

SYLLABUS
ACCOUNTING 210 Hybrid
Introductory Financial Accounting

UW-STEVENSON POINT
SCHOOL OF BUSINESS & ECONOMICS

Instructor:	Ruixue Du
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Email:	Ruixue.Du@uwsp.edu
Office Hours:	T & R 11:00AM – 12:15PM or by Appointment
Class times and locations:	Sec 3 R 3:30 PM – 4:45 PM in CPS 310
Course Materials:	Required Text: Principles of Financial Accounting, Wild, Shaw and Chiappetta. McGraw-Hill Irwin, 22 nd edition. Required software: GoVenture Accounting Student Pack http://goventure.net/prices-home.html
Course Web site:	Canvas: https://uwstp.instructure.com/courses/132618
Textbook Online Resource	22 nd Edition: http://highered.mheducation.com/sites/0077862279/information_center_view0/index.html 21 st Edition: http://highered.mcgraw-hill.com/sites/125900791x/information_center_view0/

Important Note: This syllabus, along with course assignments and due dates, are subject to change. It is the student's responsibility to check Canvas or UWSP email for corrections or updates to the syllabus. Any changes will be clearly noted through email.

Communication

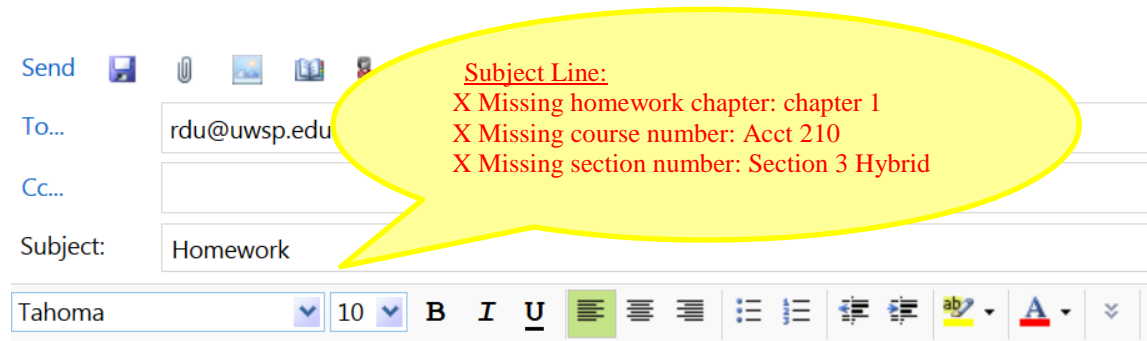
For most purposes, the best way to contact me is to send me e-mail.

To ensure a reply

- Include a **detailed subject line** in your e-mail. Your subject line should be up-to-date (not an old topic from a previous message)
- Include your **course number** and **section number in the subject line**, e.g. Acct 210 Section 3 Hybrid.
- If you are in a **Hybrid** section, include **Hybrid in the subject line**, too.
- Include your **full name** and **student ID** in your email.

Here are two examples of email formats. The first one is inappropriate and the second one is appropriate.

Inappropriate Format:



Hi,

I am wondering whether chapter 1 homework is due today.

Bob

Signature:
X Missing full name
X Missing student ID
X Missing student ID

Appropriate Format:

Subject Line:
√ quiz chapter: chapter 1
√ course number: Acct 210
√ section number: Section 3
√ course is delivered Hybrid

To

R rdu@uwsp.edu x

Cc

Acct 210 Section 3 Hybrid Quiz Chapter 1

Professor Du,

I am wondering whether Chapter 1 Quiz is due on Sunday Jan. 27.

Thank you,

Bob

Robert Gates
Student ID:111111111

Signature:
✓ full name
✓ student ID

I check my e-mail on a regular basis and am usually able to respond to your messages within 24 hours during weekdays. However, if the appropriate email format is not followed, response may delay.

SBE Mission

The UWSP School of Business and Economics educates and inspires students and prepares graduates for success in positions of leadership and responsibility. We serve the students, businesses, economy and people of the greater central Wisconsin region. Our students achieve an understanding of regional opportunities that exist within the global economy.

Evidence of our graduates' level of preparation will be found in their ability to:

- Analyze and solve business and economics problems
- Understand the opportunities and consequences associated with globalization
- Appreciate the importance of behaving professionally and ethically
- Communicate effectively

Program Learning Objectives

Students will be able to apply core concepts, models and methods from business, accounting and economics in identifying and solving problems.

Students will be able to recognize and analyze an ethical dilemma, applying an appropriate ethical framework.

Course Description

Principles, concepts, and procedures of financial accounting essential to the preparation, understanding, and interpretation of accounting information.

Course Structure

This course will be delivered entirely online through the course management system Canvas. You will use your UWSP account to login to the course from the [Canvas Login Page](#). If you have not activated your UWSP account, please visit the [Manage Your Account](#) page to do so.

On Canvas, you will access online lessons, course materials, and resources. At designated times throughout the semester, you will take quizzes and exams on Canvas.

Canvas Support

- Click HELP from within Canvas for links to support via email and chat.
- Call Canvas Support for Students at 1 (833) 828-9804.
- [Canvas Student Guides](#)
- [Canvas Video Guides](#)
- A self-paced [Student Training / Orientation course](#) is available for self registration in Canvas.

UWSP Technical Assistance

If you need technical assistance at any time during the course or to report a problem with Canvas you can:

- Visit with a [Student Technology Tutor](#)
- Seek assistance from the [HELP Desk](#)

Tutoring

Tutoring in Math and Science (TIMS) in the Tutoring-Learning Center (TLC) offers free drop-in tutoring to support you in your introductory accounting classes. In addition, TIMS offers the option for individual accounting tutoring sessions. The tutors are UWSP students who have done well in their classes and who are here to share their successful study habits and content knowledge to help others succeed. Discussing concepts and processes together clarifies and solidifies knowledge, and the tutors are eager to study with you. If you have questions about the schedules or would like to make an appointment, please visit the TLC in ALB 018 (library basement), email (tltutor@uwsp.edu), or call (715) 346-3568 for information.

Accounting Tutoring – Fall 2018

What	Details	Schedule	Cost
Drop-In Tutoring Center	TBD	https://www.uwsp.edu/tlc/Pages/dropInTutoring.aspx	Free
One-on-One Tutoring	By appointment	Visit ALB 018 (library basement) to make a request. https://www.uwsp.edu/tlc/Pages/CA-tutoring.aspx	\$9.00/session* <i>*Fee waived for students listed as low-income</i>

Grading

Exam 1	100 Points
Exam 2	100 Points
Exam 3	100 Points
Quizzes	100 Points
Group Project	50 Points
Total	450 Points

Grading Scheme

Letter Grade*	Percentage
A	93-100%
A-	90-92.9%
B+	87-89.9%
B	83-86.9%
B-	80-82.9%
C+	77-79.9%
C	73-76.9%

C-	70-72.9%
D+	67-69.9%
D	60-66.9%
F	0-59.9%

Extra Credit:

There will be extra credit opportunities throughout the semester.

***No upgrade in letter grade will be given.** The final percentage grade is calculated based on 450 points. A half percent upgrade will be worth one multiple choice in an exam. Therefore, it won't be fair to other students to round up percentage to upgrade the letter grade for any individual.

Exams

There are three exams, with each accounting for 100 points. All exams are **in class, open book** and in **multiple choice** format. You will be able to access these exams under the **Quizzes** tab on Canvas on the scheduled dates. A zero will be automatically given if an exam is not submitted within the time limit. Please bring a laptop with you on the exam dates.

- You must come to the classroom to take each exam.
- You will need to bring a laptop to take the exams.
- There are 40 multiple choice questions in each exam.
- Exam 1 covers chapter 1, 2, 3, and 4. It is scheduled in class on **Thursday Feb. 21**. (75 minutes)
- Exam 2 covers chapter 5, 6, 8, and 9. It is scheduled in class on **Thursday April 4**. (75 minutes)
- Exam 3 is **comprehensive**, which covers chapter 1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 13, and 14. It is scheduled on **Wednesday May 15** from 2:45pm – 4:45pm in CPS 310 (120 minutes). Exam 3 is the **final exam**.
- Once an exam is started, it will be **automatically graded as zero** by the system when time is out.
- Only **one attempt** is allowed for each exam.
- Past exams will be available for review:
 - Exam 1 and 2 will be available for review starting from May 6, 12:00AM.

Should you not be able to take the exams on the scheduled dates, you **must notify me at least two weeks in advance**, except emergency situations. No make-up exam will be given unless you demonstrate in advance (and the instructor agrees) that a significant life-event prevents you from taking a quiz or if you have a documented emergency.

Quizzes

Thirteen **online open book** quizzes will be given throughout the semester, each accounting for 10 points. **Three lowest-score** quizzes will be **dropped** from your final grade. Therefore, 100 quiz points will be included in your final grade.

- The quizzes will be offered online on Canvas.
- You can take it anywhere, anytime before the deadline.
- Refer to the Class Schedule at the end of the syllabus for specific due dates.
- **Syllabus Quiz** is due on **Friday Jan. 25** at 11:59PM.
- Chapter Quizzes are due on Sundays at 11:59PM.
- All quizzes are open now. You can study at your own pace.
- Each quiz has 10 multiple-choice questions.
- The overall quiz grade is capped at 100 points.
- You will have 20 minutes to work on these questions.
- A zero will be automatically given if a quiz is not submitted within the time limit.
- You have **two attempts** on each quiz. The quiz grade will be the average of two attempts.
- The second attempt is not required. If you are satisfied with your first attempt, you could skip the second attempt and use the first attempt alone as your quiz grade.
- The quizzes will be due at 11:59PM on the scheduled dates. These dates are displayed in the Canvas Course Calendar. You must finish the quizzes by **11:59PM** on the scheduled dates, which means you will need to start the quizzes at least before **11:40PM** on each day to get a 20 minutes quiz time.
- Past quizzes will be available for review:
 - Quiz chapter 1 to 4 will be available for review starting from Feb. 18, 12:00AM.
 - Quiz chapter 5, 6, 8, and 9 will be available for review starting from April 1, 12:00AM.
 - Quiz chapter 10, 11, 13, 14 will be available for review starting from May 6, 12:00AM.

Should you not be able to take the quizzes on the scheduled dates, you **must notify me at least two weeks in advance, except emergency situations**. No make-up quiz will be given unless you demonstrate in advance (and the instructor agrees) that a significant life-event prevents you from taking a quiz or if you have a documented emergency.

Assignments

End of Chapter Exercise problems are assigned for each chapter. Solutions to exercise problems are provided on Canvas under HomeTab → Solutions to Exercises Module. These End of Chapter Exercises assignments are **NOT** collected for grading.

Videos:

Videos are supplemental materials.

Appendix:

All Appendix contents are Non-Fair Game, which won't be tested.

Group Project:

Refer to Group Project Guidelines on Canvas for detail.

Pro Events

Pro Events are **NOT** required for this hybrid course.

Late Work Policy:

Be sure to pay close attention to deadlines. There will be no make-up exams or quizzes, or late work accepted without a serious and compelling reason (such as significant life-event prevents you from completing the task on time or if you have a documented emergency) and instructor approval.

Accepted late work will be graded based on following structure

- 80% - less than 24-hour late
- 50% - after 24 hours

Attendance:

You are expected to attend every scheduled class period and be professional and respectful to your instructor and classmates. For instance, be on time for class, do not leave the class while it is in progress for other than emergencies, turn off cell phones, only use laptops for class work. Attending only a portion of the lecture without prior permission from the instructor will lead to a **five-point reduction** in final grade on a 100-point scale.

Equal Access for Students with Disabilities*:

UW-Stevens Point will modify academic program requirements as necessary to ensure that they do not discriminate against qualified applicants or students with disabilities. The modifications should not affect the substance of educational programs or compromise academic standards; nor should they intrude upon academic freedom. Examinations or other procedures used for evaluating students' academic achievements may be adapted. The results of such evaluation must demonstrate the student's achievement in the academic activity, rather than describe his/her disability.

If modifications are required due to a disability, please inform the instructor and contact the [Disability and Assistive Technology Center](#) to complete an Accommodations Request form. Phone: 346-3365 or Room 609 Albertson Hall.

Help Resources:

Tutoring	Advising	Safety and General Support	Health
Tutoring and Learning Center helps with Study Skills, Writing, Technology, Math, & Science. 018 Albertson Hall, ext 3568	Academic and Career Advising Center, 320 Albertson Hall, ext 3226	Dean of Students Office, 212 Old Main, ext. 2611	Counseling Center, Delzell Hall, ext. 3553. Health Care, Delzell Hall, ext. 4646 Web Link

Asking Questions

Questions or concerns could be posted on the course discussion forums to seek answers from classmates or could be sent to me via email. I will review the discussion forums regularly. I will usually reply my emails within 48 hours during weekdays. However, if the appropriate email format is not followed, response may delay.

Build Rapport

If you find that you have any trouble keeping up with the course, make sure you let your instructor know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing your instructor when difficulties arise during the semester so that we can help you find a solution.

Netiquette Guidelines

Netiquette is a set of rules for behaving properly online. Your instructor and fellow students wish to foster a safe online learning environment. All opinions and experiences, no matter how different or controversial they may be perceived, must be respected in the tolerant spirit of academic discourse. You are encouraged to comment, question, or critique an idea but you are not to attack an individual. Working as a community of learners, we can build a polite and respectful course community.

The following netiquette tips will enhance the learning experience for everyone in the course:

- Do not dominate any discussion.
- Give other students the opportunity to join in the discussion.
- Do not use offensive language. Present ideas appropriately.
- Be cautious in using Internet language. For example, do not capitalize all letters since this suggests shouting.
- Popular emoticons such as ☺ or / can be helpful to convey your tone but do not overdo or overuse them.
- Avoid using vernacular and/or slang language. This could possibly lead to misinterpretation.
- Never make fun of someone's ability to read or write.
- Share tips with other students.

- Keep an “open-mind” and be willing to express even your minority opinion. Minority opinions have to be respected.
- Think and edit before you push the “Send” button.
- Do not hesitate to ask for feedback.
- Using humor is acceptable

Care Team:

The University of Wisconsin-Stevens Point is committed to the safety and success of all students. The Office of the Dean of Students supports the campus community by reaching out and providing resources in areas where a student may be struggling or experiencing barriers to their success. Faculty and staff are asked to be proactive, supportive, and involved in facilitating the success of our students through early detection, reporting, and intervention. As your instructor, I may contact the Office of the Dean of Students if I sense you are in need of additional support which individually I may not be able to provide. You may also share a concern if you or another member of our campus community needs support, is distressed, or exhibits concerning behavior that is interfering with the academic or personal success or the safety of others, by reporting [here](#).

Commit to Integrity

As a student in this course (and at this university) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and integrity in your behavior in and out of the classroom. Students suspected of academic misconduct will be asked to meet with the instructor to discuss the concerns. If academic misconduct is evident, procedures for determining disciplinary sanctions will be followed as outlined in the [University System Administrative Code, Chapter 14](#).

Students should work on the quizzes, and exams **individually**. Any form of collaboration during the quiz or exam is prohibited.