

# Department of Economics Carleton University

## ECON 3920A – Professional Practice of Economics 2019 Spring

Instructor: Dr. Susan Bennet

Email: susan.bennet@carleton.ca

Lectures: Mondays and Wednesdays, 11:35-2:25, CB2202

Office: Loeb B840

Office Hours: Mondays 2:30-3:30, or by appointment

TA: TBA

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**I. Prerequisites:** 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, Amanda Wright.

A grade of C+ or higher is required to qualify for ECON 4905. DEF(erred final grade) status at the end of this course precludes (continued) registration in any other course for which the former is a prerequisite

**II. Textbooks and Laptops:** We will be using Launchpad Solo for Readers and Writers, 7<sup>th</sup> ed. This is a web-based interactive learning environment that helps students acquire writing skills. You may purchase this resource by following these instructions:

**Macmillan Student Store (\$40 CDN):** Go to <https://store.macmillanlearning.com/ca>. In the search bar, type in “9781319231613”. From there, select the product, then follow the instructions to purchase access and be placed in your course. As a reference, your course URL is <http://www.macmillanhighered.com/launchpad/hackercanadian/10670482>

In addition, some written materials will be shared by the instructor electronically, via cuLearn.

*Students are required to bring a laptop computer to lectures.* Individuals who do not have a laptop can borrow one from the library at the beginning of each class, to be returned after each class. Students are strongly encouraged to subscribe to The Economist magazine for the duration of the term.

**III. Course Objectives:** The course aims to develop the practical skills used by professional economists, including writing professional documents such as policy briefs and memos, data visualization, communication of economic ideas in non-technical terms, and presentation skills.

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.

This course has three main components:

Instruction on writing for economic research and analysis. This includes instruction regarding writing basics, styles of writing and practical writing. We will be using Launchpad Solo R&W for the bulk of this component.

Information visualization and presentation of empirical material. Materials covered under this section will include sources of data, data quality, the production of spreadsheets, graphs and tables, and infographics.

Poster competition with presentations. The work for this component of the course will take place both during class *and outside of class time*.

Lectures will be divided roughly equally across these three components over the term. *Lecture attendance is mandatory.*

#### IV. Evaluation:

Assessment	Due Date	Value
Launchpad Solo R&W and in-class work	Various	20%
4 take-home assignments	Various	40%
Poster Competition	Last class of the term	15%
Final Exam	During Exam Period, TBD	25%

***All work – assignments, projects, exam questions – will be graded on the quality of your economic analysis, the quality of your writing, and the skills you demonstrate in making tables and graphs.***

Late in-class work and Launchpad assignments will not be accepted. However, I take only the best 10 marks for in-class work and Launchpad submissions. The grade of any take-home assignment handed in late will be reduced by 10 percentage points per day. If you are unable to complete a take-home assignment, I will transfer the weight of the assignment onto your final grade, conditional on receipt of a valid medical note or note from some other authority (e.g. police). If you are unable to participate in the poster session because of illness, you will need to make arrangements to present your poster to me at a later date.

No course grades are final until approved by the Faculty Dean. Application to write a deferred final examination must be made at the Registrar's Office.

**V. Sick Note Policy:** You may miss up to three classes without a sick note. Any requests for accommodation due to sickness must be accompanied by a Carleton University medical certificate: [https://carleton.ca/registrar/wp-content/uploads/med\\_cert.pdf](https://carleton.ca/registrar/wp-content/uploads/med_cert.pdf) and a signed third party release of

information form allowing me to verify the authenticity of the medical certificate:

[https://carleton.ca/eurus/wp-content/uploads/fippa\\_release\\_form.pdf](https://carleton.ca/eurus/wp-content/uploads/fippa_release_form.pdf).

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

**VI. PLAGIARISM:** The University Senate defines plagiarism as “presenting, whether intentionally or not, the ideas, expression of ideas or work of others as one’s own.” This can include:

- reproducing or paraphrasing portions of someone else’s published or unpublished material, regardless of the source, and presenting these as one’s own without proper citation or reference to the original source;
- submitting a take-home examination, essay, laboratory report or other assignment written, in whole or in part, by someone else;
- using ideas or direct, verbatim quotations, or paraphrased material, concepts, or ideas without appropriate acknowledgment in any academic assignment;
- using another’s data or research findings;
- failing to acknowledge sources through the use of proper citations when using another’s works and/or failing to use quotation marks;
- handing in "substantially the same piece of work for academic credit more than once without prior written permission of the course instructor in which the submission occurs."

**Plagiarism is a serious offence that cannot be resolved directly by the course’s instructor.** The Associate Dean of the Faculty conducts a rigorous investigation, including an interview with the student, when an instructor suspects a piece of work has been plagiarized. Penalties are not trivial. They can include a final grade of "F" for the course.

**VII. Requests for Academic Accommodations:** You may need special arrangements to meet your academic obligations during the term. For an accommodation request the processes are as follows:

Pregnancy obligation: write to me with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details see the Student Guide <https://carleton.ca/equity/wpcontent/uploads/Student-Guide-to-Academic-Accommodation.pdf>

Religious obligation: write to me with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details see the Student Guide <https://carleton.ca/equity/wpcontent/uploads/Student-Guide-to-Academic-Accommodation.pdf>

Academic Accommodations for Students with Disabilities: The Paul Menton Centre for Students with Disabilities (PMC) provides services to students with Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a disability requiring

academic accommodations in this course, please contact PMC at 613-520- 6608 or [pmc@carleton.ca](mailto:pmc@carleton.ca) for a formal evaluation. If you are already registered with the PMC, contact your PMC coordinator to send me your Letter of Accommodation at the beginning of the term, and no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. Please consult the PMC website for the deadline to request accommodations for the formally-scheduled exam (if applicable).