

Texas A&M University Central Texas
ONLINE - HEAD 5312- 110 – Health Eco., Fin, and Accounting –
Fall 2018 Aug. 27 – Dec. 14

INSTRUCTOR AND CONTACT INFORMATION

ONLINE

Professor: Dr. David Ritter, DBA, JD, MBA, Attorney, CPA
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(Utilize Canvas Messages for course communications)

Office Hours: You can contact me via email every day
Other by Appointment

Mode of instruction and course access:

This course is 100% online.

CANVAS log in: <https://tamuct.instructure.com>

This is an intensive 16 week online graduate course This means that you must budget your time wisely and accomplish work in advance so that your submissions will be on time.

All assignments, Discussion Topics, Quizzes, Exams, and Papers will be accessed and submitted in the class WEEK Module in Canvas.

Work is assigned each week, including WEEK 1

This course uses the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com>].

Student-instructor interaction:

Welcome to HAMD 5312

This is an online course with no face to face meetings.

I will be checking Canvas and email several times a day, between 8:00 and 5:00, except Saturday and Sunday. I will attempt to respond to your emails in less than 24 hours. Email or Canvas messages sent Saturday or Sunday will receive a response no later than the following Monday.

Assigned chapters must be read and chapter quizzes and exams taken by Sunday at 11:59. All quizzes, exams, and discussion topics will be available the weekend before the deadline.

If you plan to work on weekends ensure that you plan to work ahead.

Learning requires students to be very self-disciplined, be sure you understand and are prepared to comply with all required class assignments and deadlines. For this course, the Weekly Assignments are

posted in the syllabus and on Canvas with due dates controlled by the submission dates on

HELP WITH QUIZZ OR EXAM ANSWERS

If you encounter a problem which you cannot get the correct answer to, or you cannot determine the correct answer on a quiz or exam, I will be glad to help you understand the problem.

Send me, via course Message, the exam or quiz number, the number of the problem you are having trouble with, the reason you chose the incorrect answer along with a reference to the page number in the text or the example you utilized in arriving at your answer. I will then be able to explain the error in your logic. The preceding method will also require you to understand why you chose the answer.

Graduate learning requires students to be very self-disciplined. Be sure you understand and are prepared to comply with all required class assignments and deadlines. For this course, the Weekly Assignment are posted in the syllabus and on Canvas with due dates controlled by the submission dates on Canvas. If there is a conflict in due dates, which I try to avoid, the Canvas date controls. Notice that the Canvas submission time is 11:59 pm and that you may not be able to make a submission, other than late submissions. Submissions are to be made on Canvas in the associated Assignment drop box, contained in the WEEK due. Late submissions, if allowed, will carry a 25% per day penalty.

You must be self-motivated, very disciplined, and an excellent planner of your time to complete an online course with satisfactory results.

Plan well and allocate sufficient time to complete the assignments, quizzes, exams, and research paper in a timely manner. Late submissions are not accepted without severe penalties.

No late submissions will be allowed once the assignment is graded.

If you have an emergency it is your responsibility to inform me as early as possible.

911 Cellular:

Emergency Warning System for Texas A&M University – Central Texas

911Cellular is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in 911 Cellular through their myCT email account.

Connect at [911Cellular](https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management) [https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management] to change where you receive your alerts or to opt out. By staying enrolled in 911Cellular, university officials can quickly pass on safety-related information, regardless of your location.

COURSE INFORMATION

1.0 Course Overview and description:

This course provides for the highest cognitive and affective understanding of applied health care economics, finance and accounting in health services organizations. Theoretical frameworks and empirical analyses will be used to emphasize organizational and provider services. These services will be assessed in relation to capacities and competencies within the health care industry and patient/client needs and wants.

Prerequisites: Graduate Status or permission of instructor.

2.0 Course Objectives:

2.1 Course Learning Outcomes & Student Learning Objectives(SLOs)

At the end of the course, students will;

1. Present through class participation, an appreciation of payments, and standard costs in health financing.
2. Demonstrate through tests, an understanding of health care cost effectiveness and benefit analyses.
3. Explain through course discussions, the increased need for productivity and quality of care improvement.
4. Present through tests, an understanding of acute/long-term care reimbursements.
5. Present through tests, the differences in financing alternatives and capital/debt financing in health care.
6. Demonstrate through tests, an appreciation of how health finances and economics contribute to the effectiveness of health service organizations.
7. Demonstrate through tests, an understanding of health economic tools and the implementation of results based on economic evaluations.
8. Demonstrate through tests, an understanding and ability to apply quantitative health economic techniques related to planning, managing and evaluating health services product lines.
9. Demonstrate the overall use of managed care in health organizations.
10. Demonstrate the role of the Health Reform Act and impact on healthcare financing.
11. Demonstrate a knowledge of the accounting process for health care by budget preparation.

3.0 Required Reading and Textbook(s):

3.1 Textbooks

Healthcare Finance, Gapenski, Fifth Edition, 2012, HAP,

ISBN: 978-1-56793-4

COURSE REQUIREMENTS

4.0 Course Requirements:

Participation is essential to enhancing each student's awareness about the subject area and developing their knowledge base. You must participate in each class, turn in all assignments on time and complete all exams on time.

4.1 All Exams, except Exam 13, which is due on Thursday , are due on Sunday by 11:59 PM. The Exams will be open until Sunday. If you wait until the weekend the exam is due and encounter a problem there will be no resets until MONDAY and a late penalty will apply.

You are on your honor to not receive help from or assist others during the exam period. Do not discuss the exam questions or answers and do not attempt to clarify the exam for others as this is also cheating

You may attempt each quiz 3 times with the highest grade being your recorded grade for that quiz. You are encouraged to take all 3 quizzes to improve your mastery of the chapter material. Each quiz is different.

All Quizzes, except Quiz 8, which is due on Wednesday, are due on Sunday by 11:59 PM. The Quizzes will be open until Sunday. If you wait until the weekend the quiz is due and encounter a problem there will be no resets until MONDAY and a late penalty will apply.

The exams will be timed and will consist of multiple choice, short answer, and fill in the blanks questions. Once the exam is started it must be completed in the same setting. **Exiting the exam for any reason will cause the exam to no longer be available.** The exams are open book but will require you to understand the information in the chapters before attempting the exam if you are going to have time to consult your text book during the allotted time. The time allowed assumes that you have read the chapters, accomplished all of the quiz attempts and have studied for the exam sufficiently to be well prepared.

If you do not understand why your answer to a quiz or exam question is marked wrong:

Please send me your answer and the reason you chose the answer that you chose.

Provide the quiz or exam number and the question number.

Cite the example or page number that you used in the book to support your answer.

This will allow me to evaluate your answer and your reasoning and either count your answer as correct or help you in your understanding of the chapter to assist you in finding the correct answer.

You are on your honor to not receive help from or assist others during the exam period. Do not discuss the exam questions or answers and do not attempt to clarify the exam for others as this is also cheating.

4.2 Research Paper – (250 points)

(Subject 10 points, Outline 10 points, Marked up paper 20 points, PDF files 1 points, Paper 200 points)

The research paper must be prepared utilizing APA guidelines.

The purpose of the research paper is to prepare you for research and writing projects you will encounter in your business career.

Prepare a research paper relating to CURRENT ACCOUNTING, FINANCE Or ECONOMIC TOPICS WHICH RELATE TO THE CURRENT PRACTICE IN ANY HEALTH FIELD.

Research Paper Steps and Requirements

Most future job promotions after graduation will be greatly influenced by your mastery of communication skills.

A frequent comment concerning college graduates, during my teaching career, have been concerning their lack of effective communication skills.

This paper is intended to help you develop and achieve the writing skills to ensure your future success.

Many of you have never been required to write a proper research paper, utilizing good research guidelines and the usage of accepted, professional English language in your writing. This is the reason writing a research paper is required to build your writing, research, and communication skills.

The steps listed below are required for this paper. You are encouraged to turn in each step early so that you can make corrections, if necessary.

No required steps can be skipped.

Succeeding steps, if a predecessor step is skipped, will not be graded until the predecessor step is turned in.

If this causes a delay in grading of an assignment the assignment will incur a late.

Any step turned in late will require at least 3 days to be graded.

Any delay in grading a succeeding step, including the research paper itself, caused by a late submission will incur the assessment of a late penalty of 20% per day.

Grading the paper, and each of the steps, requires much additional time on my part and this grading effort is intended to help you with your success. I read your sources to ensure that the paraphrasing and use of quotations are correct and accurate. Your future employers will check your work and your lack of factual detail properly presented, or less than professional writing may cause you to encounter severe consequences in your employment and job progression.

Due Dates for every step are in the syllabus and on Canvas.

Paper Requirements

The minimum paper length is 6 full pages and 8 articles. A perfectly written 6 page paper with 8 authoritative articles properly incorporated in the paper and thoroughly covers the paper topic, can achieve a maximum grade of a “B”.

To be eligible for an “A” the paper must be at least 8 full pages long with 10 authoritative articles.

The paper must be completely up to date and cover the topic thoroughly. Please limit your paper to 15 pages, but this limit can be exceeded if necessary to cover your topic.

Step 1 Research Paper Subject (RPS) (5 points) (Required submission)

The research paper subject or title, followed by an annotated bibliography of five (5) sources you have selected to use in your paper.

Each source article must be greater than 2 full pages in length.

The annotated bibliography must thoroughly cover the information in the article. If I cannot determine the applicability of your article, as presented in the annotated bibliography, I will return your submission.

The sources must support your subject. As your writing and research continues you can add or eliminate articles to ensure that you cover your subject properly.

Step 2 Research Paper Outline (RPO). (5 points) (Required submission)

You must prepare and submit an outline of your approved research paper topic.

You must include, under the proper outline heading, the annotated bibliographies of sources you intend to use and which will support your outline heading and your paper topic.

Step 3 Marked-Up Research Paper (MURP) (10 points) (Required submission)

It is required that you submit your completed paper to the “online tutor” provided by the university to mark up and correct your paper.

The tutor will alert you to various errors and help you correct grammar, sentence structure, and format in your paper.

It is best to sign in to “online tutor” and then submit your paper to the tutor who is helping you.

Once you correct your paper it is in your best interest to submit it again to ensure that your corrections are accurate and that something missed on the first session may be found.

While the tutor will offer you assistance, it is your responsibility to submit a paper which adheres to all guidelines and is well written.

If you have research, writing, grammar, or other deficiencies you should utilize other support sources as well as the online tutor.

The University Writing Center is an excellent source of help and will meet with you often to help you.

It is your responsibility to ensure that you devote sufficient time and effort to your research paper.

Remember:

“Enough time” and effort must be devoted to any project to achieve your desired results.

“A Lot of Time” is anything less than enough.

Many people, including me, find it very helpful to have someone read your final paper and point out the errors and unclear or misleading sentences. If a proof reader does not understand your writing you have a problem.

Refer to TECHNOLOGY REQUIREMENTS AND SUPPORT in your syllabus for all university provided services including ADA and tutoring services

A comment from a recent student on the use of online tutor is: "I've seen people complain that tutor.com has a character limit, I have never had this issue, I go to the site, click writing and live review, get connected to a tutor then I upload my paper and everything works."

Step 4 Research Paper Articles (RPA) (5) (Required submission)

You must use PDF format to submit each article utilized in your paper.

Each individual file must be identified in the same format used for the first article citation in your paper.

For example if your first cited file is (Adams, Jones, Smith, p. 321) the PDF will be identified as Adams, Jones, Smith.

Arrange your files alphabetically.

If you do not submit your properly identified PDFs on time as required, or the files are improperly identified, you will incur a 25 point penalty. Your paper will not be graded until all your PDFS are submitted

Step 5 Research Paper (RP) (200 points)

**A Research Paper is a Required submission for this course.
Not submitting a research paper will result in a 275point deduction.**

Submit your paper as a Word document.

Research Paper – GUIDELINES

1. Closely read and ensure that you understand the following requirements for a successful research paper..
2. Prepare the paper utilizing APA guidelines. The Purdue Owl contains a great overview of research, writing, and APA style guidelines.
<https://owl.english.purdue.edu/owl/resource/558/01/>
3. A departure from APA guidelines is that **I require page numbers be included in paraphrases as well as quote citations.** The page numbers are used to find the source of the paraphrase so that the paraphrase can be checked for accuracy.
4. **Failure to include specific page numbers in all citations whether direct quotations or paraphrases will result in a 40 point deduction and the paper being returned to you for correction and resubmission.**
5. Use a cover page (A separate page) which will not count in paper length.
6. Place the Abstract on a separate page which does not count in paper length.
7. The **Running Head** must be **within** the one inch top margin.
8. Use a one paragraph, properly identified, Introduction and Conclusion in your paper. The Introduction and Conclusion are each limited to 10 lines.

9. The paper must be long enough to thoroughly cover the paper topic.
10. Refer to the Purdue Owl for all requirements of a research paper. The Purdue Owl covers the process from the initial research step to the writing of the paper. If you do not understand a requirement or suggestion please contact me or go to the Writing Center for assistance or refer to online sources.
11. All sources, except for Court cases must be less than 8 years old. **If an article is not current, regardless of date, the information will be considered as filler, incur a 10 point penalty and the paper length will be reduced by the filler length.**
12. Acceptable sources are:
13. Court Cases which have not been superseded, government publications, other than press releases, refereed journals, professional journals, and professional magazines published by recognized professional associations such as medical journals, State licensed law and accounting publications, and other reputable professional publications published in the United States, Canada, or Great Britain.
14. When utilizing acceptable current periodical publications such as professional journals ensure that you verify the information the article contains. Remember that trade journals, company publications, magazines, newspapers, politically motivated periodicals, presidential and other government press releases, and web sources are intended to provide the author's point of view which is not authoritative or verifiable **and will not count in your total articles and will be counted as filler which will reduce your paper length.**
15. All sources must be published in the United States, Canada, or Great Britain and must contain proper English. Elsevier is a Netherlands publishing company. Wiley also publishes foreign publications. You must research to find the publisher to ensure that the source is a valid source. Unapproved sources will result in a 10 point penalty each.
16. Place lengthy quotes over 5 lines, pictures, illustrations, and tables in the appendix and reference them in your paper.
17. **Every paragraph, except a one paragraph, 10 line maximum, Introduction, and Conclusion, or 1 line introduction in a paragraph to identify the subject of the paragraph must be identified by citations to the source from which you obtained the information conveyed in your writing. Each paragraph will contain multiple citations.**
18. The completed paper must be submitted through Canvas by the due date.
19. The PDF files of sources cited in the paper must be submitted through Canvas on the due date as separate, individual, PDF documents. The sources must be submitted as individual PDF files. **NO ZIP FILES.**

20.If you submit your sources as one file, or as a word file or a zip file you will be charged a 30 point penalty and you will be required to submit the files correctly before your paper is graded.

21.A 10% per day late penalty for the paper will also apply if you must submit the corrected files after the paper due date.

22.Do not use books, blogs, periodicals, wiki, encyclopedias, or dictionaries as sources or for citations.

23.Do not cite the Abstract of a publication.

24.Do not use more than one article from any source document.

25.Do not use more than 3 government publications(U.S., State, or Local)

26.Do not use bullet points in writing the paper.

27.Do not use “I”, “we”, “you”, “they”, or other personal pronouns.

28.Do not use “Common Knowledge”. This is a research paper and not an essay.

Every paraphrase must contain a citation. You obtained all of your knowledge from some source and are required to cite each source.

Personal knowledge or “common knowledge” is not acceptable in research for this course and will be treated as sources not cited for the determination of plagiarism.

Plagiarism will result in an “F” for the course.

I do read you attached articles and will deduct for inaccurate paraphrasing and erroneous quotations. Ensure that you read and study your article until you understand what the author is trying to convey before using the information from the article.

If you turn in a paper which is less than the required number of pages, contains less than the required number of citations, or is not properly cited, it will receive a minimum 100 point penalty and may incur a penalty of up to 250 points. If the articles are not submitted the paper will not be graded.

If you do not cite an article do not use it in your references.

A good online source for writing a research paper can be found at:

<https://owl.english.purdue.edu/owl/resource/558/01/>

<http://writing.wisc.edu/Handbook/PlanResearchPaper.html>

Failure to include specific page numbers in all citations whether direct quotations or paraphrases will result in a 5 point deduction per occurrence and the paper being returned to you for correction and resubmission. If the source does not have page numbers you must supply the page numbers for citations.

GRADING RUBRIC

Specific point deductions are as listed above.

Research Paper Evaluation Rubric

CONTENT (40% of paper grade)

Criteria	“A” paper(90 – 100%)	“B” paper(80 – 89%)	“C” paper(70 – 79%)	“D” or lower paper (below 70%)
Content <i>Author produces accurate, logical, coherent, and well-structured writing and a proper conclusion for the research assignment.</i>	All ideas are presented accurately and in a logical order. Ideas are clearly introduced and connected. Body includes sufficient level of detail, and conclusion summarizes main idea or effectively closes the presentation. All authoritative sources are utilized correctly	Ideas are presented in an overall logical order. The writing includes introduction to, development of, and conclusion for the topic. There are no distracting shifts in presentation of ideas throughout the writing. All authoritative sources utilized relate effectively to the research topic.	Most ideas are presented in a logical order. There is an indication of an organized research effort with properly cited authoritative data to support the research topic.	Weak research and few or no authoritative citations to support the research subject Details may be missing, disjointed, or inapplicable. Inaccurate or misleading paraphrases.
Inadvertent Plagiarism (<i>Negative Points for each occurrence</i>) <i>Sources not correctly cited</i> <i>Personal or “common knowledge” is not acceptable in research and will be treated as sources not cited for the determination of Plagiarism.</i>	All sources correctly cited. No points deducted	1-3 sources not cited. (-5 points per occurrence)	4-5 sources not cited. (-10 points per occurrence)	More than 5 sources not cited. (-100 point deduction and an F on the paper)

MECHANICS (60% of paper grade)

Criteria	“A” paper(90 – 100%)	“B” paper(80 – 89%)	“C” paper(70 – 79%)	“D” or lower paper (below 70%)
Format, Organization & Writing Standards <i>Student produces logical, coherent, and well-structured writing.</i>	All ideas are presented in a logical order. Ideas are clearly introduced and connected. Body includes sufficient level of detail, and conclusion summarizes main idea or effectively closes the presentation. Impeccable spelling, grammar, word usage, sentence structure, punctuation, and citation format. Page Numbers in all citations including quotes and paraphrases. This is an APA guideline departure.	Ideas are presented in an overall logical order. The writing includes introduction to, development of, and conclusion for the topic. There are no distracting shifts in presentation of ideas throughout the writing. 3-4 errors in spelling, grammar, word usage, and punctuation. Proficient use of proper APA citation format. 3 page numbers omitted in citations. This is an APA guideline departure.	Most ideas are presented in a logical order. There is an indication of an organizational pattern—introduction, body and conclusion—although they may not be equally effective. Level and organization of details may be weak with occasional distracting shifts in presentation of ideas. 5-6 errors in grammar, spelling, sentence structure, word usage, punctuation, or citations. 4 page numbers	Limited presentation in logical order. Writing occasionally fragmented with very weak considerations for presentation. Details may be missing, disjointed, or inapplicable. 7 or more errors in grammar, spelling, sentence structure, word usage, punctuation, or citations. Poor writing skills. 5 page numbers omitted in citations. This is an APA guideline

			omitted in citations. This is an APA guideline departure	departure
Spelling and misused words	<i>Words are spelled correctly and used in a grammatically correct manner.</i>	Words which are incorrectly spelled or used incorrectly will incur a 5 point penalty for each occurrence.	.	

GRADING

Erroneous citations, paraphrasing, or source documents not attached will result in a 10 point per occurrence deduction.

Research Paper Evaluation Rubric

CONTENT (40% of paper grade)

Criteria	“A” paper(90 – 100%)	“B” paper(80 – 89%)	“C” paper(70 – 79%)	“D” or lower paper (below 70%)
Content <i>Author produces accurate, logical, coherent, and well-structured writing and a proper conclusion for the research assignment.</i>	All ideas are presented accurately and in a logical order. Ideas are clearly introduced and connected. Body includes sufficient level of detail, and conclusion summarizes main idea or effectively closes the presentation. All authoritative sources are utilized correctly	Ideas are presented in an overall logical order. The writing includes introduction to, development of, and conclusion for the topic. There are no distracting shifts in presentation of ideas throughout the writing. All authoritative sources utilized relate effectively to the research topic.	Most ideas are presented in a logical order. There is an indication of an organized research effort with properly cited authoritative data to support the research topic.	Weak research and few or no authoritative citations to support the research subject Details may be missing, disjointed, or inapplicable. Inaccurate or misleading paraphrases.
Inadvertent Plagiarism (<i>Negative Points for each occurrence</i>) <i>Sources not correctly cited</i> <i>Personal or “common knowledge” is not acceptable in research and will be treated as sources not cited for the determination of Plagiarism.</i>	All sources correctly cited. No points deducted	1-3 sources not cited. <u>(-10 points per occurrence)</u>	4-5 sources not cited. <u>(-20 points per occurrence)</u>	More than 5 sources not cited. <u>(-100 point deduction and an F on the paper)</u>

MECHANICS (60% of paper grade)

Criteria	“A” paper(90 – 100%)	“B” paper(80 – 89%)	“C” paper(70 – 79%)	“D” or lower paper (below 70%)
Format, Organization & Writing Standards <i>Student produces logical, coherent, and well-structured writing.</i>	All ideas are presented in a logical order. Ideas are clearly introduced and connected. Body includes sufficient level of detail, and conclusion	Ideas are presented in an overall logical order. The writing includes introduction to, development of, and conclusion for the topic.	Most ideas are presented in a logical order. There is an indication of an organizational pattern—introduction,	Limited presentation in logical order. Writing occasionally fragmented with very weak considerations for presentation.

	summarizes main idea or effectively closes the presentation. Impeccable spelling, grammar, word usage, sentence structure, punctuation, and citation format. Page Numbers in all citations including quotes and paraphrases. This is an APA guideline departure.	There are no distracting shifts in presentation of ideas throughout the writing. 3-4 errors in spelling, grammar, word usage, and punctuation. Proficient use of proper APA citation format. 3 page numbers omitted in citations. This is an APA guideline departure.	body and conclusion— although they may not be equally effective. Level and organization of details may be weak with occasional distracting shifts in presentation of ideas. 5-6 errors in grammar, spelling, sentence structure, word usage, punctuation, or citations. 4 page numbers omitted in citations. This is an APA guideline departure	Details may be missing, disjointed, or inapplicable. 7 or more errors in grammar, spelling, sentence structure, word usage, punctuation, or citations. Poor writing skills. 5 page numbers omitted in citations. This is an APA guideline departure
Spelling and misused words	<i>Words are spelled correctly and used in a grammatically correct manner.</i>	Words which are incorrectly spelled or used incorrectly will incur a 5 point penalty for each occurrence.	.	

Inadvertent Plagiarism, sources not properly cited, will result in deduction of 10 points for each occurrence. Refer to Inadvertent Plagiarism above. **Personal knowledge or “common Knowledge” is not appropriate in research and will be counted as sources not cited for the determination of plagiarism.**

4.3 Discussion Topics – 10% (7 points per topic which includes a 5 point bonus)

Discussion topics are intended to help your communication and writing skills which will be an integral part of your professional career. Well prepared posts will also help you and your classmates in the understanding of the course material.

Your first post is due by Tuesday each week. Waiting until the Friday deadline to finish your responses to your classmate’s posts DOES NOT ALLOW THEM TO BENEFIT FROM YOUR POSTS. Ensure that you post your initial response by Tuesday to allow others to review your posting and comment. Posting your initial discussion topic post after Tuesday will result in a 25% penalty and will not allow you to earn extra points.

Posting all responses in one brief visit to the discussion board will result in a 50% penalty. Remember that Discussions are an ongoing process and if you do not hold up your side of the Discussion you are harming your Classmate’s ability to participate.

Discussion topics will be posted several times during the term. You must participate in each discussion. Minimum participation, for a 70% credit, requires posting 1 original response, reading **all** posts by other class members, and responding to 4 class member’s responses with a comment or question. **At least 5 quality responses are necessary for 100 %.**(Refer to response criteria below) Additional quality responses will be rewarded with additional credit(A maximum of 5 points). Well researched, thoughtful, discussion original responses and responses to other class member posts will receive positive credit. Random, not on topic responses will receive negative marksTo get the most learning from this course, you must actively participate in the online class experience. Participation means actively participating in the course discussions. Each discussion question will have its own threaded discussion space. You are expected to offer responses to these questions and/or comments on your

classmates' responses. I will monitor the quantity and quality of your responses. Participation accounts for 10% of your grade. **If the quality of your postings is not sufficient, the points will not be earned.**

You are expected to contribute to the class discussions in meaningful ways. That means:

- Contributing new and relevant information to the course discussion and online sources;
 - Commenting in a positive manner;
 - Building on the remarks of your fellow students;
 - Posing questions of your fellow students; and sharing quotes, websites, and other supplementary information.
 - Demonstrating practical application of the week's key concepts from your professional/personal experience.
 - "Substantive" does not include "I agree," "Great point" or "You're wonderful" type postings. These types of postings are examples of positive "teaming" and are fine but not by themselves. They do not add depth or breadth to the discussion.
 - **A "substantive" posting should include:**
 - Your thesis (main point)
 - Your supporting arguments
 - A reference to class or outside material to support your thesis
- Provide an example or reference to support your thesis.**

Weak Responses (No Credit):

Credit for more than 5 quality responses.

Additional quality responses will earn 1 point per response. It is possible to earn 3 bonus points by posting extra, meaningful and well researched postings.

5.0 Grading Criteria Rubric and Conversion

Exam 1	(100 points)	
Exam 2	(100 points)	
Exam 3	(100 points)	
Final Exam	(150 points)	
Quizzes	(200 points)	A=90- 100
Research Paper	(250 points)	B=80-89%
Discussion Topics	(100 points)	C= 70-79%
		D= 60-69%
		F= Below 60%
TOTAL	(1000 points) 100%	

5.1 Posting of Grades:

Grades will be posted within one week of completion of the submission due date.

6.0 TECHNOLOGY REQUIREMENTS AND SUPPORT

This course will be fully online utilizing Canvas for all assignments.

All written submissions will be made as Word docs.
 All article submission will be in PDF format.

No zip files will be accepted

COURSE OUTLINE AND CALENDAR

7.0. Complete Course Outline

*** SCHEDULE IS SUBJECT TO CHANGE AT THE DISCRETION OF INSTRUCTOR**

WEEK	DATE	TOPIC	ASSIGNMENTS
1	8/27	Course Welcome, Introduction, and Expectations <u>Discussion Topic 1</u> Chapter 1 Chapter 1 quiz	You should purchase your text before the end of the first day. Review research process as outlined in the Purdue Owl or other source.. _Begin Research to identify a topic for your Research Paper. READ AND UNDERSTAND THE ENTIRE SYLLABUS
2	9/03	<u>Discussion Topic 2</u> Submit Paper Subject Chapter 2 Chapter 2 quiz	<u>Discussion Topic 2</u> Research Paper Subject, with at least 5 annotated bibliographies of authoritative sources which support your subject, due by Sunday
3	9/10	<u>Discussion Topic 3</u> Chapter 3 Chapter 3 quiz EXAM 1 Ch 1 - 3	<u>Discussion Topic 3</u>
4	9/17	Chapter 4 Chapter 4 quiz	<u>Discussion Topic 4</u> Research Paper Outline Due with at least 10 annotated bibliographies of authoritative sources listed under outline headings due by Sunday
5	9/24	<u>Discussion Topic 4</u> Chapter 5 Quiz 5	<u>Discussion Topic 5</u>
6	10/01	Chapter 6 Chapter 6 quiz	<u>Discussion Topic 6</u>
7	10/08	Chapter 7 Chapter 7 quiz	<u>Discussion Topic 7</u> Marked up research paper due
8	10/15	EXAM 2 Ch 4 - 8 Chapter 8 Quiz 8	<u>Discussion Topic 8</u>
9	10/22		<u>Discussion Topic 9</u>

		Chapter 9 Chapter 9 quiz	
10	10/29	Chapter 10 Quiz 10 Research Paper Due	Research Paper is due before Sunday, 11:59PM Research Paper PDFs of articles in the research paper are due before Sunday, 11:59PM
11	11/05	Chapter 11 Chapter 11 quiz	<u>Discussion Topic 10</u>
12	11/12	EXAM 3 Ch 9 - 11 Chapter 12 Chapter 12 quiz	<u>Discussion Topic 11</u>
13	11/19	Chapter 13 Chapter 13 quiz	
14	11/26	Chapter 14 Chapter 14 Quiz	
15	12/03	Chapter 15 Chapter 15 quiz	<u>Discussion Topic 12</u>
16	12/10 FINAL	FINAL EXAM Ch 1 - 15	<u>Comprehensive Final Due Thursday</u>

Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system. Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com>].

Username: Your MyCT username (xx123 or everything before the "@" in your MyCT e-mail address)

Password: Your MyCT password

Canvas Support

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select "Chat with Canvas Support," submit a support request through "Report a Problem," or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

Other Technology Support

For log-in problems, students should contact Help Desk Central.

24 hours a day, 7 days a week:

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [<http://hdc.tamu.edu>]

Please let the support technician know you are an A&M-Central Texas student.

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

Drop Policy.

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the University Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

Academic Integrity.

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

Academic Accommodations.

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Office of Access and Inclusion at (254) 501-5831. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) web page [https://www.tamuct.edu/student-affairs/access-inclusion.html].

Important information for Pregnant and/or Parenting Students.

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit the [Student Affairs](https://www.tamuct.edu/student-affairs/index.html) web page [https://www.tamuct.edu/student-affairs/index.html]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines online](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf), please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University’s Title IX Coordinator.

Tutoring is available to all A&M-Central Texas students, both on-campus and online. On-campus subjects tutored include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or any other question, contact Academic Support Programs at 254-519-5796, or by emailing Larry Davis at imdavis@tamuct.edu.

Chat live with a tutor 24/7 for almost any subject on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log-in and receive FREE online tutoring and writing support. This tool provides tutoring in over forty subject areas. Access Tutor.com through Canvas.

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The University Writing Center.

Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free workspace open to all TAMUCT students from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours in the University Library Monday thru Thursday from 6:00-9:00 p.m. This semester, the UWC is also offering online only hours from 12:00-3:00 p.m. on Saturdays.

Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via [WCOOnline](https://tamuct.mywconline.com/) at [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu for any assistance needed with scheduling.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students’ ideas and writing, our tutors highlight the ways in which they read and interpret students’ texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the

relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

If you have any questions about the UWC, please do not hesitate to contact Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu.

University Library.

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 72,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On-campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available twenty-four hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](https://tamuct.libguides.com/) [https://tamuct.libguides.com/].

OPTIONAL POLICY STATEMENTS:

A Note about Sexual Violence at A&M-Central Texas

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at A&M-Central Texas, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Counseling Services (254-501-5956) located on the second floor of Warrior Hall.

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/departments/compliance/titleix.php) [https://www.tamuct.edu/departments/compliance/titleix.php].

14.0 Instructor policies related to absence, grading, etc.

This is an online course and there should not be any missed assignments unless there is an emergency or deployment.

If you are scheduled for a deployment notify the instructor so that proper preparations can be made to allow you to complete the course.

If you miss an assignment due to an emergency contact the instructor immediately, within three days of the miss, to ask for an excused assignment.

Assignments can be turned in early so you should plan your work schedule so that you may turn in your assignment. Waiting until the last minute to complete an assignment and encountering a problem will result in the grade earned or a zero if the assignment is missed.

Waiting until the last moment to complete your assignment will result in problems with computers, work schedule, or other unforeseen circumstance for which there will be no excuse granted.

15.0 The Operation of the Online Course and Being an Online Student

Online learning requires students to be very self-disciplined, be sure you understand and are prepared to comply with all required class assignments and deadlines. For this course, the Weekly Assignment are posted in the syllabus and on Canvas with due dates controlled by the submission dates on Canvas. Submissions are to be made on Canvas in the associated Assignment drop box before the due date.

You must be self motivated, very disciplined, and an excellent planner of your time to complete an online course with satisfactory results.

You should log on to Canvas daily to ensure that you are not missing an assignment or a change to an assignment.

If you miss the submission time and date and an excuse is granted, you will be charged a 25% penalty, per 24 hours, for a late submission of less than 48 hours after the due date. Submissions more than 48 hours after the due date will not be accepted and will earn a grade of zero.

15.1 COURSE COMMUNICATIONS Please practice good communication skills. You must utilize proper communication skills while searching for a job and then during your entire career. Remember that Canvascommunication, through Messages, and email communication must be in proper format. We will practice formal business communication emails so that you will develop good habits. A poor email to a superior in business results a poor impression.

Start out every email with the name of the person you are emailing and close with your name. Utilize spelling and grammar check to help you write better.

I will return email unanswered unless you use proper English writing skills and the required Course Communication guidelines.

16.0 Instructor's Personal Statement

The skills that you acquire in this course will benefit you your entire career.

Remember that Accounting is the language of business and must be understood and utilized at all levels of management or business operations.

My grading is strict and fair.

Pay strict attention to the guidelines for research. Remember that you are responsible to yourself, your client, and to the governing bodies for your results.

If you have any questions please communicate with me. You may send an email, visit during my office hours or telephone during office hours.

This is a rewarding course. If you keep up with the assignments you will enjoy the learning environment and the material covered.

I have practiced as a CPA for over 30 years with a large part of my practice being in management advisory services dealing directly with the content of this course being applied in practice, and have used, and continue to use, planning and compliance on a regular basis to help my clients understand their individual and business responsibilities, and planning for contingencies. Let us all have a great semester.