SYLLABUS
MACROECONOMIC PRINCIPLES
ECON 2305:  SEC.12261 (116-M) TTh 11:30-1:00; SPRING, 2004;
INSTRUCTOR:  POLLY HARDEE, Ph.D.
OFFICE HOURS, MW 11:00-12:00,  TTh 1:00-2:00 and by appointment
ROOM 216, McELHINNEY; Phone 743-38101
WEBSITE:  www.uh.edu/~econjn;  email: phardee@uh.edu

TEXT:  PRINCIPLES OF MACROECONOMICS, 3rd edition, Author, N. Gregory Mankiw

NOTE:  USE OF THE STUDY GUIDE (by David R. Hakes) ACCOMPANYING THE TEXT IS
STRONGLY  RECOMMENDED !!  Bring your text daily to class for reference.

WRITTEN COMPOSITION is optional for up to 5% bonus points due Thursday April 29th.
Instructions and guidelines are attached.

COURSE STRUCTURE/GRADING:

4 exams (20% weight each, total 60%), minimum score dropped.
Final Exam (35% weight) departmental, comprehensive
Classroom Etiquette, Attitude, Concentration, Attendance, Quizzes (5%) See etiquette
requirements
Writing assignment (up to 5% bonus points), as noted above.

NO MAKE UP OF EXAMS.  A GRADE OF ZERO WILL BE GIVEN FOR MISSING AN
EXAM. FOR MORE THAN ONE MISSED EXAM, YOU MUST SPEAK TO ME REGARDING
THIS BEFORE THE EXAM AND A MEMORANDUM MUST BE WRITTEN TO ME
IMMEDIATELY AFTER OR BEFORE THE TEST DATE EXPLAINING WHY YOU MISSED
THE EXAM. IF THE CIRCUMSTANCES ARE REASONABLE, I WILL PUT MORE WEIGHT
ON YOUR FINAL. IF NO MEMORANDUM IS WRITTEN YOU WILL RECEIVE A ZERO ON
THE EXAM AND NO ADDITIONAL WEIGHT WILL BE PUT ON YOUR FINAL EXAM--i.e.,
YOU WILL BE PENALIZED BY RECEIVING A ZERO FOR THE EXAM. ALSO, SHOW UP
FOR THE EXAM ON TIME!!

Grading scale is attached.
Scheduled Exams: dates are tentative
Exam 1:  Chapters 1-4, 10-11:  Thursday, February 12
Exam 2:  Chapters 12-15:  Tuesday, March 9 ( Spring Break March 15- March 20)
Exam 3:  Chapters 16-19:  Thursday, April 8
Exam 4:  Chapters 20-22:  Tuesday, April 27
May 3rd (Monday) is last day of classes

Departmental Exam: Comprehensive Saturday, May 8, 2:00 - 5:00 PM
Free Tutorial Services are available in room 208, McElhinney.
Last Day to Withdraw: Tuesday, April 6
Suggested Web Sites: Included on grading scale attached

1 Preferred Method of contact.
**Classroom Etiquette Requirements:** In order to foster the optimal learning environment, please turn off all cellular phones and pagers. In addition, do not walk in and out of class or leave early unless you have consulted me. Do not engage in discussions with each other during class (you are always encouraged to ask questions of the instructor or to offer your views).

You are encouraged to participate in class discussions; your questions and ideas will be treated with respect. Concentration during class, participation and attendance will be considered as 5% of your grade. Additionally, if your grade is marginal, you will be given the benefit of the doubt if you have maintained proper etiquette requirements and attendance.

Please read the section in your syllabus on NO MAKE UP OF EXAMS. I adhere to this strictly. Please show up for exams on time, otherwise you will be penalized.

Ordinarily, I will go over the exams the following class meeting. **If you do not attend class, do not come to me for the answers, how to determine your grade, the amount of the curve, or other exam related questions.** This has been abused in the past, and I have spent too much time reviewing information with students because they decided to cut class. If you miss class, get this information from a student in the class. If you do not know anyone in the class, I suggest you introduce yourself to someone you think is reliable and use them as back-up if you miss a class following an exam.

**E-mail has been abused.** I teach multiple classes and have many students. I cannot properly manage 30 to 40 E-mails in one day. So, do **NOT** email me to inform you of your grade, provide you answers, or to ask about exam dates that have been pre-scheduled per the syllabus. Additionally, do not request hand-outs by email. Come to class to get your questions answered or material obtained. Too many students are not attending class and then attempting to obtain information by E-mail. If an inappropriate E-mail is sent, I will not respond. Additionally, do not submit your paper for the bonus points by E-mail. If you do, it will not be graded.

**The Buddy System:** It is a good idea to make a new friend or acquaintance in the class and exchange phone numbers and/or email addresses in order to get class material for missed lectures. While I look forward to getting to know all of you, I am not always able to respond to legitimate inquiries in a timely manner.

**Phone Messages:** As with E-mail, I do not give grades; provide pre-scheduled exam dates per the syllabus; or answer questions over the phone that you would have known had you attended class. So, do not be irresponsible in your attendance and expect me to help you over the phone, or by E-mail.

**Grade Changes:** It is policy that no grade changes are made once the semester is completed. Do **NOT** attempt to have me improve your grade. You have opportunities to obtain bonus points during the semester. If you are having a problem with the course, please speak with me about it as soon as possible during the semester so that we can take corrective measures.

Thank you for your cooperation on this. If we can abide by these requirements and you maintain a responsible, honest attitude toward your class work, you will find me most helpful in working with you on any unique problem you may have.

Good luck in the course and enjoy the learning experience. Economics CAN be fun!!!
Grading Scale for Dr. Hardee’s Economics Classes:

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<thead>
<tr>
<th>Numeric Grade</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>94-100</td>
<td>A</td>
</tr>
<tr>
<td>90-93</td>
<td>A-</td>
</tr>
<tr>
<td>87-89</td>
<td>B+</td>
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<tr>
<td>84-86</td>
<td>B</td>
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<tr>
<td>80-83</td>
<td>B-</td>
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<tr>
<td>77-79</td>
<td>C+</td>
</tr>
<tr>
<td>74-76</td>
<td>C</td>
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<tr>
<td>70-73</td>
<td>C-</td>
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<tr>
<td>67-69</td>
<td>D+</td>
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<tr>
<td>60-63</td>
<td>D-</td>
</tr>
<tr>
<td>59&lt;</td>
<td>F</td>
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</tbody>
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Note: Numeric grades are rounded up.

Suggested Web Sites: mankiw.swlearning.com (PowerPoint Lecture Notes)  
mankiwxtra.swlearning.com (Excellent Online Multimedia Learning Tools)  
economics.swlearning.com; econalive.swlearning.com;  
www.mises.org: Excellent for an Alternative View of Economics (The Austrian School)  
federalreserve.gov; (Federal Reserve Board of Governors)  
stls.frb.org (St. Louis Federal Reserve); bea.doc.gov (Bureau of Economic Analysis)  
dismal.com (economic data); refdesk.com; tsowell.com;  
econ161.Berkeley.edu/movable_type (Econ.Historian); morganstanley.com/GEFdata/digests/ (Global Perspective-departs from conventional wisdom); aei.org/publications (look for Makin);  
www.marginalrevolution.com; ventureblog.com; (Silicon Valley)  
uh.edu/~scraig2/jobs (jobs in economics); public.wsj.com (Wall St. Journal); econmagic.com

Exam score: To determine your Letter Grade from Your Raw Score on your Scantron

To calculate letter grade from scantron, get raw score from bottom left of scantron and add the curve. Divide this “adjusted score” by the total number of questions on the exam and multiply by 100. This give you a Numeric Grade. Go to the chart above to get your corresponding letter grade.  
Note: If any bonus points are given (for in class participation, attendance, etc.) they are percentage points and are to be added to the Numeric Grade—not the raw score or the curve.
GUIDELINES FOR THE WRITTEN COMPOSITIONS

Principles—Spring, 2004
Deadline: Thursday, April 29th

Before you start the written assignment. Please read the book. It is Economics in One Lesson by Henry Hazlitt. If you don't have it, you may purchase it from the bookstore or order it from www.mises.org or Amazon.com. Additionally, there is one copy on reserve at the library. However, it cannot be removed from the library and can be checked out for only two hours per day. If you use this, please be considerate of other students who use it. If you do not read the book, you will not be able to properly write the composition and will result in a lower grade. Additionally, reading the book and writing the compositions will be a good exercise in learning more economics. Furthermore, read the requirements below. Make sure you understand the assignment, the book, and the below requirements.

When you write the paper, keep the following in mind:

1. Format type should be 12 font, double space. Margins one inch. No bold type should be used for the body of the paper. Points will be deducted if this is not followed.
2. The required number of pages is five, formatted as above. Do not exceed eight pages.
4. Spelling errors and grammatical mistakes will be penalized.
5. Incorrect economic statements, incorrect economic applications and incorrect explanations will be penalized.
6. Include a cover page. This is in addition to your five minimum. The cover page should include the title of the book; your last name, first name; social security number, economics class number, section and time. Points will be deducted if the cover page and/or content are omitted. Note, if you are doing your paper on an approved subject other than the assigned reading, you must have a bibliography with at least three references. Points will be deducted for each omitted reference and improper citations and format.
7. Points will be deducted if your paper was turned in late. Furthermore, you may not receive it back until after final grades are submitted. Deadline for paper submission is noted above.
8. DO NOT E-MAIL THE PAPER TO ME. IT MUST BE PHYSICALLY SUBMITTED. If the paper is e-mailed, it will not be graded.

GOOD LUCK ON YOUR ENDEAVOR, AND HAVE FUN IN THE LEARNING PROCESS!!