

University of North Texas at Dallas
Fall 2024
DISTANCE EDUCATION SYLLABUS

ACCT 3270 0082-CRE: Cost Accounting - 3 Credit Hours

Department of	Accounting
Instructor Name	Patricia Wynn, CPA, CMA, CGMA, CFE, CSCA
Office Location	7400 University Hills Blvd., FH 317
Office Phone	972-338-1807
Email Address	Patricia.Wynn@untdallas.edu
Office Hours	Tuesdays 05:00 p.m.-06:50 p.m.; Wednesdays 03:00 p.m.-05:20 p.m.; by appointment
Virtual Office Hours	Mondays 02:00 – 04:00 p.m. https://unt.zoom.us/j/89795697149
Course Format/Structure	(Hybrid)
Classroom Location	DAL1 262
Class Meeting Days & Times	Wednesdays 05:30 p.m. – 06:50 p.m.
Course Catalog Description	ACCT 3270. Cost Accounting. 3 hours. Accounting in manufacturing operations; cost concepts and classifications, cost accounting cycle; accounting for materials, labor and burden; process cost accounting; budgeting; standard costs; cost reports; direct costing and differential cost analysis. May not be taken more than twice at UNT Dallas. Typically Offered: Fall and Spring
Prerequisites	ACCT 2010 and ACCT 2020 with a grade of C or better.
Corequisites	N/A
Required Reading	Cambridge Publication's Cost Accounting Foundations & Evolutions, 11e, Kinney, Raiborn, Dragoo; ISBN: 978-1-61853-614-3
Recommended Reading & References	N/A
Access to Learning Resources	UNT Dallas Library: Phone: (972) 338-1616; Website URL: http://www.untdallas.edu/library UNT Dallas Bookstore:

	Phone: (972) 780-3652; Website URL: http://www.untDallas.edu/bookstore Email: untDallas@bkstr.com
Canvas Resources	Canvas Help for Students: Browser and Computer Requirements for Canvas: https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Instructure/tap/66 Access Canvas via untDallas.instructure.com <ul style="list-style-type: none"> • Username: your EUID # • Password: your password Canvas 24/7 Phone Support for Students: 1-833-668-8634 Canvas Help Resources: Web: Canvas Student Guide Contact Distance Learning & Instructional Technology (DLIT) Email: digitallearning@untDallas.edu

Course Overview

Course Goals/Overview:

The goals of this course are to introduce the student to cost concepts and classifications; cost accounting cycle; accounting for materials, labor and burden; process cost accounting; budgeting; standard costs; cost reports, direct costing and differential cost analysis.

Learning Objectives/Outcomes:

At the end of this course, the student will be able to:

1. Demonstrate basic knowledge of cost accounting concepts.
2. Identify difficulties associated with assignment costs to units of product produced and/or sold.
3. Demonstrate how costs flow through inventory accounts to the income statement.
4. Determine balances of financial statement accounts associated with inventory/production costs and costs of goods sold, using a variety of methods.
5. Apply appropriate costing methods in various production and merchandising environments.
6. Prepare simple budgets and explain the role of budgeting.
7. Measure and explain variation from budgeted costs and revenue.
8. Work in a team environment to achieve specified results.
9. Identify and use relevant information in common business decision.

Distance Education Hybrid Course Outline and Discussion Topics

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. The class will be held once a week for 1 hour and 20 minutes.

Schedule	Topic	Activities	Due Date
Week 1 08/26-09/01/24	Chapter 1 – Introduction to Cost Accounting Chapter 2 – Cost Terminology and Classification	Watch: Student Orientation Videos Read: Chapters 1 & 2 - Reading Listen: Chapters 1 & 2 – Learning Objectives-LO1-1 to LO1-5 and LO2-1 to LO2-7 Review: Chapters 1 & 2 – Review 1-1 to 1-5 and 2-1 to 2-7 and Demonstration Problems 1-2 and 2-1 Complete: Chapters 1 & 2 Homework Take: Chapters 1 & 2 Quizzes Take: Canvas Orientation Quiz	Submit Chapters 1 & 2 Homework & Quizzes and Canvas Orientation Quiz Due: Monday, 09/02 by 11:55 PM.
Week 2 09/02-09/08/24	Chapter 3 – Cost Behavior and Estimation	Read: Chapter 3 - Reading Listen: Chapter 3 – Learning Objectives-Lo3-1 to LO3-7 Review: Chapter 3 – Review 3-1 to 3-7 and Demonstration Problem 3-3A Complete: Chapter 3 Homework Take: Chapter 3 Quiz	Submit Chapter 3 Homework & Quiz Due: Monday, 09/09 by 11:55 PM.
Week 3 09/09-09/15/24	Chapter 4 – Cost-Volume-Profit Analysis Chapter 5 – Relevant Information for Decision Making	Read: Chapters 4 & 5 – Reading Listen: Chapters 4 & 5 – Learning Objectives-LO4-1 to LO4-7 and LO5-1 to LO5-6 Review: Chapters 4 & 5 – Review 4-1 to 4-7 and 5-1 to 5-6 and Demonstration Problems 4-2A and 5-2 Complete: Chapters 4 & 5 Homework Take: Chapters 4 & 5 Quizzes	Submit Chapters 4 & 5 Homework & Quizzes Due: Monday, 09/16 by 11:55 PM.

Week 4 09/16-09/22/24	Chapter 6 – Job Order Costing Chapter 7 – Process Costing	Read: Chapters 6 & 7 - Reading Listen: Chapters 6 & 7 – Learning Objectives-LO6-1 to LO6-7 and LO7-1 to LO7-6 Review: Chapters 6 & 7 – Review 6-1 to 6-7 and 7-1 to 7-6 and Demonstration Problems 6-2B and 7-1A Complete: Chapters 6 & 7 Homework Take: Chapters 6 & 7 Quizzes	Submit Chapters 6 & 7 Homework & Quizzes Due: Monday, 09/23 by 11:55 PM.
Week 5 09/23-09/29/24	Chapter 8 – Activity-Based Management and Activity-Based Costing Chapter 9 – The Master Budget	Read: Chapters 8 & 9 – Reading Listen: Chapters 8 & 9 – Learning Objectives-LO8-1 to LO8-6 and LO9-1 to LO9-7 Review: Chapters 8 & 9 – Review 8-1 to 8-6 and 9-1 to 9-7 and Demonstration Problems 8-1 and 9-1B Complete: Chapters 8 & 9 Homework Take: Chapters 8 & 9 Quizzes	Submit Chapters 8 & 9 Homework & Quizzes Due: Monday, 09/30 by 11:55 PM.
Week 6 09/30-10/06/24	Chapter 10 – Flexible Budget, Standard Costing and Variance Analysis Chapter 11 – Absorption/Variable Costing and Capacity Analysis	Read: Chapters 10 & 11 – Reading Listen: Chapters 10 & 11 – Learning Objectives-LO10-1 to LO10-6 and LO11-1 to LO11-4 Review: Chapters 10 & 11 – Review – 10-1 to 10-6 and 11-1 to 11-4 and Demonstration Problems 10-1A and 11-1 Complete: Chapters 10 & 11 Homework Take: Chapters 10 & 11 Quizzes	Submit Chapters 10 & 11 Homework & Quizzes Due: Monday, 10/07 by 11:55 PM.
Week 7 10/07-10/13/24	Mid-Term Exam	Mid-Term Exam (Chapters 1-11) face-to-face during class period 10/09/24	Mid-Term Exam 10/09/24 05:30 – 06:50 PM.

Week 8 10/14-10/20/24	Chapter 12 – Allocation of Joint Costs and Accounting for By-Products/Scrap Chapter 13 – Responsibility Accounting, Support Department Cost Allocations, and Transfer Pricing	Read: Chapters 12 & 13 – Reading Listen: Chapters 12 & 13 – Learning Objectives-LO12-1 to LO12-5 and LO13-1 to LO13-6 Review: Chapters 12 & 13 – Review – 12-1 to 12-5 and 13-1 to 13-6 and Demonstration Problems 12-1 and 13-2 Complete: Chapters 12 & 13 Homework Take: Chapters 12 & 13 Quizzes	Submit Chapters 12 & 13 Homework & Quizzes Due: Monday, 10/21 by 11:55 PM.
Week 9 10/21-10/27/24	Chapter 14 – Pricing, Sales Variances, and Customer Profitability	Read: Chapter 14 – Reading Listen: Chapter 14 – Learning Objectives – LO14-1 to LO14-6 Review: Chapter 14 – Review – 14-1 to 14-5 and Demonstration Problem 14-1C Complete: Chapter 14 Homework Take: Chapter 14 Quiz	Submit Chapter 14 Homework & Quiz Due: Monday, 10/28 by 11:55 PM.
Week 10 10/28-11/03/24	Chapter 15 – Performance Measurement, Balanced Scorecards, and Performance Rewards	Read: Chapter 15 – Reading Listen: Chapter 15 – Learning Objectives – LO15-1 to LO15-6 Review: Chapter 15 – Review – 15-1 to 15-5 and Demonstration Problem 15-2 Complete: Chapter 15 Homework Take: Chapter 15 Quiz	Submit Chapter 15 Homework & Quiz Due: Monday, 11/04 by 11:55 PM.

Week 11 11/04-11/10/24	Chapter 16 – Approaches to Cost Control and Managing Uncertainty	Read: Chapter 16 – Reading Listen: Chapter 16 – Learning Objectives – LO16-1 to LO16-7 Review: Chapter 16 – Review – 16-1 to 16-7 and Demonstration Problem 16-4 Complete: Chapter 16 Homework Take: Chapter 16 Quiz	Submit Chapter 16 Homework & Quiz Due: Monday, 11/11 by 11:55 PM.
Week 12 11/11-11/17/24	Chapter 17 – Implementing Quality Concepts	Read: Chapter 17 – Reading Listen: Chapter 17 – Learning Objectives – LO17-1 to LO17-5 Review: Chapter 17 – Review – 17-1 to 17-5 and Demonstration Problem 17-2 Complete: Chapter 17 Homework Take: Chapter 17 Quiz	Submit Chapter 17 Homework & Quiz Due: Monday, 11/18 by 11:55 PM.
Week 13 11/18-11/24/24	Chapter 18 – Inventory and Production Management	Read: Chapter 18 – Reading Listen: Chapter 18 – Learning Objectives – LO18-1 to LO18-5 Review: Chapter 18 – Review – 18-1 to 18-5 and Demonstration Problem 18-1 Complete: Chapter 18 Homework Take: Chapter 18 Quiz	Submit Chapter 18 Homework & Quiz Due: Monday, 11/25 by 11:55 PM.
Week 14 11/25-12/01/24	Chapter 19 – Capital Budgeting	Read: Chapter 19 – Reading Listen: Chapter 19 Learning Objectives – LO19-1 to LO19-6 Review: Chapter 19 – Review – 19-1 to 19-6 and Demonstration Problem 19-2A	Submit Chapter 19 Homework & Quiz Due: Monday, 12/02 by 11:55 PM.
Week 15 12/02-12/08/24	Team Presentations		Present: Team Projects in Class 12/04/24

Week 16 12/09-12/14/24	Final Exam (Chapters 13-19)	Final Exam (Chapters 13-19) face-to-face during assigned final class period 12/11/24	Final Exam – 12/11/24 07:30- 09:30 PM.
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The last day of this course is Saturday, 12/14/2024. Final grades will be available at my.untDallas portal by 11:55 PM on Tuesday, 12/17/2024.

Course Evaluation Methods

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

- **Chapter Homework Assignments** – Exercises designed to reinforce chapter material and ensure an understanding of the course concepts.
- **Chapter Quizzes** – Quizzes designed to measure knowledge of course content and the ability to apply appropriate concepts in practices.
- **Team Project** – Team project assignment designed to measure ability to apply presented course material and report the result.
- **Mid-Term Exam** – The mid-term exam is designed to measure student knowledge of course material and the ability to apply appropriate concepts in practice.
- **Final Exam** – The final exam is designed to measure the cumulative student knowledge of course material and the ability to apply appropriate concepts in practice.
- **EOC Evaluation** – Completion/confirmation of the UNTD End-of-Course Evaluation will provide the opportunity to earn 5 extra credit points.

Grading Matrix:

Instrument	Value (points or percentages)	Total
Homework Assignments	19 assignments at 10 points	190
Quizzes	19 quizzes at 10 points	190
Team Project Presentation	1 Team Project at 50 points	50
Midterm Exam	1 Exam at 100 points	100
Final Exam	1 Exam at 100 points	100
Total		630

Grade Determination:

A = 630 – 567 pts; i.e. 90% or better

B = 566 – 504 pts; i.e. 80 – 89 %

C = 503 – 441 pts; i.e. 70 – 79 %

D = 440 – 378 pts; i.e. 60 – 69 %

F = 377 pts or below; i.e. less than 60%

Need tutoring services or just some help with a particular assignment? For tutoring that empowers students to achieve success, schedule an appointment with the Learning Commons today at <https://www.untDallas.edu/learning/schedule-appointment/>.

Course-Specific Policies

Attendance and Participation Policy:

The University attendance policy is in effect for this course. Please refer to Policy 7.005 Student Attendance at <https://untsystem.policytech.com/dotNet/documents/?docid=1347&public=true>.

Assignment Policy:

All assignments for this course **MUST** be completed and submitted within the unit due dates. No makeup assignments will be allowed except for documented emergencies (See Student Handbook. Connect Assignments will NOT be timed and will have unlimited attempts unless otherwise noted.

Exam Policy:

All quizzes and exams for this course **MUST** be completed and submitted within the quiz or exam window due dates. No makeup quizzes or exams will be allowed except for documented emergencies (See Student Handbook).

Quizzes will be timed (30 minutes) and you will be allowed three (3) attempts. Your best score will be recorded in the grade book. Once you start a quiz you **MUST** complete it, or you will only receive points for the completed portion. Be sure to take your quizzes from a stable Internet connection. Note:

Technology issues can occur. That is why you have three (3) attempts for each quiz. Quiz attempts will NOT be reset. If a technology issue occurs, simply use one of your other allocated attempts.

The **Mid-Term Exam** will be taken face-to-face in class. It will be timed. You will have 80 minutes (1 hour 20 minutes) to take the Mid-Term Exam and one (1) attempt. Once you start the exam, you **MUST** complete it, or you will only receive points for the completed portion.

The **Final Exam** will be taken face-to-face in class. It will be timed. You will have 120 minutes (2 hours) to take the Final Exam and one (1) attempt. Once you start the exam, you **MUST** complete it, or you will only receive points for the completed portion.

Quizzes and Exams are **NOT** a group project. You are expected to complete your own quizzes or exams without assistance from others. Students who collaborate on a quiz or exam are cheating and UNTD considers academic dishonesty a serious offense. Please review the UNTD academic dishonesty policy or consult your instructor if you have questions. The UNTD academic dishonesty policy is available at <http://catalog.untDallas.edu/content.php?catoid=23&navoid=1730>

Exams should be taken as scheduled. No makeup examinations will be allowed except for documented emergencies (See Policy 7.005 Student Attendance at <https://www.untDallas.edu/hr/upol>).

Other Course Specific Policies:

Incomplete 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’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”.

<http://catalog.untDallas.edu/content.php?catoid=23&navoid=1730>

Canvas Gradebook

The Canvas gradebook is the master gradebook. The Connect gradebook is integrated into the Canvas gradebook. Refer to the Canvas gradebook when reviewing your course status.

Communicating with Professor

The only way students should communicate with the professor is through email or the Q&A Discussion Board thread on Canvas. I can be email at Patricia.Wynn@untDallas.edu. All emails should include the Course #/Section # in the subject line and reference the activity in question. Please be as detailed as possible about your question. If calculations are involved, show your work and resulting answers. This will eliminate unnecessary emails and get you back on track quicker.

Emails

Emails to the instructor should be professional. Emails are not a forum to vent and should not be written like a text message to your friends. Emails to the instructor should be well thought out, and written in a professional, business-like manner. Students should use their UNTD email for this course.

Example Email

Subject: Quiz 2, ACCT 3270.0082

Dear Professor Wynn,

I have a question about Quiz 2. Questions 3 stated “Insert Question Here.” I answered C, “insert answer c here,” but it was marked wrong. Could you please double check that for me because the in the book on page 210, it states that C would be the correct answer.

Thank you for your time,

Student’s Full Name

ACCT 3270.0082

Instructor Response Time

I will respond to your questions within 24 hours (Monday – Friday). I generally respond sooner. I often monitor my email on the weekends (after 5 PM on Friday until 8 AM on Monday), but you should not depend on this. It is important that you plan and start your homework early in the week. This will allow you to contact me with questions prior to Friday to ensure that you receive a response before the weekend.

All emails should include the following information in the subject line: ACCT3270.0082 (Course # and Section). Emails that are not addressed in this manner will be returned to the sender for this information or may be identified as SPAM and could be deleted. Additionally, all emails must reference the assignment information (chapter, problem number and detail(s) about your question(s). If calculations are involved, please include your calculation and answer. This will avoid a string of unnecessary emails and get you back on track as soon as possible.

Confidentiality of Information Shared by Students

UNTD and your course instructor cannot guarantee the confidentiality of information shared by students in the course environment. Therefore, students should not share any confidential information from employers unless explicitly related for public use.

University Policies and Procedures

Students with Disabilities (ADA Compliance):

The University of North Texas at Dallas makes reasonable academic accommodations for students with disabilities. Students seeking accommodations must first register with the Disabilities 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 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 delays in implementation. Note that a student 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 letter during their designated office hours to protect the privacy of the student. For additional information see the Disability Services Office website at <http://www.untDallas.edu/disability>. You may also contact them by phone at 972-338-1777; by email at UNTDdisability@untDallas.edu on the first floor of the Student Center.

Canvas Instructure Accessibility Statement:

University of North Texas at Dallas is committed to ensuring that 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. The Canvas

Instructure Accessibility Statement is provided at <https://www.canvaslms.com/accessibility>.

NOTE: 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.

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 the UNT Dallas Academic Integrity Policy in the appropriate Catalog at <http://dallascatalog.unt.edu>.

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.

Students are only permitted to use AI technology in the creation of any course content if permitted by the course instructor. We are creating an environment of instructor-student-technology collaboration as we move forward in a society where students must learn how to critically harness the capabilities of new technologies.

All work performed and submitted in this class must be your own. Certain assignments are not group work. You may not assist other students or use any online sites or search engines (e.g., Course Hero, Chegg, Google, Safari, Bing, etc.), technologies (e.g., ChatGPT, language translators, etc.), group chats (GroupMe, texts, emails, etc.) or other tools, and sources may be prohibited. *You are permitted the use of ideas, images, or word phrases created by generative technology. If you do use generative technology, you must identify the sources.*

Web-based Plagiarism Detection: Please be aware in some 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 etiquette:

Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student's Rights, Responsibilities, and Conduct will be referred to the Dean of Students as the instructor deems appropriate (UNT Policy 7.001 found at <https://untsystem.policytech.com/dotNet/documents/?docid=1278&public=true>).

Online Attendance and Participation:

The University attendance policy is in effect for this course. Class attendance in the Canvas classroom and participation 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 discussion board. Online presence and participation in all class discussions is essential to the integration of course material and your ability to demonstrate proficiency.

Please be aware that if you are not active in Canvas before the Census Date (09/11/24) no matter what you complete after that date, you will be dropped by the Registrar. Attendance for this online course is considered when you are logged in and active in Canvas, i.e., posting assignments, taking quizzes, or completing Discussion Boards. 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.

Attendance for this hybrid course is considered when you are logged in and active in Canvas, i.e., posting assignments, or taking quizzes. 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. To acquire knowledge and build the required skills for successful completion of this course, students are expected to:

- **Read** and become familiar with the course syllabus, including due dates.
- **Review** course material listed in the course outline **PRIOR** to coming to class.
- **Meet deadlines** for all assignments and required readings. Accounting concepts build upon each other, so it is important you don't get behind.
- **Ask** for clarification about course materials, concepts or course expectations.
- **Analyze** assigned readings and contribute to one another's learning through meaningful discussion.
- You are expected to spend **at least 3 hours a week** on course activities. While you aren't in a classroom environment each week, you need to plan on spending the same amount of time you would have met in class, plus the time for out-of-class activities. Accounting is a course of application. Therefore, you cannot cram for this course and be successful. Be prepared to spend **MORE** time in this course than many other courses you have taken.
- It is strongly recommended that students use the Cambridge Reading, Learning Objectives, Review and Demonstration Problems in this course for extra practice if needed.

Classroom Disruption:

Students are expected to always engage with the instructor and other students in this class in a respectful and civil manner 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 because 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 (UNTD Policy 7.001 found at <https://untsystem.policytech.com/dotNet/documents/?docid=1278&public=true>) 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.

Course Evaluations:

Student's evaluation 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 via your campus email, providing you a chance to comment on how this class is taught. I will not have access to the results of the evaluations until after final grades have posted. 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.

Bad Weather Policy:

Campus facilities will close, and operations will be suspended when adverse weather and/or safety hazards exist on the UNTD campus or if travel to the campus is deemed dangerous as the result of ice, sleet or snow. In the event of a campus closure, the Marketing and Communication Department will report closure information to all appropriate major media by 7 a.m. That department will also update the UNTD website, Facebook and Twitter with closing information as soon as it is possible. For more information, please refer to <http://www.untDallas.edu/police/resources/notifications>.

Inclement Weather and Hybrid Classes:

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.

Technology Assistance: 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.

Browser and computer requirements for Canvas:

<https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Instructure/ta-p/66>