
**Exams and quizzes:** There will be a quiz daily over the chapters that we are going to talk about that day. A grade of zero will be assigned for any quiz that is missed. The denominator for the quiz average will be one that gives the third individual in the class a 100% for quizzes. This grading system is used instead of regular tests.

**Written Assignments:** Written problems have been assigned for almost every class. These assignments are to be turned in on the days that they are due. The assignment schedule is subject to change during the semester. You will be held accountable for all changes that are announced in class or posted on class webpage. Except as indicated, the references in the assignment schedule are to the text’s “problems,” not its questions or exercises.

The written assignments will be marked satisfactory or unsatisfactory. They will count toward 20 percent of your final grade. You will start with a score of 100 points. You will be permitted to miss one assignment without penalty. Thereafter, you will lose ten points for each assignment missed and each marked unsatisfactory.

If you are planning to take the CPA exam in the near future you should consider reviewing all the exercises (as opposed to problems) in the text, especially the multiple choice questions.

**Class Participation:** You are strongly encouraged to take an active part in class discussions. Do not hesitate either to present your own views or to challenge comments of the instructor or your classmates. Because the class sessions will generally be discussions rather than lectures, it is essential that you come to class having completed the assigned homework. Your final grade may be severely affected by poor preparation for class.

**Instructor’s Expectation of each Student:** I expect for you to be able to attend all classes this semester. Missing a class is accepted in the case of emergency, or if first arranged with the instructor. If you miss a class then you are assigned all cases in the text for the chapter that you missed. Missing three classes during the semester will result in failure for the class.

Late for class or early departure is accepted for one class period. A second class period late or leaving early will result in a letter grade drop in the course. An attendance sheet will be passed at the beginning of each class.
Grades: Grades will be determined as follows:
Tests (3 during the semester)               60%
Practice Set                              20%
Chapter problems handed out in class      20%
                                                  100%

COURSE POLICIES
The use of excel is encouraged in this class. If you miss a test you will get a zero there are no makeup. My e-mail address is steven.hall@tamucc.edu My Internet site is http://faculty.tamucc.edu/shall/
Turn off or put on silent mode all cell phones during this class. Your talking in class time bothers some of the other students that paid good money to come here and they wish to learn. This class is not so long I expect that once you arrive you can stay until the end of class. Notebook computers are not to be used in class.
Attendance is expected. No points are allocated for attendance and therefore, attendance will not be taken on a daily basis. However, in the experience of the instructor, there is a high correlation between lack of attendance and low grades. Talking among students during lectures will not be tolerated. Late arrivals to class should be kept to a minimum. Early departures from class should be cleared with the instructor before class begins. Students are not free to get up and walk in and out of class during lectures. Cellular phones and other disruptive electronic devices should be turned off during lectures. No food or drinks will be permitted in class.

ACADEMIC INTEGRITY
University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. (Plagiarism is the presentation of the work of another as one's own work.) I will fail you from the class for a violation of Academic Integrity.

DROPPING A CLASS
I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with me before you decide to drop to be sure it is the best thing to do. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from class. April 12, 2013 is the last day to drop a class with an automatic grade of “W” this term.

CLASSROOM BEHAVIOR
Texas A&M University-Corpus Christi, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Under Article III of the Student Code of Conduct, classroom behavior that interferes with either (a) the instructor’s ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to
disciplinary sanction outlined in article VII of the Student Code of Conduct. Students engaging in unacceptable behavior may be instructed to leave the classroom. This prohibition applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc.

GRADE APPEALS
As stated in University Rule 13.02.99.C2, Student Grade Appeals, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Rule 13.02.99.C2, Student Grade Appeals, and University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible through the University Rules Web site at http://www.tamucc.edu/provost/university_rules/index.html. For assistance and/or guidance in the grade appeal process, students may contact the Office of Student Affairs.

DISABILITIES ACCOMMODATIONS
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Services Office at (361) 825-5816 or visit the office in CCH 116. If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816.