AEB 2014 ECONOMIC ISSUES, FOOD, AND YOU

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Office Telephone: (352) 294-7636  
Email: Sakai web-course email

**SUMMER B Online 2012**  
Office Hours: MW 10:00 am – 12:00 noon (or by appointment)

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Telephone: (352) 392-1826

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Jing Xie (jxie@ufl.edu)

**Course Description**

Credits: 3; Prerequisites: none; this course emphasizes the role of economics regarding its influence on food prices, the environment, and government policies.

**Course Objectives**

The primary objective of this course is to explore the basic tool kit of economic concepts that will enable students to critically analyze the choices they face as consumers and world citizens.

*In AEB 2014, we will:*

- study the economic concepts of scarcity, supply and demand, society’s income and well-being, inflation, productivity, unemployment, the basic tools of finance, labor, and the “Fed”
- examine how parts of the U.S. economy function and develop an awareness of current economic issues and problems

**Required Text**

Essentials of Economics, N. Gregory Mankiw, 6th edition, South-Western Publishers. (Purchasing options are in the section “*How to Access Your Aplia Course*” located on page 4 of this syllabus).

**Course Outline**

| Introduction | CH 1: Ten Principles of Economics  
| How Markets Work | CH 2: Thinking like an Economist  
| Markets and Welfare | CH 4: Market Forces of Supply and Demand  
| The Economics of the Public Sector | CH 7: Consumers, Producers, and the Efficiency of Markets  
| The Data of Macroeconomics | CH 10: Externalities  
| The Real Economy in the Long Run | CH 11: Public Goods and Common Resources  
| Money and Prices in the Long Run | CH 15: Measuring a Nation’s Income  
| | CH 16: Measuring the Cost of Living  
| | CH 17: Production and Growth  
| | CH 18: Saving, Investment, and the Financial System  
| | CH 19: The Basic Tools of Finance  
| | CH 20: Unemployment  
| | CH 21: The Monetary System  
| | CH 22: Money Growth and Inflation  

TA’s can be reached via Sakai email.
Grading Rubric

<table>
<thead>
<tr>
<th>Component</th>
<th>Weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average of all homework assignments (Drop two lowest grades)</td>
<td>60%</td>
</tr>
<tr>
<td>Average of all Chapter Quizzes (Drop lowest grade)</td>
<td>40%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

*Additional “extra credit points” may be offered throughout the semester via email announcement. Students are responsible for being up to date with regard to email announcements from the instructor.*

Grade Calculation

Your final grade for the course will be determined by the percentage of possible points that you have earned for all assignments, and letter grades are rounded to two (2) decimal points and will be awarded accordingly:

A $\geq$ 93
A- 90.00 – 92.99
B+ 87.00 – 89.99
B 83.00 – 86.99
B- 80.00 – 82.99
C+ 77.00 – 79.99
C 73.00 – 76.99
C- 70.00 – 72.99
D+ 67.00 – 69.99
D 63.00 – 66.99
D- 60.00 – 62.99
E $\leq$ 59.99

If you have a dispute about a grade posted on E-learning, you must contact the professor within one week after the grade is posted. After that, there will be no appeal on posted grades. Please be advised that this is your responsibility to do so within the time limit.

Note that a grade of C or better is required to earn Gen Ed credit.

UF grading policy: [https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx](https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx)

Due Dates

Chapter materials’ availability and assignment deadlines are available on the class website, Sakai in a printable file named, Due Dates*. All graded assignments are made available to students approximately two weeks before assignment is due; therefore, homework and quiz deadlines are not extended for any reason.

*Print out a copy of the Due Dates document for your reference.
UF POLICIES and ASSISTANCE

Academic Honesty (http://www.dso.ufl.edu/sccr/honorcodes/conductcode.php)

The academic community at UF prides itself on intellectual growth as well as stimulating and encouraging moral development. This is accomplished through nurturing and maintaining an environment of honesty, trust and respect. The responsibility to maintain this environment falls with student as well as faculty members.

Students who enroll at UF commit to holding themselves and their peers to the high standard of honor required by the Honor Code: We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity. Thus, on all work submitted for credit, the following pledge is implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” Moreover, any individual who becomes aware of a violation of the Honor Code is bound by honor to take corrective action.

Violations of the Academic Honesty Guidelines shall result in judicial action and a student being subject to the sanctions in paragraph XIV of the Student Conduct Code. For example, conduct such as cheating and plagiarizing constitutes a violation of the Academic Honesty Guidelines (University of Florida Rule 6C1-4.017), which will be vigorously upheld at all times in this course.

Attendance Policy (http://www.registrar.ufl.edu/catalog/policies/regulationattendance.html)

UF has summarized campus-wide policies regarding attendance that cover the drop/add period, religious holidays, illness, and UF extracurricular activities, including athletics. In short, you are expected to notify the instructor prior to any absences and provide documentation when relevant.

Student Counseling & Support (http://www.dso.ufl.edu/supportservices/campuscounseling.php)

Several resources are available on campus for students, especially if academic performance is at stake. In general, the Dean of Students Office provides a hub for these services.

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean of Students Office (<a href="http://www.dso.ufl.edu">http://www.dso.ufl.edu</a>)</td>
<td>P202 Peabody Hall</td>
<td>392-1261</td>
</tr>
<tr>
<td>Counseling and Wellness Center (<a href="http://www.counseling.ufl.edu/cwc/">http://www.counseling.ufl.edu/cwc/</a>)</td>
<td>3190 Radio Road</td>
<td>392-1575</td>
</tr>
<tr>
<td>Student Mental Health Services, 392-1576,</td>
<td>4th Floor Peabody</td>
<td>392-1576</td>
</tr>
<tr>
<td>Student Health Care Center (<a href="http://shcc.ufl.edu">http://shcc.ufl.edu</a>)</td>
<td>SHCC, Infirmary Bldg.</td>
<td>392-1161</td>
</tr>
<tr>
<td>Career Resource Center (<a href="http://www.crc.ufl.edu">http://www.crc.ufl.edu</a>)</td>
<td>1st Floor, Reitz Union</td>
<td>392-1601</td>
</tr>
</tbody>
</table>

Disabilities (http://www.dso.ufl.edu/drc/)

If you have a disability and would like assistance with the classroom, computer equipment, interpretation, or mediating services, you need to register with the Disability Resource Center (DRC) in 0001 Reid Hall or call 392-8565.

All University of Florida Policies will be upheld at all times.
How to access your Aplia course

AEB 2014-SUMMER B 2012 Economic Issues, Food & You

Instructor: Jennifer Clark  
Start Date: 07/01/2012  
Course Key: 9CY4-VGNE-5KB5

Registration

Aplia is part of CengageBrain, which allows you to sign in to a single site to access your Cengage materials and courses.

1. Connect to http://login.cengagebrain.com/
2. If you already have an account, sign in. From your Dashboard, enter your course key (9CY4-VGNE-5KB5) in the box provided, and click the Register button.  
   If you don't have an account, click the Create a New Account button, and enter your course key when prompted: 9CY4-VGNE-5KB5. Continue to follow the on-screen instructions.

Payment

Online: Purchase access to your course (including the digital textbook) from the CengageBrain website.

Bookstore: Purchase access to Aplia from your bookstore. Check with the bookstore to find out what they offer for your course.

After paying, you will have the option to purchase a physical book at a discounted price. If you choose to pay later, you can use Aplia without paying until 11:59 PM on 07/12/2012.

The physical textbook is not required. The digital version is identical. You decide.

How Aplia Works (including grading information)

1. Each student is responsible for obtaining their own subscription to APLIA; subscriptions cannot be shared.
2. There are fourteen graded assignments throughout the semester. Your grade on each assignment is calculated as the percentage of points earned from the total possible points available for each assignment (out of 100 possible points).

3. You automatically receive two “free passes” out of your fourteen graded Aplia assignments. This means that when your final homework average is calculated, I will only consider the highest twelve grades in your average (i.e., I will drop your two lowest scores out of the fourteen and count only your best twelve scores towards your final Aplia homework average).

4. Each chapter’s Aplia homework assignment will be visible to you approximately two weeks prior to its due date. It is your responsibility to keep track of the due dates.

5. The questions in each homework set can be accessed as many times as you like (prior to the due date), so you do not have to complete an assignment all in one sitting. You can also change your answers as many times as you like prior to submitting the question set for grading. The answers you have submitted by the stated due date and time are the answers that will count for your grade.

6. By selecting the “Grade It Now” option below for any question allows you to immediately see if your answer to the problem is correct. You can try a problem up to three times; your score for each chapter’s Aplia assignment is the average of all your tries. If you prefer, you can complete all the problems, submit the answers, and they will be graded at the due date and time.

    Caution: If when you are using the “Grade It Now” option you accidentally hit the ‘try another attempt’ button then the new try – whether you actually answer or not – will be averaged into your score. Be careful of ALL clicks.

7. The purpose of Aplia is to help you better understand the course material. All concepts in Aplia will have been discussed in the textbook and/or the lecture. You are encouraged to work with other students and are permitted to use the discussion “chat” feature in Sakai to post questions for other students. You can also ask questions of me or the teaching assistants. If you are going to ask for one-on-one help from the teaching assistants or from me you should have already worked on the Aplia question and you should have a printout or screen shot of the question saved to a word document for the question(s) you need help on.

8. You are responsible for keeping track of your Aplia grades. Some problems are easy and some problems are more complex. If you ask for help and do not wait until the last minute to complete an assignment you should be able to complete the course reasonably well.

9. The first three practice assignments are very short and have nothing to do with economics – they are to help you understand how to use Aplia and are considered practice assignments (no points are
assigned). The Math and Graphing Assessment is designed to give you some math review relevant to the concepts you need to complete the course (it is worth grade points for Chapter 1 Aplia). The rest of the assignments relate to economics. Since you have more than one week (usually two) to complete all assignments, no deadlines will be extended for any reason at any time during the semester except for very extenuating cases that are documented on letter-head professional correspondence or supported by a UF Helpdesk ticket number or an Aplia Support Case number as outlined in the FAQ documentation.

10. Extra Credit Assignments related to course material will occasionally pop up as a graded assignment in Aplia. The Extra Credit assignments are not part of your homework grade. There is no penalty for ignoring them. The points earned on Extra Credit assignments will accumulate into your total Aplia points earned (i.e., the total points used to calculate your Aplia average grade calculation).

11. Homework Make-up Policy: All due dates are firm; there are no “do-overs” or time extensions regardless of your particular circumstances. Do not procrastinate or wait until the last minute to begin or submit your assignments.

If you have any computer-related problems with Aplia:

- Aplia computer-related issues or technical problems must first be reported to the Aplia support desk for trouble-shooting via the Aplia “Live Support Chat” or email before the assignment is due.
- The SUPPORT tab is located in the upper-right side of the Aplia web page.
- If your particular issue is not resolved through Aplia support, you must include a copy (screen shot of chat or email forward) of any correspondence with Aplia support in your initial contact with me to discuss your issue.

AEB 2014 FREQUENTLY ASKED QUESTIONS (FAQ’S):

Do I really need to read this part?
Yes, because there will be a quiz. Seriously, you will have to take a syllabus quiz that requires 12 out of 12 correct answers to open the course material (don’t worry, you’ll have more than one attempt at the syllabus/FAQ quiz to get a perfect score).

I reserve the right to ignore email questions that are already answered in the syllabus/FAQ’s.
Do I need to purchase the textbook?
No, you don’t need to purchase a physical copy of the textbook. However, you are required to purchase access to the online homework management system called Aplia which automatically comes with an electronic version of the textbook (e-book).

How do I purchase access to the homework management system called Aplia?
See page 4 of the syllabus for detailed Aplia information.

I don’t have the money to purchase the Aplia access until my Financial Aid comes in, what do I do?
Students are able to access Aplia during the first two-weeks of the semester (i.e., “grace period”) to begin assignments before payment is required. If you have financial aid, it is your responsibility to get the funds to pay for Aplia before the end of the grace period.

I still have questions about this thing called “Aplia”, can you tell me more? For example, where do I go to sign up, how much does it cost, what happens if I miss an assignment, do you drop the lowest grade?
See page 4 of the syllabus for detailed Aplia information

What’s the deal with Chapter Quizzes?
Chapter quizzes are completed through the “Chapter Quizzes” link in Sakai. A chapter quiz is assigned for every chapter covered this semester. You will have one attempt and the questions are in strict order (no going forward and backwards throughout the quiz). You’ll have approximately two weeks to complete each Quiz. NO QUIZ DATES WILL BE EXTENDED; you will need to take responsibility to budget your time accordingly. There is no Final Exam.

Can I use my book or my friend’s help to complete the Aplia homework assignments or Chapter Quizzes?
- All Aplia homework assignments and Chapter Quizzess are open textbook and open note shells that you have written.
- No other written or computer-generated resources may be used in the completion of assignments.
- You are permitted to work with other students to complete the Aplia homework assignments only
- ALL CHAPTER QUIZZES MUST BE COMPLETED INDIVIDUALLY
- You are required to verify your Academic Honesty prior to beginning Chapter Quizzes
- If you have any questions regarding these policies, contact the instructor.
**Where do I locate class material?**

Lectures, PowerPoint slides, emails, announcements, student blog, hyperlink to Aplia website, grades, and DUE DATES are located in the class website in Sakai: [http://lss.at.ufl.edu](http://lss.at.ufl.edu)

**How should I do to get started in the class?**

Go to the class website in Sakai and click on the “Course Introduction” tab on the left-side navigation panel. An “Introduction” video, syllabus, DUE DATES, and video tutorials are located in this tab. Afterwards, you can navigate to “Quizzes” to take the Syllabus/FAQ quiz.

**Do I need to finish reading the rest of these FAQ's?**

Yes because there will be a quiz. Seriously, you will need to complete a Syllabus FAQ quiz with a perfect score of 12/12 to open the rest of the course material (don't worry, you will have unlimited attempts to complete the Syllabus FAQ quiz).

**How many homework assignments and quizzes do I need to complete this semester?**

We will cover fourteen (14) chapters this semester. There is a homework assignment and Chapter Quiz assigned for each chapter.

**Do you drop the lowest Aplia or Quiz grade before you calculate the semester grade?**

The lowest grade of the Chapter Quizzes will be dropped for all students and the two (2) lowest grades for the Aplia homework assignments will be dropped before the final semester grade calculation.

**What happens if I miss a deadline to complete a homework assignment or Chapter Quiz?**

The lowest grade of the Chapter Quizzes will be dropped for all students and the two (2) lowest grades for the Aplia homework assignments will be dropped before the final semester grade calculation.

**But what if I get sick, or have an important job interview scheduled, or a family vacation, or family reunion, or will be out of town for a competition, or a football game?**

Approximately two weeks are given to complete each Quiz. NO QUIZ OR HOMEWORK ASSIGNMENT DEADLINES WILL BE EXTENDED. “The lowest grade of the Chapter Quizzes will be dropped for all students and the two lowest grades for the Aplia homework assignments will be dropped before the final semester grade calculation.
But what if I have to go in the hospital for an operation or there is a family emergency? In extenuating circumstances only, a well-documented petition submitted within three (3) days of the assignment or quiz deadline will be considered for an extended deadline. Well documented does NOT mean a note from your Mom (or Dad or Aunt, Uncle, cousin, Uncle who is a lawyer, best friend, boss, etc). Well documented does NOT mean a note scribbled on a prescription pad from a physician or an excuse “note” from the Student Health Center…these types of excuses do not satisfy the criteria for further consideration. Well documented means a formal letter on letterhead with supporting documentation; other “excuses” will not be considered since all students have two (2) weeks from assignment availability to complete their assignments.

Oh…well then, what if I have a computer-related problem accessing the course material? Or what if I complete an assignment and my grade doesn’t appear in Sakai? What do I do then? Do I just lose credit for that assignment?

Good question! Because this is an online class, technical issues are bound to arise and I’ve devised a system to alleviate potential problems. Why did I do this? Because I do not hold students accountable for computer-related problems; HOWEVER, (READ THIS PART CAREFULLY), I don’t give consideration to students who wait until the last minute to begin assignments and then develop problems. So, be sure to read the following rules:

**Rule 1:** If you cannot access the online course material –
- immediately contact the UF Helpdesk at (352) 392- HELP; (352) 392- 4957 and get a “Helpdesk ticket number”.

These folks are the computer technicians and technical support that can assist you with computer-related problems. I am an economist and can assist with economically-related problems involving course content. Please don’t ask the helpdesk for economic advice.

**Rule 2:** If you cannot view content related to a Chapter Quiz –
- take a **screenshot** (print screen) of your computer screen error
- you must contact the UF Helpdesk and obtain a Helpdesk ticket number BEFORE THE QUIZ IS DUE (any helpdesk ticket numbers obtained after the quiz deadline will not be considered)
- you must email the instructor with problem details including the chapter and question numbers BEFORE THE QUIZ IS DUE.

**Rule 3:** If you cannot view content related to an Aplia homework assignment -
- take a **screenshot** (print screen) of your computer screen error
- you must contact the Aplia support to discuss your particular issue (it’s usually a pop-up blocker) BEFORE THE HOMEWORK ASSIGNMENT IS DUE (contact with Aplia support must be initiated prior to the homework deadline or the issue will not be further investigated.) All log-in attempts recorded in Aplia and available to the instructor.
● you must email the instructor with problem details including the chapter and question numbers BEFORE THE HOMEWORK ASSIGNMENT IS DUE

This is really confusing; how exactly, do I take a SCREENSHOT (print screen) of my computer screen? I never had to do this before...

If you’re a PC user, the standard position of the Windows Print Screen Key would be at the upper right hand corner of your keyboard. It will probably appear within this sequence of keys...F9 F10 F11 F12 Print Screen Scroll Lock Pause/Break. Sometimes it appears as Print Screen | SysRq.

The sole function of this key is to take a snapshot or picture of your computer screen and copy it to the clipboard (the clipboard is an invisible holding area for content that is copied). It’s the same thing as if you copied something from a document and it is now on your clipboard waiting to be pasted in its final destination.

Now, how do you get to see those Screen Captures or maybe even send them to someone? Open your favorite word processing program and create a new document. Position your cursor at the beginning of the document or wherever you want the screenshot to appear.

Using your keyboard, press Ctrl + V which will Paste the screenshot in your open document. Now you can Save (Ctrl + S) the document to wherever you wish, make sure to name it appropriately so you can easily find it. You can now send this file to anyone via email.

Source: http://www.seoconsultants.com/windows/print-screen/

I'm a Mac user and don't have a print screen key; what do I do to take a SCREENSHOT?

If you want to do the equivalent of Print Screen to the clipboard so that you can paste it into another app, these are the commands you’d want to use:

* Command+Control+Shift+3: take a screenshot of the entire screen (screens if multiple monitors), and saves it to the clipboard for pasting elsewhere
* Command+Control+Shift+4, then select an area: takes a screenshot of selection and saves it to the clipboard for pasting elsewhere
* Command+Control+Shift+4, then space, then click a window: takes a screenshot of a window and saves it to the clipboard for pasting

Remember that the Command key on some older Mac keyboards has an Apple logo on it, but newer Mac keyboards will say ‘command’ on them. The command key is located next to the spacebar.
Now, how do you get to see those Screen Captures or maybe even send them to someone? Open your favorite word processing program and create a new document. Position your cursor at the beginning of the document or wherever you want the screenshot to appear.

Using your keyboard, press Ctrl + V which will Paste the screenshot in your open document. Now you can Save (Ctrl + S) the document to wherever you wish, make sure to name it appropriately so you can easily find it.

**What filename should I use to save my SCREENSHOT file?**

Save the document with your First Name, Last Name and Chapter number you are referring to as such: LastNameFirstNameCh1 (SmithJaneCh1). Do not use any spaces when naming files in Sakai as the recipient will not be able to open the file.

**What happens if I make a mistake and use a space when naming a file that I attach in a Sakai email?**

The person who receives your email will not be able to open the attachment. Therefore, don’t use spaces when naming files in Sakai (oh, and keep the filename short and simple).

**Umm, can you tell me what hours the UF Helpdesk is available?**

UF Helpdesk hours can be found at: [http://helpdesk.ufl.edu/hours.php](http://helpdesk.ufl.edu/hours.php)

**Where can I locate my grades as I complete each assignment?**

Aplia homework scores are available in the Aplia gradebook during the semester. Your Aplia Average will be transferred to the Sakai gradebook at the end of the semester for grade calculation.

Chapter quiz grades will be available as soon as you complete each quiz in the Sakai “Automated Sakai Quiz Grades” tab.

**What if my grade doesn’t appear in the Aplia or Sakai gradebook after I complete the assignment?**

To verify that you have completed your assignments, you will use the SCREENSHOT procedure to take a picture of your computer screen and then upload that picture to the “Assignment Verification” tab in Sakai. There is a video tutorial on the class website in the “Course Introduction” tab named “How to complete Sakai Quizzes”. This tutorial illustrates the step-by-step process for submitting your SCREENSHOT to the Assignment Verification.
In each Chapter Quiz, the last question will prompt you to type your name into a text box and then take a screen shot of your answer.

There is no penalty for not uploading your Chapter Quiz question to the “Assignment Verification” tab, but you lose any negotiation to investigate the missing grade.

**What if I have a dispute about an incorrectly posted grade in the Aplia or Sakai gradebook?**

If you have a dispute about a grade posted on E-learning, you must contact the professor within one week after the grade is posted. After that, there will be no appeal on posted grades. Please be advised that this is your responsibility to do so within the time limit.

Grades will not “magically appear” at some point before the end of the semester; they are available as soon as you complete your assignment in the Aplia gradebook or “Automated Sakai Quiz Grades” tab in Sakai. It is the student's responsibility to verify posted grades.

**How are the lectures presented?**

Lectures for each chapter are available on the course website (UF’s Sakai). The video can be:

- played in real-time or at faster speeds
- the slides can be viewed as individual or as thumbnails (collection of slides)
- individual parts of the video can be reviewed by selecting the associated content slide

Each video is approximately 10-15 minutes in length.

**I'm not very good at writing notes from lecture class, I'm really nervous that I won't be able to keep up with the lecture material. What should I do?**

“Noteshells” for each chapter are available as partially completed PowerPoint slides with a few key words or drawings omitted. Noteshells are available for your use to avoid the need of excessive writing during note-taking. Additionally, a complete PowerPoint slideshow is available (separately from the lecture) for each chapter.

**RECOMMENDATION:** Print out the notes prior to watching the video lecture. Fill out the notes while watching the video. Use the PowerPoint slideshow for review or to complete your noteshells if you need to “slow things down” a little bit.

To download the Lecture Note Shells, you need Adobe Acrobat reader. If you need to obtain a free copy of this software, go to [www.adobe.com](http://www.adobe.com). Ask if you have questions; the instructor and TA’s are available as resources to help you successfully complete the course.
What about attendance since this is an online class?

The two MOST IMPORTANT determinants in getting a GOOD GRADE are attending class regularly (regularly participating online) and paying attention. Because AEB 2014 is an online class environment, students must make use of self-discipline and time management skills to complete course assignments within the published deadlines. Both experience and common sense dictate that there is a high correlation between regular attendance and class performance; whether a course is in-person or online.

Waiting until the last minute to begin reading, watching the videos, beginning the Aplia homework assignments or Chapter Quizzes will lead to poor performance in this class.

COMPUTER-RELATED ISSUES ARE NOT AN ACCEPTABLE EXCUSE FOR MISSING AN ASSIGNMENT DEADLINE!

DO NOT WAIT UNTIL THE LAST MINUTE TO BEGIN APLIA HOMEWORK ASSIGNMENTS OR CHAPTER QUizzes.

YOU MUST HAVE A TICKET NUMBER - ISSUED PRIOR TO THE ASSIGNMENT DEADLINE - TO DISCUSS OR RESOLVE COMPUTER-RELATED ASSIGNMENT ISSUES (REFER TO “RULES” ON PAGES 9-10).

There are video links in some of the Chapter webpages...do I need to do anything with these?

Additional videos are also available throughout the Sakai site; however, these videos are labeled as “optional” and are simply included to reinforce chapter ideas. (Some of the videos are pretty entertaining though, especially if you like historical documentaries.)

How do I keep track of all of my grades; I want to be able to calculate my grade before the end of the semester?

A grade calculator is provided as the last two pages this document to assist you in calculating your semester course grade.

I really want to earn a good grade this semester; do you have any advice for me as we begin the semester?
– Ask if you have questions about course content, course procedures, or time-management issues; Teaching Assistants and the Instructor are available to help you succeed in AEB 2014.

– Print out a copy of the DUE DATES document found in the “Course Introduction” tab and on every Chapter webpage.

– Write down all of your assignment deadlines (as well as all of your other activities/obligations) in a calendar-type planner

– Take time to watch the lecture, fill in the noteshells provided for each chapter, and work through the “Active Learning Examples” before you look at the solutions.

– Work through the 1st Aplia practice assignment which will help facilitate your ability to complete assignments correctly throughout the semester.

– Complete all assignments; don’t just “blow off” a quiz or homework assignment because the lowest grade is dropped. This will surely derail your grade average as economics is a cumulative subject.

– Complete all extra credit assignments as they are offered

Anything else I should be aware of?

– Take some time to consider your time commitments now and get organized… before the semester gets busy. We all only have 24 hours in a 7-day week within which to work!

– The time to establish grade points in the course is during the semester, not after the last day of classes. No exceptions. Period.

– The grade you receive on a Chapter Quiz or homework assignment is not a starting point for further negotiation. The exception is if a mistake was made in grading your Chapter Quiz or assignment, in which case I will gladly give you the correct points.

– At the end of the semester, the semester is considered closed and grades will be calculated according to the grading scale referenced above.
**AEB 2014 COURSE GRADE CALCULATION WORKSHEET**

Directions: fill in your Quiz Points found in the SAKAI Gradebook and your Aplia Points found in the Aplia Gradebook. Follow steps 1-12 on the following page to calculate your course grade.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Possible Points</th>
<th>Your Points</th>
<th>Assessment</th>
<th>Possible Points</th>
<th>Your Points</th>
</tr>
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<tbody>
<tr>
<td>Quiz CH 1 (Math)</td>
<td>20</td>
<td></td>
<td>APLIA CH 1</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Quiz CH 2</td>
<td>20</td>
<td></td>
<td>APLIA CH 2</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Quiz CH 4</td>
<td>20</td>
<td></td>
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Go to next page to calculate your grade!
THESE ARE THE POINTS THAT DETERMINE YOUR COURSE GRADE

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**STEP 1.** Add up all of your handwritten QUIZ POINTS, your points for the SYLLABUS QUIZ and your points for the INSTRUCTOR EVALUATION and write your total in the first box.

**STEP 2.** Write down the points from your lowest Chapter Quiz.

**STEP 3.** Subtract your lowest Chapter Quiz Points from the Total Quiz Points (Subtract Step 2 from Step 1).

**STEP 4.** Divide the amount in Step 3 by 13 to get your Quiz Average (there are 13 quizzes counted in your Quiz Grade).

**STEP 5.** Multiply the total in Step 4 by 5 (puts the quiz points on a 100 point scale).

**STEP 6.** Multiply the amount in Step 5 by 0.40 This is your Weighted Quiz Average.

**STEP 7.** Add up all of your handwritten APLIA POINTS and APLIA EXTRA CREDIT and write the total in the box to the right.

**STEP 8.** Write down the sum of the points from your two (2) lowest Aplia chapters.

**STEP 9.** Subtract your two lowest Aplia chapter points from the Total Aplia Points (Subtract Step 8 from Step 7).

**STEP 10.** Divide the amount in Step 9 by 12 to get your Quiz Average (only the 12 highest Aplia assignments are counted).

**STEP 11.** Multiply the amount in Step 10 by 0.60 This is your Weighted Aplia Average.

**STEP 12.** Add the values in Step 6 and Step 11 together to calculate your Course Grade. Round to 2 decimal places.