WEBCAM REQUIRED FOR EXAMS

BOOK / WEBSITE ACCESS CODE: Principles of Economics with Connect Master. Asarta and Butters, McGraw-Hill, 2016. (Connect Master access code with loose-leaf print out). This is not a paper textbook. It is a website with video lectures, an e-book and graded quizzes. There is a loose-leaf print out that you can use as a “book” if you want. You can purchase the Connect Master access code with OR without the loose-leaf print out from the publisher’s website as well as the bookstores.

Part 1: GETTING SET UP

WHAT WILL HAPPEN IN THIS COURSE?
There are online quizzes including LearnSmarts on Connect, and online tests (all on Blackboard) which you will take on certain dates (see Bb Course Calendar). Tests will require using the LockDown Browser and Webcam (see below). No need to get confused. Everything will be done on Bb. Your grade will be a weighted average of your scores on quizzes and tests (tests weigh much more than individual quizzes).
You study the material, take the quizzes and tests, get good grades and pass! Awesome!
What you need to do to complete your set up as explained in detail in the Appendix at the end (and on the START HERE page on BB).

HOW DO WE COMMUNICATE?
The main platform for your questions will be the Discussion Board on Bb. You will post your question on the DB and your colleagues can answer it, or can add to it. I will check the board regularly to add my responses. I am expecting you to turn the DB into a vibrant community.
You can always email me. I mean 24-7. I check my email frequently and try to respond in a timely manner. However, I prefer you posting your questions on the DB so that everybody can benefit from it. 

Please identify yourself and your course when you email me.

**Part 2: ABOUT THE COURSE**

**COURSE OVERVIEW**

This is an introductory microeconomics class which will (1) Introduce you to the basic concepts, terminology, methodology and theory used by economists to describe the workings of market based economies, (2) Study both product and resource markets and how they operate (3) Illustrate how these micro concepts are applied in the real world situations by individual economic agents whether they be individuals, firms, or industries. In general, microeconomics focuses on the process used by economic agents to maximize satisfaction (or profits) they receive from participating in economic activities. At the end of this class you will be expected to become familiar with the terminology economists use to describe the world and be able to apply the fundamental tools of economic analysis to analyze the behavior of economic agents. **Catalog Description:** Product pricing, resource allocation, factor pricing, income distribution, and economic growth; contemporary problems such as foreign trade and agriculture. Prerequisite: Mathematics 1302, or 1332, or 1324 or equivalent.

**COURSE OBJECTIVES:**

By the end of the course, successful students should be able to:

1. Perform supply and demand analysis to analyze the impact of economic events on markets;
2. Understand and analyze the behavior of consumers in the market;
3. Understand, analyze and evaluate factors affecting the behavior of producers.

**GRADING AND POLICIES:**

Your grade will be determined by the weighted average of your scores on the tests and on-line (Bb-Connect) quizzes. None of the tests are comprehensive including the 4th test.

<table>
<thead>
<tr>
<th>Quiz Average*</th>
<th>18% on Bb-CONNECT</th>
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<tr>
<td>*Since quizzes might have bonus points, the Quiz Average is capped at 100. The maximum score you can have as your QA is 100.</td>
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| Test 1 Blackboard | 20 % |
| Test 2 Blackboard | 21 % |
| Test 3 Blackboard | 20 % |
| Test 4 Blackboard | 21 % Wed. Aug. 07, 8:00 AM - 11:59 PM |
| Total = | 100 % |

Remember, your grade will be a weighted average of your tests and your quiz average. Tests weigh much more than the quiz average (82% to 18%). You must keep in mind that you cannot
pass by making poor grades from tests even if your quiz average is high. In other words, having a high quiz average cannot save you alone, if your test scores are poor.

**QUIZZES (18%):** There are quizzes on Bb for each chapter. LearnSmart Achieve Modules are graded quizzes just like regular quizzes. They are part of the 18% of course grade. Quizzes and LearnSmarts are the best preparation for the tests and are essential in improving your learning. The average of quizzes and LearnSmarts will make 18% of your course grade. You will have 2 attempts for each quiz, the highest score will be taken. Each quiz will expire at 11:59 PM on its due date. There are no make-ups for online quizzes. If you miss one for any reason, it is a zero on the grade book. Webcam and LockDown Browser are not needed for quizzes. They are only required for tests.

**STUDY ATTEMPTS:** After the due date, you can take the quizzes as many times as you want with correct answers shown for practice (not for a grade). You can print the quizzes for studying.

**BONUS POINTS:** We might have quizzes and / or tests that have more than 100 points total. Any time there is a test or a quiz with over 100 points, those are bonus points and you should look at your points score, NOT the percent. For example, there is a quiz with 130 points and you made an 89. You score is 89. Your score is NOT 89/130. Your score is NOT 68.5. Your score is 89/100. Because anything above 100 are bonus points, if you make 110, it is 110/100. You have a 100 and 10 extra points that will help some other quiz that you might have a lower score.

**DEADLINES:** All deadlines, for all quizzes and tests can be followed on the CALENDAR that can be seen on Bb. Therefore, there is no reason to miss any test or assignment. My advice: You will be given an ample time interval for each quiz. Do not leave it to the last minute. Do your quizzes well before the deadline. This is an online course. You must complete all of the on-line assignments. If you are missing on-line work, that means you are missing class.

**TESTS (82%):** We will have 4 online tests with weights shown above. None of the tests will be comprehensive. All tests are multiple choice. The weighted average of tests will make 82% of your course grade.

**TEST AVAILABILITY:** Tests are only available during certain intervals. This is NOT a class where tests will be available for several days. If you need a class that makes tests available for longer periods, several days, or weeks, or longer, this class is not a good fit for you; especially since there is no make up for missed tests and quizzes (please see the next bullet). Our tests will be on a certain day only (see CALENDAR), from 8 AM to 11:59 PM. Unlike quizzes, you will have only one attempt at tests.

- There is absolutely no make up for a missed test unless previous arrangements have been made or, a real emergency, such as an earthquake, volcano eruption, zombie invasion etc. has caused you to miss a test. If the determination is made to offer a make up test, it will be a paper based test administered by me on campus. Since most of you cannot come to campus to take a test, do not miss any tests. (Nevertheless, you should let me know right away if you miss a test.) As mentioned above, there are no make ups for quizzes.
• You must have reliable internet connection. If not, you should take the on-line quizzes and tests on the campus labs. You are responsible if you miss a quiz or a test because your internet service had an interruption or your computer acted funny. I would like to repeat this because it gave us so much headache: If your computer or internet crashed and you missed a test or an assignment, you missed it. Such are the risks of taking on-line courses. (Needless to say, you should let me know right away if such a thing happens.)

• There will be no homework, project or other graded assignment for this course. Just the exams and on-line quizzes listed above.

• There are NO “extra credit” assignments or projects in this course. Your grade will SOLELY be determined by what you make on the tests. Therefore, “Is there any way for me to get extra credit in this course?” or “What can I do to get extra credit?” are completely irrelevant questions.

• In assigning your grades, I will take the grade distribution in the class into consideration. The grading scale will be as the following: 90 and +: A; 80 – 89: B; 70 – 79: C; 60 – 69: D; 59 and -: F.

**Part 3: TENTATIVE SCHEDULE**

The specific learning goals for each chapter are listed in the book.

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**Test 4 (21%): Aug. 07, Wed., 8:00AM - 11:59PM**
APPENDIX 1: STEP by STEP
HOW TO GET STARTED? WHERE TO BEGIN? WHAT TO DO FIRST?

1. Read and understand the syllabus. Syllabus is our contract. You can find the syllabus on the left tab on BB, and also under *EVERYTHING is HERE* tab.

2. Make sure your computer and internet connection are fit for taking an online course. Also make sure you have the latest version of Respondus Lockdown Browser on your computer. Download it from the Tech Support link you see at the top in BB.

3. You should **create your account in Connect** by taking the bonus quiz on BB, START HERE! You cannot complete any graded work (quizzes) unless your Connect is set up. More on this below.

4. Take the WEBCAM Bonus quiz on BB, START HERE! to make sure your webcam works fine. It will give you 100 points as a bonus quiz grade if you complete and submit it before the expiration. Like any graded quiz, if you miss it, it is a zero in your quiz average.

5. Take the Syllabus Bonus quiz on BB, START HERE! to make sure you understood everything about the course. It will give you 100 points as a bonus quiz grade if you complete and submit it before the expiration. Like any graded quiz, if you miss it, it is a zero in your quiz average.

6. Complete the items in the GETTING READY folder. They are graded quizzes with deadlines, like any other quiz. They are simple quizzes to brush up on your basic math skills. The key word is simple. Do not miss any, do them all. Any graded quiz you miss is a zero in your quiz average.

7. Subscribe to the Discussion Board (instructions on the DB).

8. The dates for quizzes and tests are on Bb, Course Calendar. Do not miss any because there are no makeups, anything you miss is a zero.
If you complete all that, you are ready to move ahead. Good luck.

**Please understand:** I am here for you. Taking this online course does not mean that you are completely on your own. I am approachable, I am accessible, I am available. You must let me know immediately if you are having problems. One final point: Please identify yourself and your course when you email me.

**CREATING YOUR ACCOUNT IN CONNECT:**
You will do this only once. You need the access code that came with the book.

1) Go to Bb, “START HERE!” tab. Find the bonus quiz for Connect registration.
2) When you click the Bonus Quiz link, then, Connect will take over and will ask for your access code to create your account.
3) Just follow the simple instructions and complete creating your account. If you do not create your account by the due date, you will receive (zero) from that quiz.
4) Also, you must find the correct answer (easy) and submit the bonus quiz. If you do not submit the bonus quiz, the assignment will be incomplete (grade = zero).
5) Remember, you will be missing all other graded quizzes until your account is set up in Connect.
APPENDIX 2:  
RULES AND SUGGESTIONS  
TEST and WEBCAM RULES: 

You CAN use your notes and the book in the test (not the ebook, see below).

- However, you cannot use any electronic device other than the computer on which you are taking the test and a simple calculator (not a programmable one). You cannot have access to a second computer, tablet, whatever. Too many to list.
  You cannot have a friend or family, you cannot use your phone, you cannot make or take a call or text, you cannot use a walkie-talkie, teleporter, phaser gun, time machine, nothing.
- You must use the webcam during the test. Using the webcam requires the LockDown Browser. LockDown Browser means you cannot use the ebook. You should have print outs or make your notes for the test.
- Not a rule, but suggestion: Instead of wifi, Use an Ethernet cord to “hard wire” your computer to the router helping to ensure you will not lose connection with Blackboard.
- CRITICAL: You MUST make sure that the webcam shows you at all times (not the top of your head, not the ceiling, not the floor). Make sure you are framed properly in the shot so your face and shoulders can be seen as well as some of the background. Also, the lighting should not be too dark or not pointed directly into the lens which blinds the shot. You should have a clear video.
- Be sure not to mute your microphone. It is important that the audio can be heard clearly on the video.

- If I cannot see the video clearly, your test will be voided (canceled) AND you will be required to take a proctored essay test. Please make sure that will not happen.
• If I see something that leads me to believe that you have violated the rules, you will receive a zero and face possible disciplinary action.

HELPFUL HINTS
HOW TO STUDY?
This is an online class. You cannot afford to fall behind, there is no time to make up for the material that passed. You should try to stay ahead of the class.
There are videos for each topic in the chapters. You can watch the videos and can take notes from them, especially about calculations and graphs. You can also make notes from the book and the lecture notes.
You can redo the quizzes as many times as you want as study attempts. Quizzes are the best preparation for the tests.

WHEN SHOULD I DO THE QUIZZES?
The deadlines for quizzes are not suggestions for when to take the quiz. You should not wait until the deadline to do the quiz, you should do them as soon as you are ready.
Always watch the calendar because there may be changes (just in case). You are responsible for keeping up with the flow of class. Once the deadline comes, the quiz expires. It is gone. There is no make up.
Tests are different because tests are not available before the test day. You can only take the test on the test day.
Check the calendar frequently. Always check the calendar.

The most important thing is to let me know immediately if you are having any problems.
Academic Honesty and Integrity
Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding and complying with the university Academic Honor Code, which is in both print and web versions of the ASU Student Handbook.
Academic integrity is expected. This includes, but is not limited to, any form of cheating, plagiarism, unauthorized sharing of work, or unauthorized possession of course materials.
The professor assumes that all students can be trusted. Please do not violate this trust.
Violation of academic integrity will result in a failing grade for the course.
It is the professor’s intention to be as fair and impartial as is humanly possible. Therefore, all students will be asked to adhere to the same set of guidelines and rules UNLESS there are disabilities or documented extenuating circumstances that have been discussed with the professor and the Student Life Office. Please make sure you inform the professor as soon as any situation arises. Do NOT wait until the problem is compounded by poor class performance, poor attendance, etc.

Code of Ethics
Students, faculty, administrators and professional staff of the College of Business should always:
Be forthright and truthful in dealings with all stakeholders
Take responsibility for one’s actions and decisions
Serve as an example of ethical decision-making and behavior to others
Admit errors when they occur, without trying to conceal them
Respect the basic dignity of others by treating them as one would wish to be treated

Courtesy and Respect
Courtesy and respect are essential ingredients to this course. We respect each other's opinions and respect others points of view at all times while in our class sessions. The use of profanity and harassment of any form is strictly prohibited (Zero Tolerance), as are those remarks concerning one's ethnicity, lifestyle, religion, etc., violations of these rules will result in appropriate disciplinary actions.

Accommodations for Disability
ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA), and subsequent legislation. Student Affairs is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student’s responsibility to initiate such a request by emailing studentservices@angelo.edu, or by contacting Student Affairs.

Student absence for religious holidays
As stated in the Angelo State University Operating Policy and Procedures (OP 10.19 Student Absence for Observance of Religious Holy Day), a student who intends to miss class to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.