



University of Texas Honor Code

The core values of The University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the university is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community.

ACC 310 F - WB

Foundations of Accounting

Spring – 2019

Course Syllabus (draft)

Instructor: May Wang

Notice about the Course Syllabus

This course syllabus is **tentative**. It represents my current plans and a timeline for the course, **and it is subject to change (update)**. As we go through the semester, those plans, due dates or the timeline may change to enhance the class learning opportunity and to fit the course progress better. **Such changes, communicated clearly to the class, are not unusual and should be expected.** An updated course syllabus will be posted on Canvas once any change made to the course syllabus and/or the course schedule.

It is students' full responsibility to read the course syllabus thoroughly, to understand the course structure and the course policies (including course work, and course deadlines, etc.), and to conform to the course policies and procedures stated in this syllabus. Simply put, knowing what you are getting into (how the course is conducted) is one of the critical elements to succeed in the course.

Notice: The detailed course schedule and due dates for all assignments will be communicated to students on a finalized course syllabus, and such syllabus will be posted on Canvas on the 1st day of the class. Students will be given a plenty of time to get familiar with the course policies and the course work before the 1st due date.

Thank you for your attention to this **Notice!**

Your instructor,
May Wang

Instructor & TA Information

Instructor Information:

Instructor: May Wang

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CBA 6.204

Office Phone: 512 - 471 - 6092

Office Hours: TBA

E-mail: May.Wang@mcombs.utexas.edu

Course Site: <http://courses.utexas.edu>

TA Office Hour Information: TBA

Course Description & Objectives

Course Description:

This course provides an introduction to financial and managerial accounting, with emphasis on the content, interpretation, and uses of accounting reports. It discusses the determination and reporting of net income and financial position, and the theories underlying business financial statements; and consideration of managerial accounting topics designed to extend the student's knowledge to the planning and controlling of the operations of the firm. There are no course prerequisites for this class.

The course is taught as a web-based course and conducted entirely through course site – Canvas. The course materials consist of 13 units, and the main topic for each unit is outlined in the “Course Schedule” section at the end of this course syllabus.

The course materials are well-organized and laid out on Canvas, and the course set up is clear and easy to follow. The course has been receiving positive feedback and has become a popular and highly demanded course for students who desire to learn about the language of business (accounting) and the business world.

Course Objectives:

Upon successful completion of this course, each student will be able to:

- Demonstrate an understanding of the role of accounting and its importance in making effective and informed business decisions
- Demonstrate an understanding of debit and credit rules and the accounting cycle
- Demonstrate an understanding of the main financial statements
- Demonstrate an understanding of the basics of accrual accounting
- Apply forecasted financial statements to a business plan in order to help secure funding for a business venture
- Demonstrate an understanding of basic decisions that management must make to run an effective and successful business.

Flagged Course Statement:

This course carries the **Quantitative Reasoning flag**. Quantitative Reasoning courses are designed to equip you with skills that are necessary for understanding the types of quantitative arguments you will regularly encounter in your adult and professional life. You should therefore expect a substantial portion of your grade to come from your use of quantitative skills to analyze real-world problems.

Required Course Materials

Required Course Materials

The course materials are the excerpts from selected textbooks, and the entire course materials are embedded in the course website – Canvas. No hardcopy of the textbook is required for the course.

How to Access the Course Materials?

This is an entirely web-based course, and the course materials (readings, exercises, practice problems and quizzes, etc.) have been embedded electronically within the UT Canvas learning management system – simply, Canvas. To access the course materials on Canvas, students who plan to take the course must meet certain requirements:

- Students must complete a “**Course Policies Quiz**”, and
- Students must complete “**Course Policies Confirmation**” statement, and
- Students must pay for the course materials embedded on the Canvas via a portal named as “**Course Materials Fee**” in “**Modules**” section on Canvas. The payment link will be available to students once the course is published on the 1st day of the class.

Upon completion of these three requirements, students will be able to access the course materials throughout the semester. No additional bookstore fees/payments are required.

No Refunds Warning: There are no refunds for the purchase of the course materials once you have paid for. Therefore, before you make a final decision to purchase the course materials, it is strongly suggested that you read the course document carefully – the syllabus, understand the course policies. It is your best interest to learn about the course before you make a purchase payment.

Course Materials Purchase Support

If you run into any problem paying for the course materials on the Canvas site, you should contact execed@mcombs.utexas.edu for help or call at **512-471-5893**. Note that neither the instructor nor TAs will be able to address any questions about the purchase of the course materials.

Course Communication

Primary Communication Channel - Canvas

The course site, Canvas is a Web-based course management system with password-protected access at <http://canvas.utexas.edu/>. To access the course website – Canvas, you will need a UT-EID and then simply follow the link above. Canvas will be the primary communication channel for the course. Once you purchase the course materials, you will have full access not only to the course materials but also to all of the course related communication/announcements, assignments and grades. **It is each student's responsibility to keep up with the course communication timely on Canvas throughout of semester.**

Please notice that under the default setting on your Canvas site, you will receive email notifications of all announcements posted by the instructor. Please make sure that your Canvas email notification switch is on so you do not miss any announcements about the course.

Communication through Email

The use of e-mail is required for the course, and your email address registered with the University will be used for the course communication. Please make sure that you have access to your email address, and you are expected to check e-mail on a frequent and regular basis in order to stay current with both University-related communications and with the course related communications. Please recognize that such communications may be time-critical.

For this course, emailing to TAs or the instructor from Canvas inbox is not allowed. It delays communication. To ensure that our communication with students efficient, students must use your email address registered with the University for sending to and receiving emails from us (TAs and the instructor) for expediting feedback. **Emails sent from Canvas Inbox to TAs and the instructor will not receive a response.**

Communication about the Course Materials:

As an online course, following the proper channels of communication indicated in this syllabus is critical for an effective learning experience. Following channels are available for students who may ask questions related to the course materials.

Visiting office hours – If you have questions about the course materials (reading materials and assignments), you are encouraged to visit TA's office hours. We have two dedicated TAs who have solid knowledge base to address students' questions. It is challenging to try to explain or walk through an accounting problem and solving process through an email. I suggest you to send a brief email about your questions to your TA prior to your visit so that your TA can plan ahead and to address your questions more efficiently during the office hours. Our TAs offer 4 times of office hours in total per week, which gives students a plenty of opportunities to ask questions and to get help you may need.

Emailing your questions to TAs – If you cannot make it to your TA's office hours, you can email your questions about the course materials or an assignment to your TA. To efficiently address your questions, your email to TAs must be brief, clearly written, and you must lay out your questions in a logic way.

Course Communication (continued)

Communication about the course materials on Canvas - You may get answers for your questions from Canvas. If a question about course materials (readings or assignments) has been asked frequently by the class, your TAs may post an answer on Canvas so that the whole class can benefit! Therefore, visiting the course site regularly and staying connected with Canvas are crucial for this course.

Questions Related to the Course Policy

If you have questions about the course policy, you must first read and check your questions with the course syllabus and with announcements posted on Canvas. You need to make sure that you are not going to ask questions that have already been addressed. If you believe that your questions regarding the course itself or the course policies have not been addressed anywhere in the course syllabus or on Canvas, you can either visit the instructor's office hours or email your questions to the instructor.

24 Hour Turn-around Time Policy

24 hours duration: When you email your TA or the instructor, please expect at least a 24 hour turn-around time. We appreciate your understanding that this is a large class, and we deal with a lot of students' emails on a constant base besides our daily management of the course. Plus, TAs have their own intensive graduate school workloads and recruiting schedules, and mutual understanding is important. Our TAs have every intention to get back to students at the earliest time as their schedules will allow. An online course offers great flexibility but also requires self-discipline to be successful. For those of you who expect a timely response from TAs, it is highly suggested that you email your questions to your TA at least two days before a due date for a unit. Waiting until the last second before a due date to ask questions is not suggested and may end up receiving no timely response from your TA about your questions about the course materials.

Do not send your question at last minute: Any "last minute" questions (before a due date) about any assignments may not be addressed as you must give TAs 24 hour cushion/turn-around time to get back to you. The **"last minute"** refers to sending your questions to TAs during the last 24 hours before a due date. For example, if a deadline is on Wednesday at 11:59 pm, then, the latest time you need to email your questions to your TA is on Tuesday before 11:59 pm.

Follow the Communication Policies

To manage a course with a large amount of students more efficiently, you are expected to show respect for both TAs and the instructor's time by communicating more effectively, and you are expected to follow the course policies stated in this syllabus. We emphasize these policies to serve only one purpose - utilizing our time to the maximum and to serve more students.

Once again, for students who want to succeed in the course, it is critically important to know the course policies and to follow the course policies. To put it simply, emails that demand for anything that is against the course policies will not receive a response. We only can achieve our learning objectives by conforming to the course policies and by working together. So, staying organized, following the course policies, meeting deadlines, and communicating effectively are critical aspects for achieving better results for your performance.

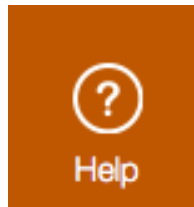
Course Communication (continued).

The good news is that based on my experience teaching this course, more than 95% students respect the course policies, study the course policies seriously on the day one, keep up with the course pace over the semester, perform very well in the course, and happily graduate from the course. So, cheer up and get ready for a great semester!

Communication/Canvas Support:

For this online course, it is critical to make sure that you have access to Canvas all the time and that your internet connection is reliable. It is your responsibility to secure your access to Canvas with a secured and reliable internet connection. If you run into any issues with Canvas or the internet connection, it is your responsibility to contact and seek help timely from Canvas Support.

Canvas Support: UT Austin has contracted Instructure, the company behind Canvas, to provide Tier 1 support for all UT faculty, staff, and students. You can access this 24/7/365 support through the help menu in the lower left corner of the Canvas interface (see below).



There are two choices for this support, phone for “**Canvas Support Hotline**” or “**Chat with Canvas Support**”. The chat option will provide you with the option to have your completed chat session emailed to you in digest form for future reference.

Note: Please **do not** send any email regarding Canvas issues and your internet issues to the TAs or the instructor since we have no control over them, and Canvas Support is the right source from which to seek help.

Office Hours

TA's Office Hours

We have two dedicated TAs assigned for the course to assist students. Our TAs are graduate students (Master in Professional Accounting) who are competent, motivated, and ready to help students throughout the course. Each TA will provide office hours twice per week for total of 4 times per week. This will give students plenty of opportunities to visit the TA's office hours and to get the help they may need. I suggest to email your questions briefly to your TA prior to your visit. In this way, your TA will be able to plan ahead, more efficiently address students' questions, and help more students during their office hours.

During the semester, you are welcome to provide feedback to the instructor about how our TAs are doing in assisting students. With your feedback, both TAs and I will make adjustments to better help you. Our TAs provide valuable resources to assist you, and it is up to you to utilize such resources. I encourage you to make effort and to work with your TA to enhance your performance when needed.

Instructor Office Hours

Besides TA office hours, the instructor will also hold office hours once a week over the semester. You are welcome to visit my office hours for questions about the course policy, course set up, learning tips, any concerns you may have about your study, or any feedback you might have about the course.

If you encounter difficulties in your study during the semester, you are welcome to visit my office hours. I will be glad to help you identify issues and to help you make progress instead of seeing you falling behind. Further, the instructor is dedicated to oversee and manage the entire course, to monitor and review the course materials and the class performance, to open and set up deadlines for course work, to help students with their learning experience, to make sure the class will run orderly, fairly and smoothly. Therefore, your consideration for the instructor's time is greatly appreciated. That is why that we have dedicated TAs to especially help students with the course materials related questions.

Course Work & Evaluation

Course Work & Percentage Allocation:

Course Work	Points	Percentage Weighted
Course Policies Quiz Course Policies Confirmation Purchase Course Materials	20	2%
Practice Exercises	100	10%
Ribs on the Run Exercises	100	10%
Unit Quizzes	400	40%
Prerequisite quiz on Proctor U procedures	10	1%
Comprehensive Final Exam	100	37%
Total Points and Percentage	730	100%

Notice:

It is very important to know each type of the course work and to know the deadlines and course policies related to each type of the course work. That is why you need to pay a close attention to the next section of this syllabus, which describes each type of course work and states all the course policies for them. So, read thoroughly!

Course Work Description & Policies

Course Policies Quiz

The course syllabus is the course official document and a contract between the course and students. Taking and passing the course policies quiz is a part of your course work and is to ensure that everyone in the course will follow the course policies and will learn and compete for a better performance on an equal field. The detailed instructions called **“Be prepared to take the Course Policies Quiz”** will be posted on Canvas so that students know how to prepare for this quiz. Make sure that you read such instructions thoroughly and carefully before you take this quiz. 15 points are assigned to the course policies quiz, which is a part of your overall grades.

Completion of “Course Policies Confirmation” Statement

Once you complete and pass the syllabus quiz, the next step is to complete the “Course Policies Confirmation Statement”. Four points are assigned to this confirmation statement. The confirmation statement simply serves as your signature just like you signed your name on the course syllabus, which is the contract between the course and a student. It is quite simple.

Practice Exercises

Practice Exercises in nature are the homework for each unit, and they provide opportunities for you to reinforce and evaluate your understanding of the material. Your grades for the Practice Exercise are based on accuracy and timely submission, and you receive points for each correct answer. You are provided with following practice exercise policy that gives you an advantage and a plenty time to work and complete them.

- **Availability:** Practice exercises for each unit will be available as each unit will be published to the class. For each unit, you will have about a week to study materials and complete practice exercises.
- **Due date:** Practice exercises for each unit are due on the following Thursday before 11:59 pm.
- **Time limitation for each practice exercise:** None
- **Number of attempts:** You will have **three attempts** to submit each practice exercise. Of these three attempts, the highest score will be factored into your final grade.
- **Availability of correct answers:** You will be able to view correct answers after the last attempt.
- If you miss submitting a practice exercise by its due date, you will receive “zero” for that practice exercise. **No late work will be accepted under any circumstance, and NO make-up attempts are offered for any missing assignment.**
- Accurate and independent completion of the practice exercise is **critical** to your success on subsequent assignments and to your overall performance for the course.
- Your performance on Practice exercises is worth 10% of your final grade.

Course Work Description & Policies *(continued)*

Ribs on the Run Exercise

There is a **Ribs on the Run Exercise** for each unit, and this exercise in nature is also homework, which provides you with an opportunity to apply the content presented in each unit. Your grade for each Ribs on the Run exercise is based on accuracy and timely submission, and you receive points for each correct answer. The following is the policy for Ribs on the Run exercise.

- **Availability:** Ribs on the Run exercise for each unit will be available as each unit will be published to the class. For each unit, you will have about a week to complete the Ribs on the Run exercise.
- **Due Date:** The Ribs on the Run exercise for each unit is due on the following Thursday before 11:59 pm.
- **Time limitation for each exercise:** None
- **Number of attempts:** You will have **two attempts** to submit each Ribs on the run exercise. Of these two attempts, the highest score will be factored into your final grade.
- **Availability of correct answers:** You will be able to view correct answers after the last attempt.
- If you miss submitting a Ribs on the Run exercise by its due date, you will receive “zero” for the exercise. **No late work will be accepted under any circumstance, and NO make-up attempts are offered for any missing assignment.**
- Accurate and independent completion of the Ribs on the Run exercise is *critical* to your success on subsequent assignments and to your overall performance for course.
- Your performance on Ribs on the Run exercises are worth 10% of your final grade.

Unit Quizzes

Each unit has a unit quiz to test your understanding of the materials. Each unit quiz may consists of multiple-choice questions or true or false questions on concepts covered in the unit. Unlike the homework assignments, you are only allowed one attempt for each unit quiz. So, be sure to start it only after you have thoroughly completed and reviewed all of the unit content and are comfortable with the concepts. Once you submit your answers, you will **not** be able to edit them. Your grade for each unit quiz is based on accuracy and timely submission, and you receive points for each correct answer. Please read the following policy carefully regarding taking a unit quiz:

- **Availability:** The unit quiz for each unit will be available on each Thursday at 8:00 am, and you will have a whole day on each Thursday to complete the unit quiz.
- **Due Date and Time:** The Unit Quiz is due on each Thursday before 11:59 pm
- **Time limitation:** Time for each unit quiz is **limited** and varies depending on materials tested and difficulty level of each unit quiz, approximately from 20 minutes to 25 minutes.

Course Work Description & Policies *(continued)*

- **Warning:** A reliable internet connection is required and critical, and is your responsibility. Please use a long-standing proven connection and test it before starting unit quizzes. Time begins the moment you start a Unit Quiz and runs continuously; there is no way to pause it, including loss of connectivity or logging out, and there are **no make-ups** if you missed a unit quiz due to any issues related to the internet connection. A late submission or a missing unit quiz due to a connection failure are not an excuse for retaking a unit quiz. So, it is critical to plan accordingly. For an online course, not paying attention to such policy will negatively impact your performance. A student who assumes that he or she could bargain for a make-up unit quiz when encountering an internet issue only puts his or her performance at risk.
- **Number of attempts allowed:** Only **one attempt** is allowed for taking a unit quiz. Once you submit your answers, you will not be able to edit them. Remember, this is a test for each unit, and it tests whether you really understand the materials covered for each unit.
- **Resources you may use:** Written and digital materials, a calculator, and a self-created note sheet. **Warning:** Direct or indirect assistance from any individual is **STRICTLY PROHIBITED** and is an unequivocal violation of the McCombs School of Business Code of Ethics and University's policy on Academic Dishonesty and Cheating.
- **Warning:** Your ability to use the allowed resources is constrained by the time limit, and you are only allowed one attempt for each Unit Quiz. Therefore, it is strongly RECOMMENDED that, in addition to diligent review and practice before taking each Unit Quiz, you make your own notes for use during the time you take each Unit Quiz—it is an excellent aid for reviewing the material, taking the quizzes, enhancing your performance.
- **Availability of correct answers:** You will be able to view answers for each unit quiz after its due date but **within 24 hours**.
- If you miss submitting a unit quiz by its due date, you will receive “zero” for the unit quiz. **No late work will be accepted under any circumstance and NO make-ups for any missing unit quiz.**
- **No questions answered policy:** During a unit quiz time (Thursday from 8:00 am to 11:59 pm), any questions related to a unit quiz will not be answered.
- Your performance on Unit Quizzes is worth 40% of your final grade.

Prerequisite Quiz on Proctor U and the Final Exam

To make sure that students are fully aware of the processes and policies about Proctor U system, and to make ensure that students are well prepared for taking the final exam within the Proctor U system, **a prerequisite quiz must be taken and passed in order to take the final exam** as this quiz is a part of preparation for the final exam that is proctored by Proctor U. This quiz will be set up on the course site – Canvas, and it will be given after the completion of all of the course materials (after unit 13 is covered). Students will be provided all of the information needed to prepare for this quiz.

Course Work Description & Policies *(continued)*

Comprehensive Final Exam

Thirty-seven percent of your total grade is allocated to a comprehensive final exam, which covers all 13 units included in the canvas course material. The type of questions on the final exam will be multiple choice questions. The final exam will be proctored with a time limit. You will be given flexibility to schedule for your final exam in a two-day window and to take the final exam at your scheduled date and time. Students must take the final exam during the final exam window (see course schedule). The final exam will test your solid understanding of the course materials and also will test your ability to apply the concepts, teams, basic accounting topics you have learned from the course to solving problems. Therefore, understanding the course materials is critical for preparing for the final exam. Besides studying all the course materials, we will make great effort to prepare some exercises and practices to help our students get ready for the final exam.

Preliminary information about the final exam and about Proctor U

The following is some basic information about the final exam:

- The final exam will be given approximately 2.5 to 3 hours, and you will have plenty time to complete the final exam.
- The final exam will be closed-book and will be all multiple choice questions.
- The final exam will be set up on Canvas, and you will be taking the final exam on Canvas just like the way you take a unit quiz.
- The final exam will be given in a two-day window, and you will be able to schedule your exam on one of two final exam days.
- The final exam will be proctored by Proctor U, a user-friendly proctoring system and a live online proctoring service that allows you to take your exam from your home or a comfortable place. The detailed information about how Proctor U work and, and how to set up an account with Proctor U will be posted on Canvas (includes videos) later the semester. Once again that you will be well-informed about Proctor U system and about how to use the Proctor U system for your final exam.

Therefore, you will have great flexibility to schedule for your final exam during the scheduling time and the great flexibility to take the final exam at your scheduled final exam time. It works simple, and it works pretty well. So, relax!!

No Extra Credit Policy

- There are **No** extra credit activities. The points you earn across assigned all course work will result in your final course grade.
- There will be **No** opportunity to raise your course grade by asking for or doing any “extra credit” work during or after the end of the semester—that would violate University policy.

Course Work Description & Policies (continued)

Numbering Convention Policy for all Assignments

An essential part of accounting is precision. In this course, you need to be precise in the way you enter your answers for all assignments on Canvas; otherwise, they will not be counted as correct answer. The proper format for entering numbers is:

- No dollar sign
- Commas between every three digits
- No decimal and no digits beyond a decimal point. (All answers are integers.)
- Negative numbers denoted by parentheses, not a minus sign. (This is an accounting convention.)

For example, if your answer to a question is eight hundred thousand dollars, the correct way to enter this number for full credit is: **800,000**. The followings will be considered incorrect and you will not receive the full credit. \$800,000, \$800,000.00, \$800000, \$800000.00, \$800,000.00, 800,000.00, 800000, 800000.00, and 800,000.00. You get the idea.

The grading for all assignments will strictly follow this numbering convention.

Accommodation Policy for the Course:

In order to be accommodated for unit quizzes and for the final exam, a student must provide a university official document of accommodation from SSD office, and you must submit/send the document in PDF to the instructor. The accommodation starts being applied to a unit quiz or to the final exam only after the instructor receives and reviews the documentation from a student.

- For students who plan to have an accommodation (an extra time) for the unit 1 quiz, you must provide and submit the university official documentation the latest by Sept. 10th.
- If a student asks for an accommodation for a unit quiz or for the final exam without a university official document, his or her email will not be responded.
- Students who submit the university official documentation and who are eligible for accommodation do not need to inform the instructor about your accommodation for each unit. We will set up the accommodation for you as each unit quiz becomes available.
- If a student is eligible for the accommodation but encounter any issue with your accommodation time, it is your responsibility to inform the instructor as soon as possible.

Important notice: The application of the accommodation is not retroactive! What does this mean? For example, a student will not be allowed to demand an accommodation (extra time) for unit 1 or unit 2 quiz when the student provides the office documentation after the course has already completed the unit 1 or unit 2 quiz.

Grading Policy

Principle Grading Policy

The ACC 310F-WB course has adopted the University's plus/minus grading as the standard for grading basis. The faculty believes that plus/minus grading permits us to better distinguish gradations in performance and provides better feedback to students on their performance.

Further, The McCombs School of Business has set grading guidelines for this course such that **the final class grades will fall such that the class average will be in the range of 3.0 – 3.2 at the end of the semester**. If the overall class average is out of the range, the final class grades will be adjusted accordingly. As the McCombs School faculty, I conduct this course by strictly respecting and following such grading guidelines.

You may estimate your performance during the semester based on the traditional grade cutoffs of 90% = A-, 80% = B-, 70% = C-, 60% = D-, and below 60% = F. (Notice that under the plus/minus system an undergraduate student needs a D- or better to receive credit). **Warning:** These cutoffs are only used as a reference point for you to estimate your grades over the semester, and they are not associated with the final grades cut-offs nor with your final grades. Further, it **does NOT** give students any justification for negotiating grades.

Based on the principle of grading policy, a student's performance/final grade is measured against the class overall performance. In other words, a student's final grades will be contingent upon the class's overall performance. Under the principle grading policy, the instructor will have final discretion and authority to determine the final class grade cut-offs in order to achieve the average final grade range of 3.0 to 3.2, and such decision will be made after thoroughly reviewing the class performance and after a careful consideration of the overall class performance. Therefore, there is no way to know the exact cut-off for the final letter grades during the semester until after the course is completed and until the course performance will be reviewed. Both TAs and the instructor will not be able to tell you the final grades cut-off during the semester, and emails questioning about the final cut-off will not receive a response during the course.

Check Your Grades:

Canvas automatically grades assignments submitted by students, and the grades for each assignment are available on Canvas as soon as an assignment is submitted (used up all allowed attempts). Therefore, students can view their grades on Canvas in "Grades" Section all the time. Canvas grade section indicates possible points assigned for each assignment and the points a student has earned.

Students are fully responsible for checking their own grades, and you should check your grades right after each grading is up for an assignment on Canvas (right after each assignment is submitted at its last attempt). Canvas management system grades all assignment accurately.

If you have questions about your grades, you must communicate with your assigned TA **within a week after a unit is closed**. Do not wait until the end of the semester to question your grade components, and such inquiry is unreasonable and will not receive a response. Any last minute inquiries about grading will not be justified nor addressed since timely managing grades for the course is a critical part of management of the course that has a large amount of students. We need your support and cooperation!

Grading Policy

Notice: The deadline for addressing grade related questions for each unit is within a week after a unit is closed, and this deadline must be strictly applied to students.

Before you make an inquiry about your grade, you must double check your grade on Canvas and make sure that you have solid reason(s) for your inquiry. When a student makes an inquiry by an email, you must clearly indicate which unit and specific assignment you are inquiring. Further, your email must be brief, clear, and to the point so that your TA can understand your inquiry, quickly review your grades, and get back to you.

Incomplete Policy:

Incompletes will be given only in the RAREST of circumstances and only in accordance with university policy. There will be no opportunity to raise your course grade by doing “extra credit” work during or after the end of the semester—that would violate University policy.

No Rounding Policy

Notice that there will be **No grading percentage rounding**: For example, if you have earned a total of 89.9999%, your estimated letter grade would be a “B+” based on the estimation reference point of the traditional cut-off, which means that 89.9999 % is **NOT** rounded up to 90.0%. Once again, this “B+” is an estimate before we know the exact cut-off for the final class grades. No rounding policy is strictly applied to the course, and no negotiation of rounding grades is allowed.

Due Dates & Policies

Due Dates:

You may complete each unit as soon as you wish during the time it is available to the class. But meeting due dates for all units are critical for completing the course.

Emphasis on Due Date Policy:

- As an online course, you have flexibility to complete your study for each unit at your own pace as soon as each unit is published until the due date for that unit. **Any assignment that has not been completed by its due date will receive zero points.**
- Due to the time limit for each **unit quiz**, you should plan ahead for some time that fits your schedule to complete each unit quiz. **Again, failure of internet connection will not be an excuse to re-take the unit quiz. It is your responsibility to plan ahead, to test your internet connection, and to submit each unit quiz on time.**
- I strongly suggest that you access the course site at least 4 to 5 times per week and to spend at least 8 to 10 hours per unit. By doing so you will be able to actively participate, complete your assignments, and access announcements in a timely manner. Overall, you want to keep up with the course pace and work diligently to ensure your performance

Late Assignment Policy

- **No late assignments:** All assignments close at due dates indicated in the “Due Dates” table above. Therefore, assignments cannot be submitted **after** a due date/deadline, even 1 second after the deadline. Therefore, please give yourself sufficient time to comfortably complete all assignments, and make sure that your internet connection is reliable!
- **No time extensions:** There are no time extensions for course activities, including Practice Quizzes, Ribs-on-the-Run exercises, and Unit Quizzes. As a self-paced course you can manage your time to make assignment deadlines. Please allow for a time cushion in completing your assignments ... do not wait until a minimum expected time before the due date to get started. ***It is highly recommended that this cushion is days, not hours,*** to allow for any unexpected events.
- **Bad internet connections or other technical problems:** A bad internet connection or other technical problems with your system are not justification for a missed assignment. You should confirm your connection by starting activities with ample time to address connection issues before the deadline. This is especially important if you are not using a familiar and proven connection, for example, when you are traveling.
- **Possible make up due to sickness:** 1) if a student misses an assignment due to the sickness, it is the student’s responsibility to inform the instructor and to provide a doctor's note. 2) If a student is sick and provides a doctor’s note that covers a sick date (dates), upon reviewing the doctor notes, the student may be allowed to make up a missing assignment. 3) If a student missed an assignment due to an emergency situation, it is the student’s responsibility to inform the instructor at the earliest time and to provide a proof for the emergency situation in order to be considered for a makeup assignment. 4) Any proof or a doctor’s note provided by a students

Due Dates & Policies *(continued)*

must covers the dates that are lined up with an assignment outstanding date and its due date. 5) A student must inform the instructor at the earliest time and must provide any proof and a doctor's note timely (within a week when a unit is closed).

- Again, it is your responsibility to start early, to give yourself days of time ahead to avoid any unexpected issues, to seek help from 24/7 Canvas support if you need, and to meet the course due dates.

Dropping the Course:

It is a student's responsibility to drop a course. Students must go through the official procedures to drop the course. A student who stops attending the class and fails to officially drop will receive a grade of F.

Consult the Academic Calendar on the Registrar's website (<http://registrar.utexas.edu/calendars/>) for specific deadlines.

University Notices & Policies

Use of E-mail for Official Correspondence to Students

All students should become familiar with the University's official e-mail student notification policy. It is the student's responsibility to keep the University informed as to changes in his or her e-mail address. Students are expected to check e-mail on a frequent and regular basis in order to stay current with University-related communications, recognizing that certain communications may be time-critical. It is recommended that e-mail be checked daily, but at a minimum, twice per week. The complete text of this policy and instructions for updating your e-mail address are available at <http://www.utexas.edu/its/help/utmail/1564>

Electronic Class Rosters

Password-protected class sites will be available for all accredited courses taught at The University. Syllabi, handouts, assignments and other resources are types of information that may be available within these sites. Site activities could include exchanging e-mail, engaging in class discussions and chats, and exchanging files. In addition, class e-mail rosters will be a component of the sites. Students who do not want their names included in these electronic class rosters must restrict their directory information in the Office of the Registrar, Main Building, Room 1. For information on restricting directory information see: <http://www.utexas.edu/student/registrar/catalogs/gi02-03/app/appc09.html>

Academic Integrity – University of Texas at Austin

Students of the University of Texas and this course may not share or distribute materials that could be an advantage to another current or future student. Violations are indefensible acts of scholastic dishonesty. For more on the University of Texas policy of Academic Dishonesty and Cheating, follow the link at <http://catalog.utexas.edu/general-information/appendices/appendix-c/student-discipline-and-conduct/>

Code of Ethics – McCombs School of Business

The McCombs School of Business has no tolerance for acts of scholastic dishonesty. The responsibilities of both students and faculty with regard to scholastic dishonesty are described in detail in the BBA Program's Statement on Scholastic Dishonesty at <http://www.mcombs.utexas.edu/BBA/Code-of-Ethics.aspx>.

By teaching this course, I have agreed to observe all faculty responsibilities described in that document. By enrolling in this class, you have agreed to observe all student responsibilities described in that document. If the application of the Statement on Scholastic Dishonesty to this class or its assignments is unclear in any way, it is your responsibility to ask me for clarification.

Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Since dishonesty harms the individual, all students, the integrity of the University, and the value of our academic brand, policies on scholastic dishonesty will be strictly enforced. You should refer to the Student Judicial Services website at <http://deanofstudents.utexas.edu/sjs/> to access the official University policies and procedures on scholastic dishonesty as well as further elaboration on what constitutes scholastic dishonesty.

University Notices & Policies (continued)

Students with Disabilities

Students with disabilities may request appropriate academic accommodations from the Division of Diversity and Community Engagement, Services for Students with Disabilities, 512-471-6259, <http://www.utexas.edu/diversity/ddce/ssd/>.

Diversity and Inclusion

It is my intent that students from all diverse backgrounds and perspectives be well served by this course, that students' learning needs be addressed and that the diversity that students bring to this class can be comfortably expressed and be viewed as a resource, strength and benefit to all students. Please come to me at any time with any concerns.

Religious Holy Days

This is a self-paced course. Each student is responsible for managing her or his time to avoid conflicts between coursework and religious holidays of individual relevance. Accordingly, assignment due dates will not be modified for religious holidays.

Campus Safety

Please note the following key recommendations regarding emergency evacuation, provided by the Office of Campus Safety and Security. More info at: <https://preparedness.utexas.edu/>.

- Occupants of buildings on The University of Texas at Austin campus are required to evacuate buildings and assemble outside when a fire alarm is activated.
- Familiarize yourself with all exit doors of each classroom and building you may occupy.
- If you need evacuation assistance, inform the instructor in writing ASAP.
- In the event of an evacuation, follow the instruction of faculty or class instructors.
- Do not re-enter a building unless given instructions by Austin or UT police or fire authorities.

Behavior Concerns Advice Line (BCAL):512-232-5050 or [on-line](#).

If you are worried about someone who is acting differently, you may use the Behavior Concerns Advice Line to discuss by phone your concerns about another individual's behavior. This service is provided through a partnership among the Office of the Dean of Students, the Counseling and Mental Health Center (CMHC), the Employee Assistance Program (EAP), and The University of Texas Police Department (UTPD). Call 512-232-5050 or visit <http://www.utexas.edu/safety/bcal>

In case of emergency, further information will be available at: <http://www.utexas.edu/emergency>.