

University of Waterloo
Department of Economics
ECON 472-001
Senior Honours Essays
Winter 2016
9:00-11:50 F, HH 1106

Instructor and T.A. Information

Instructor: Trien Nguyen
Office: HH 202
Office Phone: 519-888-4567 X32794
Office Hours: 10:00-11:20 T
Email: nguyen@uwaterloo.ca

Email to the instructor must have the course code ECON 472 on the subject line and student name in the message. Email sent from LEARN automatically has this required information.

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,
Judi Jewinski, Renison University College, REN 2601C, X28378, jjewinski@uwaterloo.ca,
Sandra Keys, Library, LIB 224, X32279, skeys@uwaterloo.ca,
Amanda McGowan, Writing Center, SCH 229F, X31142, amcgowan@uwaterloo.ca,
Amanda McKenzie, Office of Academic Integrity, NH 3006D, X38562, am3mcken@uwaterloo.ca,
Kayla McKinnon, Economics Undergraduate Office, HH 214, X32186, kmckinnon@uwaterloo.ca,
Economics Faculty Supervisors: see supervisor list posted on LEARN (folder Admin).

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, the course gives students 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 (Monday, April 4, 2016). This date is firm (extension is rare and in fact has never been given). Given the high costs of delay in graduation, one goal of the 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.

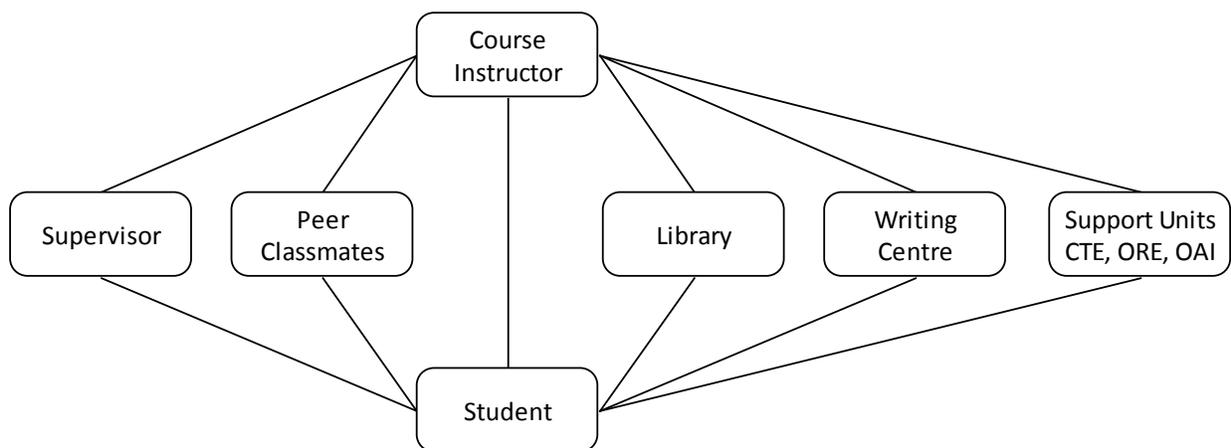
This class provides students with a rare opportunity to spend a term to work at a close range with their supervisors on a topic of mutual interest. This research experience is different from a term paper as students writing a term paper often work with little guidance or contact with the instructor. It is hard to resist the temptation to wait to the last minutes and write the papers in a few late nights before the due date. This practice is discouraged by a strict schedule requiring students to submit work in progress regularly throughout the term.

It is important to keep in mind that an essay submitted without regular consultation with supervisor, regular class attendance, regular submission of work in progress for peer review will get a zero mark. In short, just submission of an essay at the end of the term 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 hands-on sessions on bibliographical tools (RefWorks, EconLit) and research databases (CANSIM, ODESI, StatCan, Census). Depending on schedules, the librarian might be consulted on special reference issues (beyond the library resources available online).
5. The Writing Centre (<https://uwaterloo.ca/writing-centre>) provides a lot of writing supports including workshops, consultation, and drop-ins. In particular, students can book an hour long 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 integrated online environment. Course materials will be posted on LEARN for a limited time. As LEARN might occasionally be down unexpectedly, students are advised to download and save course materials as soon as possible. In addition, students learn to use the detection software Turnitin to check the accuracy of their references and citations. The intended use of this tool is for academic integrity development rather than enforcement and penalty.
 - (b) The Office of Research Ethics (ORE) provides guidance on research ethics and integrity. These topics are important to research-oriented instruction like this course but are seldom included in the curriculum.
 - (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. Again this topic is seldom included in the curriculum.

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 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. Here are some examples of failure to fully attend classes:
 - 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 merely 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
 - Modifying bibliographical styles
 - Generating a bibliography with abstracts
 - Searching EconLit
 - b. Research databases (CANSIM, ODESI, StatCan, Census)
 - c. Citing statistics and data
3. Writing Resources
 - a. Identifying a research topic
 - b. Peer review: high-order revision
 - c. Integrating evidence: summary, paraphrase, and quotation
 - d. Reader-friendly writing
 - e. Peer Review: low-order revision
 - f. Concise writing, active and passive voice
 - g. 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]

Course Policy

Late Work

Due dates for electronic submission on LEARN are 8:00 am on Friday. Due dates for hardcopies for discussions and peer reviews are 9:00 am in class on the same Friday. There are two late policies:

1. Strict Late Policy (SLP): time-sensitive class work required for interactive class activities scheduled on the due date (e.g., class discussions, peer reviews) must be submitted on time (no exception); late work of this category is not accepted (returned unmarked) and given a zero mark;
2. Tolerable Late Policy (TLP): late work of this less time-sensitive category may be tolerated to some degree with no questions asked if submitted as follows:
 - a. my office HH202 (under the door) before 2:00 pm the following Monday: no penalty,
 - b. my office HH202 (under the door) before 9:00 am the following Friday: 25% penalty,
 - c. in class before 11:50 am the following Friday: 50% penalty

Late work submitted after 11:50 am the following Friday will be returned unmarked, unread, and counted as zero. In all circumstances, no excuse for late work is required or accepted (i.e., you don't have to tell me why you are late, and even if you tell me why you are late, it does not change anything). There is no transfer of lost marks due to late work.

Information on Plagiarism Detection

Plagiarism detection software (Turnitin) will be used to screen submitted work in this course. This is being done to verify that use of all material and sources in submitted work is properly documented. Students will learn to use the software to pre-screen their own work for potential issues of academic integrity. For information about the arrangements for the use of Turnitin, see Turnitin at Waterloo (<https://uwaterloo.ca/academic-integrity/integrity-waterloo-faculty/turnitin-waterloo>). 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 Policy

Turn off all electronic handheld devices and put them away for the duration of the class. Computers may only be used for activities relevant to the class. No photographic devices are allowed during class and no audio or video recordings by all methods and by all devices are allowed 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

Table 1 below lists the special events during class time. Attendance is required

Table 1. Tentative Schedule of Special Events

#	Date	Location	Speakers	Topics
1	Fri, Jan 8	HH 1106 LIB 329	Nadine Fladd Sandra Keys	Identifying a research topic Library resources: RefWorks
2	Fri, Jan 15	HH 1106 LIB 329	Nadine Fladd Sandra Keys	Peer review: higher order revision Library resources: EconLit
3	Fri, Jan 22	HH 1106 HH 1106	Sacha Geer Amanda McKenzie	ORE: research ethics and integrity OAI: academic integrity
4	Fri, Jan 29			
5	Fri, Feb 5			
6	Fri, Feb 12	HH 1106 HH 1106	Nadine Fladd Amanda McGowan	Summary, paraphrase, and quotation Peer review
7	Fri, Feb 26			
8	Fri, Mar 4	HH 1106 HH 1106	Nadine Fladd Amanda McGowan	Reader-friendly writing Peer review
9	Fri, Mar 11			
10	Fri, Mar 18			
11	Fri, Apr 1	HH 1106 HH 1106	Nadine Fladd Amanda McGowan	Peer review: lower order revision Peer review
12	Mon, Apr 4			

Tentative Schedule of Assignments and Due Dates

Table 2 below lists the schedule of assignments and due dates. The schedule is tentative and subject to change. It is important to remember that assignments require both class attendance and peer review. Assignments submitted without class attendance and peer review will be given a zero mark.

Table 2. 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, Jan 8					
2	Fri, Jan 15					
3	Fri, Jan 22	AS1				
4	Fri, Jan 29	AS2	AS1 online	AS1 hardcopy		
5	Fri, Feb 5	AS3	AS2 online	AS2 hardcopy	AS1 hardcopy	Supervisor Form
6	Fri, Feb 12	AS4	AS3 online	AS3 hardcopy	AS2 hardcopy	
7	Fri, Feb 26	AS5	AS4 online	AS4 hardcopy	AS3 hardcopy	
8	Fri, Mar 4	AS6	AS5 online	AS5 hardcopy	AS4 hardcopy	
9	Fri, Mar 11	AS7	AS6 online	AS6 hardcopy	AS5 hardcopy	
10	Fri, Mar 18	AS8	AS7 online	AS7 hardcopy	AS6 hardcopy	Progress Report
11	Fri, Apr 1	AS9	AS8 online	AS8 hardcopy	AS7 hardcopy	
12	Mon, Apr 4		AS9 online	AS9 hardcopy	AS8 hardcopy	Dropbox open
	Fri, Apr 8				AS9 hardcopy	Dropbox closed

Institutional-Required Statements

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](#).

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](#).

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](#).

Other Sources of Information for Students

[Academic integrity](#) (Arts) (<https://uwaterloo.ca/arts/current-undergraduates/student-support/ethical-behaviour>)

[Academic Integrity Office](#) (<https://uwaterloo.ca/academic-integrity/>)

Accommodation for Students with Disabilities

Note for students with disabilities:

The AccessAbility 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.

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
Winter 2016
Supervisor Form

(due in class on Friday, February 5, 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 [] 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?** [] 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. **The average length of the essay is 30-35 pages** (double-space, standard margin and font size). It is preferable to keep a level playing-field for every student. Specify different page limit and/or other restrictions _____.

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
Winter 2016
Progress Report

(due in class on Friday, March 18, 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 _____