Welcome

Welcome to Managerial Accounting. I am very excited to teach this course online this semester and look forward to working with you and creating a collaborative learning community. The great thing about taking an online class is that it allows you to digest and absorb new information in your own learning environment. We will encourage participation from all members of the class. In order to foster our collaborative learning community, we will work together as partners in this learning experience. It will require that you participate and stay engaged throughout the semester. I will provide you with many tools and resources to help you stay on track with the class and to enhance engagement with the material. This class will help you attain valuable knowledge and skills to improve business profitability. This class will help you develop an understanding of the foundation of accounting and share a few concepts you can use in your own personal finances. I look forward to meeting you online.

Instructor Bio

I live in the St. Louis metro area and have three sons, one of whom is currently in college. I attended Illinois College receiving my undergraduate degree in accounting, Northern Illinois University receiving my MBA, and Saint Louis University receiving my Ph.D. in finance and accounting. I worked as a CPA for many years in Chicago and have taught accounting at several universities. I have been teaching at UMSL since 2010. I love music, travel, and chocolate. My picture is with Gavin McGraw after an acoustic concert at the Peabody.
Teaching Philosophy

I believe that you (the student) determine your own level of success in the course. Accounting courses require dedicated textbook study, homework problem practice, and the ability to apply accounting tools. This managerial accounting course focuses on planning, controlling, and decision-making. I will present the material and help promote learning and analysis skills. However, it is up to you to read, study, practice, and participate. It is imperative that you communicate concerns regarding the course to me as soon as possible. If you are having trouble, let me know. Email me and come to talk to me in my office. I am here to help you achieve the best possible outcome in this course. The accounting lab in SSB 489 is available to help improve your managerial accounting skills. Check Blackboard for the accounting lab hours. This course is full of great teaching resources. Use them to the fullest. This is a great opportunity to learn and improve your skills.

Required Materials:
Our class is teaming up with McGraw-Hill Education in a Digital Partnership Program for this course to ensure all students have day one access to their required course materials at a reduced cost.


2) Connect Accounting (required): Do not buy digital access to Connect Accounting yourself. You can immediately access Connect Accounting through your Blackboard course. No registration code is required. Everyone who is registered for this course after the add/drop date will be billed automatically for digital access to Connect through UMSL billing. Connect Accounting is required for access to the online homework, eBook, Guided Examples, Learnsmart, and Interactive Presentations.

3) Non-Programmable Calculator (required): A non-programmable scientific calculator such as a TI-30 will be needed for use during the exams. Cell phones, “smart phones”, PDAs, and other communication devices including computers, MAY NOT be used during exams. It is your responsibility to bring a non-programmable calculator to the exams. Check the ACT website for a list of prohibited calculators.

Optional materials:
Wall Street Journal or other business news journal. Click WSJ student offer to sign up for the WSJ for $1 per week for 15 weeks. Students can receive print, online, tablet and smartphone access for $15.

Time Requirements:

If this course were 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 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 homework. 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. If you are worried about your preparedness, consider taking the Online Readiness Survey to help decide if an online course is right for you.
Technology Requirements:

As a student in an online course, you are expected to have **reliable internet access almost every day**. If you have computing problems, it is your responsibility to address these or to use campus computing labs. Problems with your computer or other technology issues are not an excuse for delays in meeting expectations and missed deadlines for the course. 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)
2. Updated Internet browsers ([Apple Safari](http://www.apple.com/safari), [Internet Explorer](http://www.microsoft.com), [Google Chrome](http://www.google.com/chrome), [Mozilla Firefox](http://www.mozilla.org))
3. Ability to navigate [MyGateway](http://mygateway.umsl.edu) (Blackboard Learning Management System)
4. Minimum Processor Speed of 1 GHz or higher recommended.
5. DSL or Cable Internet connection or a connection speed no less than 6 Mbps.
6. Media player such as [VLC Media Player](http://www.videolan.org/vlc/).
11. A webcam and/or microphone is **highly recommended**.

Course Description:

Prerequisites: MATH 1030 and ACCTNG 2400. This is an advanced course that goes beyond the scope of a second-semester course in fundamentals of accounting. The development, interpretation, and use of relevant cost behavior, control, and traceability concepts for management planning, controlling and decision-making are emphasized. Topics include: an introduction to product costing, the contribution concept, direct costing, performance standards and variance analysis, responsibility accounting, segment profitability, alternative choice decisions, and capital budgeting.

Goals of the Course

The primary purpose of this course is to teach measurement skills that managers use to answer questions in order to plan, control and make decisions. The primary role of a managerial accountant is to improve performance within the organization. Managerial Accounting is important to the future careers of all business majors: marketing, finance, human resources, information system, and accounting. If you plan to pursue a career in business, you must speak the language…..Accounting.

Learning Objectives

Upon successful completion of **Managerial Accounting**, you will be able to demonstrate:

1. The basic cost terminology: product, period, fixed, variable
2. The idea of a break-even point/ Contribution Margin
3. The idea of standard costing and an introduction to variance analysis
4. Decision Making using Relevant vs. Irrelevant Information
5. Time Value of Money concepts
6. Capital Budgeting
How This Course Works:

The course will use a learner-centered approach. I will serve as your facilitator and a resource to complete the course successfully. You will use the textbook readings, homework problems, online lectures, guided examples, Learnsmart, and PowerPoint points to cover the material. There is a lot of material to cover in this course. The most important concepts and mechanics will be studied in each of the modules. There are correct answers to the questions in this course and you will be expected to be able to demonstrate knowledge of these concepts and calculations on the exams.

If this is your first online course, it is recommended that you complete the Online Course Orientation listed in your MyGateway course list. If you’ve already completed the orientation, you do not have to retake it but you can refer to it for helpful videos and tutorials about the technologies used in this course.

Prerequisite Knowledge:

It is assumed that you have the prerequisite knowledge of financial accounting. This includes understanding the basic mechanics of accounting for the operating activities of a business and being able and ready to prepare and interpret the basic financial statements. You must know how to prepare an income statement and balance sheet. Please review the textbook from your earlier accounting course if you feel that you need to refresh yourself on these concepts.

Instructional Technology

We will use the following technology for our learning community:

- MyGateway (Blackboard)
- UMSL email
- Panopto E-Lectures
- Learnsmart in Connect Accounting
- Quizzes in Connect Accounting
- Homework problems in Connect Accounting
- PowerPoint
- Exams
- Blackboard Collaborate
- Blackboard IM
- Current business news – daily business newspaper highly recommended
Grade Composition:

Your grade for the course will be earned based on the following:

- Three exams (100 points each): 300 points
- Final exam - comprehensive: 200 points
- Homework (10 points each, highest ten used): 100 points
- Quizzes (10 points each, highest ten used): 100 points
- Master Budget Excel assignment: 15 points
- Capital Budgeting Excel assignment: 15 points
- Introduction on Discussion Board: 20 points
- Discussion Board contributions (5 points per question): 50 points

*Discussion Board grade includes Professionalism, Academic Integrity & Participation. If there is a deficiency in Professionalism, Academic Integrity & Participation the discussion board grade will be reduced.

Total points: 800 points

Final course grades will be assigned as follows:

- 716-800 points = A
- 692-715 points = B+
- 636-691 points = B
- 612-635 points = C+
- 556-611 points = C
- 532-555 points = D+
- 476-531 points = D
- 475 & below = F

Every student can earn an A. There will be no curve.

All exams will be taken in the UMSL testing center in JCPenney Hall. You will need to make an appointment for your exam time and date in the testing center. An exam time testing window will be posted for each exam on MyGateway.

Withdrawal Policy:

The last day to drop a course without receiving a grade is Monday, February 15, 2016.

The last day to drop or withdraw from a course with a grade is Monday, April 18, 2016.

Because the first exam will not be given until after the first drop date, I will assign an “Excused” grade to any student who drops the course by March 1, 2016. If you drop the course after that date, I will assign the grade “Excused” only if you have a weighted grade of a least 60% for exams, homework, assignments, and quiz grades as of the date the drop request is processed by the University. This grade will be available on MyGateway. If you drop the course after March 1, 2016 and your weighted average on exams, homework, assignments, and quizzes given to date is less than 60%, an “F” will be recorded for the semester. No withdrawals will be allowed after April 18, 2016.
<table>
<thead>
<tr>
<th>Module #/Name</th>
<th>Dates</th>
<th>Lectures</th>
<th>Readings</th>
<th>Assignments Due Thurs 11:59 P</th>
<th>Discussion Board, 1st post Due Thur, replies Due Sun 11:59 P</th>
<th>Quizzes Due Sun 11:59 P</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Course Syllabus and Complete Start Here Folder online.</td>
<td>1/19-1/24</td>
<td>E lecture</td>
<td>Chapter 1</td>
<td>1. Introduce Yourself 2. Discussion Board Practice Question</td>
<td>1. Syllabus quiz (counts as a quiz grade) 2. Course attestation quiz</td>
<td></td>
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<tr>
<td>Chapter 1 Module Managerial Accounting – An Overview Mandatory Blackboard Collaborate virtual orientation 1/21 at 7 pm – enter virtual room by 6:45 pm</td>
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<tr>
<td>Chapter 2 Module Managerial Accounting and Cost Concepts</td>
<td>1/25-1/31</td>
<td>E lecture</td>
<td>Chapter 2</td>
<td>Connect Homework</td>
<td>Discussion Board question 1</td>
<td>End of week quiz</td>
</tr>
<tr>
<td>Chapter 3 Module Job-Order Costing</td>
<td>2/1-2/7</td>
<td>E lecture</td>
<td>Chapter 3</td>
<td>Connect Homework</td>
<td>Discussion Board question 2</td>
<td>End of week quiz</td>
</tr>
<tr>
<td>Chapter 5 Module Cost-Volume-Profit Relationships</td>
<td>2/8-2/14</td>
<td>E lecture</td>
<td>Chapter 5</td>
<td>Connect Homework</td>
<td>Discussion Board question 3</td>
<td>End of week quiz</td>
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<tr>
<td>Exam 1 Chapters 1,2,3,5</td>
<td>2/15-2/21</td>
<td>Review</td>
<td>Review</td>
<td>Review</td>
<td></td>
<td>Exam in the testing center 2/17 &amp; 2/18</td>
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<tr>
<td>Chapter 6 Module Variable Costing and Segment Reporting</td>
<td>2/22-2/28</td>
<td>E lecture</td>
<td>Chapter 6</td>
<td>Connect Homework</td>
<td>Discussion Board question 4</td>
<td>End of week quiz</td>
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<tr>
<td>Chapter 8 Module Master Budgeting</td>
<td>2/29-3/6</td>
<td>E lecture</td>
<td>Chapter 8</td>
<td>Connect Homework</td>
<td>Discussion Board question 5</td>
<td>End of week quiz</td>
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<td>3/7-3/13</td>
<td>E lecture</td>
<td>Chapter 10</td>
<td>Connect Homework</td>
<td>Discussion Board question 6</td>
<td>End of week quiz</td>
</tr>
<tr>
<td>Exam 2 Chapters 6,8,10</td>
<td>3/14-3/20</td>
<td>Review</td>
<td>Review</td>
<td>Excel Project Due 3/20</td>
<td></td>
<td>Exam in testing center on 3/16 &amp; 3/17</td>
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<tr>
<td>Chapter 11</td>
<td>Module</td>
<td>Performance Measurement in Decentralized Organizations</td>
<td>3/21-3/27</td>
<td>E lecture</td>
<td>Chapter 11</td>
<td>Connect Homework</td>
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<tr>
<td>Chapter 12</td>
<td>Module</td>
<td>Differential Analysis: The Key to Decision Making</td>
<td>4/4-4/10</td>
<td>E lecture</td>
<td>Chapter 12</td>
<td>Connect Homework</td>
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<tr>
<td>Appendix 13A</td>
<td>Module</td>
<td>Time Value of Money</td>
<td>4/11-4/17</td>
<td>E lecture</td>
<td>Appendix 13A</td>
<td>Connect Homework</td>
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<tr>
<td>Chapter 13</td>
<td>Module</td>
<td>Capital Budgeting Decisions</td>
<td>4/18-4/24</td>
<td>E Lecture</td>
<td>Chapter 13</td>
<td>Connect Homework</td>
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<td>Exam 3</td>
<td>Chapters 11,12,13A,13</td>
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<td>4/25-5/1</td>
<td>Review</td>
<td>Review</td>
<td>Excel Project Due 5/1</td>
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<tr>
<td>Appendix 13C</td>
<td>Module</td>
<td>Income Taxes</td>
<td>5/2-5/8</td>
<td>E lecture</td>
<td>Appendix 13C</td>
<td>Connect Homework</td>
</tr>
<tr>
<td>Final Exam</td>
<td>Monday, 5/9 or Tuesday, 5/10</td>
<td></td>
<td>5/9-5/10</td>
<td>Review</td>
<td>Review</td>
<td>Review</td>
</tr>
</tbody>
</table>
Course Policies

1. Participation (expectations)
   - 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.
   - 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 and discussion rubric*.
   - 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 and Procedures/positive.html](http://www.umsl.edu/~studentplanner/Policies and Procedures/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.
   - Ask questions; challenge other postings that lack supporting evidence or present incorrect information.
   - Encourage further discussion by building on current threads.
   - Check your postings for responses from others and respond in kind.
   - Use proper “netiquette” **
   - I will not respond to each post but will be monitoring each discussion. I will respond when I have something to contribute to the discussion or want to redirect the conversation.
   - The Discussion Board response window for each week will close on Sunday evenings at 11:59 pm.

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.
o Documentation that a student has logged into an online class is not sufficient by itself to demonstrate academic attendance.

4. Academic Integrity/Plagiarism

o You are responsible for being attentive to and observant of University policies about academic honesty as stated in the University’s Campus Policies and Procedures in the Triton Manual (p. 30)

o 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 or allowing another student to copy from you. Plagiarism and cheating will not be tolerated. Students who are suspected of cheating or other forms of academic dishonesty on an exam or quiz will be given a zero for the work AND will be given zero for professionalism, academic integrity and participation for the semester.

o Academic dishonesty will be reported to the Office of Academic Affairs for possible action. The instructor will 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.

5. Access, Disability and Communication

o 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.
  ▪ 144 Millennium Student Center
  ▪ Phone: (314) 516-6554
  ▪ Website: http://www.umsl.edu/services/disabled/

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

6. Exams, quizzes, and homework

o Exams must be taken on the date and within the time frame indicated by the instructor. The dates and times are subject to change by the instructor. A zero will be recorded for exams not taken. In extenuating circumstances, with appropriate documentation, the instructor will decide whether to provide a make-up exam. Inform the instructor of the extenuating circumstances before the exam time, if possible. No cell phones are allowed in the exam room. If a student has a cell phone in the exam room, the exam will be confiscated and a zero will be recorded for the exam and the course. There is zero tolerance for cheating on exams.

o To receive partial credit on exams, you must provide valid supporting calculations.
Quizzes must be taken on the date and within the time frame indicated by the instructor. The dates and times are subject to change by the instructor. A zero will be recorded for quizzes not taken. There will be NO MAKE-UP Quizzes. The quizzes are due as posted in Connect Accounting, unless otherwise noted, by 11:59 pm. Connect Accounting quizzes allow 30 minutes with one attempt. The quiz solutions are available for review after the quiz due date. I will take the highest 10 quiz grades (including the syllabus quiz) at the end of the semester.

- No Late Homework will be accepted. A zero will be recorded for late homework assignments. Homework assignments are due as posted in Connect Accounting. Homework assignments are due on the due date, unless otherwise noted, by 11:59 pm. There are no late homework or assignment exceptions because of technology issues. Start homework early and do not wait until the last minute. There are unlimited attempts in Connect Accounting for homework assignments. After each submission the assignment will save your work. The homework solutions will be available for review after the due date, see your “report” in Connect under Tools in Blackboard. Study attempts with algorithmic problems will be available after the due date. I will take the highest 10 homework grades at the end of the semester.

- Exams & quizzes should be graded within one week. You will find the feedback under My Grades on our course site. If you have questions concerning grading, send me an email.

7. Virtual Office

- This class uses Blackboard Collaborate; a real-time, digital learning environment independent of a physical classroom. Students and instructors can participate in distance learning and collaboration regardless of their physical location using their own computer.

- Virtual office hours will be posted on MyGateway under the virtual office content area.

- There will be a mandatory orientation session. The Virtual Orientation on January 21st will be in Blackboard Collaborate. The Virtual Session will be held in the virtual office room in Blackboard Collaborate. Plan to enter the room at least 10 minutes early to configure your settings properly before the session begins. Check announcements and email for any changes in the dates and times.

8. Title IX Policies

- Mandatory Reporting: Under Title IX, all UMSL faculty, staff, and administrators (with limited exception) are obligated to report any incidents of sexual harassment, sexual misconduct, sexual assault, or gender discrimination to the Student Affairs office and/or other University officials. This ensures that all parties are protected from further abuses and that victim(s) are supported by trained counselors and professionals. Note: There are several offices at UMSL whose staff are exempt from Title IX mandated reporting, when the information is learned in the course of a confidential communication (e.g., Counseling Services, Health Services, Community Psychological Service, Center for Trauma Recovery, and Student Social Services).
Gateway for Online and Adult Learners (GOAL)

The GOAL office provides you with personalized services and access to resources to help you be successful in your online course(s). Contact us for virtual and traditional support, tutorials on technology tools in your course, coaching for online learning success. We even have free coffee and a space to hang out.

- 306 SSB Tower
- Phone: (314) 516-4210
- Email: umslgoal@umsl.edu
- Website: http://www.umsl.edu/~umslgoal/

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.

- 144 Millennium Student Center
- Phone: (314) 516-6554
- Email: linder@umsl.edu
- Web: http://www.umsl.edu/services/disability

If you have difficulty communicating in English with the instructor of this course, contact the Office of International Students and Scholar Services:

- Phone: (314) 516-5229
- Email: iss@umsl.edu
- Web: http://www.umsl.edu/~intelstu/contact.html

Technical Support

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
- Web: http://www.umsl.edu/technology/tsc/

If you are having difficulty with a technology tool in MyGateway consider visiting the Online Course Orientation in your MyGateway course list. The orientation has overviews of each tool and tutorials on how to use them.

Connect Accounting Support

- Phone: (800) 331-5094
- Website: http://www.mhhe.com/support
Blackboard Collaborate: If you have any questions regarding Collaborate, contact the Faculty Resource Center:
  - Phone: (314) 516-6704
  - Email: frc@umsl.edu
  - Web: http://www.umsl.edu/technology/frc/
  - Outside normal office hours, you may also contact Collaborate for 24/7 assistance:
    - Phone: (877) 382-2293
    - Chat: http://support.blackboardcollaborate.com

Academic Support

  - **Accounting Resource Lab**: UMSL supports Managerial Accounting and Financial Accounting tutors for Accounting #2410 and #2400. Solutions manuals are available in the lab. The lab will open the week after school starts and be open through the last week of the semester, excluding fall break and finals week. Accounting Resource Lab hours will be posted at the lab door in SSB 489. Lab hours will also be posted on MyGateway once the hours are determined in late August.

  - **Contact Dr. Countryman and/or our TA**

  - **NetTutor**: Online tutoring in many subjects is now available through NetTutor. In your courses on MyGateway, click on Tools and select NetTutor® to log in.

**Student Retention Services** offers assistance tailored to specific student needs.

  - 225 Millennium Student Center
  - Phone: (314) 516-5300
  - Email: umslsrs@umsl.edu
  - Web: http://www.umsl.edu/~umslsrs/
*Online Discussion Rubric*

**Excellent** (5 points)

New and original ideas tangent to the discussion; insightful and reflective discussion; reference to and elaboration of ideas throughout the discussion; **first posting by Thursday and two replies by Sunday** contributing to the discussion question

**Good** (4 points)

Insightful and reflective discussion; reference to and elaboration of ideas throughout the discussion; **first posting by Thursday and two replies by Sunday** contributing to the discussion question

**Average** (3 points)

Elaboration and contribution to one idea within the discussion; late first post with two replies by Sunday

**Below Average** (2 or fewer points)

Simple insight or contribution to the topic; lacking first post and/or two replies

**Poor** (0)

Any of the following: No participation, agreement statements, derogatory comments, or messages totally unrelated to the topic of the discussion question
**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.

**Subject to Change Clause:**
This syllabus is subject to change at the discretion of the instructor to accommodate instructional and/or student needs. The instructor will announce changes on Blackboard announcements. However, it is the student’s responsibility to keep abreast of such changes.