Class Time and Location  TWF 9:30–10:20 in BEC 363

Office Hours  TWF 10:30–12:00, or by appointment.

Email  Please see the section on email correspondence toward the end of this document.

Course Website  Information specific to this course this term is available via UVic’s CourseSpaces learning management system. In addition to teaching materials such as assignments, I post to this webpage current information about the course such as information about upcoming exams, and so you should check it regularly. TA office hours will also be posted. I also provide a Log of Class Progress that I update daily summarizing the topic of each lecture and how you should prepare for the upcoming class.

CourseSpaces also has a gradebook, allowing you to verify that your assignment and exam grades have been recorded correctly. The CourseSpaces gradebook is the final and definitive grade record that is used to calculate your course grade. If a grade for any item of evaluation does not appear correctly, you should notify me promptly.

Teaching Resources  There is no one textbook for this course, and nothing you need purchase. The 545 textbook will continue to be a principal resource:


Part III of Greene, entitled *Estimation Methodology*, is in the spirit of 546, where our goal is to step back from the specifics of the tools you have learned in your earlier econometrics courses and give you a broader perspective on the field from the vantage point of some important principles and themes. In fact our first topic of study will be that of Greene Chapter 14, *Maximum Likelihood Estimation*.

However we will supplement Greene with a range of online resources. Some will be books that are available, in whole or in part, electronically through the McPherson Library website. An example is the North-Holland *Handbook of Econometrics* series, the chapters of which are available as pdf downloads beginning with Volume IV of the series. Other examples of useful McPherson Library eBooks are the following.


Some of the teaching materials we will use are available as open-access web postings. An important example is the manuscript for a PhD-level text being written by Bruce Hansen, a prominent econometrician at the University of Wisconsin. Google **bruce hansen econometrics** to find the current version of this manuscript.

In other cases, pirated copies of books have been posted to the web and are easily found with a Google search. An example that we may make some use of is:


A hardcopy of this book is also on Reserve in the McPherson Library under call number HB137 R36.

**Computer Usage** This course uses the software package EViews for econometric analysis. Assignment questions are based on the capabilities of this package, and exams will assume that you are familiar with interpreting EViews output.

**Grading** Your course grade will be determined according to the following evaluation and weights.

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<thead>
<tr>
<th></th>
<th>Weight</th>
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<tbody>
<tr>
<td>Assignments</td>
<td>20%</td>
</tr>
<tr>
<td>First midterm exam</td>
<td>20% (Wednesday February 5)</td>
</tr>
<tr>
<td>Second midterm exam</td>
<td>20% (Wednesday March 11)</td>
</tr>
<tr>
<td>Final exam</td>
<td>40%</td>
</tr>
</tbody>
</table>

Records Services converts your percentage grade to a letter according to the following scale.

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90 – 100</td>
<td>A+</td>
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<tr>
<td>85 – 89</td>
<td>A</td>
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<tr>
<td>80 – 84</td>
<td>A−</td>
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<tr>
<td>77 – 79</td>
<td>B+</td>
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<tr>
<td>73 – 76</td>
<td>B</td>
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<tr>
<td>70 – 72</td>
<td>B−</td>
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<tr>
<td>65 – 69</td>
<td>C+</td>
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<tr>
<td>60 – 64</td>
<td>C</td>
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<tr>
<td>50 – 59</td>
<td>D</td>
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<tr>
<td>0 – 49</td>
<td>F</td>
</tr>
</tbody>
</table>

The Faculty of Social Sciences grading policy adopted in 2017 prevents instructors from releasing final exam grades or course grades until after course grades are submitted to Records Services by the Department. Be aware that the posting of your final exam grade to CourseSpaces will be delayed for this reason.

**Assignments** are submitted to the box labelled ECON 546, located on the corridor by the Economics Department office on the third floor of the Business & Economics Building. In order for your grade to be properly recorded be sure to indicate clearly your name and student number on your assignment. It should also indicate ECON 546. In their haste students sometimes inadvertently put their assignment in the wrong box. Even if it has your name and student number, another instructor receiving your assignment will have no idea how to redirect it unless the course is also indicated.

**Assignment Answer Keys** are posted in the window of my office door during the week following the return of graded assignments, after which they are unavailable. Be sure to take advantage of the answer key while it is posted in order to raise any questions with the TA promptly. TA office hours are given on the course web site through CourseSpaces and are solely for the purpose of answering questions about assignment grading.

**Course Policies**

This course adheres to the *Course Policies of the Department of Economics*, which may be obtained from the department’s website:

https://www.uvic.ca/socialsciences/economics/undergraduate/home/course%20policies/index.php
That document summarizes departmental and university policies on such things as academic concessions, academic integrity (plagiarism and cheating), attendance, grading, inclusivity and diversity, late adds, late assignments, repeating courses, review of an assigned grade, students with a disability, term assignments and debarment from exams, end-of-term travel plans, waitlists, and sexualized violence prevention and response.

You should also familiarize yourself with UVic’s Policy on Academic Integrity,

https://web.uvic.ca/calendar2018-05/undergrad/info/regulations/academic-integrity.html#

Note in particular that this policy defines cheating to include “copying the answers or other work of another person” and “sharing information or answers when doing take-home assignments, tests or examinations except where the instructor has authorized collaborative work.”

Instructor Intellectual Property Instructor-created teaching materials, including exams, assignments, and answer keys, are the intellectual property of the instructor and subject to copyright, and should be treated as such. They are made available to you solely for instructional purposes, and are not to be shared or distributed in hardcopy, electronically, or otherwise. Doing so violates the Policy on Academic Integrity.

Examination Policies

English Language Skills English is the language of instruction at the University of Victoria; your enrollment is taken to imply that you are functionally literate. All written work must use complete sentences and be organized in a logical, coherent manner. The mark you receive will be determined by the quality of your written response as well as by the content of your answer.

Dictionaries (both paper and electronic) are not permitted in examinations. It is not practical during exams for invigilators to check dictionaries to ensure that extraneous information has not been entered.

Calculator Usage In examinations in which calculators are permitted, a Sharp EL-510 series calculator is acceptable. These are the same calculators that are prescribed by the Math Department for its exams. It is sold in the bookstore for around $15.

Headgear Caps and hats that interfere with eye contact should not be worn during exams.

Beverages and Washroom Policies Please do not bring beverages other than water to an exam. Owing to the prevalence of personal electronic devices, if you need to use the washroom during an exam you must turn in your paper. It is therefore suggested that you avoid consuming diuretics such as coffee and pop immediately prior to an exam.

If a medical condition requires frequent washroom use, this can be accommodated through the Centre for Accessible Learning (CAL).

Supplemental, Deferred, and Makeup Exams Supplemental exams are not given in this course. Deferred final exams are given only on the granting of a formal university academic concession, normally only for documented medical reasons.

Similarly, a makeup midterm exam normally requires documentation of an incapacitating medical condition. Be aware that the University of Victoria does not schedule its affairs around students’ outside commitments, including work schedules, travel plans, sports activities, and care for family members. It is the student’s responsibility to ensure that outside commitments do not interfere with course obligations.

See below for an explanation of the medical documentation required for an academic concession.
End-of-Term Travel  Students are advised not to make travel plans until after the examination timetable has been finalized. Students who wish to finalize their travel plans at an earlier date should book flights that depart after the end of the examination period (see the University Calendar). There will be no special accommodation if travel plans conflict with the examination.

Other Policies

Accessibility  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, please feel free to approach me and register with the Centre for Accessible Learning (CAL) as soon as possible. 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.

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. 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.

Classroom Etiquette (or: R-E-S-P-E-C-T, find out what it means to me)  You will find that it is my normal practice to begin class promptly on the hour and lecture for the full 75 minute class period. Students are expected to make whatever arrangements may be necessary in their private lives to ensure that they are seated in class prior to the beginning of lecture. It is not acceptable to disturb the class by habitually arriving late.

If you have a question about the lecture material that you have not had time to raise during a lecture, please do not attempt to raise it with me individually at the end of class. There are only 15 minutes between classes and I am obliged to clear the room promptly out of consideration to the incoming instructor. Instead see me during my office hours or raise your question at the beginning of the next class, when I will often invite questions. My favourite way to introduce a new lecture is by responding to questions about the previous one.

For the same reason, there is no point attempting to discuss personal matters such as illness accommodation in class. See me during my office hours.

Except in extraordinary circumstances, please come to class prepared to remain in attendance for the entire class period. It is not appropriate to come and go from the classroom at leisure in the course of a lecture. If unusual circumstances require you to leave class early, please sit near the door and depart as inconspicuously as possible. Once you have left the classroom, do not return that day.

In general, observe the Scholastic Golden Rule: Do not disturb or distract your fellow students or the instructor. Specifically, do not chit-chat with your neighbours or consume food or beverages. It would also be appreciated if you would not wear headgear that interferes with eye contact.

Laptops and tablets are to be in use only for class-related purposes, i.e. notetaking and consulting the textbook. You will find that virtually everything we do in class involves some combination of
diagrams and mathematical notation, so useful electronic notetaking will almost certainly require a stylus. You may find you are better off taking paper notes.

Under no circumstances are other electronic devices such as cellphones and music players to be in evidence. Please put these away prior to entering the classroom and do not take them out again until you have left. Never text during class or leave class to take a phone call.

Let good manners, civility, and mutual respect guide your behaviour.

Email Correspondence My email address is kstewart@uvic.ca. However you should only contact me by email on matters that relate to your personal participation in the course. For example, to notify me that hospitalization prevents you from taking an exam, and that you will be applying to Records Services for an academic concession for medical reasons. It is best to send such emails from your @uvic.ca address. Emails from non-UVic addresses are sometimes misidentified as spam by the university’s spam filters. Although I check my junk folder periodically, it may not be for some time.

Email messages are not a useful means of transmitting other types of information, in particular the following.

- **Questions about course material** are best raised in class or during my office hours. They cannot be answered effectively with email due to, among other things, the unavailability of diagrams and technical notation.

- **Questions about course administration** such as the arrangements governing assignments and exams. These matters are normally discussed in class and that is the best place for asking questions about them, so that other students can benefit from the clarification offered. I do not duplicate by email information that has been related in class or posted to the website.

As a rule, I do not reply to “generic” emails; i.e., messages that anyone could have written, as opposed to ones that relate to your individual role in the class. I do not normally respond to email queries about, for example, the content or format of exams, the progress of grading, when final grades are likely to be available, and so on. Remember that instructors are guided by the Golden Rule of Teaching, which is “Do not show favouritism to one student by doing something for them that you would be unwilling to do for the class as a whole.” Before sending an instructor an email, ask yourself: Would it be reasonable to expect the instructor to answer the same message from everyone in the class? If the answer is no, you are unlikely to receive a response.

**Academic concessions for medical reasons**, including both missed exams and assignments, must be fully documented. During the term you should bring your physician’s testimony to me in person when your health permits. In the meantime, an email message informing me of the situation and that medical documentation will be forthcoming is desirable whenever possible.

In the case of a missed final exam, University procedure is for the student to submit a Request for Academic Concession (RAC) form to Undergraduate Records. The RAC form is available at Health Services, or the Advising Centre, or Undergraduate Records, or online (search the UVic website). You should attach your medical documentation to this form (or, if you have been diagnosed at University Health Services, have the examining physician complete the relevant sections). If your RAC is approved this will initiate the scheduling of a deferred exam in July. In addition to submitting the RAC form you are of course also welcome to see me in person when your condition permits.