University of North Texas at Dallas
Spring 2024
Syllabus for ACCT 4100-0081   Accounting Systems   3 hours
Hybrid Course
The syllabus is the governing document for this course.

Department of		Accounting	School of	Business
Instructor Name:	**Stephanie Mongiello, J.D., M.B.A., CFE**			
Office Location:	**FH 318**			
Office Phone:	**(972) 338-1812**			
Email Address:	stephanie.mongiello@untdallas.edu			
Office Hours:	**Office Hours: Wed. 11:00 a.m. to 1:00 p.m., Thu. 11:00 a.m. to 1:00 p.m., and by appointment** **Virtual Office Hours: Fri. 10:00 a.m. to 2:00 p.m., and by appointment**			
Classroom Location:	**FH 136**			
Class Meeting Days & Times:	**Th 7:00-8:20 p.m.**			
Course Catalog Description:	4100. 3 hours. Introduction to technology/accounting information systems and their interface with business processes, internal controls, and database management systems. Emphasis on maintaining and auditing system security and integrity development life cycle to the engineering of accounting information systems. Emphasis on auditing system security and integrity. Practical experience with a commercial accounting package and database management software.			
Prerequisites:	**Must have a 2.5 GPA in all ACCT 3000-level and ACCT 4000-level courses taken at UNT Dallas, or their equivalents taken at other colleges and universities. May not be taken more than twice at UNT Dallas. Students may not retake this course once they have completed (with a grade of C or better) a course for which this is a prerequisite.**			
Corequisites:	**ACCT 3120**			
Required Text:	**Accounting Information Systems (4th Edition), by Richardson, Chang, and Smith, published by McGraw-Hill (ISBN13: 9781266368998 (access to McGraw-Hill Connect assignment platform with access to eBook))**			
Access to Learning Resources:		**UNT Dallas Library:** phone: (972) 780-1616 web: http://www.untdallas.edu/library email: library@untdallas.edu **UNT Dallas Bookstore:** phone: (972) 780-3652 web: http://www.untdallas.edu/bookstore e-mail: untdallas@bkstr.com		
Supported Browsers: Chrome 67 & 68 Firefox 60 & 61 Flash 29, 30 (for audio/video)		**Access Canvas via** untdallas.instructure.com • **Username**: your EUID # • **Password**: your password		

Respondus Lockdown Browser Safari 10, 11 **Supported Devices:** iPhone Android Chromebook *(Tablet users can use the Canvas app)* **Screen Readers:** VoiceOver (Safari) JAWS (Internet Explorer) NVDA (Firefox) *Note: There is no screen reader support for Canvas in Chrome*	**Getting Help with Canvas:** **Canvas 24/7 Phone Support for Students: 1-833-668-8634** **Canvas Help Resources:** **Web:** Canvas Student Guide **For additional assistance, contact Student Assistance (Distance Learning):** DAL 1, Rm 157 phone: (972)338-5580 email: distancelearning@untdallas.edu ***If you are working with Canvas 24/7 Support to resolve a technical issue, make sure to keep me updated on the troubleshooting progress.*** ***If you have a course-related issue (course content, assignment troubles, quiz difficulties) please contact me during office hours or by email.***

Course Goals or Overview:

The goal of this course is to introduce accounting information system concepts and their application to business processes, internal controls, and database management.

Learning Objectives/Outcomes: At the end of this course, students will be able to:

1	Examine the basic activities performed in the major business cycles.
2	Distinguish what data needs to be collected to enable managers to plan, evaluate, and control the business activities in which an organization engages.
3	Examine how to design an AIS to provide the information needed to make key decisions in each business cycle.
4	Appraise the risks of fraud and the motives and techniques used to perpetrate fraud.
5	Examine various best-practice models for internal controls and risk management, as well as the specific controls used to achieve those objectives.
6	Apply the AICPA's Trust Services framework for ensuring systems reliability, which includes developing procedures to protect the confidentiality of proprietary information, maintaining the privacy of personally identifying information collected from customers, assuring the availability of information resources, and providing for information processing integrity.
7	Understand the fundamentals of information security.
8	Examine the goals, objectives, and methods for auditing information systems.
9	Understand fundamental concepts of database technology and data modeling and their effect on an AIS.
10	Differentiate the tools for documenting AIS work, such as REA diagrams, data flow diagrams, business process diagrams, and flowcharts.
11	Identify the basic steps in the system development process to design and improve an AIS.

Hybrid Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated in class or via class email or Canvas announcement. Additional readings and activities may be added, these will be noted in the Readings and Activities/Assignments sections.

Schedule	Topic	Activities	Due Date
Week 1 Jan 18	Getting Started Course Overview	**In-class (1.5 hours):** • Lecture, Examples, and Discussion regarding Getting Started and Course Overview **Online/Out-of-class (1.5 hours):** • Review Syllabus and Canvas course home • Complete 2 Canvas technology assignments (Canvas Orientation Quiz and Canvas Technology Assignment) • Introduce yourself by posting in the Discussion "Get to know your instructor and classmates!" • Watch Connect Orientation Videos • Watch SmartBook 2.0 Student Orientation Video **Homework/For submission:** • **Connect Orientation Videos Assignment (submit by due date)** • **SmartBook 2.0 Student Orientation Assignment (submit by due date)**	Jan 25 by 6:55 p.m.

| Week 2 Jan 25 | Ch. 1: Accounting Information Systems and Firm Value

Ch. 2: Data Analytics: Addressing Accounting Questions with Data | **In-class (1.5 hours):**
• Lecture, Examples, and Discussion regarding AIS and Firm Value and Data Analytics

Online/Out-of-class (1.5 hours):
• Read Chs. 1 and 2
• Watch Chs. 1 and 2 Video Lessons
• Work through Chs. 1 and 2 Concept Mastery Assignment while reflecting on in-class activities, reading assignment, and video lessons

Homework/For submission:
• **Chs. 1 and 2 Concept Mastery Assignment (submit by due date)**
• **Chs. 1 and 2 Quiz (submit by due date)**
• **Discussion Board 1 (submit Original Post and Reply Post by due date)** | Feb 1 by 6:55 p.m. |
| Week 3 Feb 1 | Ch. 3: Data Analytics: Data Visualizations

Ch. 4: Accountants as Business Analysts | **In-class (1.5 hours):**
• Lecture, Examples, and Discussion regarding Data Visualizations and Accountants as Business Analysts

Online/Out-of-class (1.5 hours):
• Read Chs. 3 and 4
• Watch Chs. 3 and 4 Video Lessons
• Work through Chs. 3 and 4 Concept Mastery Assignment while reflecting on in-class activities, reading assignment, and video lessons

Homework/For submission:
• **Chs. 3 and 4 Concept Mastery Assignment (submit by due date)**
• **Chs. 3 and 4 Quiz (submit by due date)**
• **Discussion Board 2 (submit Original Post and Reply Post by due date)** | Feb 8 by 6:55 p.m. |

| Week 4
Feb 8 | Ch. 5: Data Modeling

Ch. 6: Relational Databases and Enterprise Systems | **In-class (1.5 hours):**
• Lecture, Examples, and Discussion regarding Data Modeling and Relational Databases and Enterprise Systems

Online/Out-of-class (1.5 hours):
• Read Chs. 5 and 6
• Watch Chs. 5 and 6 Video Lessons
• Work through Chs. 5 and 6 Concept Mastery Assignment while reflecting on in-class activities, reading assignment, and video lessons

Homework/For submission:
• **Chs. 5 and 6 Concept Mastery Assignment (submit by due date)**
• **Chs. 5 and 6 Quiz (submit by due date)**
• **Discussion Board 3 (submit Original Post and Reply Post by due date)** | Feb 15 by 6:55 p.m. |
| Week 5
Feb 15 | Ch. 7: Sales and Collections Business Process | **In-class (1.5 hours):**
• Lecture, Examples, and Discussion regarding Sales and Collections Business Process

Online/Out-of-class (1.5 hours):
• Read Ch. 7
• Watch Ch. 7 Video Lessons
• Work through Ch. 7 Concept Mastery Assignment while reflecting on in-class activities, reading assignment, and video lessons

Homework/For submission:
• **Ch. 7 Concept Mastery Assignment (submit by due date)**
• **Ch. 7 Quiz (submit by due date)**
• **Discussion Board 4 (submit Original Post and Reply Post by due date)** | Feb 22 by 6:55 p.m. |

| Week 6 Feb 22 | Ch. 8: Purchases and Payments Business Process | **In-class (1.5 hours):**
• Lecture, Examples, and Discussion regarding Purchases and Payments Business Process

Online/Out-of-class (1.5 hours):
• Read Ch. 8
• Watch Ch. 8 Video Lessons
• Work through Ch. 8 Concept Mastery Assignment while reflecting on in-class activities, reading assignment, and video lessons

Homework/For submission:
• **Ch. 8 Concept Mastery Assignment (submit by due date)**
• **Ch. 8 Quiz (submit by due date)**
• **Discussion Board 5 (submit Original Post and Reply Post by due date)** | Feb 29 by 6:55 p.m. |

Week 7 Feb 29	Ch. 9: Conversion Business Process Data Visualization Project Assigned Midterm Exam Review	**In-class (1.5 hours):** • Lecture, Examples, and Discussion regarding Conversion Business Process • Midterm Exam Review **Online/Out-of-class (1.5 hours):** • Read Ch. 9 • Watch Ch. 9 Video Lessons • Work through Ch. 9 Concept Mastery Assignment while reflecting on in-class activities, reading assignment, and video lessons • Read instructions for Data Visualization Project • Begin work on Data Visualization Project • Study and review for Midterm Exam **Homework/For submission:** • **Ch. 9 Concept Mastery Assignment (submit by due date)** • **Ch. 9 Quiz (submit by due date)** • **Discussion Board 6 (submit Original Post and Reply Post by due date)**	Mar 7 by 6:55 p.m.
Week 8 Mar 7	**Midterm Exam (Chs. 1-9)**	**In-class (1.5 hours):** • Take Midterm Exam (in-class on Mar 2) **Online/Out-of-class (1.5 hours):** • Study and review for Midterm Exam • Work on Data Modeling Project **Homework/For submission:** • **Data Visualization Project – Part 1 (Excel) (submit by due date)**	Mar 7 in-class (Midterm Exam) Mar 21 by 6:55 p.m. (Data Visualization Project – Part 1)
Mar 14	**NO CLASS**	**Spring Break**	N/A

| Week 9
Mar 21 | QuickBooks Project Assigned

Ch. 11: Accounting Information Systems and Internal Controls | **In-class (1.5 hours):**
• Discuss QuickBooks Project Assignment
• Lecture, Examples, and Discussion regarding Accounting Information Systems and Internal Controls

Online/Out-of-class (1.5 hours):
• Read Ch. 11
• Watch Ch. 11 Video Lessons
• Work through Ch. 11 Concept Mastery Assignment while reflecting on in-class activities, reading assignment, and video lessons

Homework/For submission:
• **Ch. 11 Concept Mastery Assignment (submit by due date)**
• **Ch. 11 Quiz (submit by due date)**
• **Data Visualization Project – Part 2 (Tableau or Microsoft Power BI) (submit by due date)** | Mar 28 by 6:55 p.m. |
| Week 10
Mar 28 | Ch. 12: Cybersecurity and Computer Fraud | **In-class (1.5 hours):**
• Lecture, Examples, and Discussion regarding Cybersecurity and Computer Fraud

Online/Out-of-class (1.5 hours):
• Read Ch. 12
• Watch Ch. 12 Video Lessons
• Work through Ch. 12 Concept Mastery Assignment while reflecting on in-class activities, reading assignment, and video lessons

Homework/For submission:
• **Ch. 12 Concept Mastery Assignment (submit by due date)**
• **Ch. 12 Quiz (submit by due date)**
• **Discussion Board 7 (submit Original Post and Reply Post by due date)** | Apr 4 by 6:55 p.m. |

Week 11 Apr 4	Ch. 13: Monitoring and Auditing AIS	**In-class (1.5 hours):** • Lecture, Examples, and Discussion regarding Monitoring and Auditing AIS **Online/Out-of-class (1.5 hours):** • Read Ch. 13 • Watch Ch. 13 Video Lessons • Work through Ch. 13 Concept Mastery Assignment while reflecting on in-class activities, reading assignment, and video lessons **Homework/For submission:** • **Ch. 13 Concept Mastery Assignment (submit by due date)** • **Ch. 13 Quiz (submit by due date)** • **Discussion Board 8 (submit Original Post and Reply Post by due date)**	Apr 11 by 6:55 p.m.
Week 12 Apr 11	Ch. 14: Reporting Processes and XBRL	**In-class (1.5 hours):** • Lecture, Examples, and Discussion regarding Reporting Processes and XBRL **Online/Out-of-class (1.5 hours):** • Read Ch. 14 • Watch Ch. 14 Video Lessons • Work through Ch. 14 Concept Mastery Assignment while reflecting on in-class activities, reading assignment, and video lessons **Homework/For submission:** • **Ch. 14 Concept Mastery Assignment (submit by due date)** • **Ch. 14 Quiz (submit by due date)** • **Discussion Board 9 (submit Original Post and Reply Post by due date)**	Apr 18 by 6:55 p.m.

Week 13 Apr 18	Ch. 15: Emerging Technologies: Blockchain and AI Automation	**In-class (1.5 hours):** • Lecture, Examples, and Discussion regarding Emerging Technologies: Blockchain and AI Automation **Online/Out-of-class (1.5 hours):** • Read Ch. 15 • Watch Ch. 15 Video Lessons • Work through Ch. 15 Concept Mastery Assignment while reflecting on in-class activities, reading assignment, and video lessons **Homework/For submission:** • **Ch. 15 Concept Mastery Assignment (submit by due date)** • **Ch. 15 Quiz (submit by due date)** • **QuickBooks Project DUE (submit by due date)**	Apr 25 by 6:55 p.m.
Week 14 Apr 25	Ch. 16: The Balanced Scorecard, Business Model Canvas, and Business Value of Information Technology	**In-class (1.5 hours):** • Lecture, Examples, and Discussion regarding the Balanced Scorecard, Business Model Canvas, and Business Value of Information Technology **Online/Out-of-class (1.5 hours):** • Read Ch. 16 • Watch Ch. 16 Video Lessons • Work through Ch. 16 Concept Mastery Assignment while reflecting on in-class activities, reading assignment, and video lessons **Homework/For submission:** • **Ch. 16 Concept Mastery Assignment (submit by due date)** • **Ch. 16 Quiz (submit by due date)** • **Discussion Board 10 (submit Original Post and Reply Post by due date)**	May 2 by 6:55 p.m.

| Week 15
May 2 | Ch. 17: Justifying and Planning IT Initiatives Using Project Management Techniques

Final Exam Review | **In-class (1.5 hours):**
• Lecture, Examples, and Discussion regarding Justifying and Planning IT Initiatives Using Project Management Techniques
• Final Exam Review

Online/Out-of-class (1.5 hours):
• Read Ch. 17
• Watch Ch. 17 Video Lessons
• Work through Ch. 17 Concept Mastery Assignment while reflecting on in-class activities, reading assignment, and video lessons
• Study and review for Final Exam

Homework/For submission:
• **Ch. 17 Concept Mastery Assignment (submit by due date)**
• **Ch. 17 Quiz (submit by due date)** | May 9 by 6:55 p.m. |
| Week 16
May 9 | **Final Exam (Chs. 11-17)** | **In-class (1.5 hours):**
• Take Final Exam

Online/Out-of-class (1.5 hours):
• Study and review for Final Exam

Homework/For submission:
• **None (Final Exam this week)** | May 9 in-class |

Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

Connect Orientation Videos Assignment

One (1) assignment covering Connect Orientation Videos.

SmartBook 2.0 Student Orientation Assignment

One (1) assignment covering SmartBook 2.0 Student Orientation.

Concept Mastery Assignments

Thirteen (13) concept mastery assignments will be assigned this semester. The lowest concept mastery assignment grade will be dropped (i.e. 12 of the 13 grades will count). Concept mastery assignments are multiple-choice and/or short-answer assignments, covering concepts from your reading assignments in-depth. The concept mastery assignments are open-book/open notes and are NOT timed. You have unlimited attempts before the due date for this assignment type.

Discussion Boards

Ten (10) Discussion Board assignments are assigned this semester. For the Discussion Board assignments, you are to post one (1) Original Post fully addressing the discussion question(s). Original Posts must be at least 100 words long and must fully answer the discussion question(s). You are also to post at least one (1) Reply Post to your classmates' post(s). The Reply Posts must be thoughtful, complete, and state whether you agree or disagree with your classmate's post and explain why. Reply Posts should be 1 to 3 sentences long.

Quizzes

Thirteen (13) quizzes will be assigned this semester. The lowest quiz grade will be dropped (i.e. 12 of the 13 grades will count). Quizzes are multiple-choice and/or short-answer assignments, covering textbook and lecture topics. The quizzes are open-book/open notes and are NOT timed; however, you may only submit your answers once – your first submission is final.

Data Visualization Project

One (1) data visualization project will be assigned this semester. This experiential learning project includes two (2) parts: 1) Part 1: Excel and 2) Part 2: Tableau or Microsoft Power BI. Complete instructions are posted on Canvas, and the instructions will become available once the project is assigned.

QuickBooks Project

One (1) QuickBooks project will be assigned this semester. This experiential learning project utilizes Excel and QuickBooks Online. Students will receive an invitation to QuickBooks Online from the instructor in advance of the project being assigned. Complete instructions are posted on Canvas, and the instructions will become available once the project is assigned.

Exams

Two (2) exams will be given this semester. The Final Exam will ***not*** be comprehensive (i.e. it only includes topics covered since the Midterm Exam). The exams will be taken in-person during our scheduled class time on the specific dates listed in the syllabus.

Attendance

The University attendance policy is in effect for this course. It is a requirement of the campus component of this course to attend scheduled class meetings in-person. The classes held in-person will contain focused instruction and class discussions that are integral to successfully completing the graded work in this course.

VITA Volunteer Hours (Optional)

You are encouraged to volunteer for the VITA (Volunteer Income Tax Assistance) program in any capacity. Extra credit will be offered for documented VITA Volunteer Hours. Full details on the VITA extra credit opportunity will be provided in class and posted on the Canvas course page.

Extra Credit

As described above, extra credit will be offered for documented VITA Volunteer Hours. Full details on the VITA extra credit opportunity will be provided in class and posted on the Canvas course page.

Besides the VITA Volunteer Hours, **NO EXTRA CREDIT** will be given in this course. The grading matrix for the semester has been provided here. Therefore, plan your performance accordingly.

GRADING MATRIX

Instrument Total Points

Activities/Assignments	Value (points)
Connect Orientation Videos Assignment	10
SmartBook 2.0 Student Orientation Assignment	10
12 of 13 Concept Mastery Assignments (drop lowest score) (10 points per assignment)	120
10 Discussion Boards (12 points per assignment)	120
12 of 13 Quizzes (drop lowest score) (30 points per assignment)	360
Data Visualization Project Part 1	40
Data Visualization Project Part 2	40
QuickBooks Project	100
Midterm Exam	100
Final Exam	100
Total:	**1000**

GRADE DETERMINATION:
A = 90% or better (895-1000 points)
B = 80 – 89 % (795-894 points)
C = 70 – 79 % (695-794 points)
D = 60 – 69 % (595-694 points)
F = less than 60% (594 and less points)

Exam Policy: Quizzes and exams should be taken as scheduled. No makeup examinations will be allowed except for documented emergencies (See Student Handbook).

Canvas Grade Book: The Canvas grade book is the master grade book. The Connect grade book is integrated into the Canvas grade book. Refer to the Canvas grade book when reviewing your course status.

Grading Policies: Your final grade is based on points, not percentages. Grades will be posted within 7 days of the assignment due date unless otherwise notified. Late work will receive a grade of 0. Late submissions are not accepted.

Academic Dishonesty:

Quizzes, Projects, and Exams in this class are NOT group projects. You are expected to complete your own Quizzes, Data Visualization Project Parts 1 and 2, QuickBooks Project, Midterm Exam, and Final Exam without assistance from others. Students who collaborate on a quiz, project, or exam are cheating and UNTD considers academic dishonesty a serious offense. Students may discuss and collaborate on Content Mastery Assignments and Discussion Board assignments, but students may NOT directly copy each other's answers or complete each other's assignments. Generative artificial intelligence products, such as ChatGPT, may be used to assist in creating content for Discussion Boards, but the student MUST cite the use of such product in APA format. If the student fails to cite the use of AI technology where it is used, the student will be deemed in violation of the university's plagiarism policy, and will receive a grade of -0- (zero) on the assignment. Please review the UNTD academic dishonesty policy or consult your instructor if you have questions. The UNTD academic dishonesty policy is available in the catalog under Academic Regulations: http://catalog.untdallas.edu/content.php?catoid=23&navoid=1730

Students who violate the UNTD Code of Academic Integrity will receive a grade of -0- for the assignment and will be reported to the school at a minimum. In some more serious situations, a student may receive a failing grade for the course. No opportunities for makeup or extra credit will be available.

University Policies and Procedures

Students with Disabilities (ADA Compliance):
Chapter 7(7.004) Disability Accommodations for Students:

The University of North Texas at Dallas makes reasonable academic accommodations for students with disabilities. Students seeking accommodations must first register with the Disability Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to the faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time; however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see [Disability Services Office](). You may also contact them by phone at 972-338-1777; by email at [UNTDdisability@untdallas.edu]() or at Building 2, room 204.

Disruptive Behavior in an Instructional Setting:

Students are expected to engage with the instructor and other students in this class in a respectful and civil manner at all times to promote a classroom environment that is conducive to teaching and learning. Students who engage in disruptive behavior will be directed to leave the classroom. A student who is directed to leave class due to disruptive behavior is not permitted to return to class until the student meets with a representative from the Dean of Students Office. It is the student's responsibility to meet with the Dean of Students before class meets again and to provide the instructor confirmation of the meeting. A student who is directed to leave class will be assigned an unexcused absent for that class period and any other classes the student misses as a result of not meeting with the Dean of Students. The student is responsible for material missed during all absences and the instructor is not responsible for providing missed material. In addition, the student will be assigned a failing grade for assignments, quizzes or examinations missed and will not be allowed to make up the work.

The Code of Student's Rights, Responsibilities, and Conduct (Policy 7.001) describes disruption as the obstructing or interfering with university functions or activity, including any behavior that interferes with students, faculty, or staff access to an appropriate educational environment. Examples of disruptive behavior that may result in a student being directed to leave the classroom include but are not limited to: failure to comply with reasonable directive of University officials, action or combination of actions that unreasonably interfere with, hinder, obstruct, or prevents the right of others to freely participate, threatening, assaulting, or causing harm to oneself or to another, uttering any words or performing any acts that cause physical injury, or threaten any individual, or interfere with any individual's rightful actions, and harassment. You are encouraged to read the Code of Student's Rights, Responsibilities, and Conduct for more information related to behaviors that could be considered disruptive.

Canvas Instructure Accessibility Statement:

University of North Texas at Dallas is committed to ensuring its online and hybrid courses are usable by all students and faculty including those with disabilities. If you encounter any difficulties with technologies, please contact our ITSS Department. To better assist them, you would want to have the operating system, web browser and information on any assistive technology being used. [Canvas Instructure Accessibility Statement is also provided.]()

<u>NOTE:</u> Additional instructional technology tools, such as Turnitin, Respondus, Panopto, and publisher

cartridge content (i.e. MyLab, Pearson, etc.) may NOT be fully ADA compliant. Please contact our Disability Office should you require additional assistance utilizing any of these tools.

Course Evaluation Policy:

Student evaluations of teaching effectiveness is a requirement for all organized classes at UNT Dallas. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider students' evaluations to be an important part of your participation in this class.

Assignment/Late Work Policy:

Late submissions **will not be permitted** for any assignments, quizzes, or projects, except for documented emergencies (See Student Handbook). Extensions for documented emergencies must be requested in advance of the due date, unless physically impossible.

Exam Policy: Exams are to be taken as scheduled. No makeup examinations or extensions will be allowed except for documented emergencies (See Student Handbook).

Instructor's Response Time:

Email is the preferred method of communication with the instructor. If your email contains a specific question, the instructor will respond to your message within 1 business day (Mon.-Fri.). If your email requires no response, a response may not be provided. Discussion Boards and Voicemail are less frequently monitored, and thus, response times to those methods may vary. If you need a response within 1 business day, you must use email.

Incomplete Grade Policy:

No grade of "I" (Incomplete) will be given in this course unless there are extenuating circumstances (documented emergencies – See Student Handbook), all work at the time of request has been completed with passing grades and the student has participated in class regularly to date. An incomplete will be given only upon the student's request **AND** the instructor and Dean's approval. An incomplete grade must be made up before the end of the following semester (by the due date established by the instructor) or the "I" will automatically become an "F".

The deadline to file for an incomplete for the course is the last day in which there is regular instruction for the session (not including finals). You can access more information about Incomplete Grades in the Academic Catalog under Academic Regulations: http://catalog.untdallas.edu/content.php?catoid=23&navoid=1730

 In order to receive an incomplete in this course, the *Grade of Incomplete Form posted on the Registrar forms site must be completed, signed, and returned to the Office of the Registrar by the deadline posted in the Academic Calendar. For other questions related to grades of incomplete, contact Dr. Dawn Remmers, Assistant Provost, at* dawn.remmers@untdallas.edu*.*

Academic Integrity:

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to UNT Dallas' Student Code of Academic Integrity for complete provisions of this code:

http://catalog.untdallas.edu/content.php?catoid=23&navoid=1730

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

Web-based Plagiarism Detection: Please be aware in some online or hybrid courses, students may be required to submit written assignments to Turnitin, a web-based plagiarism detection service, or another method. If submitting to Turnitin, please remove your title page and other personal information.

Classroom Policies

Online and Classroom Attendance and Participation:

The University attendance policy is in effect for this course. Class attendance and participation in the Canvas classroom and in-person is expected because the class is designed as a shared learning experience, and because essential information not in the textbook will be discussed in the Canvas classroom and in-person. Online and in-person presence and participation in all class discussions and activities is essential to the integration of course material and your ability to demonstrate proficiency.

Attendance for this hybrid course is considered when you are logged in and active in Canvas, i.e., posting assignments, taking quizzes, or completing Discussion Boards. Campus/in-person attendance for this hybrid course is considered when you arrive to class on time, participate in the classroom activities, and stay for the entire class period. To maintain financial aid award eligibility, activity must occur before the census date of the session or term of the course. Refer to UNT Dallas' Registrar for specific dates. If you are absent/not active in the course shell, it is YOUR responsibility to let the instructor know immediately, upon your return, the reason for your absence if it is to be excused. All instructors must follow university policy 7.005 covering excused absences; however, it is the instructor's discretion, as outlined in the course syllabus, of how unexcused absences may or may not count against successful completion of the course.

Inclement Weather and Online Classes: Online and hybrid classes may or may not be affected by campus closures due to inclement weather. Unless otherwise notified by your instructor via e-mail, online messaging, or online announcement, students should assume that assignments are due as scheduled.

Online "Netiquette":

In any social interaction, certain rules of etiquette are expected and contribute to more enjoyable and productive communication. Emails, Discussion Board messages and/or any other forms of written communication in the online environment should use proper "netiquette" (i.e., no writing in all caps (usually denotes yelling), no curse words, and no "flaming" messages (angry, personal attacks).

Racial, ethnic, or gender slurs will not be tolerated, nor will pornography of any kind.

Any violation of online netiquette may result in a loss of points or removal from the course and referral to the Dean of Students, including warnings and other sanctions in accordance with the University's policies and procedures. Refer to UNT Dallas Student Code of Conduct. Respect is a given principle in all online communication. Therefore, please be sure to proofread all of your written communication prior to submission.

Diversity/Tolerance Policy:

Students are encouraged to contribute their perspectives and insights to class discussions in the online environment. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Dean of Students as the instructor deems appropriate.

Technology Assistance:

In order to successfully access the materials in an online or hybrid course, UNT Dallas advises that your computer be equipped with the minimum system requirements listed on the first page of the syllabus.

If you experience difficulty accessing or using components of the course, try using Google Chrome browser. If you still experience technical difficulties, first, notify your instructor.

If the problem is still not resolved, call Student Assistance (Distance Learning) at the phone number listed on the first page of the syllabus. Also, no matter what browser you use, always enable pop-ups. For more information see:

- UNT Dallas Canvas Technical Requirements
- Canvas Instructure Supported & Unsupported Operating Systems