I: Course Description and Objectives

The course aims to provide an understanding of and 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, presentation skills, and 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.

The course will cover the following broad components over the course of the term:

1. Exploration of the skills required by economists and the jobs they do;
2. Instruction on practical writing; and
3. Training on the visual presentation of empirical material.

Class attendance is mandatory and will be monitored by the instructor.

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

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.

III: Textbooks and Laptops:

There are no required readings. Some reading materials will be identified and / or shared by the instructor electronically throughout the course. Students are strongly encouraged to subscribe to
The Economist magazine for the duration of the term or use the online copies available through the MacOdrum Library website. Students are requested to bring a laptop computer and smartphone to lectures.

**IV: Course Outline:**

The outline below lists the topics that will be covered:

1. The Duties, Career Paths and Skills of Economists
2. How to Make an Original Contribution
3. Making and Structuring Arguments
4. Practical Writing
5. Finding and Evaluating Economic Data
6. Assessing Data Reliability
7. Data Visualization
8. Spreadsheet Skills
9. Presentations
10. Economic Tools

*Please note that I reserve the right to make modifications to the list of topics as the term proceeds. If I make a modification, I will provide an advance warning through cuLearn.*

**IV: Evaluation:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
<th>Due Date</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>In – class Assignments and Class Participation</td>
<td>Attendance in class and in – class assignments based on the lectures.</td>
<td>Throughout the term. (See sick note policy and section on requests for academic accommodation)</td>
<td>15%</td>
</tr>
<tr>
<td>Take – home Assignment 1</td>
<td>Source analysis.</td>
<td>September 27, 2018</td>
<td>10%</td>
</tr>
<tr>
<td>Take – home Assignment 2</td>
<td>Briefing note on a topic of the instructor’s choice.</td>
<td>October 18, 2018</td>
<td>10%</td>
</tr>
<tr>
<td>Midterm Break</td>
<td></td>
<td>October 22 – 26, 2018</td>
<td></td>
</tr>
<tr>
<td>Take – home Assignment 3</td>
<td>Poster session proposal.</td>
<td>November 11, 2018</td>
<td>10%</td>
</tr>
<tr>
<td>Midterm Examination</td>
<td>In – class exam based on the lectures.</td>
<td>November 11, 2018</td>
<td>15%</td>
</tr>
<tr>
<td>Poster Presentation</td>
<td>In – class poster session.</td>
<td>November 29, 2018</td>
<td>10%</td>
</tr>
<tr>
<td>Final Examination</td>
<td>The final exam will cover all material presented during the term.</td>
<td>As scheduled during the final examination period.</td>
<td>25%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>100%</strong></td>
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</table>
If you are unable to write the midterm due to a valid documented illness, the weight of the midterm will be transferred to the final examination. The weights of assignments cannot be transferred.

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.

The emphasis in the course will be on learning-by-doing. Students are expected to work through material independently. Some of the lectures will be given by the Instructor and some may be given by guest lecturers.

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

V: Late Assignment Policy:

The grade of any assignment that is handed in late will be reduced by 10 percentage points per day late. Late in-class assignments will not be accepted. Please also see the sick notes policy below.

VI: Sick Notes Policy:

Sick notes are only required in exceptional circumstances. You may miss up to TWO classes without a sick note. In addition, if you wish to hand in an assignment more than a day late and not be penalized, you must provide me with a sick note dated before the assignment is due. Any documentation that you provide may be subject to verification. You must submit a consent form (uploaded on cuLearn) when you submit a sick note.


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:** Please contact 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, visit the Equity Services website: [https://carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf](https://carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf)

**Religious Obligation:** Please contact 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, visit the Equity Services website: [https://carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf](https://carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf)
**Students with Disabilities:** If you have a documented disability requiring academic accommodations in this course, please contact the Paul Menton Centre for Students with Disabilities (PMC) at 613-520-6608 or pmc@carleton.ca for a formal evaluation or contact your PMC coordinator to send me your Letter of Accommodation at the beginning of the term. You must also contact the PMC 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 as soon as possible to ensure accommodation arrangements are made. For more details see: [https://carleton.ca/pmc/](https://carleton.ca/pmc/)

**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 is 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/sexual-violence-support/](https://carleton.ca/sexual-violence-support/)

**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 must be provided to students who compete or perform at the national or international level. Please contact 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: [https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf](https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf)

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

**VIII: 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 with 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 instructor. The Associate Dean of the Faculty will have to conduct 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.

IX: The Centre for Student Academic Support (CSAS):

The Centre for Student Academic Support (CSAS) offers peer-led learning assistance designed to help students achieve their goals and improve their learning both inside and outside the classroom. CSAS services include:

- Writing services: drop-in appointments for students to receive feedback about their written work at any point in the writing process. Students need to bring their written assignment in hardcopy and the assignment instructions.
- Peer assisted study sessions (PASS): weekly workshops, drop-in office hours and mock midterms/exams to help students learn course content and transferable study skills. (tutors do not edit papers; only one appointment per student per day).
- Subject coaching (PASC): drop-in subject coaching for 1000 and 2000-level courses in select subjects to help clarify introductory course content and provide study strategies.
- Study skills development: Individual appointments and workshop topics include: Academic Reading, Balancing Work & School, Critical Thinking, Effective Presentations, Time Management, Memory & Concentration, Working in Groups, and more. See: https://carleton.ca/csas/online-support/online-workshop-series/
- English conversation sessions: a safe place for students to practice conversational English while gaining a better understanding of the skills needed to be a successful student.

Drop-in schedules vary by term for all services – please visit CSAS on the 4th floor of MacOdrum Library, or check online at carleton.ca/csas.