Course Textbooks and Other Materials

Required Workbook:  Microeconomics Workbook: Principles and Practice (orange cover)
You must bring your workbook to every class meeting. You will have unannounced quizzes and homework assignments from your workbook throughout the semester.

You will also need sharp number 2 pencils and a nonprogrammable calculator. You may not use your cell phone or any other electronic device in place of a nonprogrammable calculator.

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 exams, quizzes, homework, and other in-class and take-home assignments. The maximum points for each category are: 450 points from semester exams (three 50 minute exams worth 150 points each), 150 points from homework assignments, 100 points from quizzes and other assignments, and 300 points from the comprehensive departmental final exam. The final course grade is based on 1000 possible points and will be assigned according to the following scale:

A = 1000 – 900  C = 799 – 700  F = 599 or below
B = 899 – 800  D = 699 – 600

A grade of incomplete will be assigned only for authorized and excused absences and with a time limit for completion of course material. No extra credit assignments will be given during the regular semester.

Examination Policy
Exam dates and the chapters and/or pages to be covered are listed on page 3. Exams will be returned in class, but the instructor reserves the right to recollect them and keep them on file. You must bring a UNT student identification card, a non-programmable calculator, and a number 2 pencil to each exam. YOU MUST PRESENT A VALID UNT STUDENT ID AND WRITE YOUR 8-DIGIT UNT STUDENT ID NUMBER ON YOUR EXAM TO RECEIVE CREDIT FOR THAT EXAM.

THERE WILL BE NO MAKE-UP EXAMS. The missed points may be made up on the final exam only with prior Instructor approval. If you miss a 50 minute exam, you must notify your instructor immediately and then present written documentation of a University excused absence within two (2) weeks of the absence or receive a zero for that exam.

Final Exam - Comprehensive
The final exam is comprehensive and is worth 300 points. It will be given on Saturday, December 10th, at 2:00 p.m., in accordance with University policy. The location of the final exam will be announced in class at a later date.
**Homework, Quizzes and Other Assignments**

Homework assignments will generally be taken directly from the workbook. Homework assignments will not be accepted for a grade unless completed according to the Instructor’s directions. Late homework will be treated according to the Instructor’s homework policy.

Quizzes may be unannounced and may be taken directly from the workbook. **If you do not have your workbook and a number 2 pencil with you the day of a quiz, you may receive a zero for that quiz.** You must come prepared to every class meeting. Missed quizzes cannot be made up. If the absence is excused, the quiz grade will not be included in the tabulation of your final grade.

Other assignments will be given during the semester. Detailed instructions will be given in class. All assignments must be completed and submitted for grading according to the Instructor’s directions.

**Attendance Policy**

Class attendance will significantly increase your chances for a better understanding of economics and a better grade. Additionally, unannounced quizzes and homework assignments, which you might miss by failing to attend, will lower 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](http://www.unt.edu/csrr)

**Personal Electronics Policy**

You may not have any personal electronic communications or other devices turned on during class without prior permission from the Instructor. **This includes laptops, tablets, MP3s, and cell phones.**

**Email Etiquette**

Only emails in which you give your name, class, and section number will be answered. The course and section number should be in the subject line of your email to ensure that it gets through and will be opened. Please address the recipient and use correct grammar and spelling. Email correspondence should be appropriate and should not contain requests for handouts, notes, grades, etc. to be sent or faxed to you, 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 administrator.

**Miscellaneous**

To contact your instructor, please call or visit during the Instructor's posted office hours. You may also use email. **Outside of office hours, you can receive assistance at the Econ Help Center in Hickory Hall room 152.** The Help Center will be open weekdays beginning the second full week of classes.
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.

Important University Dates
September 5: Labor Day – no classes
October 28: Last day to drop a course with instructor consent
November 24-27: Thanksgiving Break – no classes

Examination Dates
Exam I (Ch. 1 - 5) .................................. Thursday, September 29, for TR classes
                                          Friday, September 30, for MWF classes
Exam II (Ch. 6 - 11) ............................. Thursday, Nov 3, for TR classes
                                          Friday, Nov 4, for MWF classes
Exam III (Ch. 11 – 15) ......................... Thursday, Dec 1, for TR classes
                                          Friday, Dec 2, for MWF classes

The Comprehensive Final Exam is SATURDAY, Dec 10, at 2:00 p.m. FOR ALL CLASSES.

***DO NOT CALL THE ECONOMICS DEPARTMENT FOR GRADES; TEST RESULTS AND GRADES MAY NOT BE GIVEN OUT BY THE ECONOMICS DEPARTMENT MAIN OFFICE PERSONNEL OR GIVEN OVER THE PHONE***

Course Outline - Fall

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The Final Exam is Saturday, December 10th, at 2:00 pm in accordance with University policy.
**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 [www.vpaa.unt.edu](http://www.vpaa.unt.edu)

**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.

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**Disability Accommodation**

If you have a disability for which you will require accommodation under the terms of the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973, please discuss your needs with me after class or at office hours.

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 on or before the 4th class day.