

SYLLABUS - POLICIES

Economics 20000

Elements of Economic Analysis I

Autumn Quarter 2023

Guests/Class Visitors

Economics is awesome! Guests and visitors are welcome to attend class (1) you accompany them, (2) they do not disrupt or distract the class, and (3) they fully abide by current campus policies. Feel free to introduce your visitor to me before the class starts so I don't accidentally call on them.



Email

If the thought of emailing a professor makes you anxious or you find yourself spending hours composing an email, this [guide](#)¹ provides a recipe that errs on the slightly-too-formal side for any emails to faculty you may need to write. I respond to email within two **business days** (Monday-Friday, 9am-5pm), so you should not expect a response faster than that, or outside of those hours. If I don't respond within this time frame, I likely did not receive or notice your email, so please send a follow-up. I reserve the right to not respond to a question that is answered on the (1) logistics, policy, or resources syllabi, (2) quiz information sheet, (3) discussion board, or (4) in-class; clearly communicate in your email that you have checked those sources.

Technology Statement

You may use electronic devices (laptop, tablet, etc.) in class, but not for any purpose unrelated to our class. Do not impede the learning environment of others by watching videos, reading emails, scrolling through social media, etc. All devices should be silenced and cell phones put away, except for instances when I ask you to use them for an activity. I am easily distracted by the sound of a vibrating cellphone.

If there is an urgent need to leave your cell phone on, such as for a family emergency or an internship/ job interview, feel free to still attend class, but kindly sit near the back of the class and near a door so you can step outside with minimum disruption.

I am deeply committed to facilitating your learning process and, in support of that, evaluating your progress. The following pages contain detailed course policies and expectations, which have been refined to support your learning success. The information here is of equal importance to the Syllabus Core & Syllabus Resources documents, all of which are posted to Canvas. These policies are meant to demystify the learning process and to clarify my expectations, which may be different or may not be explicit in your other courses.

Attendance & Participation Expectations

"Not attending class is like renting a hotel room then sleeping on the street."

- Unknown

I am not personally disappointed or offended if you choose to not attend class. As an economist, I recognize that your time is a scarce and limited resource, and on occasion, optimizing time may require substituting class attendance with other things like sleeping or taking a mental health day. Therefore, when you are in class I expect you to be committed to your education by engaging and participating in class and discussion sections as much as you are able. If you are unable to attend, it is your responsibility to review class material or obtain lecture notes in a timely manner. Recognize the time of the course's teaching team is also scarce and limited, so personal teaching time will not be provided if you skip class.

Be aware that sleeping, checking email, doing homework for another class, or texting with a friend during lecture and discussion sessions is a version of "busy work" that allows you the illusion of spending time on this class, but is the equivalent of not attending at all. If you have tasks that you deem more important than being fully present in class, optimize and do not attend.

Course Announcements & Additional Materials

Announcements are sent through Ed Discussion, while all additional material (readings, problem sets, etc.) will be posted on their indicated Canvas "Pages". All registered students are automatically enrolled in these platforms. Canvas and Discussion Ed have a surveillance component that tracks and logs *all* your activity.

Expectations for online behavior

If we meet online, I expect the same standard of behavior as we would have in a classroom. Behaviors such as Zoom bombing and trolling are violations of both privacy and campus standards of conduct. Do not spam private or public chat windows.

Bug Bounties

If you find an error in the course documents, I will give you 0.5 points up to the maximum cap discussed in the "Logistics" section. Bounties are available until the end of the final exam time slot and can increase this homework score outside of the seven-day regrade window for everyone. You **must** be the first to post the bug to the dedicated Bug Bounty discussion board so: (1) everyone knows it has been found & claimed and can update their notes, or (2) if it is not an error, everyone can understand why. I will decide whether the error is of sufficient size to warrant a bounty. Only the first individual to post the bug bounty will receive the points.

SUBMISSIONS & REGRADES

Submitting Work on Gradescope



GENERAL: All graded work will be submitted online through Gradescope. **The deadlines for various assignments are listed in the class schedule.** A “how-to-submit” video and guide for individual assignments are available [here](#)², and for group assignments, [here](#).³

Submissions are graded per question with student answers randomized and identities hidden. This makes it impossible to “refer to answer for the preceding question”. If you find yourself referring to your answer for a prior question, include the graph/picture/etc. again.

HOMEWORK: The homework deadline is **Friday 10:59pm Chicago time**. We will not answer questions about the homework after this time, but you can still turn it in late and without penalty until **Saturday 9:59am Chicago time**. Additional late assignments will not be accepted after this time. There will be no exceptions to this rule for any individual student. **You are allowed to submit homework assignments in groups of any size.** All groups should add group members to the same assignment using the built-in Gradescope feature discussed under “General”.

Make sure your pictures are clearly visible and correctly oriented. You should only submit the images relevant to the question you are answering (not answers to other questions): crop images to ensure this. Gradescope has native TeX integration: if you type x_i^2 it will appear as x_i^2 – the double dollar signs indicate an equation environment. TeX is a very common typing software in sciences – typing your assignment in Gradescope to learn TeX can provide benefits in the future, but we will not require typed work, only legible work.

QUICK RESPONSE EXERCISES: Your short answers should be submitted on Gradescope by **9:00pm Chicago time** the day of class.

TESTS: Given the high frequency of cheating during online testing, all tests will be administered in-person unless *all* teaching is remote. You may not take a test online even if travelling, regardless of cause. We will scan and upload all tests to Gradescope for grading and return.

Regrades

Grading errors can occur! Any possible grading errors must be brought to my attention using the Gradescope “Request Regrade” feature for the relevant question **within 7 days of the return of the assignment**. If necessary, this will trigger the regrade for the entire class. After 7 days, regrades will not be allowed. This policy is to encourage you to review your assignment immediately.

The burden is on you to prove an error was made in grading. Specifically, you must demonstrate that your answer satisfied all the components in the answer key, or present a reasonable different interpretation of the question. There will be no discussion about the number of points that were deducted or your feelings on the matter.

To improve the chance of a successful regrade request, you must give a concise explanation as to why your answer is consistent with the correct answer from the posted answer key. If it is not clear that you have thought about your answer in the context of the answer key, your regrade request will automatically be denied without further consideration.

Technical Error Do-Over

You can request two do-overs on two assignments where questions were given a grade of zero for “technical errors”. The key aspects of a technical error do-over are: (1) we have your answer and (2) it was submitted by the required deadline, but (3) due to an error you made during submission, we couldn’t grade your answer. *Examples:* swapping two image files for a question within the same assignment (example: placing the graph for question 1 on question 2 and vice versa), submitting your images upside down or forgetting to add a group member to your assignment. **Important: We will not regrade any portion of work that is not submitted by the deadline.** If you submit the same image for every question, you cannot use a technical error do-over to submit the correct image for each question after the homework deadline. Late or forgotten assignments are not covered under the “Technical Error Do-Over” policy.

Policy on Technical Difficulties

Waiting until the last minute to submit the work is inevitably when things go wrong. Examples of technical difficulties include but are not limited to: being unable to reduce the file size sufficiently, not knowing how to submit assignments, forgetting to upload a file, internet going down, etc. The teaching team cannot help you with technical difficulties, so use the following resources:

- **Canvas:** The “help” or “report a problem” feature in the grey sidebar for Canvas-specific issues. The Canvas Support staff are available 24/7/365.
- **Gradescope:** The “contact us” in their FAQ section.

The following circumstances will automatically result in a zero score for either the homework assignment or question as applicable (non-negotiable, no exceptions except as described in “Technical Error Do-Over” section):

- You do not turn in the assignment through Gradescope. If you email it to the TA or me, it is NOT considered submitted.
- Uploaded files that will not open or cannot be read due to poor quality.
- You submit the wrong file. We will grade the version of the file you submitted even if it is not the version you intended to submit. You can re-upload and change your answers until the assignment deadline.
- You do not submit the answer associated with the question. For example: submitting your entire homework file for every question.

ACCOMODATIONS

Disruption Accommodation

The design of this course allows you to skip two weeks with no negative impact on your grade: everyone has built-in accommodation for events (Examples: illness, bad weather, religious requirements, job interviews, sports, political disruption, a bad break-up, etc.). This accommodation covers *unplanned* events as well, so you should not skip assessments under the assumption you will not need them.

- **HOMEWORK AND QREs:** I provide excess points throughout the quarter so neither will be re-scheduled.
- **TESTS:** You may not take tests earlier or later than the scheduled exam time. There are two “backup” quizzes available to everyone without the need to provide additional documentation. They are designed to be of similar difficulty as the regular quizzes.

Requests for additional accommodations must clearly explain why those listed above are insufficient. In *almost* all circumstances, no additional accommodations provided will be provided. Granting accommodations not only requires “obvious” resources, but extra work from the TA, the grader, and myself. Without enough advance notice (usually 2 weeks), we may be *physically unable* to grant accommodations even if we want to (insufficient time to write a comparable exam, violation of labor contracts, etc.).

Policy on AI Tools

AI is going to be part of the tool kit you’ll have available in the workforce, like spellcheck or Wikipedia in the decades before. If you want to use it on your homework you are free to do so. Note that the answers it generates may be incorrect or incomplete.

SDS Accommodation

It is your responsibility to sign up for proctoring at SDS’ facilities for testing accommodation using the SDS website.

If you do not sign up for your proctored SDS exam through the SDS AIMS portal at least 7 days in advance of a test, you have defaulted your accommodation for that test and will take it under default class conditions.

COLLABORATION/CHEATING/PLAGIARISM

As a general guideline, submitting any portion of someone else’s work as your own is considered academic dishonesty. Non-exhaustive examples include: using answer keys, exams, or homework assignments from other classes (past or concurrent) to study or derive your answers and obtaining answers from someone not currently enrolled in the course (i.e., buying a homework or test aide, farming the answer on a non-class discussion board, etc.).

- **HOMEWORK:** The use of past homework assignments is cheating, however, the use of provided practice problems and homework collaboration with other enrolled members of the class is encouraged and allowed! Homework collaboration, discussion section and office hours attendance may all result in identical answers across different groups, so we will not report identical homework answers. I will not assign or supervise groups – if anything goes wrong, you need to sort it out. For example, if a member of your group uses an answer key from a past assignment and is caught, you will all be flagged. Homework cannot be used as evidence of understanding material if contesting grades.

- **QUICK RESPONSE EXERCISES (QRE):** You may not simply submit a screen capture or photo of a solution presented in class. Since QREs are intended to be collaboratively solved during live class, it is impossible to distinguish collaboration from plagiarism, so we will not report identical answers.

- **TESTS:** Given the collaborative nature of the other assignments, tests represent the only measure of an *individual’s* ability to satisfy the measured objectives of this class. Your tests must represent only your own mastery of the material free of any unapproved external resources (including unwarranted extra time). Any unapproved external resource that can distort your measure of understanding relative to the class is strictly prohibited. See the Test information sheet on Canvas for more details. If you are discovered to have used an unapproved external resource, I will assume it was done with the intention to cheat and report you without further consultation. If you are unsure if something is an unapproved resource, discuss it with me!

- **CONSEQUENCES:** If you are caught trying to distort measurement, I will assign you (and group members) a 0 for that assessment *and every prior assessment of the same type* (for example, a zero for every prior homework assignment). Your case will also immediately be referred to the Dean of Students for additional, formal University of Chicago disciplinary action. I will not warn you of my referral. For extreme first-time or repeat offenses, the disciplinary committee can decide that the consequence of your choice to cheat is expulsion from the university. This decision can mean deportation from the country for students on visas, failure to graduate for last quarter seniors, or repayment of financial aid. No matter how much sympathy I may hold for your reasons, I will report any-and-all instances of cheating regardless of the potential cost to you.

Workload Statement

This course adheres to The University of Chicago's standard of expectations for workload: students should spend an average of 10 hours a week outside of class time and discussion engaging with the material (including class time, **the expected total is approximately 14 hours per week**). This is an *average* expectation, and the per-student deviation can be large.

Do not confuse "sitting with the book open" as "engaging the material". Your course grade will not be adjusted based upon how many hours you report working on the material: you can spend many hours, and still not achieve the level of understanding required for a passing grade.

Sharing of Documents

If you share documents, files or emails associated with the course without permission (including, but not limited to slides and answer keys), you may be violating privacy laws, copyright laws, Illinois eavesdropping laws, and/or FERPA. These laws may also apply to any manipulated videos, images, or files.

Recording/Distributing Audio, Video or Photographs

The Recording and Deletion Policies for the current academic year can be found in the Student Manual under [Petitions, Audio & Video Recording on Campus](#)⁴.

- Do not record, share, or disseminate any course sessions, videos, transcripts, audio, or chats. These actions can violate both FERPA and Privacy Laws.
- Do not share links for the course to those not currently enrolled in the course.
- Any Zoom cloud recordings will be automatically deleted 90 days after the completion of the recording.

Family Educational Rights & Privacy Act (FERPA)

FERPA is a federal statute that guarantees privacy over certain aspects of your educational records. You can view the details of the policy [here](#)⁵.

Responsible Employees

All University of Chicago faculty and TAs are classified as "responsible employees" and are required to report any discussions of sexual misconduct, including the identities of the student making the complaint and alleged perpetrator. You will receive an email once a report is filed, but are not obligated to meet with anyone or engage in the process. Confidential Resource Individuals do not have to share identifying information. For more information, including phone numbers, click [here](#)⁶.



Diversity Statement

The University of Chicago is committed to diversity and rigorous inquiry that arises from multiple perspectives. I share this commitment: we have the highest quality interactions and solve problems more creatively when we recognize and share our diverse perspectives. I expect to maintain a productive learning environment based on open communication, mutual respect, and non-discrimination among students, teaching assistants, support staff, and myself as the lead instructor of the course, even when engaging in strenuous and critical debates.

Any suggestions promoting a positive and open environment are appreciated and given serious consideration: there can always be a gap between my intention and reality. Correct me on your preferred name, pronunciation, and gender pronouns if needed. If we are meeting via Zoom, remember to update your display name to reflect your preferred salutation. You can change the name displayed on Zoom by right-clicking on your video and selecting "rename". Pronunciation guides are always appreciated.

COVID-19

I have designed this class so that no assignment or deadline needs to change if we must switch to hybrid or online-only instruction this quarter.

The University's [GoForward website](#) has COVID updates relevant to the campus community. All students on campus are required to adhere to the guidelines in the [UChicago Health Pact](#). Any concerns over inappropriate PPE usage, physical distancing, cleaning/disinfection, or other COVID-19 related public health concerns should be directed to [UCAIR](#). If there is an emergency, call 773-702-8181 or dial 123 on any campus phone. If you are potentially exposed to COVID-19 or your COVID-19 test results come back positive, immediately send notification via email to: C19HealthReport@uchicago.edu.

Students who *have* been exposed to, or who are experiencing symptoms of COVID-19, are expected to follow current University quarantine and isolation policies to determine their return to class.

¹ Emailing guide <https://www.wikihow.com/Email-a-Professor>

² Gradescope (Get Started) https://www.gradescope.com/get_started#student-submission

³ Group Assignments on Gradescope <https://help.gradescope.com/article/m5qz2xsnjy-student-add-group-members>

⁴ Petitions, Audio, and video Recording on Campus <https://studentmanual.uchicago.edu/administrative-policies/additional-administrative-regulations/petitions-audio-video-recording-on-campus/>

⁵ FERPA <https://registrar.uchicago.edu/records/ferpa/>

⁶ Responsible Employees <https://equalopportunityprograms.uchicago.edu/title-ix/confidential-resources/>