

**THE UNIVERSITY OF WESTERN ONTARIO
DEPARTMENT OF ECONOMICS
Economics 4400E-001**

Senior Research Seminar in Economics, 2011-2012

Course Outline

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I. Who?

Economics 4400 is a two-semester course for fourth year students in Economics Honors programs. The Course Team consists of three faculty members (the Course Committee), assisted by librarians and a TA. Although the Course Committee (CC) is formally responsible for the course, students are expected to seek advice from other faculty members with expertise in their areas of interest.

The Faculty Team		
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Map and Data Centre (<http://www.uwo.ca/hours/mapdata>)

Vince Gray & Liz Hill
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II. What and Why?

Course Description

The aim of this course is to help you develop the skills and techniques needed to carry out an original research project. You will acquire these skills through learning by doing. During the course of the year you will write a substantial, original research paper on a topic chosen and researched by you in consultation with the course faculty. Subject to the approval of and in consultation with the faculty, you may select any topic you find interesting, choose your approach and methodology, and work solo or with a partner.

During this year you will be required to submit several written assignments in addition to the final research paper. You are also required to present your research to the class and to discuss in writing and orally the research paper of a classmate. More information on the course requirements appears below.

The course team will endeavour to help you with all aspects of the project. We will provide class presentations, hands-on demos, and informal consultation and feedback throughout the year. A variety of useful and important information is available on the course website.

While we will provide support, this is *your* research project. It is up to you to take charge, set your directions, and carry the project through to completion. Your success will depend on the initiative, resourcefulness, effort and skill that you devote to your project.

Research is a collective endeavour. We encourage you to interact formally and informally with your classmates so as to generate positive externalities and form a community of scholars (see Student Choice Award below).

Course Structure

Research involves the following steps: finding a topic, reviewing the literature, developing a research strategy, accessing appropriate data (if the project has an empirical dimension), writing a first draft, and then revising the draft and preparing the final research paper. Young scholars benefit from following this sequence systematically; therefore, we have structured the course to offer guidance, instruction, and support in each of these stages.

All students in the course must submit all assignments and meet all deadlines. All students are required to consult with the faculty team about their research progress and to keep the faculty informed of their activities. To facilitate communication with the faculty, each student will be assigned one faculty member who is his or her primary supervisor. You will be expected to take the initiative to communicate with your supervisor on a regular basis (we suggest at least every two weeks).

Within these parameters, you have considerable flexibility to follow your interests and take your approach.

Requirements and Assessment

The formal requirements of EC 4400 are:

- to submit six written assignments (the topic proposal, the literature survey and work plan, two progress reports, the draft paper, and the final paper—**see below for descriptions and due dates of the assignments**)
- to consult with and keep in touch with the faculty team and your supervisor
- to make presentations of your work to the class
- to act as a discussant of the work of others
- to attend and participate in class meetings

The course mark will be calculated as follows:

5%	topic proposal and presentation
15%	literature survey and work plan
0%	progress reports (not marked, but required)
20%	draft paper
10%	presentation of the draft paper
10%	discussion of another student's draft paper (verbal and written reports)
40%	final paper

If you choose to work with a **partner**, you and your co-author will receive the same marks on everything *except* the mark for discussion of another student's paper. As a discussant you will be acting on your own and receive an individual mark.

All marks will be on a scale of 1-100.

Late Penalties

Due dates for the assignments are shown in the timetable below. Grade penalties (out of 100) for late submissions will be as follows:

1-24 hours late	-10 points
24-48 hours late	-30 points
48-72 hours late	-50 points
>72 hours late	no credit

III. How? Assignments/Steps to Complete Your Research Project

Carrying out a research project involves a series of steps. The assignments for this course are designed to take you through these steps in a systematic way.

The Topic Proposal (due Oct. 18) and Presentation

This should be a 2-3 page (500-750 words) proposal describing the research question on which you wish to work. In it you must:

- Cite at least three published or unpublished academic research papers related to your research question
- List the names of two Professors in the Economics Dept. with whom you have discussed your topic and research question (one should be a member of the Ec 4400E faculty team)
- Provide a preliminary assessment of data availability and/or the nature of the economic model or framework that you will employ (i.e., you must have started looking for data and/or an analytical framework)

All students will give a short presentation of their proposal to the class (see course timetable).

The main aim of this assignment is to make sure you find a research question sooner rather than later, share your topic with the class, and solicit comments and suggestions from the faculty and your fellow students.

The Literature Survey and Research Plan (due Nov. 22)

In this assignment you will discuss how you plan to carry out your proposed research, based on a careful, systematic survey of relevant literature. The suggested length of this assignment is 10 pages (2000-3000 words). It should be written as a complete paper with an introduction that motivates the topic and a conclusion. This assignment is not meant to be part of your final paper, but it will inform your research and you will probably draw upon it in your final paper.

This assignment is NOT supposed to be an annotated bibliography or sequential discussion of articles and books on your topic. Rather, it should discuss how your proposed research is related to and motivated by what has been done by others in the literature. It should organize and discuss in a logical fashion the ideas, methods, and findings of existing work related to your topic. It should explain how the literature informs your research, how your research will build upon the literature, and what is new or different about what you plan to do.

Progress Report #1: (due Jan. 10)

The main purpose of the progress report is to facilitate consultation and feedback, and to provide an opportunity for you to bring questions to and receive guidance from the faculty team.

The first progress report should be no more than 2 pages. It should report on the progress to date since submitting the literature survey. Students writing papers with an empirical component are expected to have acquired all the necessary data by this stage. Students writing a theoretical

paper should have (and communicate) a clear idea of the model they will use.

You should submit this report to your supervisor, with whom you will then meet. You are encouraged to meet also with other faculty members in Economics and other departments with knowledge on your topic.

Progress Report #2: The Data Report or Theoretical Modelling Report (due Jan. 26)

The Data Report or Theoretical Modelling Report is a 2-page written report that provides important information to the faculty and that informs your discussions with the faculty at the Progress Report Meetings.

Students writing papers with an empirical component are required to turn in a Data Report. The Data Report should contain the following information: (a) a brief verbal description of the data that you are using (source, how the data were collected, sampling methods, number of observations, years covered, and so on); (b) definitions of the variables that you expect to use in your analysis; and (c) a table with descriptive statistics (means, minima, maxima, standard deviations, and number of missing values or number of observations) for the variables that you expect to use in your analysis.

Students writing a theoretical paper with no or little empirical analysis are required to turn in a Theoretical Modelling Report. The Theoretical Modelling Report should contain the following information: (a) an outline of the model (i.e., description of the action/choice sets and the payoff functions for each economic agent in the model, and description of the timeline of the model); (b) an outline of preliminary results and conjectures; (c) a simple example that illustrates the key trade-off or the main idea (if available).

Students should list a faculty member, who is not their Faculty Advisor, and who they would like to serve the Second Reader. This need not be a member of the Course Committee, and should be someone with expertise in your area of research.

After submission of the progress reports, the Faculty Advisors and Second Readers will hold individual meetings with all the students. Students will report orally on their progress and can raise questions and receive feedback. Although students are expected to be in regular contact with their Advisor and the faculty team, the progress report meetings, roughly a month before the draft papers are due, will provide a one-on-one opportunity to apprise us of your progress to date and to discuss any remaining problems and concerns.

The Draft (due February 28)

The first draft of your research paper should be approximately 3000-5000 words. It should present and motivate your topic, explain your analytical framework or model, relate your approach to the literature, describe the data, and present your initial analysis of the data (if empirical) or initial theoretical results (if a theory paper). It should contain an introduction. Since your work is still in progress, instead of a standard conclusion at the end of the draft paper you should discuss remaining steps.

Draft papers will be posted on the course website so that everyone can read them and exchange ideas.

To ensure a coherent draft research paper by late February, you must make substantial progress on your research project during December and January. **DO NOT WAIT UNTIL FEBRUARY** to get going on your research!

Presentation and Discussion of the Draft (March 6-9)

Students will present a 15 minute synopsis of their draft paper to the class, followed by oral comments from a discussant (5 minutes). If a paper is co-authored, both students must participate equally in the presentation. For example, one might present the intro and the model, while the other presents the empirical work and findings.

Each student will be assigned as a discussant for another paper. As discussant, each student must give an oral presentation and submit a 2-3 page discussant's report, due within one week of the class in which the paper was discussed. Presentations and discussion of the draft papers will provide extremely useful feedback to help you in the revision of your draft paper.

Please see Section V below for further info on presentations and discussant reports.

The Final Paper (due Apr. 6)

The final paper will be a revised version of the draft paper that contains the final results of the research that you have undertaken for this course. The final paper should be organized as follows: introduction, relevance to past studies in the literature, your model/estimation techniques, description of the data and empirical approach or methods (for empirical papers) or of theoretical approach and analysis (for theory papers), presentation and discussion of findings, and conclusion. The introduction should motivate the paper, give a clear statement of the focus of the paper, explain you have done that is new and different, and outline the approach to be followed. Not everything in your literature survey should make it into the final paper, but you should include at least 2-3 pages that explain how your analysis relates to and is motivated by the literature.

The final paper should have a title page that contains a 100-120 word abstract that summarizes the highlights of your paper.

IV. When and Where?

Classroom and meeting times:

The scheduled class times are **Tues. 4:30-5:30** and **Thurs. 4:30-6:30** in **SSC 3010**.

The timetable below shows the dates and times of class meetings. The class will meet many but not all of the scheduled class times. Even if no class meeting is listed for a particular T, Th class time, you should keep all scheduled T, Th class times available in case we need to add a class session.

The classroom has been booked for the entire academic year in the Tu, Th time slots. When the class does not have a class meeting, you may use our classroom during these times to organize discussion groups, consult with classmates, and practise presentations.

Course Timetable

Please make a note of all class meeting dates noted in the timetable below.

Frequency and length of class meetings will be on an as needed basis depending on the number of "how to" sessions and meetings required for presentations and discussion of student work. To provide sufficient time for student presentations, some sessions may extend beyond the scheduled class times and some extra meeting times may be required.

Attendance is *strongly* recommended at *all* sessions and is *mandatory* for all sessions which include presentations by students.

Fall term:

- Sept 8 (Th) First day of class—distribution of course materials, discussion of requirements
Sept 13 (Tu) Introductions, Discussion, Q & A. Finding a topic.
5:30 “Meet and Greet” at the Grad Club in Middlesex College. Attendance is optional, but strongly encouraged.
Sept 15 (Th) Finding Economic Sources/Literature for Your Research — **Bruce Fyfe**
The class is held in the computer lab in Somerville House – **SH 1310**
Sept 20 (Tu) Dos and Don’ts of Data — **Vince Gray**
Sept 22 (Th) Download Some Data — **Vince Gray**
The class is held in the computer lab in Somerville House – **SH 1310**
Sept 27 (Tu) Q & A.
Oct 4 (Tu) Notify about intent to partner. E-mail Igor Livshits: livshits@uwo.ca
Oct 6 (Th) Using Stata. Introduction to using Stata — **Andrew Agopsowicz**
The class is held in the computer lab in SSC – **SSC 1032**
Oct 18 (Tu) Proposals are due. *Bring three hard copies to SSC 4075 and email a copy to the TA by 4:00 pm. Please put your name(s) and student number(s) on the title page.*
Oct 20 (Th) Presentation of Proposal.
Oct 27 (Th) Presentation of Proposal. Assignment of Faculty Advisor.

Week of

Oct 31 **Meet with Faculty Advisor.**

Nov 10 (Th) Discussion of Literature Survey and Writing.

Nov 22 (Tu) **Literature Survey and Research Plan due.** *Bring three hard copies to SSC 4075 and email a copy to the TA by 4:00 pm. Please put your name(s) and student number(s) on the title page. Feedback from the faculty will be provided by e-mail.*

Week of

Nov 28 **Meet with Faculty Advisor**

Winter term:

Jan 10 (Tu) **Progress Report #1 due.** *Email a copy to your Faculty Supervisor and the TA by 4:00 pm. Please put your name(s) and student number(s) on the title page. **Last day for formation of new partnerships and submission of new proposals.***

Jan 12 (Th) Using Stata for Research: Econometric Applications — **Andrew Agopsowicz**
The class is held in the computer lab in SSC – **SSC 1032.**

Jan 26 (Th) **Progress Report #2 due.** *Bring three hard copies to SSC 4075 and email a copy to the TA by 4:00 pm. Please put your name(s) and student number(s) on the title page. Make sure to indicate who you want to serve as the Second Reader.*

Week of

Jan 30 **Progress Report meetings with Faculty Advisor and Second Reader.**

Possible meetings in February:

- Demonstration of how to do a Presentation and how to be a Discussant.
- “Tables and Figures” conducted by the TA in the computing lab.
- Another session on paper format, references, and writing tips, if requested
- Note: Conference week is Feb. 20-24

Feb 28 (Tu) **Draft Paper due.** *Bring three hard copies to SSC 4075 and email a copy to the TA **and to your assigned discussant** by 4:00 pm. Please put your name(s) and student number(s) on the title page. Check the course website for the dates of the presentation of your draft and oral discussant remarks.*

Paper presentations (tentative):

Mar 6 (Tu) Session I (4:30-7:30 pm)

Mar 8 (Th) Session II (4:30-7:30 pm)

Mar 9 (Fr) Session III (4:30-7:30 pm)

Week of

Mar 12 Meeting with Faculty Advisor.

Mar 13 (Tu) **Written Discussant Remarks due.** *Bring three hard copies to SSC 4075 and email a copy to the TA and to the author(s) of the paper that you discuss.*

Apr 6 (Th) Final Paper due. *Bring three hard copies to SSC 4075 and email a copy to the TA by 4:00 pm. Please put your name(s), student number(s), and a 100-150 word abstract on the title page.*

??? *Party*

Note: More class sessions may be scheduled if necessary.

V. Everything Else You Always Wanted to Know...

Writing Dos and Don'ts

Instructions on how to write an essay and of writing dos and don'ts is given in the **Guidelines for Essay Courses** attached to this handout and posted on the course website. The **Guidelines** contain links to writing resources and assistance, information on how to cite sources, information on essay formats and styles, etc.

Plagiarism: The work you do and papers you write for this course should reflect your own work and should properly cite and reference all sources. Any instances of plagiarism will be **severely** penalized. You should know what PLAGIARISM is and do NOT do it! For more information on plagiarism, see the Guidelines for Essay Courses. If you are unsure about what constitutes plagiarism, please do not hesitate to ask the Course Team.

Presentations—Audio Visuals

Students are welcome to use overhead transparencies, PowerPoint, PDF files, etc. The classroom is equipped with AV equipment.

The Department has its own computer projection equipment which can be reserved for this course. It is available for presentations as well as practice sessions. If you wish to borrow this equipment, please check with the Undergraduate Coordinator for more information.

Discussants

The role of the discussants is to provide constructive comments that will help the author(s) of the paper you are discussing improve their paper. The discussant may be able to suggest other viewpoints from which to approach the subject. Any errors and omissions in the paper can also be pointed out in a constructive way.

The model for a written discussant's report is the referee report solicited by journal editors on papers submitted for publication. Copies of some good referees' reports are available in the Economics Resource Centre. For other examples, you may wish to refer to journals that publish discussant comments to some of their articles, such as the *Brookings Papers on Economic Activity* (both Microeconomics and Macroeconomics), the *Journal of Economic Perspectives*, *Economic Policy*, and *NBER Macroeconomics Annual*.

Statistical Software

Students who undertake projects involving empirical work are free to use whatever statistical software they prefer. **Stata** is the **recommended software package** because the Faculty Committee and TA are familiar with it, it is well suited to research topics usually undertaken by students in EC 4400, and it is available on the SSC network.

An introduction to using Stata on the SSC network is available at <http://ssnds.uwo.ca/helpnotes/stata.asp>.

Print copies of the full set of Stata manuals are on 3-day reserve at Weldon Library. The Map and Data Centre (SSC 1051) has copies of Stata manuals and publications that are available for use within the Centre. Much of the Stata documentation is available online through their HELP command. Additional resources can be found in the 'Links' area of the Resource Centre's webpages (see 'Computing and Software' under '[Resources by Topic](#)').

Material from Previous Years

Selected papers from previous years will be available as pdf files on the Course Website. This material should be used for strictly legitimate academic purposes, mainly to get an idea of the standards expected and the variety of approaches used in recent years. Any instances of plagiarism will be **severely** penalized. For more information, see the Guidelines for Essay Courses attached to this handout.

Helpful Materials from Weldon

Weldon Library maintains special web pages for students in Economics and for Economics 4400E. These are full of *extremely* useful information and links. Check them out:

- <http://www.lib.uwo.ca/programs/economics>
- http://www.lib.uwo.ca/files/weldon/economics/ECO4400E_Economic_Policy.pdf

Awards & Prizes for EC 4400 Students

Two awards are given each year to students in Economics 4400. The award winners receive a book prize, not to mention eternal glory *plus* an invitation to a special awards ceremony at graduation (a great way to impress your friends and family).

Mark K. Inman Senior Essay Prize: Awarded to the author(s) of the final paper that is judged to be the best in Economics 4400E. It is given in memory of Dr. Mark K. Inman, who was one of the founding members of the Department of Economics in 1929 and head of the Department from 1939-1962.

Student Choice Award: Awarded to a full-time student in fourth year of an Honors BA and enrolled in an Honors Specialization module in the Department of Economics at main campus, who is also enrolled in Economics 4400E. The student who is recognized as making the greatest

contribution in Economics 4400E and is most helpful to other students in the course will be selected as the recipient. Students enrolled in Economics 4400E will nominate candidates and will also select the winner by secret ballot. In the event of a tie, the Economics 4400E Course Committee will decide the winner. Nomination forms are available from the Department of Economics and must be submitted by March 15.

VI. Dos and Don'ts of Data

Do:

- Start early; already is not too soon
- Have a firm idea of what you want to do
- After choosing a topic, ensure that data are available in the format and at the level that you need
- Recognize that confidentiality restrictions may restrict access to variables that you want to use
- Be prepared to have to pay for data if it is coming from outside the university
- Visit the Data Resources Library if you need assistance in locating data
- Visit the Data Resources Library earlier rather than later in the process
- Try to have your topic firmed up and the necessary data lined up and ready to use by the Christmas break – it will make your second term much happier and less stressful
- Check variable definitions and coding: e.g., what is “full-time work”
- Be prepared to change your topic if data are not available
- Be prepared for delays in obtaining data: if data are to be released by Statistics Canada in January, they might not come out until July
- Expect delays in getting data loaded into IDLS: it's not a five-second procedure to load a file – **LET US KNOW EARLY if you need data**

Don't:

- Put off finding your topic
- Find a paper dealing with one country, and expect to be able to replicate it with data from another country (e.g., Canada)
- Expect that you will have the same access to data as other authors: they may have personal ties to the organizations providing them with access to the data
- Assume that the data will be available
- Expect definitive data. Data concerning politically sensitive topics (e.g., softwood lumber) may be tinged by the political slant of the organization releasing the data, or may be suppressed
- Expect that the Data Resources Library will be able to drop what it's doing and service your requirements immediately
- Automatically believe what you find on the web
- Assume that the Data Resources Library has the data and just won't give it to you – if we can get you the data, we will. If we can't, asking us each week won't change the situation.

Equinox Data Delivery System

<http://equinox.uwo.ca>

Access to the system

Nearly fifty institutions across Canada currently use Western Library's Equinox Data Delivery System. Each file within the system is governed by a data release agreement: see the documentation.

Any Western user may use the system. Access to the data stored within the system is controlled by IP address. Access to the system is transparent if connecting through an on-campus computer. If using an outside Internet provider (e.g., Rogers, Sympatico), use Western Libraries' proxy service:

<http://www.lib.uwo.ca> >> Databases by Title >> E >> Equinox >> Off-Campus Access

Features of Equinox:

- Users may conduct a basic or advanced search for files or variables, or browse lists refined by file type.
- Provides the ability to determine quickly which files cover a specific subject area.
- Delivers data in ASCII, tab-delimited format for easy import into a wide range of statistical packages, and provides data set descriptions for SAS, SPSS, and Stata, along with request-specific codebooks.
- Provides access to documentation about specific data files, as provided by the supplier.
- Provides links to other data sources, such as other web sites and databases.

How the System Works

Equinox records information on a number of types of data files. These include raw data files, digital maps, Internet-accessible databases, Excel spreadsheets, and Beyond 20/20 tables.

A link to the file provides either the ability to download the file or to open it within the browser (depending upon the nature of the file). Raw data files not fully loaded into Equinox provides links allowing you to request that the data file be loaded into the system, to provide variable-level access.

Where variable-level access is provided, the user selects which variables to retrieve from a particular data file. Users supply the system with their e-mail address. The user may also request a codebook specific to the variables selected, along with a Stata, SPSS, and/or SAS program file (dataset description) to load the data. The screen is refreshed to provide a link to the file(s), which is compressed using Zip, and a copy of the link is sent by email to the user, along with your PIN for extracting the data.

Contact information:

Vince Gray Elizabeth Hill

vince@uwo.ca ethill@uwo.ca

519-661-2111 ext. 85044

519-661-2111 ext.85049

Map and Data Centre

Serge A. Sauer Map Library

Western Libraries

Room 1051, SSC

VII. Registration and Prerequisites

Registration

You are responsible for ensuring you are registered in the correct courses. If you are not registered in this course, the Department will not release your marks until your registration is corrected. You may check your timetable by using the Login on the Student Services website at <https://studentservices.uwo.ca/secure/index.cfm>. If you notice a problem, please contact your faculty academic counsellor right away.

Prerequisite Note

The prerequisite for this course are [Economics 2223A/B](#), [Economics 2261A/B](#), and [Economics 2221A/B](#) ([Economics 2220A/B](#) for students in the Economics, Politics and Philosophy Honors Specialization). Student must be in their 4th year of an Honors Economics Degree. Concurrent enrolment in [Economics 3388A/B](#) is **strongly** recommended.

You are responsible for ensuring that you have successfully completed all course requisites, and that you have not taken an antirequisite course. Lack of prerequisites may not be used as a basis of appeal. If you are found to be ineligible for a course, you may be removed from it at any time and you will receive no adjustment to your fees. This decision cannot be appealed.

If you find that you do not have the course prerequisites, it is in your best interest to drop the course well before the end of the add/drop period. Your prompt attention to this matter will not only help protect your academic record, but also ensure that spaces become available for students who require the course in question for graduation.

VIII. Essay Guidelines

Posted on course website.

Please Note

Remember that the University expects all students to take responsibility for their own academic programs. Also remember to check your registration to make sure you are enrolled in the correct courses.

1. Guidelines and policies for the Faculty of Social Science and the Department of Economics are posted in the glass case near Social Science Room 4071.
2. Students must familiarize themselves with the “Rules of Conduct for Examinations”.
3. **Cheating as an academic offence:** Students are responsible for understanding what it means to “cheat”. The Department of Economics treats cheating incidents very seriously and will investigate any suspect behaviour. Students found guilty will incur penalties that could include a failing grade or being barred from future registration in other economics courses or programs. The University may impose further penalties such as a notation on your official academic transcript, suspension or expulsion.
4. **Plagiarism:** Students must write their essays and assignments in their own words. Whenever students take an idea or a passage from another author, they must acknowledge it by using quotation marks where appropriate and referencing with footnotes or citations. Plagiarism is a major academic offence (see Scholastic Offence Policy in the current UWO Academic Calendar).

The University of Western Ontario uses software to check for plagiarism and students may be required to submit their written work in electronic form. Those found guilty will have penalties imposed as noted in point 3.

5. It is Department of Economics policy that **NO** assignments be dated, stamped or accepted by staff. Students are responsible for submitting assignments in class or to the instructor during office hours.
6. When appealing a mark, students should refer to the Departmental Procedures (<http://economics.uwo.ca/undergraduate/Appeal.pdf>) which is also in the current UWO Academic Calendar. Please note deadlines.

The Department Chair will not consider an appeal unless an attempt has been made to settle the matter first with your instructor. If, after discussion, you remain dissatisfied with a grade, you may proceed with a written appeal (e-mails are not acceptable) to the Department Chair stating reasons.

7. Systematic adjustments of the entire grade distribution can occur either up or down in Economics courses. The fact that grades have been adjusted is **not** a reason to appeal.
8. Note the following add and drop deadlines:

Last day to add a full course or first term half course:

Friday, September 16, 2011

Last day to drop first term half course:

Monday, October 17, 2011

Last day to drop a full year course:

Wednesday, November 30, 2011

9. Faculty of Social Science policy states that oversleeping or misreading an exam schedule is not an excuse for a make-up. This rule applies to all mid-term tests and final exams in the Department of Economics.

Policy Regarding Makeup Tests and Final Examinations

*Academic Accommodation will **not** be granted automatically on request. You **must** demonstrate to your instructor by documentation that there are **compelling** medical or compassionate grounds before academic accommodation will be considered.*

Students who seek a makeup test or examination must provide medical or other relevant verification that their absence from a regularly scheduled test or examination is beyond their control. Students are directed to fill out the Student Medical Certificate found here https://studentservices.uwo.ca/secure/medical_document.pdf If you decide to write a test or an examination, you must be prepared to accept the mark you earn. Rewriting tests or examinations, or having the value of the test or examination reweighted on a retroactive basis, is **not** permitted. Book airline flights after you know the dates of your final examinations. Airline flights must not conflict with test or final exams.

If you are requesting a makeup test or exam, unless medically incapable, notify your instructor by email or phone within **48 hours** of the date of the test or exam. Set up an appointment as soon as possible to meet personally with your instructor and provide documentation regarding the missed test or exam. **Notifying your instructor of a missed test or exam does not automatically entitle you to a makeup test.** Documentation must support your reasons. Failure to follow this procedure, or to provide supporting documentation, may result in denial of a request for academic accommodation or result in a grade of zero.

Midterm Tests: Documentation should be given to your instructor **prior** to the scheduled date of the test if at all possible. If the instructor is not available, you may leave a message with the Undergraduate Office (Social Science Room 4075). If your documentation is not acceptable, you will be given a zero for the missed test.

Final Examinations: Documentation should be given to the Academic Counselling Office of your *home* Faculty **as soon as possible (preferably within 48 hours)** if you know you may not be able to write your final examination on the scheduled day and time. Until you receive permission from your *home* Faculty Counsellor, your instructor, and the Department Chair, you will not be allowed to write a makeup examination. Failure to follow this procedure may result in an examination grade of zero.

NOTE – Even if approved from your *home* faculty Academic Counsellor, your instructor or Department Chair can deny your request if s/he does not agree that your reason for missing the examination is valid. Make-up final examinations, if permitted, will be written within one month of the end of the exam period.

Policies Regarding Academic Accommodation

Information about the Faculty of Social Science's policies regarding academic accommodation is found on its website at <http://counselling.ssc.uwo.ca/> (choose "having problems?") or in Social Science Room 2105. Your "Academic Rights and Responsibilities" are also outlined in the current UWO Calendar. Claiming that "you didn't know what to do" is not an acceptable excuse.

Policy Regarding Class Attendance

If your instructor views your class attendance as unsatisfactory, you can be debarred from writing the final examination. If there is intent to make use of this University policy, you will be warned in writing.