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COURSE PRESENTATION AND PROCEDURES:

There will be 16 modules corresponding to the 8 weeks of the course (2 modules per week). You should proceed through two modules per week, which will be comprised of readings from the course texts, supplemental class notes and lecture videos, graded discussion questions, homework and quizzes, exams, and various outside sources of information such as additional readings and video content, among other content.

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- a. _____ at the Department of Economics. There is no cost for using this proctor. This option is only on selected days during the exam period.
- b. At the _____ on-campus in Boulder, CO. There may be a cost for using the testing center. This option is only available M-F during regular business hours.
- c. With _____ Online proctoring is a service that uses a webcam and microphone to ensure academic integrity. To use this service, you must have access to a computer with a webcam and a microphone. There is no cost for using this proctor, but you must have adequate RAM and an excellent internet connection.

_____, you can take your exam:

- a. At _____ in your town or nearby. There may be a cost for using this testing center.
- b. _____

ADDITIONAL COURSE/UNIVERSITY POLICIES

POLICY ON CHEATING:

NETIQUETTE:

All students should be aware that their behavior impacts other people, even online. I hope that we will all strive to develop a positive and supportive environment and will be courteous to fellow students and your instructor. Due to the nature of the online environment, there are some things to remember.

Keep in mind that operating online requires us to communicate with each other through written text. Therefore, the online environment is missing many of the nuances that we can provide in face-to-face communication (tone of voice, facial expressions, etc.). Thus, online, be sure to pay close attention to: tone of voice (is your language possibly strong or offensive?); clearness of communication (did you clearly explain your thoughts, or do excessive typos confuse your message?). Some additional steps to consider:

1. Always think before you write. In other words, without the use of non-verbals with your message, your message can be misinterpreted. So please think twice before you hit submit.
2. Treat people the same as you would face-to-face. In other words, it is easy to hide behind the computer. In some cases, it empowers people to treat others in ways they would not in person. Remember there is a person behind the name on your screen. Treat all with dignity and respect and you can expect that in return.
3. Respect the time of others. Always remember that you are not the only person with a busy schedule, be flexible. Do not procrastinate! You may be one that works best with the pressures of the deadline looming on you, but others may not be that way, and I need to give them the same helpful feedback that you may require.
4. Keep it relevant. There are places to chat and post for fun everyday stuff. Do not stray from the discussion in the assigned questions.
5. Never use all caps. This is the equivalent of yelling in the online world. It is not fun to read. Only use capital letters when appropriate.

TECHNOLOGY REQUIREMENTS:

to view the lecture videos and the other content in this course. When you take quizzes, we recommend you use either a desktop computer or a laptop in a quiet location with a secure AND RELIABLE connection. We do NOT recommend using an iPad or other mobile device to take a quiz. If you have access to a high-speed wired connection, that's preferable to a wireless connection. We recommended that you have installed the latest versions of Adobe Flash, Adobe Reader, and QuickTime.

- Windows XP (Service Pack 2), Vista, or Windows 7 and above
- Minimum 2GB RAM
- High speed internet connection: 20 Mbps or above (Cable, DSL, FiOS)

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- Working soundcard and speakers/headphones
- Mozilla Firefox browser is recommended with Java and cookies enabled (Internet Explorer 10 and 11 are not supported by D2L)
- Sun Java Runtime Environment (JRE) Macintosh Mac OS X Lion . and above Minimum 2GB RAM
- High speed internet connection: 20 Mbps or above (Cable, DSL, FiOS)
- Working soundcard and speakers/headphones
- Mozilla Firefox browser is recommended with Java and cookies enabled Sun Java Runtime Environment (JRE)

TECHNICAL HELP

Canvas technical support

- Click the help ? icon on the left side of Canvas, once logged in

MindTap tech support:

- <https://www.cengage.com/contact>

POLICY ON DUE DATES:

As stated above, in each module you will complete assignments that reflect material from the various delivery formats and required readings. It is your responsibility to turn in each assignment on the required date. If you are late to submit a MindTap assignment (homework, quizzes and exams), you will receive a zero. All discussion assignments turned in after the scheduled due date will be lowered by 15 points for each 12-hour period late. The exceptions that may be considered are due to sickness, university excused functions, or circumstances beyond the students' control. The instructor reserves 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.

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. For more information about their services, visit their websites linked under additional resources on Canvas.

HONOR CODE

All students enrolled in a University of Colorado Boulder course are responsible for

Honor Code may include, but are not limited to 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 (

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@col

