

**University of Waterloo**  
**Department of Economics**  
**Economics 4762 Course Outline (draft)**  
**(Senior Honours Essay)**  
**September 8 – December 5, 2016**

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Class: Tuesday and Thursdays 1130h - 13500h  
Class location: QNC 1506  
Office Hours: Thursdays 1330h - 1500h or by appointment.  
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](mailto:cbermingham@uwaterloo.ca)

Amy Greene, Writing Centre, SCH 229F, X31363, [amy.greene@uwaterloo.ca](mailto:amy.greene@uwaterloo.ca)

Sacha Geer, Office of Research Ethics, NH 1022, X37163, [sgeer@uwaterloo.ca](mailto:sgeer@uwaterloo.ca)

Sandra Keys, Library, LIB 224, X32279, [skeys@uwaterloo.ca](mailto:skeys@uwaterloo.ca)

Amanda McKenzie, Office of Academic Integrity, NH 3006D, X38562, [am3mcken@uwaterloo.ca](mailto: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/courses-and-outlines#courses-400>,

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 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**

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 course has been cooperatively designed with the previous instructor (Dr. Trien Nguyen), former students, and course resource persons over the last several years to provide students the optimal experience in learning how to write a research paper.

Students have 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

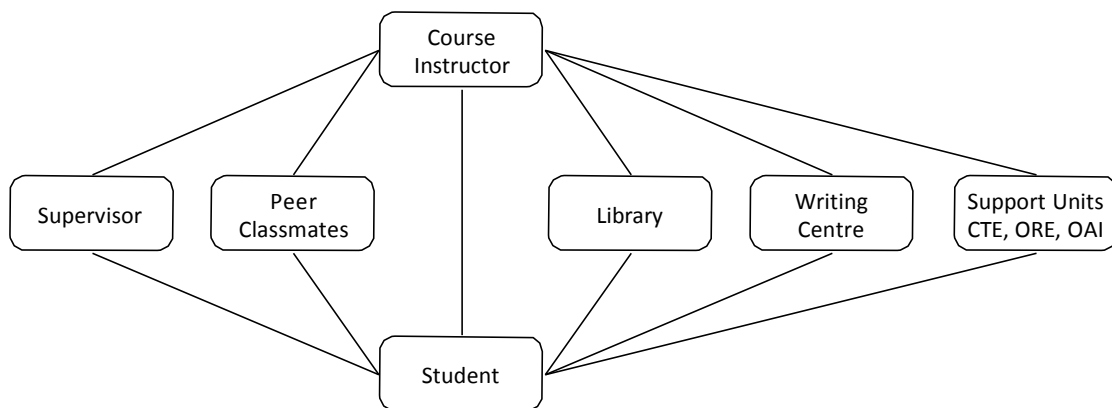
continually over the term. Students are required to submit work in progress regularly throughout the term to maintain continuity. Instructor and peer review is an important aspect of the course.

A paper submitted without regular supervisor contact, class attendance, or peer review will receive a mark of zero. Submission of a research paper without interaction with the class, instructor, and supervisor is not enough to pass the course.

#### B. Interactive Classroom Environment

Figure 1 below 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.

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, assessments, (and disciplines if necessary). The instructor also oversees the coordination of supervisors, student peers, library and writing resources, and other units on campus.
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 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 not be able to assist students to the best of her ability if requests are too late in the term.
5. The Writing Centre (<https://uwaterloo.ca/writing-centre>) provides writing supports including workshops, consultation, and drop-ins. Students must 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. 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.
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 – check often. 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 which are extremely important in research.
  - (c) The Office of Academic Integrity (OAI) provides guidance on academic integrity which is relevant across students’ entire career path.

**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 Course Instructor	Weighting
Class Activities including participation (required)		50%
Essay Including Progress Work (required)	Supervisor & Course Instructor	50%
<b>Total</b>		<b>100%</b>

Instructions on assignments and the format and procedure to submit the final essay will be provided 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. 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,

- 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 portfolio). Assignments submitted online without class attendance and peer reviews, which have to be done in class, will be given a zero mark.
  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.
  6. Students missing several classes will be interviewed by the instructor to discuss risk a receiving a failing mark 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 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.

#### *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 the regular schedule (e.g., illness, midterm, 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, penalties starting at 25% of the paper mark will be deducted from the supervisor's assessment. 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 is the primary meeting format. Other forms (telephone, email, skype) may be used on occasion if there is a mutual agreement.
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 together with the final essay. If the record log is not properly submitted, a penalty of up to 25% mark will be deducted from the essay mark assessed by the supervisors.

#### **Course Policies**

##### *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 the alternate option. "If You Use Turnitin in Your Course".

##### *Electronic Device Policy*

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

## 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.

### **Tentative Schedule of Special Events (additions may occur if required).**

<b>Date</b>	<b>Location</b>	<b>Speakers</b>	<b>Topics</b>
T, Sept 13	In Class	Amy Greene	WC: identifying a research topic
Th, Sept 15	LIB 329	Sandra Keys	LIB : library resources
T, Sept 20		Amy Greene	WC: literature review
Th, Sept 22	In Class	Amanda McKenzie Sacha Geer	OAI: academic integrity ORE: research ethics and integrity
Th, Sept 29	LIB 329	Sandra Keys	LIB: data resources
Th, Oct 6	In Class	Amy Greene	WC: reader-friendly writing
Th, Oct 27	In Class	Amy Greene	WC: summary, paraphrase, and quotation
Th, Nov 17	In Class	Amy Greene	WC: peer review: lower order revision

### **Schedule of Assignments and Due Dates**

Each student will maintain a portfolio of their all of their work. Assignments will be posted on LEARN. Assignments will be submitted via the drop box in learn and must be printed and included in the portfolio for 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 regular basis.

#### *Late Work*

Deadlines for assignment submission on LEARN are 1100h (before class) on the due date which will be clearly stated on the assignment when posted on LEARN. Hardcopies are due at the beginning of class on the same day. Late submissions are not accepted, returned unmarked, and receive a mark of zero.

#### Project Completion

The official due date of the essay is the last class of the term: December 1, 2016. A class goal is to learn time management skills, including completing assignments and papers on time. Due dates are firm (extensions are rare and in fact have never been given).

To achieve this goal, students must continually work on their project. 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."

If for any reason the paper is not completed by the due date for the final project, the work completed as of the due date must be submitted. Any documentation supporting an extension (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.

## **Institutional-required statements for undergraduate 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) The alternate option for this course will be an oral examination of the references used in the paper. The oral examination will be booked in consultation with the student as soon as the student provides their exam schedule to the instructor (no later than 1 week after exam schedule release).