

**Department of Economics
Carleton University**

ECON 3920A – Professional Practice of Economics

2023 Summer

Instructor: Dr. Xiaoyi Yan
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TA: TBD
Lectures: Tuesdays & Thursdays 18:05–20:55
Classroom: Online only
Office Hours: Virtual by appointment only

Prerequisites

Prerequisite(s): ECON 2030 with a grade of C+ or higher, ECON 2103 with a grade of C+ or higher, ECON 2210 (or equivalent) with a grade of C- or higher, and ECON 2220 (or equivalent) with a grade of C+ or higher.

Students who believe they have taken a similar background course or courses from another university must provide appropriate documentation to the Department of Economics Undergraduate Administrator renee.lortie@carleton.ca to check that credit may be given for all courses.

ECON 3920 A grade of C+ or higher is required to qualify for ECON 4905. Deferred final grade status at the end of this course will prevent continued registration in any other course for which the former is a prerequisite.

Objective

The course aims to develop the practical skills used by professional economists, including writing professional documents, data visualization, communication of economic ideas in non-technical terms, presentation skills, and team-based problem solving.

Economists are information workers. A professional economist needs to have the knowledge and the skills required to find, analyze, interpret and explain information. The aim of this course is to provide you with an opportunity to build skills and gain knowledge that will help you achieve professional success, whether it be as an economist or in a related career.

Students are expected to be hands-on practicing and improving their skills and knowledge under the guidance of the Instructor.

Readings/texts

There are no required texts. Reading materials will be identified and/or shared by the Instructor electronically throughout the course.

Course Outline

There will be three broad components in this course:

- 1) Instruction on writing for economic research and analysis
 - Writing basics
 - Styles of writing
 - Practical writing

- 2) Information visualization and presentation of empirical material
 - Data source, data quality, database
 - Spreadsheet, graph, table
 - Infographic

- 3) Policy analysis and research
 - A topic relevant to Canadian and/or international policy of interest is chosen by students. This section of the work is carried out throughout the term by students; class time may be given as appropriate to facilitate students' completion of this requirement.

Three components will feature approximately equally in the instruction of the course. Lectures will be delivered online only and recorded on Zoom. Webcam is not required. Online class participation is mandatory as there will be frequent in-class exercises that count towards the course performance. Students are encouraged to participate in virtual classroom discussions and exercises and ask questions via audio channel or chat box on Zoom.

Brightspace will be used for the following: All course announcements and emails; assignments and in-class exercises; lecture notes; recorded lectures; lecture attendance; and online submission of the Midterm Exam and Final Exam.

Mini test (1.5 hour) taken place in the 6th class. If the mini test is missed, the weight will be combined with the weight for the final exam.

Final exam (2 hours) scheduled during the University's final examination period.

E-proctoring will not be used for the mini test or final exam, but during the test or exam students are required to have their camera on in Zoom for the duration of the time they are writing the test or exam.

Standing in a course is determined by the course instructor subject to the approval of the Faculty Dean. This means that grades submitted by the instructor may be subject to revision. No grades are final until they have been approved by the Dean. Application to write a deferred final examination must be made at the Registrar's Office.

Evaluation

Component	Description	Due Date	Weight
Class attendance	Electronic submission of in-class exercises (maximum 10)	Throughout the term	10%
Assignment 1	A proposal for policy analysis on a topic chosen by students	3 rd class May 11, 2021	5%
Assignment 2	Preparation of a briefing note; supporting material on an article provided by the Instructor	5 th class May 18, 2021	10%
Mini test	1.5 hour in class	6 th class May 23, 2021	15%
Assignment 3	Quantitative analysis based on a case study	10 th class June 6, 2021	10%
Assignment 4	Production of infographics based on the topic chosen by students (one-page with multiple formats of information)	11 th class June 8, 2021	10%
Final exam	The final exam will cover all material studied during the term. It will involve writing short analysis, data presentation and interpretation. No multiple choice questions.	2-hour exam as scheduled during the final examination period	40%

All written material submitted will be evaluated on the basis of:

- 1) quality of the economic reasoning;
- 2) quality of the background information used;
- 3) quality of the writing including spelling, grammar and stylistics of presentation;
- 4) choice of appropriate format and structure.

If you are unable to write the mini test due to a valid documented illness, the weight of the mini test will be transferred to the take home term paper. The credit weights of assignments cannot be transferred.

No course grades are final until approved by the Dean of the Faculty of Public Affairs.

Class Attendance

All in-class exercises count towards your attendance mark up to 10 points.

Other requests for accommodation due to, for example, bereavement or stress, will be assessed on a case-by-case basis.

Late Assignment Policy

The grade of any assignment that is electronically submitted late will be reduced by 10 percent per day late.

Students with Disabilities

Students with disabilities needing academic accommodations are required to contact a coordinator at the Paul Menton Centre (PMC) to complete the necessary letters of accommodation. The student must then make an appointment to discuss their needs at least two weeks prior to the exams. Please consult the PMC website for the deadline of submitting completed forms to the PMC for University-scheduled examinations. For more information, please consult <http://students.carleton.ca/course-outline/>.

For religious and special needs such as pregnancy, students should consult with the instructor and equity services (ext. 5622 or www.carleton.ca/equity).

Academic support is also available at the [Centre for Student Academic Support \(CSAS\)](#) - a centralized collection of learning support services designed to help students achieve their goals and improve their learning. CSAS offers academic assistance with [online student success](#), course content, academic writing and skills development. For more details, visit the [CSAS website \(https://carleton.ca/csas/\)](https://carleton.ca/csas/).

Plagiarism

Please be aware that plagiarism is a serious offence at Carleton and should be recognized and avoided. For further information on how to do so, please see [“Academic Integrity and Offenses of Conduct”](#)

Intellectual Property

Student or professor materials created for this course (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the author(s). They are intended for personal use and may not be reproduced or redistributed without prior written consent of the author(s).