



UNIVERSITY OF COLORADO BOULDER  
INTERMEDIATE MACROECONOMICS  
ECON 3080-581

FALL 2024: SEPT 3<sup>RD</sup>- DEC 15<sup>TH</sup> 2024

**Instructor: Dr Alpna Bhatia**

Midterm: Oct 17-20 (Thursday - Sunday)

Final: Dec 12-15 (Thursday - Sunday)

November 25-29: Fall Break

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**OFFICE: ECON 06A** (BASEMENT OF ECON BLDG., INSIDE GRADUATE STUDENT COMPUTER LAB)

**OFFICE HOURS:** Mon, Tues, Wed, Thurs, Fri: 1:30 –2:30 pm, and via appointment on [Zoom](#)

**ZOOM:** <https://cuboulder.zoom.us/my/alpnabhatia>

**EMAIL:** [alpna.bhatia@colorado.edu](mailto:alpna.bhatia@colorado.edu)

**CLASS WEBSITE ACCESS VIA [CANVAS](#).**

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### INSTRUCTOR

Dr Alpna Bhatia (Dr B)- that's me, has a Ph.D. in Economics from the University of Colorado at Boulder and has taught for 20+ years. My academic research and interest include gender issues, sustainable development, current macroeconomics, and teaching pedagogy. I like economics, and I am passionate about teaching, building communities, and working in a diverse yet supportive environment. Outside of class, I am the chief experimenter in my kitchen, a master list maker, Bollywood music blaster, and (more than) occasional killer of plants. I am also the faculty sponsor of the Women in Economics club.

### COURSE DESCRIPTION

*General Catalog:* Introduces theories of aggregate economic activity including the determination of income, employment, and prices; economic growth; and fluctuations. Macroeconomic policies are explored in both closed and open economy models.

This course covers economic models for output, unemployment, prices, interest rates, and growth in the short, medium, and long terms. Applied to the U.S. economy, it explores policy impacts, fosters critical thinking, and equips you to analyze real-world economic problems effectively.

### COURSE OBJECTIVES

Through this course, you'll learn to:

- Apply algebraic, graphical and calculus tools to macroeconomic theory.
- Analyze economic situations encountered in the real world that involve macroeconomics.
- Discriminate between solutions to macroeconomic problems, and common misconceptions.
- Communicate the results of macroeconomic analysis in a clear and professional way.
- Further your analytical, research and writing skills.

**COURSE PREREQUISITE:** Requires prerequisite courses of [ECON 2020](#) (Principles of Macroeconomics) and [ECON 1088](#) or [MATH 1081](#) or [MATH 1300](#) or [MATH 1310](#) or [APPM 1350](#) (math and Calculus) (all min grade C-). Restricted to students with 22-180 units completed.

**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 3080 -581”

**COURSE PREREQUISITE:** Econ 2020 (Principles of Microeconomics) grade of C- or better.

### **COURSE MATERIALS**

**Mankiw, N. Gregory, Macroeconomics, 12<sup>th</sup>** edition with access to Achieve. Achieve is where you will read your textbook and complete some graded assignments. You will access Achieve through our course website on Canvas.

- *You may purchase or rent a used paper text if you prefer but you **must have** access to Achieve*
- Get up and running in Achieve by following the registration instructions on [this page](#) or by clicking on **Macmillan Learning** in the left navigation panel of your Canvas course and click the **Achieve** link.
- *You may purchase or rent a used paper text if you prefer but you **must have** access to Achieve.*

**There is grace access to Achieve till Sept 13th.** This means if you are waiting for financial aid or want to delay payment for any reason, choose the free trial/courtesy access option when registering. Connect will alert you when the free trial has expired and will prompt you to pay. Your coursework and grades will then continue seamlessly. Depending on your student status you have two options for purchasing your required textbook and Achieve access, through the campus store. Both options grant you immediate digital access to your course materials via the Canvas page on the first day of classes.

### **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.** You will need to activate the University provided subscription to [Wall Street Journal](#) and [New York Times](#).

### **INSTRUCTIONAL METHODOLOGY AND DELIVERY**

This course is completely delivered, **asynchronously** using the CU Canvas system. This is a 100% online course, with NO real-time meetings. This format will use a combination of readings, online discussion, and other web-based resources available online for you to access. You will submit assignments in accordance with the course outline using Canvas.

### **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. If any changes are necessary, I will notify you through **class Announcements**. You can find the "Course Outline" under the "Syllabus" link on Canvas. The weekly class schedule titled "Course Outline" can be found on Canvas under the "Syllabus" link.

### **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 choose to have canvas ["notify"](#) you immediately for course announcements

### **EVALUATION AND GRADING**

I 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:

Type of Assessment	Times offered	Number counted towards grade	Points per Assignment	Grade Points	Grade Percentage
Connections & Checkins	14	13	10	130	13
Prep	14	13	10	130	13
Assignment	11	10	40	400	40
Midterm	1	1	170	170	17
Final	1	1	170	170	17
<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	Indicates
<b>A</b>	93-100	930 – 1000	Excellent
<b>A-</b>	90-92.99	900 – 929	
<b>B+</b>	87-89.99	870 – 899	
<b>B</b>	83-86.99	830 – 869	Above Average
<b>B-</b>	80-82.99	800 – 829	
<b>C+</b>	77-79.99	770 – 799	

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

### TYPE OF ASSESSMENTS

I employ a diverse range of assignments across various modalities to assess your understanding and application of the material. By incorporating a mix of written assignments, projects, discussions, and potentially other formats, I aim to create a more inclusive and engaging learning experience. This diverse assessment strategy allows you to showcase your strengths and enables me to gain a holistic perspective on your academic progress throughout the course. I realize that all assignments may not appeal to everyone- but remember it's the overall engagement and learning that matter. *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

**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 **Monday**.

**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 15 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 **Wednesday** 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. You will only have two take on these.

**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.

- Midterm exam will cover chapters we discuss in Modules 1-6
- Final exam covers chapters from modules 8-13.
- **SCHEDULED TIMES FOR EXAMS:**
  - **Midterm:** Oct 17-20 (Thursday - Sunday)
  - **Final:** Dec 12-15 (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. More information in the course website.

**LEARNING CURVE:** Each chapter has an associated Learning curve activity on Achieve. 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. You may continue answering questions to review even after they have completed the activity or after the due date has passed BUT credit is awarded only when completed by the due date. 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. 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)

**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. Information is provided on Canvas for this approval process.

**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 will 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:** There is usually a week or more between when I publish the assignment and when it's due and I trust you to manage your time wisely and responsibly to ensure fairness and consistency, I expect you to submit your assignments by the due date. However, I understand that life can be unpredictable and challenging. If you miss a deadline for most assignments, you can still turn in your work within 3 days, but you will receive a 5% grade penalty for each day it is late. Note that I drop the lowest assignment grades in each category (except exams) so you can miss a whole module and still be ok.

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

Any makeup work outside this window will need to be pre-approved by me. The exceptions I may consider are sickness, university excused functions or extracurricular activities, religious, obligations, military service, or circumstances beyond the students' control. Please let me know as soon as possible. I reserve the sole right to determine what grounds constitutes a reasonable excuse for missing or submitting a late work assignment.

Please be aware that personal vacations, visits, work due in other courses, breaks, or travel delays are not acceptable excuses for late work.

**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 is 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)

### **SOME TIPS FROM DR B**

- Recognize that most students find economics to be challenging and time consuming.
- Ask “specific” questions by e-mail and in class discussion. The more specifics you provide, the faster I can get back to you with the answer.
- Make sure you pencil in due dates or sync [Canvas calendar](#) to your main calendar for reminders.
- Budget smaller chunks of time spread over the week to complete any work due..
- Use tools that work for you, such as apps, websites, or software, to help you organize your work, study, and personal life. Some examples are Google Calendar, Outlook Calendar, Fantastical, Calendly, RescueTime, etc.
- Check in with yourself regularly about how you’re spending your time. How much time are you dedicating to reading and assignments? Are you underestimating the time it takes to get things done? Are you cramming the night before for exams and other assignments? Use this self-reflection to adjust your routine.
- Communicate with your instructors and family if you need help or have any issues. 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***