COURSE DATES, MODALITY, AND LOCATION
August 24, 2020 - December 11, 2020
Mondays 6:00pm-9:00pm
This course meets online on Mondays 6:00pm-9:00pm, with supplemental materials made available online through the A&M-Central Texas Canvas Learning Management System [https://tamuct.instructure.com/].

INSTRUCTOR INFORMATION

Instructor Contact Information

Instructor: Ankita Singhvi, MAcc., Ph.D.
Office: 323 Founder’s Hall
Phone: 254.501.5933 [email is best way to reach me]
Email: a.singhvi@tamuct.edu preferred mail – Canvas Inbox

Office Hours
On Wednesdays 2-4pm or by appointment by a mutually agreeable time.

Student-instructor interaction
I will reply to email within 36 hours on weekdays and most weekends. If I have weekend plans, it may be up to 48 hours before you hear back from me.

WARRIOR SHIELD
Emergency Warning System for Texas A&M University-Central Texas
Warrior Shield 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 Warrior Shield through their myCT email account.

Connect to Warrior Shield by 911Cellular [https://portal.publicsafetycloud.net/Account/Login] to change where you receive your alerts or to opt out. By staying enrolled in Warrior Shield, university officials can quickly pass on safety-related information, regardless of your location.

COVID-19 SAFETY MEASURES
To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, Texas A&M University-Central Texas has adopted policies and practices to minimize virus transmission. All members of the university community are expected to adhere to these measures to ensure their own safety and the safety of others. Students must observe the following practices while participating in face-to-face courses, course-related activities (office hours, help sessions, transitioning to and between classes, study spaces, academic services, etc.) and co-curricular programs:
• Self-monitoring—Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction. Students required to quarantine must participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities.

• Face Coverings—Face coverings must be worn inside of buildings and within 50 feet of building entrances on the A&M-Central Texas Campus. This includes lobbies, restrooms, hallways, elevators, classrooms, laboratories, conference rooms, break rooms, non-private office spaces, and other shared spaces. Face coverings are also required in outdoor spaces where physical distancing is not maintained. The university will evaluate exceptions to this requirement on a case by case basis. Students can request an exception through the Office of Access and Inclusion in Student Affairs.

  o If a student refuses to wear a face covering, the instructor should ask the student to leave and join the class remotely. If the student does not leave the class, the faculty member should report that student to the Office of Student Conduct. Additionally, the faculty member may choose to teach that day’s class remotely for all students.

• Physical Distancing—Physical distancing must be maintained between students, instructors, and others in the course and course-related activities.

• Classroom Ingress/Egress—Students must follow marked pathways for entering and exiting classrooms and other teaching spaces. Leave classrooms promptly after course activities have concluded. Do not congregate in hallways and maintain 6-foot physical distancing when waiting to enter classrooms and other instructional spaces.

• The university will notify students in the event that the COVID-19 situation necessitates changes to the course schedule or modality.
COURSE INFORMATION

Course Overview and description: Analyze special phases of partnership accounting, joint ventures, consignments, installment sales, statement of affairs and accounting for insolvent concerns, and business combinations.

Course Objectives

Student Learning Outcomes

After completing this course, you should be able to do the following:

1. Analyze and Record creation of partnerships, distribution of partnership income, and liquidation of partnerships
2. Prepare financial statements resulting from business combinations
3. Accounting for Partnerships, their termination and liquidation
4. Prepare consolidated financial statements

Competency Goals Statements (certification or standards)

From the AICPA’s Uniform CPA Examination -Financial Accounting and Reporting (FAR) Blueprint - July 1, 2018

Area III Select Transactions 20 – 30% Allocation on FAR

“Area III of the FAR section blueprint covers the financial accounting and reporting requirements for select transactions that are applicable to entities under the FASB Accounting Standards Codification and the IASB standards

• The testing of content under the IASB standards is limited to a separate group titled, “Differences between IFRS and U.S. GAAP.”
• To the extent applicable, the remaining groups in the area are eligible for testing within the context of both for-profit and not-for-profit entities.
  – If significant accounting or reporting differences exist between for-profit and not-for-profit entities, such differences are in representative not-for-profit tasks in the blueprint.”

Area I - Conceptual Framework, Standard-Setting and Financial Reporting
B. General-purpose financial statements: for-profit business entities
7. Consolidated financial statements (including wholly owned subsidiaries and noncontrolling interests)
   a. Recall basic consolidation concepts and terms (e.g. controlling interest, noncontrolling interest, primary beneficiary, variable interest entity).
   b. Prepare consolidated financial statements (includes adjustments, eliminations and/or noncontrolling interests) from supporting documentation.
   c. Adjust consolidated financial statements to correct identified errors.
   d. Detect, investigate and correct discrepancies identified while agreeing the consolidated financial statement amounts to supporting documentation.

Area II Select Transactions
B. Business combinations
1. Prepare journal entries to record the identifiable net assets acquired in a business combination that results in the recognition of goodwill.
2. Prepare journal entries to record the identifiable net assets acquired in a business combination that includes a noncontrolling interest.
3. Prepare journal entries to record the identifiable net assets acquired in a business combination that results in the recognition of a bargain purchase gain.
4. Adjust the financial statements to properly reflect changes in contingent consideration related to a business combination.
5. Calculate the consideration transferred in a business combination.
6. Adjust the financial statements to properly reflect measurement period adjustments related to a business combination.

Required Reading and Textbook(s)
Advanced Accounting Hoyle, Schafer, and Doupnik (McGraw-Hill Irwin: 14th Edition) with access to MH connect
ISBN10: 1260247821
ISBN13: 9781260247824

Resources
American Psychological Association (APA)
http://www.apastyle.org/
Purdue Online Writing Lab
http://owl.english.purdue.edu/owl/resource/560/01/
KPMG Institutes
http://www.kpmginstitutes.com/
Ernst & Young Insights
Accounting Today
http://www.accountingtoday.com/
The CPA Journal
http://www.cpajournal.com/
Journal of Accountancy
http://www.journalofaccountancy.com/
FASB
http://www.fasb.org/home
IASB
http://www.ifrs.org/Home.htm
PCAOB
http://pcaobus.org/Pages/default.aspx
SEC
http://www.sec.gov/
AICPA
http://www.aicpa.org/Pages/Default.aspx
COURSE REQUIREMENTS

Class participation (75 points, 12.5%)
The course will be a combination of lecture, in-class problem-solving, and homework discussion. Preparation of materials assigned for each class before the session is very important since exams will be based mostly on the class lectures and in-class discussion of cases and problems. Students are expected to study the ppt. for the scheduled chapter (posted on B.B.) in depth prior to each class meeting. There will be in class activities, discussion board, group work as determined fit by the instructor. Participation in these activities will yield points towards the participation grade.

SmartBook © (75 points, 12.5%)
The textbook is required for this course and has a lot of useful information. You should read the topics we will cover in class BEFORE class. These are assigned to you on Connect and must be completed before class for credit.

Connect Homework (100 points, 16.67%)
Practicing problems prepares you for the exams and for the CPA exam. In order to incentivize you to do your homework I have made it part of your grade. McGraw Hill Connect allows you to get feedback in a timely manner. All homework assignments are done in McGraw Hill connect. Each assignment has three attempts. After each attempt you will receive feedback. You will only receive answers to the questions after the due date has passed to turn the homework in. The homework is graded for accuracy. This means you should not just skip through the first and second attempts in order to get the answer since whatever your score is based on your best scoring attempt. Try your best at all three attempts. Also, I have included three “check my works within each attempt so that should help as well.

Exams (Exam-1 & 2 200 points 33.33%, Final Exam 150 points 25%)
The exam dates are listed on the syllabus. There is no provision for make up exams unless in an unforeseen circumstance or an emergency. If you are going to miss an exam, it needs to be communicated to me well in advance (2-3 weeks at least), not after the exam has passed.

Grading

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam (2@ 100 points each)</td>
<td>200</td>
</tr>
<tr>
<td>Final exam (1@ 150 points, cumulative)</td>
<td>150</td>
</tr>
<tr>
<td>Homework Connect</td>
<td>100</td>
</tr>
<tr>
<td>SmartBook Assignments</td>
<td>75</td>
</tr>
<tr>
<td>Class participation (Discussion Boards, in class activities)</td>
<td>75</td>
</tr>
<tr>
<td>Total points</td>
<td>600</td>
</tr>
</tbody>
</table>

Posting of Grades
- Grades will be posted to the Canvas gradebook
- Assignments will be graded and posted on Connect
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, August 24, 2020</td>
<td>Introduction to course, syllabus</td>
</tr>
<tr>
<td>Monday, August 31, 2020</td>
<td>Chapter 12 Financial Reporting and the Securities and Exchange Commision</td>
</tr>
<tr>
<td>Monday, September 7, 2020</td>
<td>Labor Day University Closed</td>
</tr>
<tr>
<td>Monday, September 14, 2020</td>
<td>Chapter 1 The Equity Method of Accounting for Investments</td>
</tr>
<tr>
<td>Monday, September 21, 2020</td>
<td>Chapter 2 Consolidation of Financial Information</td>
</tr>
<tr>
<td>Monday, September 28, 2020</td>
<td>Review &amp; Revise Concepts</td>
</tr>
<tr>
<td>Monday, October 5, 2020</td>
<td>Exam - 1</td>
</tr>
<tr>
<td>Monday, October 12, 2020</td>
<td>Chapter 3 Consolidations - Subsequent to the date of acquisition</td>
</tr>
<tr>
<td>Monday, October 19, 2020</td>
<td>Chapter 4 Consolidated Financial Statements and Outside Ownership</td>
</tr>
<tr>
<td>Monday, October 26, 2020</td>
<td>Chapter 5 Consolidated Financial Statements - Intra-Entity Asset Transactions</td>
</tr>
<tr>
<td>Monday, November 2, 2020</td>
<td>Review &amp; Revise Concepts</td>
</tr>
<tr>
<td>Monday, November 9, 2020</td>
<td>Exam - 2</td>
</tr>
<tr>
<td>Monday, November 16, 2020</td>
<td>Chapter 14 Partnerships - Formation and Operation</td>
</tr>
<tr>
<td>Monday, November 23, 2020</td>
<td>Chapter 15 Partnerships - Termination and Liquidation</td>
</tr>
<tr>
<td>Monday, November 30, 2020</td>
<td>Review &amp; Revise Concepts</td>
</tr>
<tr>
<td>Monday, December 7, 2020</td>
<td>Exam - 3</td>
</tr>
</tbody>
</table>

*** subject to change by the instructor
### COURSE OUTLINE AND CALENDAR

**Important University Dates**

The following calendar is proposed and **scheduled to change** without notice.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 24, 2020</td>
<td>Classes Begin for Fall Semester</td>
</tr>
<tr>
<td>August 26, 2020</td>
<td>Deadline for Add, Drop, and Late Registration for 16-and First 8-Week Classes</td>
</tr>
<tr>
<td>August 31, 2020</td>
<td>Deadline to Drop First 8-week Classes with No Record</td>
</tr>
<tr>
<td>September 7, 2020</td>
<td>Labor Day (University Closed)</td>
</tr>
<tr>
<td>September 9, 2020</td>
<td>Deadline to drop 16-week Classes with No Record 2020</td>
</tr>
<tr>
<td>October 1, 2020</td>
<td>Deadline for Teacher Education Program Applications</td>
</tr>
<tr>
<td>October 2, 2020</td>
<td>Deadline to Drop First 8-week Classes with a Quit (Q) or Withdraw (W)</td>
</tr>
<tr>
<td>October 15, 2020</td>
<td>Deadline for Clinical Teaching/Practicum Applications</td>
</tr>
<tr>
<td>October 16, 2020</td>
<td>Classes End for First 8-week Session</td>
</tr>
<tr>
<td>October 16, 2020</td>
<td>Deadline to Withdraw from University for First 8-Week Classes (WF)</td>
</tr>
<tr>
<td>October 19, 2020</td>
<td>Add, Drop, and Late Registration Begins for Second 8-Week Classes $25 Fee assessed for late registrants</td>
</tr>
<tr>
<td>October 19, 2020</td>
<td>Classes Begin for Second 8-Week Session</td>
</tr>
<tr>
<td>October 20, 2020</td>
<td>Deadline for Faculty Submission of First 8-Week Class Final Grades (due by 3pm)</td>
</tr>
<tr>
<td>October 21, 2020</td>
<td>Deadline for Add, Drop, and Late Registration for Second 8-Week Classes</td>
</tr>
<tr>
<td>October 26, 2020</td>
<td>Deadline to Drop Second 8-Week Classes with No Record</td>
</tr>
<tr>
<td>October 30, 2020</td>
<td>Deadline for Graduation Application for Fall Ceremony Participation</td>
</tr>
<tr>
<td>November 1, 2020</td>
<td>Deadline for GRE/GMAT Scores to Graduate School Office</td>
</tr>
<tr>
<td>November 2, 2020</td>
<td>Registration Opens for Spring Semester</td>
</tr>
<tr>
<td>November 6, 2020</td>
<td>Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)</td>
</tr>
<tr>
<td>November 11, 2020</td>
<td>Veteran's Day (University Closed)</td>
</tr>
<tr>
<td>November 20, 2020</td>
<td>Deadline for Final Committee-Edited Theses Fall Semester with Committee Approval Signatures to Graduate School Office</td>
</tr>
<tr>
<td>November 26-27, 2020</td>
<td>Thanksgiving (University Closed)</td>
</tr>
<tr>
<td>November 27, 2020</td>
<td>Deadline to Drop Second 8-Week Classes with a Quit (Q) or Withdraw (W)</td>
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<td>December 11, 2020</td>
<td>Deadline to Withdraw from University for 16- and Second 8-Week Classes</td>
</tr>
<tr>
<td>December 11, 2020</td>
<td>Fall Semester Ends 2020</td>
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<tr>
<td>December 11, 2020</td>
<td>Deadline for Applications for Tuition Rebate for Fall Graduation (5pm)</td>
</tr>
<tr>
<td>December 11, 2020</td>
<td>Deadline for Fall Degree Conferral Applications to the Registrar's Office</td>
</tr>
<tr>
<td>December 15, 2020</td>
<td>Deadline for Theses to Clear Graduate School Office for Fall Semester</td>
</tr>
<tr>
<td>December 15, 2020</td>
<td>$20 Late Application Fee</td>
</tr>
<tr>
<td>December 15, 2020</td>
<td>Fall Commencement Ceremony Bell County Expo 7 pm</td>
</tr>
<tr>
<td>December 15, 2020</td>
<td>Deadline for Faculty Submission of 16-Week and Second 8-Week Final Class Grades (due by 3pm)</td>
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TECHNOLOGY REQUIREMENTS AND SUPPORT
This course will use McGraw Hill Connect. This gives you an opportunity to earn points for reading the
textbook (using SmartBook) and earn points for homework. All connect homework assignments will display on
the course portal in Canvas.

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/] or access Canvas through the TAMUCT Online link in
myCT [https://tamuct.onecampus.com/]. You will log in through our Microsoft portal.

Username: Your MyCT email 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]

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].

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.

For more information regarding the Student Conduct process, [https://www.tamuct.edu/student-affairs/student-conduct.html].
If you know of potential honor violations by other students, you may submit a report, [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0].

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, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information please visit our Access & Inclusion Canvas page (log-in required) [https://tamuct.instructure.com/courses/717]

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 Student Affairs [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, 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
Tutoring is available to all A&M-Central Texas students, on a remote online basis. Visit the Academic Support Community in Canvas to view schedules and contact information. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors will return at the Tutoring Center in Warrior Hall, Suite 111 in the Fall 2020. Student success coaching is available online upon request.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, success coaching, or have any other question, contact Academic Support Programs at (254) 501-5836, visit the Office of Student Success at 212F Warrior Hall, or by emailing studentsuccess@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 online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas except writing support. Access Tutor.com through Canvas.

University Writing Center

The University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free service open to all TAMUCT students. For the Fall 2020 semester, all services will be online as a result of the COVID-19 pandemic. The hours of operation are from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours online Monday thru Thursday from 6:00-9:00 p.m. The UWC is also offering hours from 12:00-3:00 p.m. on Saturdays.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. 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. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. 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!

Students may arrange a one-to-one session with a trained and experienced writing tutor by making an appointment via WCOnline [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC and/or need any assistance with scheduling.

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 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 [http://tamuct.libguides.com/index].

For Fall 2020, all reference service will be conducted virtually. Please go to our Library website [http://tamuct.libguides.com/index] to access our virtual reference help and our current hours.

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 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 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].

Behavioral Intervention
Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, who are exhibiting behaviors that pose a threat to safety, or individuals causing a significant disruption to our community, please make a referral to the Behavioral Intervention Team. You can complete the referral online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2].

Anonymous referrals are accepted. Please see the Behavioral Intervention Team website for more information [https://www.tamuct.edu/student-affairs/bat.html]. If a person’s behavior poses a imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5800.

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 must 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., discussions, 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 - 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
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.

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