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 (in Wooten Hall, room 319) from 2:30 to 3:30 on Sunday March 18 to review for the midterm and Sunday May 6 to review for the final exam.

Course Textbooks and Other Materials
This course uses the workbooks for Principles of Microeconomics (Econ 1100) and Principles of Macroeconomics (Econ 1110). Both workbooks may be downloaded through Blackboard. If hard copies are preferred, you may purchase the workbooks through the UNT Bookstore.

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
Microeconomics is the study of individual behavior and decision-making in a market-based economy in which government plays an important role. Macroeconomics is the study of the economy as a whole, with emphasis on employment, prices, and growth. The goal of this class is to provide a basic foundation in economic terminology, methodologies, and institutions and to develop the ability to analyze economic events and policies.

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>
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</thead>
<tbody>
<tr>
<td>Workbook Assignments</td>
<td>300</td>
</tr>
<tr>
<td>Online Discussion Assignments</td>
<td>100</td>
</tr>
<tr>
<td>Midterm Exam (Microeconomics)</td>
<td>300</td>
</tr>
<tr>
<td>Final Exam (Macroeconomics)</td>
<td>300</td>
</tr>
<tr>
<td>Total</td>
<td>1,000</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/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.
Workbook Assignments
Workbook assignments 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 (look for these to be posted in the Class Discussion forum on Blackboard), 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 correct assignment 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 12 assigned sets (each with three 10-question assignments and worth 30 points); your best 10 grades will be counted for a maximum possible score of 300 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 two sets and 2) you can submit work ahead of the deadlines.

Use the Micro Workbook for sets 1 – 6:

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<table>
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<tr>
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<tbody>
<tr>
<td><strong>Assigned Pages</strong></td>
<td><strong>Due Date (submit by 11:59 p.m.)</strong></td>
</tr>
<tr>
<td>Set 1</td>
<td>15-16, 39-40, 53-54</td>
</tr>
<tr>
<td>Set 2</td>
<td>77-78, 79-80, 99-100</td>
</tr>
<tr>
<td>Set 3</td>
<td>129-130, 155-156, 161-162</td>
</tr>
<tr>
<td>Set 4</td>
<td>195-196, 211-212, 235-236</td>
</tr>
<tr>
<td>Set 5</td>
<td>269-270, 281-282, 285-286</td>
</tr>
<tr>
<td>Set 6</td>
<td>301-302, 303-304, 315-316</td>
</tr>
</tbody>
</table>

Use the Macro Workbook for sets 7 – 12:

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<tr>
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<tbody>
<tr>
<td><strong>Assigned Pages</strong></td>
<td><strong>Due Date (submit by 11:59 p.m.)</strong></td>
</tr>
<tr>
<td>Set 7</td>
<td>11-12, 31-32, 57-58</td>
</tr>
<tr>
<td>Set 8</td>
<td>69-70, 77-78, 93-94</td>
</tr>
<tr>
<td>Set 9</td>
<td>123-124, 131-132, 141-142</td>
</tr>
<tr>
<td>Set 10</td>
<td>157-158, 177-178, 181-182</td>
</tr>
<tr>
<td>Set 11</td>
<td>207-208, 211-212, 213-214</td>
</tr>
<tr>
<td>Set 12</td>
<td>223-224, 229-230, 235-236</td>
</tr>
</tbody>
</table>
**Writing/Discussion Assignments**

You can earn up to 100 points with your participation in online discussion; 50 points for participating in the Micro Discussions before the deadline with at least 5 substantive posts and 50 points for participating in the Macro Discussions after the midterm exam but before the deadline with at least 5 substantive posts.

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, and should include proper citations for any material that is quoted or paraphrased.

- Deadline for posting in the Micro Discussion is Wednesday, March 21
- Deadline for posting in the Macro Discussion is Friday, May 4

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).

**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! Proctored testing requires that you have a webcam and microphone, so check your system early and get in touch with me if you have questions or concerns.

There will be a review session for the Midterm Exam, covering the material in the Microeconomics Workbook, on Sunday March 18, from 2:30 to 3:30 in Wooten Hall, room 319. Come prepared to ask questions!

The midterm exam will cover Microeconomics and must be taken on Thursday, March 22nd.

There will be a review session for the Final Exam, covering the material in the Macroeconomics Workbook, on Sunday May 6, from 2:30 to 3:30 in Wooten Hall, room 319. Come prepared to ask questions!

The final exam will cover Macroeconomics and must be taken on Monday, May 7th.

Online exams are available starting at 1:00 a.m. and it is up to you to decide the best time to begin. Exams consist of 60 multiple choice questions and there is a 2-hour time limit. Begin exams no later than 10:00 p.m. in order to submit by 11:59 p.m.

You can review your exam to see what you missed after the exam period has ended. You will need to use the lockdown browser to review your exam.

*Carefully read and follow the instructions for proctored, online testing provided on the next page.*
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
- 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.

*After each exam, I will review the video taken during testing. Refer to the policy on the last page of this syllabus for information about the consequences of cheating during an exam.*
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.

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.