _____

[] other _____