

Progress Report 2

Name:

Econ 185
Prof. Parke

Due: 9/26/00

Turn in this sheet with your material attached with a staple. As always, I am keeping what you turn in so make a copy of anything you might want to refer to later. Your first step (which you have completed already!) is to read your textbook. In doing so, you have undoubtedly discovered some ideas for term paper topics relevant to this course. You do not need a topic at this point, but it will help to have a few sample key words for your trial searches described below. (Hint: I am totally bored by the topic, should banks be allowed to sell insurance.)

1. We will begin by going to Davis Library, which is in the vicinity of the student union and the bookstore. (It's the tall building with all the books.) After you enter the library, proceed to the Government Documents and Social Science Reference area down the lobby and to the left. Locate the Congressional Information Service (CIS) volumes.

You are going there to explore the primary sources we will be using to do our term papers. There is no need to do anything about your particular term paper, but we do want to get prepared to take action later this semester. Eventually, you will need an issue with at least two sides.

Please look through a few volumes of CIS to see how it is organized, noticing that there are indices by subject and by committee. Pick a likely looking reference and copy down its index number. Look up that index number in the abstracts volumes. Notice that the committee's publications are gathered in one place and you have probably stumbled on other material about the same subject. "Xerox" the abstract for your citation, and attach the copy to this sheet. If you actually want to look at the material cited, take the citation to the reference desk, show the copy to the librarian, and ask him/her to retrieve that material from the closed stacks in the basement.

2. We will now compare this old technology with electronic bibliographic systems. We will use the electronic version of CIS plus ABI-INFORM and ECON-LIT. To find these, go to library.unc.edu and look for the heading "E INDEXES AND DATABASES." The electronic version of the CIS publication is call CONGRESSIONAL UNIVERSE. Let me know if you figure out what the difference is. ABI-INFORM is oriented toward general business and trade publications. ECON-LIT is an electronic version of the Journal of Economic Literature, which is oriented more toward academic economics.

We are going to do a "sink or swim" introduction to electronic bibliographic systems. Sit down, pretend that you have just deposited a quarter, and the game is to push as many buttons as you can before you have to put in another quarter. You are far too bright to be intimidated by what amounts to a video game.

The basic idea, once you get into CIS, ECON-LIT, or ABI-INFORM, is to learn how to search by keywords. Try "mortgage". Then see if you can figure out how to select out citations listing both "mortgage" and "testimony". Once you get the number of citations down to a manageable number, see if you can find the button to look at one and the button to print a list. Attach a couple of citations to this sheet to show that you got that far.

3. Go to www.northernlight.com. Search under mortgage. Please note the system of categories to the left. Print a page of references to show that you found something on Northern Light.

Good luck, and please let me know how the new technology is working.

Term Paper Topic

Student Name

Econ 185
Prof. Wm. Parke

Date

Topic

Viewpoint #1

Viewpoint #2

Please attach 6 references that will be useful in this term paper. (You can use the form from PR 2, but a listing with the same information is acceptable.)

Progress Report 3

Name:

Econ 185
Prof. Parke

Due date: **10/12/00**

It is time to pick a term paper topic. I will be approving your topics and will inform you if your topic is not suitable. Please stop by my office if you want to discuss an idea before putting in a lot of time and energy.

We are approaching this course from three viewpoints: (1) The lectures cover specific points of economics using short handouts. (2) The textbook describes the entire money and banking field in general, and we are interested mainly in the descriptive material from that source. (3) The term paper will cover a narrow, but descriptive topic in depth. Your goal for this third element is to learn a lot about a particular point without doing the sort of analytics we deal with in the lectures. Ideally, I would like you to read and evaluate the congressional hearings and reports (or material of a similar level) on one particular policy issue.

I strongly suggest that you find a topic by browsing. Look through CIS, EconLit, ABI-INFORM, or even your textbook. The most important point is to quickly, efficiently sort through a set of ideas, establishing the likelihood of finding good references for each. That is, think about some ideas before you start doing detailed reading, but make sure you see references listed for your idea. A good guideline is the following: if your reference has color pictures, it is not likely to be acceptable.

Please try to find something that you find interesting because you will do better work if you are interested in your topic. In your term paper, you will be discussing an issue with at least two opposing viewpoints that are expressed in your research material.

Progress Report Contents. Please respond to the following two requirements on a separate sheet of paper. Staple your material to this sheet. Make your own copy of this progress report. I will be keeping the copy you turn in.

- (1) We want to be sure that ample reference material is available. Give four **CIS, EconLit, or ABI** citations, numbering each. Acceptable references include an author, a title, a publication date, page numbers, and a (CIS/EconLit/ABI/Davis) call number. If a reference appears in a work with corporate authorship, which many of your references will, you must also describe the volume as a whole. I would suggest that you use one citation for a volume and then reference that volume by number. For example:

[1] Senate Student Activities Committee, Hearings on Restricting Hours of TV Viewing at Federally Supported Universities, May 1, 1991, ...

[2] Joe Student, "I Want my MTV All Night Long," in [1], pages 100-120.

- (2) State the two viewpoints that you intend to evaluate. A few sentences for each position will be adequate. State the numbers of the references that present each position.

Professional Standard. Before you turn in your work, apply the following standard. Does this look like the professional work of an educated college graduate? Would anybody pay good money for this type of production? If your work does not meet this standard, why not?

Reference Report

Econ 185
Prof. Wm. Parke

Student Name

Date

Call # / URL

Author

Title

Author (if collected
work)

Title (if collected work)

Publication Date

Publisher

Pages

Annotation:
(Why is this reference
useful?)

Related Material:
(What else is contained
in this volume?)

Progress Report 4

Name:

Econ 185
Prof. Parke

Due date: **3/29/00**

Before completing this progress report, you must consult with me about Progress Report 3.

This progress report must contain the following items stapled to this sheet. As always, make a copy for your own use because I will be keeping my copy.

- I. Statement of your topic.
- II. Statement of side A (½ page)
- III. Statement of side B (½ page)
- IV. Annotated bibliography.
- V. Outline of ideas

An annotated bibliography is a listing of sources with a short description of the contents of each source. The idea is to summarize the reason why each source is useful for your project so that a reader can better understand the contents and value of your references. (The CIS volumes are an example of an annotated bibliography.) You will be submitting an annotated bibliography with your final paper so you can view this progress report as a draft.

Your annotated bibliography must contain at least 3 sources for each side with a ¼-½ page summary for each source. Your citations must satisfy the following requirements. (i) Each must include a call number so that I can get it from the library without looking anything up. (ii) Each must include the author, the title, the date, and the pages. If it is in a volume with other material, you must also specify the author and title of that volume.

The best way to handle a volume containing multiple sources is to make just one listing for the volume and then reference it by number in your other citations. For example,

1. "How to make money in international banking," BCCI President, contained in [2].
2. "Hearings on sleazy practices in international banking," Senate ..., Jan. 1991.

I give low grades to term papers without section titles. You will have (at the very least) an introduction, a section for each side, a section for your analysis, and a conclusion. The main point of the body of your report will be to present the evidence and arguments for the two sides. The most effective presentation is generally a fairly simple point by point discussion. Furthermore, it is easiest to tackle a project in smaller pieces. So you need to subdivide your topic. In the outline you submit with this progress report give the section title and list the major points within each section.

Unless you are a successful novelist with a publishing contract, you must follow these rules: Every paragraph must have a topic sentence. Unless there is an extremely good reason for a deviation from good form, the topic sentence must come first. Every paragraph should make sense when viewed in isolation. Sentence should be written in passive voice only when absolutely necessary.

Plagiarism violates our honor code. The most irritating form of plagiarism is borrowing a paragraph and then "footnoting" the expropriation. (Imagine how distressing it could be to read exams that barely meet the standards for a C in this class and term papers that meet the standards for **Newsweek** and **Time**.) Resolve to succeed or fail on your own merits because that is what will happen in the real world.

Progress Report #5

Name:

Econ 185
Prof. Wm. Parke

Due: 4/27/00. **Term papers are due Thursday, 5/4/00 by 12:30 p.m.**

It's time to take a snapshot of your progress to this point. I want a copy of what you have *regardless of whether it is done or not*. You should have something intermediate between the annotated bibliography and a finished product. A *rough draft*, perhaps.

Please check the following items as you prepare this progress report. If your work has any deficiencies, please correct them quickly.

___ A copy of my work to date is stapled to this page.

___ I understand that copying the work of others is plagiarism regardless of whether I use footnotes or other citations. All my copying is in quotes, and quotes are not a major element of my paper.

___ I have numbered my sources in the bibliography so that I can use citations by number in my paper, avoiding footnotes and Latin. For example,

Senator Billy Joe Bob says we should close bases in somebody else's state [1].

would be compatible with a bibliography entry of the form

[1] Bob, B.J., *Comments on Base Closures*, in Senate Military Preparedness Subcommittee, **Where to Close Bases**, Hearings of July 4, 1990.
UNC GOV DOC # Y4 UNO Y 123.

If numerous sources are in the same volume, you can give the volume itself a number and then say "... in [5]".

___ Every item in my bibliography includes a meaningful author, title, page reference, and date of publication. Items in corporate works include the author (or organization) and title. Every item also contains the UNC library call number.

___ I have divided my paper into sections. Each section is numbered and has a title.

___ I have divided my sections into paragraphs. Every paragraph has a topic sentence, which almost always comes first, and everything in a given paragraph supports that topic sentence.

___ I discuss the two sides of my issue as objectively as possible in two separate sections. I then present my thoughts in an additional section.

___ The first two pages of my paper clearly state the point of the paper and summarize the results. If a reader reads only the first two pages, I have made my best possible presentation.

___ My paper is long enough to look like the serious work of a university graduate, but not long enough to make Prof. Parke feel bad.

Your name:

Term paper author:

Term paper title:

1. What is this paper about?
2. How well does the author do in addressing the above issue in the first few paragraphs?
3. How well do the sections in this paper exhibit a clear, logical organization?
4. Do the paragraphs present ideas clearly with one topic sentence per paragraph and all sentences supporting that topic sentence?
5. Evaluate the stapling, the typing, and other physical attributes relative to a serious, professional effort by a bright graduate of a prestigious university.
6. Do the same for the spelling and the grammar.
7. To what extent does the bibliography give the appearance of serious research? Are the references clear and complete?
8. How well does the author maintain a professional tone? (For example, there should be no "stream of consciousness" lapses that suggest a hurried preparation.)
9. What single element of this paper most needs improvement?
10. If you had important responsibilities in the business world and had just read this paper, would you be moved to include this person on your team? Why or why not?

Goal: Perhaps a dozen individuals in the history of the English language have produced written works that admit no possible improvement. The rest of us strive not for perfection, but for improvement. The greatest learning experience you can have with your term paper is to wait a while and then go through this ten point list from the point of view of the reader in item 10. For that reason, you should keep this sheet of paper.

Rules: Six points per review. Maximum of two reviews. These are due by the time of the final exam. Please number your responses as above, but feel free to add additional comments as appropriate. Make sure you clearly answer the first three questions at the top of page 1.