







## ASSIGNMENTS

*Module work* – As you are going through the module you will do two types of assignments.

- **Quizzes:** Every week you will do a Pre-module quiz-due. These are open book and open note. You have 2 attempts at each quiz, and I will drop the lowest from your final grade calculation. This work will be submitted through Canvas or Sapling and will be due on Monday as the week starts.
- **Weekly Activity:** There will be a weekly writing activity, due by Friday, that may revolve around a reading, web work or a current event. There will be twelve (12) activities, in total, and I will drop your lowest score.
- **Weekly Math Prep:** Every week you will have a Math based activity to help clarify the math which we will be using that week. These are open book and open note. You have 2 attempts at each quiz, and I will drop the lowest from your final grade calculation.

*Q-A Board Discussion posting* – Class discussion in the QA boards will help extend economic analysis of by relating acts92-3( )8(QA)6 0 1 7( )8(a)-3(n)16(a)-3 reW\* nating e lower QAI do a Pre



#### EXTRA CREDIT POLICY

Up to 50 points of extra credit available (= maximum 5% of the course grade) may be available during the semester for completing certain activities. These extra credit opportunities will be determined by the instructor, will be available to all, and announced in class. One way for you to earn extra credit is to help answer fellow student queries on the discussion boards.

#### EXPECTATIONS OF INSTRUCTOR

I take my role as your instructor very seriously. I care about how well you do in this course and that you have a satisfying, rewarding experience. To that end, it is my commitment to respond individually to the work you submit in this class and to return your work in a timely manner. I typically take a week to grade discussion boards and essays on quizzes/exams. I will not grade before the deadline. During grading time, I DO NOT entertain questions on grades. IF the grading of your work takes longer than the times I have listed here, I will keep you informed of my progress and make every effort to return your work with feedback as soon as I can.

I also believe in protecting Student privacy ([Family Education Rights and Privacy Act](#)). I refrain from publicly posting grades and do NOT give out grades on email. You will have to check your grades in the grade book area of Canvas. Often, I will leave comments in the comment box or rubric of the assignment. You must check these comments before you ask me to review your grade.

#### COMMUNICATION

If any material is ever unclear, or even if everything is perfectly clear, please feel free to chat with me about economics or anything for that matter, Yes, anything. If you have a short question, please feel free to call or email me. For longer and better explanations atop by office hours or schedule an online appointment at your convenience. If you are having any problems in the course or are encountering personal problems that may affect your grade, please contact me, when the problem occurs. It is up to each student to be sure to address questions, comments and concerns to me in a timely manner. Likewise, I will work to quickly answer your questions and ensure you have the information you need to be successful in this course!

Office Hours: I have Office hours online and on campus. I am also happy to meet or Chat with you by appointment. Simply get in touch with me to schedule.

E-mail: Email is absolutely the best way to get in touch with me, except in case of emergencies. I try to be prompt about replying to e

## COURSE POLICIES

### POLICY ON DUE DATES

Each week you will complete a series of critical thinking questions that reflect material from the various delivery formats and required readings. It is your responsibility to turn in each assignment on the required date. Late assignments are not accepted for pre-class work, in-class work, quizzes or exams. If a discussion post is turned in late, it will be reduced by one full letter grade for each 24-hours it is late.

Rewrites are entirely optional, for any written work. However, this additional work will be subject to more difficult grading AND a letter penalty to be fair to those students who did the work on time. The exceptions I may consider are sickness, university excused function, military service or circumstances beyond the students' control. You will need to submit relevant documentation. I reserve the sole right to determine what grounds constitutes a reasonable excuse for missing or submitting a late work assignment, the right to require the student to submit proper verification of such excuse.

### ACCOMMODATION FOR DISABILITIES

If you qualify for accommodations because of a disability, please submit your accommodation letter from Disability Services to your faculty member in a timely manner so that your needs can be addressed. Disability Services determines accommodations based on documented disabilities in the academic environment. Information on requesting accommodations is located on the [Disability Services website](#). Contact Disability Services at 303-492-8671 or [dsinfo@colorado.edu](mailto:dsinfo@colorado.edu) for further assistance. If you have a temporary medical condition or injury, see [Temporary Medical Conditions](#) under the Students tab on the Disability Services website.

### CLASSROOM BEHAVIOR

Students and faculty each have responsibility for maintaining an appropriate learning environment. Those who fail to adhere to such behavioral standards may be subject to discipline. Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with race, color, national origin, sex, pregnancy, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation or political philosophy. Class rosters are provided to the instructor with the student's legal name. I will gladly honor your request to address you by an alternate name or gender pronoun. Please advise me of this preference early in the semester so that I may make appropriate changes to my records. For more information, see the policies on [classroom behavior](#) and the [Student Code of Conduct](#).

It is important, to me, that an atmosphere which always facilitates the maximum opportunity for learning be present, in class and online. In class forums it is important that you respect and value the contributions each person makes to class, even if you are not in agreement with their statement. You should remember that your written comments to others, whether in private emails or public discussion groups, should reflect the same sort of courtesy you would use in spoken communication. This includes strict avoidance of sexist, racist or other derogatory language. Also, keep in mind that in written communication it is very difficult at times to determine tone. A playful jab verbally can be read as a harsh criticism in an email. You are responsible for the content of your writing. Please be aware that you have the responsibility to keep your communication civil, friendly and professional.

## HONOR CODE

All students enrolled in a University of Colorado Boulder course are responsible for knowing and adhering to the Honor Code. Violations of the policy may include: plagiarism, cheating, fabrication, lying, bribery, threat, unauthorized access to academic materials, clicker fraud, submitting the same or similar work in more than one course without permission from all course instructors involved, and aiding academic dishonesty. All incidents of academic misconduct will be reported to the Honor Code ([honor@colorado.edu](mailto:honor@colorado.edu)); 303-492-5550). Students who are found responsible for violating the academic integrity policy will be subject to nonacademic sanctions from the Honor Code as well as academic sanctions from the faculty member. Additional information regarding the Honor Code academic integrity policy can be found at the [Honor Code Office website](#).

Keep in mind that plagiarism is a form of academic dishonesty. Plagiarism is defined as the use of another's ideas or words without appropriate acknowledgment. Examples of plagiarism include: failing to use quotation marks when directly quoting from a source; failing to document distinctive ideas from a source; fabricating or inventing sources; and copying information from computer-based sources, i.e., the Internet.

## SEXUAL MISCONDUCT, DISCRIMINATION, HARASSMENT AND/OR RELATED RETALIATION

The University of Colorado Boulder (CU Boulder) is committed to fostering a positive and welcoming learning, working, and living environment. CU Boulder will not tolerate acts of sexual misconduct (including sexual assault, exploitation, harassment, dating or domestic violence, and stalking), discrimination, and harassment by members of our community. Individuals who believe they have been subject to misconduct or retaliatory actions for reporting a concern should contact the Office of Institutional Equity and Compliance (OIEC) at 303-492-2127 or [cureport@colorado.edu](mailto:cureport@colorado.edu). Information about the OIEC, university policies, [anonymous reporting](#), and the campus resources can be found on the [OIEC website](#). Please know that faculty and instructors have a responsibility to inform OIEC when made aware of incidents of sexual misconduct, discrimination, harassment and/or related retaliation, to ensure that individuals impacted receive information about options for reporting and support resources.

## RELIGIOUS HOLIDAYS

Campus policy regarding religious observances requires that faculty make every effort to deal reasonably and fairly with all students who, because of religious obligations, have conflicts with scheduled exams, assignments or required attendance. Because of the flexibility of timing of completion of assignments in this class, you must contact the instructor in at least two weeks in advance if you anticipate a religious holiday may impact your completion of coursework.

## PREFERRED STUDENT NAMES AND PRONOUNS

CU Boulder recognizes that students' legal information doesn't always align with how they identify. Students may update their preferred names and pronouns via the student portal; those preferred names and pronouns are listed on instructors' class rosters. In the absence of such updates, the name that appears on the class roster is the student's legal name.

## INCOMPLETE POLICY



instructor grants a request for an incomplete, the instructor sets the conditions under which the coursework can be completed and the time limit for its completion or if the class should be retaken.

For more information please look up <https://catalog.colorado.edu/undergraduate/credits-grading/>

#### TECHNICAL HELP

Students are responsible for maintaining or accessing a computer system capable of participating in all aspects of this course. This includes, but is not limited to, running the Canvas software. If for any reason you are having technical difficulties that are limiting or preventing your full participation in the class, please contact the appropriate Help desk immediately, and then notify the instructor! I will work with you to ensure that your online learning experience is not hampered by technical issues. However, I can only help you if you bring the matter to my attention right away.

- Canvas technical support: Click the "help" (?) icon on the left side of Canvas, once logged in.
- Sapling: Help Click the "help" (?) icon on the right side of your webpage, once logged in.
- CU Boulder OIT - 303-735-4357 (5-HELP) or [help@colorado.edu](mailto:help@colorado.edu)

#### ADDITIONAL SUPPORT SERVICES

A variety of instructional support services, such as writing center, guidance on personal or educational issues, tutoring questions and library resources are available to the students. G(y)-9(o)-3(u)-3( )8(a)-3(r)-6(e)-3( )8(h)-3(a)16



