



UNIVERSITY OF COLORADO BOULDER  
PUBLIC ECONOMICS  
ECON 4211-581  
SPRING 2025: JAN 21- MAY 1ST 2025  
**Instructor: Dr Alpna Bhatia**

Midterm: Mar 6-9 (Thursday - Sunday)  
Final: May 1-4 (Thursday - Sunday)  
Spring Break: March 24-28

### COURSE DESCRIPTION

*General Catalog: Focuses on taxation and public expenditures. Topics include economic rationale for government action, economic theory of government behavior, and effects of government policies on allocation of resources and distribution of income.*

So, **What this class is about?** Public Economics is an optional applied course in one of the key field areas of economics. My aim is to help you dive into crucial questions about public policy and learn to use practical tools in public finance to evaluate government economic policies. These skills will enable you to analyze the government's role, understand why certain economic activities happen in the public sector, and think critically and impartially about different economic policies.

### COURSE OBJECTIVES

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

- **Apply** theoretical and empirical tools to understand how the government intervenes in the economy.
- **Analyze how the government** affects economic behavior and resource distribution.
- **Discuss equity (fairness)** considerations of non-rival and non-excludable resources, such as public goods and externalities.
- **Discriminate between** different approaches to equity in income distribution
- Further your analytical, research and writing skills.

### 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 have taught for 20+ years. I am very interested in exploring gender issues, sustainable development, current macroeconomics (the big picture stuff), and teaching pedagogy. My research has focused on teaching economics in creative, explorative and topical ways, which now includes use of LLMs and AI. I like economics, and I am passionate about teaching, building communities, and working in a diverse yet supportive environment. I'm the faculty sponsor for the Women in Economics club to this end.

Outside of class: I love cooking, making lists, listening to Bollywood music, and (occasionally) keeping plants alive! I'm also challenging myself to learn **watercolors** this year.

### How to Connect with me:

---

**OFFICE: ECON 06A** (BASEMENT OF ECON BLDG., INSIDE GRADUATE STUDENT COMPUTER LAB)  
**OFFICE HOURS:** Mon, Tues, and Fri: 10:00 - 11:30 am, and via appointment on [Zoom](#)  
**ZOOM:** <https://cuboulder.zoom.us/my/alpnabhatia>  
**EMAIL:** [alpna.bhatia@colorado.edu](mailto:alpna.bhatia@colorado.edu)

---

### COURSE PREREQUISITE:

Requires prerequisite courses of ECON 3070 (Intermediate Microeconomic Theory) and Introduction to Statistics with Computer Applications (ECON 3818) or STAT 4520 or APPM 4570 or CHEN 3010 or CSCI 3022 or CVEN 3227 or MATH 4520 (all minimum grade C-).

**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 4211 -581”**

### COURSE MATERIALS

**TEXTBOOK (REQUIRED)** Public Finance and Public Policy, 7th Edition by Jonathan Gruber, Macmillan Learning Publishing, ISBN 9781319105273. You can choose a paper or an e-text.

### SUPPLEMENTAL READINGS AND DATA EXERCISES

Supplemental readings and other materials will be provided in Canvas system. Unless marked as optional these are REQUIRED readings. **I will test you on these.**

### INSTRUCTIONAL METHODOLOGY AND DELIVERY

This class is completely **asynchronous, entirely online** – with no in-person meetings. You will submit assignments in accordance with the course outline using Canvas. We'll learn through:

- Readings from the textbook and other sources I'll post on Canvas
- Online discussions and activities
- Web-based resources
- I recommend you activate your free student subscriptions to the [Wall Street Journal](#) and [New York Times](#).

### COURSE OUTLINE

The course content is broken into 14 lecture modules. We will cover **a module** per week. I generally aim to maintain the course due dates and content as laid out in the course schedule. The weekly class schedule titled “Course Outline” under the “Syllabus” link on Canvas. If any changes are necessary, I will notify you through **class Announcements**.

### GENERAL COURSE ANNOUNCEMENTS

I make announcements on the course home page on Canvas or via email. I send a course announcement start of every module-and more as required. Please check the course “announcements” section, and your official “Colorado.edu” email account in a timely fashion. You should set up canvas to “notify” you immediately for course announcements.

### EVALUATION AND GRADING

I use a variety of assignments to assess your understanding and ability to apply what you've learned. These include a mix of **written assignments, projects, discussions, and problem sets**. This variety gives you **multiple ways** to demonstrate your strengths, and it allows me to get a **holistic view** of your progress. While **exams are important** and will certainly challenge you, the **majority of your grade** comes from **non-exam activities** like **quizzes, discussions, and assignments**. These activities give you **consistent opportunities** to engage with the material and show your understanding along the way. *A grading rubric and more detailed information is available with each assignment. Please keep a copy of all work created for the course, including work submitted through Canvas.*

Course grades will be determined as shown below:

Due on	Type of Assessment	Times offered	Number counted towards grade	Points per Assignment	Grade Points	Grade Percentage
Tuesdays	Connections	14	12	10	100	10
Thursdays	Prep	14	12	15	180	18
Friday	Problem Set or Exercise	11	10	40	400	40
	Midterm	1	1	150	150	15
	Final	1	1	150	150	15
	<b>Grade</b>	<b>Total</b>			<b>1000</b>	<b>100</b>

### COURSE GRADING CRITERIA

I assign letter grades based on the following criteria:

Grade	Percentage Grade	Equivalent Points	Indicators	Grade	Percentage Grade	Equivalent Points	Indicators
A	94-100	940 – 1000	Excellent	C	73-77.99	730 – 769	Average
A-	90-93.99	900 – 939		C-	70-73.99	700 – 739	
B+	87-89.99	870 – 899		D+	67-69.99	670 – 699	
B	83-86.99	830 – 869	Above Average	D	63-67.99	630 – 669	Below Average
B-	80-83.99	800 – 839		D-	60-63.99	600 – 639	
C+	77-79.99	770 – 799		F	0-59	600 or lower	Fail

### TYPE OF ASSESSMENTS

**CONNECTIONS** and **CHECK-INS** are opportunities for you to make connections with the instructor and with your peers: meet and greet with the instructor, raise a discussion question, answer a discussion question, make concept maps, lead a study group, help a classmate with exam prep and so on. Mostly due **Tuesday**. Budget about **30 minutes** per connection activity.

**PREP:** Prep activity revolves around math or writing about economics being used that week or concepts necessary to be successful in that module. Each Prep Assignment is worth 10 points. These are open book and open note. There will be 14 Prep activities, in total, and the lowest of these prep assignments will be dropped from your final grade calculation. These are due by **Thursday** midnight of each module. Credit is awarded only when completed by the due date. Budget about **30-60 minutes** per prep.

**ASSIGNMENTS:** Each module there is a 40-point problem set, discussion, or data exercise (or a combination there of) assignment. There will be eleven (11) Assignment activities, in total, and the lowest of these will be dropped from your final grade calculation. Budget around **2-3 hours** per module assignment. These are due **Friday** midnight and credit is awarded only when completed by the due date.

**Data exercises** will require you to manipulate and interpret data related to the macro-economic issues. These data exercises will be accessed through Canvas, Econ Low Down or FRED.

**PROBLEM SETS:** Problem sets will include a combination of multiple choice, calculations, and short answer questions and will be open book and open notes. Take these seriously to prepare for exams.

**EXAMS-** There are two (2) exams. The exams will be multiple choice, calculations, and short answer questions and will be closed book, and completed on Canvas in a proctored setting. Exams are designed to be **challenging**. The goal is to test your deep understanding of the material and make sure you can apply what you've learned. **It's tough to get an A on the exams.**

- Midterm exam will cover chapters we discuss in Modules 1-6
- Final exam covers chapters from modules 8-13.
- **SCHEDULED TIMES FOR EXAMS:**
  - **Midterm:** Mar 6 – Mar 9 (Thursday - Sunday)
  - **Final:** May 1- May 4 (Thursday - Sunday)
- **PRACTICE EXAMS** – There will be two (2) practice exams, one before each exam that you can take 3 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 at selected times during the exam period. A sign-up sheet will 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 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.

**SMARTBOOK:** Each chapter has an associated SmartBook activity on Connect. You complete this activity by answering questions until you reach the target score. Once you reach the target score, you receive full credit (a grade of 100%) for completing the activity for completing the activity. Budget about **60 minutes** per Learning assignment. These are not graded but are a

great study tool. As you can do these over multiple days, I encourage you to start earlier in the week. You can turn reflection on these as part of check-ins.

**Extra Credit:** I typically offer up to 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 (max 50 points)

#### COMMUNICATION WITH DR B:

- I make **announcements** on the course home page on Canvas or via email. I send a course announcement start of every module-and more as required. Please check the course “announcements” section, and your official “Colorado.edu” email account in a timely fashion. You should choose to have canvas “notify” you immediately for course announcements.
- **STUDENT DROP IN HOURS (AKA OFFICE HOURS):** I hold online office hours each week on Zoom. I welcome you to contact me outside of that time and will be happy to arrange a different meeting time in Zoom, on campus, or via phone that accommodates both of our schedules. I encourage you to meet with me frequently. These drop-in hours are set aside for you and me!! I hope to talk with you about the course, the assignments, or just chat.
- **EMAIL:** Email is absolutely the best way to get in touch with me, except in case of emergencies. I try to be prompt about replying to e-mail. However, you should give me about **24-48** hours to respond depending on the nature of the question. All email correspondence must take place using your **Colorado.edu** email address (in which case your email must include your course number) or your **canvas** account. **Sometimes email gets lost (goes into spam), or slips my notice, so if you have not heard back from me in 2 days, do not hesitate to send another email.**
- **PHONE:** +1 (720) 609-7071. This is my cell phone number. Call, or text me anytime between 10 am – 7 pm MST. IF I do not answer, leave a message, or send a text regarding when it is a good time to get a hold of you and I will call you back. Realize that all questions cannot be answered over the phone, and I may ask to meet with you (on zoom) anyways.

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:** You have **at least a week** (often more) between when I publish an assignment and when it's due. I trust you to manage your time wisely and submit assignments on time. However, I understand that life can be unpredictable.

- **Late work can be submitted up to 3 days after the due date**, with a **5% penalty per day**. If you have a **valid, appropriate reason**, I may waive the penalty.

*Late Work is not accepted for Exams, Connections - Check Ins, and some time bound Assignments. They must be turned in on time!*

- **Personal vacations, trips, or travel delays are not valid reasons** to waive the late submission penalty. You can still submit late work within the 3-day window, but the 5% penalty per day will apply.
- **I drop the lowest assignment grades** in each category (except exams). This allows you to miss a whole module for one-off events without significantly impacting your grade. For example, minor illnesses or unforeseen situations won't hurt you, thanks to the drop policy.
- **Makeup work outside the 3-day late window** requires **pre-approval**. Exceptions will be considered for **serious circumstances** like major illness, university-excused functions, religious obligations, military service, or other situations beyond your control. Please reach out as soon as possible if you encounter such a circumstance.

I reserve the sole right to determine what grounds constitutes a reasonable excuse for missing or submitting a late work assignment.

**EMERGENCIES:** In case of an illness, physical or mental health issues or family emergency talk to me, as soon as you can, and we'll do our best to find a way for you to keep up.

### **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 at <https://ce.colorado.edu/resources/topics/dates-and-deadlines-general-info/>

### **TUTORING**

A list of tutors available for hire is available at <https://www.colorado.edu/economics/node/515/attachment>.

### **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!

### **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](mailto: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](mailto: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.

**ChatGPT, AI help:** New AI tools like ChatGPT can be an amazing assist much like a calculator. The best way to use it for idea generation, synthesis, rephrasing, essentializing and gathering information about the typical understanding of a topic. **However, it should be you that guides, verifies, and crafts your ultimate answers, so please don't just cut, and paste without understanding.** The material generated by these programs may also be inaccurate, incomplete, or otherwise problematic. Be aware that use may also stifle your own independent thinking and creativity. In short:

1. You may not use AI-based tools to cheat on assessments.
2. You may not submit any work/answers generated by an AI program as your own.
3. You may use AI programs e.g., ChatGPT to help generate ideas and brainstorm.
4. If you include "any" material generated by an AI program must be clearly marked as such, including the specific tool(s) used. For example, if you use ChatGPT, you must cite "ChatGPT. (YYYY, Month DD of query). "Text of your query." Generated using Open AI. <https://chat.openai.com/>"
5. You must be transparent in how you used the AI-based tool, including what work is your original contribution. An AI detector such as [GPTZero](#) may be used to detect AI-driven work.
6. You must ensure your use of AI-based tools does not violate any copyright or intellectual property laws.
7. Lazy use of AI (cutting and pasting without analyzing content) will result in a "0"

### **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](mailto: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.

### 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/>

### 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](mailto: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.

### 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](mailto: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!

### **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.

**SOME TIPS FROM PAST STUDENTS**

- Go to office hours.
- Do the Smart book exercises.
- Plan your week.
- Do the connection, 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***