

***Memo Regarding the Final Essay and Exam***  
**Comprehensive Essay: Due on bCourses, Tuesday, Dec. 5, 8:00 am (No late submissions)**  
**Final Exam: Monday Dec. 11, 3:00 - 6:00 pm, Location not yet announced**

**About the Comprehensive Essay:**

A comprehensive essay question (60 points) is on the reverse side of this memo. Your essay is worth 60 points (12% of your grade, but required in order to pass the course). The essay is due Tuesday, December 5, at 8:00 am. It must be submitted via the "assignments" tab of bCourses. No late submissions accepted. No email submissions accepted. You are responsible for being sure you attach the right file. After you submit, click on the link provided by bCourses, download the file, check that it's the right file. We will grade what you submit, even if you submit "the wrong file." You can re-submit multiple times before the deadline for submission. For example, if you submit at 10 pm on Dec. 4, then check your submission and realize you attached the wrong file, you have time to submit again with the right file. We will grade your last submission.

You can study with others but you must write your own essay. When grading, the GSIs will be distinguishing between someone who clearly understands the material and someone who "mostly gets it, usually." The clearer your essay, the better your grade. You should write an essay, not a bulleted exam answer. You need paragraphs and sentences, an introduction and a conclusion. Run a spell-check before you submit. Pay attention as well to grammar corrections suggested by Word. Often they are suggestions worth heeding.

Be sure you follow the specifications at the top of the essay prompt. You must include a word count on the first page.

Submissions will be checked by TurnItIn, which compares your essay against all other submissions, papers previously submitted at any college or university, and against published material. Be sure you submit your own work. Be sure you cite your sources. This is a great resource (bookmark it!): <http://www.lib.berkeley.edu/how-to-find/cite-sources>. Economists use Chicago style.

The GSIs and Professor Olney can not pre-grade your essay. Please don't ask us to look at your outline nor read your draft. You may ask clarifying questions. Posting questions on piazza is best because then Prof. Olney and the GSIs can post an answer there for all to see.

**About the Final Exam:**

The final exam is on Monday December 11, 3:00 - 6:00 p.m., probably (not yet confirmed) in RSF Field House. The exam is worth 140 points (28% of your grade).

We will begin at 3:00 (not 3:10). Please be prompt. Arrival by 2:45 is encouraged. We think you will be done in two hours, but you can use all three hours if you like. If you are late, you must still be done by 6:00. You must arrive no later than 4 pm. If you arrive after 4 pm you won't be allowed to take the exam and you'll get a 0.

Exam booklets will be provided. You do not need to bring bluebooks. You may bring a 3x5 card. Other than that, the exam is a closed book exam. No calculators, cell phones, or other electronic devices allowed.

If you don't complete both the essay & the final, you fail the course. If you want to fail or NP the course, don't write the essay or don't take the final exam or don't do both.

If the alarm is pulled, we will move outside and finish the exam by 6:00 p.m. Panicking? Talk with your GSI or Professor Olney about your situation. We can help.

If some unexpected and unavoidable circumstance prevents you from attending the final, you must contact **Head GSI Vaishnavi Surendra** by e-mail ([econ1.headgsi@berkeley.edu](mailto:econ1.headgsi@berkeley.edu)) **no later than 3:00 on December 11** and you must leave a phone number where you can be reached. Students who miss the final are **not** automatically entitled to an Incomplete; it depends on whether you contacted us by 3:00, whether you were otherwise passing, and why you missed the final. Incompletes are completed by taking Prof. Moretti's Econ 1 final next semester.

**About these two assessments, generally:**

Any form of cheating whatsoever on the essay or the exam will warrant a zero (0) on the final and an "F" in the course. A report is also sent to the Center for Student Conduct which may administer additional punishment.

Course grades are determined by summing your scores on the midterms, bCourses quizzes, section, the problem sets, and the final. Midterms are worth 200 points total; bCourse quizzes are 10 points total; section participation is worth 50 points; the total of the problem sets is worth 40 points; the essay plus final exam is worth 200 points. A maximum of 10 iClicker points can be used to bring your problem set total up to a maximum of 40 points. The correspondence of total points to course letter grade is determined GSI-by-GSI, not coursewide. Students taking the course under the P/NP option must earn at least a C- in order to receive a P.

You will be able to retrieve your course grade electronically via CalCentral. You can look at your graded exam on gradescope after Dec. 19. Your essay can be viewed in 530 Evans Hall after about January 15. After 12 months, the essays will be discarded.