ECO372: APPLIED ECONOMETRICS, WINTER 2024
DEPT. OF ECONOMICS, UNIVERSITY OF TORONTO
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1. COURSE DESCRIPTION

Overview: ECO372 Data Analysis and Applied Econometrics in Practice is an intermediate level course in econometrics, which equips students with a modern approach to data analysis and econometrics, focusing on the use of data to answer causal questions. Students will learn about different empirical techniques that economists use to do so: random assignment, linear regression, difference-in-differences, and regression discontinuity design. Students will learn about applications of these techniques in academic research. Econometric methods will be illustrated using the application of regressions to a wide variety of economic questions and data sources, including the use of statistical software: Stata.

Required Materials: Required readings will be assigned each week, supplementing the weekly lecture video and lecture notes. Throughout the course we will draw from two books, listed under "Required Books" below. One of these, Mastering 'Metrics, is accessible through UofT libraries and available for purchase in the UofT Bookstore or elsewhere. The other, Causal Inference: The Mixtape, is freely available online. Other readings will be posted on our website on our weekly content page. You may also find it useful to consult other econometrics or statistics books. This is especially useful if you are already familiar with these books through other courses (i.e., this will help you build a bridge from your previous courses to our course material).

Required Books:

- Mastering 'Metrics by Joshua Angrist and Jörn-Steffen Pischke (Princeton University Press, ISBN:978-0-691-15284-4)
- Causal Inference: The Mixtape by Scott Cunningham (https://mixtape.scunning.com/)

Other References (not required):

- Introduction to Econometrics, 4th Edition by James H. Stock and Mark W. Watson.
- Introductory Econometrics: A Modern Approach, 7th Edition by Jeffrey M. Wooldridge.
- 2020 Business Statistics, Fourth Canadian Edition by Sharpe, De Veaux, Velleman, and Wright

Software: Our course will involve data analysis, and you will learn and use a statistical software package: Stata. Our lecture and tutorials will use Stata in real-time to analyse data, and it is the primary statistical package supported by the instructor and TAs throughout the course. *Can you use another program?* Not ideally. There is value in "speaking the same language" in our course activities, whatever that language may be. While it is technically possible to use another software program, you would need to be proficient enough to translate Stata references/tasks directly into another package all the while staying in time with course activities. You assume your own risk here as we do not vet code in from other programs in real-time (or as submitted). Remember also, that many students in the course will have no background in any statistical package, so by setting out as a beginner Stata user, you are not starting out behind but rather adding another program to the list of software to which you've become familiar.

Stata is available at reduced rates through the student pricing program, which allows U of T students to buy Stata software at low prices from StataCorp directly. The 6-month subscription to Stata/BE is sufficient for our needs: student page linked here (toggle to the 6-month tab for reduced pricing): https://www.stata.com/order/new/edu/profplus/student-pricing/. Stata is also available for free in the library computer lab: https://mdl.library.utoronto.ca/technology/statistical-software.

2. COURSE LOGISTICS:

Course website: https://q.utoronto.ca/courses/339582

Course email: eco372.ward@utoronto.ca

My Office hours: twice a week; see Quercus for times and locations (listed under Quick Links)

Course schedule: ECO372 has a scheduled meeting time of Fridays 12pm-2pm, and section meeting times of Thursdays 9am-11am (section L0101) and Thursdays 12pm-2pm (section L0201). We assume students are available each week at the times given for their section on the university timetable, and we expect weekly attendance as the course involves significant participation-based work within our scheduled 4 hours. For a full description of the weekly schedule, please see the section on Course Meetings.

Communication: Most points of communication for the course (lecture, tutorials, office hours, Help Desk, email) are detailed through the course website (address given above). We coordinate course help and office hours to these times to avoid other scheduling conflicts and to streamline discussions about course content. Please see the section on Course Communication for details on how best to communicate with course staff depending on your type of inquiry.

Preparation and prerequisites:

ECO372 is a 3rd-year course on Data Analysis and Applied Econometrics in Practice, which builds directly on second-year prerequisites, particularly ECO220Y1 (Introduction to Data Analysis and Applied Econometrics) or its equivalents ECO227Y1/ (STA237H1, STA238H1)/ (STA247H1, STA248H1)/ (STA257H1, STA261H1). Our starting point will assume mastery of prerequisite material, and we will spend the first weeks of the course bringing your accrued second-year statistical knowledge to the practice of applied econometrics. The rest of the course, then builds on that knowledge with the subsequent, more advanced course topics. It is your responsibility to bring sufficient comprehension of prerequisite material, and it is the responsibility of our course to build on that baseline. We view prerequisites not only as a thing you did that one time, but as necessary preparation for ECO372. The full set of prerequisites for ECO372 are listed and described here: https://artsci.calendar.utoronto.ca/course/eco372h1. Note: the department checks whether students have the correct course prerequisites and will automatically remove those who have not fulfilled the requirements.

3. WEEKLY SCHEDULE

Our course structure in a typical week begins with readings and video course content (required), and it ends with interactive lectures, assessment activities and problem-based tutorials, which integrate the week's knowledge and assesses your understanding. Specifically, readings and lecture videos will be followed by the **Thursday lecture (**in-person) and **Friday tutorial** (in person).

Weekly details will be announced and posted ahead of time on the weekly calendar on Quercus. As noted in Section 1, you should expect to be available for all four hours of course time each week (this ensures that you are ready to attend all weekly participation components and guarantees that you have no conflicts in reaching out for help during course time). Note also that the above provides an example of a *typical* week, which will occur with modification around midterm dates, assessment components, and unforeseen events.

3.1. THURSDAY LECTURES

Thursday lectures are live and delivered in-person. Please prepare ahead of time by reviewing the week's lecture material, which will make it significantly easier for you to engage with the live lecture content (and with the rest of the ECO372 community).

During the lecture period, you will want to ensure you have some way to access our Quercus site for course materials (via wifi with, preferably, a laptop), and you will also need some way to take notes (electronic annotation, paper and pencil, or alternative). Taking notes will be particularly important since not all information is contained on the posted lecture slides. You can take notes any way you prefer, e.g., you can do it on physical paper referencing slide numbers …or you can do it electronically directly on posted lecture slides, etc. You get the idea here: taking notes is important, and you need to find a way to do it.

Access to Stata during lectures is recommended since lectures often include live Stata examples (and since the Thursday meeting is an opportunity to check in with me or classmates on code issues you may be up against). An alternative to having direct access to Stata during the lecture is to share with a neighbour, take notes on process, and then replicate the exercises in Stata later at home or in the computer lab.

3.2. FRIDAY TIMESLOT

Friday workshops are run in the 12-2pm timeslot and are delivered in-person. You should prepare for the workshop ahead of time by solving the weekly assigned problems (required). There are three Analytics Assessments, which integrate material from the previous 3 weeks (e.g., weekly posted material, weekly questions and course meetings). These require both online submission and in class assessment activities in the Friday timeslot (see Section 6 below and the course website for full details).

In all weeks (and similar to the lectures), you will need a way to take notes, and you will need access to the course Quercus site (via wifi with, preferably, a laptop). Again, access to Stata during the Friday timeslot is recommended since workshops often include live Stata examples (and since the Friday meeting is yet another opportunity to check in with TAs or classmates on code issues you may be up against). An alternative to having direct access to Stata during the workshop is to share with a neighbour, take notes on process, and then replicate the exercises in Stata later at home or in the computer lab.

We expect you to regularly attend workshops and to participate. Is there an incentive to go to the workshop? Yes, my friends, because this is where you will find solutions to assigned problems. In other words, we will not be posting solutions to assigned problems online. Furthermore, these course meetings are an ingredient to each of the three Analytics Assessments. The aim here is for you challenge yourself with the weekly problems and then take up the questions together in the

workshop. If you need help outside this, at any time, follow up with us on Thursday lectures or attend one of the Help Desk office hours (times and locations posted on Quercus).

3.3. KEEPING UP A WEEKLY PRACTICE

Keeping a regular practice of course skills is particularly important in Econometrics as the content builds on itself, and your mastery of it depends heavily on spaced repetition. To this end, our econometric training schedule will involve a weekly practice of study, application and reflection, which we then use as the basis for the next week's training. There is a cadence here, where each week adds to last week's progress, and we build our understanding by using our weekly training regime: study, apply, reflect. Just as you would not expect to run a successful marathon by leaving all training to the night before the race, you cannot expect success in this course by leaving all course work to the night before due dates. To put an even finer point on it, if you do not prepare yourself with weekly readings and videos, you will be at a significant disadvantage in completing the participation components, Analytics Assessments, and exams.

3.4. MEETING PARTICIPATION

Aside from expecting you to prepare each week, we also expect your weekly attendance and participation in course meetings (i.e., lectures and tutorials). While we provide online access to course materials (lecture slides, code files, data sets, and reference materials), these materials are an ingredient to (not a substitute for) your active participation in weekly meetings. Moreover, weekly meetings provide specific context for the material and are productive to completing the course assessments. The lectures, for example, include group activities, which have direct application to your submitted course work, and the weekly tutorials develop skills that ready you for the analytics assessments and tests. Several of these course meetings will also include assessment of active participation on your part (see the Evaluation section below). Do not get in the habit of missing weekly meetings.

4. CHECKLIST OF REQUIREMENTS FOR COURSE DELIVERY

START-UP TASKS:

- **Check** you have course prerequisites: https://artsci.calendar.utoronto.ca/course/eco372h1
- **Review** your methods prerequisites by digging up your textbook/course notes and jogging your memory of the main topics covered therein. The methods prerequisite is ECO220Y1 (Introduction to Data Analysis and Applied Econometrics) or its equivalents ECO227Y1/ (STA237H1, STA238H1)/ (STA247H1, STA248H1)/ (STA257H1, STA261H1).

FOR IN-PERSON MEETINGS, YOU WILL NEED:

- **Paper and a pencil** (and probably an eraser, unless you're the kind of person that never makes mistakes). Electronic equivalents will work as well.
- Access to a **reliable laptop** with wifi capabilities and ability to access a web browser and our Quercus materials. You will need to bring this laptop to lecture and tutorial time slots (be they in-person or online). See Weekly Details section for details.
- An **installation of Stata** on your laptop, which can be accessed during course time slots (be they in-person or online). See Course Description section for details.

- The **course textbooks**. See Course Description section for details.
- A current **installation of Office 365**, available at no cost to current U of T students, via the page Office 365 ProPlus: https://uthrprod.service-now.com/infocomm?id=kb_article&sys_id=514599cf47d011d0c36312c2e36d4378
- Your **TCard** (your U of T Student ID card) ready
- If you have an accessibility concern, reach out to ATS for accommodation as soon as possible so that we can get to work on things right away. To do this visit http://www.studentlife.utoronto.ca/as and register with Accommodated Testing Services (ATS): https://www.ace.utoronto.ca/ats/

FOR ONLINE MEETINGS (E.G., LOCKDOWN CONTINGENCIES):

- Regular access to a **reliable laptop** with a working microphone and webcam
- A **Zoom account under your U of T credentials** (personal Zoom accounts are blocked from accessing U of T zoom sessions).
- Regular access to **reliable high-speed internet** and **reliable electricity**
- The **hardware, software, and knowledge to scan your work to be uploaded**. Most phones can scan (a separate scanner is unnecessary) to create PDF, JPG, or PNG files.

BEST PRACTICES:

- Regularly follow our **Quercus site for detailed guidance**, updated as our situation evolves.
- Be **proactive to avoid technical and other difficulties**, which includes submitting well before deadlines, maintaining your devices, keeping software up to date, minimizing the strains on your internet bandwidth, learning how to scan efficiently, carefully reading all assessment instructions, and contacting your instructor/TAs immediately with any problems.

5. COURSE COVERAGE

Topic*		Reference
Intro:	Introduction to the Practice of Econometrics	Intro Chapter; notes; videos
Bridging:	Bridging from 2nd Year	2yr Pre-req Chapter Review**
Topic 1:	Causality & Statistics	MM Ch 1; readings; notes; videos
Topic 2:	Random Assignment	MM Ch 1; readings; notes; videos
Topic 3:	Regression	MM Ch 2; readings; notes; videos
Topic 4:	Difference-in-differences	MM Ch 5; readings; notes; videos
Topic 5	Regression Discontinuity Design (RDD)	MM Ch 4; readings; notes; videos
Topic 6:	Instrumental Variables (if time allows)	MM Ch 3; readings; notes; videos
Recap:	Conclude and Recap	

*Note: topics may be covered in less than or more than a week depending on our pace as we move through the course, and/or reordered depending on when we move to from the online mode to the in-person mode

** Review your methods prerequisites: ECO220Y1 or its equivalents ECO227Y1/ (STA237H1, STA238H1)/ (STA247H1, STA248H1)/ (STA257H1, STA261H1). You can do this by reviewing your prior textbook and course notes to jog your memory of the main topics covered therein.

6. COURSE ASSESSMENT

6.1. EVALUATION

The overall course grade in ECO372 will be determined as follows:

Assessment	Weight	Due Date	Collaboration
Participation in Course meetings*	10	Week 1- 11	N/A
Analytics Assessment** 1	9	Week 6: Feb 15, 16	Limited***
Analytics Assessment 2	9	Week 9: Mar 14, 15	Limited***
Analytics Assessment 3	9	Week11: Apr 4, 5	Limited***
Midterm	28	Week 7: Mar 1st	None
Final Exam	35	TBA	None

* We expect attendance and participation in both Thursday and Friday course meetings, generally. Throughout the semester, nine weeks include participation components, which make up the 10% participation grade. See section on Participation below. Further, the course calendar provides details and indicates all timing of all grade components in green.

** There are three Analytics Assessments, which integrate with the weekly posted material and course meetings. They require both online submission and in class assessment activities. The online and in-class components carry grade shares at 22% and 78%, respectively.

*** Limited discussion/interaction regarding assessments allowed (within the narrow parameters described below).

6.2. PARTICIPATION AND WEEKLY ASSESSMENT

Participation: Participation is multidimensional and reflects an overall assessment of your productive engagement in all aspects of our course. Your regular lecture participation on Thursday is a significant component, i.e., asking or answering questions during lecture time, answering polls, and/or via other activities. Other opportunities may also count for participation, such as surveys, lecture activities, and/or other activities announced on Quercus. Aside from Week 2, and Analytics assessments and midterm dates, attendance to the Friday workshop is not required (but is strongly encouraged!). Any negative participation may result in an overall mark of zero for participation. This would include, but is not limited to, any behaviors that run contrary to the expectations of this syllabus (e.g., seeming to engage in unreasonable collaboration, skipping work, etc.), failing to follow instructions, and any disruptive behaviors affecting your peers or the course team. In my entire career, nothing like this has every happened (but obviously this isn't the kind of participation we are looking for). Participation is not intended as easy marks. You should not expect a participation mark of 80 or higher unless your participation is consistently excellent throughout our course. For reference, participation grades in the F and D range usually occur when there is no/little measurable indication of your presence in the course. You will learn your participation mark after the course is complete and we post final grades (not before).

Analytics Assessments: There are three analytics assessments throughout the course, and they are based on the weekly course content (readings, postings and lecture recordings) and each deal with a specific causal inference topic. They require both a preparatory online submission (Thursday)

and in class assessment during the Friday workshop. The online submission will include submission of your code files and analysis, and the in-class activities will assess your recall and comprehension of the causal inference topic. Attendance and participation in the Friday Workshop in these three weeks are a necessary (but not sufficient) component of the Analytics Assessment grade (much like attendance and participation to an exam is a necessary but not sufficient component to your exam grade). Here, preparation based on weekly course content is paramount to doing well, and your submitted work will be graded for correctness.

6.3. COLLABORATION

Tests: This may seem obvious, but warrants saying anyway: there is absolutely no collaboration allowed on tests. Your submissions must be entirely your own work, and any collaboration (with any person or AI bot technology) for any portion is a serious infraction. Note that this means you may not post any material directly related to the tests, discuss any of the test content, or share any files related to the tests **before or during the test window**. After the testing date, discussion of test materials within the context of the course is permissible (and welcome, even), but note that test materials are protected by copyright and cannot be shared or posted outside the context of our course environment (i.e., our course environment is the Quercus page, course meetings, and office hours). To be clear, this means you DO NOT have permission to share these materials outside the course environment. Because copyright infringement has been an issue in the past, do not expect detailed test questions and solutions to be posted after the fact in an easily sharable form. Instead, expect a mapping of test questions to course concepts, and actual test questions to be discussed as a group in class time (the latter of which you can relate back to personalized feedback on your test paper itself).

Analytics Assessments: The analytics assessments vary in structure according to the week's topic. The Thursday *online submission component* will include submission of your code files and analysis, and for this you are able to engage in reasonable collaboration for aspects of the activity. In this case, this collaboration should take place through course infrastructure: e.g., in the classroom, through our course Help Desk hours, or through break out rooms (should we be on Zoom). Other collaboration outside the course such as sharing files, copying text OR code (written by human OR bot), and/or submitting text OR code that is not your own (written by human OR bot) is prohibited. The work you submit for this assignment must be your own and may not include any content from generative artificial intelligence (AI) tools, either verbatim or with edits. You may, however, use generative AI to support your work in the online component in the following ways:

- To answer general questions about high-level concepts covered in this course or assignment
- To provide examples of the usage of the library's API
- To summarize information as part of the formative process, but where output is not directly submitted as your own work.
- To generate test cases for your code
- To assist with understanding and debugging errors.

Please note that any uses of generative AI beyond the ones listed above are not permitted, and will be considered use of an unauthorized aid, which is an academic offense.

For the Friday *in-class activities component*, no collaboration is allowed, and the policy given above for "Tests" applies here.

Note: submission of your assignments within Quercus, will engage the University's plagiarism detection tool. Normally, students will be required to submit their course essays to the University's plagiarism detection tool for a review of textual similarity and detection of possible plagiarism. In doing so, students will allow their essays to be included as source documents in the tool's reference database, where they will be used solely for the purpose of detecting plagiarism. The terms that apply to the University's use of this tool are described on the Centre for Teaching Support & Innovation web site (https://uoft.me/pdt-faq).

6.4. REMARK REQUESTS

Remark Requests: Remark requests must:

(1) Be submitted to Remark Request, which is an MS Form posted on the top of the main course website. All questions on the MS Form must be completed.

(2) Be submitted within two weeks of the work's return to the class.

The entire submission may be remarked: your mark can go up, down, or remain unchanged. ALL submitted requests are reviewed together after the two-week deadline, not immediately. We will not consider any remark requests after the deadline.

6.5. MISSED WORK

There is a strict policy concerning missed tests, assessments or other graded components, and any missed work earns an automatic mark of zero. For any issues that extend beyond our course, or last more than a week, you MUST contact your College Registrar immediately. Unless we hear directly from your College Registrar, we unfailingly apply the rules laid out in this syllabus, and we do so consistently across all students. We do this because ad hoc adjustment is entirely unfair to students who may be in similar circumstances, but who do not ask for accommodation beyond what is already offered. In terms of accommodations, we set the following to account for special circumstances, e.g., illness, injury, personal/family problems, enrolling after the course has begun, religious reasons, extracurricular conflicts, technology problems, internet or power outages, quarantine issues, accessibility concerns, and/or other challenging situations.

Missed graded activities:

Our expectation is for students to attend all course meetings and certainly all *grade-required* course meetings (see Quercus calendar page for details). However, we make the following specific accommodations for students who cannot attend (e.g., for circumstances as listed above).

6.5.1. **Late entry accommodation Week 1 and Week 2**: We accommodate students who cannot attend grade-required course meetings in Week 1 by allowing online submission of Week 1 activities up to the end of Week 3 of the course (i.e., by Sunday, January 28 at 11:59pm). After this date, any missing submission will receive a grade of zero. We accommodate students who

cannot attend grade-required course meetings in Week 2 by scheduling a make-up option, likely given in Week 3.

6.5.2. **Missed course meetings after Week 2**: Participation in the Thursday lecture is required most weeks throughout the course. To accommodate students who cannot complete up to one week of Thursday lecture participation activities in Weeks 3-12, we drop the worst week in computing your mark.

Three of these weeks also require the Friday in-person Analytics Assessment (see Section 6.1 or the course calendar for details). To accommodate students who cannot complete one week of the required Friday component of the Analytics Assessment, we shift the weight of this component to the final exam. This accommodates students who attend under difficult circumstances and/or miss part of a course meeting due to technology, travel and/or other issues. The intention in offering the accommodation is not that it be used strategically (i.e., we assume you will attend all meetings and try your best each time), but rather to accommodate unexpected and unforeseen challenges in attending the course meeting. Note that this accommodation **does not apply** if you have already missed a Friday Analytics Assessment **or** missed the Midterm (in this case the zero would stand for the in-person Analytics Assessment). Again, if you have unexpected and unforeseen challenges extending beyond our course, or lasting more than a week, you MUST contact your College Registrar immediately before any further accommodation plan can be made.

6.5.3. **Late policy for AA Thursday Component**: The course has several online submission deadlines. There is a preparatory tutorial on the Friday the week before each online Thursday AA submission, which helps you prepare your submission. This process-based approach helps you manage your time leading up to deadlines and will make on-time submission a simple matter of sequence. Because of this, we adhere strictly to deadlines, and expect you to submit on time. There is a short grace-period of 2-hours after the submission deadlines, but beyond that we do not accept late submissions (no exceptions), and a grade of zero is assigned automatically. Answers are taken up directly in the next day, and there are no make-ups and no extensions for ANY reason.

6.5.4. **Missed Midterm:** a missed midterm will receive a grade of a zero. In exceptional circumstances, we may grant an exemption. In this case, we determine whether an exemption will be granted; ALL of the following must be satisfied to be considered for an exemption.

1. You complete "Missed Test," which is an MS Form for our course. It must be submitted BEFORE THE START TIME for the missed test. For example, if the start time is 9 am on Friday, the LATEST you can request an accommodation is the morning of that same Friday: 9 am. It is unacceptable to fail to show up for an important engagement without advance notice. We do NOT wish to see any document completed by a doctor or other professional. All questions in the MS form are required.
2. You complete the University's Absence Declaration form on ACORN.
3. Check your U of T e-mail. If an immediate resolution is possible, we may e-mail you quickly. Otherwise, within one week of the missed work you should receive an e-mail from us. Follow any instructions in it. Not seeing an e-mail from us is not an acceptable excuse for your failure to follow any time-sensitive or other instructions.

4. You complete all other course assessments including the final exam. A make-up test will be scheduled by us, which must be completed by you. The style and timing of the make-up is at our discretion, e.g., it may be an individual oral test scheduled one-on-one with me or course staff, a written test scheduled in a joint session with other students, or a combination of both. Note that these will be held in-person unless policy dictates otherwise. Your performance on the make-up and other graded course work, as well your MS Form submission and correspondence, will be taken under advisement, and conjointly determine, your final course grade. We do not report marks for make-ups. However, after all regular course work is complete and returned, we will report the mark assigned for the original missed assessment.

Failing to complete all steps above, regardless of the reason, results in a mark of zero on the original missed test. We do not accept late submissions and there are no make-ups for the make-up and no extensions for any reason. Accommodations for missing more work than addressed above are extremely limited: (1) an ongoing and substantial injury, illness, or personal/family problem seriously affecting the student's ability to complete term work across all courses over an extended period of time where the student's College Registrar writes to me after meeting with the student and formally requests an accommodation on the student's behalf or (2) more than one conflict not related to injury, illness or personal/family problems where I am contacted by the student very far in advance. In these limited situations, I will consider whether accommodations can still meet all course requirements or whether the student must be advised to drop the course and retake it when able to complete the required work. Any such extraordinary accommodations are at my discretion and may involve completing work at an alternate time, an oral and/or other assessment, re-weighting, and/or may be contingent on performance on other work.

7. Course Communication

7.1. Mainstream Communication

This is a challenging course, and you will likely have many questions throughout. We welcome these questions. In fact, we are banking on it. We have designed our course with communication in mind. To facilitate our collective discourse, we have organized the following as part of our semester: weekly tutorials, weekly office hours, and lecture time with interactive activities requiring your feedback. All told, we have 6 hours of meeting time and 2 hours of office hours each week, and we welcome you to join us here. Your ECO372 community is here for you through our course meetings: each week, all semester.

As you can probably tell from the Sections above this course requires a high level of in-person participation and given how many resources we've put to in-person supports, we will direct ALL communication through these points. Maybe you want to try to by-pass the course infrastructure altogether and email us one-on-one. Please note, however, that asking questions via e-mail is almost never the best way to get an answer. It leaves others out of valuable discussions and, more generally, requires a lot of repetitive effort for us; effort better put towards course improvement (pareto improvement, even). Instead, consider the avenues of communication listed below, and choose one that best fits your inquiry. If you somehow missed this section of the syllabus the first time around and email me about something of general interest to others or something that has a structured process already attached to it, please do not take offence if you receive a canned reply directing you to come to our course meetings.

1. Questions on course content (including the material covered in course assessments):
    - The primary way to address questions on course content is to bring them to our course meetings. There are course meetings every Thursday (4 hours), and Friday (2 hours). These meetings include structured group work and discussion. Note we also host office hours scheduled on Tuesday and Thursday throughout the semester. These meetings are designed to be interactive, and we welcome questions here!
2. Questions about Stata specifically:
    - Some questions about Stata may not be sufficiently addressed in the Lecture. In this case, attend the Friday time slots or office hours and ask your question there. Remember, we also have structured tutorials scheduled throughout the semester to walk you through the basic mechanics of Stata.
3. Technological issues:
    - If you are having an issue with your technology, come to class and discuss with one of the course staff. Remember from Section 4 above; you should be proactive about avoiding technical and other difficulties, which includes learning to use the technology laid out in Section 4 ahead of "crunch" time. Let us help you ahead of time by bringing it to our attention in our Thursday or Friday meetings.
4. For remark requests on course assessments OR inquiries regarding a missed term test:
    - Please use the MS forms links on Quercus.
5. For other inquiries:
    - See us during office hours. We run open office hours twice a week. Consult the Quick Links table on the Quercus Course Calendar for locations and times.

7.2. EMAIL POLICY

Most questions can be handled through points 1-5 above, but for those rare concerns of a private nature, please reach out directly through email (e.g. for concerns about accessibility accommodations, TA issues, typos or broken links on the website). If you need to send an email, please adhere to the following:

- Send your email to the course email: eco372.ward@utoronto.ca. Do not use any other email address to get in contact with us (it will be missed or ignored). For example, DO NOT try to email us through Quercus or at any other address the instructor/TA may hold.
- Send the email from your UofT email address (it will be ignored as spam otherwise).
- Include your student number in your signature.
- Please include the nature of your inquiry

What if you don't get an email reply?

The TAs and I usually craft all e-mail replies in blocks, once a week. The design of the course means you probably don't have an email that needs an immediate, on-call response (i.e., please see section **6.5 Missed Work** for policy on last minute submission emergencies and adhere to **Section 3.3 Keeping up a Weekly Practice** and **Section 3.4 Meeting Participation** to stay on

top of content questions ahead of course due dates). Note that for the reasons outlined above, we will not reply to questions that are better addressed in course meetings, office hours, in the Help Desk, through points 1-5 above, or where the answers are already communicated in the Syllabus or course announcements. Therefore, if you don't receive a reply, please check the syllabus, review Quercus announcements, see your TA during office hours, or see me during office hours. There are two open office hours session per week, which provides opportunities for discussion spanning the week on Tuesday, Thursday, and Friday. Note, I love talking with students; do not feel that you are encroaching on my time by coming to office hours (in fact, I often consider these hours are the best part of my week!) …On the other hand, you can probably tell I hate email inboxes. So please come see me in-real-life with your questions.

Lastly, please note that we will make important announcements through Quercus, which means you need to check in here regularly. You may also wish to customize your Quercus notification preferences to receive immediate notification of course messages.

8. ACADEMIC INTEGRITY

Please read/refamiliarize yourself with the Faculty Arts & Science's Statement on Academic Integrity at the start of our course: https://www.artsci.utoronto.ca/current/academic-advising-and-support/student-academic-integrity. As part of an academic community it is your responsibility to be aware of appropriate conduct. Any academic offence will be reported and acted upon immediately. All suspected cases of academic dishonesty will be investigated following procedures outlined in the Code of Behaviour on Academic Matters. If you have questions or concerns about what constitutes appropriate academic behaviour or appropriate research and citation methods, please reach out to me during class time or office hours. Note that you are expected to seek out additional information on academic integrity from me or from other institutional resources (for example, the University of Toronto website on Academic Integrity).

9. RECORDING TECHNOLOGY

This course, including your participation, will be recorded on video in OCCS-ready classrooms and may be available for viewing remotely in some circumstances (e.g., see Student Accessibility section below). Course videos and materials belong to your instructor, the University, and/or other sources depending on the specific facts of each situation and are protected by copyright. Do not download, copy, or share any course or student materials or videos without the explicit permission of the instructor. For questions about the recording and use of videos in which you appear, please contact your instructor.

10. STUDENT ACCESSIBILITY

For accessibility concerns *immediately* visit http://www.studentlife.utoronto.ca/as and also register with Accommodated Testing Services (ATS): https://www.ace.utoronto.ca/ats/. We can provide accommodations for assessments as directed by ATS. If you have trouble, seek help right away from us, your College Registrar, and/or the Academic Success Centre. For any issues that extend beyond our course, or last more than a week, contact your College Registrar immediately.

11. PRIVACY

We are all expected to respect university privacy and copyright restrictions in this course.

Synchronous Events: The relevant policy states "Students may not create recordings of weekly synchronous events with the exception of those students requiring an accommodation for a disability, who should speak to the instructor prior to beginning to record these events."

Course Recordings: The relevant policy states "Download and re-use is prohibited. Course videos and materials belong to your instructor, the University, and/or other sources depending on the specific facts of each situation and are protected by copyright. Do not download, copy, or share any course or student materials or videos without the explicit permission of the instructor. Non-compliance with these terms violates an instructor's intellectual property rights and the Canadian Copyright Act. Students violating this agreement will be subject to disciplinary actions under the Code of Student Conduct."

Course Materials (lecture slides, tests and assignment questions and other course content): The relevant policy states: "Do not download, copy, or share any course or student materials or videos without the explicit permission of the instructor. Non-compliance with these terms violates an instructor's intellectual property rights and the Canadian Copyright Act. Students violating this agreement will be subject to disciplinary actions under the Code of Student Conduct."