Course Textbooks and Other Materials


You must bring your workbook to every class meeting. You will have unannounced quizzes and homework assignments from your workbook throughout the semester.

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 problems.

Grading Policy
Your final grade in this course will be determined from your grades on all exams, unannounced quizzes, homework and outside assignments. You will take three 50 minute exams during the semester and each will be worth 150 points for a total of 450 points. Homework assignments will count 150 points total. The departmental final exam will be comprehensive and will count 300 points. Outside writing assignments and unannounced quizzes will be 100 points. The final grade is based on 1000 possible points according to the following scale:

\[
\begin{align*}
A &= 1000 - 900 \\
B &= 899 - 800 \\
C &= 799 - 700 \\
D &= 699 - 600 \\
F &= 599 \text{ or below}
\end{align*}
\]

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

Examination Policy
The assignment sheet will indicate the date of each exam and the chapters and/or pages to be covered. 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. THERE WILL BE NO MAKE-UP EXAMS. The missed points may be made up on the final exam only with prior Instructor approval. Students who miss a 50 minute exam must notify their 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.

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.

Final Exam - Comprehensive
The final exam will be comprehensive and will be worth 300 points. It will be given on Saturday, December 12th, at 2:00 p.m., in accordance with University policy. Your instructor will announce the location of the final exam at a later date.
Examination Dates

Tentative exam dates are listed below:

Exam I (Ch. 1 - 5) .......................... Thursday, September 24, for TR classes
                                    Friday, September 25, for MWF classes
Exam II (Ch. 6 - 11) ....................... Tuesday, November 3, for TR classes
                                    Wednesday, November 4, for MWF classes
Exam III (Ch. 12 – 15) ..................... Thursday, December 3, for TR classes
                                    Friday, December 4, for MWF classes
Final Exam (Comprehensive) ............. SATURDAY, December 12, at 2:00 p.m.
                                    FOR ALL CLASSES – including Evening classes

Homework and Quizzes
Homework assignments will generally be taken directly from the workbook. Homework assignments will not be accepted unless it is completed according to the Instructor’s directions. Late homework will be treated according to your Instructor’s Administrative Guidelines.

Unannounced quizzes 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.

Outside Writing Assignments
Short writing assignments based on current economic conditions and periodical articles will be given throughout the semester. Detailed instructions will be distributed in class at least one week prior to the assignment due date. All completed assignments must be handed in during the class period in which they are due.

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. You are responsible for getting any missed class notes or assignments from a classmate. Students may be dropped with a grade of WF for nonattendance beginning October 7th. See Administrative Guidelines, if applicable.

Classroom Conduct
You are expected to come to class on time and be prepared to take notes and participate in class discussion. Students that habitually arrive late, leave early, and exit and enter the room during class are disruptive. Personal conversations between students will not be tolerated. Do not bring food or drink into class. Please be respectful of your fellow students and classroom surroundings.

Personal Electronics Policy
You may not have any personal electronic communications or other devices turned on during class without my prior permission. Laptops may not be used in class EXCEPT for note taking purposes, and only if the keyboard is on silent (no clicking of keys).
**E-mail Etiquette**

Only e-mails that are signed with your name, class, and section number will be answered. Put the course and section number in the subject line of your e-mail to ensure that it gets through and will be opened. Please address the recipient and use correct grammar and spelling. E-mail 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 e-mails and student requests will be forwarded to the Department Chair.

**Copyrights**

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

**Miscellaneous**

To contact your instructor, please call or visit during the instructor's posted office hours. You may also use e-mail. **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 Tuesday, September 8th.

**Sept 7 – Labor Day – No Classes – UNT CLOSED**

**Sept 21** – last day to notify instructors in writing of any planned absences for religious HOLIDAYS.

**Oct 30** – the last day to drop the course with instructor consent.

**Nov 26-27 – Thanksgiving Break – No Classes – UNT CLOSED.**

***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***

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<thead>
<tr>
<th>Class</th>
<th>Week</th>
<th>Text Material Covered:</th>
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<td>11</td>
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<td>18</td>
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<td>Review for Comprehensive Final</td>
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**Saturday, December 12, at 2:00 pm, Final Exam, in accordance with University policy**