Instructor: Professor Frances Woolley  
Email: frances.woolley@carleton.ca  
Lectures: Monday and Wednesday, 2:35 – 3:55, 502 Southam Hall  
Office hours: Tuesdays 2 to 4. I will also usually be available to answer questions after class.  

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.

Textbooks and Laptops: There is no required text. Please see the course outline for a list of required readings, and for the lectures for which a laptop is to be brought to class.

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

Course format: The emphasis in the course will be on learning-by-doing. Students are expected to work through material independently. The class time will be devoted to in-class writing exercises, group discussions, spreadsheet and data analysis practice, working on assignments, and short lectures. Some of the lectures will be given by the professor, others will be given by guest lecturers.

CuLearn: Typically lecture notes and other course materials will be posted on CuLearn. Assignments will also generally be collected through CuLearn. For assistance with cuLearn contact the ITS Service Desk (4th Floor, MacOdrum Library, telephone: 613-520-3700)
Evaluation:

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Due date</th>
<th>Total value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 1: Wikipedia</td>
<td>23 Jan</td>
<td>10</td>
</tr>
<tr>
<td>Spreadsheet exercises</td>
<td>30 Jan</td>
<td>Pass/fail</td>
</tr>
<tr>
<td>Assignment 2: Chart + discussion</td>
<td>6 Feb</td>
<td>15</td>
</tr>
<tr>
<td>Poster 1</td>
<td>11 Feb</td>
<td>Pass/fail</td>
</tr>
<tr>
<td>Assignment 3: Analysis of policy problem</td>
<td>15 Mar</td>
<td>10</td>
</tr>
<tr>
<td>Midterm quiz/writing exercise</td>
<td>20 Mar</td>
<td>15</td>
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<tr>
<td>Assignment 4: Policy brief</td>
<td>1 April</td>
<td>20</td>
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<tr>
<td>Poster 2</td>
<td>5 April</td>
<td>Pass/fail</td>
</tr>
<tr>
<td>Final examination</td>
<td>As scheduled</td>
<td>30</td>
</tr>
<tr>
<td>Participating in learning support workshops (bonus points of 0.5 per workshop, up to a maximum of 2 bonus points)</td>
<td></td>
<td>2</td>
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Midterm quiz/writing exercise and final examination: The examinations for this course of short answer and multiple choice questions designed to test knowledge of the course material, as well writing designed to measure students’ ability to organize and express their ideas appropriately.

Grading: Assignments and examinations will be graded on your demonstrated knowledge of the course material, the quality of your economic analysis, the quality of your writing (for example, paragraph structure), and the skills you demonstrate in making tables and graphs.

Poster presentations and spreadsheet exercises: The poster presentations will not be graded, but participation in the poster is required to pass the course. Students wishing to defer their poster presentation must provide appropriate documentation as described under “sick notes” below, and make arrangements to present their poster at an alternative time. The spreadsheet exercises will not be graded, but satisfactory completion of the exercises is required to pass the course.

Re-grading: Any requests to have work re-graded should be submitted to the professor in writing, along with an explanation of why the student believes the grade should be changed. The professor will re-mark the assignment in question. After the review, the initial grade may be increased, decreased, or remain unchanged.

Late work: The grade of any assignment handed more than 72 hours late will be reduced by x percentage points, where x=10*(number of days late-3). Late in-class assignments will not be accepted. 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.

Sick Note Policy: Sick notes are only necessary if you hope to hand in an assignment more than 3 days late and not be penalized. In these situations, please provide me with a sick note dated before the assignment is due. 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
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. Other requests for accommodation due to, for example, bereavement or stress, will be evaluated on a case-by-case basis.

**Missed midterms:** A student who misses the midterm may transfer the weight of the midterm onto the final exam without presentation any documentation. A student who does better on the midterm exam than the final exam may transfer the weight of the midterm to the final exam.

**Learning-support workshops:** You can earn bonus points in this course by taking learning support workshops through student services: https://carleton.ca/csas/learning-support-workshops/ . Academic integrity workshops are not included in this offer.

**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.

**Requests for 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**

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/wpcontent/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, meet with your instructor as soon as possible to ensure accommodation arrangements are made. 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: 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. https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf

For more information on academic accommodation, please contact the departmental administrator or visit: students.carleton.ca/course-outline
## Course outline and readings

| Week 1 – January 7 and 9 | January 7: Introductions. Structure of this course. Brainstorming exercise. What is an economic problem?
January 9: Sources of economic information. Primary and Secondary Sources. How to evaluate sources.
Readings: Professional Practice for Economists, chapter 3, Finding and evaluating economic data, available on-line here: [https://docs.google.com/document/d/117VfR2if91cl9qQixlcm0va75mYmWywgQN3Kq2xY0/edit?usp=sharing](https://docs.google.com/document/d/117VfR2if91cl9qQixlcm0va75mYmWywgQN3Kq2xY0/edit?usp=sharing) |
January 14: Basic data concepts. Finding and evaluating data con’t.
January 16: Basic spreadsheet skills. Viewing, formatting and sorting data. |
Please bring a laptop to class. Readings: Edward Tufte, Beautiful Evidence. On reserve in library. Focus especially on the basic principles for data visualization. |
| Week 5 – February 4 and 6 | February 4: More uses for pivot tables, converting quarterly to annual data, comparing multiple data series.
February 6: Catch-up Assignment 2 due – the chart project |
| Week 6 February 11 and 13 | February 11: Poster session 1: Chart presentation.
Readings: Professional Practice for Economists, chapter 1: making an argument: claims and evidence. available on-line here: [https://docs.google.com/document/d/117VfR2if91cl9qQixlcm0va75mYmWywgQN3Kq2xY0/edit?usp=sharing](https://docs.google.com/document/d/117VfR2if91cl9qQixlcm0va75mYmWywgQN3Kq2xY0/edit?usp=sharing) |
| Week 8 March 4 and 6 | March 4 and 6 Making an economic argument.
Readings: Professional Practice for Economists, chapter 2, How to structure an argument. Available on-line here: [https://docs.google.com/document/d/117VfR2if91cl9qQixlcm0va75mYmWywgQN3Kq2xY0/edit?usp=sharing](https://docs.google.com/document/d/117VfR2if91cl9qQixlcm0va75mYmWywgQN3Kq2xY0/edit?usp=sharing) |
| Week 9  
| March 11 and 13 | March 11: Catch-up and review class  
| | March 13: Career services presentation  
| | March 15: Assignment 3 due: Analysis for economic problem/policy brief  
| Week 10  
| March 18 and 20 | March 18: Professional communications. How to write an email. How to write a cover letter.  
| | March 20: Midterm quiz-writing exercise  
| Week 11  
| March 25 and 27 | No classes.  
| Week 12 – 13  
| April 1, 3 and 8 | April 1. Poster session presenting policy problem and solution. April 3. Individual meetings. April 5: Policy brief due.  
| | April 8. Review class. Final exam.  