Course Number: ECO 2013 - Principles of Macroeconomics
Section:
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Faculty Web Page and Office hours:
(See announcement post in our online class website http://class.daytonastate.edu)

Virtual Office:
http://daytonastate.adobeconnect.com/samitamana

Department Home Page:
http://www.daytonastate.edu/dept_directory_bus/

Course description: Principles of Macroeconomics is an introduction to the fundamental concepts of the U.S. national economy including supply and demand analysis, national income accounting, economic growth, fiscal and monetary policy, business cycle theories, and international trade. This course meets the Gordon Rule requirement (see the college catalog for a full description of Gordon Rule courses).

This is a 15-week course. You must keep up with the schedule of assignments and avoid considering the course to be completed at your leisure. In order to succeed you must work on this class diligently. The chapter quizzes and their deadlines are a good measure to pace your work. The study guide for each chapter will help you focus what to study.

(The Portal Access/Access Code/LaunchPad from the publisher is not required)

http://www.macmillanlearning.com/Catalog/product/macroeconomicsprinciplesforachangingworld-fourthedition-chiang

Various versions of the book are available based on its packaging, ebook, loose-leaf, etc. Therefore, there are several ISBN numbers for the same textbook (see availability options at the bookstore).
http://www.bkstr.com/daytonastatedaytonastore/home

Minimum Technical Requirements: You will need Internet access at least two days a week. You will also need a word processing software such as Microsoft Word for assignments. If you do not have those, the College has computers with this capability. (see “where to find help” section for more detail).
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After completion of this course the student will be able to:

1. Identify how markets organize the allocation of scarce resources in a global economy.  
   (Assessments: Quizzes, Exams, Paper#1)
2. Identify the major macroeconomic topics of national income, inflation, growth, unemployment and their measurement. (Assessments: Quizzes, Exams, Discussion#1)
3. Evaluate the long run behavior of the real economy, money and prices. (Assessments: Quizzes, Exams, Paper#2)
4. Analyze short run fluctuations in the economy and the role of fiscal and monetary policy in stabilization. (Assessments: Quizzes, Exams, Discussion#2)

CLASS FORMAT & REQUIRED SKILLS FOR SUCCESS IN THIS COURSE

The class makes extensive use of online resources to enhance your learning experience. The online components provide you with various tools to meet the course objectives including practice quizzes, tutorials, and discussion forums where you can ask questions. Please take advantage of all that our online resources have to offer. Make sure you log on to the online segment of the class several times a week, read all posts, work through the chapter content, and ask questions. These resources are provided and serviced by **FalconOnline (FLO)** [http://class.daytonastate.edu](http://class.daytonastate.edu) or [http://dsc.desire2learn.com/](http://dsc.desire2learn.com/)

As in any economics class it is extremely important to read text assignments before beginning the work in a learning unit. As in most classes you will have time constraints under which work must be completed. It is very important to keep up with the class, both to successfully complete the course and out of courtesy to other learners. Remember, your participation and contributions help other learners!

This course requires some basic math skills and the ability to do online research. Computer skills required are general knowledge of word processing software and ability to attach and upload documents.

The instructor will guide the students in an interactive online learning environment and each student is expected to follow this guidance to influence other classmates in a positive manner. Individually and through teamwork, students will utilize all six levels of learning:

- Knowledge – Recall and memorization
- Comprehension - ability to paraphrase and interpret information in one’s own words
- Application – Use knowledge in a new situation
- Analysis – break down knowledge into parts and show interrelationship
- Synthesis – Bring together parts of knowledge together to form a whole
- Evaluation – Make judgements based on given criteria

Important Links: Check class website on FALCONONLINE
Course Policies

Disclaimer: Teaching policies, regulations, and dates for this course are not open for discussion or negotiation. This syllabus has been constructed to be as complete as possible but is by no means a binding document. The instructor reserve the right to alter policies, procedures, and the syllabus as needed. Please utilize the class website on FALCONONLINE regularly as any changes to the syllabus will be posted there.

1. How to proceed through the course

The course uses FALCONONLINE website course shell (http://class.daytonastate.edu) that is a valuable learning tool. All assignments, course content, and a variety of learning tools are available there.

Note: Please familiarize yourself with the various tools available to enhance your learning. Also pay attention to the Announcement section as additional information, readings or assignments will be posted there. If this is your first time with FALCONONLINE website, you might want to go to the Academic Support Center (ASC) located in every campus and familiarize yourself with it within the first week of class. It is mandatory that you know how to work with FALCONONLINE website.

First, you must familiarize yourself with this syllabus. Everything you need to know to pass this course and where to find them are in this syllabus (They are the reasons why this syllabus is so long!).

Second, complete the “Treasure Hunt Quiz”. This must be done by the deadline (see “class schedule and due dates calendar” at the end of this syllabus) and is important for attendance verification. If you fail to do so, you will be dropped from class. Any point you will earn will be part of your extra credits. You have 3 attempts. Only the highest score will be recorded. There are 20 questions or less. You could earn up to 10 points. You need a minimum of 6 points to pass.

Third, look at the study guide (posted under the content area in FALCONONLINE) for each chapter. It will help you focus what to study.

Fourth, pay close attention to “course evaluation and grading policy” section.

Fifth, mark your calendar for all the deadlines for chapter quizzes, graded exams, graded discussion, and graded papers. All the deadlines are not on the same day of a week. Do NOT think that the next assignment deadline will be on the same day of the week as your last assignment. For example, not all exams have deadline on Sunday or not all deadline of a paper is the same day of the week as an exam.

Here is a brief description of the links at the top of the FALCONONLINE course web page.

Content - Contains the syllabus, lecture notes, PowerPoint presentations, and all other study material for each chapter.

Assignments – This is the area where you will have to place your assignments by the scheduled due dates.

Grades - Your grade for each exam, graded discussion, and papers and other
assignments will be posted. Only you can see your grades.

Discussions – This is where you will post your discussion postings and where you will interact with your fellow learners.

Links – This section contains a variety of interesting links to economics blogs, links on how to study economics, and other relevant information.

Quizzes: This is where you have to enter to take your scheduled exams and quizzes.

Email – This is the email system that you should use to communicate privately with the instructor. It is located in the uppermost toolbar-click on e-mail.

To succeed in this course, consider these suggestions:

Use Good Time Management - Set a schedule for reading, studying, participating in the discussion forum, working on your papers and preparing for exams. Allow sufficient time for assignments. Stick to your schedule. Stay on task.

Work Through the Course Content - Make use of the resources provided. They will reinforce the major learning outcomes of the course.

Get Involved in Your Class - Form a study group, ask questions in our discussion forum, and help other students.

Go online OFTEN – Make it a habit to check our FALCONONLINE online classroom often. Read Announcement, check school email, read all new posts and keep informed about what’s going on. Use an appropriate discussion forum to ask questions about course content or assignments.

Seek assistance when needed as soon as possible—look in the “where to find help” section in this syllabus for various needs.

2. Course evaluation and Grading policy

4 graded exams, 12 chapter quizzes, 2 graded discussions, and 2 papers are required for this course.

<table>
<thead>
<tr>
<th>COURSE REQUIREMENT</th>
<th>TOTAL POINTS</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussions (2 discussions @ 70 points each)</td>
<td>140</td>
<td>14%</td>
</tr>
<tr>
<td>Papers (2 Papers @ 100 points each)</td>
<td>200</td>
<td>20%</td>
</tr>
<tr>
<td>Chapter Quizzes (12 quizzes @ 5 points each)</td>
<td>60</td>
<td>6%</td>
</tr>
<tr>
<td>Exams (4 Exams @ 150 points each)</td>
<td>600</td>
<td>60%</td>
</tr>
<tr>
<td>Grand Total</td>
<td>1000</td>
<td>100%</td>
</tr>
</tbody>
</table>
**Grading Scale:** There is **NO** rounding up.
Overall grades will be determined based on points earned on the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>≥ 900</td>
</tr>
<tr>
<td>B+</td>
<td>870-899.99</td>
</tr>
<tr>
<td>B</td>
<td>800-869.99</td>
</tr>
<tr>
<td>C+</td>
<td>770-799.99</td>
</tr>
<tr>
<td>C</td>
<td>700-769.99</td>
</tr>
<tr>
<td>D+</td>
<td>670-699.99</td>
</tr>
<tr>
<td>D</td>
<td>600-669.99</td>
</tr>
<tr>
<td>F</td>
<td>&lt;600</td>
</tr>
</tbody>
</table>

To keep track of your progress, look in the “grade” section in our online class. Add everything up (including extra credits). That is your current score out of 1000 points. Then use the above table and scale to estimate what position you are in. (See example in FAQs page on class website)

Grades for exams and quizzes are posted automatically upon completion. The instructor normally teaches several classes therefore grades and feedbacks for the discussion forum, and papers are generally posted within 5 business days of the closing date for the assignment. *Late submission and late work will be graded at the end of the semester.*

**INCOMPLETE GRADES:** A grade of “I” may be issued only when a student who is passing the course but who, for valid and unforeseen reasons, is not able to complete the course requirements within the semester. The incomplete work must be made up before the middle of the next major semester. “I” grades automatically convert to “F” grades if the make-up requirements are not met and the appropriate grade change is not submitted by the deadline as published in the College Catalog.

An *incomplete grade* will only be given if the following criteria are met:

1. A request in writing is submitted to the instructor prior to last three weeks of class for a 15-week term or last two weeks of class for a 7-week term.
2. All assignments, term paper, and quizzes were completed at that point in time,
3. The student has a grade C or higher at that point in time.

### 2.1 Discussions/Debates

There are two graded discussions (Discussion#1 and #2). **You are required to create one original post and reply to at least two postings of other students for each discussion** (i.e. in the discussion#1 you create one post and reply to at least two posting and do the same thing for discussion#2). You must contribute to each discussion within the deadline. The discussions must be posted in the Discussion Forum of our online classroom. To access discussion topics, click on Discussions. **Points will be awarded based on the grading criteria below.**

Remember that the GRADED discussions take the place of classroom participation. So, please devote sufficient time and effort to this important part of our course.

- Your posting must be a minimum of 350 words and your thoughtful response to someone else’s posting must be a minimum of 250 words. (You may, first, type your posting in Microsoft Word, then re-type or copy and paste your posting to the discussion. So that you can use the word count feature. Short cut: Select your text. Hold down “Ctrl” and “C” on your keyboard for...
• You could think of a discussion as an academic debate when you reply or response to postings. Try to come up with more arguments to support and/or against the others. It can help you broaden your perspective on an economic issue we are discussing.

Please review Discussion Information and Grading Criteria for discussions below carefully for the specific discussion topics and how your discussions will be graded.

2.1.1 Discussion/Debate Topics

Discussion/Debate postings will require you to read and do research before you can post. You can find your possible discussion/debate topics under the “Discussion” area of our class online website. There are many topics on the list. You need to pick only one topic for your original post. For your replies posting you may reply to any topic posted by your classmates.

• After you pick a topic that interests you, you must type the topic in your subject line in your original post and copy all the question contents to your posting. Then put your discussion after it. So that other students will be able to read your topic and questions. Failure to do so your discussion will NOT be graded.

2.1.2 Grading Criteria for Unit Discussion Topics

Discussions awarded (A)

1. Discussions that earn a grade of “A” will answer, raise and discuss an issue thoroughly and thoughtfully.

2. You will also respond to at least TWO other students.

3. All of your original and replied postings must clearly demonstrate and relate the use of one or more economics concepts/theory/framework in the discussion and clearly relate it to the main topic. (Ex. Discussing about moral, fair, or law without relating it to economic theory would not fit this criteria.)

4. Each posting must include supporting evidence, details, examples, and citations (live links if they involve online research).

5. Each posting should add new information, and new thinking. The posting should enhance the critical thinking process and stimulate further discussion from other students.

6. Each posting is presented clearly and demonstrates both professional vocabulary and writing style.

7. All of your postings can NOT be posted on the same day. You should post early and go back often to reply or post more original postings.

8. The student must read all postings
- **Discussions awarded (B)**
  1. Discussions that earn a grade of “B” will answer, raise and discuss an issue thoroughly, thoughtfully, and also use economic reasoning and logic.
  2. You will respond thoughtfully to at least TWO other students
  3. The postings add new ideas or suggestions to other student’s post.
  4. Some posting (but not all postings) include several supporting evidence, details, examples, and citations (live links if they involve online research).
  5. Each posting is presented clearly and demonstrates both professional vocabulary and writing style.
  6. The student must read most postings

- **Discussions awarded (C)**
  1. Discussions that earn a grade of “C” will answer, raise an issue and discuss it thoughtfully.
  2. You will respond to at least ONE other student
  3. The postings add new ideas or suggestions to other student’s post.
  4. Each posting is presented clearly and demonstrates both professional vocabulary and writing style.
  5. The student will read most postings

- **Discussions awarded (D) or below**
  Discussions that earn “D” or below will have errors or omissions in their original post or will not respond to other student or the student will not have read most posts.

**Do NOT submit your discussion as an attachment. Any attachment in a discussion post will not be graded.**

- **There is no late discussion.** A discussion is an interaction between you and your classmates. You need at least two people to discuss. The graded discussion forums will close on the schedule. No exception.

The instructor normally teaches several classes. Please allow a maximum of 5 business days (depending on the rotation cycle) for the grade and feedback to be posted on Falcon Online (FALCONONLINE) Class website after the deadline.

**2.2 Graded exams**
There are 4 graded exams. These account for 60 % of your total grade and are designed to review the important concepts of the chapter material. Each exam has 40 questions and covers several chapters. The questions are multiple choice. You have 80 minutes to take each exam. You
will have the option of taking the exam twice, should you feel you had a bad result. Only the highest grade of both attempts will be recorded. The exam purpose is to measure your knowledge; therefore you, you will NOT be able to see the questions you missed or the answers you missed.

PLEASE NOTE THAT EXAMS ARE RANDOMIZED AND THE QUESTION CONTENT WILL DIFFER IN BOTH ATTEMPTS.

See the Course Schedule for last day to take each exam. EXAMS MUST BE TAKEN ON OR BEFORE THEIR DUE DATES.

MAKE-UP EXAMS ARE DISCOURAGED AND ALLOWING THEM WILL REMAIN AT THE DISCRETION OF THE INSTRUCTOR. SHOULD THE NEED ARISE FOR SOMEBODY TO TAKE A MAKE-UP EXAM, IT WILL BE PENALIZED WITH 15 POINTS DEDUCTION.

You are strongly encouraged to complete the first attempt of a graded exam at least 2-3 days before trying the second attempt. Data from past courses indicated that a student who used both attempts on the same day did not make any significant improvement on the score to earn the next grade level. You need time to study before using your second attempt.

2.3 Short research papers

Students will be required to write two research papers related to material advanced in class using any academic format such as APA or MLA. Each paper is worth 100 points. These papers are intended to foster research skills, and critical and analytical thinking. Submission of these papers is mandatory in compliant with the Gordon rule.

Create research questions based on a topic covered in class that interest you. Research and find answers to those questions by using articles from current or past events from any major publication (electronic or print edition) to be your research references. Articles that appear in economic journals or business magazines such as The Economist are good resources. In addition, articles that appear in blogs or newspapers are good sources for further research. Several links to good references are available under the Content and the Announcement section on the class website as well as a sample and guidelines for your research.

The objective of the paper is to summarize, analyze, critique, support (or question) the articles, and relate the articles to your research questions. The paper must show an analysis of a real-world situation using economics concepts, framework, and theories to suggest such as what the problems are, why there are the problems, how to fix the problems, what the pros and cons of each solution are, and how it will affect each group of people.

- **Remember**: Your assignment is to write a research paper, NOT a dictionary or a section of a textbook or a newspaper article or a Wikipedia. Use economics theories and concepts to analyze real world economic problems.

- Grading criteria, paper structure and what are expected from you can be found in the “Grading Criteria of Paper or Essay” document posted online under the content area.

- Each paper must have a minimum of 750 words but should not over 1,200 words excluding title, quotes, and references. A paper of 749 words or less will receive a maximum of a "C" or lower depending on a quality of a paper.
• Paper#1 should cover a topic from chapter 1, 2, or 3. Paper#2 should cover a topic from chapter 7, 8, 10, or 11.

• All work must be submitted in DOC or DOCX or RTF format, also referred to as MS-Word compatible format (.doc or .docx or .rtf). A work submitted in any other format such as OpenOffice (ODT) or Word Perfect (WPS) or PDF format will not be graded.

• If you do not have access to a computer with MS-Word software, please refer to the list of free online resources in this syllabus or use the college computer labs. However, in your current word processing software there may be an option to “save as” a DOC format. Please refer to the help section in your software. The last alternative is to use WordPad (built-in free software for a Windows computer) then save your work in RTF format.

• A paper must be submitted online in the “Assignments” tab resided in the Falcon Online (FALCONONLINE) Class website. Once you submitted, the FALCONONLINE system will automatically send you a confirmation email. If you do not receive the automated confirmation email, your submission was not successful. It is your responsibility to submit it again to the Assignments tab or contact FALCONONLINE tech support for help. Submitting as an attachment in an email or a hard-copy is not accepted.

• These papers will be reviewed using Turnitin.com. Any paper found to be plagiarism or have a “similarity index” of 50% or more by TurnItIn.com will only be graded on the originality of the work and will also be subjected to penalty as stipulated by the college honor code.

• A paper submitted to other classes cannot be resubmitted to this class either in part or whole.

• Late paper will be penalized by 15. They can be submitted to the “late” dropbox inside the Assignments tab as long as the late dropbox still open. Please make sure that you check the deadline for “late” dropbox in the class website

• Please allow up to 5 business days after the deadline for the grade and feedback to be posted on Falcon Online (FALCONONLINE) Class website. The instructor normally teaches several sections. Late submission will be graded at the end of the semester.

2.4 Graded Chapter quizzes

There are 12 graded chapter quizzes, one quiz for each chapter covered in the course. Each quiz is worth 5 points and collectively these quizzes account for 60 points of your total grade. These chapter quizzes are an integral part of the course and are a very important learning tool. The quizzes do have rigorous deadlines you must follow as they are intended to guide the pace of the course. In addition, they should help you evaluate your performance and readiness to take the graded exams. You can take each chapter quiz up to three times. You will have 80 minutes to complete each attempt. The purpose of the chapter quiz is to help you learn. Therefore, you will see which questions you missed. However, you will NOT be able to see the answers to the questions you missed. If you want the answers to the questions you missed, these can be found somewhere in the textbook- if you read the textbook carefully enough and study hard enough.

The quizzes will have deadlines posted next to each quiz in the quizzes section. There are NO MAKE-UP chapter quizzes. No Exceptions
2.5 Extra Credits
The possibility of earning extra credit points will be made available to you. This will be a voluntary exercise and several conditions are attached. If you do not fully agree to these terms and conditions, please abstain from taking advantage of this exercise.

Terms and Conditions: Complaints or comments or questions or negotiation or request of any kind are NOT accepted or allowed regarding extra credits. Any kind of question regarding the extra credit will NOT be answered. Recall that they are voluntary and if you do not abide by my rules you need not partake.

This is an exercise for you to think whether the unknown reward worth the investment. Some extra credit activities may not earn you any point but you will not know that in advance. In real life we do not know the exact reward for a business investment. So, would you still invest? This is also an exercise for you to learn, practice opportunity cost concept, time management skill and, form a business mindset.

3. Handling of assignments
All exams, chapter quizzes, papers, and graded discussions are to be completed online in FALCONONLINE class website prior to or on the set deadlines. (Please read the above section for more detail of each assignment.)

The instructor is not allowed to accept any assignment via email or as a hard copy.

If you have problem submitting your exam or your paper or your discussion, please contact FALCONONLINE technical support. The contact information is in the “Where to find help” section in this syllabus.

Some of you will experience Internet connection problem or computer related problem. It is strongly recommended that you submit your work early. Therefore, if you experience the problem, you will have enough time to work it out with the technical support or look for other solutions. It is as same as “my dog ate my homework”. While these events do occur and are inconvenient when they do, they are not valid reasons for failing to submit your assignment on time.

All graded quizzes and exams can be found under the Quizzes tab in the FALCONONLINE course shell. All papers must be submitted electronically to the designated Assignments tab before the closing deadline. Deadlines for assignments can be found in this syllabus under “Course Schedule” section or on FALCONONLINE class website.

4. Communication
When you sign into the FALCONONLINE class website, check the “Announcement” section on the front page. All important announcements will appear there. Also, check your e-mail for messages from your instructor.
a. You should always use FALCONONLINE email system to communicate with the instructor.

b. Always put your COURSE NAME and SECTION NUMBER, in the subject line and your FULL NAME and your STUDENT ID number in the body of the message. If you fail to do so, your email will NOT be answered.

c. Check your e-mail every time you sign in. You should sign in at least three days a week.

d. Be patient. Do not expect an immediate response when you send a message or an email. Generally, the instructor will reply an email within 2 business days.

e. Grading of papers takes time and your instructor teaches several classes. Grades and feedbacks for papers and discussions are generally posted within 5 business days after the deadline for submission has closed.

f. When participating in the discussion board or posting, be courteous and considerate. Being honest and expressing your position thoroughly is very important, but being considerate of others online is just as important as in the classroom.

g. Please keep all postings professional. Correct grammar and spelling are an important part of the business environment. Review your comments before you post them. Write as though you were sending the correspondence to an officer of your company.

h. Make every effort to be clear. Online communication lacks the nonverbal cues that fill in much of the meaning in face-to-face communication.

i. Do not use ALL CAPS. This is considered “shouting” and the message is very hard to read. Check spelling, grammar, and punctuation (you May want to compose in word processing software then cut and paste the message into the discussion or e-mail).

j. Break up large blocks of text into paragraphs and use a blank line between paragraphs.

k. If you have a question regarding the course material, post the question in the Discussion Forum under the appropriate chapter/topic. Other students will appreciate seeing the question and your instructor’s answer. Students are encouraged to respond to other students’ questions. Learning by teaching is a powerful tool.

l. Please do not send your instructor e-mail related to the course content. That is the purpose of the Discussion Forum. It takes the place of classroom discussion.

m. Use email to contact the instructor when dealing with issues that require privacy and you do not want to share with others.

n. Never assume that your e-mail can be read by no one except yourself; others may be able to read or access your e-mail. Never send or keep anything that you would not mind seeing on the evening news.

5. Interaction
You are required to interact with other students in the class. The interaction will promote your critical thinking skill and how to apply what you learn in the class to other problems. There are
several discussion forums and topics that you can participate and help out other students including forming a study group.

6. Attendance Policy
This course requires students to attend class regularly as well as to use other online resources to further enrich the learning experience. Class attendance is expected and encouraged. Attendance is generally related to grade performance as those who do not attend are often at a disadvantage.

Please note the following change in College policy as of Spring 2017 on administrative withdrawals: Students who stop attending this class will be withdrawn from the class and receive a final grade of W1 (Withdrawn). Attendance includes participating in online or face-to-face environments as required. For example, completing any online-quiz every week would count as participating. Not doing anything for two weeks would count as not participating.

7. Late assignment and make-up exams policy:

a. **Chapter Quizzes**: There is no make-up for chapter quizzes. If you miss the deadline, you lose the opportunity to earn those points.

b. **Graded Discussions**: There is no late discussion. You could do one paper to make up for each missed discussion. The criteria for this make-up paper is the same as the research papers for the class. There is one letter grade penalty. Ex. If it is a “B+” paper, you will earn “C+” for your submission.

c. **Graded Exams**: It is up to the discretion of the instructor whether you will be allowed to have a make-up exam. If you are allowed, the make-up exams are at the end of semester. The deadline for the last exam is the last day of class. Therefore, no make-up exam for the last exam. There will be 15 points deduction for each make-up exam.

d. **Papers**: If you miss the submission deadline, you may submit your late work to the “Late” submission box under “Assignments” tab. Late paper will be penalized by 15. They can be submitted as long as the late submission box still open. Please make sure that you check the deadline for “late” submission in the class website.

IMPORTANT: Please note that if the instructor allows you to do the make-up work indicated above, it will take up to the next semester for the grade change to take effect. For example, without the make-up work your grade is a “D”, your total grade for this semester will be “D” in your transcript. Your grade with all your make up work will take up to one semester for it to appear in your transcript.

Those who do not appreciate the opportunity for the make-up work. You should submit all assignment on time

If you can NOT wait up to one semester for the grade to change, you should submit all assignment on time.
8. **Classroom Etiquette**
All students should be on time for class. Attend to your needs before entering the room. Students who come late or leave during the class are a distraction to both the instructor and other students. The use of cellular phones, MP3 players and other electronic devices is also a distraction. Please ensure electronic devices are off (or on silent alert). If an emergency arises, please be courteous to your fellow students and leave quietly.

Be considerate in the online environment as well. “Netiquette” has evolved to aid us in infusing our electronic communications with some missing behavioral pieces. "Emoticons” and other tools have become popular and they should be used only when they will add to the clarity of your communication.

\[:-) = happy, pleased \] \[-( = sad, displeased \] \[-O = surprised \] \[-:-] = angry
\[LOL = laugh out loud \] \[ROFL = rolling on FalconOnlineor laughing \] \[IMHO = in my humble opinion \]
\[*grin* = smiling \] \[FYI: for your info \] \[Flame = antagonistic criticism \] \[BTW = by the way \]

Netiquette continues to evolve and we will have constant additions to this growing language. The important thing to remember is that all of the "cute" symbols in the world cannot replace your careful choice of words and "tone" in your communication.

9. **Student Rights and Responsibilities**
Students are responsible for reading and following all college policies outlined in the current Student Handbook. Some of the most important are summarized below. The Handbook can be accessed at [http://www.daytonastate.edu/academics.html](http://www.daytonastate.edu/academics.html) under “Student Resources.”

- **Academic Integrity**
  In order to preserve academic excellence and integrity, the College expects you to know, understand, and comply with the Academic Integrity Policy, which prohibits academic dishonesty in any form, including, but not limited to, cheating and plagiarism. The grades you earn must be based upon your own work and must accurately reflect your own knowledge and skills.

  An instructor who finds that a student has violated Academic Integrity may apply an academic consequence ranging from a zero percent for the assignment, up to and including failure for the entire course. Violations may be reported to the academic department chair for review and/or referred to the student disciplinary process for appropriate disciplinary resolution. For more information about Academic Integrity and the appeal process see: [https://www.daytonastate.edu/academicintegrity/](https://www.daytonastate.edu/academicintegrity/)

- **Honor Pledge**: I, as a member of the DSC community, pledge that I will neither give nor receive unauthorized aid in my work nor will I present another’s work as my own, nor will I tolerate anyone who does. For more information on academic integrity, [http://www.daytonastate.edu/academicintegrity/honorcode.html](http://www.daytonastate.edu/academicintegrity/honorcode.html)
• **Forms of Academic Dishonesty** are clearly defined on the [Academic Integrity](http://www.daytonastate.edu/asc) webpage. You may use this link to review and discuss Academic Integrity with your students. It is also recommended that you explain the specific penalties you plan to attach to violations of Academic Integrity in this course.

• **Self-Plagiarism**: If you plan to prohibit self-plagiarism, you must clearly explain this and communicate penalties you will apply to self-plagiarism. If your syllabus never addresses self-plagiarism, it is assumed that you will accept such work with no penalty.

**WHERE TO FIND HELP**

1. **Academic assistance**: You have two options.
   a. All economics instructors devote their times at the Academic Support Center (ASC) at various locations. You can find instructor hours at [http://www.daytonastate.edu/asc](http://www.daytonastate.edu/asc)
   b. ASC provide free tutors. You can find the tutors' hours at [http://www.daytonastate.edu/asc](http://www.daytonastate.edu/asc)

2. **Writing**: You have two options to seek help.
   a. Contact the Academic Support Center (ASC). You can find their service hours at [http://www.daytonastate.edu/asc](http://www.daytonastate.edu/asc)
   b. Contact the Writing Center. You can find their service hours at [http://www.daytonastate.edu/cwc/](http://www.daytonastate.edu/cwc/)

3. **Finding articles or references**: Please go to the Reference Desk at the college library or call (386) 506-3518 or [http://library.daytonastate.edu](http://library.daytonastate.edu)

4. **Technical problem related to Falcon Online Class website (FALCONONLINE), computer and Internet**: Please contact the help desk 24/7 at (386) 506-3950. Please read below for more detail. [http://daytonastate.edu/help/](http://daytonastate.edu/help/)

**Students with Disabilities**: The Counseling & Accessibility Office provides tools and resources to students with documented disabilities. Students who self-disclose a documented disability and provide the required documentation to the Counseling & Accessibility Office can receive confidential and reasonable accommodations to assist in their academic success. If you need accommodations, please contact the Counseling & Accessibility Office at (386) 506-3238. To call Florida Relay dial 7-1-1, or the appropriate toll-free number: 1-800-955-8771 (TTY), 1-800-955-8770 (Voice). You can also find more information at [http://www.daytonastate.edu/cas](http://www.daytonastate.edu/cas)

**Veterans**: If you are currently serving or have ever served in the U.S. Military, please feel free to visit the Veterans Center in the Lenholt Student Center (Bldg. 130, room 124) for any assistance or phone 386.506.3065. Please visit [https://www.daytonastate.edu/admsvet/](https://www.daytonastate.edu/admsvet/) Academic Support Center: The Academic Support Centers (ASC) assist students on every campus to achieve their potential by providing the resources they need to become successful, independent learners. For more information please go to [http://www.daytonastate.edu/asc](http://www.daytonastate.edu/asc) or email ASC@DaytonaState.edu.

**Writing Center**: For assistance with all stages of the writing process please visit the Writing Center (appointments recommended) [www.daytonastate.edu/cwc](http://www.daytonastate.edu/cwc)

**Library and Research Services**: The Daytona State Library offers a variety of services and resources to support your academic success. Visit the library website at [http://library.daytonastate.edu/](http://library.daytonastate.edu/)

**Technical Support** is available for FalconMail, printing, web usage, Falcon Online, and

Revised on 2019/01/07
more. Students may call 386-506-3950 or e-mail Helpdesk@daytonastate.edu. Information can be found on the Student Self-Service Help page at http://daytonastate.edu/help/ under Tech Support. For Falcon Online 24/7 support of course tools, view the Help/Resources on the Falcon Online navbar or call the Helpdesk at 386-506-3950, option 2. General Help information for Falcon Online can be found on the Student Self-Service Help page at http://daytonastate.edu/help/ under Falcon Online Technical Help.

**Safety on Campus:** Check your FalconMail after you register for information on accessing and updating your free Daytona State College Rave Alert account. You can also visit https://www.getrave.com/login/daytonastate

**The Center for Men and Women:** The Center offers a range of additional support services for students in need. Go to https://daytonastate.edu/centerforwomenandmen/index.html for more information.

**WITHDRAWAL POLICY**

Students can withdraw from this class prior to the date listed in the Academic Calendar. It is not necessary to have approval from the instructor to withdraw from the course, but you should discuss the situation with the instructor prior to any action. Many times issues and concerns can be resolved with communication. Please also check with the Office of Financial Aid to determine how this withdrawal might affect your current and future aid eligibility (see http://www.daytonastate.edu/finaid/withdrawal.html for more detail).

If the decision has been made to withdraw, please follow the instruction on this page. http://www.daytonastate.edu/rec/reg/howtowebregister.html (How to Register/Drop/Add/Withdraw)

Last day to withdraw is published on the college homepage (www.daytonastate.edu) under academic calendar.

**FREE SOFTWARE and ONLINE RESOURCES**

1. On-line Word processing
   a. MS-Office Live (http://www.microsoftonline.com) Or MS-Office 365
   b. Google docs (http://docs.google.com/)

These two free-services allow you to write your paper without having to buy any word processing software. You will also be able to access your documents from any computer with Internet access.

Microsoft Office 365, with 1TB of OneDrive storage, is available to enrolled Daytona State College students. Students are provided a college email address that serves as the student’s official source for college communication. In addition to email, Office 365 provides students with shared calendars, the ability to create and edit documents online, team sites, and other collaboration tools. Whether you work on a PC, Mac, tablet or phone, you will have a consistent experience across all of your devices. The service includes online versions of Word, PowerPoint, Excel, OneNote, and OneNote Class Notebook. For more information about Office 365, visit the Student Self-Service Help page at http://daytonastate.edu/help/ and click on Office 365 Find Out More.

2. Office suite software
   - OpenOffice (http://www.openoffice.org)

You may download this free office suite and install it on your computer. The functions are similar to what you would find in MS-Office suite. You will be able to write your paper, save it using the “save
as” function, and save it as “DOC” format.

3. On-line storage
   a. Google Drive (https://www.google.com/drive/)
   b. Onedrive (http://onedrive.live.com)
These services allow you to save your files on the “cloud”. So, you may never need to carry a USB flash drive or thumb drive. Or you may use it as a back up space for your files.

**Important:** These services are not provided by the college. Please read their end user license agreement (EULA) before use their services. You may use these services at your own risks.

The college provides computer labs at the library and the Academic Support Center (ASC) with all necessary software for students. Please refer to library http://www.daytonastate.edu/library and ASC http://www.daytonastate.edu/asc for more detail on location and hours.

**THE ONLINE STUDENT EVALUATION OF INSTRUCTION**
The Online Student Evaluation of Instruction was implemented last Fall semester and replaces the Student Evaluation of Instruction that had been done in the classroom. The Online Student Evaluation will open two weeks prior to the scheduled end of a course and close on the date in the schedule for the course to end or when the grades are electronically submitted, whichever is first.

**DIRECTIONS FOR STUDENT ACCESS TO THE ONLINE STUDENT EVALUATION OF INSTRUCTION**
Please login using the single-sign-on link: http://DaytonaState.SmartEvals.com
Completing the online evaluation is not mandatory.
### CLASS SCHEDULE and DUE DATES CALENDAR*

#### Table 1: Suggested and approximated timeline of your study

<table>
<thead>
<tr>
<th>Chapter</th>
<th>(3 classes) (Week 1-3)</th>
<th>(4 classes) (Week 4-7)</th>
<th>(4 classes) (Week 8-11)</th>
<th>(4 classes) (Week 12 – 15)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ch. 1: Exploring Economics</td>
<td>Ch. 2: Production, Economic Growth, and Trade</td>
<td>Ch. 3: Supply and Demand</td>
<td>Ch. 5 (16): Introduction to Macroeconomics</td>
<td>Ch. 7 (18): Economic Growth</td>
</tr>
<tr>
<td>Ch. 6 (17): Measuring Inflation and Unemployment</td>
<td>Ch. 7 (18): Economic Growth</td>
<td>Ch. 8 (19): Aggregate Expenditures</td>
<td>Ch. 10 (21): Fiscal Policy and Debt</td>
<td></td>
</tr>
<tr>
<td>Ch. 9 (20): Aggregate Demand and Supply</td>
<td>Ch. 11 (22): Saving, investment, and the Financial System</td>
<td>Ch. 12 (23): Money Creation and the Federal Reserve</td>
<td>Ch. 13 (24): Monetary Policy</td>
<td></td>
</tr>
</tbody>
</table>

(xx) is the chapter number if you use Economics instead of Macroeconomics.

#### Table 2: Assignments and Deadlines **

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Open - Deadline</th>
<th>Read “How to proceed through the course” for detail.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Treasure Hunt Quiz (Class Attendance Verification)</td>
<td>Jan 14 – Mon, Jan 21</td>
<td>Under “Quizzes”</td>
</tr>
<tr>
<td>Graded Chapter Quizzes for Ch 1,2,3</td>
<td>Jan 14 – Fri, Feb 1</td>
<td>Under “Assignments”</td>
</tr>
<tr>
<td>Exam#1 on Ch 1,2,3</td>
<td>Jan 14 – Mon, Feb 4</td>
<td>Under “Quizzes”</td>
</tr>
<tr>
<td>Paper #1</td>
<td>Jan 14 – Mon, Feb 11</td>
<td>Under “Assignments”</td>
</tr>
<tr>
<td>Graded Chapter Quizzes for Ch 5,6,7</td>
<td>Jan 14 – Fri, Mar 1</td>
<td>Under “Quizzes”</td>
</tr>
<tr>
<td>Exam#2 on Ch 5,6,7</td>
<td>Jan 14 – Mon, Mar 4</td>
<td>Under “Quizzes”</td>
</tr>
<tr>
<td>Discussion#1</td>
<td>Jan 14 – Mon, Mar 18</td>
<td>Under “Discussion”</td>
</tr>
<tr>
<td>Graded Chapter Quizzes for Ch 8,9,10</td>
<td>Jan 14 – Fri, Apr 5</td>
<td>Under “Quizzes”</td>
</tr>
<tr>
<td>Exam#3 on Ch 8,9,10</td>
<td>Jan 14 – Mon, Apr 8</td>
<td>Under “Quizzes”</td>
</tr>
<tr>
<td>Paper #2</td>
<td>Jan 14 – Mon, Apr 15</td>
<td>Under “Assignments”</td>
</tr>
<tr>
<td>Discussion#2</td>
<td>Jan 14 – Mon, Apr 22</td>
<td>Under “Discussion”</td>
</tr>
<tr>
<td>Graded Chapter Quizzes for Ch 11,12,13</td>
<td>Jan 14 – Fri, May 3</td>
<td>Under “Quizzes”</td>
</tr>
<tr>
<td>Exam#4 on Ch 11,12,13</td>
<td>Jan 14 – Mon, May 6</td>
<td>Under “Quizzes”</td>
</tr>
</tbody>
</table>

** If you use Economics instead of Macroeconomics, refer to table 1 for chapter number.

- May 7th is the deadline for late papers and make-up papers. There is no late discussion.

* NOTE:

(1) Please allow up to 5 business days for the discussion, and paper grade to be posted after the deadline.

(2) Everything is open since the first day of class. Do NOT wait until the deadline to do it. First and second attempts of each exam can be done any time before the deadline.

(3) This syllabus, course content, dates, course requirements, policies, quizzes, exams, papers, homework and any other types of assignments might be added or deleted. Hence, the full or partial content of this syllabus can be modified at the discretion of the instructor.

Revised on 2019/01/07