Syllabus: Acct 2400, Fall 2015
Fundamentals of Financial Accounting

Instructor:
Johnna Murray, CPA, CFE
314-516-6133
murrayjo@msx.umsl.edu
1204 Tower

In-Person Office Hours: Tues/Thurs 1:00 – 2:30
Or by appointment
The quickest way to contact me is by email. I check my email often and try to answer as soon as possible.

Class Dates: Online – Aug. 24 – Dec. 13
Optional Meeting Dates:
August 27 (Thursday)– 5:30 SSB131
October 8 (Thursday)– 5:30 SSB131
December 8 (Tuesday) – 5:30 SSB131
Exam Windows:
Midterm Exam: October 12 – October 17 Online Assessment Center
Final Exam: December 14 – December 18 Online Assessment Center

Welcome To Acctng 2400
 Welcome to Acctng 2400!
 Welcome to Fundamentals of Financial Accounting Online!
 I'm really excited about teaching this course online and I hope you excited about taking a class online! We do have several opportunities to meet, but those are optional. You can see the days scheduled for exams above. There are also some planned study sessions. So the homework and some other work is online but we do get the chance to meet several times! For many students this is a first course in Accounting. Some of you may have had Accounting in high school or perhaps at a Community College. Whatever your situation, this course is rigorous and will require a lot of commitment. Having said that I also think it is interesting and definitely useful! Our campus is visited regularly by firms looking for new hires. I can’t think of any firms who don’t need the services of an accountant at some point. Some of the ideas we will learn may introduce you to another way of thinking about business. No matter if you are Information Systems, Management, Marketing or even Biology, learning more about business will be useful!

Instructor Bio
I have been teaching Accounting here at UMSL for the past 14 years and there is always something new to keep me interested. Before teaching full time I worked in several types of accounting jobs from bookkeeper to Senior Auditor in a local CPA firm.
The use of technology and how it affects our lives and especially jobs in accounting fascinates me. I hope to share with you some of the things that interest me the most.
I like to read (mostly blogs these days) and I’m a big fan of the author, Michael Lewis.

Teaching Philosophy

There is more to accounting than debits and credits and producing financial statements. So much of our lives depend on what happens with business that we all need to understand business and the language of business is accounting. My goal this semester is to help you understand those basics of debits, credits and financial statements so that you can have some fluency in accounting.

Required texts: The materials for this course are available as part of the AutoAccess program. This means that your materials are automatically available digitally through Blackboard on the first day of class. Your student account will be charged before the official Add/Drop date for these materials. The AutoAccess program was developed as a partnership between the University and the publisher to lower the cost of course materials. The amount to be charged to your student account is $117.99. There is an optional print component available for sale at The Triton Store available for $40.95.

Time Requirements:

If this course was offered on campus, you’d be in class 2.5 hours/week, along with the travel time involved. The online version is no different in terms of expectations for your involvement. This is an active online course that requires at least 3 hours of your time each week IN ADDITION TO the time it takes you to read the required materials and watch the videos, as well as the additional work required to complete the assigned papers. That means that you need to plan to spend a minimum of 6 hours every week, up to 9-10 hours a week, on activities related to this course. If you do not have that amount of time to devote to this course, you should perhaps reconsider taking this course at this time.

Technology Requirements:

As a student in an online course, you are expected to have access to the internet almost every day. If you have computing problems, it is your responsibility to address these, or come to campus to use the student computing labs. A problem with your computer or other technology issues is not an excuse for any delays in meeting expectations and deadlines for the course. So, if you have a problem, get help in solving it immediately. At a minimum, you will need the following software/hardware to participate in this course:

1. Computer with an updated operating system (e.g. Windows, Mac, Linux) and to an Internet browser (e.g. Mozilla Firefox, Internet Explorer)
2. Ability to navigate MyGateway (Blackboard Learning Management System)
3. Minimum Processor Speed of 250 mHz, 400 mHz recommended.
4. DSL Internet connection or a connection speed no less than 7 MB/s
5. Media player such as Windows Media Player to open course media. Flash player may be required by some aspects of the course and is available as a free download here: http://get.adobe.com/flashplayer/
6. Adobe Acrobat to open PDF files throughout the course – available as a free download here: http://get.adobe.com/reader/?promoid=HRZAC
7. Windows software for Excel, Word and PowerPoint. (FYI Our campus is now using Office 2013.)
8. ConnectPlus (See the textbook information for purchasing and downloading to your computer. ConnectPlus will give you access to Connect, LearnSmart and an e-book.)

Course Description: This is a one semester course in financial accounting theory and practice. The primary emphasis is on the corporate financial statements of income, financial position and cash flow-their content and interpretation; and the impact of financial transactions upon them. Successful students will be able to prepare journal entries in homework and exams and be able to calculate Net Income, prepare a Statement of Retained Earnings, prepare a Balance Sheet and have a basic understanding of the Statement of Cash Flows.

Goals of the Course
• This course will increase your competency in fundamental accounting concepts. It will also extend your competency in using technology.
• There are two exams.
• Students will leave this course with an understanding of debits, credits, journal entries and financial statements.

Learning Objectives:
By the conclusion of this course, students will:
• Describe various organizational forms and business decisions.
• Explain how financial statements are used by decision makers.
• Use journal entries and T-accounts to show how transactions affect the balance sheet and income statement.
• Explain how to report inventory and cost of goods sold.
• Compute costs using inventory costing methods.
• Describe the trade-offs of extending credit.
• Estimate and report the effects of uncollectible accounts.
• Analyze the acquisition and use of long lived tangible assets.
• Explain the role of liabilities in financing a business.
• Synthesize concepts learned in previous modules by preparing comprehensive problems.
The chapters covered in this course will be Ch 1,2,3,4,5,6, 7 and part of 8, 9.

Instructional Strategies: This course will use a homework management system, Connect, to complete weekly homework assignments. In addition, LearnSmart, which you will have access to once you register for Connect will be used to ensure you are familiar with basic concepts. Discussion forums and comprehensive problems and open book quizzes will be used to assess your understanding of key concepts. In addition, your understanding will be assessed in two exams this semester. The exams will be held on campus in the testing center. You will have a one week window to take each exam. The first exam window is October 12 through October 17. It will be your responsibility to schedule an
appointment in the online testing center during that week to take the midterm exam. There will also be optional study sessions the week before the exams. The same is true for the Final Exam, scheduled during finals week, Dec. 14 – Dec 18.

**Instructional Technology:** The following tools will support the instructional strategies for this course: Connect, LearnSmart, Web Searches, PowerPoint, Word, and other computer aided tools within MyGateway, such as Kaltura, a screen capture video software.

---

**Grade Composition:**

<table>
<thead>
<tr>
<th>Tentative Point Distribution</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Midterm Exam</td>
<td>150</td>
</tr>
<tr>
<td>Final Comprehensive Exam</td>
<td>150</td>
</tr>
<tr>
<td>Connect/Quizzes/OtherHomework</td>
<td>635</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>935</td>
</tr>
</tbody>
</table>

**Tentative Grading Scale**

- 935 – 850 = A
- 849 – 835 = A-
- 834 – 819 = B+
- 820 – 765 = B
- 764 – 748 = B-
- 747 – 730 = C+
- 729 – 675 = C
- 674 – 580 = D
- 579 - 0 = F

---

**Homework**

The material for this class is organized by Modules. Each Module contains two or more chapters and the assignments associated with those chapters. There will be a total of 7 Modules for this class. Each Module contains Learning Objectives and a list of assignments for you to complete. To help you keep organized all assignments for the week are due Sundays at midnight.

In the Checklists tab (It is on the left hand side of the home page for this course.) you will find the list of activities and assignments for this course in a pdf document. You may find that it helps to print this page to keep track of what you have completed. You can see your grades recorded in the gradebook in MyGateway, but you may find it helpful to track your scores on this document to compare to the scores recorded in MyGateway.

**Late Assignments are not accepted!**

Connect and Learnsmart, and all your assignments have a due date. You can see the homework due dates when you open the Modules. You should hit submit when you have finished your work. If you don’t, Connect will submit your work automatically as is on the due date. There will be several quizzes and you must complete them by the due date or forfeit the chance to take them.

Life happens and you may miss an assignment due date. Don’t let that stop you. Complete the next assignment and let me know if you have extenuating circumstances. I may be able to make accommodations if you have had an unusual situation and missed one homework assignment.
Exams
There are two exams scheduled for this semester. The Midterm and the Final. The Midterm covers Ch 1-4 and the Final covers material from Ch 6, 7, 8, and 9. Both of these exams require that you be in a proctored setting. The Online Testing Center is the campus facility available for these exams. If you plan to use another proctored setting you must contact me with the name of the proctor and their contact information so that I can make arrangements with them to ensure that the exam is given in the proper format.

The exams will cover material from the book, but they are in multiple choice, true false, matching and possibly fill in the blank questions. Exams will not be through Connect but will be accessed separately through MyGatew ay.

Both exams have a window of time in which they can be taken. You can take the exam anytime in that window the Online Testing Center has available seats. You must contact the Online Testing Center to schedule your appointment. You will be able to schedule an appointment as soon as the exam has been posted into MyGateway, typically that is a couple of weeks before the exam. Here is the contact information for the Online Testing Center:

**The Online Testing Center is now operated by**

**The Campus Testing Center**
Location: 93 JC Penney • Voice: 314.516.6396 • Email: assessctr@umsl.edu

**Michael Cunningham**
Campus Testing Coordinator
93 JC Penney
314.516.5198
cunninghammi@umsl.edu

**Linda Watson and**

**Donna Pesek**
Testing Assistants
93 JC Penney
314.516.6396
assessctr@umsl.edu

**Extra Credit:** There are several opportunities for extra credit on campus this semester. The Accounting Club and Beta Alpha Psi have several meetings planned. More details will be coming soon. You will see announcements a week or two in advance. You can get three points of extra credit for each Accounting Club meeting that you attend. There may be other opportunities as well, but you can see that attending just a few events go a long way towards helping you get the grade you want. Please fill out the extra credit signature sheet when you attend meetings.
## Assignments by Modules Checklists

<table>
<thead>
<tr>
<th>Module 1</th>
<th>Due Date</th>
<th>Points Possible</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Get acquainted with your classmates.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Post something about yourself – introduce yourself.</td>
<td>Sunday, August 30 at midnight.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Say hi to one of your classmates – respond to at least one post.</td>
<td>Sunday, September 6 at midnight.</td>
<td>10 points</td>
<td></td>
</tr>
<tr>
<td>You must complete both parts to get full credit.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) Watch the video lecture for Chapter 1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3) Read Chapter 1 – no due date, no points.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4) Discussion Question for Module 1. Choose a topic. There are two topics but you only need to write about one of them for your post.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Post your thoughts about one of the topics.</td>
<td>Sunday, August 30 at midnight</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Respond to one of your classmates.</td>
<td>Sunday, September 6 at midnight.</td>
<td>10 points</td>
<td></td>
</tr>
<tr>
<td>You must complete both parts to get full credit.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5) Click on the link to complete the assignment in Connect with SmartBook and LearnSmart for Chapter 1.</td>
<td>Sunday, August 30 at midnight.</td>
<td>20 points</td>
<td></td>
</tr>
<tr>
<td>6) Click on the link to complete the problems for Chapter 1 in Connect.</td>
<td>Sunday, September 6 at</td>
<td>30 points</td>
<td></td>
</tr>
</tbody>
</table>
Module 2

1) Watch the video lecture for Chapters 2 and 3.

2) Read Chapter 2.

3) Discussion Question for Module 2. Choose a topic. There are two topics but you only need to write about one of them for your post.
   - a. Post your thoughts about one of the topics. Sunday, September 13 at midnight.
   - b. Respond to at least one of your classmates. Sunday, September 20 at midnight. 10 points
      You must complete both parts to get full credit.

4) Click on the link to complete the assignment in Connect with SmartBook and LearnSmart for Chapter 2. Sunday, September 13 at midnight. 20 points

5) Click on the link to complete the problems for Chapter 2 in Connect. Sunday, September 13 at midnight. 25 points

6) Read Chapter 3.

7) Group Project – Project 1. You will need to sign up for a group. Click on the tab to the Left that says “1st Group Project”. Each group has a sector associated with it. Sign up and contact your group members. This is due October 11, but you have plenty of time to read the instructions and contact your group Sunday, October 11 at midnight.

midnight.
members to coordinate how you will complete this project.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

8) Click on the link to complete the assignment in Connect with SmartBook and LearnSmart for Chapter 3.  Sunday, September 20 at midnight.  20 points

9) Click on the link to complete the problems for Chapter 3 in Connect.  Sunday, September 20 at midnight.  35 points

Module 3

1) Watch the video lecture for Chapter 4.  -  -

2) Read Chapter 4.  This is a big chapter and the homework is divided into two parts. The first part of the homework is related to pages 147 -165. The other part of the homework is related to pages 166 – 169.  -  -

3) Discussion Question for Module 3.  Choose a topic. There are two topics but you only need to write about one of them for your post.

   a. Post your thoughts about one of them for your first entry.  Sunday, September 27 at midnight.

   b. Respond to at least one of your classmates.  Sunday, October 4 at midnight.  10 points  You must complete both parts to get full credit

4) Click on the link to complete the problems for Chapter 4 (Part 1) in Connect with SmartBook and  Sunday, September 27 at  20 points.
## Syllabus: Acct 2400, Fall 2015
### Fundamentals of Financial Accounting

<table>
<thead>
<tr>
<th>Task</th>
<th>Due Date</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>LearnSmart for Chapter 4</td>
<td>midnight.</td>
<td></td>
</tr>
<tr>
<td>5) Click on the link to complete the problems for Chapter 4 (Part 1) in Connect.</td>
<td>Sunday, September 27 at midnight.</td>
<td>30 points.</td>
</tr>
<tr>
<td>6) Click on the link to complete the problems for Chapter 4 (Part 2) in Connect with SmartBook and LearnSmart for Chapter 4.</td>
<td>Sunday, October 4 at midnight.</td>
<td>20 points.</td>
</tr>
<tr>
<td>7) Click on the link to complete the problems for Chapter 4 (Part 2) in Connect.</td>
<td>Sunday, October 4 at midnight.</td>
<td>30 points.</td>
</tr>
</tbody>
</table>

### Module 4

<table>
<thead>
<tr>
<th>Task</th>
<th>Due Date</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) There is no video and since this is a review week, no assigned reading. However, there is a Discussion Question for Module 4. Choose between the topics for your initial posting.</td>
<td>Sunday, October 11 at midnight.</td>
<td></td>
</tr>
<tr>
<td>a. Compose your thoughts about one of the topics. This is due October 11 at midnight.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Respond to a classmates post. This is due October 18 at midnight.</td>
<td>Sunday, October 18 at midnight.</td>
<td>10 points</td>
</tr>
<tr>
<td>You must complete both parts to get full credit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) Click on the link to complete the Comprehensive Problems and Questions in Connect.</td>
<td>Sunday, October 11 at midnight.</td>
<td>30 points.</td>
</tr>
<tr>
<td>3) Practice Quiz – no points, no due date. Just practice.</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>4) Quiz for Chapters 1, 2, 3 &amp; 4. You only get one attempt at this so do your best. It is worth 15 points and due October 11 at midnight.</td>
<td>Sunday, October 11 at midnight.</td>
<td>15 points.</td>
</tr>
<tr>
<td>Module 5</td>
<td>Due Date</td>
<td>Points Possible</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>1) Read Chapter 6.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) Watch the short video for Chapter 6.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3) Discussion Question for Module 5. Initial post due Sunday, October 25 at midnight. (Both an initial post and a reply to a classmate must be done in order to receive full credit of 10 points) Go to the Discussion Board and post your initial response to one of the topics for Module 5.</td>
<td>Sunday, October 25 And Sunday, November 1</td>
<td>10</td>
</tr>
<tr>
<td>4) Chapter 6. Learnsmart Due Date: October 25, 2015 at midnight.</td>
<td>October 25,</td>
<td></td>
</tr>
<tr>
<td>5) Chapter 6 Problems Due Date: November 1, 2015 at midnight.</td>
<td>November 1,</td>
<td></td>
</tr>
<tr>
<td>6) Service or Merchandise: Jobs of TV Characters This is a fun break from serious studying. Think of it as</td>
<td>November 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>extra credit. Due November 1 at midnight. (12 points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7) Enroll in a group for the 2nd Group Project. This project won’t be due until December 14, but it is good to start planning early.</td>
<td>(See Module 7 for due date)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Module 6</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1) Read Chapter 7.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) Watch this video lecture for Chapter 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3) Discussion Question for Module 6 Initial post is due Sunday, November 8 at midnight. Your response to a classmate is due November 15. You must complete both posts to earn all 10 points for this activity.</td>
<td>November 8 And November 15 10</td>
<td></td>
</tr>
<tr>
<td>4) Chapter 7. Learnsmart Due Date: November 8, 2015 at midnight.</td>
<td>November 8 20</td>
<td></td>
</tr>
<tr>
<td>5) Chapter 7 Problems (Part 1) Due Date: November 8, 2015 at midnight.</td>
<td>November 8 30</td>
<td></td>
</tr>
<tr>
<td>6) Review Chapter 6 &amp; Practice Chapter 7 with StudyMate. (No due date, no points)</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>7) Dodging Bullets Inventory that has gone bad. Due Nov. 15 at midnight. (10 points) Due Date: November 15, 2015 at midnight.</td>
<td>November 15 10</td>
<td></td>
</tr>
<tr>
<td>8) Chapter 7 Problems (Part 2) (includes some information from Chapter 6) Due Date: November 15, 2015 at midnight.</td>
<td>November 15 35</td>
<td></td>
</tr>
<tr>
<td>9) Continue working on 2nd Group Project. It is due December 14 and is worth 25 points.</td>
<td>(See Module 7 for due date)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Module 7 – November 16 – December 13</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1) Read Chapter 8</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2) Watch this short video for Chapter 8.

3) Chapter 8. Learnsmart Due Date: November 30, 2015 at midnight.  
   Due Date: November 30 20

4) Spotlight Video Assignment Due Date: November 30, 2015 at midnight.  
   Due Date: November 30 20

5) Chapter 8 Problems Due Date: November 30, 2015 at midnight.  
   Due Date: November 30 35

6) Read Chapter 9, pages 380 390

7) Watch this short video on Chapter 9

8) Chapter 9. Learnsmart Due Date: December 6, 2015 at midnight. 
   Due Date: December 6 20

9) Chapter 9 Spotlight Video Questions and Problems Due Date: December 6, 2015 at midnight.  
   Due Date: December 6 25

10) 2nd Group Project is due Sunday, December 14 at midnight. (25 points)  
    Due Date: December 13 25

11) Comprehensive Problems (Ch 6,7,8 & 9)  
    Due Date: December 13 25

12) Practice Quiz. for Quiz and Final Exam. No due date, no points  
    Due Date: - -

13) Quiz. Due Sunday December 13 at midnight. (15 points)  
    Due Date: December 13 15

14) Take the Final Exam December 14 December 19 (150 points)  
    Due Date: December 14 – December 19 150
Course Policies

1. Participation
   - It is vitally important that our classroom environment promote the respectful exchange of ideas. This entails being sensitive to the views and beliefs expressed during discussions whether in class or online. Please speak with me before recording any class activity. It is a violation of University of Missouri policy to distribute such recordings without my authorization and the permission of others who are recorded.
   - I will not respond to each post but will be monitoring each discussion. I may add a comment when I think there needs to be further explanation or when ideas need to be explored in more detail or if I think a comment has brought up a good point and I want to draw attention to it. My hope is that the discussion boards will allow you to participate in much the same way as you would in an interactive classroom discussion.
   - Your success in this course will heavily depend on your ability to communicate, engage and participate in all course activities. Successful completion of this course requires that a student keep up with all assignments, coursework and discussions. Timely participation in online discussions is a very important part of this course and participation in these discussions, and other activities as assigned, is not optional. You are expected to prepare and post to discussions in a timely manner consistent with the requirements contained within the course syllabus. If you are unable to participate in the scheduled class activity or discussions you must notify the instructor within the week of that class module or discussion. An unexcused failure to engage or participate with the class will be counted as an absence; unexcused absences may result in failure. The instructor reserves the right to make judgment to accept and/or make-up assignments missed because of failed participation in the course activities.

2. Online Discussion Protocol
   - Participation in the course should maintain a positive work and learning environment, as outlined in the UMSL Student Planner: http://www.umsl.edu/~studentplanner/policies/positive.html
   - Postings should be evenly distributed during the discussion week.
   - Postings should be a minimum of three sentences, or one short paragraph, and a maximum of two paragraphs.
   - Responses should be well written with proper punctuation, spelling and grammar.
   - Avoid short one-word postings, for instance, “I agree,” unless accompanied by supporting statements from the readings or prior knowledge (work and life experience).
   - Stay focused on the topic.
3. Attendance Policies
   - “Present” in class for online courses is determined by participation in an “academically related activity,” i.e. submission of an assignment, assessment or discussion forum posting. The last day of attendance is the last day a student is academically participating in the online course. Documentation that a student has logged into an online class is not sufficient by itself to demonstrate academic attendance.

4. Academic Integrity/Plagiarism
   - You are responsible for being attentive to and observant of University policies about academic honesty as stated in the University’s Student Conduct Code.
   - Academic dishonesty is a serious offense that may lead to probation, suspension, or dismissal from the University. One form of academic dishonesty is plagiarism – the use of an author’s ideas, statements, or approaches without crediting the source. Academic dishonesty also includes such acts as cheating by copying information from another student. Plagiarism and cheating will not be tolerated.
   - Academic dishonesty must be reported to the Office of Academic Affairs for possible action. The instructor shall make an academic judgment about the student’s grade on that work and in that course. The campus process regarding academic dishonesty is described in the “Policies” section of the Academic Affairs website: http://www.umsl.edu/services/academic/policy/academic-dishonesty.html
   - Ethical - All work submitted for a grade in this class should be your own original work. The projects are designed to give you the knowledge and skills to be successful in your future employment and all projects must be your own. Work that has been copied from another student or from the internet is not your own. Any assignment/project/exam that includes work that is not your own original work will be assigned a grade of zero. In addition, you will lose all points for Ethics.

5. Assignments
   - Cite authors using the APA 6th edition. You must use the 6th edition of the APA Manual to cite literature sources. You will be penalized for inappropriate citations, issues with language mechanics and other writing deficiencies.

6. Access, Disability and Communication
• Students who have a health condition or disability, which may require accommodations in order to participate effectively in this course, should contact the Disability Access Services Office. Information about your disability is confidential.
  i. 144 Millennium Student Center
  ii. Phone: (314) 516-6554
  iii. Website: http://www.umsl.edu/services/disabled/

• If you have difficulty communicating in English with the instructor of this course, contact the Office of International Students and Scholar Services:
  i. Phone: (314) 516-5229
  ii. Email: iss@umsl.edu
  iii. Website: http://www.umsl.edu/~intelstu/contact.html

Student Support and Services

• Technical Support
  o My Gateway (Blackboard): If you have problems logging into your online course, or an issue within the course site, please contact the Technology Support Center:
    ▪ Phone: (314) 516-6034
    ▪ Email: helpdesk@umsl.edu
    ▪ Website: http://www.umsl.edu/technology/tsc/
  o Wimba: If you have any questions regarding Wimba Classroom and Wimba Voice Tools, contact the Faculty Resource Center:
    ▪ Phone: (314) 516-6704
    ▪ Email: frc@umsl.edu
    ▪ Website: http://www.umsl.edu/technology/frc/

• Academic Support
  o The Online Writing Lab: At our My Gateway site, students can send their papers to our tutors, who will read them and send them back with suggestions. Students can also access SafeAssign, which identifies quoted material in their essays.
    ▪ Visit the online Writing Lab page on MyGateway to submit drafts online.
    ▪ We try to respond within 48 hours, but it may take longer, so allow ample time.
**Online Class Netiquette/behavior**

- **Be self-reflective** before you post an emotional response and reread what you have written to be sure it is positive. Think of your comments as printed in the newspaper. Your online comments will be seen, heard and remembered by others in the class.

- **Use effective communication.**
  - Avoid the use of all caps or multiple punctuation elements (!!!, ???, etc).
  - Be polite, understate rather than overstate your point, and use positive language.
  - If you are using acronyms, jargon or uncommon terms, be sure to explain them so everyone can understand and participate in the discussion.

- **Ask for clarification** to a point if you feel emotional from a classmate’s post. It is likely that you misunderstood his/her point. This strategy will also help you step away from the intensity of the moment to allow for more reflection.

- **Sign your name.** It is easier to build a classroom community when you know to whom you are responding.

- **Foster community.** Share your great ideas and contribute to ongoing discussions. Consider each comment you make as one that is adding to, or detracting from, a positive learning environment for you and your classmates.

- **Be constructive.** You can challenge ideas and the course content, but avoid becoming negative online. When you disagree politely you stimulate and encourage great discussion. You also maintain positive relationships with others with whom you may disagree on a certain point.

- **Keep the conversation on topic** by responding to questions, adding thoughtful comments about the topics at hand. Online dialogue is like conversation. If there is a particular dialogue going on, please add to it, but if you have something new to say, please post it in another thread.

- **Define your terms.** When using acronyms or terms that are particular to your field (or new to our course), please define them for others.