ECON 416 – Cost Benefit Analysis
Summer 2023 Course Outline

All times below are in terms of Victoria, B.C. time.

- **Instructor**: Christopher Willmore ([willmore@uvic.ca](mailto:willmore@uvic.ca)) [吴莫]
- **Lectures**: TWF 10:30 AM – 12:20 PM, Zoom
- **Office hours**: Mondays 10 AM – 12 PM, IRC (may change)
- **Course site**: [https://bright.uvic.ca](https://bright.uvic.ca)

### Table of Contents

ECON 416 – Cost Benefit Analysis ................................................................. 1
  Territory Acknowledgment ................................................................. 2
  University Policy on Inclusivity and Diversity ....................................... 2
  Course objectives and essential course rules .......................................... 2
  Accessibility & Health Resources ........................................................... 4
  Regarding Attendance (and what it means in an online course) ................. 5
  Online Office Hours ............................................................................. 6
  Why IRC? ............................................................................................... 7
  How Grading Works this Term ............................................................... 7
  It’s difficult to fail this course if you give it an honest try ....................... 8
  It’s also difficult to get an A+, even on a single question ..................... 9
  Expectations ......................................................................................... 9
  Evaluation and Assessment ................................................................. 10
  Mandatory Course Components .......................................................... 10
  Bonus Multiple Choice Quizzes (up to 2% bonus marks) ....................... 10
  Assignments (60%) ............................................................................. 10
  Midterm (15%) ................................................................................... 11
  Final Exam (25%) ............................................................................... 11
  Preliminary Lecture, Assignment & Project Schedule ............................ 12
  Course policy on ChatGPT and similar AI tools .................................... 12
  Late Assignments get zeros, period ...................................................... 13
  How to get an extension on Assignments ............................................. 13
  Required Textbooks and Software ....................................................... 14
  On Plagiarism and Academic Integrity ............................................... 15
  The Course Experience Survey ........................................................... 17
  How can I get help? ............................................................................ 18
Territory Acknowledgment

“We acknowledge and respect the lək̓ʷəŋən peoples on whose traditional territory the university stands and the Songhees, Esquimalt and W̱SÁNEĆ peoples whose historical relationships with the land continue to this day.” -UVic, in consultation with Indigenous groups.

For more information on the lək̓ʷəŋən people and their traditional territory, please see https://www.songheesnation.ca/community/l%-k%-ng%-n%-traditional%-territory

The W̱SÁNEĆ Leadership Council has prepared a page of resources for settlers, which you may access here: https://wsanec.com/learn-settlers/

If you are not in Victoria, I encourage you to visit https://native-land.ca/ to learn about traditional territories, languages and treaties in your area.

University Policy on Inclusivity and Diversity

“UVic is committed to upholding the values of equity, diversity, and inclusion in our living, learning and work environments. We know that diversity underpins excellence, and that we all share responsibility for creating an equitable, diverse and inclusive community. We recognize that many of the identities of members of groups with historical and/or current barriers to equity intersect and that therefore, equity, diversity and inclusion can be complex. We value the contributions that each person brings, and are committed to ensuring full and equal participation for all in our community.” UVic Equity and Diversity

Instructor addendum: While I expect most of you will treat your peers with the traditional BC kindness and respect, I’d like to take a moment to remind you all in writing that this course and its associated web site and meeting space are intended to be a safe and comfortable place for everyone to learn in. Systematic disrespect or other ill treatment of a person or group of people will not be tolerated.

Course objectives and essential course rules

Economics studies the allocation of limited resources among unlimited needs and wants. Cost-benefit analysis (CBA) is a common technique used by many disciplines, and required by many organizations, to make efficient resource allocation decisions. Unfortunately, CBA is often done poorly. This course will help you understand the techniques, advantages and limitations of CBA.
By the end of the course, you’ll be able to read and critique published cost benefit analyses, create your own simple CBA, and hopefully have ideas on how to contribute to this evolving body of knowledge sources.

To this end, the course will focus on A.C.T.-ing: Analysis, Critique and Theory.

**Analysis:** you’ll be expected to apply CBA techniques to the analysis of real-world situations. Cost-Benefit Analysis is a practical discipline, and the real world is a messy place. It’s important to understand first-hand the issues that come up when theory meets practice.

**Critique:** Cost-Benefit Analysis is everywhere, and is used to make decisions that impact human lives. It’s a useful tool, and many governments and businesses require it. Unfortunately, published CBA studies are often less reliable than they should be. A focus of this course will be to train you to read published Cost-Benefit Analyses, and to be able to critique them: to spot what works, what doesn’t, what’s there that shouldn’t be, and what’s missing that should be there.

**Theory:** Cost-Benefit Analysis is an unfinished, imperfect discipline with glaring gaps and important disagreements (for example, how should we discount future benefits, if at all?). This makes it especially crucial to understand the theory behind CBA, so that you, as a practitioner, will be able to make informed and intelligent decisions on how to seek, use and interpret real-world information. A focus of this course will be making sure that students understand the current theory underlying cost-benefit analysis. This theory will change in the future, and some of you may be the ones to change it, but useful change requires a thorough understanding of what is being replaced or modified.

---

### Essential Course Rules

- “**Be excellent to each other.”** – **Bill S. Preston, Esq.**
- Give credit where credit is due
- Give all course components an honest try
- Don’t keep concerns bottled up
- Ask for help if you need it
- Adhere to the Student Code of Conduct:
  - [https://www.uvic.ca/services/advising/advice-support/academic-units/student-code-of-conduct/index.php](https://www.uvic.ca/services/advising/advice-support/academic-units/student-code-of-conduct/index.php)
### University Policy on Accessibility

Are you a student with a learning disability, ADHD, mental health issue or long-term recurring physical or sensory disability? Do you have chronic health issues? If you do, and you want to be part of our programs, or need academic accommodations to address barriers to your education, you need to [register with the Centre for Accessible Learning](https://www.uvic.ca). After you register, we’ll work with you, your instructors and others to create learning environments that are equitable, inclusive and usable.

**Instructor addendum:** I’ve had to deal with a number of disabilities myself. If you are a student who needs this sort of accommodation, don’t hesitate to contact me personally. Once you do, I’ll work with you one-on-one and do my best to come up with a custom plan that will hopefully let you get the most benefit possible from this course.

Your mental and physical health are more important than any course. You are taking this course during a time of world crisis and great uncertainty, and having trouble with concepts and deadlines that in a “normal” year would be easy for you is understandable. If you need extra help, or just someone to talk to, don’t hesitate to reach out and sent me an e-mail at [willmore@uvic.ca](mailto:willmore@uvic.ca)

### Accessibility & Health Resources

The following is quoted from a list provided by the ECON department:

- **Centre for Accessible Learning** - Students with diverse learning styles and needs are welcome in this course. In particular, if you have a disability/health consideration that may require accommodations, you are free to approach me; however, you must register with the Centre for Accessible Learning (CAL) for formal arrangements to be made. The CAL staff are available by appointment to assess specific needs, provide referrals and arrange appropriate accommodations. The sooner you let us know your needs the quicker we can assist you in achieving your learning goals in this course.
- **Health Services** - University Health Services (UHS) provides a full service primary health clinic for students, and coordinates healthy student and campus initiatives.
- **Support Connect** - a 24/7 mental health support service for students
- Toll-free (calls from North America): 1-844-773-1427
- International collect calls: 1-250-999-7621
- **Counselling Services** - Counselling Services can help you make the most of your university experience. They offer free professional, confidential, inclusive support to currently registered UVic students.
• **Elders' Voices** - The Office of Indigenous Academic and Community Engagement (IACE) has the privilege of assembling a group of Elders from local communities to guide students, staff, faculty and administration in Indigenous ways of knowing and being.

**Regarding Attendance (and what it means in an online course)**

**University Policy on Attendance**

“Students are expected to attend all classes in which they are enrolled. An academic unit may require a student to withdraw from a course if the student is registered in another course that occurs at the same time. ...

An instructor may refuse a student admission to a lecture, laboratory, online course discussion or learning activity, tutorial or other learning activity set out in the course outline because of lateness, misconduct, inattention or failure to meet the responsibilities of the course set out in the course outline. Students who neglect their academic work may be assigned a final grade of N or debarred from final examinations.

Students who do not attend classes must not assume that they have been dropped from a course by an academic unit or an instructor. Courses that are not formally dropped will be given a failing grade, students may be required to withdraw and will be required to pay the tuition fee for the course.” *(UVic Calendar)*

That’s the standard “boilerplate”. As for this course, this term:

• **Lectures** will be **given live over Zoom** on the scheduled dates and times. (If an exception needs to be made, say, due to instructor health, I’ll let the class know beforehand.) Each lecture will have its own unique Zoom link, which will be posted on Brightspace before the lecture starts.

During the lecture, I ask that students mute themselves and turn video off. Chat will also be turned off except for certain points during (and just after) the lecture, when it will be turned on to allow students to ask questions. This way of doing things has been developed in cooperation with students taking my online courses over the past year, and is a compromise between delivering the necessary content and responding to students who attend the live lecture.

The live lectures will be **recorded**, and the video will be uploaded to Brightspace as soon as possible. That means **you do not need to attend the live lectures – it’s fine to keep up via the recordings**. Some lectures will have an associated bonus multiple choice quiz. The quiz will cover material from the lecture and the associated
recommended reading. These questions are intended to be very basic, so that anyone who attended the lecture and did the reading can answer them correctly. These quizzes are optional, and are due one week after the relevant lecture.

**Online Office Hours**

In addition to official office hours, you're always free to send questions via e-mail to willmore@uvic.ca – if you're stuck, or frustrated, or need advice, or feel overwhelmed, remember that you're not alone. I'm here to help, and I want you to succeed in a way that helps you learn and grow without sacrificing your mental and physical health.

Online office hours will be held on Mondays, from 10:00 AM to 12:00 PM, in the #econ416 channel on dal.net. IRC, or Interactive Relay Chat, is a plaintext protocol created in 1988 and remains a popular 'chat room' protocol. It IS a plaintext protocol, which means it is **NOT encrypted**, so do **not reveal any private information**, and **do not use your real name as your nickname**. Pick a creative nickname to minimize the chances of its being in use.

There are many ways to connect. If you haven't used IRC before, the easiest is probably to point your browser to https://www.dal.net and on the 'Chat Now' box on the right, enter your preferred nickname and #econ416 as the chat room and click 'Go'. You do NOT need to create an account or log in. The image below shows an example of how to set up the session.

<table>
<thead>
<tr>
<th>Chat Now</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nickname: Random416Student</td>
</tr>
<tr>
<td>Channel: #econ416</td>
</tr>
<tr>
<td>Go!</td>
</tr>
</tbody>
</table>

If you HAVE used IRC before, or if you're feeling adventurous, or if you're having trouble with the browser interface, there are hundreds of free solutions that will connect you. (Make sure you connect to irc.dal.net on the default IRC port, 6667/TCP.)
Why IRC?

I’ve found students are often shy about asking questions when the instructor or their peers can identify them. IRC is anonymous, so students can feel free to ask questions without this source of anxiety. Being an entirely text-based medium, it’s also very well suited to answering engineering economics questions in a group setting. I can post formulas, links, give step by step explanations, add incoming questions to the queue while answering other questions, etc. It’s also trivial to save IRC logs for later use (since it’s text, this can be done even by copy-pasting into a document editor).

I’ve used IRC for office hours many times in the past, and it’s proven very popular with students. I expect that will also be the case this term, but if there is enough demand, I will consider holding at least some of the office hours via Zoom.

How Grading Works this Term

Multiple-choice questions will be marked in the usual fashion. To make it possible to mark your projects in a timely fashion, most assignment questions will be marked rather coarsely. Each “regular” question (see below) will typically receive only one of the following grades: 0, 28, 48, 58, 68, 78, 88, 100. See the marking scheme provided with each assessment for the exact marking details for that assessment.

| Relationship between letter grades and number grades |
|-----------------|---|---|---|---|---|---|---|---|---|
| A+ | A | A- | B+ | B | B- | C+ | C | D | F or N |
| 90-100 | 85-89 | 80-84 | 77-79 | 73-76 | 70-72 | 65-69 | 60-64 | 50-59 | 0-49 |

From the UVic Undergraduate Grading Scale:

- 0, 28 or 48 (F): Unacceptable or missing work.
- 58 (D): Shows “minimal command of the course materials”.
- 68 (C+): This is “earned by work that indicates an adequate comprehension of the course material and [...] indicates the student has met the basic requirements for completing assigned work.” Most students are expected to receive this mark on “regular” questions.
- 78 (B+): “earned by work that indicates a good comprehension of the course material, a good command of the skills needed to work with the course material, and the student’s full engagement with the course requirements and activities,” The mark earned by ‘good’ work.
- 88 (A): This is “earned by work which is technically superior [and] shows mastery of the subject matter”.
- 100 (A+): For work that “offers original insight and/or goes beyond course expectations.”

A typical assessment will have at least two of these three components:
1. *Regular questions*, worth 85 marks. These are designed to test ‘good’ understanding with as little frustration as possible. They are NOT designed to test for mastery.

2. *Challenge questions*, worth 15 marks. These ARE designed to test for mastery, and are appropriately challenging, and often quite a bit of (necessary) work. A good student is expected to *skip* these at least some of the time, if they find the additional work is not worth the additional marks.

3. *Reading reports*, are marked out of 12, and the mark out of 12 is then converted to a mark out of 100. Reading reports, when present, count as one of the “regular” questions.

**It’s difficult to fail this course if you give it an honest try**

I think this is important to point out, because we’ll be covering some challenging material which can be overwhelming to students who aren’t used to a lot of reading.

**It’s tough to get an A+, but it’s even more difficult to fail, as long as you give each part of the course an honest try. This is intentional.**

The three lowest marks possible on the regular questions are 0, 28 and 48. A “marginally acceptable” answer that shows less than adequate understanding of course material will score a 58. If you score 58 on all the regular questions, which are 85% of the marks, that’s 49%, and you only need to earn 1 of the 15 marks in the Challenge questions to earn a passing mark.

Put a moderate amount of effort in (don’t forget to ask me for help if you need it!) and you’re likely to get a 68 instead of a 58 on the regular question. Scoring 68 on all regular questions will leave you with a 58, even if you skip all of the challenge questions.

Like with most other activities, there are diminishing returns to effort. It’s very easy to go from 0 to 28, not too hard to go from 28 to 48, a bit harder to go from 48 to 58, tougher to go from 58 to 68, and then from 68 to 78, and it’s a lot of work, compared to the rest, to get from 78 to 88, or from 88 to 100.

It’s up to you to decide how much work you wish to put into the course – but when making that decision, remember that you (probably) don’t need to worry about failing the course. Hopefully that’ll reduce your stress by at least a little bit.
It's also difficult to get an A+, even on a single question

This is due to the way that UVic's official grading scale works. Quoting from the undergraduate calendar:

“An A+, A, or A- is earned by work which is technically superior, shows mastery of the subject matter, and in the case of an A+ offers original insight and/or goes beyond course expectations. Normally achieved by a minority of students.”

This means that, for better or for worse, on the UVic grading scale it is not enough for an A+ (a mark of 90 – 100) to have the right answer, and display mastery of the topic while turning in “technically superior” work. You also need to provide original insight or exceed course expectations, on top of that. I have assigned a grade near the very top of the allowed range, 88, for technically superior work showing mastery – but this does mean that you can have the “right” answer, and an outstanding explanation, and still score 88/100.

Where reasonable, I will include suggestions on specific ways to exceed course expectations and provide original insight – but for many students, the extra effort required may exceed the benefits from the additional marks. You should expect a mark of A+ to be extremely rare, even for good students, and even on a single question.

Expectations

A good student in ECON 416 is expected to do the following:

• **Attend all lectures or keep up with the recordings.**
• **At least skim the recommended reading for each lecture** within a week of viewing the relevant lecture (live or via recording). Note that the bonus multiple choice questions ‘self destruct’ one week after the relevant lecture.
• **Work individually on assignments and projects** and become familiar with assignments or projects by at least skimming them within two days of their being posted.
• **Cite any sources you use in your assignments or projects in APA format.**
• **Complete optional readings** to obtain greater familiarity with the course material, if necessary (for example, if the required readings aren’t enough to clear up a concept).
• **Ask questions during office hours and via e-mail** to clear up course material and concepts.
• **Ask the instructor for additional help** with course material and concepts, if the student encounters difficulties not cleared up via required and optional readings, practice problems or talking with fellow students.
• **Bring any constructive criticism and feedback to the instructor’s attention before the end of the course**, so that the course may be adjusted if necessary.
Evaluation and Assessment

<table>
<thead>
<tr>
<th>Item</th>
<th>Weight</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Assignments</td>
<td>20% each</td>
<td>Jul. 21, Aug. 4, Aug. 21</td>
</tr>
<tr>
<td>Midterm (in person)</td>
<td>15%</td>
<td>July 28</td>
</tr>
<tr>
<td>Final Exam (in person)</td>
<td>25%</td>
<td>August 18</td>
</tr>
<tr>
<td>Quiz Questions</td>
<td>2% bonus marks</td>
<td>1 week after lecture</td>
</tr>
</tbody>
</table>

Mandatory Course Components

To complete the course, a student submit at least two of the three assignments, attend and submit or be officially excused from the midterm, and attend and submit the in-person final exam. If you miss any of the above, you will receive an “N” grade, no matter what your percentage in the course is. An “N” is a failing grade, and counts as a ‘0’ in GPA calculations.

**Bonus Multiple Choice Quizzes (up to 2% bonus marks)**

There will be a multiple-choice quiz associated with many lectures, with two questions: one question is about material covered in the lecture, and the second question is about material in the recommended reading for that lecture. These quizzes are optional and you can score 100% on the course without answering a single one. **The quizzes are only available for one week after the relevant lecture.**

These quizzes are intended to be extremely easy, as long as you’ve actually viewed the lecture and at least skimmed the reading. They’re here mostly to reward you for keeping up with course material in a timely fashion.

Please note that despite these bonus marks, the maximum course mark is 100%.

**Assignments (60%)**

Your assignment mark is the average of the three assignment marks.

Assignments are submitted via Brightspace, and your submissions must be in PDF and/or Microsoft Office format (Excel, Word, Powerpoint). **Assignments in .pages format are not accepted, and will receive a mark of zero - no exceptions**. Missing or

---

1 Preliminary and subject to change. See Brightspace for accurate due dates.
2 I mention this specifically because it’s caused problems in the past. All course material is prepared on a Mac, and UVic provides free access to Microsoft 365 (including Word, etc.) for all students, so there’s no reason a student using a Mac shouldn’t be able to hand in assignments in the required format.
late assignments will receive a mark of zero. I recommend acting as if the due date is one or two days earlier than it actually is, to make sure everything is done on time, and submitting ‘draft’ versions every now and then (only the latest submission before the deadline will be marked, so this can only help you by acting as ‘insurance’ – even if you sleep through the deadline, at least the most recent, partially answered draft will be marked).

**Midterm (15%)**

A fairly standard, in-person, university final exam. The midterm will test material up to July 21 (one week before the midterm). More recent material than that may be tested in optional bonus questions. Detailed information will be made available closer to the exam date.

You must either attend the midterm or be officially excused from it to avoid an “N” (incomplete and failed) mark for the course. You will only be excused from the midterm for “unexpected and unavoidable circumstances” and/or “conflicting responsibilities” for which UVic requires an academic concession. Travel or being temporarily away from campus, be it in a different city, province or country, is NOT grounds for being excused from the midterm.

**There is no make-up midterm.** If you are excused from the midterm, your final course mark (before bonus marks) will be divided by 0.85, essentially spreading the 15% weight of the midterm across all other course components. That means that each assignment would then be worth about 20%/0.85 = 23.5%, and the final exam would be worth about 25%/0.85 = 29.5%

**Final Exam (25%)**

A fairly standard, in-person, university final exam which will take place on August 18 during the scheduled class time. It is cumulative and will cover everything in the course. You do not need to pass the final exam to pass the course, but you DO need to attend and submit the final exam to avoid an “N” grade. Detailed information will be made available closer to the exam date.

---

3 Except for assignments from students with approved accommodation, per UVic guidelines.
4 For a brief explanation see [https://www.uvic.ca/students/academics/academic-concessions-accommodations/request-for-academic-concession/index.php](https://www.uvic.ca/students/academics/academic-concessions-accommodations/request-for-academic-concession/index.php)
5 For example, if you score 100% on all other course components, but miss the midterm, your course mark will be 85% before the adjustment. After dividing by 0.85, that 85% becomes 100%.
Preliminary Lecture, Assignment & Project Schedule  
(May change in response to developments during the term)

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Topic</th>
<th>Assessment</th>
<th>Lecture</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>5</td>
<td>Introduction</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>IBCR Analysis</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>Discount Rates</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>Discounting</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>NPV and IRR</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>Adjusting for Inflation</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>Project Identification</td>
<td></td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>Costing</td>
<td>ASSIGNMENT 1</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>25</td>
<td>Shadow Prices</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>26</td>
<td>Valuing Human Life</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>28</td>
<td>MIDTERM (IN PERSON)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>1</td>
<td>WTP vs WTA</td>
<td></td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Survey Design &amp; Benefit Transfer</td>
<td></td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Travel Costs &amp; Valuing &quot;Free&quot; Time</td>
<td>ASSIGNMENT 2</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>One-sided sensitivity analysis</td>
<td></td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Probabilistic sensitivity analysis</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>Risk Assessment</td>
<td></td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>Equity and Fairness</td>
<td></td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>Sustainability</td>
<td></td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>FINAL EXAM (IN PERSON)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>No lecture</td>
<td>ASSIGNMENT 3</td>
<td></td>
</tr>
</tbody>
</table>

Course policy on ChatGPT and similar AI tools

For the purposes of this course, ChatGPT is considered a source roughly on par with Wikipedia. If you use ChatGPT to help you with an assignment, in order to avoid a violation of academic integrity, you must cite it and also provide a copy of the ChatGPT output that you used a source (since ChatGPT may generate unique responses to each query). Basically:

- **ChatGPT counts as an outside source, and must be cited.**
- **Copies of the ChatGPT output you used must also be included.**
- **ChatGPT does NOT count as a peer-reviewed source.**
- **ChatGPT does NOT count as a primary source.**
- It is fine (and encouraged!) to use ChatGPT as a “co-pilot” while reading articles in this course (e.g. to ask about unfamiliar terms).
Late Assignments get zeros, period.

Late assignments will receive a mark of zero, no exceptions. The part of my career I dislike the most is having to give zeros to students, so I'd appreciate it if you would keep the following in mind:

- **In the absence of a pre-approved extension**, due dates will NOT be extended, even by one minute. If you submit an assignment late, you'll get a zero for it, period, even if there was a blackout just before you were going to submit your assignment. Plan accordingly. Since assignments are due at 11:59 PM, Victoria B.C. time, I recommend uploading whatever you have at, say, 8 PM Victoria time, just to make sure.

- **Just to be clear**: Extensions must be arranged **before the assignment or project is due**, except in the case of your 'mental health voucher' (see below). If you ask for an extension five seconds after the assignment or project is due, your request will be declined.

- Brightspace keeps all the submissions you make. In the case of multiple assignment submissions, **only the most recent submission before the deadline will be marked**. (That's why I think submitting whatever you have at 8 PM, or even earlier, is a good idea – even if you end up submitting the finished assignment or project late, your earlier 8 PM submission will still be on the record, and will be marked.)

- **Assignments will be marked exactly as submitted**. If you submit a blank file by mistake, or an assignment for another course, or an earlier draft of your assignment, that's what will be marked. No exceptions. (But keep in mind that if you upload your grocery list at 8 PM, then catch your mistake at 11 PM and submit the correct file, the correct file will be marked, as it will be the most recent submission before the deadline.)

- **No, I will not accept a file with a 'last modified' time stamp before the due date as evidence that you completed the assignment or project in time**. Among other issues, it’s trivial to edit this metadata. To receive a non-zero mark, you must submit the assignment on Brightspace before the deadline.

### How to get an extension on Assignments

Though assignments get a mark of zero if submitted after the due date, it *is* possible to get an extension that changes the due date for you. There are three main types:

- **Mental health voucher**: Every student automatically starts the course with a ‘mental health voucher’ good for a 3-day (72-hour) extension. This is the *only* extension that can be granted after the due date, and you only have one, so make sure you use it when doing so is most valuable to you. If you find yourself having to submit an assignment late, if it’s three days late or less, submit your project or assignment, and write in the comment ‘I’m using my mental health
voucher’ on Brightspace. You should also send me an e-mail at willmore@uvic.ca so that I can alert the TA to your submission. This is a one-use voucher, so if you use it when submitting an assignment that’s one minute late, the entire voucher will be gone. Keep that in mind. This voucher CANNOT be used for the midterm or final exam.

- **Extension due to excessive coursework.** It’s not my intention to overburden you with work at the same time all your other courses are doing the same. If you have, say, three midterms and two projects due the same week as an ECON 416 assignment, send me an e-mail **ahead of time** requesting an extension. I’ll work with you to find an extension that is appropriate for your case and fair to other students. Along with your e-mail, please send evidence of the due dates of the other projects, midterms, etc. (even Brightspace screenshots or forwarded announcements are enough).

- **Extension due to illness or other personal issues.** If you have a personal issue that you believe is grounds for an extension (mental or physical health, varsity trip, etc.) then send me an e-mail requesting an extension before the deadline for the relevant assignment. I will do my best to find an extension that is appropriate for you and fair to other students, but depending on the exact circumstances I may not be able to do so. You do not need to share any private information when sending me an e-mail. If I need additional information, I will let you know, and I will do my best to keep it to the minimum details necessary to justify an extension.

**Required Textbooks and Software**

Course files will be distributed via Brightspace in **PDF and Microsoft Office/365** form (Excel, Powerpoint, Word). You will need to be able to open these files. These are also the file formats that you are required to submit your projects in. You are also encouraged to install Zoom to attend live lectures.

**UVic students get access to Microsoft 365 for free:**


We will make use of a number of textbooks and sources, all of them **free** in digital form to UVic students. Links will be provided on Brightspace.
# On Plagiarism and Academic Integrity

## UVic Policy on Plagiarism

“A student commits plagiarism when he or she:
- submits the work of another person as original work
- gives inadequate attribution to an author or creator whose work is incorporated into the student's work, including failing to indicate clearly (through accepted practices within the discipline, such as footnotes, internal references and the crediting of all verbatim passages through indentations of longer passages or the use of quotation marks) the inclusion of another individual's work
- paraphrases material from a source without sufficient acknowledgement as described above

The University reserves the right to use plagiarism detection software programs to detect plagiarism in essays, term papers and other assignments.”

“Single or multiple instances of inadequate attribution of sources should result in a failing grade for the work. A largely or fully plagiarized piece of work should result in a grade of F for the course.” (Emphasis mine.)

(Source: [UVic Academic Calendar January 2023](https://www.uvic.ca/services/advising/advice-support/academic-units/student-code-of-conduct/index.php))

**tl;dr:** Cheating just once can get you a zero on the course, and this course has been designed to be hard to fail. It just isn’t worth it.

For more details on what is acceptable, please refer to the Student Code of Conduct found here:

https://www.uvic.ca/services/advising/advice-support/academic-units/student-code-of-conduct/index.php
All ECON 416 students are required to read and become familiar with the Policy on Academic Integrity detailed at the URL cited in the box above. A brief summary is at http://www.uvic.ca/library/research/citation/plagiarism/index.php.

A breach of academic integrity will result in a non-droppable mark of zero on the assignment, quiz or final exam in which it is detected. Additional penalties may also apply.

What about my classmates? Can I work with them on assignment questions?

To a degree, absolutely, but there are limits. All of you are here to learn, and as the instructor I’d like to avoid a situation where a small number of people do all the work and everyone else just ‘adapts’ it.

You can study together, or help each other out with assignments, but such collaboration should stop short of something that would absolutely require citation, such as a direct quote or a duplicate, non-obvious solution method.

Good idea:

You: “Hey, Sam. I’m stuck on Question 6. I tried using the method in the lecture notes, but my answer’s too small and the sign is wrong.”

Sam: “Did you convert all the costs to annual values? I got the same mistake until I did that.”

You: (several minutes later) “You’re right! That fixed it. Thanks, Sam.”

Bad idea:

You: “Hey, Sam. I’m stuck on Question 6. I tried using the method in the lecture notes, but my answer’s too small and the sign is wrong.”

Sam: (hands over a paper) “Here, take a look at my answer. I had that mistake, too, but then I fixed it.”

You: (after going over Sam’s solution line by line, you cross out your old answer and write a new one using the same method) “Thanks, Sam. That worked. You can have your assignment back.”
The Course Experience Survey

UVic Statement on the Course Experience Survey

“I value your feedback on this course. Towards the end of term you will have the opportunity to complete a confidential course experience survey (CES) regarding your learning experience.

The survey is vital to providing feedback to me regarding the course and my teaching, as well as to help the department improve the overall program for students in the future. When it is time for you to complete the survey, you will receive an email inviting you to do so. If you do not receive an email invitation, you can go directly to [http://ces.uvic.ca](http://ces.uvic.ca).

You will need to use your UVic NetLink ID to access the survey, which can be done on your laptop, tablet or mobile device. I will remind you nearer the time, but please be thinking about this important activity, especially the following three questions, during the course.

1. What strengths did your instructor demonstrate that helped you learn in this course?

2. Please provide specific suggestions as to how the instructor could have helped you learn more effectively.

3. Please provide specific suggestions as to how this course could be improved.”

Instructor note: I much prefer to receive feedback during the course, so that I can change things that need changing in time to benefit you. Feel free to send your feedback via e-mail, to willmore@uvic.ca, or anonymously via IRC during office hours.
How can I get help?

I'm stressed and overloaded!

I’m always happy to engage with students regarding their concerns. **ECON 416 is just a course – your health, including mental health, comes first.** You may send me an e-mail at willmore@uvic.ca, pm me during office hours or schedule a private Zoom appointment by e-mail.

**You don't have to go through this alone.** I’m here to help, and I care about making sure that your course experience is healthy and productive. If you contact me, I'll listen carefully to what you have to say, and work with you to find a solution.

If you don’t feel comfortable talking to the instructor about your situation, that’s okay! The university has a number of resources available to help students who are stressed. You may find a list of them here:


*Many of these resources are available even if you are not currently in Victoria (or Canada).*

If you’re having difficulty with lecture materials, assignments or projects…

- Read recommended and optional readings cited in lecture notes
- Ask questions during online office hours
- E-mail the instructor (willmore@uvic.ca) with your questions. (I have a strong preference for answering questions via e-mail.)
- E-mail the instructor (willmore@uvic.ca) to schedule a private Zoom or IRC session.
- If you need help with your writing, the Centre for Academic Communication gives **free tutoring** and can even go over your assignment or project drafts with you: https://www.uvic.ca/learningandteaching/cac/

Passing ECON 416 is important for your degree, and probably for your plans for the future, but remember: **Your time is valuable. Your perspective is unique. No one else has lived your life. You matter more than any course.** I’ve kept that very much in mind while designing this course – since I am taking up some of that time, I want to make sure that it’s well spent, and I’ve worked hard to make the course as relevant, useful and engaging as possible.

It is also, however, important for students to remember this. In my experience, it’s all too easy when bogged down with projects and deadlines to lose track of other things that matter.