ACCT 4334 -Auditing Fall 2016- Syllabus

Course Information

Course Number/Section	ACCT 4334/PP1
Course Title	Auditing
Term	*Fall 2016*
Days & Times	Mondays/Wednesdays -10:00-11:15 a.m.

Professor Contact Information

Professor	Chris Linsteadt, CPA, CIA, MBA, MS
Office Phone	972-883-5948
Email Address	chris.linsteadt@utdallas.edu
Office Location	SOM 4.219
Office Hours	Tuesdays 9:00 a.m. – 11:00 a.m. and by appointment
Other Information	

Please check with me to make sure that I will be in my office before you make a trip to the campus. My office hours are variable, so an appointment is advisable.

We will be using ELearning this semester as our main form of class communication. Please check ELearning weekly for updates, presentation materials, handouts and assignments.

Course Pre-requisites, Co-requisites, and/or Other Restrictions

ACCT 3331-Intermediate Financial Accounting I

Course Description

This course introduces the basic concepts, philosophy, standards, procedures, and practices of auditing. Topics include generally accepted auditing standards, the changing role of the independent auditor, professional conduct and ethics, auditor's reporting responsibilities, risk assessment, internal control, evidential matter and management fraud.

***Video and Audio recording during class is not permitted without prior approval.**

Student Learning Objectives/Outcomes
This course has four primary learning objectives:

Learning Goals/Objectives	Learning Outcome/Assessment
Develop an understanding of auditing and assurance services:	Selected Readings, assignment questions, exam questions, case analysis.
Develop an understanding of the professional standards and their sources.	Case Analysis, assignment questions, exam questions.
Develop an understanding of an auditor's reporting obligations and responsibilities.	Case Analysis, assignment questions, exam questions.
Develop an understanding of the process used by independent external auditors in performing a financial audit.	Case Analysis, Readings, and completion of a research project.

Required Textbooks and Materials

Textbook: *Auditing and Assurance Services, **6th Edition**,* McGraw-Hill Irwin, by Louwers, Ramsay, Sinason, Strawser and Thibodeau

---

Assignments & Academic Calendar:

ACCT 4334
COURSE OUTLINE

WK	DAY	DATE	TOPIC	CHAPTER / MODULE	CASE
1	M	08/22	Course Introduction		
	W	08/24	Auditing and Assurance Services	1	
2	M	08/29	Auditing and Assurance Services	1	
	W	08/31	Professional Standards	2	
3	M	09/05	**Holiday – NO CLASS UTD CLOSED**	2	Company selection due
	W	09/07	Engagement Planning	3	
4	M	09/12	Enron Video		
	W	09/14	**EXAMINATION I**	Testing Center	9/13-9/17
5	M	09/19	Management Fraud	4	
	W	09/21			2.52 p.68
6	M	09/26	Internal Control	5	
	W	09/28	Internal Control	5	
7	M	10/03	Assurance and Other Services	A	
	W	10/05	Library Research		
8	M	10/10	Overview of Sampling	E	
	W	10/12	Employee Fraud and the Audit of Cash	6	4.62 p. 164
9	M	10/17	WorldCom Video		
	W	10/19	**EXAMINATION II**	Testing Center	10/18-10/22
10	M	10/24	Revenue and Collection Cycle	7	
	W	10/26	Revenue and Collection Cycle	7	
11	M	10/31	Acquisition and Expenditure Cycle	8	
	W	11/02	Video – ZZZZ Best Carpet		5.61 p. 215
12	M	11/07	Completing the Audit	11	
	W	11/09	Reports on Audited Financial Stmts.	12	
13	M	11/14	Review – **Paper Due 11/19**		***Paper Due* 11/15-11/19**
	W	11/16	**EXAMINATION III**	Testing Center	
14	M	11/21	Winter Break – No Classes		
	W	11/23	Winter Break – No Classes		
16	M	11/28	Presentations		
	W	11/30	Presentations		
17	M	12/05	Presentations		
	W	12/07	**Final Exam**	Testing Center ***Closed 12/8***	12/6-12/10

***Research projects are due and presentation materials must be uploaded by 11/19.**
***Testing Center closed on 12/8 for reading day.**

Grading Policy, Exams and Assignments

Exams:

Proctored Exams Information : YOU NOW NEED TO MAKE A RESERVATION TO RESERVE A SEAT FOR ANY EXAM

This course requires 4 proctored exams . This course will have four exams which you will complete at the UTD testing center. Students can take their exams on-campus at the **UTD Student Success Center - Testing Center** (no fee charge). Please see the **UTD Student Success Center - Testing Center Website** for more information and check the hours of operation and testing center policies. Please be sure to view and follow the **Test Center Student Guidelines** found on the Testing Center main page. All students are required to make an appointment using the **RESERVE-A-SEAT** application found on the Testing Center main page to take the exams during the required exam test window as specified. The UTD Testing Center is located at the McDermott Library basement (**Room MC 1.304**). When you arrive to take your exam, you will sign in with your **Comet Card** (or **a photo ID & UTD ID number** if you do not have a Comet Card). . **If you wait until the last minute to take the exam and the exam center is full, it will be your responsibility and there will be no extension of time and you will receive a zero for that exam, no exceptions.**

The UTD Testing Center requests all students strictly follow the proctored exam scheduling deadlines. If any student needs special accommodations, please seek the instructor's approval in advance. If you have any questions about using either UTD or outside testing center service, please email TestingCenter@utdallas.edu.

Please note the schedule for the Final Exam closely. UTD Testing Center will be closed one day (Reading Day) during our final exam window.

Case Assignments:

You will be assigned three cases from selected chapters. Each case is valued at 25 points. The case assignments will be graded on clarity of thought process, grammar, spelling and technical content. All assignments must be typed and must use Standard English with correct grammar and punctuation. The case assignments are due at the **beginning** of class. **NO EXCEPTIONS**. If for any reason, you are unable to attend class on the day a case assignment is due, assignments will be accepted by email (preferably attached as a MS Word or Excel File) as long as the case arrives **before 10:00 a.m.** on the due date. Do not email case assignments unless you are unable to attend class. Cases are always due on Wednesday.

Research Project:

Each student team will select an SEC reporting company and complete a research project on that company. The project will include a written paper along with a presentation at the end of the semester. The purpose of the project is to familiarize you with the overall process of auditing a public company. The specific requirements for the project along with the grading standards will be outlined in class. **ALL STUDENTS MUST ATTEND ALL PRESENTATIONS OR YOU WILL RECEIVE A ZERO ON YOUR RESEARCH PAPER GRADE. YOU MUST BE IN ATTENDANCE FOR ALL PRESENTATIONS EVEN IF YOU ARE NOT PRESENTING.**

RESEARCH PAPER SUBMISSION INSTRUCTIONS:

Turnitin eLearning Research Paper Submission Instructions

The Research paper will be submitted and examined through the integrated plagiarism detection tool called Turnitin. Please find the Turnitin assignment submission icon on the designated course page and click to open it. You can click the assignment title to view the assignment information. To submit your file, please click the submit icon, on the next page, select the option of "file upload" (or "cut and paste"), enter the submission title, click Browse to locate your file and click Submit button. You can then review (click "cancel, go back" if needed) and confirm your submission. (Note: only one single file may be submitted. Some common file types accepted are: Word, HTML, PDF, TXT and RTF.) You can go back to the assignment page to check the Originality Report (showing the percentage of similarity match and the sources detected) when it becomes available. Please note it may take some time for Turnitin to generate the originality report especially during the semester end busy time. For overwritten or resubmitted paper, it takes 24 hours. For more information and assistance on using Turnitin, please go to: http://www.turnitin.com/static/training.html.

Grades:

Your final grade in this course will be determined as follows:

Examination 1……	100 points
Examination 2……	100 points
Examination 3……	100 points
Final Exam…….	100
Assigned Cases……	75 points
Research Project……	100 points
TOTAL	**575** points

Translation of the total score into a letter grade will be based on the instructor's judgment. The letter grade will reflect each student's performance relative to the class and standards expected of PPA students.

Each exam is equally weighted and the course grade is determined based on a straight scale. The straight scale is follows:

100-90%	A
89-80%	B
79-70%	C
69%-60%	D
59%-0	F

Course & Instructor Policies Regarding Attendance, Homework and Make Up Exams

Attendance:

Attendance for every class is expected. It is critical to your success that you attend each class and take notes during the lectures. You should come to class **prepared**, which means that you should have read the assigned material. Office hours are not a substitute for coming to class; accordingly, ***I will not go over material covered in class with you if you have missed class***. As a courtesy to others, please turn off your cellular phones while in the classroom. **ALL STUDENTS MUST ATTEND ALL RESEARCH PROJECT PRESENTATIONS OR YOU WILL RECEIVE A ZERO ON YOUR RESEARCH PAPER GRADE. YOU MUST BE IN ATTENDANCE FOR ALL PRESENTATIONS EVEN IF YOU ARE NOT PRESENTING.**

Homework:

I suggest that you work all of the "Multiple-Choice Questions" for each chapter. While there will be no points allocated to homework other than the case assignments, there is a direct correlation between working problems and performing successfully on examinations. I will periodically post selected solutions to Chapter problems in ELearning.

Makeup Exams:

Makeup exams are given **only** for excused absences, which must be determined **prior** to the exam. Excused absences **may** be given for verifiable medical or family emergencies. Written documentation must be provided to qualify for an "excused absence". The medical documentation must specifically state that you could not attend the exam on the day of the exam due to your illness and must be signed by a licensed physician. Students who do not show up for an exam without making arrangements with me **prior** to the exam will receive a zero. All documentation evidencing your absence from an exam is due within 5 business days of the missed exam and you must make up the missed exam within 7 business days of the absence. For example if the missed class were on Wednesday night the 10th, you would have until Friday the 19th to complete the makeup. If the documentation is not received within the 5 days and the exam is not completed within the 7 day window, a zero is awarded to the student. The determination of an "acceptable" excuse is solely up to the instructors discretion. Also, it is solely the students responsibility to communicate with the instructor regarding these issues and it is solely the students responsibility to ensure that the instructor is receiving the communication and any documentation. You should use email as the main form of communication, either within eLearning or using my UTD email address: chris.linsteadt@utdallas.edu . Also, the student **must** verify that the instructor has received the appropriate documentation within the 5 day window and must have verification that they (the student) have made arrangements with the 7 day window to reschedule the exam. I do not guarantee that the level of difficulty of the makeup exam will be comparable to the exam given at the scheduled time. I will determine the date and time of the makeup exam, and you must make arrangements to take it at that time.

Field Trip Policies
Off-campus Instruction and Course Activities

Off-campus, out-of-state, and foreign instruction and activities are subject to state law and University policies and procedures regarding travel and risk-related activities. Information regarding these rules and regulations may be found at the website address http://www.utdallas.edu/BusinessAffairs/Travel_Risk_Activities.htm. Additional information is available from the office of the school dean. Below is a description of any travel and/or risk-related activity associated with this course.

Student Conduct & Discipline

The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the UTD publication, *A to Z Guide*, which is provided to all registered students each academic year.

The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the *Rules and Regulations, Board of Regents, The University of Texas System, Part 1, Chapter VI, Section 3*, and in Title V, Rules on Student Services and Activities of the university's *Handbook of Operating*

Procedures. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SU 1.602, 972/883-6391). A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

Academic Integrity

The faculty and administration of the School of Management expect from our students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work. We want to establish a reputation for the honorable behavior of our graduates, which extends throughout their careers. Both your individual reputation and the school's reputation matter to your success.
The Judicial Affairs website lists examples of academic dishonesty. Dishonesty includes, but is not limited to cheating, plagiarism, collusion, facilitating academic dishonesty, fabrication, failure to contribute to a collaborative project and sabotage. Some of the ways students may engage in academic dishonesty are:

- Signing in for or answering on behalf of a student that is not present.
- Collaboration on Quizzes and Testlets that are intended to be individual work
- Coughing and/or using visual or auditory signals in a test;
- Concealing notes on hands, caps, shoes, in pockets or the back of beverage bottle
- labels;
- Writing in blue books prior to an examination;
- Writing information on blackboards, desks, or keeping notes on the floor;
- Obtaining copies of an exam in advance;
- Passing information from an earlier class to a later class;
- Leaving information in the bathroom;
- Exchanging exams so that neighbors have identical test forms;
- Having a substitute take a test and providing falsified identification for the substitute;
- Fabricating data for lab assignments;
- Changing a graded paper and requesting that it be regraded;
- Failing to turn in a test or assignment and later suggesting the faculty member lost the
- item;
- Stealing another student's graded test and affixing one's own name on it;
- Recording two answers, one on the test form, one on the answer sheet;
- Marking an answer sheet to enable another to see the answer;
- Encircling two adjacent answers and claiming to have had the correct answer;
- Stealing an exam for someone in another section or for placement in a test file;
- Using an electronic device to store test information, or to send or receive answers for a test;
- Destroying or removing library materials to gain an academic advantage;
- Consulting assignment solutions posted on websites of previous course offerings;
- Transferring a computer file from one person's account to another;
- Transmitting posted answers for an exam to a student in a testing area via electronic device;
- Downloading text from the Internet or other sources without proper attribution;
- Citing to false references or findings in research or other academic exercises;
- Unauthorized collaborating with another person in preparing academic exercises.
- Submitting a substantial portion of the same academic work more than once without written authorization from the instructor.

Email Use

The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's U.T. Dallas email address and that faculty and staff consider email from students official only if it originates from a

UTD student account. This allows the university to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information. UTD furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at U.T. Dallas provides a method for students to have their U.T. Dallas mail forwarded to other accounts.

Withdrawal from Class

The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are published in that semester's course catalog. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, I cannot drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.

Student Grievance Procedures

Procedures for student grievances are found in Title V, Rules on Student Services and Activities, of the university's *Handbook of Operating Procedures*.
In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originates (hereafter called "the respondent"). Individual faculty members retain primary responsibility for assigning grades and evaluations. If the matter cannot be resolved at that level, the grievance must be submitted in writing to the respondent with a copy of the respondent's School Dean. If the matter is not resolved by the written response provided by the respondent, the student may submit a written appeal to the School Dean. If the grievance is not resolved by the School Dean's decision, the student may make a written appeal to the Dean of Graduate or Undergraduate Education, and the deal will appoint and convene an Academic Appeals Panel. The decision of the Academic Appeals Panel is final. The results of the academic appeals process will be distributed to all involved parties.

Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations.

Incomplete Grade Policy

As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester's end and only if 70% of the course work has been completed. An incomplete grade must be resolved within eight (8) weeks from the first day of the subsequent long semester. If the required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of **F**.

Disability Services

The goal of Disability Services is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Disability Services is located in room 1.610 in the Student Union. Office hours are Monday and Thursday, 8:30 a.m. to 6:30 p.m.; Tuesday and Wednesday, 8:30 a.m. to 7:30 p.m.; and Friday, 8:30 a.m. to 5:30 p.m.

The contact information for the Office of Disability Services is:
The University of Texas at Dallas, SU 22
PO Box 830688
Richardson, Texas 75083-0688
(972) 883-2098 (voice or TTY)

Essentially, the law requires that colleges and universities make those reasonable adjustments necessary to eliminate discrimination on the basis of disability. For example, it may be necessary to remove classroom prohibitions against tape recorders or animals (in the case of dog guides) for students who are blind. Occasionally an assignment requirement may be substituted (for example,

a research paper versus an oral presentation for a student who is hearing impaired). Classes enrolled students with mobility impairments may have to be rescheduled in accessible facilities. The college or university may need to provide special services such as registration, note-taking, or mobility assistance.

It is the student's responsibility to notify his or her professors of the need for such an accommodation. Disability Services provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations. Individuals requiring special accommodation should contact the professor after class or during office hours.

Religious Holy Days

The University of Texas at Dallas will excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, Tax Code, Texas Code Annotated.

The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment. The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must take into account the legislative intent of TEC 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

These descriptions and timelines are subject to change at the discretion of the Professor. Your final grade in the class is also subject to the discretion of the Professor based upon your earned grades and your conduct during the semester which could include; attendance, conduct during the semester, failure to communicate with the professor or your teammates and the work product expected of a PPA student as compared to others in the class.