ONLINE - ACCOUNTING AND MANAGEMENT 60055 ACCT 5303-115
Summer 2019
June 3 – July 26
TEXAS A&M UNIVERSITY CENTRAL TEXAS

COURSE DATES, MODALITY, AND LOCATION

This is a 100% online course, and uses the A&M-Central Texas Canvas Learning Management System [https://tamuct.instructure.com/].

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Dr. David Ritter, DBA, JD, MBA, Attorney, CPA
Office: 323 C
Phone: 254/519-5792
Email: ritterd@tamuct.edu
(Utilize Canvas Messages for course communications)
Office Hours: Online, I will check email and messages several times a day.
Office meeting by appointment.

Student-instructor interaction:
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.

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.

COURSE INFORMATION

1.0 Course Overview and description:
A study of accounting as related to problems of making business and economic decisions. The course includes both financial and managerial accounting theory. Readings, problems, and cases requiring use of accounting data may be required. This course will primarily focus on managerial accounting which is accounting within the firm to help support managerial decisions and may differ from financial accounting which is utilized outside the firm.

Prerequisites: Graduate Status or permission of instructor.

Course Prerequisites: An undergraduate Accounting course or IVY leveling course, or approval of the instructor. If you have not had the prerequisites you will have an extremely difficult time passing the course.

2.0 Course Objectives:
This course is designed to develop the ability to utilize and interpret both financial and managerial accounting information. This is a “CORE” course in the MBA program which is required for all students. This course adopts a decision maker’s perspective toward financial and managerial accounting. The primary focus is managerial accounting which is used inside the firm to assist in the decision making process. The accounting records are utilized to prepare financial reports for use outside of the firm.

2.1 Student Learning Outcomes (SLOs)

A student who has successfully completed the course will be able to:
1. Read and interpret financial statements of a corporation, assessing the company’s performance and financial position
2. Identify the effect of common business transactions.
3. Describe how different choices of accounting principles affect an entity’s financial statements
4. Explain how fundamental accounting concepts affect the practice of accounting within the firm.
7. Assign costs to products and services, using different methods and explaining how the resulting costs vary
8. Apply various methods of capital budgeting and justify the results
9. Assess how a business can control costs and maximize its profits.

2.2 Student Learning Objectives by Chapter

CH 1.
LO1. Explain the meaning of managerial accounting.
LO2. Explain the differences between managerial accounting and financial accounting.
LO3. Identify and explain the current focus of managerial accounting.
LO4. Describe the role of managerial accountants in an organization.
LO5. Explain the importance of ethical behavior for managers and managerial accountants.
LO6. Identify three forms of certification available to managerial accountants.

CH 2.
LO1. Explain the meaning of cost and how costs are assigned to products and services.
LO2. Define the various costs of manufacturing products and providing services as well as the costs of selling and administration.
LO3. Prepare income statements for manufacturing and service organizations.

CH 3.
LO1. Explain the meaning of cost behavior, and define and describe fixed and variable costs.
LO2. Define and describe mixed and step costs.
LO3. Separate mixed costs into their fixed and variable components using the high-low method, the scatter graph method, and the method of least squares.
LO4. (Appendix 3A) Use a personal computer spreadsheet program to perform the method of least squares.

CH 4.
LO1. Determine the break-even point in number of units and in total sales dollars.
LO2. Determine the number of units that must be sold, and the amount of revenue required, to earn a targeted profit.
LO3. Prepare a profit-volume graph and a cost-volume-profit graph, and explain the meaning of each.
LO5. Explain the impact of risk, uncertainty, and changing variables on cost-volume-profit analysis

CH 5.
LO1. Describe the differences between job-order costing and process costing, and identify the types of firms that would use each method.
LO2. Compute the predetermined overhead rate, and use the rate to assign overhead to units or services produced.
LO3. Identify and set up the source documents used in job-order costing.
LO4. Describe the cost flows associated with job-order costing.
LO5. (Appendix 5A) Prepare the journal entries associated with job-order costing.

CH 6.
LO1. Describe the basic characteristics and cost flows associated with process manufacturing.
LO2. Define equivalent units and explain their role in process costing. Explain the differences between the weighted average method and the FIFO method of accounting for process costs.
LO3. Prepare a departmental production report using the weighted average method.
LO4. Explain how non-uniform inputs and multiple processing departments affect process costing.

CH 9.
LO1. Define budgeting and discuss its role in planning, control, and decision making.
LO2. Define and prepare the operating budget, identify its major components, and explain the interrelationships of its various components.
LO3. Define and prepare the financial budget, identify its major components, and explain the interrelationships of its various components.
LO4. Describe the behavioral dimension of budgeting.

CH 10
LO1. Explain how unit standards are set and why standard cost systems are adopted.
LO2. Explain the purpose of a standard cost sheet.
LO3. Describe the basic concepts underlying variance analysis, and explain when variances should be investigated.
LO4. Compute the materials variances, and explain how they are used for control.
LO5. Compute the labor variances, and explain how they are used for control.
LO6. (Appendix 10A) Prepare journal entries for materials and labor variances.

CH 13
LO1. Describe the short-run decision-making model, and explain how cost behavior affects the information used to make decisions.
LO2. Apply relevant costing and decision-making concepts in a variety of business situations.
LO3. Choose the optimal product mix when faced with one constrained resource.
LO4. Explain the impact of cost on pricing decisions.

CH 14
LO1. Explain the basic elements of a statement of cash flows.
LO2. Prepare a statement of cash flows using the indirect method.
LO3. Calculate operating cash flows using the direct method.
LO4. Prepare a statement of cash flows using a worksheet approach.

Required Reading and Textbook(s):

Cornerstones of Managerial Accounting,
COURSE REQUIREMENTS
Course Requirements:

Participation is essential to enhancing each student’s awareness about the subject area and developing their knowledge base.

Exams and Homework:

All homework assignments are available from the beginning of the course. If you work on weekends to catch up, please plan ahead and work the previous weekend to accomplish your assignments.

Exams will be available from 7:00 pm until 10:00pm on Thursday in the Week assigned.

The exams 1-3 time will be equal to or less than 90 minutes. Final Exam will be 120 minutes. Ensure that you start the exam in time to complete it before 10:00pm. The exams are open book but will require you to understand the information in the chapters before attempting the exam. The time allowed assumes that you have read the chapters, accomplished all of the homework and have studied for the exam sufficiently to be well prepared. If you understand the chapter contents you should be able to finish the exam 5-10 minutes before the exam expiration time which will allow you time to look up a question or 2. Do not plan to look up every question as you do not have enough time to look them up and then answer the questions.

Homework is assigned for each chapter. There is no time limit on the homework and you may submit as many times as you like before 12:00 Sunday in the Week due. Plan to spend 5 or more hours per homework assignment.

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 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 on a quiz or exam. Do not discuss the exam questions or answers and do not attempt to clarify the exam for others as this is also cheating.

Discussion Topics

– (Outstanding posts, in excess of the minimum 5 may earn up to 5 additional points per topic.)
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 classmates 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. Not 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 for each week. 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 3 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 marks.

To 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. 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.

Research Paper –

The research paper is a course requirement. Failure to complete all steps in the Research Paper Process and turning in an acceptable paper will result in maximum grade of “C” for the course.

The research paper must be prepared utilizing APA guidelines.
A departure from APA guidelines is that your paper must contain page number references in all paraphrase citations.

The purpose of the research paper is to prepare you for research and writing projects you will encounter in your business career. The research paper is also a graded assignment to support for university accreditation purposes.

Business Writing - Refer to the following sources.

3. https://owl.purdue.edu/owl/purdue_owl.html

Additional tips.

4. Utilize the University Writing Lab.
5. Utilize the online tutor resource provided free by the university.
6. Do not use semi-colons or colons.
7. Do not use multi-syllable words designed to impress the reader.
8. Utilize short, clear sentences.

Prepare a research paper relating to CURRENT ACCOUNTING TOPICS WHICH RELATE TO THE CURRENT PRACTICE OF MANAGERIAL or COST ACCOUNTING IN ANY INDUSTRY.

The paper topic must be industry specific.

You must conduct sufficient initial research on a proposed topic to ensure that there are articles available to support your topic. During the initial research you may find a different topic that is more interesting and better supported. Do not submit a topic for approval until you have accomplished your initial research.

Research Paper Steps and Requirements

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

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

The steps listed below are required for this paper.

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 and graded.

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 50% per day for the step.

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 must cite at least 9 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.

Submitting late will result in a 20% per day late penalty.

If a step is returned for any reason a 20% penalty will be assessed.

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

**Step 1 Research Paper Subject (RPS)**

The research paper subject or title, followed by annotated bibliographies for at least 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.

**Step 2 Research Paper Outline (RPO).**
You must prepare and submit an outline of your approved research paper topic. You must include, under the proper outline heading, at least 9 annotated bibliographies of sources which support the outline heading and your paper topic.

**Step 3 Marked-Up Complete Research Paper (MURP) If the paper is not complete the MURP will be returned.**

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

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.**

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

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

The University Writing Center is an excellent source of help and will meet with you often to help you. You should start visiting and utilizing the University Writing Center as soon as possible. They can also help you in selecting a topic and help you research the topic.

**Step 4 Research Paper Articles (RPA)**
You must use the 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.

Your paper will not be graded until all your PDFS are submitted

**Step 5 Research Paper (RP)**

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. If you do not understand the requirements please contact me for clarification.

2. Failure to include specific page numbers in all citations whether direct quotations or paraphrases will result the paper being returned to you for correction and resubmission.

3. Use a one paragraph, properly identified, Introduction and Conclusion in your paper. The Introduction and Conclusion are each limited to 10 lines each.

4. Do not use a template for any part of the paper. A template will cause errors in APA citations, erroneous spacing in headings and will prevent proper markup of your paper. Using a template will result in a 40 point deduction and return of the paper to have the template removed.

5. All sources, except for Court cases must be less than 20 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.

6. Acceptable sources are: 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 State and national licensed law and accounting publications, trade journals and publications, and other reputable professional publications published in the United States.

7. All sources must be published in the United States. Elsevier, Emerald and other publishers, primarily located in the United States, are foreign. Wiley also publishes foreign publications. You must research to find the publisher to ensure that the source is a valid source.

8. Place lengthy quotes over 5 lines, pictures, illustrations, and tables in the appendix and reference them in your paper.

9. Every paragraph will contain multiple citations.

10. 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.

11. Do not use books, blogs, wiki, encyclopedias, or dictionaries as sources or for citations.
12. Do not cite the Abstract of a publication.

13. Do not use more than one article from any source document of the same date.

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

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

16. Do not use “Common Knowledge”. This is a research paper and not an essay. Every paraphrase must be properly cited. You obtained all of your knowledge from some source and are required to cite each source. Personal knowledge or “common knowledge” will be treated as sources not cited.

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

**GRADING RUBRIC**

Specific point deductions are as listed above.

Research Paper Evaluation Rubric

**CONTENT (50% of paper grade)**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>“A” paper (90 – 100%)</th>
<th>“B” paper (80 – 89%)</th>
<th>“C” paper (70 – 79%)</th>
<th>“D” or lower paper (below 70%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content Author produces accurate, logical, coherent, and well-structured writing and a proper conclusion for the research assignment.</td>
<td>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</td>
<td>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</td>
<td>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.</td>
<td>Weak research and few or no authoritative citations to support the research subject</td>
</tr>
<tr>
<td>Effectively closes the presentation. All authoritative sources are utilized correctly</td>
<td>Ideas throughout the writing. All authoritative sources utilized relate effectively to the research topic.</td>
<td>Inaccurate or misleading paraphrases.</td>
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<tr>
<td><strong>Inadvertent Plagiarism</strong> <em>(Negative Points for each occurrence)</em></td>
<td>All sources correctly cited. No points deducted</td>
<td>1-3 sources not cited. <strong>(-5 points per occurrence)</strong></td>
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</tr>
<tr>
<td>Sources not correctly cited. Personal or “common knowledge will be treated as sources not cited.**</td>
<td>4-5 sources not cited. <strong>(-10 points per occurrence)</strong></td>
<td>More than 5 sources not cited. <strong>(-100 points deduction and an F on the paper)</strong></td>
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</tbody>
</table>

### MECHANICS *(50% of paper grade)*

<table>
<thead>
<tr>
<th>Criteria</th>
<th>“A” paper <em>(90 – 100%)</em></th>
<th>“B” paper <em>(80 – 89%)</em></th>
<th>“C” paper <em>(70 – 79%)</em></th>
<th>“D” or lower paper <em>(below 70%)</em></th>
</tr>
</thead>
</table>
| **Writing Standards**  
Student produces logical, coherent, and well-structured writing. | 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. | 3-4 errors in spelling, grammar, word usage, and punctuation. Proficient use of proper APA citation format. 1-2 page numbers omitted in citations including quotes and paraphrases. This | 5-6 errors in grammar, spelling, sentence structure, word usage, punctuation, or citations. 3-4 page numbers omitted in citations including quotes and paraphrases. | 7 or more errors in grammar, spelling, sentence structure, word usage, punctuation, or citations. 5 page numbers omitted in citations. This is an APA guideline departure |
is an APA guideline departure.

### Spelling and misused words

Words are spelled correctly and used in a grammatically correct manner.

Words which are incorrectly spelled or used incorrectly will incur a 5 point penalty for each occurrence.

### ADDITIONAL MAJOR PENALTIES

#### Paper Length

- Paper is required length or longer
- 1 line to 1 page short: 20% deduction
- 2 pages short: 40% deduction
- More than 2 pages short: 60% deduction. 25% deduction for each additional page short.

#### Articles Cited

- Proper number of acceptable articles correctly cited
- 1 qualifying article less than required number Cited: 10% deduction
- 2 qualifying articles less than required number Cited: 25% deduction
- 3 qualifying articles less than required number Cited: 50% deduction. 25% deduction for each additional article short.

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**Grading Criteria Rubric and Conversion**

<table>
<thead>
<tr>
<th>Homework</th>
<th>240</th>
<th>A=900-1000</th>
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<tbody>
<tr>
<td>Exams (E1-3 100 each, Final 160)</td>
<td>460</td>
<td>B= 800-899</td>
</tr>
<tr>
<td>Discussion Topics (12.5 points per discussion)</td>
<td>100</td>
<td>C= 700-799</td>
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<tr>
<td>TOTAL</td>
<td>1,000</td>
<td>F=Below 600</td>
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**Posting of Grades**

*Exam and homework grades will be posted on Canvas upon completion. Papers will be graded and posted within one week of completion.*

**COURSE OUTLINE AND CALENDAR**

*Complete Course Calendar*

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6.0. Complete Course Outline
<table>
<thead>
<tr>
<th>WEEK</th>
<th>DATE</th>
<th>TOPIC</th>
<th>ASSIGNMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>06/03</td>
<td>Course Welcome, READ AND UNDERSTAND THE ENTIRE SYLLABUS</td>
<td>You should purchase your text book or CENGAGEv2 eBook before the end of the first day. Log into Cengage CNOWv2 and complete week 1 and week homework. Begin Research to identify a topic for your Research Paper. Visit the University Writing Center. Go to the Purdue Owl website, read all of the contents, and ensure you understand the directions for research and writing, and APA documentation.</td>
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<tr>
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<td>Homework Chap. 1 Homework Chap. 2</td>
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<td>2</td>
<td>06/10</td>
<td>Homework Ch. 3 EXAM 1</td>
<td>Discussion Topic 1 Closes Friday, First post due by Tuesday</td>
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<td>EXAM Thursday Opens 7:00 pm, Due by 10:00 pm)</td>
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<td>Research Paper Subject due by Sunday</td>
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<td>3</td>
<td>06/17</td>
<td>Homework Ch. 4</td>
<td>Discussion Topic 3 Closes Friday First post due by Tuesday</td>
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<td>Research Outline Due by Sunday</td>
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<tr>
<td>4</td>
<td>06/24</td>
<td>Homework Ch. 5 EXAM 2</td>
<td>Discussion Topic 4 Closes Friday First post due by Tuesday</td>
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<td>EXAM Thursday Opens 7:00 pm, Due by 10:00 pm)</td>
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<td>Marked up research paper due by Sunday</td>
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<td>5</td>
<td>07/01</td>
<td>Homework Ch. 6</td>
<td>Discussion Topic 5 Closes Friday.</td>
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<td>Research Paper Due by Sunday PDFs Due by Sunday</td>
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<td>6</td>
<td>07/08</td>
<td>Homework Ch. 7,9 EXAM 3</td>
<td>Discussion Topic 6, EXAM Thursday Opens 7:00 pm, Due by 10:00 pm)</td>
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<td>7</td>
<td>07/15</td>
<td>Homework Ch. 10</td>
<td>Discussion Topic 7,</td>
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<td>Homework Ch. 14</td>
<td>Discussion Topic 8</td>
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<td>8</td>
<td>07/22</td>
<td>FINAL EXAM</td>
<td>EXAM Thursday Opens 7:00 pm, Due by 10:00 pm) The Final is comprehensive</td>
</tr>
</tbody>
</table>

**Important University Dates:**

**SUMMER 2019**

- July 5, 2018: Deadline for Tuition and Fee Payments (Second 5-Week Classes)
- September 12, 2018: Summer Semester Admissions Application Opens
- March 18, 2019: Advising Begins for Summer Semester
- March 18, 2019: Class Schedule Published For Summer Semester
- April 1, 2019: Deadline for Scholarship Applications for the Summer Semester
- April 4, 2019: Priority Deadline for International Student Summer Admission Applications
- April 22, 2019: Priority Deadline for VA Certification Request
- May 13, 2019: Classes Begin for Minimester
- May 20, 2019: Priority Deadline for Summer Admissions Applications
- May 27, 2019: Memorial (University Closed)
- May 31, 2019: Deadline for Tuition and Fee Payments (10-, 8-, and First 5-Week Classes)
- May 31, 2019: Minimester ends
- June 3, 2019: Add, Drop, and Late Registration Begins for 10-, 8- and First 5-Week Classes. $25 fee assessed for late registrants.
- June 3, 2019: Classes Begin for First 5-, 10-, and 8-Week Session
- June 6, 2019: Deadline to Drop First 5-Week Classes with No Record
- June 10, 2019: Deadline to Drop 8-Week Classes with No Record
- June 18, 2019: Deadline to Drop 10-Week Classes with No Record
- June 21, 2019: Deadline to Drop First 5-Week Classes with a Quit (Q) or Withdraw (W)
- June 21, 2019: Student End of Course Survey Opens (First 5-Week Classes)
- July 1, 2019: Deadline for Teacher Education and Professional Certification Applications (i.e. Principal, Reading Specialist, etc.)
- July 4, 2019: Independence Day (University Closed)
- July 5, 2019: Classes End for First 5-Week Session
- July 5, 2019: Deadline for Graduation Application for Summer Ceremony Participation
- July 5, 2019: Deadline to Withdraw from the University for First 5-Week Classes
- July 8, 2019: Add, Drop, and Late Registration Begins for Second 5-Week Classes. $25 fee assessed for late registrants.
- July 8, 2019: Classes Begin Second 5-Week Session
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>July 8, 2019</td>
<td>Student End of Course Survey Opens (First 5-Week Classes)</td>
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<tr>
<td>July 9, 2019</td>
<td>Deadline for Faculty Submission of First 5-Week Final Class Grades (due by 3pm)</td>
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<tr>
<td>July 11, 2019</td>
<td>Deadline to Drop Second 5-Week Classes with No Record</td>
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<tr>
<td>July 12, 2019</td>
<td>Deadline to Drop 8-Week Classes with a Quit (Q) or Withdraw (W)</td>
</tr>
<tr>
<td>July 12, 2019</td>
<td>Deadline for Final Committee-Edited Theses with Committee Approval Signatures to Office of Graduate Studies for Summer Semester</td>
</tr>
<tr>
<td>July 12, 2019</td>
<td>Student End of Course Survey Opens (8-Week Classes)</td>
</tr>
<tr>
<td>July 19, 2019</td>
<td>Deadline to Drop 10-Week Classes with a Quit (Q) or Withdraw (W)</td>
</tr>
<tr>
<td>July 26, 2019</td>
<td>Classes End for 8-Week Session</td>
</tr>
<tr>
<td>July 26, 2019</td>
<td>Deadline to Drop Second 5-Week Classes with a Quit (Q) or Withdraw (W)</td>
</tr>
<tr>
<td>July 26, 2019</td>
<td>Deadline to Withdraw from the University for 8-Week Classes</td>
</tr>
<tr>
<td>July 26, 2019</td>
<td>Student End of Course Survey Opens (10- and Second 5-Week Classes)</td>
</tr>
<tr>
<td>July 29, 2019</td>
<td>Student End of Course Survey Closes (8-Week Classes)</td>
</tr>
<tr>
<td>July 30, 2019</td>
<td>Deadline for Faculty Submission of 8-Week Final Class Grades (due by 3pm)</td>
</tr>
<tr>
<td>August 1, 2019</td>
<td>Deadline for GRE/GMAT Scores to Office of Graduate Studies</td>
</tr>
<tr>
<td>August 9, 2019</td>
<td>Classes End for 10- and Second 5-Week Sessions</td>
</tr>
<tr>
<td>August 9, 2019</td>
<td>Deadline for Applications for $1,000 Tuition Rebate for Summer Graduation (5pm)</td>
</tr>
<tr>
<td>August 9, 2019</td>
<td>Deadline for Summer Degree Conferral Applications to the Registrar’s Office. $20 Late Application Fee.</td>
</tr>
<tr>
<td>August 9, 2019</td>
<td>Deadline to Withdraw from the University for 10- and Second 5-Week Classes</td>
</tr>
<tr>
<td>August 10, 2019</td>
<td>Commencement Ceremony Bell County Expo Center (TBD)</td>
</tr>
<tr>
<td>August 12, 2019</td>
<td>Student End of Course Survey Closes (10- and Second 5-Week Classes)</td>
</tr>
<tr>
<td>August 13, 2019</td>
<td>Deadline for Faculty Submission of 10-Week and Second 5-Week Final Class Grades (due by 3pm)</td>
</tr>
<tr>
<td>August 13, 2019</td>
<td>Deadline for Theses to Clear Thesis Office for Summer Semester</td>
</tr>
</tbody>
</table>

**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/] 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:
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://tamuct.campuslabs.com/engage/organization/tamuct-student-conduct-panel].
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.
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 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, 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, 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.

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 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.-4:00 p.m. Monday thru Thursday with online only hours Monday thru Thursday from 6:00-9:00 p.m.

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!
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 WCOnline. 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].

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 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 an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5800.

INSTRUCTOR POLICIES.

Late work, except as noted above will not be accepted.

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/or 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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