Course Textbooks and Other Materials

Required Text: Microeconomics Workbook: Principles and Practice (2017-19 ed.; orange cover)

You must bring your own NEW copy (buy, do not rent) of the current workbook to every class meeting. If you do not have your own workbook that can be written in on the day graded work from the book is collected, then you will receive a grade of zero for the assignment. You will also need a pencil, paper, and a non-programmable/non-graphing calculator (not a cell phone) for most class meetings. You cannot share calculators, so if you forget to bring one, you are out of luck.

The Economics Help Center is located in Wooten Hall, room 320 and will be open starting Monday, January 22. The Help Center hours will be announced when the schedule has been finalized.

Course Purpose, Goals and Objectives

This course serves as an introduction to business organization and the market economy. The techniques of economic analysis will be used to examine models of consumer behavior and producer behavior. Once developed, these tools of analysis will be applied to current economic situations.

Grading Policy

Your final grade in this course will be determined from your grades on homework, in-class graded work, written assignments, and exams.

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>150</td>
</tr>
<tr>
<td>Out-of-class Writing Assignment</td>
<td>40</td>
</tr>
<tr>
<td>In-Class Graded Work</td>
<td>60</td>
</tr>
<tr>
<td>Exam 1</td>
<td>200</td>
</tr>
<tr>
<td>Exam 2</td>
<td>200</td>
</tr>
<tr>
<td>Comprehensive Final Exam</td>
<td>350</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,000</strong></td>
</tr>
</tbody>
</table>

Course grades are based on 1000 possible points and are assigned according to the following scale:

- A = 900 – 1,000
- B = 800 – 899
- C = 700 – 799
- D = 600 – 699
- F = 599 or below

See [http://registrar.unt.edu/registration/spring-registration-guide](http://registrar.unt.edu/registration/spring-registration-guide) for detailed information about dropping or withdrawing. Go to the department office (Wooten Hall, room 325) on or before **Monday, April 2nd** to obtain a drop slip (which I have already signed with a grade of “W”) or discuss your options with me during office hours. If you stop attending and do not drop the class, you may receive an “F” in the course.
A grade of incomplete will be assigned according to UNT policy on incompletes. Before requesting a grade of incomplete, read this policy at http://registrar.unt.edu/grades/incompletes.

**Examination Policy**

All exams are in the regular classroom. Exams 1 and 2 begin at 12:30pm and end at 1:20pm. **You must bring a UNT student identification card, a non-programmable/non-graphing calculator, and a number 2 pencil to each exam.** The course exam dates and material coverage are listed below and on the course outline on pages 3 and 4 of this syllabus.

THERE WILL BE NO MAKE-UP EXAMS, and no exam grades are dropped. If you miss an exam, you must notify me immediately and then present written documentation of a University excused absence within two (2) weeks of the absence. If approved, I may replace missed exam points based on the percentage of questions answered correctly on the comprehensive final exam. If you do not notify me immediately after missing any exam and do not provide documentation within 2 weeks, a grade of zero is assigned.

**Exam Dates**

Exam I (Ch. 1 - 5) ......................... Tuesday, Feb 20

Exam II (Ch. 6 - 11) ......................... Tuesday, April 3

Final Exam (Comprehensive through Ch. 15) .... Thursday, May 10 at 10:30am

There is a 50-minute time limit for exams 1 and 2 with 40 multiple choice questions; each exam is worth 200 points. There is a two-hour time limit for the comprehensive final exam with 70 multiple choice questions; the final exam is worth 350 points. The final exam is in the regular classroom.

**Homework**

Homework assignments come from the Workbook. Homework assignments are due at the beginning of class and will not be accepted for a grade unless completed according to my directions and turned in on Scantron 882-E. **Late homework will not be accepted for any reason, but you are welcome to turn in homework early.**

Homework is worth 150 points.

**In-Class Graded Work**

In-class graded work includes 5 quizzes and 1 in-class essay. **Missed quizzes and the essay cannot be made up, but I will drop one of your lowest quiz grades.** The essay will be completed in class without aid of notes or books and will be given during the last week of class.

In-class graded work is worth 60 points.
Out-of-Class Writing Assignment

Detailed instructions for the out-of-class writing assignment will be posted on Blackboard by January 31. The writing assignment is due by the beginning of class on Tuesday, May 1. If you hand in your assignment on or before April 24, I will grade it and give you your grade on May 1. If you hand your assignment in on May 1, you will not know your grade on it before the end of the semester.

The out-of-class writing assignment is worth 40 points.

Attendance Policy

Class attendance is expected and will significantly increase your chances for a better understanding of economics and a better grade. Additionally, unannounced quizzes and graded work which you might miss by failing to attend may lower your grade. ARRIVING TO CLASS LATE AND LEAVING CLASS EARLY ARE INAPPROPRIATE AND COULD POTENTIALLY AFFECT YOUR GRADE.

Classroom Conduct: Acceptable Student Behavior

Student behavior that interferes with the Instructor’s ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the Instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classrooms, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.unt.edu/csrr

Course Outline – Spring Semester

<table>
<thead>
<tr>
<th>Class Week</th>
<th>Text Material Covered:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 16 - 19</td>
<td>Chapters 1 and 2</td>
</tr>
<tr>
<td>Jan 22 - 26</td>
<td>Chapters 2 and 3</td>
</tr>
<tr>
<td>Jan 29 - Feb 2</td>
<td>Chapters 3 and 4</td>
</tr>
<tr>
<td>Feb 5 - 9</td>
<td>Chapters 4 and 5</td>
</tr>
<tr>
<td>Feb 12 - 16</td>
<td>Chapter 5</td>
</tr>
<tr>
<td>Feb 19 - 23</td>
<td>Exam 1, Chapter 6</td>
</tr>
<tr>
<td>Feb 26 - Mar 2</td>
<td>Chapters 6 and 7</td>
</tr>
<tr>
<td>Mar 5 - 9</td>
<td>Chapters 7 and 8</td>
</tr>
<tr>
<td>Mar 12 - 16</td>
<td>Spring Break; No Classes</td>
</tr>
<tr>
<td>Mar 19 - 23</td>
<td>Chapters 9 and 10</td>
</tr>
<tr>
<td>Mar 26 - Mar 30</td>
<td>Chapter 11</td>
</tr>
<tr>
<td>Apr 2 - 6</td>
<td>Exam 2, Chapter 12</td>
</tr>
</tbody>
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Apr 9 - 13 Chapters 12 and 13
Apr 16 - 20 Chapters 13 and 14
Apr 23 - 27 Chapters 14 and 15
Apr 30 – May 3 Chapter 15 and Review for Final

May 10 at 10:30am Final Exam

**Personal Electronics Policy**

You may not have any personal electronic communications or other devices turned on during class without prior permission from me. **This includes cell phones, laptops, tablets, and MP3s.** Cell phones, head phones, and ear buds may **not** be used during exams. **Any student accessing any electronic device during class without my prior permission will be instructed to turn it off, and there will be a 10 point penalty on the homework total for the semester.** If this occurs a second time, I will submit a request to have the student withdrawn from the course. Please see me if you have a documented need for and approved use of any of the above mentioned or other personal electronic devices.

*The above conduct and personal electronics policies are a result of concerns and complaints expressed by students.* Please do not eat, talk, or use your phone, laptop, tablet, ear buds, head phones, etc. during class as it may be a distraction or an annoyance to your fellow students.

**Contacting Me**

In person: Please email me to schedule an appointment during the office hours listed on the first page of this syllabus. If you are unable to meet during my office hours, please email me to possibly set up a mutually convenient time.

By Phone: You can leave a message (940-565-2246) after being transferred to the main office if I am not available to answer the phone.

Via Email: **All email must be sent through your UNT student email address (my.unt.edu) specifically to me at hellis@unt.edu.** Email from any other source or to any other email address is unlikely to make it through UNT filters and will not be answered.

If you contact me via email, the subject line of your email must have your course and section number to be opened. I will do my best to respond to email within 24 hours, Monday through Friday when UNT is open. If you do not get a response, please resend making sure to follow the above instructions.

Email correspondence should be appropriate and should not contain requests for me to provide you with missed assignments, handouts, notes, grades, etc. and should never be a request to treat your coursework and grade differently than what is outlined on this syllabus. Inappropriate emails and student requests will be forwarded to the appropriate campus office and/or official.
**Use of Blackboard**

Although I will not use Blackboard to post grades, I will use it for posting some departmental handouts (syllabi, review sheets, etc.), so you should check Blackboard periodically. **Detailed instructions for other assignments (like homework problems to be turned in) will be given in class.** A week before the final exam, I will give each student a grade sheet in class, listing the homework total, quiz total, exam grades, etc. Also, please use the Grade Tracking Sheet on Blackboard to keep track of your grades.

**Miscellaneous**

To contact me, please call or visit during the office hours listed on the first page of this syllabus. You may also contact me via email (see above). **Outside of office hours, you can receive assistance at the Econ Help Center in Wooten Hall Room 320.** See the Help Center Information Sheet on Blackboard for Help Center hours of operation.

You might introduce yourself to your neighbor in class at the beginning of the semester and exchange e-mail addresses. That way, if you miss class, you have someone from whom to obtain notes and other information that was discussed.

**Copyrights**

Class lectures are protected by state common law and federal copyrights. They are the original expression of the Instructor and may be recorded at the same time as delivered in order to secure protection. Whereas, you are authorized to take notes in class thereby creating a derivative of the lecture, the authorization extends only to making one set of notes for your PERSONAL USE. You are not authorized to record lectures or to make commercial use of them without the Instructor’s prior express written permission.

**Disability Accommodation**

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the Office of Disability Accommodation website at [http://www.unt.edu/oda](http://www.unt.edu/oda). You may also contact them by phone at 940.565.4323.

The Economics Department cooperates with the Office of Disability Accommodation (ODA) to make reasonable accommodations for qualified students with disabilities. If you have not registered with ODA, we encourage you to do so. **Please present your written accommodation request during my office hours (e-mail me to set up an appointment) on or before January 25th.**
Cheating and Plagiarism

The UNT Department of Economics adheres to the University's Policy on Cheating and Plagiarism. To view the complete policy, go to http:// facultysuccess.unt.edu/academic-integrity.

Cheating: The use of unauthorized assistance in an academic exercise, including but not limited to:

1. use of any unauthorized assistance to take exams, tests, quizzes or other assessments;
2. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments;
3. acquisition, without permission, of tests, notes or other academic materials belonging to a faculty or staff member of the University;
4. dual submission of a paper or project, or re-submission of a paper or project to a different class without express permission from the instructor;
5. any other act designed to give a student an unfair advantage on an academic assignment.

Plagiarism: Use of another's thoughts or words without proper attribution in any academic exercise, regardless of the student's intent, including but not limited to:

1. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement or citation.
2. the knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in selling term papers or other academic materials.