Syllabus Skeleton for 200-level Econ Courses

Course Title

Instructor Information w/ office hours

TA Information w/ office hours

Class time and location

Courseware [CANVAS, PIAZZA, etc]

Course Description [brief summary of contents, statement of learning goals for the students]

Prerequisites: [Example] MATH 104, MATH 114, ECON 101, …

Textbook Information

Information about statistical software [if applicable]

Course Requirements: (assign percentages to homeworks and midterms)

Exams: in general 2 midterms and 1 final. First midterm should be graded before drop period ends (see academic calendar). The final exam should take place during the final exam period. If applicable, one midterm could be replaced by term paper / project.

Homeworks: in general it is better to have more short homeworks (e.g. 8-10) instead of a few long homeworks (3-4). This keeps students engaged.

Participation Incentives: In general it is difficult to verify stated reasons for missed deadlines. Thus, it is desirable to have a mechanism that does not require verification, e.g.

Exams: [Example] If you do not have a valid excuse for missing an exam, you will receive a score of zero.

There will be no make-up examination for the midterm. If you do have a valid excuse (see departmental course policies below) for missing a midterm, then the remaining examinations will be reweighted as follows:

(i) If you miss Midterm 1, then Midterm 2 will count 35% and the Final will receive 40%.

(ii) If you miss Midterm 2, then the Final will count 50%.

(iii) If you miss both midterms, then your Final will count 65% (meaning that you will loose 10% of the potential exam credit).

If you are excused from the Final exam, then a make-up Final exam is to be taken during the designated make-up week, usually at the beginning of the following semester.

Homeworks: [Example] Solutions must be submitted on the specified due dates (see below for further details). Each problem set will be graded on a scale from 0 to 10. Late submissions are penalized with -1 point per day (weekend days and holidays count as well). The 7 (out of 9) problem sets with the highest scores count toward the grade.

Course Absence Reporting: You must use the Course Absence Reporting (CAR) system to communicate with me about exam absences. Since we do not take attendance during lectures, you do not need to alert us if you are unable to attend a specific lecture.

Departmental Course Policies: All course policies of the Economics Department apply to Econ XXX even if not explicitly listed on this syllabus. See: http://economics.sas.upenn.edu/undergraduate-program/course-information/guidelines/policies for full details.

Course Outline and Schedule: provide lecture by lecture listing of topics covered in class and assigned readings. Include dates for midterms. Also provide schedule for problem sets (when will they be posted, when will they be due)