

Office Hours and GSI availability:

Take advantage of office hours: Both the professor and the I want to get to know you and be directly involved in your learning process, so please do come and see us in regular office hours as well as for the mandatory meetings about your papers. We will set aside extra office hours for these mandatory meetings during weeks 4-5, 10-11 and 13-15.

Email: I will try to answer emails in a prompt manner (within 48 hours), but in general I will not check email after 5:30 p.m. or on weekends. If I notice that many students email me with similar questions, I will add an area on bSpace for ‘Frequently Asked Questions’ to address those issues.

GSI absences: Please note that I will be unavailable for any contact - in person, by phone, and by email - from September 30-October 8 and again from November 7-9. Be advised that the Theory paper is due on October 2. If you want to meet with me to discuss it, I encourage you to plan ahead and arrange to meet with me before I leave. During my absences, any questions about section or class should be directed to the professor. However, sections are NOT cancelled. Guest lecturers will cover my absences. In addition, two extra office hours are scheduled for Week 6 (before I leave) as well as for Week 8, after my return (see the ‘Extra office hours’ note on the first page of this syllabus).

Give me feedback: I will be asking you for feedback at least once during the semester. If you don’t like how I’ve covered a topic, or have an idea that you think would help make section or class go better, I would really like to hear about it.

Assignments:

Writing: Writing is an integral part of this class, and learning how to present clear, succinct ideas will help you succeed in any career. Class assignments are developed to help you become a better writer. Please take advantage of resources on campus that can help you with your writing, such as the Student Learning Center, located in the Cesar Chavez Student Center on Lower Sproul Plaza. Their website is slc.berkeley.edu.

Do the assignments, and turn them in on time: Please do the reading and other assignments, as section will complement these materials. Additionally, each writing assignment builds on the previous one, so it is crucial not to get behind.

Do not plagiarize: You will receive instruction/handouts on proper citation of other’s works and ideas later in the semester. If you are not sure what constitutes plagiarism (and sometimes these things can be ambiguous), please come and talk to me or the professor for guidelines.

CALENDAR

Week	Title	Description	Assignment
1	No section		
2 Aug 30-Sept 5	Demographic measures	Crude birth and death rates; age structure and crude rates; cohort and period measures; TFR; life expectancy; survival curves.	McFalls, pp. 1-12
3 Sept 6- 12	Demographic measures	Balancing equation; natural increase and net migration; growth rate; isogrowth curves.	McFalls, pp. 12-23

Week	Title	Description	Assignment
	Demographic data	Census; vital statistics; surveys; population register.	Worksheet
4 Sept 13- 19	Theory exercise	How to ask a good theoretical question and how to narrow it	In-class exercise
	<i>Appointments</i> down.		<i>Appointments</i>
5 Sept 20- 26	Theory workshop	Students present their theoretical question to the section.	Presentation prepared in advance
	<i>Appointments</i>		<i>Appointments</i>
6 Sept 27-Oct 3	Data resources	The section will be spent in the computer lab exploring data resources on the web.	In-class exercise *Guest Lecturer
7: Oct 4-10	Literature review	How to write the literature review.	*Guest Lecturer
8: Oct 11- 17	Midterm Review		
9 Oct 18- 24	Making effective use of tables and graphs	The section will be spent in the computer lab learning how to make effective use of graphs and tables in Excel and Word.	In-class exercise
10 Oct 25-31	Tools for exploratory data analysis	Contingency tables, bivariate data analysis.	In-class exercise
	<i>Appointments</i>		<i>Appointments</i>
11 Nov 1- 7	Common mistakes when analyzing and presenting data	What to avoid in your data display..	“How to display data badly”, by H. Wainer <i>Appointments</i>
	<i>Appointments</i>		
12 Nov 8-14	Final paper workshop	How to integrate the three parts of the paper into the final version.	
13 Nov 15-21	Presentations	Students present their paper to the section.	Presentation prepared in advance
	<i>Appointments</i>		<i>Appointments</i>
14 Nov 22- 28	Presentations	Students present their paper to the section.	Presentation prepared in advance
	<i>Appointments</i>		<i>Appointments</i>
15 Nov 2-Dec 5	Presentations	Students present their paper to the section.	Presentation prepared in advance
	<i>Appointments</i>		<i>Appointments</i>