

ACCT 6388 – Accounting Communications
Blended / On-Line Syllabus – Classroom Section - DAY

Course Information

<i>Course Number/Section</i>	ACCT 6388-001 (T / Th 1:00pm – 2:15pm) (Goodrich)
<i>Course Title</i>	Accounting Communications
<i>Term</i>	Spring 2017
<i>Class Location</i>	JSOM 2.102

Professor Contact Information

<i>Professor</i>	Mary Beth Goodrich, CPA, CIA, CISA, SAP Certified Associate
<i>Office Phone</i>	972-883-4775
<i>Other Phone</i>	214-282-2156 (cell) for emergencies from 8am – 8pm CST only
<i>Email Address</i>	goodrich@utdallas.edu
<i>Preferred Method of Contact</i>	eLearning messages for personal issues / questions Discussion board for general class related issues / questions
<i>Office Location</i>	JSOM 4.220
<i>Office Hours</i>	T/Th 10:00am – 11:15am
<i>Twitter</i>	@GuoFuMeiCPA and @CPAknowsSPRO
<i>Teaching Assistants</i>	See eLearning announcements for detail

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

There are no prerequisites for this course, it is open to anyone who wants to develop their overall professionalism. However, a great attitude and basic understanding and passion for accounting and business will be extremely helpful.

Course Description

Do you want to be a consultant for a semester? Do you like to apply knowledge versus just learning theory and concepts? Do you want to put your professional soft skills and technical skills to the ultimate test and develop both in the process? If this sounds like you, this course will be a perfect fit. Although required in the MS Accounting curriculum, many graduate students of other majors and backgrounds in business are electing to take this course because of the real-life nature of the work completed in this course and/or because it is a great accounting elective. In this course, you will be developing excellent communication skills required of any business consultant. You will be honing your accounting, business and communications skills while working on a diverse student team with a client from an area small to mid-sized business, accounting firm, or not-for-profit organization.

In addition to the need for accounting students, projects will benefit from students with the following backgrounds / interests: information technology, marketing, supply chain, data analytics, reporting, and more. In this course, we work with companies that make up the world of small business. Over 60% of people work for what is considered a small to mid-sized business or in not for profit organizations. Students will be encouraged to research all projects that will be conducted in the course and “sell” themselves to the professor and the client as to which project will be the best fit to your skills, interests, aptitude and most importantly, passion. As

soon as you receive the project listing, it would be good to research the projects and companies. To find out more about the project component and some of the impact to both the clients and students, please read more at: <http://iindal.utdallas.edu/accounting/ms-accounting/proconnect/>

Communication is the root activity of accounting. Communication skills are rated as one of the most sought after qualities in today's job market. In nearly all aspects of professional life, you will spend most of your day explaining, writing, directing, convincing, and listening to other people. Your ability to do this clearly and effectively will have a direct bearing on your success in the business world. This course is designed to give graduate students in accounting a thorough introduction to business communication and its application in the world of professional accounting. Particular emphasis is given to the types of writing challenges that accountants commonly face.

Why do I have to take this course?

The Texas State Board of Public Accountancy rule 511.58 states *"Effective July 1, 2011, the board requires that a minimum of 2 semester credit hours in accounting communications or business communications be completed. The semester hours may be obtained through a discrete course or offered through an integrated approach. If the course content is offered through integration, the university must advise the board of the course(s) that contain the accounting communications or business communications content."* This course fulfills the TSBPA requirement and prepares you to enter the field of accounting as a more confident and competent communicator.

Student Learning Objectives/Outcomes

This course is designed to help you in your communication skills in a career in the accounting-field to include:

- Develop communication skills you need to write clearly, speak well, and work effectively in teams
- Value the differences between yourself and others and to employ that understanding to improve the quality of your communication
- Utilize creative communication strategies to achieve optimal resolution of conflict or challenge in the accounting field
- Enhance your ability to communicate in writing with diverse audiences

Required Textbooks and Materials

To make it easy for students to gather their class materials, Cengage built a website that provides students with purchasing options: <http://www.cengagebrain.com/course/1547280>. Simply access this link and you will be able to purchase access to materials with the click of a button.

REQUIREMENT 1: MUST HAVE APLIA ACCESS, E-BOOK AND LOOSELEAF VERSION OR APLIA ACCESS AND E-BOOK.

Guffey, Mary Ellen, and Loewy, Dana; Bundle: **Essentials of Business Communication** (with Premium Website, 1 term (6 months) Printed Access Card), 10th + LMS Integrated for Aplia™

Business Communication, 1 term (6 months) Printed Access Card ISBN: **9781305919495** (Digital access to Aplia, e-book and paper book)

Or

Guffey, Mary Ellen, and Loewy, Dana; Bundle: **Essentials of Business Communication**, Aplia only is LMS Integrated for Aplia™, 1 term (6 months) Printed Access Card for Guffey/Loewy's Essentials of Business Communication, 10th, ISBN: **9781305253124** (Digital access to Aplia and e-Book only)

Suggested Course Materials

Highly recommended for ESL students (optional): Do 15 – 45 minutes a day for maximum results in this course):

Here's the link for Blumenthal: http://www.amazon.com/English-3200-Writing-Applications-Programmed/dp/015500865X/ref=pd_sim_14_2?ie=UTF8&dpID=415NGBASRXL&dpSrc=sims&preST=AC_UL160_SR111%2C160_&refRID=0HAVJJGCT62YM1V9MW73

Cheaper through Cengage – not sure if there's a minimum purchase:

http://www.cengage.com/search/productOverview.do?N=16+4294956603+4294958326&Ntk=P_EPI&Ntt=988140334268091409214525987380339307&Ntx=mode%2Bmatchallpartial

For Professional Development Plan (optional): Bolles, Richard N.; What Color is Your Parachute Job-Hunter's Workbook, 4th Edition (Ten Speed Press (2012), ISBN-10: 160774497X, ISBN-13: 9781607744979

Some textbooks and some other bookstore materials can be ordered online through Off-Campus Books <http://www.offcampusbooks.com> or the UT Dallas Bookstore <http://www.bkstr.com/texasatdallasstore/home>. They are also available in stock at both bookstores.

Technical Requirements

In addition to a confident level of computer and Internet literacy, certain minimum technical requirements must be met to enable a successful learning experience. Please review the important technical requirements <http://www.utdallas.edu/elearning/students/getting-started.html#techregs> on the Getting Started with eLearning webpage <http://www.utdallas.edu/elearning/students/getting-started.html>.

Course Access and Navigation

The course can be accessed using the UT Dallas NetID account at: <https://elearning.utdallas.edu>. Please see the course access and navigation <http://www.utdallas.edu/elearning/students/getting-started.html#courseaccessandnav> section of the site for more information.

To become familiar with the eLearning tool, please see the Student eLearning Tutorials <http://www.utdallas.edu/elearning/students/eLearningTutorialsStudents.html>.

UT Dallas provides eLearning technical support 24 hours a day/7 days a week. The eLearning Support Center <http://www.utdallas.edu/elearninghelp> services include a toll free telephone number for immediate assistance (1-866-588-3192), email request service, and an online chat service.

Communication

This course utilizes online tools for interaction and communication. Some external communication tools such as regular email and a web conferencing tool may also be used during the semester. For more details, please visit the eLearning Tutorials webpage <http://www.utdallas.edu/elearning/students/eLearningTutorialsStudents.html> for video demonstrations on eLearning tools.

Student emails and discussion board messages will be answered within 3 working days under normal circumstances.

Distance Learning Student Resources

Online students have access to resources including the McDermott Library, Academic Advising, The Office of Student AccessAbility, and many others. Please see the eLearning Current Students page <http://www.utdallas.edu/elearning/students/cstudents.htm> for details.

Server Unavailability or Other Technical Difficulties

The University is committed to providing a reliable learning management system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and also contact the online eLearning Help Desk <http://www.utdallas.edu/elearninghelp>. The instructor and the eLearning Help Desk will work with the student to resolve any issues at the earliest possible time.

Assignment Calendar
(Details for all assignments can be found in e-Learning)

Assignments Detail	Submission*	Due Date	Points
Introductions / Elevator Speech (to sell yourself on the project(s) with the best fit)	IC & BD	1/21	25
Professional Development Plan	CL & ASM	2/4	50
Client Engagement Letter and Bios to Client (Team)	ASM	2/11	50
Project Plan and First Status Update (Team)	ASM	2/18	25
Resume and Cover Letter with the Job Description	ASM	2/25	100
Accounting Project Research Email	ASM	3/4	100
Interview Assignment, Linked-In and Business Card Challenge	ASM	3/11	25
In Class Participation / Pop Quizzes / Miscellaneous (must be in class to receive the grade. No excused absences.)	IC	Various	50
Aplia Quizzes (every week – can work ahead) ** Various or Recap Test	Aplia / Recap - TC	Various / Recap 3/27 – 4/1	100
Informal Team Presentations - Chapter – Related (Team)	IC	Various	25
Final Team Presentation - on Pro-Connect Project (Team)	IC & ASM	Various	100
Free Feedback document (Team) – can turn in earlier Final Project Report (Team) List of items included in both of the Free Feedback and the Final Report: Transmittal Letter / Project Deliverable / Appendix with Client Engagement Letter, Bios, Final Project Plan / Status Updates, Closing Meeting Agenda and All meeting minutes	ASM ASM	3/25 5/2	200
Closing Meetings (Should be conducted with client as a meeting)	CL	4/15 – 4/29	
Status Updates due to client: Status 1 - 2/18, Status 2 - 2/25, Status 3 – 3/4, Status 4 - 3/11, Status 5 - 3/25, Status 6 - 4/1, Status 7 - 4/8 and Status 8 - 4/15	CL	Varies	Must be in final report
Client Evaluation (Lucretia sends out, not student responsibility)	CL	5/3	100
Team Evaluation Form (Form Completion / Weighting) – forced ranking for the entire team except you	ASM	5/3	50
TOTAL POINTS			1000

*In class (IC), E-learning discussion Board area (BD), E-Learning Assignments (ASM) , Testing Center (TC), and Clients (CL)

** Note: System will drop the lowest 3 scores for Aplia (determined by % score). Also, the system will only use the total Aplia score or Recap test (whichever is higher)

Grading Policy

Scaled Score (out of 1000 points)	Letter Equivalent
100 – 93% (1000 – 930)	A
92 – 90% (929 – 900)	A-
89 – 87% (899 – 870)	B+
86 – 83% (869 – 830)	B
82 – 80% (829 – 800)	B-
79 – 77% (839 – 770)	C+
76 – 70% (769 – 700)	C
Below 69% (699 or less)	F

Accessing Grades

Students can check their grades by clicking “My Grades” under Course Tools after the grade for each assessment task is released.

Course Policies

Make-up exams

N/A

Extra Credit

Generally, there is not extra credit work, but some assignments may have points that you can receive that are optional to add points to your grade for challenging or difficult work above and beyond the general expectation. One theme of this course should be under promise; over deliver especially with your ProConnect clients.

Late Work

Expect a 0 on all late work.

Special Assignments

Generally, these are N/A.

Class Participation

There are grades related to class and team participation.

Classroom Citizenship

Golden rule: Do unto others as you would have them do unto you.
Respect others as you would like to be respected.

Proctored Exam Procedures

If your course has a proctored exam requirement, please see the Student Success Center Proctored Exam website

http://www.utdallas.edu/studentsuccess/testingcenter/proctored_exams/index.html to make arrangements.

**ACADEMIC CALENDAR
TOPICS AND SCHEDULE**

eLearning Assignments and Aplia assignments are due online on Saturdays @ 11:45 PM & @ 11:59 PM respectively

(Please review the due dates)

Week	Module / Topics / Class Activities (Read / prepare before class)	Actions
1 1/10 & 1/12	Module 01: <ul style="list-style-type: none"> Review Syllabus / Introductions / 1/10 - BCC & ESL Support Overview (1:30pm – 1:45pm) Chapter 1 – Career Success Begins with Communication Skills Know Thyself Chapter 13 – The Job Search, Resumes, and Cover Letters Chapter 14 – Interviewing and Follow-up Social media – Do you need a “social makeover”? 1/12 – BCC will come in on Resumes (001 - 1:00pm – 2:15pm) 	Prepare for In-Class Introductions / Elevator Speeches 001-Morgan May 1/10 at 1:30pm, BCC Resume Workshop on 1/12 (bring resumes) 501-Morgan May 1/12 at 7:30pm, BCC on 1/12 (bring resumes) 7:45pm – 9:00pm Bring 2 copies of resumes to class (hard copy) on 1/12
2 1/17 & 1/19	Module 01: (cont.) <ul style="list-style-type: none"> Elevator Speeches - Sell Yourself for The Team You Most Want to Be In Grammar Tutorial (Aplia) Writing Tutorial (Aplia) (only have access to this content in Aplia – not in the book) 1/19 – BCC will come to share cover letters 	Post Introduction / complete in class / online Elevator Speech (details on requirements will be posted in Announcements) by 1/21 001-01/19 Cover Letter 1:00pm – 2:15pm, 501- 1/19 7:00pm – 8:15pm Bring cover letters to class (hard copy)
3 1/24 & 1/26	Module 02: <ul style="list-style-type: none"> 1/24 – Pro-Connect Companies’ Clients will visit class and share about their projects (research and come with questions) Chapter 2 – Planning Business Messages Chapter 3 – Composing Business Messages Finalize Teams 	Meeting with Clients 1/24 – bring your business cards / enthusiasm 1/26 - BCC on APA format (whole class)

	<ul style="list-style-type: none"> • 1/26 - BCC on APA format (whole class) 	
4 1/31 & 2/2	Module 03: <ul style="list-style-type: none"> • Chapter 4 – Revising Business Messages • Chapter 5 – Electronic Messages / Digital Media / Electronic Messages and Memorandums 	Professional Development Plan due 2/4 Chapter 1, 13 and 14 Aplia Homework due 2/4
5 2/7 & 2/9	Module 04: <ul style="list-style-type: none"> • Chapter 6 – Positive Messages • Chapter 8 – Persuasive and Sales Messages / Persuasive Messages • APA Flash session 2/9 1:00pm – 1:30pm 	Client Engagement Letter and Bios due 2/11 Grammar Tutorial (Aplia) Writing Tutorial (Aplia) 2/11
6 2/14 & 2/16	Module 05 & 06: <ul style="list-style-type: none"> • Chapter 7 – Bad News Messages / Negative Messages • Accounting Careers • The Language of Accounting • APA Flash session 2/16 1:00pm – 1:30pm 	Project Plan and Client Status 1 due on 2/18 (to client and professor) Chapters 2 and 3 Aplia Homework due 2/18
7 2/21 & 2/23	Module 07: <ul style="list-style-type: none"> • Chapter 9 – Informal Reports 	Resume and Cover Letter and Client Status 2 due on 2/25 Chapters 4 and 5 Aplia Homework due 2/25
8 2/28 & 3/2	Module 08: <ul style="list-style-type: none"> • Chapter 10 – Proposals and Formal Reports 	Accounting Project Research Email and Client Status 3 due on 3/4 Chapters 6 and 8 Aplia Homework due 3/4
9 3/7 & 3/9	Module 09: <ul style="list-style-type: none"> • Chapter 11 – Business Etiquette, Ethics, Teamwork and Mentoring / Professionalism at Work • APA Flash session 3/9 1:00pm – 1:30pm 	Interview / Linked In / Business Card Assignment and Client Status 4 due 3/11 Chapters 7 and 9 Aplia Homework due 3/11 Interview Assignment 3/11

10 3/14 & 3/16	Spring Break	Enjoy! ☺☺☺
11 3/21 & 3/23	Module 10: <ul style="list-style-type: none"> Guest Speaker (possible) on Effective Presentations Chapter 12 – Business Presentations 	Free Feedback Project Submission and Client Status 5 due 3/25 Chapters 10 and 11 Aplia Homework due 3/25
12 3/28 & 3/30	<ul style="list-style-type: none"> Catch-Up Class / Mentoring / Semester Wrap-Up 	Client Status 6 due 4/1 Recap Test– 3/27 – 4/1
13 4/4 & 4/6	<ul style="list-style-type: none"> Presentations Practice / In Class Mentoring 	Client Status 7 due 4/8
14 4/11 & 4/13	<ul style="list-style-type: none"> Presentations Practice / In Class Mentoring 	Client Status 8 due 4/15
15 4/18 & 4/20	<ul style="list-style-type: none"> Mandatory Classes Final Presentations in class Closing Meetings with Clients Final Presentations Due (On-Line) 	Final Project Presentations due in assignments on 4/22 (for all teams this week) All Closing Meetings with Client due 4/29
16 – 4/25 & 4/27	<ul style="list-style-type: none"> Mandatory Classes Final Presentations in class Closing Meetings with Clients Final Presentations Due (On-Line) 	Final Project Presentations due in discussions 4/29 (for all teams this week) All Closing Meetings with Client due 4/29
17 – No class	<ul style="list-style-type: none"> Final Project Wrap Up / Submission with Consolidated Client Status updates (notice dates are not a Saturday) 	Final Project report due 5/2 Teaming Evaluation Forms due 5/3

The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Professor.

Writing Lab

The Business Communication Center will help you develop your verbal and written communication skills. Tutors will help you at any stage of your writing and will discuss American business writing development as well as paraphrasing and citing your sources in APA style. These issues normally take more than one appointment. When your writing is ready to examine the grammar, BCC tutors will not correct the grammar, but they will help you to identify patterns of errors in your work and will explain grammar rules to help you identify and resolve these issues yourself. For presentation practices, you may book an appointment, but if you will email or

phone us 10 days in advance for group practices, we will try to reserve a room with a tech podium for your group.

Appointments are filled quickly, especially when assignments are due, so to ensure you get the space you need, book over a week in advance. You may book an appointment on line at

bcc.utdallas.edu

Business Communication Center

JSOM II, 12.106

972-883-5385

Students are required to read all of these policies and procedures below:

UT Dallas Syllabus Policies and Procedures

The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus. Please go to <http://go.utdallas.edu/syllabus-policies> for these policies.

Sharing Confidential Information

Students considering sharing personal information in email, in person, or within assignments or exams should be aware that faculty members and teaching/research assistants are required by UT Dallas policy to report information about sexual misconduct to the UT Dallas Title IX Coordinator. Per university policy, faculty have been informed that they must identify the student to the UT Dallas Title IX Coordinator. Students who wish to have confidential discussions of incidents related to sexual harassment or sexual misconduct should contact the Student Counseling Center (972-883-2527 or after hours 972-UTD-TALK or 972-883-8255), the Women's Center (972-883-8255), a health care provider in the Student Health Center (972-883-2747), the clergy person (or other legally recognized religious advisor) of their choice, or an off-campus resource (i.e., rape crisis center, doctor, psychologist). Students who are sexually assaulted, harassed, or victims of sexual misconduct, domestic violence, or stalking, are encouraged to directly report these incidents to the UT Dallas Police Department at 972-883-2222 or to the Title IX Coordinator at 972-883-2218. Additional information and resources may be found at <http://www.utdallas.edu/oiec/title-ix/resources>.

Campus Carry

The University's concealed handgun policy is posted on the campus carry website: <https://www.utdallas.edu/campuscarry/>

Technical Support

If you experience any issues with your UT Dallas account, contact the UT Dallas Office of Information Technology Help Desk: assist@utdallas.edu or call 972-883-2911.

UT Dallas provides eLearning technical support 24 hours a day/7 days a week. The services include a toll free telephone number for immediate assistance (1-866-588-3192), email request service, and an online chat service. Please use this link to access the UTD eLearning Helpdesk: <http://www.utdallas.edu/elearning/eLearningHelpdesk.html>.

Field Trip Policies, Off-Campus Instruction and Course Activities

Off-campus, out-of-state, foreign instruction/travel, and course-related field trip activities are subject to state law and University policies and procedures regarding travel and risk-related activities.

Detailed information regarding this policy, in accordance to *Texas Education Code*, Section 51.950, can be accessed at the UT Dallas Policy Navigator, <http://policy.utdallas.edu/utdbp3023>, and at <http://www.utdallas.edu/administration/insurance/travel>. Additional information is available from the office of the school dean.

Student Conduct and Discipline

The University of Texas System (Regents' Rule 50101) 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 UT Dallas online catalogs (<http://catalog.utdallas.edu>).

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 Student Code of Conduct, UTDSP5003 (<http://policy.utdallas.edu/utdsp5003>). Copies of these rules and regulations are available to students in the Office of Community Standards and Conduct, where staff members are available to assist students in interpreting the rules and regulations (SSB 4.400, 972-883-6391) and online at <https://www.utdallas.edu/conduct/>.

A student at the University neither loses their 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 its standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

Comet Creed

This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same:

"As a Comet, I pledge honesty, integrity, and service in all that I do."

Academic Integrity

The faculty expects from its 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 demonstrates a high standard of individual honor in his or her scholastic work.

Academic Dishonesty: Academic dishonesty can occur in relation to any type of work submitted for academic credit or as a requirement for a class. It can include individual work or a group project. Academic dishonesty includes plagiarism, cheating, fabrication, and collaboration/collusion. In order to avoid academic dishonesty, it is important for students to fully understand the expectations of their professors. This is best accomplished through asking

clarifying questions if an individual does not completely understand the requirements of an assignment.

ACCT 6388 Specific Guidelines:

Students in this course suspected of academic dishonesty are subject to disciplinary proceedings, and if found responsible, the following minimum sanctions will generally be recommended by the professor:

1. Homework – Zero for the Assignment (cannot be replaced)
2. Written Assignments – Zero for the Assignment (cannot be replaced)
3. Quizzes – Zero for the Quiz (cannot be replaced)
4. Presentations – Zero for the Assignment (cannot be replaced)
5. Group Work – Zero for the Assignment (cannot be replaced)
6. Tests – Automatic F for the course

and

THE COURSE CANNOT BE DROPPED IF YOU HAVE BEEN SHOWN TO HAVE BEEN ACADEMICALLY DISHONEST. ALSO, THE BEST GRADE YOU CAN MAKE IS A C IN THE COURSE. IF YOU EARN AN A OR B, WITH THE GRADE GIVEN ABOVE, IN THE COURSE, YOU WILL RECEIVE A C. IF YOUR GRADE IS LOWER THAN THIS, YOU WILL RECEIVE AN F.

You are responsible to read all regulations at:

<http://www.utdallas.edu/judicialaffairs/index.html>

Additional information related to academic dishonesty and tips on how to avoid dishonesty may be found here: <https://www.utdallas.edu/conduct/dishonesty/>.

Copyright Notice

It is the policy of the University of Texas at Dallas to adhere to the requirements of the United States Copyright Law of 1976, as amended, (*Title 17, United States Code*), including ensuring that the restrictions that apply to the reproduction of software are adhered to and that the bounds of copying permissible under the fair use doctrine are not exceeded. Copying, displaying, reproducing, or distributing copyrighted material may infringe upon the copyright owner's rights. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to appropriate disciplinary action as well as civil and criminal penalties. Usage of such material is only appropriate when that usage constitutes "fair use" under the Copyright Act. For more information about the fair use exemption, see <http://copyright.lib.utexas.edu/copypol2.html>. As a UT Dallas student, you are required to follow UT Dallas' copyright policy (UTDPP1043 at <http://policy.utdallas.edu/utdpp1043>) and the UT System's policy, UTS107 at <http://www.utsystem.edu/board-of-regents/policy-library/policies/uts107-use-copyrighted-materials>.

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. All official student email correspondence will be sent only to a student's UT Dallas email address and UT Dallas will only consider email requests originating from an official UT Dallas student email account. This allows the University to maintain a high degree of confidence in the identity of each individual's corresponding via email and the security of the transmitted information. The University of Texas

at Dallas furnishes each student with a free email account that is to be used in all communication with university personnel. The Office of Information Technology provides a method for students to have their UT Dallas mail forwarded to other email accounts. To activate a student UT Dallas computer account and forward email to another account, go to <http://netid.utdallas.edu>.

Class Attendance

Regular and punctual class attendance is expected. Students who fail to attend class regularly are inviting scholastic difficulty. Absences may lower a student's grade where class attendance and class participation are deemed essential by the instructor. In some courses, instructors may have special attendance requirements; these should be made known to students during the first week of classes.

Withdrawal from Class

The administration at UT Dallas has established deadlines for withdrawal from any course. These dates and times are published in the Comet Calendar (<http://www.utdallas.edu/calendar>) and in the Academic Calendar (<http://www.utdallas.edu/academiccalendar>). It is the student's responsibility to handle withdrawal requirements from any class. In other words, a professor or other instructor cannot drop or withdraw any student unless there is an administrative drop such as the following:

- Have not met the prerequisites for a specific course
- Have not satisfied the academic probationary requirements resulting in suspension
- Office of Community Standards and Conduct request
- Have not made appropriate tuition and fee payments
- Enrollment is in violation of academic policy
- Was not admitted for the term in which they registered

It is the student's responsibility to complete and submit the appropriate forms to the Registrar's Office and ensure that he or she will not receive a final grade of "F" in a course if he or she chooses not to attend the class after being enrolled.

Student Grievance Procedures

Procedures for student grievances are found in university policy UTDSP5005 (<http://policy.utdallas.edu/utdsp5005>). In attempting to resolve any student grievance regarding disputes over grades, application of degree plan, graduation/degree program requirements, and thesis/and dissertation committee, adviser actions and/or decisions, evaluations, and/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 originated.

Incomplete Grade Policy

As per university policy, incomplete grades may be given, at the discretion of the instructor of record for a course, when a student has completed at least 70% of the required course material but cannot complete all requirements by the end of the semester. An incomplete course grade (grade of 'I') must be completed within the time period specified by the instructor, not to exceed eight (8) weeks from the first day of the subsequent long semester. Upon completion of the required work, the symbol 'I' may be converted into a letter grade (A through F). If the grade of

Incomplete is not removed by the end of the specified period, it will automatically be changed to F.

AccessAbility Services

It is the policy and practice of The University of Texas at Dallas to make reasonable accommodations for students with properly documented disabilities. However, written notification from the Office of Student AccessAbility (OSA) is required. If you are eligible to receive an accommodation and would like to request it for this course, please discuss it with your professor and allow one week advance notice. Students who have questions about receiving accommodations, or those who have, or think they may have, a disability (mobility, sensory, health, psychological, learning, etc.) are invited to contact OSA for a confidential discussion. OSA is located in the Student Services Building, SSB 3.200. They can be reached by phone at 972-883-2098, or by email at studentaccess@utdallas.edu.

Religious Holy Days

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

Students are encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment.

Excused students will be allowed to take missed exams or complete assignments 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 President of UT Dallas or from the President's designee. The chief executive officer or designee must take into account the legislative intent of *Texas Education Code* 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

Resources to Help You Succeed

The Office of Student Success operates the Student Success Center (SSC, <http://www.utdallas.edu/studentssuccess>), which offers assistance to students in the areas of writing, mathematics, communication, multiple science fields, reading, study skills, and other academic disciplines. These services are available through individual and small group appointments, workshops, short courses, and a variety of online and instructional technologies. All students enrolled at UT Dallas are eligible for these services.

The Math Lab gives short-term and semester long support for a variety of introductory and advanced mathematics courses. Students may drop in to visit with a math tutor on a regular basis. Comet card is required.

The Writing Center offers a collaborative learning environment for one-to-one and small group assistance with general and advanced writing assignments and overall writing skills. Scheduling an appointment is strongly recommended, but walk in appointments are possible if a tutor is available.

The Peer Tutoring program offers free tutoring assistance in multiple locations for many of the historically challenging undergraduate subjects at UT Dallas. Tutoring sessions, offered every weekday on a drop-in basis, are one-on-one or in a small group format. The sessions are designed to meet students' individual questions and needs related to course/subject concepts. All peer tutors are current UT Dallas students who made an A- or better in the course and have a strong faculty/staff recommendation. Students should check the Student Success Center website each semester for subject offerings and session times.

The Peer-Led Team Learning (PLTL) program provides an active, engaged learning experience for students who meet in small groups once a week with a Peer Leader who helps guide them through a potentially difficult gateway course. Students that attend sessions regularly typically earn a half to a whole letter grade higher than students that do not participate in the PLTL program.

Supplemental Instruction (SI) provides free, peer-facilitated weekly study sessions for students taking historically difficult courses. SI sessions encourage active, collaborative learning based on critical thinking and transferable study skills. SI leaders attend lectures, take notes, and read assigned material just like the enrolled students. Students should check the SSC website for subject and session times.

The Communication Lab (CommLab) offers one-on-one and group consultations where you will gain practical feedback for improving oral and group presentations.

Success Coaches are available for individual student appointments to discuss study skills, time management, note taking, test taking and preparation, and other success strategies.

The Student Success Center's main office is located in the McDermott Library Building and can be contacted by calling 972-883-6707 or by sending an email to ssc@utdallas.edu.

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