

OSU SPEARS SCHOOL OF BUSINESS ADMINISTRATION
Department of Finance
FIN 4363 Energy Finance, Section 503
Course Syllabus, Section 503, Distance Learning Class, Spring 2016

Instructor: Dr. Betty J. Simkins
Office and Phone: 336 Business Building; (405) 744-8625
Office Hours: Mondays/Wednesdays from 4:15-5:15pm or by appointment
E-Mail: betty.simkins@okstate.edu
On-campus Classes: M/W 2:30-3:45pm ES 201B (Stillwater) and Tu 5:30-8:10pm T-NCB 260 (Tulsa)
Course Website: <http://oc.okstate.edu>
Optional webpage with background information: <http://spears.okstate.edu/home/simkins/FIN5550/FIN4363.htm>
To contact the Distance Learning office: EMAIL: spearsdistance@okstate.edu; **PHONE:** 405-744-4048

Required Materials:

- *Energy Finance and Economics: Analysis and Valuation, Risk Management, and the Future of Energy*, Wiley, 2013. The best price is available through Amazon at: <http://www.amazon.com/Energy-Finance-Analysis-Valuation-Management/dp/1118017129>. The book is also available in the university bookstore. Other readings and course materials listed on the class schedule are posted to D2L.
- Financial Calculator: Students will need to have a Texas Instruments BA II Plus financial calculator for exams. This is the same calculator that is required in FIN 3113. You are not allowed to use a programmable calculator on exams. Note: The BA II Plus has also been approved for use on the following professional exams: Chartered Financial Analyst® (CFA®), Certified Financial Planner® (CFP®), GARP® Financial Risk Manager (FRM®), and the Certified Management Accountants exam. “Don’t leave home without it!”

Optional Materials: Students may read one of the following books for extra credit. Requirements for the extra credit book report are posted in the “Course Information” folder on D2L Content, which is the first folder. The extra credit points are discussed on the next page under “Grading”. The books acceptable for extra credit are: *The First Billion is the Hardest* by Boone Pickens, ISBN 1-58798-109-3; *The Prize: The Epic Quest for Oil, Money, and Power* by Daniel Yergin; *The Quest: Energy, Security, and the Remaking of the Modern World* by Daniel Yergin, or *The Frackers* by Gregory Zuckerman.

Other Required Materials: Other materials will be available from D2L. You will also find it useful to use your primary text from your first corporate finance class for additional background reading on certain topics. Also, I encourage you to read the online *Wall Street Journal*. As a student in the Spears School of Business, you have access to a free online subscription. The link to access your free subscription is posted to D2L.

Course Prerequisite: FIN 3113

Course Description: In this energy finance course, students will study the current energy outlook, introduction to the oil and gas industry, industry structure and terminology, financial statement analysis, capital budgeting and risk analysis, relative valuation, alternative energy, and risk management in the energy industry. Students will also analyze case problems addressing various course topics and learn to apply finance theories to “real world” practice.

| Course Objective | Program Learning Goal |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| 1. To acquaint students with basic knowledge, key concepts, terminology, industry structure, supply and demand issues and related concepts about the “energy value chain”. | <ul style="list-style-type: none"> • Business Knowledge & Competency • Technological Competence |
| 2. To learn how to understand and analyze the financial statements of oil and gas companies including energy ratio analysis. | <ul style="list-style-type: none"> • Business Knowledge & Competency • Written Communication |

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| | <ul style="list-style-type: none"> • Critical Thinking |
| 3. To conduct capital budgeting and risk analysis in the oil and gas industry. | <ul style="list-style-type: none"> • Business Knowledge & Competency • Critical Thinking |
| 4. To explore value creation and decision making in the energy industry. | <ul style="list-style-type: none"> • Business Knowledge & Competency • Technological Competence |
| 5. To learn basic hedging techniques in energy risk management. | <ul style="list-style-type: none"> • Business Knowledge & Competency • Critical Thinking |
| 6. To gain a firm understanding of the importance of the energy industry and the role alternative energy sources can provide (and not provide) in meeting our energy needs. | <ul style="list-style-type: none"> • Ethical Decision Making • Business Knowledge & Competency • Innovation |

Grading Procedures: Final grades will be based on a 1,000 point total as follows:

| | |
|-------------------------------------------------------------------------|-------------|
| Exams (3 exams @ 250 pts each) | 750 |
| Assignments (25 points each; 9 assignments and lowest score is dropped) | 200 |
| Student Information page (Due Sunday, January 24) | 15 |
| Discussion Board (for posting seven comments during the semester) | 35 |
| Total Points | 1000 |

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|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Grading Scale (1000 points possible) | |
| Letters grades will be determined based on a standard grading scale (i.e., 90% minimum for A, 80% for B, 70% for C, 60% for D, and below 60% failing). | A = 900 points and above B = 800 – 899 points C = 700 – 799 points D = 600 – 699 points F = 599 points and below |

Grading:

- **Exams:** Exams are proctored and must be taken through a certified testing center. There are three exams worth 250 points each. Exams must be taken during the period indicated on the schedule located at the end of this syllabus. The exams will be available through the course website using the Quiz software on D2L. Exam 1 will be immediately graded by the software and students will be able to see their grade after completing the exam. The actual graded questions and answers will be visible after all students have taken the exam. Exams 2 and 3 will take longer to be graded and I strive to complete this within one week.
- **Assignments:** Most assignments are done through the Quiz software on D2L. Submit assignments on the due date to D2L. Do not submit homework by email. Late homework is not accepted; however, there are nine graded homework assignments worth 25 points each, with the lowest score being dropped. So if you miss one assignment, it is still possible to get full credit on the assignments component of your grade. For most assignments, grades will be available immediately after the assignment is completed when automatically graded by D2L. Students will be able to see the graded questions and answers within a day after the assignment is due. A few assignments will take more time to grade and I strive to have these assignments graded within one week after the due date. [Here is how you view past assignments or exams: 1. Go to Content on D2L for the Quizzes tab. 2. Click on the item that you wish to view. 3. Use the dropdown arrow and select "Submissions". Then select Attempt 1. You will then be able to view your assignment/exam. You should be able to view all of the questions and answers from that assignment/exam.]
- **Student Information Page:** The student information page, which you need to fill out and post to the D2L Dropbox, is due by the end of week two of the semester (Sunday). It is worth 15 points of your class grade. See the course schedule included in this syllabus. This student information page is posted in the “Course Information” folder on D2L, which is the first folder.

Discussion Board: Post at least 7 comments during the semester to the course Discussion Board on D2L. Each posting is worth 5 points for a total of 35 points of your grade (see the Discussion Rubric on the right). These comments need to be thought provoking statements related to energy finance and/or replies to someone else’s posting. Five of the comments must be posted to the “Current Events and Topics in Energy Finance” folders to receive credit. Replies to someone else’s posting will count if they have content too. Short comments of eight words or less do not count. Please note: The postings are not to be questions directed to me (but I will be glad to comment if needed). What I want is a discussion among students and I will add my insights where needed. All discussion board postings need to be written by the end of Dead Week (the last week of classes during the semester) and no more than two postings per week will count. In other words, these cannot be posted all at once towards the end of the semester and of course, only two postings during Dead Week will count. Only two questions/comments about exams or assignments will count and all questions about exams and assignments must be posted to the exam and assignments folders, respectively.

| Discussion Rubric | | | | |
|--------------------------------------------------------------------------------|--------------------------------------------------------|-----------------------------------------------------------------|------------------------------------------------------------------|-------|
| Rubric Components | 5 | 3 | 0 | Total |
| 1st comment or reply in the Current Events and Topics in Energy Finance folder | Both more than 8 words and not more than 2 in one week | One of these: more than 8 words and not more than 2 in one week | None of these: more than 8 words and not more than 2 in one week | |
| 2nd comment or reply in the Current Events and Topics in Energy Finance folder | Both more than 8 words and not more than 2 in one week | One of these: more than 8 words and not more than 2 in one week | None of these: more than 8 words and not more than 2 in one week | |
| 3rd comment or reply in the Current Events and Topics in Energy Finance folder | Both more than 8 words and not more than 2 in one week | One of these: more than 8 words and not more than 2 in one week | None of these: more than 8 words and not more than 2 in one week | |
| 4th comment or reply in the Current Events and Topics in Energy Finance folder | Both more than 8 words and not more than 2 in one week | One of these: more than 8 words and not more than 2 in one week | None of these: more than 8 words and not more than 2 in one week | |
| 5th comment or reply in the Current Events and Topics in Energy Finance folder | Both more than 8 words and not more than 2 in one week | One of these: more than 8 words and not more than 2 in one week | None of these: more than 8 words and not more than 2 in one week | |
| 1st comment or reply in Exams or Assignments folders | Both more than 8 words and not more than 2 in one week | One of these: more than 8 words and not more than 2 in one week | None of these: more than 8 words and not more than 2 in one week | |
| 2nd comment or reply in Exams or Assignments folders | Both more than 8 words and not more than 2 in one week | One of these: more than 8 words and not more than 2 in one week | None of these: more than 8 words and not more than 2 in one week | |

Extra Credit: Requirements for the extra credit book report are posted in the “Course Information” folder on D2L, which is the first folder. You can read one of the books mentioned on page 1 of this syllabus for extra credit. This will add 15 points to your overall course average. This means that if you have an overall course average of 88.5% (a grade of B) before the extra credit, then you will have a 90% average if you do the extra credit assignment – and as a result, you will earn an A in the course instead of a B. The extra credit assignment is due the last day of classes before the final exam week. No extra credit work will be accepted after that date.

Course Policies and Communication: There is a lot of reading material in this class so please keep up! I will be sending emails during the semester to remind you to keep up since this is a Distance Learning class. The assignments also help you keep up with the material. Sometimes, I will post new short (just a few minutes) videos to remind you where you should be in working on the course materials – and/or about current events. During the week, I will do my best to respond to emails within 24 hours. On weekends, I always try to respond within 48 hours. Please note that I often receive around 150 work emails per day so before asking questions, make sure they are not already answered in the FAQ. It is important that course related questions are to be posted to D2L Discussions so that all students can benefit from the Q & A. Of course, if the email is personal in nature, you should email me directly. Again, before making posts with questions, make sure they are not already answered in the Frequently Asked Questions or the Discussion Board in prior Q&A.

- **Professionalism in Email:** Please be professional when corresponding with me and other OSU employees via email. Use a proper opening (i.e., Dear Dr. XYZ or Dear Professor XYZ), grammar, punctuation, and closing. Also, this policy will help you establish professionalism in digital communications when looking for a job and working in a professional position.
- **Frequently Asked Questions (FAQ):** There is a list of frequently asked questions about the course posted to the main class webpage on D2L. Please read these at the very beginning of the semester and make sure you have read these before posting course questions to D2L because they may already be answered here.
- **Netiquette:** 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.
 - Always add in the subject line a concise statement describing the email or discussion post.

- 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.
- 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.

Useful Websites to Monitor: A couple of my favorites are:

- www.wtrg.com (Energy Economist website, written and owned by James Williams, who is my co-author on "Chapter 3: Energy Economics" of the textbook.)
- <http://www.api.org/>; If you want to stay on top of news in the petroleum industry, I encourage you to sign up for API's free newsletter, *API SmartBrief*. To sign up, go to: <https://www.smartbrief.com/api/index.jsp>.
- <http://eia.doe.gov>
- See my website for even more ideas on energy resources available on the web: http://spears.okstate.edu/home/simkins/FIN5550/Energy_web_resources.htm

University 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 Policy: 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 altering academic records) will result in an official academic sanction. 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, and being suspended from the University. You have the right to appeal the charge. <http://academicintegrity.okstate.edu/>

Students with Disabilities: 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. <http://sds.okstate.edu/>

Additional Policies:

OSU Syllabus Attachment: Other important academic information and university policy can be found on the syllabus attachments that can be downloaded from the OSU websites at official syllabus attachment and the Registrar's Enrollment Guide: <http://academicaffairs.okstate.edu/>

FIN 4363 ENERGY FINANCE - TENTATIVE SCHEDULE FOR SPRING 2016

Note to Students: You are expected to read the assigned materials (see below) the week it is covered in class. It is your responsibility to keep up with the material.



| W E E K | Week of: | TOPIC | READINGS AND ASSIGNMENTS (All reading material available in the textbook or on D2L.) |
|------------------|-------------|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Jan. 11 | Unit 1: Course Overview and Introduction to the Energy Value Chain | Course syllabus Reading: API Report "Energizing America: Facts for Addressing Energy Policy" Reading/lecture: PowerPoint slides and lecture on the Energy Value Chain (Upstream) |
| 2 | Jan. 18 | Unit 1 continued | <i>Monday is the MLK holiday.</i> Reading/lecture: PowerPoint slides on the Energy Value Chain (Midstream and Downstream-R&M) Assignment #1: Available on D2L (Due Sunday, January 24 by 11:45pm) Student information page due by Sunday, January 24 by 11:45pm |
| 3 | Jan. 25 | Unit 2 Foundation Topics: Energy Economics | Reading: PowerPoint slides on the Energy Value Chain (Downstream-Petrochemicals) Reading: Chapter 3 -- Energy Economics: Past, Present, and Prospects for the Future Assignment #2: Available on D2L (Due Sunday, January 31 by 11:45pm) |
| 4 | Feb. 1 | Unit 2: Foundation Topics: Accounting Standards for Oil and Gas | Reading: Ch. 8 Accounting Systems for Oil and Gas Watch Robert Bryce video: http://ra.okstate.edu/stw_ssb/cepd/Conferences/2013Energy/OSUEnergyConference2013Part3RobertBryce.mp4 |
| 5 | Feb. 8 | Unit 3: Analyzing Petroleum Company Financial Statements and Competitive Benchmarking | Reading: Ch. 9 -- Analyzing Financial Statements of Oil and Gas Companies and Competitive Benchmarking Assignment #3: Available on D2L (Due Sunday, February 7 by 11:45pm) |
| 6 | Feb. 15 | Unit 3 continued and if time: Unit 4: Introduction to Bloomberg | Exam 1 – Can be taken Tuesday through Thursday, February 16-18th. Continue with Chapter 9. Introduction to Bloomberg |
| 7 | Feb. 22 | Unit 4: Introduction to Bloomberg Unit 5: Capital Budgeting and Risk Analysis in the Oil and Gas Industry | Lecture: Financial Strategies in Challenging Times for the Oil and Gas Industry Readings: Finish Chapter 9 and cover Capital Budgeting Teaching Note Reading: To be announced Review: Please skim a Capital Budgeting chapter from prior finance textbook Assignment #4: Available on D2L (Due Sunday, February 28 by 11:45pm) |

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| 8 | Feb. 29 | Unit 5 continued | Lecture: Risk Analysis in the Oil and Gas Industry Reading: To be announced Assignment #5: Available on D2L (Due Sunday, March 6 by 11:45pm) |
| 9 | March 7 | Unit 5 continued | Lecture: Risk Analysis in Capital Budgeting using Sensitivity and Scenario Analysis; Use @Risk (on campus students will use @Risk) |
| <i>Spring Break is the week of March 14 – March 18</i> | | | |
| 10 | March 21 | Unit 6: Relative Valuation of M&A in the Energy Industry, MLPs, and Strategies to Create Value | Wrap Up -- Risk Analysis in Capital Budgeting using Sensitivity and Scenario Analysis, and Monte Carlo Analysis with @ Risk Reading: Chapter 7: How Our Political Views Affect Our View of Energy Prices Reading: Relative Valuation Using Market Comparables; from Titman/Martin book Assignment #6 Available on D2L (Due by Sunday, March 27 by 11:45pm) |
| 11 | March 28 | Unit 6 continued | Exam 2 – Can be taken Tuesday through Thursday, March 29-31. Reading: Lecture: Master Limited Partnerships in Energy (MLPs) Reading on MLPs: To be announced |
| 12 | April 4 | Unit 6 continued and Unit 7: Introduction to Energy Risk Mgmt | Relative valuation continued. Chapter 22: Exxon Mobil’s Acquisition of XTO Energy, Inc. Chapter 15: Energy Derivatives and Markets Assignment #7: Available on D2L (Due Sunday, April 10 by 11:45pm) |
| 13 | April 11 | Unit 7 continued | Reading: Chapter 16: An Introduction to Energy Risk Management |
| 14 | April 18 | Unit 7 continued | Reading: Chapter 17: Risks in Trading Energy Commodities Reading: “The 10 biggest energy risk management disasters of the past 20 years” from <i>Energy Risk</i> (2014) Assignment #8: Available on D2L (Due Sunday, April 24 by 11:45pm) |
| 15 | April 25 | Unit 7 continued | Energy risk management continued Complete any remaining materials and review for Final Exam Extra credit book reports due by midnight Friday, April 29: Post to D2L Dropbox Assignment #9: Available on D2L (Due Sunday, May 1 by 11:45pm) |
| | May 2 | Final Exam Week | Final Exam: Can be taken Tuesday-Thursday, May 3-5. |

Other important dates of optional activities:

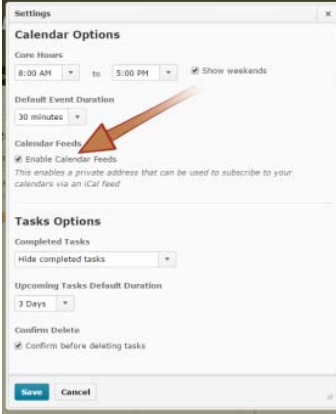
- **NGEAO Luncheons:** See <http://www.ngeao.org> for more details. NGEAO stands for Natural Gas and Energy Association of Oklahoma. They also hold monthly luncheon meetings that you can attend, at no cost to you if I sign you up. Let me know if you are interested. These luncheon meetings are usually held on the second Thursdays of each month in either Tulsa or Oklahoma City. This is an excellent networking opportunity! All luncheon times are from 11:30am-1:30pm. Also, check out the NGEAO website about other luncheons during the year and for jobs in the energy industry. If you are interested, please let me know.
- **Young Energy Professionals Chapters:** See <http://www.ypenenergy.org/>. There are chapters in Tulsa and Oklahoma City (among many other cities) and these groups also have monthly meetings.
- **Oklahoma Young Professionals Energy Forum** has a single event each year. This event is sponsored by several professional groups in the energy sector so it is multi-disciplined. See <http://www.okypenergyforum.org>
- **Financial Management Association (FMA):** Join the FMA OSU student chapter. See the information on Facebook at: <http://www.facebook.com/#!/groups/FMA.OKSTATE/>
- **FIN 4550: Cowboys on Wall Street:** Enroll in the 3-credit hour FIN 4550/BADM 5550 NYC course & travel in May 2016
- **Business Career Fair:** Check OSU’s schedule

ADDITIONAL USEFUL INFORMATION: These are additional tips to help you be successful in online courses.

Subscribe to the D2L calendar so that you are reminded of important due dates

Students can subscribe to the D2L calendar so that it will show up on their computer, tablet, or mobile phone calendar.

To subscribe to your D2L calendar (to add it to your own calendar, such as an Outlook or Google calendar): From the calendar widget on the D2L main page of a course, choose the black drop down arrow and select Calendar (which should look like the image at the top of this blog), then settings. Check the box next to “Enable Calendar Feeds” and save your choice. Then select “Subscribe”. Copy the link provided and add the calendar via the link to your own calendar.





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

| | |
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| 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 altering academic records) will result in an official academic sanction. 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, and being suspended from the University. You have the right to appeal the charge.



COPYRIGHT & FAIR USE POLICY OF COURSE MATERIALS

Course materials may not be published, leased, sold to others, or used for any purpose other than appropriate OSU-related individual or group study without the 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://1is2many.okstate.edu/>.