Texas A&M University-Central Texas

ACCT 4350-110 Management Information Systems

Spring 2022
Texas A&M University-Central Texas
January 18, 2022 – May 13, 2022
Founders Hall 304
TR 11AM - 12:15PM

Required Materials:

AIS Romney and Steinbart 15th Edition
QuickBooks Online
Tableau (free for students)

INSTRUCTOR INFORMATION

Instructor Contact Information

Course Instructor: Dr. Ankita Singhvi
Office location: Founders Hall, #323
Office phone: 254.501.5933 (**email is the best form of communication**)
Email address: a.singhvi@tamuct.edu
If you have any questions or concerns before class starts, please send an e-mail to a.singhvi@tamuct.edu. When sending an e-mail, please identify ACCT 4350 in the subject line!

Instructor's TAMUCT Office Hours

If you have any questions about this course or during the course, I am available by appointment. Also, you can send e-mails anytime; I usually respond to questions quickly, but not longer than 36 hours. We will meet via Webex at a mutually agreeable time.

Book a one-on-one meeting with me!
https://calendly.com/a-singhvi/meet-with-dr-singhvi?month=2022-01

Mode of Instruction and Course Access

This is an in-person course. Your presence at Class. All course materials will be found on canvas. Lesson materials, assignments and grades are delivered via canvas. Assignment grades are not weighted! Certain software availability is assumed and required for this course.

Examples include Microsoft office (including Access), and QuickBooks (available for free and will be discussed later).

Student–Instructor Interaction

Email is my preferred method of communication, and I typically respond within a few hours, but not more than 24 hours. If you do not receive a response within 24 hours, please contact me again

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

SAFEZONE. SafeZone provides a public safety application that gives you the ability to call for help with the push of a button. It also provides Texas A&M University-Central Texas the ability to communicate emergency information quickly via push notifications, email, and text messages. All students automatically receive email and text messages via their myCT accounts.

Downloading SafeZone allows access to push notifications and enables you to connect directly for help through the app.

You can download SafeZone from the app store and use your myCT credentials to log in. If you would like more information, you can visit the SafeZone website [www.safezoneapp.com].

To register SafeZone on your phone, please follow these 3 easy steps*:*
1. Download the SafeZone App from your phone store using the link below:
   o iPhone/iPad: [https://apps.apple.com/app/safezone/id533054756]
   o Android Phone / Tablet [https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp]
2. Launch the app and enter your myCT email address (e.g. {name}@tamuct.edu)
3. Complete your profile and accept the terms of service

COURSE INFORMATION

Course Goals and Objectives

Course Goals	Objectives	Assessments
Know the extract, transform and load (ETL) process and key components of every step.	1. Demonstrate the ability to recognize the steps in a transaction cycle. 2. Describe the processes, important documents involved in each process and the actors in each cycle.	Case Study, exams
Understand data transformation and data structuring	1. Identify and use techniques of data validation. 2. Describe data parsing, data concatenation, data consistency and how they relate to data standardization	Case Study, exams
Understand data analysis and presentation	1. Analyze the visualization of data and select the correct type of format for visualizing data. 2. Understand and communicate the principles of simplification, emphasis and ethical data presentation.	Tableau, exams

Understand the controls that need to be implemented to mitigate the threat to accounting transaction cycles.	1. Analyze the principles that affect systems reliability. 2. Communicate how visualization, cloud computing and IOT affect information security. 3. Describe the controls that can be implemented to prevent fraud or error in accounting systems.	Exams
Understand the concepts of relational databases and learn introductory QuickBooks Online and Tableau	1. Articulate the need for databases. 2. Define and explain the concept transaction cycles. 3. Demonstrate knowledge of creating invoices, memos, reports. 4. Introductory knowledge of QuickBooks 5. Basic knowledge of Tableau for data visualization.	Web learning

Furthermore, successful accounting professionals possess strong analytical and communications skills, and are expected to work effectively with other professionals from diverse backgrounds. The course assignments are intended to help you develop and enhance these skills. Effective synthesis of information and communication is covered by the term paper and presentations in class.

COURSE REQUIREMENTS

Course Requirements

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 certain changes to facilitate the academic environment better. In such an event, changes will be announced within one week of the change decision in the Canvas classroom. Changes may be made within the last two weeks of the semester only in exceptional circumstances. Conflicts between Canvas and the syllabus will be resolved according to syllabus requirements. Following is a description of the major course assignments as well as other components that make up the total grade for this course.

Class Participation

Students are expected to participate in class discussions where appropriate and/or when called on. Further, students are expected to conduct themselves at all times in a professional manner. Participation/Professionalism points are earned via active, meaningful, and consistent contributions to class discussions. Your grade will be assigned based on my evaluation of how consistently and effectively you contribute to the learning environment. These points are generally earned with every activity and class period .

These class participation points are awarded solely at the discretion of the instructor.

Data Analytics Cases and Presentations

Students are expected to work in groups and investigate the case assigned from topics covered in class and write a paper and present it to the class. conclusion section. Times New Roman, 12 pt font, double-spaced. Grades for the paper will be assigned based on writing quality, organization and flow, technical accuracy, documentation style and accuracy of references, and demonstration of an understanding of the issues related to your topic Detailed Grading Rubric will be posted on Canvas. Each presenting group must present their findings to the class via a concise,

engaging and thoughtful presentation of about 15 minutes. Effective communication is a key component of a well-rounded accounting professional, and this skill is only developed with practice and constructive feedback. Each student will grade their peers' presentations providing valuable suggestions. Details of this will be discussed in class and more guidelines will be posted.

Each group does the weekly case studies written submissions but only the presenting groups makes presentation. Group assignment will be done in the first week of classes.

We will discuss this more in detail.

To Do:

1) Weekly group meetings – I would like to meet the group at least 1 weeks before their presentation date to understand the division of work, assessment of participation. It is up to the group to decide what day/time works from my Calendly link and coordinate that meeting with me.

2) I would like to do a monthly "HOW'S IT GOING" meeting with each student. You can set it up ahead of time for the semester or each month. This is YOUR responsibility, NOT MINE! These will count towards class participation grade!

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
http://www.ey.com/GL/en/Issues

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

Exams

The exam dates are listed on the syllabus. There is no provision for makeup 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 weeks at least), **not after the exam has passed**.

In case of a missed exam and no alternatives, I will take average of all other exams (no more than 1 exam can be missed) and assign that grade to the missing exam.

ALL exams will be proctored via PROCTORIO which is a monitoring system for proctoring the exams and maintaining the integrity of testing. If you have an issue with PROCTORIO, please notify me by February 1st, 2022. We will then devise a plan for testing at the testing center. If I am not informed by then, I will assume you are okay with this tool. Please read more about PROCTORIO at https://proctorio.com/

It is YOUR responsibility to make sure your device is compatible and works on the day of the exam. It's best to test it, configure everything several weeks before our first exam.

Technology Assignment

The accounting world demands the use of technology to solve complex business problems. I will assign you Tableau learning videos combined with Excel practice problems. These points can be earned by completing those learnings and any related assignments.

Extra Credit

We are pleased to partner with United Way for the VITA Tax Preparation program. If you choose to participate in it and earn volunteer hours (They also report these to us!) I will award you a 50 points credit in the course. You cannot earn double credit in multiple courses , so please talk to me if you choose this option.

If you choose to not do the VITA credit, you may write a 7-9 page research paper on any of the topics discussed in class. The paper should be APA style and should be a literature review style.

Instructor Policies:

I care about my students and their learning. If you don't agree with a particular grade, please bring it to my attention via email within **3 days of receiving that grade.** I will attempt to resolve it with you within a week of assigning it. No grade revisions are made once the week

Course Grading Criteria:

Graded requirements support course objectives and include a combination of discussions, assignments, research paper, and exams.

Class Participation/In Class Discussions	100	
Data Analytics Case Write ups	100	
Data Analytics Case Presentations	100	
Technology Assignment	100	
Exams	300	
	600	

Grade Composition

90% and above=A
80% and above=B
70% and above=C
60% and above=D
Below 60=F

Posting of Grades

Most student grades will be posted in the Canvas Grade book within 10 days of submission and/or close of discussions. However, most grades will be returned within 3-5 days. Students should monitor their grades through this tool and report any issues immediately.

Submitting Course Requirements

Please submit all course requirements (activities, assignments, and exams) through the Canvas classroom. If you are unable to post to the Canvas classroom due to an unexpected difficulty, please send me an e-mail explaining the difficulty. Be sure to place ACCT 3310 in the subject line! Then, post or complete the course requirement in the Canvas classroom as soon as you can, so that you may receive feedback and a grade for the course requirement.

COURSE OUTLINE AND CALENDAR

Complete Course Outline

Tuesday, January 18, 2022	Introduction to Course, Welcome! Complete Discussion Board Activities
Thursday, January 20, 2022	Chapter 5 Introduction to Data Analytics in Accounting
Tuesday, January 25, 2022	Chapter 5 Introduction to Data Analytics in Accounting
Thursday, January 27, 2022	Chapter 5 Introduction to Data Analytics in Accounting
Tuesday, February 1, 2022	Chapter 6 Transforming Data
Thursday, February 3, 2022	Chapter 6 Transforming Data
Tuesday, February 8, 2022	Chapter 6 Transforming Data
Thursday, February 10, 2022	Case Study - 1 & 2 Group Activity - Presentations
Tuesday, February 15, 2022	Chapter 7 Data Analysis and Presentation
Thursday, February 17, 2022	Chapter 7 Data Analysis and Presentation
Tuesday, February 22, 2022	Chapter 7 Data Analysis and Presentation
Thursday, February 24, 2022	Case Study - 3 & 4 Group Activity - Presentations

Tuesday, March 1, 2022	Exam -1
Thursday, March 3, 2022	Chapter 11 Controls and Information Security
Tuesday, March 8, 2022	Chapter 11 Controls and Information Security
Thursday, March 10, 2022	Chapter 11 Controls and Information Security
Tuesday, March 15, 2022	Spring Break!
Thursday, March 17, 2022	Spring Break!
Tuesday, March 22, 2022	Chapter 12 Confidentiality and Privacy Controls
Thursday, March 24, 2022	Chapter 12 Confidentiality and Privacy Controls
Tuesday, March 29, 2022	Chapter 12 Confidentiality and Privacy Controls
Thursday, March 31, 2022	Case Study - 5 & 6 Group Activity - Presentations
Tuesday, April 5, 2022	Chapter 13 Processing Integrity and Availability Controls
Thursday, April 7, 2022	Chapter 13 Processing Integrity and Availability Controls
Tuesday, April 12, 2022	Chapter 13 Processing Integrity and Availability Controls
Thursday, April 14, 2022	Exam - 2
Tuesday, April 19, 2022	Chapter 19 Database Design using the REA Data Model
Thursday, April 21, 2022	Chapter 19 Database Design using the REA Data Model
Tuesday, April 26, 2022	Chapter 19 Database Design using the REA Data Model
Thursday, April 28, 2022	Chapter 20 Implementing an REA model in a relational database
Tuesday, May 3, 2022	Chapter 20 Implementing an REA model in a relational database
Thursday, May 5, 2022	Chapter 20 Implementing an REA model in a relational database
Tuesday, May 10, 2022	Exam -3

COURSE OUTLINE AND CALENDAR

Important University Dates

Please refer to the link for important dates.
http://catalog.tamuct.edu/undergraduate_catalog/general-information/academic20calendars20and20final20exam20schedule/

January 17, 2022	Martin Luther King, Jr Day (University Closed)
January 18, 2022	Add, Drop and Late Registration Begins for 16- and First 8-Week Classes $25 Fee assessed for late registrants
January 18, 2022	Classes Begin for Spring Semester
January 20, 2022	Deadline for Add, Drop, and Late Registration for 16- and First 8-Week Classes

January 25, 2022	Deadline to Drop First 8-Week Classes with No Record
February 1, 2022	Deadline for Teacher Education Program Applications
February 2, 2022	Deadline to Drop 16-Week Classes with No Record
February 25, 2022	Deadline to Drop First 8-Week Classes with a Quit (Q) or Withdraw (W)
March 11, 2022	Classes end for 1st 8-Weeks Session
March 15, 2022	Deadline for Clinical Teaching/Practicum Applications
March 15, 2022	Deadline for Faculty Submission of First 8-Week Final Class Grades (due by 3pm)
March 14-18, 2022	Spring Break (No Classes - Administrative Offices Open)
March 21, 2022	Class Schedule Published for Summer Semester
March 21, 2022	Add, Drop, and Late Registration Begins for Second 8-Week Classes $25 Fee assessed for late registrants
March 21, 2022	Classes Begin for Second 8-Week Session
March 23, 2022	Deadline for Add, Drop, and Late Registration for Second 8-Week Classes
March 25, 2022	Deadline for Spring Graduation Application for Ceremony Participation
March 28, 2022	Deadline to Drop Second 8-Week Classes with No Record
April 1, 2022	Deadline for GRE/GMAT Scores to Graduate School Office
April 1, 2022	Deadline for School Counselor Program Applications
April 4, 2022	Registration Opens for Summer Semester
April 8, 2022	Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)
April 16, 2022	Deadline for Final Committee-Edited Theses with Committee Approval Signatures for Spring Semester to Graduate School Office
April 29, 2022	Deadline to drop Second 8-week Classes with a Quit (Q) or Withdraw (W).
May 13, 2022	Deadline to Withdraw from the University for 16- and Second 8-Week Classes
May 13, 2022	Spring Semester Ends

Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system. **We strongly recommend the latest versions of Chrome or Firefox browsers. Canvas no longer supports any version of Internet Explorer.**

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.

Online Proctored Testing

A&M-Central Texas uses Proctorio for online identity verification and proctored testing. This service is provided at no direct cost to students. If the course requires identity verification or proctored testing, the technology requirements are: Any computer meeting the minimum computing requirements, plus web camera, speaker, and microphone (or headset). Proctorio also requires the Chrome web browser with their custom plug in.

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 the Drop Request Dynamic Form through Warrior Web.

[https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=eaed95b9-f2be-45f3-a37d-46928168bc10&targetUrl=https%3A%2F%2Fdynamicforms.ngwebsolutions.com%2FSubmit%2FForm%2FStart%2F53b8369e-0502-4f36-be43-f02a4202f612].

Faculty 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. Once you submit the completed 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. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. All academic misconduct concerns will be referred to the Office of Student Conduct. 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 Warrior Center for Student Success, Equity 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/pregnant-and-parenting-students.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 virtually and in-person. Student success coaching is available online upon request.

If you have a question, are interested in becoming a tutor, or in need of success coaching contact the Warrior Center for Student Success, Equity and Inclusion at (254) 501-5836, visit the Warrior Center at 212 Warrior Hall, or by emailing WarriorCenter@tamuct.edu.

To schedule tutoring sessions and view tutor availability, please visit Tutor Matching Services [https://tutormatchingservice.com/TAMUCT] or visit the Tutoring Center in 111 Warrior Hall.

Chat live with a remote 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

University Writing Center: Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (A&M–Central Texas) is a free service open to all A&M–Central Texas students. For the Spring 2022 semester, the hours of operation are from 10:00 a.m.-5:00 p.m. Monday thru Thursday in Warrior Hall 416 (with online tutoring available every hour as well) with satellite hours available online only Monday thru Thursday from 6:00-9:00 p.m. and Saturday 12:00-3:00 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-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, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite 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, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

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 400,000 eBooks and 82,000 journals, in addition to the 96,000 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 virtually through WebEx, Microsoft Teams or in-person at the library. Schedule an appointment here [https://tamuct.libcal.com/appointments/?g=6956]. 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 Wellness and 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/compliance/titleix.html].

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, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. 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/bit]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5805.

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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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 and include proper citations.

NOTE #1: 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/dean.

NOTE #2: 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 #3: 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 advance.

NOTE #4: 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.

NOTE #5: If you have ANY suggestions, complaints, or issues, it needs to be brought to my attention immediately. I will usually go out of my way to resolve it with you!!