

**University of Waterloo**  
**Department of Economics**  
**ECON 472-002: Senior Honours Essay**  
**Course Outline – Winter Term 2017**

**Instructor Information**

**Instructor:** Corey Van de Waal

**Office:** HH 103

**Website:** <http://economics.uwaterloo.ca/corey-van-de-waal>

**Class Meets:** 8:30am – 9:50am on Tuesdays and Thursdays.

**Classroom:** QNC 1507

**Email:** [chvandew@uwaterloo.ca](mailto:chvandew@uwaterloo.ca)

When sending email to your instructor, always use your University of Waterloo email account. "ECON 472" must appear in the subject line and the message must include your *full name and student ID number*.

**Office Hours and Other Support Resources**

**Special Office hours (on campus):** Friday, January 6<sup>th</sup> from 9:00 – 11:00am

(since Monday, January 9<sup>th</sup> is my birthday)

**Main Campus Office hours:** Mondays from 9:00am – 12:00pm (Starts January 16<sup>th</sup> and ends April 3<sup>rd</sup>).

**MPS Office hours:** Wednesdays from 12:30 – 1:30pm (Starts January 11<sup>th</sup> and ends March 29<sup>th</sup>)  
Office hours for the Final Exam Period will be announced in March.

If these office hours are not convenient for you, I am also available by arranging a mutually convenient appointment via e-mail.

Where to find this course outline:

This course outline is available at two locations for the duration of the term:

- Department of Economics website <http://economics.uwaterloo.ca/courses>
- LEARN web site (requires UW user id and password) <http://learn.uwaterloo.ca>

**Acknowledgements**

Clare Bermingham, Writing Centre, SCH 229G, X31364, [cbermingham@uwaterloo.ca](mailto:cbermingham@uwaterloo.ca)

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

Amy Greene, Writing Centre, SCH 2<sup>nd</sup> floor, [amy.greene@uwaterloo.ca](mailto:amy.greene@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)

## 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 and data skills, peer review, interpersonal communication, and work ethics. Previous writing experience is not required. Students must have a faculty member to supervise their essay.

## Course Goals and Learning Outcomes

### Project Completion

The official due date of the essay is the last day of class of the term Monday April 3, 2017. This date is firm (meaning no extension). The main 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, start early."

### Research Experience

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 term working closely with supervisors on a topic of their interest. 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. In this course, procrastination 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 be given a zero mark. In short, submission of an essay alone (without interaction with the instructor, supervisor, and students in the class) is not enough to pass the course. It is the process of doing research and writing under strict supervision and controlled classroom environment that counts.

## Course Requirements and Assessment

Assessment	Graded by:	Weighting
Class Activities (required)	Course Instructor	50%
Essay – including Progress Work (required)	Supervisor and Course Instructor	50%
<b>Total</b>		<b>100%</b>

### *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.**
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 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 discussed with the supervisor and reported to 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 will 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 from the Library and Writing Centre
3. Resources from the Office of Research Ethics and Office of Academic Integrity
4. Writing the introduction and abstract
5. Writing the literature review
6. Writing economic research

## Course Policies

### Attendance Policy

Class attendance is an integral part of your educational experience. Attendance is an implicitly graded component of this course. You are responsible for all material presented and all activities engaged in during the scheduled seminar periods whether you choose to attend seminars or not.

### 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 3-hours late will be 5% 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.**

- Photographic devices are not permitted in class due to copyright and privacy issues.
- A/V recording devices are not permitted in class due to copyright and privacy issues.

### Registrar's Office

Students are responsible for fee arrangements with the Registrar's Office. No accommodations will be given for loss of access to LEARN and academic consequences of problems with the Registrar's Office.

### 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.

In order to maintain a learning environment in this classroom, I expect the highest level of courtesy and professional behaviour from every student. In particular, be punctual and turn off all audible ringers on all devices during class.

As a courtesy to the custodial staff, if you have coffee, water, etc., please dispose of your garbage when you leave the classroom.

### Students Should Know

This course outline is covered in 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 (feel free to ask the instructor in case of questions). The old saying “ignorance is no defence” applies.

### **Intellectual Property**

Students should be aware that this course contains the intellectual property of their instructor, TA, and/or the University of Waterloo. Intellectual property includes items such as:

- Lecture content, spoken and written (and any audio/video recording thereof);
- Lecture handouts, presentations, and other materials prepared for the course (e.g., PowerPoint slides);
- Questions or solution sets from various types of assessments (e.g., assignments, quizzes, tests, final exams); and
- Work protected by copyright (e.g., any work authored by the instructor or TA or used by the instructor or TA with permission of the copyright owner).

Course materials and the intellectual property contained therein, are used to enhance a student’s educational experience. However, sharing this intellectual property without the intellectual property owner’s permission is a violation of intellectual property rights. For this reason, it is necessary to ask the instructor, TA and/or the University of Waterloo for permission before uploading and sharing the intellectual property of others online (e.g., to an online repository).

Permission from an instructor, TA or the University is also necessary before sharing the intellectual property of others from completed courses with students taking the same/similar courses in subsequent terms/years. In many cases, instructors might be happy to allow distribution of certain materials. However, doing so without expressed permission is considered a violation of intellectual property rights.

Please alert the instructor if you become aware of intellectual property belonging to others (past or present) circulating, either through the student body or online. The intellectual property rights owner deserves to know (and may or may not have already given their consent).

## **Institutional-required statements for undergraduate course outlines approved by Senate Undergraduate Council, April 14, 2009.**

### **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 website \(Arts\)](#)

[Academic Integrity Office \(UWaterloo\)](#)

### **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.