

ACCT3203:503-Cost Accounting
Spring, 2016, January 11-May 6, 2016
Spears School of Business
Oklahoma State University

Instructor:

Dr. Maryanne Mowen, School of Accounting

Contact Information:

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Course Site: Desire2Learn (Online Classroom): <http://oc.okstate.edu>

Distance Learning Support: spearsdistance@okstate.edu

Phone: 405-744-4048

Overview of the Course

Cost management is vitally important to business today. This course is designed to take the principles you learned in principles of management accounting further and give you a good grounding in cost accounting concepts and models. Meant primarily for accounting majors, it emphasizes the accounting necessary to record and use costs for planning, control and decision making. The use of financial and non-financial data will be presented in the context of decision making models.

Course Prerequisites

ACCT 2103, ACCT2203, and a passing score on the Accounting Gateway Exam.

Course Goals

- To give students an understanding and appreciation of the role of the management accountant in the organization.
- To help students understand and apply the concepts and tools of management accounting to basic business problems.
- To help students improve their critical thinking skills by giving them practice in addressing both structured and unstructured problems.

Learning Objectives: BSBA Program Goals

By the end of the course, the students are expected to be able to:

- Prepare product costing statements for planning and control: Business Knowledge and Competency
- Analyze financial information for decision support: Critical Thinking
- Apply a wide variety of management accounting models and determine the appropriate use of each: Critical Thinking
- Compare and contrast various methods of cost allocation: Business Knowledge and Competency
- Compare and contrast alternative methods of product and service costing and income statement preparation and determine the appropriate conditions for their use: Business Knowledge and Competency
- Determine and apply relevant costs for management decision making: Critical Thinking.

Texts and Supplementary Materials

Required Homework Access & Text:

Hansen and Mowen, *Cornerstones of Cost Management*, 3e. We are using the third edition, be sure to get this edition. **It is crucial to get the CNOW homework access code.** Options for getting your access code and textbook are as follows.

(1) Drop by the bookstore on the Stillwater campus and get the package. We are NOT using the same materials as the on-campus classes, so be sure that you get our package. Also, be sure that the CNOW pamphlet with access code is packaged with the textbook. (If not, see option 2 below.) Be sure to check the bookstore items carefully to ensure that they are for our class and use our book. The bookstore makes mistakes, do not buy the wrong thing. Once you get the textbook package, take out your access code pamphlet and follow the registration instructions on page 9 of this syllabus.

(2) or follow the instructions on page 9 of the syllabus to register for CengageNOW and purchase the CengageNOW access code. This includes an electronic text. While you can print out the e-book, it is not in a paper format now. We are using the THIRD edition - not the second.

QUESTIONS? Please email me – I'll be happy to help you with this.

Grading Policy

The grades in this class break down as follows:

Homework on CNOW (10 at 20 pts each)	200 points
Online quizzes (8 at 10 pts each)	80 points
Exams (3 exams at 240 pts each)	<u>720 points</u>
Total Points	<u>1,000 points</u>

Letter grades will be assigned according to the following point-based scale.

900 – 1,000	= A
800 – 899	= B
650 - 799	= C
500 - 649	= D
0 - 499	= F

Description of Course Requirements

Video Modules

There are 21 videotaped modules for this class, you can find them on our D2L course under the “Content” tab. In these modules there are: a lecture video and two or more exercise videos. Your assignment is to watch all of the videos. (I broke them into separate videos so they would be shorter, easier for you to watch, and easier for you to locate material you need to review multiple times.) On the lecture video, I explain the material we are covering and also work sample problems to apply the concepts. On the exercise videos I work through exercises that are similar to your homework and test questions. The purpose is to show you how to set up the problems and solve for answers. (A word file with all extra exercises and solutions can be found on your d2l home page.) A list of chapters in the textbook and their associated modules is given in this syllabus. Please watch every assigned module carefully, making sure you understand the material and the examples and extra exercises. Each module (other than Modules 0 and 1) ends with several sample problems that are worked out completely. The modules vary in length. To keep each at a manageable amount of time, there may be more than one module per chapter.

CengageNOW Homework Assignments

These are homework exercises assigned on the “Assignment Schedule” page of this syllabus. The exercises noted for CengageNOW (abbreviated CNOW) must be completed and turned in online by the due date for the assignment. Instructions for logging onto the CNOW site and completing your homework are given on page 9 of this syllabus.

- Register for our course right away. There is a “free trial” in which you can use the site and do homework even if you haven’t yet gotten the access code. Be sure to get started as soon as the class starts. See page 9 of this syllabus.
 - If you register for CNOW by January 23, you can take the Registration Bonus Quiz on CNOW and get 10 extra credit points. See page 9 of this syllabus for instructions for registering.
 - There are 12 CNOW assignments, each is worth 20 points.
 - *The two lowest CNOW assignments will be dropped when figuring your final course grade. Only the top 10 CNOW assignments count.*
 - You can complete any of the CNOW assignments late (until the due date for the very last assignment) for a 50% grading penalty. In other words, if you take the assignment late and make 20 points; you will receive 10 points after the late penalty.
 - *Do you feel lucky?* Then you can submit your assignments by the last minute of the final due date time. Otherwise, it’s a good idea to get your CNOW assignments finished and submitted ahead of time – you never know when a computer will crash, a server will go down, you’ll get sick or busy with other things, etc.
 - All CNOW assignments are due on Saturdays by 5 pm. However, CNOW has been programmed to allow you to submit them up to 11 pm or so. Think of these as “grace minutes” – the assignments still get full credit as long as they are submitted by the final CNOW deadline. (Hint: Check CNOW to see what it thinks your deadline is. There may be different ones depending on the time zone you are in.) The last week's CNOW assignment is due on Saturday, April 30. This is the final due date for all late CNOW assignments, as well.
 - You have up to 5 attempts for each CNOW assignment. The highest score will be recorded.
- Once you’ve registered with CNOW, you can log in each time at:

<http://cengage.com/login>

Quizzes

There are nine 10-point quizzes scheduled throughout the session.

- You have as long as 60 minutes to take each quiz.
- You have 5 attempts to take each quiz. (That is, if you don’t score well the first time, you can take the quiz up to 4 more times. Your highest score will be recorded.)
- The top eight quiz grades will count toward your final grade.
- These quizzes can be taken using any computer of your choice.
- The Respondus Lockdown Browser must be used. (One objective of the quizzes is to give you practice using a lock-down browser on d2l. Complete instructions on how to access the quizzes are given on your d2l home page.)
- You may use books, notes, etc. to take the quizzes. (This is unlike the exams which must be taken at approved testing centers and for which you cannot use any books or notes.)
- All quiz assignments are due on Saturdays by 5 pm. However, I've programmed d2l to allow you to submit them up to 11 pm or so. Think of these as “grace minutes” – the quizzes still get full credit as long as they are submitted by the final D2L deadline (when is that? Check your D2L site to see. Again, different time zones might look a bit different, but all cut off at the same moment.)
- Once the quiz due date has passed, it cannot be accessed again.

Written Communication Quiz

This is a quiz covering common issues in written communication identified by SSB faculty. The quiz is located on d2l and does NOT require the use of the Respondus Lockdown Browser. You have up to 60 minutes to take this quiz and it may be taken *as many times* as you like until the final due date (April 30). The top score will be recorded. It is worth *10 extra credit points*.

Exams

There are *three proctored exams* during this session. The exams are scheduled on the “Assignment Schedule” page of the syllabus. Tests in this course should be taken under one of two conditions:

1. A certified testing center in the U.S. (testing centers outside the U.S. are not allowed other than military testing centers); or
2. A military testing center (military students only).

More information is provided on page 10 with respect to these options. At the beginning of the semester, students should fill out the ***Distance Learning Student Information Form*** at <https://spears.okstate.edu/distance/forms/studentform/>. If you will be taking your tests at any location other than the Wes Watkins Center, UAT, the OSU-Tulsa testing center, the OSU-OKC testing center, or ProctorU, then you should also complete a ***Proctor Agreement Form***. There is a link to the Proctor Agreement Form on the bottom of the webpage at <http://spears.okstate.edu/distance/forms/>.

You must take each exam at an approved testing center. Be sure to make your appointments to take your exams ahead of time, as slots fill up quickly.

Exams 1 and 2 have a week-long testing window. Exam 3 can be taken at any time during Final Exam week. *Any student may choose to take the exams at any time during the testing window.* Let me know if you need a very early testing date. Otherwise, just relax and take the exam any time during the approved testing period. You may not take the exam after its last scheduled date.

Let the Spears Distance Learning Office know your testing center plans as soon as possible so they can send your exams to your proctor. Please contact the Distance Learning Office for any questions on finding testing centers or setting up exams. (Their contact information is at the top of the first page of this syllabus.) If you change your testing center during the semester, you **MUST** notify the Spears School of Business Distance Learning Office of your new testing center.

The exam content will be largely based on video lectures and readings. Quizzes and CNOW Cornerstone Exercises are excellent practice for the exams. The exams are objective – consisting of all multiple choice questions. ***The exams are taken online using the lock-down browser in d2l.*** (To give you practice with the lockdown browser and online exam format, all the quizzes will also use this format – BUT the quizzes can be taken on a computer of your choosing. You do NOT need to use a testing center for the quizzes.)

NOTE: For ACCT3203, only **nonprogrammable** calculators may be used on exams. Using a programmable calculator (a calculator with the ability to input and store text) on an exam is considered blatant cheating and is considered sufficient cause for assigning “F!” to that student for the overall course grade. *A programmable (forbidden) calculator is defined as one that has the 26 letters of the alphabet on it. If your calculator has those – it cannot be used for any of the exams. Smart phones cannot be used for any reason.* If your calculator has some letters, but not all, it is fine.

Make-up Policy

Students are expected to take each exam on the dates given and submit each assignment in a timely manner. If for any reason a student cannot do that, the comprehensive final exam will serve as the makeup exam for any *one* missed exam. There are no make-ups for missed quizzes. Instead, the lowest quiz grade will be dropped in computing your final grade. There are no makeups for missed or late

CNOW assignments. Instead, the lowest two will be dropped in computing your final grade.

University Policy

Drop Policy Information about university drop policy and dates is at this website:

<http://registrar.okstate.edu/> Click on “class schedules,” and “short, internet, and outreach courses”

To drop this course, contact the Registrar’s office, (405) 744-6876, or drop through SIS (Student Information Services).

Academic Integrity

Oklahoma State University is committed to the maintenance of the highest standards of integrity and ethical conduct of its members. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and fraudulently altering academic records) will result in your being sanctioned. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity on your transcript (F!), and being suspended from the University. You have the right to appeal the charge. Contact the Office of Academic Affairs, 101 Whitehurst, 405-744-5627, <http://academicintegrity.okstate.edu/>.

Accessibility

Any student in this course who has a disability that may prevent him or her from fully demonstrating his or her abilities should contact the instructor as soon as possible, so we can discuss accommodations necessary to ensure full participation and facilitate your educational opportunity. For more information about OSU Student Disability Services, please go to: <http://sds.okstate.edu>.

Internet Netiquette Guidelines

A melding of the words "network" and "etiquette", **netiquette** refers to the manner in which communication is conveyed in an electronic environment. Here are some guidelines for communication within this course:

- **REFRAIN FROM USING ALL CAPS.** It is considered SHOUTING when communicating online.
- Do not post or forward offensive or racially insensitive jokes or comments.
- Be careful with humor and sarcasm.
- Don’t respond to personal attacks: Contact the instructor for action and referral.
- Always add in the subject line a concise statement describing the email or discussion post.
- Respect others' opinions. If you disagree with what another has said, post your thoughts in an objective, respectful manner. Do not make remarks that can be taken personally.
- Reflect upon the text you have entered before posting.
- Keep the discussion within the scope of the course material.
- Communication should be grammatically correct. Adhere to correct sentence structure, grammar, and spelling conventions. Proofread for errors before posting a message.
- Before you respond to a threaded message, read all the messages related to that message that have been previously posted.
- Send out an email to a group using the blind carbon copy field – BCC does not allow your recipients to view who was sent the email.

Chapter and Module Topic List
ACCT3203: Management Accounting
Video Course Through Spears Distance Learning

	Module 0 - Resources for ACCT3203
Chapter 1	Module 1 - Introduction
Chapter 2	Module 2- Cost terms - review Module 3-Cost of goods manufactured and sold statements, Income statement
Chapter 3	Module 4-Cost behavior, high-low method, Module 5-Scatterplot, regression, goodness of fit
Chapter 4	Module 6-Plantwide and departmental overhead application Module 7-ABC
Chapter 5	Module 8-Job order costing, including journal entries
Chapter 6	Module 9-Process costing, including journal entries, spoilage
Chapter 7	Module 10A-Support department cost allocation, single & dual charging rates Module 10B-Support department cost allocation, Direct, Step, & Algebraic Methods Module 11-Joint and by-product costing
Chapter 8	Module 12-Budgeting, operational budgets Module 13-Budgeting, financial budgets Module 14-Flexible budgeting
Chapter 9	Module 15A-Standard costing, direct materials & direct labor variances, Module 15B-Mix and yield variances Module 16-Overhead variances, journal entries to close
Chapter 10	Module 17A-Decentralization, ROI, residual income, EVA Module 17B-Transfer pricing
Chapter 16	Module 18A-CVP basics Module 18B-CVP analysis
Chapter 17	Module 19-Tactical decision making
Chapter 18	Module 20-Absorption and variable costing Module 21-Pricing and profitability analysis

ACCT3203 - Assignment Schedule

Week	Topic/D2L Quizzes	Read/Watch	CNOW Assignments/D2L Quizzes due Saturdays by 5 pm
Jan. 10	Introduction, Cost terminology, COGM, COGS, Income statements	Text Ch.s 1, 2 Modules 1, 2, 3	Jan. 16: Hwk-Ch02-13, 15, 16, 17, 28
Jan. 17	Cost behavior basics and statistical analysis	Text Ch. 3 Modules 4 & 5	Jan. 23: Hwk-Ch03-10, 17, 18, 19, 20, 22 Quiz 1
Jan. 24	Plantwide & departmental overhead application, ABC	Text Ch. 4 Modules 6 & 7	Jan. 30: Hwk-Ch04-10, 12, 15, 28, 29
Jan. 31	Job order costing	Text Ch. 5 Module 8	Feb. 6: Hwk-Ch05-11, 12, 16, 18, 26 Quiz 2
Feb. 4- 10 (your choice)	Exam 1- Proctored, taken at your Testing Center	<i>Covers:</i> Chapters 1-5 Modules 1-8	No books or notes. Only nonprogrammable calculator.
Feb. 7	Process costing	Text Ch 6 Module 9	Feb. 13: Hwk-Ch06-20, 21, 22, 23, 31, 32 Quiz 3
Feb. 14	Support department cost allocation	Text Ch 7 Modules 10A & 10B	Feb. 20:
Feb. 21	Joint and By-product costing	Text Ch. 7 Module 11	Feb. 27: Hwk-Ch07-20, 21, 22, 23, 24, 25, 26, 27 Quiz 4
Feb. 28	Profit Planning (Budgeting)	Text Ch. 8 Modules 12, 13, & 14	Mar. 5: Hwk-Ch08-16, 17, 22, 23, 24, 27, 28 Quiz 5
Mar. 6	Standard costing, direct materials & direct labor variances, mix & yield, and overhead variances	Text Ch. 9 Modules 15A, 15B, & 16	Mar. 12: Hwk-Ch09-14, 15, 16, 17, 19, 20, 22 Quiz 6
SPRING BREAK MARCH 14-18			
Mar. 20	Performance evaluation, ROI, Residual income	Text Ch. 10 Modules 17A & 17B	Mar. 26: Hwk-Ch10-8, 9, 10, 12, 13, 14, 17 Quiz 7
Mar. 24-30 (your choice)	Exam 2- Proctored, taken at your Testing Center	<i>Covers:</i> Chapters 6-10 Modules 9-17	No books or notes. Only nonprogrammable calculator.
Mar. 27	Cost-volume-profit analysis	Text Ch. 16 Module 18A	Apr. 2:
Apr. 3	Cost-volume-profit analysis	Text Ch. 16 Module 18B	Apr. 9: Hwk-Ch16-8, 11, 16, 18, 21, 22, 33 Quiz 8
Apr. 10	Relevant Costing for short-run decision making	Text Ch. 17 Module 19	Apr. 16: Hwk-Ch17-8, 9, 10, 13, 24

Apr. 17	Pricing and profit variances	Text Ch. 18 Modules 20 & 21	Apr. 23:
Apr. 24	Pricing and profit variances	Text Ch. 18 Modules 20 & 21	April 30: (Last day for late homework) Hwk-Ch18-15, 16, 18, 20, 31 Quiz 9
May 2-6 (your choice)	Exam 3- Proctored, taken at your Testing Center	Comprehensive, major emphasis on Ch. 16-18, and Modules 18-21	No books or notes. Only nonprogrammable calculator.

**EXAMS: Please bring a non-programmable calculator and pencils/pens to
your testing center for Exams 1, 2, and 3.**

Feb. 4-10 (Thursday through Wednesday)	Exam 1- Proctored, taken at your Testing Center	<i>Covers:</i> Chapters 1-5 Modules 1-8	Must take at your testing center. No books or notes. Only nonprogrammable calculator.
Mar. 24-30 (Thursday through Wednesday)	Exam 2- Proctored, taken at your Testing Center	<i>Covers:</i> Ch. 6-10 Modules 9-17	Must take at your testing center. No books or notes. Only nonprogrammable calculator.
Monday through Friday, May 2-6	Exam 3- Proctored, taken at your Testing Center	Comprehensive, major emphasis on Ch. 16-18, and Modules 18-21	Must take at your testing center. No books or notes. Only nonprogrammable calculator.

How to access your CengageNOW course

Cost online 2016-Spring

Instructor(s): Maryannemowen(Administrator) Maryannemowen(Administrator)

Start Date: 01/04/2016

What is CengageNOW?

CengageNOW is a powerful resource for Success!

CengageNOW includes a variety of tools--all combined in one easy-to-use resource designed to improve your grades. Some resources get you prepared for class and help you succeed on homework, and others show you specific areas where you can work to improve. Get Started Today!

Registration

1. Connect to <https://login.cengagebrain.com/course/E-228HSJP3XPJ3A>
2. Follow the prompts to register your CengageNOW course.

Payment

After registering for your course, you will need to pay for access using one of the options below

Online: You can pay online using a credit or debit card, or PayPal.

Bookstore: You may be able to purchase access to CengageNOW at your bookstore. Check with the bookstore to find out what they offer for your course.

Free Trial: If you are unable to pay at the start of the semester you may choose to access CengageNOW during your free trial. After the free trial ends you will be required to pay for access.

Please note: At the end of the free trial period, your course access will be suspended until your payment has been made. All your scores and course activity will be saved and will be available to you after you pay for access.

If you already registered an access code or bought CengageNOW online, the course key to register for this course is: **E-228HSJP3XPJ3A**

ARRANGEMENTS FOR TAKING YOUR EXAMS

Tests in this course should be taken under one of two conditions:

1. Certified testing center in the U.S. (testing centers outside the U.S. are not allowed other than military testing centers); or
2. A military testing center (military students only).

More information is provided below with respect to these options. At the beginning of the semester,

- All students should fill out the ***Distance Learning Student Information Form*** at <https://spears.okstate.edu/distance/forms/studentform/>.
- If you will be taking your tests at any location *other than* the Wes Watkins Center, UAT, the OSU-Tulsa testing center, or the OSU-OKC testing center, then you should also complete a ***Proctor Agreement Form***. There is a link to the Proctor Agreement Form on the bottom of the webpage at <http://spears.okstate.edu/distance/forms/>.

If you have an unusual situation that may require an exception, please discuss with Christy Story (Christy.Story@okstate.edu) in the Distance Learning Office.

Using Testing Centers

You may take your exam at a university, certified, or military testing center. If you use a testing center, you will be limited to taking the exam during normal university or military testing center hours and to available time slots. If you wait too late to make your appointment, there may not be available slots. The cost will probably not exceed \$20 per test and may be free in some instances, but be sure to check with the testing center.

Students who live in the Stillwater area can schedule exams with the Wes Watkins Testing Center (405-744-6390) or University Testing Services (405-744-5958). If you live in the Tulsa vicinity, you can take your exam at the testing center at OSU-Tulsa (918-594-8232). If you live outside Stillwater or Tulsa, you may be able to locate an appropriate testing center using this site: <http://spears.okstate.edu/distance/guide/centers/>. If you need help locating a testing center, please contact the Spears Distance Learning office at spearsdistance@okstate.edu.

To schedule an exam, you should call your chosen testing center at least one to two weeks ahead of time to set up an appointment. Testing centers fill up quickly, and students who wait too late to make an appointment may not be able to get a slot. Make sure you find out when the testing center closes, and don't schedule a two-hour exam at 4 p.m. if the testing center closes at 5 p.m.

NOTE: Upper division accounting classes cannot use ProctorU. You must use one of the testing options outlined above.



OKLAHOMA STATE UNIVERSITY SYLLABUS ATTACHMENT Spring 2016

<http://academicaffairs.okstate.edu/>

*YOUR SUCCESS AS A STUDENT IS OUR TOP PRIORITY.
THIS INFORMATION IS PROVIDED TO ANSWER QUESTIONS MOST OFTEN ASKED BY STUDENTS.*

IMPORTANT DATES

Last day to add a class (without instructor permission)	1/19/2016
Last day to drop a course with no grade and 100% refund	1/19/2016
Last day to add a class (requires instructor & advisor permission)	1/22/2016
Last day to drop a course or withdraw from the University with an automatic "W" and receive a partial refund (requires advisor signature)	1/22/2016
Last day to post 6 week grades	2/23/2016
Last day to file diploma application (for name to appear in Fall Commencement program)	4/1/2016
Last day to drop a class or withdraw from the University with an automatic "W"	4/8/2016
Last day to withdraw from all OSU classes with an assigned grade of "W" or "F"	4/22/2016
Pre-Finals week	4/25-4/29/2016
Final examinations	5/2-5/6/2016

Note: Outreach, Internet, and short courses have unique drop/add and refund deadlines; lookup the specific deadlines for these courses on the Short, Internet and Outreach Class Schedules page of the Registrar's website <http://registrar.okstate.edu/SIO-Schedule>.

Spring Semester Holidays

University Holiday	1/18/2016
Students' Spring Break	3/14-3/18/2016

DROPPING A COURSE AND WITHDRAWING FROM THE UNIVERSITY, students often confuse these terms.

Dropping a Course (or courses) may occur during the first twelve weeks of the semester. This means, however, that you are still enrolled in at least one other OSU course. Exceptions to the deadlines above may only be considered by petition due to documented extraordinary circumstances and committee approval. The Retroactive Drop/Withdraw Petition and the Petition for a Refund of Tuition and Fees forms are available on the Registrar's website <http://registrar.okstate.edu/Forms>.

Withdrawing from the university means dropping *all* courses and you *are no longer enrolled for the current semester*. This may occur until the Friday before pre-finals week. The withdrawal process is initiated with your academic advisor. For additional information and dates, go to: [HTTP://ACADEMICAFFAIRS.OKSTATE.EDU/CONTENT/ADDING-DROPPING-AND-WITHDRAWING-COURSES](http://ACADEMICAFFAIRS.OKSTATE.EDU/CONTENT/ADDING-DROPPING-AND-WITHDRAWING-COURSES)

ALERTS AND RESCHEDULING

If the OSU campus officially closes due to inclement weather or other emergencies, alerts are provided to local news media and posted on the OSU website. Missed exams, classes, or assignments may be rescheduled at times outside the normal meeting schedule. If valid, documented circumstances prohibit students from attending the rescheduled classes, instructors should provide reasonable alternative means for makeup.

SEEK ANSWERS TO YOUR QUESTIONS

The OSU faculty and staff want you to be successful in your educational pursuits. If you have questions or concerns, seek help EARLY. We are here to assist you.

ACADEMIC INTEGRITY

101 Whitehurst, 405-744-5627

<http://academicintegrity.okstate.edu>

OSU is committed to maintaining the highest standards of integrity and ethical conduct. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and sanction. Violations may subject you to on an assignment, examination or course, transcript, and being suspended from the

altering academic records) will result in an official academic disciplinary action including the following: receiving a failing grade receiving a notation of a violation of academic integrity on your University. You have the right to appeal the charge.



COPYRIGHT & FAIR USE POLICY OF

Course materials may not be published, leased, related individual or group study without the

COURSE MATERIALS

sold to others, or used for any purpose other than appropriate OSU-written permission of the faculty member in charge of the course and

other copyright holders. This paragraph grants you a limited license giving you access to materials for this course, including PowerPoint slides, audio/video recordings, written, or other materials, for appropriate OSU-related educational use only. Lectures should not be recorded without permission from the faculty member and must not be further disseminated or shared.

CLASS ATTENDANCE

Class attendance is a critical component of learning; therefore, you are expected to attend and participate fully in all scheduled class meetings. Many instructors consider attendance so essential that your grade may be affected by your absence. *SOME DEPARTMENTS AND PROFESSORS HAVE MANDATORY ATTENDANCE POLICIES.* If no written attendance policy is provided before the last day to add a class without instructor permission, no penalty may be assessed for class absences although you may not be permitted to make up certain in-class activities. If you are required to participate in official university-sponsored activities or military training, you should receive an excused absence unless the written course attendance policy indicates otherwise. If you will be absent from class for sponsored activities, you must provide prior notification of the planned absence to the instructor. You may be required to submit assignments or take examinations before the planned absence.

PRE-FINALS WEEK POLICY

Final examinations are scheduled at the end of each semester and are preceded by pre-finals week, which begins seven days prior to the first day of finals. During pre-finals week, all normal class activities will continue; however, no assignment, test, or examination accounting for more than 5% of the course grade may be given; and no activity or field trip may be scheduled that conflicts with another class. This excludes makeup and laboratory examinations, out-of-class assignments (or projects) made prior to pre-finals week and independent study courses. No student or campus organization may hold meetings, banquets, receptions, or may sponsor or participate in any activity, program, or related function that requires student participation. For additional information, contact the Office of Academic Affairs, 405-744-5627, 101 Whitehurst.

FINAL EXAM OVERLOAD POLICY

In the event you have three or more final exams scheduled for a single day, you are entitled to arrange with the instructor of the highest numbered course (4 digit course number) or two highest, if you have four finals on one day, to re-schedule that examination(s) at a time and place of mutual convenience during final exam week. If the final exam overload includes a common final exam, the common final exam is excluded from rescheduling unless multiple common exams are scheduled at the same time. You should submit this request in writing, with a copy of your class schedule, at least two weeks prior to the beginning of final exam week. The instructor has one week prior to the beginning of final exam week to arrange a mutually convenient time and place for administration of the final exam. After one week, if an agreement cannot be reached, take the request to the department head.

INFORMATION TECHNOLOGY

Student Email - OSU uses your OKSTATE.EDU email address as a primary form of communication. Students are expected to check their OSU email on a frequent and consistent basis to remain informed of their official university business. If you do not use the OSU email system you must redirect your okstate.edu email using the Orange-Key System (www.okey.okstate.edu). Failure to maintain an accurate email address may result in missed or lost university communications. For email assistance contact the IT Helpdesk at 405-744-HELP (4357).

Computer Labs - A complete description of computer labs and hours of operations are available at their website:

<https://it.sharepoint.okstate.edu/TechnologySupport/DeskSide/default.aspx>. Lab information is also available by calling the Information Technology Help Desk, 405-744-HELP (4357).

EDMON LOW LIBRARY HOURS

405-744-9775 or 405-744-9741

www.library.okstate.edu

Text 405-592-4128

Monday-Thursday 7:00 a.m. – 2:00 a.m.

Friday 7:00 a.m. – 10:00 p.m.

Saturday 9:00 a.m. – 10:00 p.m.

Saturday and Sunday 9:00 a.m. – 2:00 a.m.

*For holiday and intersession hours, check <http://www.library.okstate.edu/services/hours.htm>

*Contact the following for information on hours of operation:

Architecture Library 405-744-6047

Curriculum Materials Library 405-744-6310

Veterinary Medicine Library 405-744-6655

GENERAL EXPECTATIONS OF STUDENTS

By enrolling at Oklahoma State University, you accept responsibility for complying with all University policies and contracts, and for local, state and federal laws on- or off-campus that relate to the University's mission. **The Student Rights and Responsibilities Governing Student Behavior** document explains the standards of behavior expected of you, processes in place for enforcing the rules, and the University's response to violations <http://studentconduct.okstate.edu/>

In general, the University expects you to respect the rights of others and authorities, represent yourself truthfully and accurately at all times, respect private and public property, and take responsibility for your own actions and the actions of your guests. Call 405-744-5470 for more information.

WHERE TO GO FOR HELP

Instructor - If you have questions regarding your class, talk to your instructor. Faculty members usually include their office hours and/or phone number in the class syllabus. If you cannot locate this information, set a time to meet with your instructor by speaking with

him/her prior to or immediately following your class session or check with the departmental office on when the instructor may be available.

Academic Advisor - All students will benefit by conferring with an advisor on a regular basis. If you do not know your advisor, or are unhappy with your advisor, talk to the Student Academic Services Director for your college.

Academic911.okstate.edu - Your online resource for academic and personal success, sponsored by Student Affairs.

Mathematics Learning Success Center

5th Floor, Edmon Low Library/405-744-5818 <http://www.math.okstate.edu/>

Tutors are available to answer questions for classes ranging from Beginning Algebra through Calculus II. Tutoring for Differential Equations and Linear Algebra is offered at specific times.

Writing Center

440 Student Union/405-744-6671 <http://osuwritingcenter.okstate.edu>

The Writing Center helps writers throughout the composing process; you should plan to visit early and often throughout the semester, not just the day before an assignment is due. Tutors will work with you to improve your brainstorming, organizational, and composing techniques.

Learning & Student Success Opportunity (LASSO) Tutoring Center

021 Classroom Building/405-744-3309 <https://lasso.okstate.edu/>

LASSO offers free individual tutoring for a variety of courses.

University Counseling Services

320 Student Union/405-744-5472 or 405-744-7007 <http://ucs.okstate.edu/>

Professional counselors offer confidential personal and/or career counseling.

Office of Student Disability Services (SDS)

315 Student Union/405-744-7116 <http://sds.okstate.edu/>

According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his/her disability and requesting accommodations. If you think you have a qualified disability and need special accommodations, you should notify the instructor and request verification of eligibility for accommodations from the Office of SDS. Please advise the instructor of your disability as soon as possible, and contact Student Disability Services, to ensure timely implementation of appropriate accommodations. Faculty has an obligation to respond when they receive official notice of a disability but are under no obligation to provide retroactive accommodations. To receive services, you must submit appropriate documentation and complete an intake process to verify the existence of a qualified disability and identify reasonable accommodations.

Office of Equal Opportunity 408 Whitehurst/405-744-9153

OSU is committed to maintaining a learning environment that is free from discriminatory conduct based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. OSU does not discriminate on the basis of sex in its educational programs and activities. Examples of sexual misconduct and/or sex discrimination include: sexual violence, sexual harassment, sexual assault, domestic and intimate partner violence, stalking, or gender-based discrimination. OSU encourages any student who thinks that he or she may have been a victim of sexual misconduct or sexual discrimination to immediately report the incident to the Title IX Coordinator (405-744-9153) or Deputy Title IX Coordinator (405-744-5470). Students may also report incidents of sexual misconduct or sex discrimination to a faculty or staff member, who is then required by federal law (Title IX) to notify the Title IX or Deputy Title IX Coordinator. If a reporting student would like to keep the details confidential, the student may speak with staff in the Student Counseling Center (405-744-5472) or the University's Victim Advocate (Suzanne Burks: 405-744-5458). For more information regarding Title IX violations, go to: <https://tis2many.okstate.edu/>.