Instructor: Dr. Marcia Countryman  
314-941-9095  
countrymanm@umsl.edu  
203 Anheuser-Busch Hall  
Classroom: Anheuser-Busch Hall 004  
In person classroom dates are designated Mondays at 6 pm.  
(Jan 22, Feb 5 & 19, Mar 5 & 19, Apr 9 & 23, May 7)  
Virtual Office Hours: by appointment on Zoom  
In Person Office Hours: T & Th, 9:30 – 10:30 am, or by appointment

Photos

Gavin DeGraw and me after a concert at the Peabody. Whitey Herzog and me at a charity event. Louie at UMSL! Brad Paisley, my husband and me at a concert in at the Verizon Amphitheatre.

Welcome: Welcome to Financial & 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 a hybrid 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 develop your business analysis skills and give you several tools that you can use at work and in your own investment decisions. I look forward to meeting you.

Instructor Bio: I live in the St. Louis metro area and have three sons, one of which 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.

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 graduate level financial & managerial accounting course focuses on applying the analysis tools that we learn during the semester to actual public company financial statements. 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. I am here to help you achieve the best possible outcome in this course. 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:
2. Connect Accounting (required): Our class is part of the Auto Access program with McGraw-Hill. You will automatically be registered for Connect Accounting as a student in our course. Pick any Connect Assignment in Canvas, click on that assignment, launch Connect, and you will have immediate access to Connect Accounting. You will be automatically billed for Connect Accounting after the drop date. Connect Accounting is required for access to the online homework, guided examples, Learnsmart, interactive presentations and Excel simulations.
3. Non-Programmable Calculator (required): A non-programmable scientific calculator such as a TI-30 will be needed for use during the quizzes and exams.

Optional materials:
Wall Street Journal or other business news journal. Click [WSJ student offer](http://www.wsj.com/students) 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 hybrid online version is no different in terms of expectations for your involvement. This is an active hybrid 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 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 **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, Internet Explorer, Google Chrome, Mozilla Firefox)
3. Ability to navigate MyGateway (Canvas 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:
This course provides an introduction to accounting, with emphasis on preparation of financial statements for external parties (financial accounting) and accumulation of cost information to aid internal planning and control (managerial accounting). Topics covered include measurement of assets and liabilities, revenues and expenses, the accounting cycle, financial statements, cost terminology, cost behavior, product costing, and relevant costs for decision making. This course provides the necessary background for ACCTNG 5401.

Goals of the Course
My goal for you this semester is that you will finish the course with a useful level of understanding of the accounting information available to you as a financial statement user and with a better understanding of the internal accounting information you come in contact with in your current or future career. It is often said that accounting is the language of business and you will find that the language we use in this course will show up in most, if not all, of your subsequent MBA coursework and as a result of your success in this course you will be in a better position to succeed in those later courses.

Learning Objectives
At the conclusion of this course, students will be able to comfortably use financial accounting information and will understand how managers use accounting information internally to enhance decision making.

- Students will be able to identify the four basic financial statements and understand the fundamental elements included therein
- Students will know how the statements are linked and will understand the process used to prepare the statements
- Students will be able to read financial statements and understand the principles used to measure operating and long-term assets
- Students will understand the reporting of nonowner and owner financing activities
- Students will be able to identify the cost behaviors of various business activities
- Students will know how to use cost information in strategic decision making
- Students will understand how the budgeting process incorporates information across the company
- Students will understand performance evaluation using both financial and non-financial measures

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 and power 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.

Instructional Technology
We will use the following technology for our learning community:

- E lectures on learning objectives
- Homework problems
- PowerPoint
- Quizzes
Grade Composition:
Your grade for the course will be earned based on the following:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction on Discussion Board</td>
<td>5</td>
</tr>
<tr>
<td>Syllabus quiz</td>
<td>5</td>
</tr>
<tr>
<td>Midterm exam</td>
<td>150</td>
</tr>
<tr>
<td>Final exam</td>
<td>150</td>
</tr>
<tr>
<td>In Class Quizzes (30 points each)</td>
<td>60</td>
</tr>
<tr>
<td>Homework (5 points each, achieve &gt; 80% for full 5 points, keep the top 10)</td>
<td>50</td>
</tr>
<tr>
<td>Taking in to the Net Journal posts (5 points each)</td>
<td>35</td>
</tr>
<tr>
<td>Discussion Board questions-current issues (5 points each)</td>
<td>15</td>
</tr>
<tr>
<td>Excel Assignments (15 points each)</td>
<td>30</td>
</tr>
<tr>
<td>Total points</td>
<td>500</td>
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</tbody>
</table>

Final course grades will be assigned as follows:

<table>
<thead>
<tr>
<th>Points</th>
<th>Grade</th>
</tr>
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<tbody>
<tr>
<td>447-500</td>
<td>A</td>
</tr>
<tr>
<td>382-396</td>
<td>C+</td>
</tr>
<tr>
<td>432-446</td>
<td>B+</td>
</tr>
<tr>
<td>347-381</td>
<td>C</td>
</tr>
<tr>
<td>397-431</td>
<td>B</td>
</tr>
<tr>
<td>346 &amp; below</td>
<td>F</td>
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</tbody>
</table>

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

Withdrawal Policy:
The last day to drop a course without receiving a grade is **Monday, March 12, 2018**.
The last day to drop or withdraw from a course with a grade is **Monday, April 16, 2018**.

Students may drop courses until March 12th without administrative approval through the "official last day to drop classes without receiving a grade" via MyView, or in person. After March 12, 2018, students may drop classes (with appropriate signatures) in the Registrar’s Office, the Advising Office, or the Dean’s Office. If you drop the course after March 12, 2018 and your point average on exams, homework, assignments, and quizzes given to date is less than 70%, an “F” will be recorded for the semester. This grade will be available on Canvas. No withdrawals will be allowed after April 16, 2018.
# Course Schedule
(subject to modification)

<table>
<thead>
<tr>
<th>Module #/Name</th>
<th>Dates</th>
<th>Lectures</th>
<th>Readings</th>
<th>Assignments Due Sun 11:59P</th>
<th>Due at 11:59P</th>
<th>Connect Practice Quizzes</th>
</tr>
</thead>
</table>
| Chapter 1 Accounting in Business                                    | 1/16-1/21   | E lecture | Course Syllabus Chapters 1 & 2 | 1. Syllabus quiz (5 pts)  
2. Course attestation form (no pts)  
3. **Connect Homework** (5 pts)  
4. Taking it to the Net journal post (5 pts)                                                                 | Discussion Board introduction due 1/21 (5 pts) | End of week Practice quiz (no points) |
| Chapter 2 Accounting for Transactions                               | 1/22-1/28   | E lecture | Chapter 3              | 1. **Connect Homework** (5 pts)  
2. Taking it to the Net journal post (5 pts)                                                                 | End of week Practice quiz (no points) |
| **Mandatory in person orientation classroom session on Monday, January 22nd at 6:00 pm in our classroom.** |             |          |                        | Quiz 1 date: **Monday, February 5th** in our classroom  
1. **Connect Homework** for Chapter 5 (5 pts)  
2. Taking it to the Net journal (5 pts)  
(No HW for Chapter 4)                                                                 | End of week Practice quiz (no points) |
| Quiz 1 review Chapter 5 Inventories and Cost of Sales               | 1/29-2/4    | E lecture | Review Chapters 1,2,3 Read Chapters 4 & 5 | 1. **Connect Homework** for Chapter 7 (5 pts)  
2. Taking it to the Net journal post (5 pts)                                                                 | End of week Practice quiz (no points) |
| Mandatory in person quiz and classroom session on Monday, February 5th at 6:00 pm in our classroom. | 2/5-2/11    | E lecture | Read Chapter 6 and Chapter 7 | 1. **Connect Homework** for Chapter 7 (5 pts)  
2. Taking it to the Net journal post (5 pts)                                                                 | End of week Practice quiz (no points) |
<p>| Chapter 8 | Long-Term Assets | 2/12-2/18 | E lecture | Chapters 8 &amp; 9 | 1. Connect Homework for Chapter 8 (5 pts) (No HW for Chapter 9) 2. Taking it to the Net journal post (5 pts) | End of week Practice quiz (no points) |
| Chapter 9 | Current Liabilities | 2/19-2/25 | E lecture | Chapter 10 | 1. Connect Homework for Chapters 10 (5 pts) 2. Taking it to the Net journal post (5 pts) | End of week Practice quiz (no points) |
| Mandatory in person classroom session on Monday, February 19th at 6:00 pm in our classroom. | 2/19-2/25 | E lecture | Chapter 10 | 1. Connect Homework for Chapters 10 (5 pts) 2. Taking it to the Net journal post (5 pts) | End of week Practice quiz (no points) |
| Chapter 10 | Long-Term Liabilities | 2/26-3/4 | E lecture | Chapters 11 &amp; 12 Review | 1. Connect Homework for Chapter 11 (5 pts) 2. Taking it to the Net journal post (5 pts) *Midterm Exam date: Monday, March 5th in our classroom | |
| Mandatory in person midterm exam and classroom session on Monday, March 5th at 6:00 pm in our classroom. | 3/5-3/11 | E lecture | Chapters 14 &amp; 15 | Connect Homework for Chapters 14 &amp; 15 (5 pts) | End of week Practice quiz (no points) |</p>
<table>
<thead>
<tr>
<th>Chapter</th>
<th>Description</th>
<th>Dates</th>
<th>Format</th>
<th>Assignments</th>
<th>Discussion Board</th>
<th>End of Week Practice Quiz</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 18</td>
<td>Cost Behavior &amp; Cost-Volume-Profit Analysis</td>
<td>3/12-3/18</td>
<td>E Lecture</td>
<td>Connect Homework for Chapter 18 (5 pts)</td>
<td>Discussion Board question #1 due 3/18 (Disc Board 1st post Thursday, replies Sunday)</td>
<td>End of week Practice quiz (no points)</td>
</tr>
<tr>
<td>Chapter 19</td>
<td>Variable Costing and Analysis</td>
<td>3/19-3/25</td>
<td>E Lecture</td>
<td>Connect Homework for Chapters 19 &amp; 20 (5 pts)</td>
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<td>End of week Practice quiz (no points)</td>
</tr>
<tr>
<td>Chapter 20</td>
<td>Master Budgets</td>
<td>4/2-4/8</td>
<td>E Lecture</td>
<td>Connect Homework for Chapters 19 &amp; 20 (5 pts)</td>
<td></td>
<td>End of week Practice quiz (no points)</td>
</tr>
<tr>
<td>Chapter 21</td>
<td>Flexible Budgets and Standard Costs</td>
<td>4/9-4/15</td>
<td>E Lecture</td>
<td>Quiz date: Monday, April 9th in our classroom</td>
<td>Connect Homework for Chapter 21 (5 pts)</td>
<td>End of week Practice quiz (no points)</td>
</tr>
<tr>
<td>Mandatory in person classroom session on Monday, April 23rd at 6:00 pm in our classroom. Managerial Review night</td>
<td>4/23-4/29</td>
<td>Connect Homework for Chapters 24 (5 pts)</td>
<td>Discussion Board question #3 due 4/29 (Discussion Board 1st post Thursday, replies Sunday)</td>
<td>End of week Practice quiz (no points)</td>
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<tr>
<td>Review for Final</td>
<td>4/30-5/6</td>
<td>Review</td>
<td>Capital Budgeting Excel problem due (15 pts)</td>
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<tr>
<td>Final Exam May 7th at 6 pm in our classroom</td>
<td>5/7</td>
<td>Final Exam May 7th at 6 pm in our classroom</td>
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</table>

**In person classroom dates are designated Mondays at 6:00 pm**, which include the orientation session, January 22, February 5 & 19, March 5 & 19, April 9 & 23, May 7.

**Course Policies**

1. Participation (expectations)
   a. 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.
   b. 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.
   c. 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*.
   d. 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
   a. 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
   b. Postings should be evenly distributed during the discussion week.
   c. Postings should be a minimum of three sentences, or one short paragraph, and a maximum of two paragraphs.
   d. Responses should be well written with proper punctuation, spelling and grammar.
   e. Avoid short one-word postings, for instance, “I agree,” unless accompanied by supporting statements from the readings or prior knowledge (work and life experience).
   f. Stay focused on the topic.
   g. Ask questions; challenge other postings that lack supporting evidence or present incorrect information.
   h. Encourage further discussion by building on current threads.
   i. Check your postings for responses from others and respond in kind.
   j. Use proper “netiquette” **
   k. 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.
   l. The Discussion Board response window for each week will close on Sunday evenings at 11:59 pm.

3. Attendance Policies
   a. “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.
   b. Documentation that a student has logged into an online class is not sufficient by itself to demonstrate academic attendance.

4. Academic Integrity/Plagiarism
   a. 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)
   b. 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. 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 MAY FAIL the course.
   c. 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
   a. 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/

b. 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

6. Exams, quizzes, and homework
   a. Exams and in class 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 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.
   b. To receive partial credit on exams, you must provide valid supporting calculations.
   c. No Late Homework will be accepted. A zero will be recorded for late homework. Homework is due as posted in Connect Accounting. Homework is due on the due date 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. Homework grades will be available on Canvas within one week. Homework has unlimited attempts and no maximum time limit. Scores over 80% on homework will receive the full 5 points. Scores less than 80% will receive the points awarded in Connect Accounting.
   d. Exams, quizzes, & Excel assignments should be graded within one week. If you have questions concerning grading, send me an email.

7. Virtual Office:
   This class uses Zoom; 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 Canvas under the virtual office content area.

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).

9. Religious observance policy: If you would like to request accommodations for religious observance, complete the UMSL form http://www.cs.umsl.edu/~sanjiv/classes/cs4760/religious.pdf and submit the form to me at the
beginning of the semester. To comply with UMSL policy, this form must be turned in to me no later than 2 weeks prior to the religious observance.

Student Resources

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 (Canvas): 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

Zoom: If you have any questions regarding Zoom, contact the Faculty Resource Center:
- Phone: (314) 516-6704
- Email: frc@umsl.edu
- Web: http://www.umsl.edu/technology/frc/

Academic Support
- Contact Dr. Countryman: countrymanm@umsl.edu
- 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: umslrs@umsl.edu
- Web: http://www.umsl.edu/~umslrs/
*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**
o **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.

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

o **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.

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

o **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.

o **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.

o **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.

o **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.