



UNIVERSITY OF COLORADO BOULDER
PRINCIPLES OF MACROECONOMICS
ECON 2020-581
SUMMER 2026: MAY 26 - JULY 17, 2026
Instructor: Dr Alpna Bhatia

	DR BHATIA	IMPORTANT DATES
OFFICE	TUES, WED, AND THURS: 10:30 AM –11:30 AM,	Midterm: June 18-21 (Thursday - Sunday)
HOURS:	AND VIA APPOINTMENT ON ZOOM	Final: July 16-19 (Thursday - Sunday)
ZOOM:	HTTPS://CUBOULDER.ZOOM.US/MY/ALPNABHATIA	Holidays: Juneteenth (June 19) & July 4 th
EMAIL:	alpna.bhatia@colorado.edu	<u>CE Calendar, 8 Week</u>

COURSE DESCRIPTION

General Catalog: Provides an overview of the economy, examining the flows of resources and outputs and the factors determining the levels of income and prices. Explores policy problems of inflation, unemployment, and economic growth.

So, **what is this class about?** This course will introduce you to the basics of the economy. You'll learn about important topics like inflation, unemployment, national output, jobs, and government finances. You will analyze aggregate demand/supply models and explore different economic ideas and theories and apply them to current events in the US economy.

COURSE OBJECTIVES

Through this course, you'll develop the following skills:

- Identify the data and tools of macroeconomics.
- Analyze the costs and benefits of inflation, unemployment, and government debt.
- Explain fiscal, monetary, and supply-side policy.
- Recognize the institutional surroundings that impact macroeconomic phenomena.
- Develop and enhance analytical, research, and writing skills in Economics.

COURSE PREREQUISITE: None

INSTRUCTOR

Dr. Alpna Bhatia (Dr. B)—that's me! I have a Ph.D. in Economics from the University of Colorado at Boulder (Go Buffs!) and I've been teaching for over 20 years. I'm very interested in exploring gender issues, sustainable development, current macroeconomics, and the scholarship of teaching and learning. My research focuses on creative and explorative approaches to economic education, now including the use of LLMs. I'm passionate about teaching and connecting with students as we build a supportive learning community together. My commitment to fostering such environments also extends to being the faculty sponsor for the Economics Women and CU-Boulder Economics club.

COURSE WEBSITE Our course is on [Canvas](#). You will access your textbook, notes, any further additional readings and most importantly your grades via Canvas. To access Canvas

- Login using your CU-Boulder identikey and password at <https://canvas.colorado.edu>
- Under Course List, click **"Econ 2020-581"**

COURSE MATERIALS

Textbook (required): Schiller and Gebhardt: The Macro Economy Today, 17th edition with access to Connect. Connect is where you will read your textbook and complete some graded assignments. You will access Connect through our course website on Canvas.

- Get up and running in Connect by following the registration instructions on [this page](#), by clicking on any connect based assignment in the canvas course, or on the Connect button on the Left-hand side menu of our course.
- You may purchase or rent a used paper text if you prefer but you **must have** access to Connect.

SUPPLEMENTAL READINGS AND DATA EXERCISES

Supplemental readings and other materials will be provided in the Canvas system. Unless marked as optional these are REQUIRED readings. **I will test you on these.** You will need to activate the University provided subscription to [Wall Street Journal](#) , [Financial Times](#), and [New York Times](#).

INSTRUCTIONAL METHODOLOGY AND DELIVERY

This class is completely **asynchronous, entirely online** – with no in-person meetings. In this setting, engagement means three things: staying active with the material, connecting with your peers, and staying connected with me. You will submit assignments in accordance with the course outline using Canvas.

COURSE SCHEDULE

The course content is broken into modules. We will cover **two modules** per week. I generally aim to maintain the course due dates and content as laid out. If any changes are necessary, I will notify you through **class Announcements**. The course schedule is under the "Syllabus" link on Canvas.

EVALUATION AND GRADING

Your final grade in the course is based on a total of **1000 points**. I will use multiple performance measures throughout the course to assess student mastery of the content and learning outcomes. Course grades will be determined as shown below:

Due Date	Assessment	Times offered	Number counted towards grade	Points per item	Grade Points	Grade Percentage
Monday	Connections	8	7	20	140	14
Tues/Thurs	Prep	14	13	20	260	26
Fri	Problem Set	6	5	40	200	20
June 18-21	Midterm	1	1	200	200	20
July 16-19	Final	1	1	200	200	20
	Grade	Total			1000	100

COURSE GRADING CRITERIA

I use the following scale to assign final letter grades, and I typically do not round grades. You can always see your running total in Canvas as the semester goes. If you have concerns about where you stand, I encourage you to reach out early so we can talk through your options together.

Grade	Percentage Grade	Equivalent Points	Indicates
A	94-100	940 – 1000	Excellent
A-	90-93.99	900 – 939	
B+	87-89.99	870 – 899	
B	83-86.99	830 – 869	Above Average
B-	80-82.99	800 – 829	
C+	77-79.99	770 – 799	

Grade	Percentage Grade	Equivalent Points	Indicates
C	73-77.99	730 – 769	Average
C-	70-72.99	700 – 729	
D+	67-69.99	670 – 699	
D	63-67.99	630 – 669	Below Average
D-	60-62.99	600 – 629	
F	0-59	599 or lower	Fail

TYPE OF ASSESSMENTS

I use a mix of assignment types to help you show how well you understand and can apply what you're learning. Exams assess mastery at key points in the course, but the steady work you do in weekly activities is just as important for building understanding over time. Each week, the course uses smaller, distributed assignments rather than a single end-of-week submission. This pacing is intentional. Short, low-stakes tasks spaced across the week support learning through retrieval practice and reduce cognitive load.

You have flexibility in how you approach this structure. Many students work a few days ahead, complete multiple assignments in one sitting, or reserve one or two focused work blocks each week for the course. The goal is to support steady progress and deeper understanding—not to fragment your time. To support flexibility, I've built in drops for certain activities, and most assignments¹ may be submitted up to three days late with a daily penalty. If the pacing ever feels overwhelming, reach out early so we can talk through planning strategies that fit your schedule and learning style.

Connections and Check-ins are brief, low-stakes activities designed for you to quickly engage with new material and connect with me and your peers. There will be 8 such activities throughout the course, each worth 15 points. They are typically due every Monday, with peer responses due by Wednesday for select activities, as indicated in the assignment instructions. Plan to spend about 30 minutes on each connection. Please note that Connections and Check-ins cannot be made up. However, your lowest Connection score will be dropped from your final grade calculation, providing flexibility for missed or low scores.

Prep Activities are designed to give you focused exposure on readings or concepts essential for success in each module. These open-book and open-note exercises help you work through problems and grapple with key concepts. There will be 14 Prep activities, each worth 15 points. They are due by Tuesday and Thursday at midnight each week, and you should budget about 30-60 minutes per activity. Your lowest Prep score will be dropped from your final grade calculation.

Problem Sets are 40-point weekly assignments designed to help you practice and apply the material from each module. They include multiple-choice, calculation, and short-answer questions. Take these seriously, as they are designed to prepare you for exams. There will be 6 Problem Sets in total, each worth 40 points,

¹ Exams, Connections, and some time-bound activities must be submitted on time.

and they are due by Friday at midnight. Plan to spend about 3 hours on each one. Your lowest Problem Set score will be dropped from your final grade calculation.

A grading rubric and more detailed information is available with each assessment on canvas. Please also keep a copy of all work created for the course, including work submitted through Canvas.

EXAMS - There are two (2) exams in the course. The exams will be multiple choice, calculations, and short answer questions and are closed book. Exams are meant to challenge you, so steady preparation and consistent engagement with the course material matters.

Exam	Covers	Scheduled window
Midterm	Modules 1-4	June 18-June 21 (Thursday-Sunday)
Final	Modules 5-8	July 16-July 19 (Thursday-Sunday)

- **PRACTICE EXAMS** – There will be two (2) practice exams, one before each exam that you can take 2 times as part of the **prep** for that module.
- You will need to plan for proctored examinations in this course. Proctors oversee exams according to University of Colorado Boulder guidelines to ensure academic integrity.

Proctoring Options:

If you are in Boulder or nearby, you can take your exam:

1. With an online-class instructor at the Department of Economics. There is no cost for using this option. This option is only available at selected times during the exam period. A sign-up sheet will be sent before exams.
2. At the University Testing Center on-campus in Boulder, CO. There may be a cost for using the testing center. This option is only available M-F during regular business hours.
3. With Proctorio or a comparable online proctoring service as determined by the Online Economics Dept. Online proctoring is a service that uses a webcam and microphone to ensure academic integrity. To use this service, you must have access to a computer with a webcam and a microphone. There is no cost for using Proctorio.

If you are outside of Boulder, you can take your exam:

1. At an accredited college or university testing center in your town or nearby. There may be a cost for using this testing center.
2. With Proctorio or a comparable online proctoring service as determined by the Online Economics Dept. Online proctoring is a service that uses a webcam and microphone to ensure academic integrity. To use this service, you must have access to a computer with a webcam and a microphone. There is no cost for using Proctorio.

The course on Canvas has more detailed information about proctoring. If you are in a rural area or on a military base, you may need to be approved to use a person as a proctor and information is provided on Canvas for this approval process.

Additional rules for all exams:

- Complete exams using only the approved technology for the course. Other devices, such as calculators, phones, tablets, or notes, should be turned off and put away unless I have specifically said they are allowed.
- Exams must be completed within the allotted time.

- Exams are closed book, which means you may not use the textbook, past assignments, quizzes, discussions, outside websites, AI tools, or help from another person.
- Before your exam begins, please make sure you have access to a working computer with a camera and microphone, a stable internet connection, and a quiet space for testing.
- Technology problems on your end, including interruptions with Proctorio or your internet connection, do not qualify you for a retake.
- There are no make-up exams. If you miss the midterm because of an excused illness, your final exam ranking may be used to determine the score recorded for the missed midterm.

SMARTBOOK: Each chapter has an associated SmartBook activity on Connect. You complete this activity by answering questions until you reach a target score, and you'll receive full credit (a grade of 100%) for completing it. While these activities **aren't graded** they're designed as a valuable study tool. While some students find them incredibly effective and really enjoy studying with them, others find them a bit frustrating, as they can be quite time-consuming. You probably know by now what study methods work best for your individual learning style. My advice: I highly encourage you to at least try using SmartBook for topics you're struggling with, even if you don't complete them for the whole chapter. Pacing yourself and doing a few questions a day can make a big difference. You can also turn reflection on these as part of check-ins.

Extra Credit: I will offer up to 30 -50 points of extra credit (= maximum 5% of the course grade) during the semester for completing certain activities. These extra credit opportunities will be available to all and announced on Canvas. Extra class activity points will also roll over for extra credit.

COMMUNICATION WITH DR B: Staying connected is key to your success in this course!

- I make **announcements** on the course home page on Canvas or via your official Colorado.edu email. I send a course announcement at the start of every module—and more as required. Check the course “Announcements” section and your official Colorado.edu email account in a timely fashion. I also recommend setting your Canvas “notifications” to alert you for announcements.
- **STUDENT DROP IN HOURS (AKA OFFICE HOURS):** I hold online Office hours each week on Zoom. These times are set aside just for you! I encourage you to drop in with questions about course material, assignments, or even just to chat about economics. If these times don't work, I'm happy to arrange an alternative meeting time via Zoom, to fit both our schedules.
- **EMAIL:** For most questions and non-emergencies, email is the best way to reach me at **alpna.bhatia@colorado.edu**. I aim to reply promptly, usually within **24-48 hours** (excluding weekends). Please use your official Colorado.edu email address and include your course number in the subject line or message me through Canvas. If you haven't heard back from me within 2 days, please don't hesitate to send a gentle reminder – sometimes emails get lost!

I take my role as your instructor very seriously. I care about how well you do in this course and that you learn. To that end, it is my commitment to respond individually to the work you submit in this class and to return your work in a timely manner. I typically take a week to grade assignments. IF the grading of your work takes longer, I will keep you informed of my progress and make every effort to return your work with feedback as soon as I can.

I also believe in protecting Student privacy (Family Education Rights and Privacy Act). I do not publicly post grades and do NOT give out grades on email. You will have to check your grades in the grade book area of Canvas. Often, I will leave comments in the comment box or rubric of the assignment. You should check

the comments and rubrics section of your grades to check why your work was assessed a certain way. For more detailed feedback, if you wish to rework your assignment, or a grade review, we will need to meet in office hours or via appointment.

COURSE POLICIES (THINGS THAT AFFECT YOU)

LATE WORK AND DROP POLICY: I trust you to manage your time and submit assignments on time.

There is no Late Work for Exams, Connections - Check Ins, and some time bound Assignments. They must be turned in on time!

However, I understand that life can be unpredictable, and I've designed flexibility into my grading policy to help you navigate those moments.

- **Late work** on preps and problem sets can be submitted up to 3 days after the due date, with a 5% penalty per day.
- Common issues such as internet problems, travel, personal vacations, minor illnesses, and general time management challenges do not waive the late penalty.
- Makeup work outside the 3-day late window requires pre-approval. I reserve the sole right to determine what grounds constitute a reasonable excuse for missing or submitting a late work assignment.
- **I strongly encourage you to submit work late for partial credit, as any points are valuable for your overall grade.**
- **Drop Policy:** I drop the lowest score in most graded categories (one Connection, one Prep, one Problem Set, as detailed in the grading section). This policy is designed to help if you have a truly unavoidable issue that prevents you from submitting an assignment at all, or if you simply have a very low score for a particular assignment.
- For serious circumstances like major illness, university-excused functions, religious obligations, military service, or other situations truly beyond your control (including significant physical/mental health challenges or family emergencies), please contact me as soon as possible. My goal is to support you, so please reach out promptly so we can find a way for you to keep up.

EMERGENCIES: Talk to me, as soon as you can. We'll do our best to find a way for you to keep up.

AI USE IN THIS COURSE: GUIDELINES & EXPECTATIONS

In this course, we'll use Artificial Intelligence (AI) tools purposefully to enhance your engagement with economics, not to replace your critical thinking. My goal is to help you use AI wisely and ethically, preparing you for its role in professional settings. Assignments will fall into three clear categories regarding AI use, with specific instructions provided for each:

- **No AI Use:** Requires your original thinking only.
- **Limited AI Use (Assistive):** AI can help with editing or ideas, but your final work must be your own. **Citation is required for any AI material used.**
- **AI-leaning Assignments:** These assignments require you to actively experiment with and critically evaluate AI tools.

It is your responsibility to always check assignment instructions for specific AI guidelines. Remember, you are solely responsible for any errors in your work, regardless of AI use. You may not use AI tools to cheat

on assessments or submit work generated entirely by AI as your own. Any AI material used must be clearly marked and cited. Submitting work that is simply cut-and-pasted without your analysis will result in a zero.

Preps and Problem Sets are open book and open notes. While you may be tempted to use AI tools, cut and paste into an LLM, or use an agentic browser to complete them, doing so will undermine your preparation for exams, which are closed book and proctored.

If you have *any* questions about appropriate AI use, please **ask me**. For full details on this comprehensive policy, including specific examples and FAQs, please refer to the 'AI Use in This Course: Guidelines and Expectations' page on Canvas.

INCOMPLETE POLICY

Incomplete grades (IW or IF) are NOT granted for low academic performance. Requests for incomplete grades must be initiated by the student and only when, for reasons beyond their control, the student is unable to complete the class requirements within the semester of enrollment. A substantial amount of work must have been satisfactorily completed before approval for such an incomplete grade is given. If an instructor grants a request for an incomplete, the instructor sets the conditions under which the coursework can be completed and the time limit for its completion or if the class should be retaken.

For more information, please look up <https://catalog.colorado.edu/undergraduate/credits-grading/>

WITHDRAWAL POLICY:

Any student who wishes to withdraw from the course must submit a request directly to [Continuing Education](#). For complete information, please [visit their website](#)

TUTORING

A list of tutors available for hire is available at the [Dept](#) website.

CLASS BEHAVIOR

Both students and faculty are responsible for maintaining an appropriate learning environment. Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with race, color, national origin, sex, pregnancy, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy. Those who fail to adhere to such behavioral standards may be subject to discipline. For more information, see the policies on [classroom behavior](#) and the [Student Code of Conduct](#).

ACCOMMODATION FOR DISABILITIES

Disability Services determines accommodations based on documented disabilities in the academic environment. Information on requesting accommodations is located on the [Disability Services website](#). Contact Disability Services at 303-492-8671 or dsinfo@colorado.edu for assistance. Accommodations cannot be retroactive, so if you qualify for accommodations because of a disability, please submit your accommodation letter to me in a timely manner so that your needs can be addressed.

If you have a temporary medical condition, or require medical isolation for which you require accommodation, contact me for due date flexibility. See [Temporary Medical Conditions](#) on the Disability Services website for other accommodations.

MENTAL HEALTH AND WELLNESS

If you are struggling with personal stressors, mental health or substance use concerns that are impacting academic or daily life, please contact [Counseling and Psychiatric Services \(CAPS\)](#) located in C4C or call (303) 492-2277, 24/7. Free and unlimited telehealth is also available through [Academic Live Care](#).

The Academic Live Care site also provides information about additional wellness services on campus that are available to students.

REQUIREMENTS FOR INFECTIOUS DISEASES

Members of the CU Boulder community and visitors to campus must follow university, department, and building health and safety requirements and all applicable campus policies and public health guidelines to reduce the risk of spreading infectious diseases. If public health conditions require, the university may also invoke related requirements for student conduct and disability accommodation that will apply to this class.

If you feel ill and think you might have COVID-19 or if you have tested positive for COVID-19, please stay home and follow the [guidance of the Centers for Disease Control and Prevention \(CDC\) for isolation and testing](#). If you have been in close contact with someone who has COVID-19 but do not have any symptoms and have not tested positive for COVID-19, you do not need to stay home but should follow the [guidance of the CDC for masking and testing](#).

PREFERRED STUDENT NAMES AND PRONOUNS

CU Boulder, and I recognize that your legal information may not always align with how you identify. You may update your preferred names and pronouns via the student portal; those preferred names and pronouns are then updated on class rosters. In the absence of such updates, the name that appears on the class roster will be your legal name. Your comfort and identity is important to me, so please feel free to make any necessary changes.

HONOR CODE

*"On my honor, as a University of Colorado Boulder student
I have neither given nor received unauthorized assistance."*

All students enrolled in a University of Colorado Boulder course are responsible for knowing and adhering to the Honor Code. Violations of the policy may include plagiarism, cheating, fabrication, lying, bribery, threat, unauthorized access to academic materials, clicker fraud, submitting the same or similar work in more than one course without permission from all course instructors involved, and aiding academic dishonesty. All incidents of academic misconduct will be reported to the Honor Code (honor@colorado.edu); 303-492-5550). Students found responsible for violating the academic integrity policy will be subject to nonacademic sanctions from the Honor Code as well as academic sanctions from the faculty member. Additional information regarding the Honor Code academic integrity policy can be found at the [Honor Code Office website](#).

Plagiarism is a form of academic dishonesty. Plagiarism is defined as the use of another's ideas or words without appropriate acknowledgment. Examples of plagiarism include failing to use quotation marks when directly quoting from a source; failing to document distinctive ideas from a source; fabricating or inventing sources; and copying information from the Internet. Having AI tools, chatbots, autonomous agents generate or LLMs complete work for you and then submitting that work as your own—is also academic dishonesty.

SEXUAL MISCONDUCT, DISCRIMINATION, HARASSMENT AND/OR RELATED RETALIATION

The University of Colorado Boulder (CU Boulder) is committed to fostering an inclusive and welcoming learning, working, and living environment. CU Boulder will not tolerate acts of sexual misconduct (harassment, exploitation, and assault), intimate partner violence (dating or domestic violence), stalking, or protected-class discrimination or harassment by members of our community. Individuals who believe they have been subject to misconduct or retaliatory actions for reporting a concern should contact the Office of Institutional Equity and Compliance (OIEC) at 303-492-2127 or cureport@colorado.edu. Information about the OIEC, university policies, [anonymous reporting](#), and the campus resources can be found on the [OIEC website](#).

Please know that faculty and instructors have a responsibility to inform OIEC when made aware of incidents of sexual misconduct, dating and domestic violence, stalking, discrimination, harassment and/or related retaliation, to ensure that individuals impacted receive information about options for reporting and support resources.

RELIGIOUS HOLIDAYS

Campus policy regarding religious observances requires that faculty make every effort to deal reasonably and fairly with all students who, because of religious obligations, have conflicts with scheduled exams, assignments or required attendance. Because of the flexibility of timing of completion of assignments in this class, you must contact the instructor **at least two weeks** in advance if you anticipate that a religious holiday may impact your completion of coursework. For more information on the religious holidays most commonly observed by CU Boulder students consult the [online interfaith calendar](#). See the [campus policy regarding religious observances](#) for full details.

TECHNOLOGY REQUIREMENTS AND SUPPORT

- Visit the official [Canvas Computer Specifications Page](#) for the latest list of recommended system requirements.
- Visit the [Supported Browsers Page](#) for the detailed list of internet browsers in Windows, MacOS, iOS and Android.

TECHNICAL HELP

- Canvas technical support: Click the “help” (?) icon on the left side of Canvas, once logged in.
- Connect: Help Click the “help” (?) icon on the right side of your webpage, once logged in.
- CU Boulder OIT - 303-735-4357 (5-HELP) or help@colorado.edu
- Students are responsible for maintaining or accessing a computer system capable of participating in all aspects of this course. This includes, but is not limited to, running the Canvas and proctorio software. If for any reason you are having technical difficulties that are limiting or preventing your full participation in the class, **please contact the appropriate Help desk immediately, and then notify the instructor!** I will work with you to ensure that your online learning experience is not hampered by technical issues. However, I can only help you if you bring the matter to my attention right away.

ADDITIONAL SUPPORT SERVICES

A variety of instructional support services, such as [writing center](#), [guidance on personal or educational issues](#), tutoring questions and [library resources](#) are available to the students. For more information about their services, visit their websites linked under modules on Canvas or talk to me!

NETIQUETTE

I hope that we will all strive to develop a positive and supportive environment for each other. Due to the nature of the online environment, there are some things to remember regarding one's online behavior and how it may impact others:

1. Always think before you write. In other words, without the use of nonverbals with your message, your message can be misinterpreted. So please think twice before you hit submit.
2. Keep it relevant. There are places to chat and post for fun everyday stuff. Do not stray from the discussion in the assigned questions.
3. Never use all caps. This is the equivalent of yelling in the online world. It is not fun to read. Only use capital letters when appropriate.
4. Make sure that you are using appropriate grammar and structure. In other words, I do not want to see anyone writing "R U" instead of "are you". There are people in the class that may not understand this type of abbreviation, not to mention it does nothing to help expand your writing and vocabulary skills. Emoticons are fine if they are appropriate. A smile ☺ is welcome, anything offensive is not.
5. Treat people the same as you would face-to-face. In other words, it is easy to hide behind the computer. In some cases, it empowers people to treat others in ways they would not in person. Remember there is a person behind the name on your screen. Treat all with dignity and respect and you can expect that in return.
6. Respect the time of others. This class is going to require you to work in groups. Learn to respect the time of others in your group and your experience will be much better. Always remember that you are not the only person with a busy schedule, be flexible. Do not procrastinate! You may be one that works best with the pressures of the deadline looming on you, but others may not be that way. The same is true for the reverse. The key to a successful group is organization, communication, and a willingness to do what it takes to get it done.

Website: <http://www.albion.com/netiquette/corerules.html> Compiled by Melissa Landin, Instructor, Dept. of Communication, Inver Hills Community College, mlandin@inverhills.edu

In short—

What I Expect From You

- **Approach the Class ready to learn-** Economics can be tough! Do the readings, come ready to learn, and ask questions.
- **Participate:** The more you participate in discussions and activities, the more you'll learn.
- **Be Respectful:** Treat everyone with respect, even if you disagree with them.
- **Communicate:** If you're struggling with anything (schoolwork, personal issues, etc.), please reach out to me. I'm here to help!
- **Be Prepared:** As with all technology, computer issues, Internet issues, ISP issues, e-mail issues, etc. may occur. You are expected to have a contingency plan in place that includes accessing the course material in advance of the due dates. Waiting until the "last minute" to complete assignments limits your opportunity to find a work around should a technology issue occur

What You Can Expect from Me

- **I'll be responsive:** I'll get back to your emails and questions as soon as I can (usually within a day or two).
- **I'll provide feedback:** I'll grade your work carefully and give you constructive feedback.
- **I'm here to help you succeed:** I want you to learn and do well in this class. Don't be afraid to ask for help!

SOME TIPS FROM DR B

Dr. B's Tips for Success

- **Economics is challenging - don't be shy about asking for help!** Come to office hours, email me, or set up a Zoom meeting.
- **Stay organized!** Use a calendar, planner, to-do lists, or apps to keep track of deadlines. Sync your Canvas calendar to your phone's calendar so you don't miss anything.
- **Break down big tasks into smaller steps.** Focus on one thing at a time.
- **Work on this class a little bit each day** - don't cram everything in at the last minute!
- **Take breaks!** Get enough sleep, eat well, and exercise. It's hard to learn when you're tired and burnt out.
- **Avoid distractions** (like social media and your phone) when you're studying.
- **Be specific in your questions.** When you email me, tell me which class you're in and what you need help with.
- **Form study groups.** You can meet online using Zoom or other platforms.
- **Reflect on your study habits.** Are you spending enough time on the material? Are you cramming? Figure out what works best for you and make adjustments.
- **Communicate!** Talk to me or your family if you need help. Be honest and proactive about your situation and seek support when necessary. Do not wait until the end of the semester when it is difficult, if not impossible, to correct any difficulties or makeup any missing work.
- Have a contingency plan for technology issues and don't wait until the last minute to submit assignments or exams. A technical problem the night something is due is stressful and won't qualify for an extension.

Some Tips from Past students.

- Go to office hours.
- Do the SmartBook exercises.
- Plan your week.
- Do the connection, and review exercises.

You have worked hard to be here; you belong here. I'm excited you are in the course, and I hope it will be a great semester. I look forward to working with you - Dr B