

CARLETON UNIVERSITY
Department of Economics

ECON 3920 B Professional Practice of Economics

Course Outline

Instructor: Simon Power
Office: B853 LA
Phone: 520-2600 x3764
Email: simon.power@carleton.ca
Office Hours: TBA
TA: TBA

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Welcome to Professional Practice of Economics!

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Students registered in the course may take notes and make copies of course materials for their own educational use only. Students are not permitted to reproduce or distribute lecture notes and course materials publicly for commercial or non-commercial purposes without express written consent from the copyright holder(s)."

Prerequisites

The prerequisites for this course are 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, as outlined in the 2021-2022 Undergraduate Calendar. Students who believe that 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 renee.lortie@carleton.ca

Please note that a grade of C+ or higher in this course 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.

Introduction

This course involves the development of 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 team-based problem solving.

Organization

This is an in-person course and is not suitable for online students. Regular attendance is strongly recommended. The class will meet once a week in HS 1301 at 8:35 a.m. on Mondays for a 2 hour and 50 minute session with a short intermission.

There will be 10 in-class group exercises (together with 2 individual presentations), 4 individual assignments, a group project, and a final exam.

Please note that Brightspace and the Carleton email system will be used extensively as a means of communication with students. Therefore, students are strongly advised to access Brightspace and to check their Carleton email at regular intervals in order to check for new information. To access Brightspace and the Carleton email system, students require a MyCarletonOne account. For questions about MyCarletonOne accounts, students should access carleton.ca/its/get-started/ (and then click on either New Students or New Grad Students, as appropriate) or contact the ITS Service Desk.

Covid-19 Pandemic Measures

Please be aware of and abide by the following general Carleton Covid-19 pandemic measures:

All members of the Carleton community are required to follow COVID-19 prevention measures and all mandatory public health requirements (e.g. wearing a mask, physical distancing, hand hygiene, respiratory and cough etiquette) and [mandatory self-screening](#) prior to coming to campus daily.

If you feel ill or exhibit COVID-19 symptoms while on campus or in class, please leave campus immediately, self-isolate, and complete the mandatory [symptom reporting tool](#). For purposes of contact tracing, attendance will be taken in all classes and labs. Participants can check in using posted QR codes through the cuScreen platform where provided. Students who do not have a smartphone will be required to complete a paper process as indicated on the [COVID-19 website](#).

All members of the Carleton community are required to follow guidelines regarding safe movement and seating on campus (e.g. directional arrows, designated entrances and exits, designated seats that maintain physical distancing). In order to avoid congestion, allow all previous occupants to fully vacate a classroom before entering. No food or drinks are permitted in any classrooms or labs.

For the most recent information about Carleton's COVID-19 response and required measures, please see the [University's COVID-19 webpage](#) and review the [Frequently Asked Questions \(FAQs\)](#). Should you have additional questions after reviewing, please contact covidinfo@carleton.ca

Please note that failure to comply with university policies and mandatory public health requirements, and endangering the safety of others are considered misconduct under the [Student](#)

Rights and Responsibilities Policy. Failure to comply with Carleton’s COVID-19 procedures may lead to supplementary action involving Campus Safety and/or Student Affairs.

Academic Integrity

Please ensure that you are familiar with and comply with the Carleton University Academic Integrity Policy:

<https://carleton.ca/secretariat/wp-content/uploads/Academic-Integrity-Policy-2021.pdf>

For further information on recognizing and avoiding plagiarism, see “Academic Integrity and Offenses of Conduct” at

<https://carleton.ca/economics/courses/writing-preliminaries/academic-integrity-and-offenses-of-conduct/>

In-Class Group Work

After the first (introductory) class, there will be an in-class group exercise in each of the following 10 classes. (There are 13 classes in total.) Group membership will be discussed in the first class. One member of each group will give a brief presentation, which will be related to the in-class group exercise, in each class.

Individual Assignments

Assignments will be posted on Brightspace and will be submitted through Brightspace according to the following schedule:

	Posted	Due
Assignment 1	January 31	February 14
Assignment 2	February 14	March 7
Assignment 3	March 7	March 21
Assignment 4	March 21	April 4

Students may wish to work together on assignment material, BUT each student **MUST** write up their own assignments INDEPENDENTLY.

Group Project

There will be a group project with an associated presentation. The presentations will be given in class on April 4 and April 11, and the written component will be due on April 11.

Final Exam

The final exam will be comprehensive and will be scheduled by Examination Services during the regular final examination period (April 14-28).

Evaluation

The final % grade for this course will be calculated as follows:

In-Class Group Work: 14% (10 in-class group exercises, 1% each, and 2 individual presentations, 2% each)

Individual Assignments: 36% (4 assignments, 9% each)

Group Project: 20% (5% presentation, 15% written component)

Final Examination: 30%

Total: 100%

This % grade will then be converted into the alphabetical grade system using the standard equivalences, as outlined in Section 5.4 of the Academic Regulations of the University in the 2021-2022 Undergraduate Calendar.

In the event that one or more components of the term work are not completed, the weight of the incomplete component(s) will not be transferred to the final examination without a documented and compelling reason. In place of a doctor's note or medical certificate, students are advised to complete the self-declaration form, which is available on the Registrar's Office website <https://carleton.ca/registrar/wp-content/uploads/self-declaration.pdf>

Students who do not write the final examination because of illness or other circumstances beyond their control may apply to write a deferred final examination. In order to write a deferred final examination, students must contact the Registrar's Office. (For further details, see Section 4.3 of the Academic Regulations of the University in the 2021-2022 Undergraduate Calendar.) 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. Needless to say, any deferred examination will not be identical to the original final examination.

Finally, please note that: "Standing in a course is determined by the course instructor subject to the approval of the Faculty Dean. This means that grades submitted by an instructor may be subject to revision. No grades are final until they have been approved by the Dean."

Requests for Academic Accommodation

Pregnancy obligation

Please contact your instructor 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: carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf

Religious obligation

Please contact your instructor 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: carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf

Academic Accommodations for 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 your instructor

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, contact your instructor as soon as possible to ensure accommodation arrangements are made. For more details, visit the Paul Menton Centre website 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 its 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: 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 your instructor 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. See also <https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>

Academic Assistance

Students should be aware of and feel free to take advantage of the various services offered through the Centre for Student Academic Support (CSAS) <https://carleton.ca/csas/>

Textbook

The main textbook for the course will be the open-access (free) web edition of

Dougherty, J. and Ilyankou, I. (2021), [Hands-On Data Visualization](#)

available at <http://HandsOnDataViz.org> and distributed under a [Creative Commons BY-NC-ND 4.0 International License](#) Note that the content may be shared for non-commercial purposes, with a source credit to <http://HandsOnDataViz.org>

Another important reference for this course will be the Purdue Online Writing Lab (OWL) available at https://owl.purdue.edu/owl/purdue_owl.html

Specific topic references to these two key sources, as well as additional references where appropriate, will be given as the course proceeds.

Computer Packages

The Google Sheets and Datawrapper software packages will both be used extensively for data visualization in this course. Access to these packages is available free of charge. Details will be provided in due course.

Course Content

The course will interweave the (further) development of general professional writing skills with the learning and use of data visualization tools, together with discussion of such important workplace skills as email etiquette, how to write a policy brief, how to market yourself, career development, how to give a presentation, effective leadership, explaining economic concepts in non-technical terms, and how to work effectively in teams. Attention will also be paid to post-graduation training and educational options. Examples used in class will encompass a selection of contemporary workplace challenges and concerns.

IF YOU HAVE PROBLEMS WITH THIS COURSE, PLEASE LET ME KNOW!

IF I DON'T KNOW THAT YOU HAVE PROBLEMS, I CAN'T FIX THEM!