

## PS 3: INTRODUCTION TO EMPIRICAL ANALYSIS AND QUANTITATIVE METHODS

### SECTION SYLLABUS

GSI: John Henderson  
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Mailbox: 210 Barrows

S110: Th 12 – 2 (105 Dwinelle)  
S112: Fri 10 – 12 (155 Barrows)  
Office Hours: Th 2 – 4 (135 Moses)

**Section will count for 10% of your overall grade in PS 3. Your grade in section will be determined by active participation and attendance (5%) and section assignments and quizzes (5%).**

**Discussion & Participation:** Our primary goal in section will be to break down and evaluate the course readings and concepts. I expect everyone to be an active class participant. Thus, it is essential for you to do the readings and assignments before class, attend section and lecture, and join in during section discussions and activities. I also expect everyone to be respectful in listening and responding to your classmates' comments in section. Please be mindful of the language you use, and please monitor you're 'airtime'.

**Section Assignments:** You will have several short section assignments throughout the term. Unless otherwise announced, these assignments are due, in paper or electronically, at the start of section, one week following their assignment. These will be assigned via handouts in section.

**Section Quizzes:** In addition to the section homework assignments, there will be quizzes on the readings, terms, and concepts held periodically throughout the semester.

**Attendance Policy:** Attending section is required, and will be checked every section meeting. However, you are allowed to miss up to 2 sections unexcused without penalty. Any additional unexcused absences will result in a section grade deduction. (Keep in mind that this deduction will result in 1% off your final grade for every 3 additional sections missed!)

**Office Hours:** I strongly encourage each of you to come to my office hours throughout the semester. Office hours are a great chance for you to ask questions about the material or express any other difficulties you are having in the class. If you cannot make office hours due to a class or scheduling conflict, contact me via email to set up an appointment.

**Class Webpage:** Class materials will be maintained and updated on a class webpage. This URL for this page is <http://www.jahenderson.com/teaching/ps3-fall2011>. Check frequently for new information!

**Late Work Policy:** Late work will be deducted 1/3 of a letter grade each day they are late (e.g. A to A-), with the first deduction occurring after the section deadline on the day they are due. Exceptions will be made only for illness (with doctor's note), other emergency situation (with documentation), or with significant advance notice (see below).

**University Affiliated Conflicts:** Additionally, students with university affiliated events that conflict with section, section or course assignments, or the midterm or final exams, must give significant advanced notice for the conflict in order for the absence to be excused, and must provide an official schedule or documentation to verify the absence and permit accommodations to be made. The deadline for this advanced notice is **September 22nd**. Conflicts brought to my attention after this deadline will **NOT** be excused, so plan ahead!

**Additional Class Policies:**

- Laptops will not be permitted in section; please turn off all cell phones or other noisemaking devices before the start of each section
- Disputes over grades for assignments are subject to a 24-hour waiting period: this means you must wait one day before lodging a re-grading request. To make such a request, you must submit in writing the issue that you dispute and the rationale for why the grade should be reconsidered. The review will involve me re-grading the entire document, and not just the particular item. Thus, a re-grading may result in a raised or lowered final grade on the assignment.
- It is your responsibility to insure that any assignments submitted electronically are not corrupted. Unreadable electronic files do not count as submitted work, and work resubmitted after the deadline will incur a late penalty.
- Be on time to section, and bring a copy of all the relevant readings with you. Any online readings should be printed out before class.

**Academic Dishonesty:** You may not plagiarize or cheat under any circumstances. Plagiarism is the use of intellectual material produced by another person without properly citing its source. Cheating is the use of unauthorized materials (including other students) to gain an unfair advantage over the rest of the class. It is your responsibility to be familiar with and to follow the university policy on academic dishonesty: <http://students.berkeley.edu/osl/sja.asp>. Any student caught plagiarizing or engaging in other academic dishonesty will receive an F for the class and the case will be forwarded to the Office of Student Conduct.

**Special Accommodations:** Please contact me as soon as possible if you need any special accommodation for this class. If you need accommodations, you must provide me with a copy of your accommodation letter.