Guidelines for Exercises and Assignments

Exercises and assignments will be available in the CoursePlus Quiz Tool, found under the Content tab.

- For Exercises, most answers will be submitted within the Quiz Tool; however some questions will require students to download and complete an attached table that then submit to a Dropbox.

- The four Assignments will have attached Excel worksheets, in which students will do their calculations and show their numeric answers. These worksheets will be submitted to a Dropbox. Text answers will be submitted within the Quiz Tool.

Exercises and assignments will have no time limit other than the due date and students may access them multiple times. Students should save their work regularly when using the Quiz Tool. Exercises and assignments will include reminders to submit components to the Dropbox. Credit cannot be given for work that is not submitted, even if it is missing because of a technical error.

Answer keys for exercises and assignments will become available 24 hours after the due date and time.

Late Work Policy

No credit will be given for exercises submitted after the deadline. Late assignments will be downgraded as described below. Extensions on due dates will be granted only in extreme circumstances and except in case of emergency must be approved by the Instructor prior to the class or the assignment’s due date.

Collaboration

Students are permitted to collaborate on the exercises and assignments. However, each student must complete answers in the Quiz Tool and turn in all associated tables or worksheets. In addition, students must list their collaborators in the space provided on the quiz. Exercises and assignments will be graded individually; students who have worked together may earn different grades due to differences in depth of answers, wording, etc. All students should be mindful of the Academic Ethics Code when collaborating with other students, and be aware that the benefits of applied work accrue to those who contribute.

Specific Guidelines for Exercises

The goal of the exercises is to reinforce and enhance students’ understanding of the material; they are intended to be done mostly in class the day the material is covered. Answers for the exercises may be relatively informal. Provided responses are clear, substantive questions may be answered in bullet points and phrases.

Since the goal of the exercises is improved comprehension rather than assessment, they will be graded high pass (100%), low pass (80%), or fail (0%). Students who complete the exercise by the deadline will receive high pass; grades of low pass and fail are reserved for, respectively, incomplete/sketchy submissions and no submission.

All exercises are due by 11:59 PM two days after the class to which they pertain (e.g., if an exercise was distributed on Oct 27, it is due by 11:59 PM on Oct 29). Students who miss class but complete an exercise by the due date/time will receive full credit. No credit will be given for exercises submitted after the deadline. Extensions on due dates will be granted only in extreme circumstances and except in case of emergency must be approved by the Instructor prior to the class or the due date.
Specific Guidelines for Assignments

Like the exercises, the assignments are intended to provide practice using the methods and interpreting the results. However, the assignments relate to the more elaborate methods and hence are longer and more detailed. They are also evaluative and will be graded on a percentage basis; that is, students’ scores will be calculated as the number of points earned divided by the number of possible points.

Students will have approximately a week to complete each assignment. Assignments submitted late without prior approval will be downgraded 5 points for each day that they are late (a day late is defined as any time within the 24 hours after the assignment is due). Students who do not submit an Assignment by the deadline must contact course staff to receive extended access to the Quiz Tool. Note that any saved answers will be deleted once extended access is granted, so students should make a copy of any answers posted to the Quiz Tool prior to requesting extended access.

All assignments include both calculation and interpretation of results. Students should read the assignment carefully and answer all questions. Excel worksheets containing the data to be used, workspace for calculations, and tables for final results are attached to each assignment.

In contrast to the exercises, assignment answers should be presented formally. Specifically,

- Results should be presented clearly in the Excel worksheet. Graphs or figures should be clearly and completely labeled (axes, scale, title, etc.).

- Students must show their work—writing out the formula used for the calculation and showing a sample calculation that illustrates how the numbers were produced. Staff will thus be able to give partial credit when formulas are correct but calculation errors produce incorrect answers.

- Answers to interpretive questions should be concise—in general, a paragraph should be sufficient. However, they should also provide a complete answer—including the rationale for the response given. Complete sentences and correct grammar should be used and ideas clearly expressed.

Students should always double-check assignments for errors before submission. A good way to do this is to consider whether answers make sense given the starting data, the properties of demographic measures, or the characteristics of the nation at hand. For example, in 2011 the population of Canada was around 30 million people. If the results of a population projection suggest that the population will be 900 million in 2021, something is wrong in the calculations. As another example, the Total Fertility Rate (TFR) is expressed as children per woman. Thus, a TFR of 2,793 is a clue that there is a calculation error.