



**ACCK 4301 - 110 Intermediate Accounting III**

Fall 2018 rev. 08.01.2018

Texas A&M University-Central Texas

**INSTRUCTOR AND CONTACT INFORMATION**

**Instructor:** Anthony L. Fulmore, MSA, MS-HRM, PhD

**Office:** Founder's Hall room 323

**Phone:** **Office** (254)501-5840

**Cell** (254)383-0226 (text only)

**Email:** afulmore@tamuct.edu preferred email

**Office Hours:**

Office hours are online and by appointment only.

**Mode of instruction and course access:**

This course will be taught face to face, (with supplemental materials made available online).

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

**Student-instructor interaction:**

I am accessible through Canvas Inbox, which I check several times a day during the week and usually once a day on weekends. I will try to get back to you within 24 hours during the week and within 36 hours during the weekend. You may use my TAMUCT email for course-related matters. If your concern needs my immediate attention, please text me, and you will receive an immediate reply.

Please provide in the subject line of each Canvas Inbox message the course information **“ACCK 401 - 110”** so that I can identify your class. If you text me on my cell phone, please mention the same information in your text.

Please practice good communication skills. Remember that Canvas communication and Canvas Inbox are communication in the proper format. We will practice formal business communication emails so that you will develop good habits. Start out every Canvas message and discussion post with the name of the person you are addressing and close with your name. Utilize spelling and grammar check to help you write better.

**911 Cellular:**

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

911 Cellular 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**

### **Course Overview and description:**

This course is a part and a continuation of the Intermediate Accounting sequence. It extends and builds directly on what students have learned in ACC 303 and 304. Topics that may be covered in the course include: accounting for pensions and other post-retirement benefits; accounting for income taxes as such taxes affect a corporation's financial reporting; changes in accounting principles and correction of errors; preparation of statement of cash flows. The course demonstrates interrelationships among topics that students have previously studied in isolation from each other.

### **Course Objective:**

After this course, Students will understand:

#### A) Knowledge Outcomes

1. The general revenue recognition criterion and exceptions to that general rule
2. The impact of timing differences between GAAP and income tax regulations
3. Situations that give rise to deferred tax assets and deferred tax liabilities
4. Practical difficulties in accounting for pensions and other post-retirement benefits
5. The general rule for accounting for changes in estimates and rationale for the rule
6. The methods of accounting for changes in accounting principle and what constitutes a change in accounting principle
7. The general requirement for correction of accounting errors
8. The categories of cash flows reported on the statement of cash flows and the types of events that make up each category

### **Required Reading and Textbook(s):**

Spiceland, J. 9th Edition. Intermediate Accounting. McGraw Hill (ISBN: 9781260089035).  
With Connect

Publication Manual of the American Psychological Association, 6th Edition American Psychological Association Softcover, 272 pages ©2010, ISBN-13 978-1433805615

## **COURSE REQUIREMENTS**

We will meet two times per week. The class format will consist of both lecture and class participation. Please be prepared for each class by completing the reading and homework assignments for that day. Your learning experience will be materially enhanced if you participate

in class by asking questions, volunteering information, and responding to requests for discussion. I have attached a tentative schedule of class meetings and homework assignments. **Periodically this schedule may need to be revised to match the actual pace of the class.**

**Final Examination.** You will have one exam (a final) that will be from the same database of the questions that are used for the chapter quizzes and will have different solutions for each student. The exam will also be accessed on the Connect Accounting website. The graded exam will be timed and may be submitted only one time. You should schedule about two hours to take the exams, but the actual time allowed will depend on the type and number of questions asked. The final exam is worth 400 points.

**Chapter Homework.** Chapter homework will be due each Sunday no later than 12:00 a.m. Some of your assignments are algorithmic, which means that everyone in the class will have a different version of the problem to work. It will be the same fundamental problem that is in the book but with different numbers. You will be able to print the problem and work it out and then return to the site and enter the answers. You should use these to review/study for exams since you will not have access to them online after the due date. In these types of problems, you may be given hints as you work and you will be shown the correct answer after you submitted your answers. If you want to improve your grade on these homework problems, you may work them more than once. You may have up to three attempts with a different version being given each time. Each set of homework problems will generally be divided into two sets to make it easier to complete an assignment, check your answers, and redo it to improve your grade without having to redo all problems. These assignments may be used to measure the course-embedded outcome assessment objectives listed earlier in this syllabus. Each assignment will generally be available one week before the due date (approximately seven days). The chapter homework is worth 200 points.

**Chapter Quizzes.** Chapter quizzes (approximately 20 to 25 questions) will be given at regular intervals (all scheduled to be due on Sunday no later than 12:00 a.m.) to give you flexibility in pacing your instruction, but encourage you to keep on track to finish the material promptly. These quizzes will be a random selection from a group questions online, and the answers will be different for each student. These graded quizzes will be timed and may be taken up to TWO times. I will always take the higher of the two grades if you choose to retake a given quiz. Quizzes will be accessed on the Connect Accounting web, just like your homework. You should allow at least an hour or two to take the quizzes. The actual time will vary depending on the type and number of questions asked. All quizzes will be available approximately one week before the due date. The due date for all the quizzes is listed on the assignment sheet by the date. After the due dates for each quiz, you will be able to access your quiz grade and see the suggested solution for each question. The chapter quiz is worth 300 points.

**Chapter Cases:** Details of the case (group assignment) will be handed out early in the semester. Points will be achieved from written material, a group presentation, and participation. Groups will be assigned in the first part of the semester. The chapter group case is worth 100 points.

### Grading Criteria Rubric and Conversion

Students earn their course grades by completing scheduled assignments; no extra credit assignments are given. To satisfactorily pass this course, students must complete each of the graded items listed below. Failure to submit appropriate documents for scoring in each category will result in a failing grade.

Course Element		Percent of Course Grade	
Homework Assignments			20%
Chapter Quizzes			30%
Final Exam			40%
Group Cases			10%
		Total	100%
<b>Grade Equivalents:</b>			
<b>If Grade is Computed Numerically</b>		<b>If Grade is Computed by Letter</b>	
90.0 - 100 %	= A	A =	95%
80.0 - 89.9%	= B	B =	85%
70.0 – 79.9%	= C	C =	75%
60.0 – 69.9%	= D	D =	65%
0 – 59.9%	= F	F =	0%

### Posting of Grades

Grades will be posted on the Canvas Grade book (turn-around time for grades to be posted is seven days).

### COURSE OUTLINE AND CALENDAR

#### Complete Course Calendar

Week	Class	Class Date	Chapters
1	1	28-Aug	<b>Introduction</b>
	2	30-Aug	<b>CHAPTER 5 - REVENUE RECOGNITION</b> LO5-1 State the core revenue recognition principle and the five key steps in applying it. LO5-2 Explain when it is appropriate to recognize revenue at a single point in time. LO5-3 Explain when it is appropriate to recognize revenue over a period of time. LO5-4 Allocate a contract’s transaction price to multiple performance obligations.
2	3	4-Sep	

	4	6-Sep		<p>LO5-5 Determine whether a contract exists and whether some frequently encountered features of contracts qualify as performance obligations.</p> <p>LO5-6 Understand how variable consideration and other aspects of contracts affect the calculation and allocation of the transaction price.</p>	
3	5	11-Sep		<p>LO5-7 Determine the timing of revenue recognition concerning licenses, franchises, and other common arrangements.</p> <p>LO5-8 Understand the disclosures required for revenue recognition, accounts receivable, contract assets, and contract liabilities.</p>	
	6	13-Sep		<p>LO5-9 Demonstrate revenue recognition for long-term contracts, both at a point in time when the contract is completed and over a period of time according to the percentage completed.</p>	
4	7	18-Sep		<p>LO5-10 Discuss the primary differences between U.S. GAAP and IFRS concerning revenue recognition.</p>	
	8	20-Sep	<b>CHAPTER 16 - ACCOUNTING FOR INCOME TAXES</b>	<p>LO16-1 Describe the types of temporary differences that cause deferred tax liabilities and determine the amounts needed to record periodic income taxes.</p> <p>LO16-2 Describe the types of temporary differences that cause deferred tax assets and determine the amounts needed to record periodic income taxes.</p>	
5	9	25-Sep		<p>LO16-3 Describe when and how a valuation allowance is recorded for deferred tax assets.</p> <p>LO16-4 Explain why permanent differences have no deferred tax consequences.</p>	
	10	27-Sep		<p>LO16-5 Explain how a change in tax rates affects the measurement of deferred tax amounts.</p> <p>LO16-6 Determine income tax amounts when multiple temporary differences exist.</p>	
6	11	2-Oct		<p>LO16-7 Describe when and how a net operating loss carryforward and a net operating loss carryback are recognized in the financial statements.</p> <p>LO16-8 Explain how deferred tax assets and deferred tax liabilities are reported in a classified balance sheet and describe related disclosures.</p>	
	12	4-Oct		<p>LO16-9 Demonstrate how to account for uncertainty in income tax decisions.</p> <p>LO16-10 Explain intraperiod tax allocation.</p>	
7	13	9-Oct		<p>LO16-11 Discuss the primary differences between U.S. GAAP and IFRS concerning accounting for income taxes.</p>	
	14	11-Oct		<b>CHAPTER 17 - PENSIONS AND OTHER POSTRETIREMENT BENEFITS</b>	<p>LO17-1 Explain the fundamental differences between a defined contribution pension plan and a defined benefit pension plan.</p> <p>LO17-2 Distinguish among the vested benefit obligation, the accumulated benefit obligation, and the projected benefit obligation (PBO).</p>
8	15	16-Oct			<p>LO17-3 Describe the five events that might change the balance of the PBO.</p> <p>LO17-4 Explain how plan assets accumulate to provide retiree benefits and understand the role of the trustee in administering the fund.</p>
	16	18-Oct			<p>LO17-5 Describe the funded status of pension plans and how that amount is reported.</p> <p>LO17-6 Describe how pension expense is a composite of periodic changes that occur in both the pension obligation and the plan assets.</p>

9	19	23-Oct		LO17-7 Record for pension plans the periodic expense and funding as well as new gains and losses and new prior service cost as they occur. LO17-8 Understand the interrelationships among the elements that constitute a defined benefit pension plan.	
	20	25-Oct		LO17-9 Describe the nature of postretirement benefit plans other than pensions and identify the similarities and differences in accounting for those plans and pensions. LO17-10 Explain how the obligation for postretirement benefits is measured and how the obligation changes.	
10	21	30-Oct		LO17-11 Determine the components of postretirement benefits expense. LO17-12 Discuss the primary differences between U.S. GAAP and IFRS concerning accounting for postretirement benefit plans.	
	22	1-Nov	<b>CHAPTER 20 - ACCOUNTING CHANGES AND ERROR CORRECTIONS</b>	LO20-1 Differentiate among the three types of accounting changes and distinguish among the retrospective, modified retrospective, and prospective approaches to accounting for and reporting accounting changes.	
11	23	6-Nov		LO20-2 Describe how changes in accounting principle typically are reported.	
	24	8-Nov		LO20-3 Explain how and why some changes in accounting principle are reported prospectively.	
12	25	13-Nov		LO20-4 Explain how and why changes in estimates are reported prospectively. LO20-5 Describe the situations that constitute a change in reporting entity.	
	26	15-Nov		LO20-6 Understand and apply the four-step process of correcting and reporting errors, regardless of the type of error or the timing of its discovery.	
13	27	20-Nov		LO20-7 Discuss the primary differences between U.S. GAAP and IFRS concerning accounting changes and error corrections.	
	28	22-Nov		<b>CHAPTER 21 - THE STATEMENT OF CASH FLOWS REVISITED</b>	LO20-1 Explain the usefulness of the statement of cash flows.
14	29	27-Nov			LO20-2 Define cash equivalents. LO20-3 Determine cash flows from operating activities by the direct method.
	30	29-Nov			LO20-4 Determine cash flows from operating activities by the indirect method. LO20-5 Identify transactions that are classified as investing activities.
15	31	4-Dec			LO20-6 Identify transactions that are classified as financing activities.
	32	6-Dec	LO20-7 Identify transactions that represent noncash investing and financing activities.		
16	33	11-Dec	LO20-8 Prepare a statement of cash flows with the aid of a spreadsheet or T-accounts. LO20-9 Discuss the primary differences between U.S. GAAP and IFRS concerning the statement of cash flows.		
	34	13-Dec	<b>Final</b>		

## Important University Dates:

27-Aug-18	Classes Begin for Fall Semester
29-Aug-18	Deadline for Add, Drop, and Late Registration for 16- and First 8-Week Classes
3-Sep-18	Labor Day
4-Sep-18	Deadline to Drop First 8-Week Classes with No Record
12-Sep-18	Deadline to drop 16-Week Classes with No Record
1-Oct-18	Deadline for Teacher Education and Professional Certification Applications (i.e., Principal, Reading Specialist, etc.)
5-Oct-18	Deadline to Drop First 8-Week Classes with a Quit (Q) or Withdraw (W)
5-Oct-18	Deadline for Graduation Application for Ceremony Participation
5-Oct-18	Student End of Course Survey Opens (First 8-Week Classes)
12-Oct-18	Deadline for Fall Admissions Applications
15-Oct-18	Deadline for Clinical Teaching Applications
19-Oct-18	Classes End for First 8-Week Session
19-Oct-18	Deadline for Tuition and Fee Payments (Second 8-Week Classes)
19-Oct-18	Deadline to Withdraw from University for First 8-Week Classes (WF)
22-Oct-18	Add, Drop, and Late Registration Begins for Second 8-Week Classes. \$25 fee assessed for late registrants
22-Oct-18	Classes Begin for Second 8-Week Session
22-Oct-18	Student End of Course Survey Closes (First 8-Week Classes)
23-Oct-18	Deadline for Faculty Submission of First 8-Week Class Final Grades (due by 3pm)
24-Oct-18	Deadline for Add, Drop, and Late Registration for Second 8-Week Classes
29-Oct-18	Deadline to Drop Second 8-Week Classes with No Record
1-Nov-18	Deadline for GRE/GMAT Scores to Office of Graduate Studies
9-Nov-18	Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)
12-Nov-18	Veterans Day (Observed) - No Class
16-Nov-18	Deadline for Final Committee-Edited Theses with Committee Approval Signatures to Office of Graduate Studies for Fall Semester
22-Nov-18	Thanksgiving
23-Nov-18	Thanksgiving
30-Nov-18	Deadline to Drop Second 8-Week Classes with a Quit (Q) or Withdraw (W)
1-Dec-18	Student End of Course Survey Opens (16- and Second 8-Week Classes)
14-Dec-18	Commencement Ceremony Bell County Expo Center 7:00 p.m.
14-Dec-18	Deadline for Applications for \$1,000 Tuition Rebate for Fall Graduation (5pm)
14-Dec-18	Deadline for Fall Degree Conferral Applications to the Registrar's Office. \$20 Late Application Fee.
14-Dec-18	Deadline to Withdraw from University for 16- and Second 8-Week Classes
14-Dec-18	Fall Semester Ends

## **TECHNOLOGY REQUIREMENTS AND SUPPORT**

### **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

### **Technology Support.**

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

24 hours a day, 7 days a week:

Email: [helpdesk@tamu.edu](mailto: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.*

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## **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](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 Academic 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 Parenting Students.**

Texas A&M University-Central Texas supports students who are pregnant and parenting. By 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 parenting in seeking accommodations related to pregnancy and 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 by sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas can 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.**

Tutoring is available to all A&M-Central Texas students, both on-campus and online. Subjects tutored on campus 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 have any other question, contact Academic Support Programs at (254) 519-5796, or by emailing Dr. DeEadra Albert-Green at [deeadra.albertgreen@tamuct.edu](mailto:deeadra.albertgreen@tamuct.edu).

Chat live with a tutor 24/7 for almost any subject from 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 40 subject areas. Access Tutor.com through Canvas.

### **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 [WOnline](https://tamuct.mywconline.com/) at [https://tamuct.mywconline.com/]. Also, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto: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 how they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. Also, 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](mailto: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 85,000 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 24 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 workspaces, 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](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index].

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## **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 is mandated reporters, so if someone discloses that he or she were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, 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 Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

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 do not 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].

## **INSTRUCTOR POLICIES.**

Professional level writing and communication are critical skills in the business world. This standard should be displayed in all assignments for this class. All communications, both to the Professor and student colleagues should be kept professional, including Discussion Board postings and email correspondence. For written assignments, all work should be proofread, free of grammatical errors, include proper citations, and be by American Psychological Association (APA) standards.

**NOTE #1:** There are NO EXTRA CREDIT assignments available for this course.

**NOTE #2:** Requests for Incomplete Grades: Incompletes will only be given in emergency or other extreme circumstances. The professor must approve any request for an incomplete grade in this course before the last week of classes. Where possible, requests should be submitted in written form and must include an address and telephone number where you may be contacted throughout the following semester. For a request for an incomplete grade to be considered, at least two-thirds of the coursework has to be completed. Finally, approval of an incomplete is up to the department chair.

**NOTE #3:** Questions concerning one's grade on a particular task (e.g., test, case) This should be resolved within one week after receiving the graded material. There will not be reviewing of previously graded material at the end of the semester.

**NOTE #4:** Late Submissions/Resubmissions You have a period of 7 days each week to complete and submit the weekly assignments. Make sure to plan your time wisely and avoid last minute submissions since no late assignments will be accepted. All assignments must be turned in by the due date unless an extension has been granted. **EXTENSIONS ON ASSIGNMENTS WILL BE CONSIDERED ONLY IF THEY ARE REQUESTED AT LEAST 48 HOURS BEFORE THE DUE DATE OF THE ASSIGNMENT UNDER QUESTION.** After the fact, extensions will not be granted, so if you are sick and you know you will not be able to take a test or submit an assignment on the set due date, make sure to contact me at least 48 hours in advance.

**NOTE #5:** Changes to Syllabus A syllabus serves as an instructional and study planning document for both faculty and students. Although every effort will be taken to complete the semester according to the syllabus, it may become necessary to make specific changes to facilitate the academic environment better. In such an event, changes will be notified via an announcement in the course. Changes may be made within the last two weeks of the semester only in exceptional circumstances.

**Copyright Notice.**

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

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