My office hours are 1:30 to 3:30 in Wooten 334 on the following Sunday afternoons (no appointment needed, these are drop-in help sessions):
February 4, February 25, March 4, March 25, April 8, April 15, April 22, and April 29
Contact me (email or text) to schedule an appointment during the week if needed

I will also be holding classroom review sessions before each exam:
1) Sunday, February 18 in Wooten Hall 319 from 1:30 to 2:30 p.m.
2) Tuesday, April 3 in Wooten Hall 215 from 6:30 to 7:30 p.m.
3) Sunday, May 6 in Wooten Hall 319 from 1:30 to 2:30 p.m.

Course Textbooks and Other Materials
Required Text: Microeconomics Workbook: Principles and Practice (2017-19 ed.; orange cover)
Current edition is required.

The Economics Help Center is located in Wooten Hall, room 320 and will be open starting the second week of classes. Help Center hours will be posted in Blackboard 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, writing assignments, and exams.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workbook Assignments</td>
<td>150</td>
</tr>
<tr>
<td>Online Discussion Assignments</td>
<td>100</td>
</tr>
<tr>
<td>Exam 1 (chapters 1 – 5)</td>
<td>200</td>
</tr>
<tr>
<td>Exam 2 (chapters 6 – 11)</td>
<td>200</td>
</tr>
<tr>
<td>Comprehensive Final Exam (chapters 1 – 15)</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 1,000 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/fall-registration-guide](http://registrar.unt.edu/registration/fall-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, giving a grade of “W”, or discuss your options with me. 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](http://registrar.unt.edu/grades/incompletes).
Workbook Assignments

Assignments in your workbook are an important tool to help you prepare for exams. After learning the material, answer the questions to the best of your ability. Answers to some pages will be provided so you can check your own work, but others will be graded. You may also go to the Help Center to have your work checked. When you are ready to submit work to be graded, open the set in blackboard and enter your answers (it is like an electronic scantron). Your work will be graded instantly. You can also view your results later by clicking on “my grades” in blackboard, the title of the assignment, and the score.

There are 6 sets (each with three 10-question assignments and worth 30 points); your best 5 grades will be counted for a maximum possible score of 150 points. If you miss the deadline for a homework set, a grade of zero is posted. There are no make-up opportunities because 1) everyone has the opportunity to drop the lowest set and 2) you can submit work ahead of the deadline.

<table>
<thead>
<tr>
<th>Assigned Pages</th>
<th>Due Date (submit by 11:59 p.m.)</th>
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<tbody>
<tr>
<td>Set 1</td>
<td>15-16, 39-40, 53-54</td>
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<tr>
<td>Set 2</td>
<td>77-78, 79-80, 99-100</td>
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<tr>
<td>Set 3</td>
<td>129-130, 155-156, 161-162</td>
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<tr>
<td>Set 4</td>
<td>195-196, 211-212, 235-236</td>
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<tr>
<td>Set 5</td>
<td>269-270, 273-274, 285-286</td>
</tr>
<tr>
<td>Set 6</td>
<td>301-302, 303-304, 315-316</td>
</tr>
</tbody>
</table>

Discussion Assignments

You can earn up to 100 points with your participation in online discussion.

Discussion 1 – Government and the Economy: post at least 5 substantive comments between Tuesday January 16 and Friday, March 23. This discussion should focus on the purpose and consequences of government policies, including trade policy, environmental policy, anti-poverty policies, and taxation.

Discussion 2 – Business and the Economy: post at least 5 substantive comments between Saturday March 24 and Friday, May 4. This discussion should focus on the economic theory of the firm (production, pricing, and employment decisions), competitive markets, and big business.

A substantive post should be at least 100 words in length, should address the specific topic under discussion, and relate to the course material as well as current events. Include proper citations for any material that is quoted or paraphrased.

Participation should be spread out, with no more than two posts on any given day, and should address a variety of topics (points will be deducted if these guidelines are not met).

Use the Ungraded Discussion Forum in Blackboard to post questions about the syllabus, etc. and check this forum weekly for important information, such as answers to unassigned workbook pages and review sheets for exams.
Examination Policy

Following department policy, students in this class must take proctored exams without the use of books, notes, or other study aids. It is very important that you download the lockdown browser you will need to take your exams and test everything using the Practice Exam located in Blackboard. Do not wait until it is time to take an exam to start this process!

If you do not have access to a webcam, you will need to make arrangements to take your exam on a computer in the Testing Center, located on campus in GAB. Contact me as soon as possible to make these arrangements.

The first exam will cover chapters 1 – 5 and must be taken on Tuesday, February 20th.

The second exam will cover chapters 6 – 11 and must be taken on Thursday, April 5th.

The final exam will cover chapters 1 – 15 and must be taken on Tuesday, May 8th.

Online exams are available starting at 1:00 a.m. and it is up to you to decide the best time to begin. For one-hour exams, begin before 11:00 p.m. and for the final exam, begin before 10:00 p.m., in order to submit by 11:59 p.m.

I will be reviewing the video logs after each exam. You will be contacted if there are any questions about your activities while taking an exam. Video evidence of cheating during an exam will be retained and used during a university hearing, if necessary. Violation of the policy on cheating and plagiarism may result in a grade of “F” for the class.

Carefully read and follow the instructions for proctored, online testing:

This course requires the use of LockDown Browser and a webcam for online exams. The webcam can be built into your computer or can be the type that plugs in with a USB cable. Watch this short video to get a basic understanding of LockDown Browser and the webcam feature. A student Quick Start Guide (PDF) is also available.

Download and install LockDown Browser from this link (if you use a different computer for exams, download and install again):


To ensure LockDown Browser and the webcam are set up properly, do the following:

- Start LockDown Browser, log into Blackboard, and select this course.
- Locate and select the Help Center button on the LockDown Browser toolbar.
- Run the Webcam Check and, if necessary, resolve any issues.
- Run the System & Network Check. If a problem is indicated, see if a solution is provided in the Knowledge Base. Troubleshooting information can also be emailed to the help desk.
- Exit the Help Center and locate the practice exam named Practice Test in the Exam folder.
- Upon completing and submitting the practice exam, exit LockDown Browser.
When taking an online exam that requires LockDown Browser and a webcam, remember the following guidelines:

- Ensure you're in a location where you won't be interrupted
- Turn off all other devices (e.g. tablets, phones, second computers)
- Clear your desk of all external materials not permitted — books, papers, other devices, you are permitted to have one sheet of blank scratch paper and a non-programmable calculator
- Remain at your computer for the duration of the test
- If the computer or networking environment is different than what was tested above, repeat the Webcam and System checks prior to starting the test
- To produce a good webcam video, do the following:
  - Do not wear a baseball cap or a hat with a brim
  - Ensure your computer is on a firm surface (a desk or table) — not on your lap, a bed, or other surface that might move
  - If using a built-in webcam, avoid tilting the screen after the webcam setup is complete
  - Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

**Technical Help**

Email: helpdesk@unt.edu
Phone: 940-565-2324

**Support Hours**
Mon-Thu: 8am-Midnight
Fri: 8am-8pm
Sat: 9am-5pm
Sun: Noon-Midnight

**Email Etiquette**

If you need to contact me outside of class, Email is the best option, but allow up to 24 hours for a response. Email correspondence should include your class (Econ 5000), should be appropriate, 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.

Use your UNT Email account to contact me; email from other providers may be blocked by UNT’s filters, so I may never receive it.
Extra Credit
You will be informed about any opportunities to earn bonus points during the last two weeks of class. I do not offer additional extra credit on an individual basis because all students enrolled in the class deserve an equal chance to earn the best possible grade.

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. 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 on or before the 4th class day.

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.