



Carleton University Department of Economics

Fall 2024

ECON 3920A

**Professional Practice of Economics**

### The Instructor

**Instructor:** Dr. Xiaoyi Yan

**Email Address:** xiaoyi.yan@carleton.ca

**Office Location:** Loeb B842

**Office Hours:** 10:30am-11:15am

### The Course

**Course Location/Delivery:** Check Carleton Central for Location /In Person

**Course Day and Time:** Fridays 11:35am-2:25pm

**Brightspace Course Page:** <https://brightspace.carleton.ca/d2l/home/288645>

#### Course Description

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.

#### Learning Outcomes

The aim of this course is to provide students with an opportunity to build skills and gain knowledge that helps them 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.

#### Preclusions and 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 seanhall3@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.

### **Lecture Topics**

There are three broad components in this course:

Instruction on writing for economic research and analysis

Writing basics

Styles of writing

Practical writing

Information visualization and presentation of empirical material

Data source, data quality, database

Spreadsheet, graph, table

Infographic

Policy analysis and research

A topic relevant to Canadian and/or international policy of interest will be chosen by students in teams determined by the professor. This section of the work is carried out throughout the term by student teams; 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.

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

## **Textbooks and Readings**

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

## **Evaluation**

Each student's final grade in this course will be calculated as a weighted average of scores for the following assessment instruments:

Component	Description	Due Date	Weight
In-class exercises	10 various topics throughout the term	On the day assigned	10%
Assignment 1	A proposal for policy analysis on a topic chosen by students in teams	3 <sup>rd</sup> class Sep. 20, 2024	0%
Assignment 2	Preparation of a briefing note; supporting material on an article provided by the instructor	5 <sup>th</sup> class Oct. 4, 2024	10%
Mini test	1.5 hour closed book/in person	6 <sup>th</sup> class Oct. 11, 2024	20%
Assignment 3	Quantitative analysis based on a case study	10 <sup>th</sup> class Nov. 15, 2024	10%
Assignment 4	Production of infographics based on the topic chosen by students (one-page with multiple formats of information)	11 <sup>th</sup> class Nov. 22, 2024	10%
Assignment 5	Group presentation of research analysis	13 <sup>th</sup> class Dec. 6, 2024	0%
Final exam	The final exam will cover all material studied during the term. It will involve writing short analyses, data presentation and interpretation. No multiple choice questions.	2-hour closed-book 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.

**Assignments** received after the due dates will be granted a grade of zero.

**Mini test** (1.5 hours) will take place in person on October 11, 2024, at 11:35am-1:05pm. Students who can document a compelling reason for missing the mid-term examination will be excused and their final grade will be transferred to the final examination (i.e. final exam will account for 60%). Students must inform the instructor in advance with a [Self-declaration for Academic Accommodations Form](#).

**Final Exam** (2 hours) will take place in person during the final examination period at a time set by the University. The final exam is cumulative and will include topics covered before the mid-term.

### Satisfactory Performance Criteria

Students must fulfill all the course requirements, including the final exam, in order to achieve a passing grade (D- or higher).

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.

### **Deferred Finals**

Students who do not write the final examination because of illness or other circumstances beyond their control may apply for to write a deferred final examination by contacting the Registrar's Office no later than three working days after the original final examination was scheduled. In the event that a student writes a deferred examination, the deferred examination will carry the same weight as the final examination in determining the course grade. Any deferred examination will not be identical to the original final examination.

Deferred finals (which must be applied for at the RO) are only available if the student is in good standing in the course, so if there is a minimum standard a student must meet in order to be in good standing, and entitled to write a deferred final exam, this standard must be stipulated here.

### **E-Proctoring**

E-proctoring will not be used for evaluations in this course.

### **Academic Standing**

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.

## **Plagiarism, Resources and Mental Health, Academic Accommodations**

### Plagiarism

The University [Academic Integrity Policy](#) defines plagiarism as "*presenting, whether intentionally or not, the ideas, expression of ideas or work of others as one's own.*" This includes 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. Examples of sources from which the ideas, expressions of ideas or works of others may be drawn from include but are not limited to: books, articles, papers, literary compositions and phrases, performance compositions, chemical compounds, artworks, laboratory reports, research results, calculations and the results of calculations,

diagrams, constructions, computer reports, computer code/software, material on the internet and/or conversations.

Examples of plagiarism include, but are not limited to:

- any submission prepared in whole or in part, by someone else, including the unauthorized use of generative AI tools (e.g., ChatGPT);
- using ideas or direct, verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts, or ideas without appropriate acknowledgment in any academic assignment;
- using another's data or research findings without appropriate acknowledgement;
- submitting a computer program developed in whole or in part by someone else, with or without modifications, as one's own; and
- failing to acknowledge sources through the use of proper citations when using another's work and/or failing to use quotations marks.

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.

For the full policy please refer to the [Academic Integrity Policy](#).

### Resources and Mental Health

**Statement on Student Mental Health:** As a University student you may experience a range of mental health challenges that significantly impact your academic success and overall well-being. If you need help, please speak to someone. There are numerous resources available both on- and off-campus to support you. Here is a list that may be helpful:

**Emergency Resources (on and off campus):** <https://carleton.ca/health/emergencies-and-crisis/emergency-numbers/>

#### **Carleton Resources:**

- Mental Health and Wellbeing: <https://carleton.ca/wellness/>
- Health & Counselling Services: <https://carleton.ca/health/>
- Paul Menton Centre: <https://carleton.ca/pmc/>
- Academic Advising Centre (AAC): <https://carleton.ca/academicadvising/>
- Centre for Student Academic Support (CSAS): <https://carleton.ca/csas/>
- Equity & Inclusivity Communities: <https://carleton.ca/equity/>

#### **Off Campus Resources:**

- Distress Centre of Ottawa and Region: (613) 238-3311 or TEXT: 343-306-5550, <https://www.dcottawa.on.ca/>
- Mental Health Crisis Service: (613) 722-6914, 1-866-996-0991, <http://www.crisisline.ca/>
- Empower Me: 1-844-741-6389, <https://students.carleton.ca/services/empower-me-counselling-services/>
- Good2Talk: 1-866-925-5454, <https://good2talk.ca/>
- The Walk-In Counselling Clinic: <https://walkincounselling.com>

### Academic Accommodation

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 accommodation regarding a formally-scheduled final exam, you must complete the Pregnancy Accommodation Form ([click here](#)).

**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 [click here](#).

**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).

### **Survivors of Sexual Violence**

As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and where survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: <https://carleton.ca/equity/sexual-assault-support-services>

### **Accommodation for Student Activities**

Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation will be provided to students who compete or perform at the national or international level. 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. <https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>