



**ECO317**  
**Issues and Opportunities in Economics III**

**James H. Breece**  
**Fall 2017**

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**Office:** 200A Winslow Hall  
**Office Hours:** T & TH 10:00 – 11:30  
and by appointment

**Phone:** 581-3184  
**Email:** [breece@maine.edu](mailto:breece@maine.edu)

**Course Description:**

Consists of weekly meetings of third year economics students. Topics covered include a review of major career tracks for economics majors, internship opportunities, the workplace environment, client relationships, economic analysis and research practices, and furthering the student's professional development. Pass/Fail grade only.

**Course Learning Outcomes:**

After successful completion of this course students will be able to:

- formulate real answers to the complex problems that economists are asked
- analyze economic data, indicators, and information to create reports that meet explicit outcomes for clients and management
- describe the professional workplace environment, including processes, policies, resources and politics
- articulate the differences between the sub-disciplines in the field of Economics

**BlackBoard:** This course will use the BlackBoard Website for course announcements, distribution of materials, and assignments. Your default Blackboard email address is your UMaine gmail address (e.g., XXX@maine.edu); please check this email address daily during the semester. Additional BlackBoard resources can be found at UMaine's Information Technologies web page (<http://umaine.edu/it/>). If you run into problems contact <http://umaine.edu/it/contact-us/>.

**Class Participation:** Many of our classes will consist of interactions with outside guest speakers/experts and discussions of issues raised in the assigned materials. It is important that all assigned materials be reviewed before the classes for which they are assigned. Class participation is important and you are expected to be able to comment intelligently on the assigned materials. If you are not in class then you are not participating; however, I do understand the occasional need to miss a class. If such a need arises, you must e-mail me before class and provide a written justification.

### Required Readings:

(1) **Weekly Readings:** will be posted on BlackBoard as background material for class discussions.

(2) **Book** – choose ONE (for book report)

- ***Never Eat Alone: And Other Secrets to Success, One Relationship at a Time***, Keith Ferrazzi, 2014, Crown Business
- ***How to Be a Power Connector***, Judy Robinett, 2016, Audible Studios
- ***Self-Promotion for Introverts: The Quiet Guide to Getting Ahead***, Nancy Ancowitz, 2009, McGraw-Hill
- ***Networking for People Who Hate Networking***, Devora Zack, 2010, Berrett-Koehler

**Assignments and Grading:** Course grades (pass/fail) are assigned upon successful completion of all the following assignments:

- **Attendance:** class participation and interaction with guest speakers
- **Assignment 1:** Resume, cover letter, desired career path, and an approach to job seeking **[Due Oct.25]**
- **Assignment 2:** Book Review – a three page overview of ONE of the books above and how it relates to you. **[Due Nov. 29]**
- **Assignment 3:** Course summary – a two page summary of the most meaningful items covered in this course. **[Due Dec. 6]**

Students must earn a passing grade on each assignment and attendance in order to pass the course. Missed or failed assignments will be resubmitted until receiving a passing grade.

## **REVISED Class Calendar**

Do the complexities of scheduling outside guest speakers, the order of the topics below may be altered and changed regularly. Updated class calendar and reading assignments will be posted on BlackBoard and announced in class.

August 30 Week 1	<b>Topic:</b> <i>Introduction</i> - course materials, expectations, goals, outcomes, assignments, and grading; a review of careers in economics <b>Speaker:</b> James Breece
September 6 Week 2	<b>Topic:</b> How to write a meaningful resume and cover letter <b>Speaker:</b> BJ Roach
September 13 Week 3	<b>Topic:</b> Professional Deliverables - how to construct an effective webpage that contains technical data <b>Speaker:</b> Mike Kirby
September 20 Week 4	<b>Topic:</b> How to successfully seek a job; establishing an approach <b>Speaker:</b> Kate Foster
September 27 Week 5	<b>Topic:</b> <i>What Employers Want</i> – a discussion of desired skills, knowledge, and capabilities <b>Speaker:</b> Ali Worster
October 4 Week 6	<b>Topic:</b> <i>Professional Deliverables: Writing</i> – getting the point across in an efficient and effective manner <b>Speaker:</b> Charlsye Smith
October 11 Week 7	<b>Topic:</b> <i>Professional Deliverables: PPT “Slide Deck” Presentations, Conference Calls, and Webinars</i> – how to effectively communicate and manage a meeting <b>Speaker:</b> James Breece
October 18 Week 8	<b>Topic:</b> Professional Deliverables: How to develop and manage multimedia strategies <b>Speaker:</b> Matt Leclair
October 25 Week 9	<b>Topic:</b> <i>Research on Short Notice</i> – how to conduct research investigations for management and clients with tight deadlines; how to use meaningful metrics <b>Speaker:</b> Mike Allen
November 1 Week 10	<b>Topic:</b> <i>The Workplace Environment: Working with Clients</i> – “the customer is always right” – really? <b>Speaker:</b> Lou Cohen
November 8 Week 11	<b>Topic:</b> The Annual Review Process and how to Negotiate a Pay Raise <b>Speaker:</b> Paul Bolin

November 15 Week 12	<b>Topic:</b> <i>The Workplace Environment:</i> How to work with people you don't like <b>Speaker:</b> Philip Ryan
November 29 Week 13	<b>Topic:</b> <i>Personal Finance and Employee Benefits</i> – know what you're making and how to manage your resources for long run attainment <b>Speaker:</b> Trish Treiwald
December 6 Week 14	<b>Topic:</b> <i>Last Thoughts...</i> <b>Speaker:</b> James Breece

# **University of Maine administrative policy statements**

## **Academic honesty:**

Academic honesty is very important. It is dishonest to cheat on exams, to copy term papers, to submit papers written by another person, to fake experimental results, or to copy or reword parts of books or articles into your own papers without appropriately citing the source. Students committing or aiding in any of these violations may be given failing grades for an assignment or for an entire course, at the discretion of the instructor. In addition to any academic action taken by an instructor, these violations are also subject to action under the University of Maine Student Conduct Code. The maximum possible sanction under the student conduct code is dismissal from the University.

## **Students with Accommodations:**

If you have a disability for which you may be requesting an accommodation, please contact Student Accessibility Services, 121 East Annex, 581.2319, as early as possible in the term. Students who have already been approved for accommodations by SAS and have a current accommodation letter should meet with me (the instructor of the course) privately as soon as possible.

## **Course schedule disclaimer (disruption clause):**

In the event of an extended disruption of normal classroom activities, the format for this course may be modified to enable its completion within its programmed time frame. In that event, you will be provided an addendum to the syllabus that will supersede this version.

## **Sexual violence policy:**

**Sexual discrimination reporting:** The University of Maine is committed to making campus a safe place for students. Because of this commitment, if you tell any of your teachers about sexual discrimination involving members of the campus, **your teacher is required to report** this information to the campus Office of Sexual Assault & Violence Prevention or the Office of Equal Opportunity.

Behaviors that can be "sexual discrimination" include sexual assault, sexual harassment, stalking, relationship abuse (dating violence and domestic violence), sexual misconduct, and gender discrimination. Therefore, all of these behaviors must be reported.

## **Why do teachers have to report sexual discrimination?**

The university can better support students in trouble if we know about what is happening. Reporting also helps us to identify patterns that might arise— for example, if more than one victim reports having been assaulted or harassed by the same individual.

## **What will happen to a student if a teacher reports?**

An employee from the Office of Sexual Assault & Violence Prevention or the Office of Equal Opportunity will reach out to you and offer support, resources, and information. You will be invited to meet with the employee to discuss the situation and the various options available to you.

If you have requested confidentiality, the University will weigh your request that no action be taken against the institution's obligation to provide a safe, nondiscriminatory environment for all students. If the University determines that it can maintain confidentiality, you must understand that the institution's ability to meaningfully investigate the incident and pursue disciplinary action, if warranted, may be limited. There are times when the University may not be able to honor a request for confidentiality because doing so would pose a risk to its ability to provide a safe, nondiscriminatory environment for everyone. If the University determines that it cannot maintain confidentiality, the University will advise you, prior to starting an investigation and, to the extent possible, will share information only with those responsible for handling the institution's response.

The University is committed to the well-being of all students and will take steps to protect all involved from retaliation or harm.

**If you want to talk in confidence** to someone about an experience of sexual discrimination, please contact these resources:

For *confidential resources on campus*: **Counseling Center: [207-581-1392](tel:207-581-1392)** or **Cutler Health Center: at [207-581-4000](tel:207-581-4000).**

For *confidential resources off campus*: **Rape Response Services: [1-800-310-0000](tel:1-800-310-0000)** or **Spruce Run: [1-800-863-9909](tel:1-800-863-9909).**

**Other resources:** The resources listed below can offer support but may have to report the incident to others who can help:

For *support services on campus*: **Office of Sexual Assault & Violence Prevention: [207-581-1406](tel:207-581-1406), Office of Community Standards: [207-581-1409](tel:207-581-1409), University of Maine Police: [207-581-4040](tel:207-581-4040) or 911.** Or see the OSAVP website for a complete list of services at <http://www.umaine.edu/osavp/>