

COURSE DELIVERY

ECO 2013 is a mostly asynchronous online course, but it follows a set daily schedule to which I will strictly adhere. The lectures have been prerecorded and organized into short videos that each cover a different topic from that day's assigned textbook reading. There will be 8-16 short videos posted on each class day. These lectures will be linked in the corresponding Canvas Module page by 11:45am. They are also available by clicking the "Video Lectures" tab in the left-hand toolbar of the Canvas course site. If you are prompted to login, use your standard GatorLink credentials.

While the lectures are available for the remainder of the course once they are posted, you are strongly encouraged to stick to the schedule that is laid out in Canvas. Procrastination is the single most common reason that students struggle in this course. All exams will be taken synchronously at the time listed below – if you cannot take the exams at these times, you should discuss this with me or drop the course during the Drop/Add period.

COURSE COMMUNICATIONS

Announcements concerning the class will typically be made in lecture videos and by email. You are responsible for all information made available through both of these avenues of communication. It is assumed that you are watching each lecture in a timely fashion (i.e., within 2 days of each being posted) and that you are regularly monitoring your UF email account (i.e., checking it daily).

Most of our one-on-one communication will occur via email. There are two important policies to remember when corresponding with me (or the Teaching Assistants) via email: 1) I promise to return all emails within 48 hours...and bind the TAs to this policy as well. If you do not receive a timely response (i.e., within 48 hours), please attempt to contact me again. 2) Make sure that all emails that you send follow basic rules for professional correspondence. If you are unsure of what constitutes professionalism, feel free to ask...or simply err on the side of caution.

I will not use the Canvas messaging feature, nor respond to these messages. I archive all email messages, and Canvas does not generate a reliable record of our correspondence. Send all email correspondence to thomas.knight@ufl.edu.

TA OFFICE HOURS

Teaching Assistants will hold online office hours in Canvas. Please be proactive about taking advantage of these office hours. They are essentially free tutoring services, and these office hours are rarely busy during weeks in which there is no exam. This is a great opportunity to review old quizzes and practice exam questions. A schedule of these office hours will be announced via email during the first week of class.

GETTING THE TEXT BOOK AND MyEconLab ACCESS

This course is participating in UF All Access, which is a program designed to ensure all students can gain access to course materials on Day 1 without waiting for financial aid to disburse. These materials will be delivered digitally through a Pearson MyLab product. If you prefer to upgrade to a printed textbook, please visit the University Bookstore located in the Reitz Union. To opt in and get all required materials, please go to <https://www.bsd.ufl.edu/allaccess>.

Once you have "opted in" to purchase a MyEconLab access code, you should be able to access the textbook (Pearson eText) and MyEconLab in the "My Labs and Mastering" tab in the left-hand toolbar of the Canvas course site.

If you are having technical issues with MyEconLab in Google Chrome, first try....

- 1) Clearing your cookies and history in Chrome's Advanced Settings
- 2) Turning your popup blocker off
- 3) Closing and re-opening Chrome to try again.

GRADING POLICY AND SCALE

Grades are calculated as follows:

| | | | |
|---------------|------------|----------------------------------|-----------------|
| <i>Exam 1</i> | <i>20%</i> | <i>Quiz Average</i> | <i>20%</i> |
| <i>Exam 2</i> | <i>20%</i> | <i>Short Writing Assignments</i> | <i>4% each</i> |
| <i>Exam 3</i> | <i>20%</i> | <i>Peer Grading Score</i> | <i>4% total</i> |

The following scale will be used to determine your final course grade:

| | | | |
|--------------------|-----------|--------------------|-----------|
| <i>92.00-100</i> | <i>A</i> | <i>77.00-79.99</i> | <i>C+</i> |
| <i>90.00-91.99</i> | <i>A-</i> | <i>72.00-76.99</i> | <i>C</i> |
| <i>87.00-89.99</i> | <i>B+</i> | <i>70.00-71.99</i> | <i>C-</i> |
| <i>82.00-86.99</i> | <i>B</i> | <i>62.00-69.99</i> | <i>D</i> |
| <i>80.00-81.99</i> | <i>B-</i> | <i>0-61.99</i> | <i>E</i> |

The scale listed above is firm. Students should assume that 91.99 is followed by an infinite number of nines and is an A-. The rest of the cut-offs follow accordingly. No matter how close you may be to the next higher grade, I cannot change your grade. Although I will gladly review your grade to make sure you are evaluated fairly, I will not round final grades or offer extra credit at the end of the term.

If you would like to contest a quiz, short writing assignment, or exam score that has been posted, you *must* contest this with me via email within one week of the score posting to the Canvas Gradebook. This policy is in place to restrict unprofessional “point grabbing” at the end of the term.

If you believe that your final course grade was impacted by documentable extenuating circumstances, there is a petition process through the Dean of Students Office to address this. I cannot alter the grading procedure or accept replacement work in these instances.

The stated grading policies are consistent with UF grading policies, which can be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policy and can be found in the online catalog at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

SHORT WRITING ASSIGNMENTS

You are required to complete four short writing assignments in this course. These assignments are intended to promote critical thinking and to allow you to develop your communication skills. There is no required minimum or maximum length, but you should not need more than 250 words. These SWAs should be written in essay form. They will be evaluated by the TAs for accuracy and writing quality. They will also be evaluated by one of your classmates...but your grade will *only* be based on the TAs' evaluation. A sample SWA and answer is available in the Canvas course site.

You must submit each SWA twice, once for TA grading and once for peer grading. You should, however, submit the exact same document both times. If you do not submit the assignment in both places by the due date/time, you will not receive credit for the SWA. You will also not have the opportunity to complete a peer grading assignment for that SWA (discussed below).

As a best practice, make sure to submit your assignment at least several hours before the due date/time, and do not submit assignments through the Canvas mobile app. Instead, access Canvas from an internet browser. The mobile app does not create a reliable “paper trail” or “receipt” of your submission. You can always confirm that your submission went through by closing your browser, reopening it, and verifying that your file uploaded correctly.

You may discuss the SWAs with your classmates, but your written submission should be your own. Anything more than coincidental similarities will be interpreted as a violation of the UF Honor Code. As a best practice, you should not look at your classmates written submissions.

SHORT WRITING ASSIGNMENTS SCHEDULE

| <u>SWA</u> | <u>OPEN DATE AND TIME</u> | <u>CLOSE DATE AND TIME</u> |
|-------------------|----------------------------------|-----------------------------------|
| SWA 1 | Monday, January 25, 9:00am | Friday, January 29, 10:00pm |
| SWA 2 | Monday, February 22, 9:00am | Friday, February 26, 10:00pm |
| SWA 3 | Monday, March 8, 9:00am | Friday, March 12, 10:00pm |
| SWA 4 | Monday, March 29, 9:00am | Friday, April 2, 10:00pm |

PEER GRADING ASSIGNMENT

You are required to complete four peer grading assessments. You will be randomly assigned one of your classmates' SWA responses after the submission deadline, and you should grade it according to the provided rubric. You should make sure to grade this as honestly and fairly as possible....the "peer grading assignment" portion of your final grade will be calculated at the end of the course based on how closely, on average, your four peer grades align with the official TA grades.

If you do not complete one of the SWAs and submit it on time for both TA grading and peer grading, you will not be assigned a peer's assignment to review. You will, thus, earn a zero for that peer grading assignment. Canvas makes it impossible to assign you a SWA for peer grading if you did not submit one yourself before the submission deadline.

Make-up short writing assignments and peer reviews will only be assigned with documentation of an excused absence that covers the entire period that the peer review is available, not just the due date.

PEER REVIEW ASSIGNMENTS SCHEDULE

| <u>SHORT WRITING ASSIGNMENT</u> | <u>CLOSES AT...</u> |
|--|-----------------------------|
| Short Writing Assignment Peer Review 1 | Friday, February 5, 10:00pm |
| Short Writing Assignment Peer Review 2 | Friday, March 5, 10:00pm |
| Short Writing Assignment Peer Review 3 | Friday, March 19, 10:00pm |
| Short Writing Assignment Peer Review 4 | Friday, April 9, 10:00pm |

QUIZZES

There are 12 short quizzes that are to be completed in the text's online companion, MyEconLab (MEL). The due date and time for each quiz is listed below and in the course schedule section of this syllabus. Each quiz may only be attempted once. Once the quiz due date/time passes, you will be able to review your answers by clicking to the "Results" tab in MyEconLab and print the quiz. At the end of the term, the lowest two quiz scores will be dropped. Each of the 10 remaining scores will be equally weighted to determine your overall quiz average.

| <u>QUIZ</u> | <u>OPEN DATE AND TIME</u> | <u>CLOSE DATE AND TIME</u> |
|--------------------|----------------------------------|-----------------------------------|
| Quiz 1 | Thursday, January 14, 3:00pm | Tuesday, January 19, 8:00am |
| Quiz 2 | Thursday, January 21, 3:00pm | Monday, January 25, 8:00am |
| Quiz 3 | Thursday, January 28, 3:00pm | Monday, February 1, 8:00am |
| Quiz 4 | Thursday, February 4, 3:00pm | Monday, February 8, 8:00am |
| Quiz 5 | Thursday, February 18, 3:00pm | Monday, February 22, 8:00am |
| Quiz 6 | Thursday, February 25, 3:00pm | Monday, March 1, 8:00am |
| Quiz 7 | Thursday, March 4, 3:00pm | Monday, March 8, 8:00am |
| Quiz 8 | Thursday, March 11, 3:00pm | Monday, March 15, 8:00am |
| Quiz 9 | Thursday, March 18, 3:00pm | Monday, March 22, 8:00am |
| Quiz 10 | Thursday, April 1, 3:00pm | Monday, April 5, 8:00am |
| Quiz 11 | Thursday, April 8, 3:00pm | Monday, April 12, 8:00am |
| Quiz 12 | Thursday, April 15, 3:00pm | Monday, April 19, 8:00am |

QUIZ MAKE-UP POLICY

Given the amount of time that each quiz is available, and that you are able to drop your two lowest scores, no extensions or exemptions will be granted. Students assume all the risk associated with local system and network outages. The only time I am likely to grant an extension is when the publisher confirms a system-wide issue. This almost never happens.

With this in mind, I strongly recommend against choosing to skip any of the twelve quizzes. The reason I drop two quizzes is to accommodate any unexpected issues that might arise during the term.

EXAMS

All regularly scheduled exams will be multiple choice, closed book/closed note exams administered online in Canvas using the Honor Lock proctoring service. All exams will be taken synchronously (i.e., at the same time) to maintain academic integrity. The date and time of each exam is listed below. Again, all times are based on the Eastern Standard Time zone; adjust accordingly if you are not taking the course from this time zone. If you begin an exam more than 15 minutes late, your score will be invalidated.

Non-programmable, four-function and scientific calculators are allowed; no other calculators are permitted. You may not use a graphing calculator or any device with communications abilities. The use of cell phones, PDAs, or any other programmable device during an exam is not allowed and violating this policy will constitute a violation of the University of Florida Student Honor Code.

You will be allowed to use a *3-inch x 5-inch* index card on each exam. This notecard must be hand-written on an actual index card and made by you. You cannot use a typed index card, nor can you cut paper down to 3x5 inches. I have allowed typed notecards in the past, but many concerns of cheating arose. Any use of a notecard that does not follow the rules stated here will constitute a violation of the University of Florida Student Honor Code.

Each test will be curved to ensure a class average of 74%. If the class average is below 74%, I will add the required number of points to each test to bring up the average grade. I will not subtract points if the class average exceeds 74%.

The Dates and Times for the three exams are:

| | | |
|--------|---------------------|--------|
| Exam 1 | Monday, February 15 | 8:20pm |
| Exam 2 | Thursday, March 25 | 8:20pm |
| Exam 3 | Saturday April 24 | 5:30pm |

Any unexcused absence from an exam (e.g., because you got the time zone wrong or started the exam more than 15 minutes late) will result in a zero for that exam. If you begin the exam late, you will not be given additional time. If you begin the exam more than 15 minutes late, your score will be invalidated.

EXAM MAKE-UP POLICY

There are few valid reasons to miss an exam in this class. Midterm dates and times are announced far enough in advance for students to clear up conflicts without my involvement. If conflicts between your personal life and the exam schedule occur, the exam schedule takes priority. When academic or religious conflicts exist or emergencies arise, make-up exams may be provided. Make-up exams are only provided with documentation of an absence that is explicitly excused by the UF Attendance Policy. If conflicts between your personal life and the exam schedule occur, the exam schedule takes priority.

In the case of known conflicts and all non-emergency illnesses/issues, requests for makeup exams must be made *five business days before* the regularly scheduled test date. Make-up requests may be sent to my email address, thomas.knight@ufl.edu. If I do not respond in 48 hours, assume that I have not seen your request, and resend it.

Emergencies will be handled on a case-by-case basis. If an exam is missed, and your absence is excused, the make-up exam is not subject to the curving policy described on the previous page. The make-up exam will not be curved.

Any unexcused absence from an exam will result in a zero for that exam.

INTERNET CONNECTIVITY ISSUES

I only offer make-up assignments or exams when there are known **system-wide outages**. These are the only outages that I can verify. I cannot verify individual connectivity problems, and thus, cannot accommodate them. This is why I drop your two lowest quiz scores.

You are responsible for verifying that any online assignment submission has properly been submitted through Canvas or MyEconLab. As a best practice, after submitting any assignment, close your browser, reopen Canvas or MyEconLab, and check that your assignment properly appears. As an additional best practice, never submit an assignment through the Canvas mobile app.

You must have a strong and reliable internet connection to take online exams using Honor Lock. When taking online exams, some general best practices are...

1. Use a hardwired ethernet connection if possible.
2. If you must use WiFi, you should ensure that you have a strong and stable internet connection. As a rule of thumb, if you have trouble streaming videos, you will not be able to take an online exam.
3. If you must use WiFi, ask others to refrain from using the internet during your exam if possible.
4. Public WiFi and Hotspots are not suitable for taking online exams.

ACADEMIC HONESTY

You are expected to abide by the University's rules for academic honesty as outlined in the UF Student Honor Code. All suspicious evidence of cheating, plagiarism, making false statements, and any other violation of these rules will be reported to the Dean of Students Office. Additionally, I will advocate for the strictest of available sanctions (inc. dismissal from the University of Florida) for any student who is found responsible for violating these rules.

It is important to note that cheating and plagiarism are not the only forms of academic dishonesty. "Making a false or misleading statement for the purpose of procuring an improper academic advantage" is also a violation of the UF Student Honor Code. This includes making false statements to your instructor and/or presenting forged documents (e.g., doctors' notes). I verify suspicious claims and documents, for example, by contacting a student's medical provider or by reviewing a student's UF systems connection data.

While collaboration on Short Writing Assignments and MyEconLab quizzes is permitted, any work that you submit for evaluation and grading should be your own. Collaboration on exams is strictly prohibited.

The complete UF Student Honor Code is available at: <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>

NOTE ON END-OF-TERM COURSE EVALUATIONS

At the end of each term, you have the ability to evaluate the quality of each of your courses and the effectiveness of your instructors. I encourage you to take this opportunity seriously and to provide serious and informative feedback. Personally, I am always trying to improve my course – tweaking it bit-by-bit each term – and student feedback is essential to making real improvements. As the term nears an end, I will discuss this issue (numerous times) in lecture, as I believe the high quality of your education depends on your constructive criticism and affirming support. You can access end-of-term course evaluations at:

<https://ufl.bluera.com/ufl/>

SPECIAL NEEDS AND GENERAL COMMENTS ON WELLNESS

If you are a student with special needs and you require additional resources to participate successfully in this course, please contact me during the first week of classes. The Disability Resource Center may provide special accommodations for students. Once you obtain documentation from the DRC, please forward it to me and accommodations can be arranged.

College is an exciting learning experience and a unique opportunity for personal growth. It can, however, also be a stressful and difficult transitional period. If you are ever having general issues with your coursework *in any course* or trouble in your personal life, please seek help from myself or another faculty member. I also encourage you to utilize the *FREE* and *ANONYMOUS* services of the UF Counseling and Wellness Center.

COURSE SCHEDULE

Module 1: Microeconomic Foundations

Week 1:

Jan. 12: Introduction & Syllabus
Jan. 14: The Economic Problem
Quiz 1 (Opens at 3pm)

Week 2:

Jan. 19: Demand and Supply
Jan. 21: Demand and Supply
Quiz 2 (Opens at 3pm)

Week 3:

Jan. 26: Demand and Supply
Jan. 28: Class Visitor: Career Readiness Presentation
Quiz 3 (Opens at 3pm)

SWA #1 CLOSSES 1/29 at 10PM

Module 2: The Firm and the Global Marketplace

Week 1:

Feb. 2: Government Actions in Markets
Feb. 4: Government Actions in Markets
Quiz 4 (Opens at 3pm)

PEER REVIEW #1 CLOSSES 2/5 at 10PM

Week 2:

Feb. 9: Global Markets in Action
Feb. 11: Exam 1 Review

EXAM 1: MONDAY, FEBRUARY 15 8:20pm

Module 3: Understanding the Macroeconomy

Week 1:

Feb. 16: Measuring GDP and Economic Growth
Feb. 18: Measuring GDP and Economic Growth
Quiz 5 (Opens at 3pm)

Week 2:

Feb. 23: Monitoring Jobs and Inflation
Feb. 25: Monitoring Jobs and Inflation
Quiz 6 (Opens at 3pm)

SWA #2 CLOSSES 2/26 at 10PM

Week 3:

March 2: Economic Growth
March 4: Finance, Savings, and Investment
Quiz 7 (Opens at 3pm)

PEER REVIEW #2 CLOSSES 3/5 at 10PM

Module 4: Identifying Short-Run Macroeconomic Relationships

Week 1:

March 9: Expenditure Multipliers
March 11: Expenditure Multipliers
Quiz 8 (Opens at 3pm)

SWA #3 CLOSES 3/12 at 10PM

Week 2:

March 16: Aggregate Demand and Aggregate Supply
March 18: Aggregate Demand and Aggregate Supply
Quiz 9 (Opens at 3pm)

PEER REVIEW #3 CLOSES 3/19 at 10PM

Week 3:

March 23: Exam 2 Review
March 25: EXAM 2

EXAM 2: WEDNESDAY, MARCH 25 8:20pm

Module 5: The Government and the Macroeconomy

Week 1:

March 30: Fiscal Policy
April 1: Money, the Price Level, and Inflation
Quiz 10 (Opens at 3pm)

SWA #4 CLOSES 4/2 at 10PM

Week 2:

April 6: Monetary Policy
April 8: Monetary Policy
Quiz 11 (Opens at 3pm)

PEER REVIEW #4 CLOSES 4/9 at 10PM

Module 6: The International Macroeconomy

Week 1:

April 13: Class Visitor: Study Abroad Presentation
April 15: The Exchange Rate and Balance of Payments
Quiz 12 (Opens at 3pm)

Week 2:

April 20: Exam 3 Review
April 22: NO CLASS: READING DAYS

EXAM 3: SATURDAY, APRIL 24 5:30pm