

ACCT 6388 – Accounting Communications

Blended Syllabus – On-Line SECTION

Course Information

<i>Course Number/Section</i>	ACCT 6388-0W1
<i>Course Title</i>	Accounting Communications
<i>Term</i>	Spring 2019

Professor Contact Information

<i>Professor</i>	Mary Beth Goodrich, CPA, CIA, CISA, SAP Certified Associate
<i>Office Phone</i>	972-883-4775 (work)
<i>Cell Phone</i>	214-282-2156 (cell - urgent or time sensitive, text or call - I will reply 8am – 8pm)
<i>Email Address</i>	goodrich@utdallas.edu
<i>Office Location</i>	JSOM 4.220
<i>Office Hours</i>	Tuesdays 1:00pm – 3:00pm and by appointment
<i>Best Way to Contact Me</i>	www.elearning.utdallas.edu eLearning messages for personal issues / questions Discussion board for general class related issues / questions
<i>Twitter</i>	@CPAknowsSPRO or @GuoFuMeiCPA
<i>SKYPE</i>	mary.beth.goodrich (please schedule by appointment)
<i>Teaching Assistant</i>	Tiffany Chen (Tiffany.Chen2@utdallas.edu)
<i>TA Office Location</i>	TBD
<i>TA Office Hours</i>	Tuesdays 11:30am-3:30pm Wednesdays 4pm-6pm Thursdays 1:45-3:45pm

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

There are no prerequisites. This course 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 so, this course will be a perfect fit.

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. Your ability to do this clearly, concisely, 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.

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. This course will allow you to have a great resume-worthy consulting experience as you develop the skills required of a business consultant or professional. You will be honing your accounting, business and communications skills while working with a diverse student team with a client from a 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 in America work for small to mid-sized businesses or 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. This may be emailed to you before the start of the course by your professor. Please also pay attention to when the client meetings will be as this is in all sections of the course, including an optional component in the on-line section. To find out more about the project component and some of the impact ProConnect has had to both the clients and students, please read more at: <http://jindal.utdallas.edu/accounting/ms-accounting/proconnect/>

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:

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

Required Textbooks and Materials

ONE OF THE FOLLOWING SELECTIONS IS RECOMMENDED IN THE COURSE (Aplia / Online Access Card is not required):

Hard Copy of Book or e-Book (only one of these)

- Essentials of Business Communication, 11th Edition, Bound Textbook (ISBN: 978-1337386494)
- MindTap, 1 term (6 months) Printed Access Card for Essentials of Business Communication, 11th Edition (ISBN: 978-1337386555)
- **Bundle:** Essentials of Business Communication, 11th Edition, Loose-Leaf Textbook + MindTap, 1 term (6 months) Printed Access Card (ISBN: 978-1337736350)
- **Cengage Unlimited:** There is a new process where you can purchase yearly access to all Cengage Products at www.utd-shop.com

It may be a cheaper alternative for you if you have more than one Cengage book, but may be better for you if you only use this Cengage textbook. Please ask the Bookstore for more details on this.

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: 978-1607744979

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#techreqs> 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 Accessibility, 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.

COURSE STRUCTURE:

This course has several aspects to assist you in developing and demonstrating your professional communications skills as an accountant. The main components are:

Personal Branding – The short introduction, biography, setting up Linked-In, professional development plan, resume, cover letter, and business card assignments will help your personal branding. Establishing and maintaining your brand will be essential as you develop yourself as a professional in your field of expertise.

Getting Connected; Getting Social – In this course, you will be challenged to meet 100 new people in order to get comfortable starting conversations with people and immediately building rapport and creating opportunities to build your professional network. Many times, we interact with people that we need to get to know better. You will also spend time improving your overall LinkedIn presence by evaluating your SSI score at the beginning of the semester and at the end of the semester. Informational interviews have been one of the most powerful tools I have seen students and professionals alike utilize to build connections and meet people. As you embark on the informational interview assignment, don't be surprised at what it may do for your career!

Writing Assignments – There will be many opportunities to exercise your writing skills in this course. Our focus will be on modifying or enhancing your writing skills for the professional writing required in the business world. Strong basic knowledge in writing is expected. If you are not comfortable with your base writing skills, you will need to commit more time on your written pieces, use the book I recommend or spend 25 minutes a day (One pomodoro – which you will find out what this is) on this website: www.a4esl.org

Presentations – Elevator speeches will be taped at the client meeting. In addition, you will be presenting / discussing topics with your client either virtually or in person. At the end of the semester, you and your team will virtually present about your overall project and a reflection of the personal value to you. Emphasis will be put on how to improve your presentation skills for different professional audiences and making your presentations “audience-based”.

ProConnect – The ProConnect project is the most important aspect of the course and includes working with a diverse student team throughout the semester, while applying the knowledge gained from the book. This will include you initially researching the potential businesses we will work with and “selling” yourself to the instructor and client you would most like to work with.

Once you are assigned to your project, you and your team will work with the client to finalize a client engagement letter and provide a combined document of team bios to the client in a consistent format including the detailed background of each team member. You will create a project plan to share with the instructor and client. Each week, there will be a requirement to meet with your team and your client and have weekly status updates, using an agenda and meeting minutes. On a weekly basis, these items must be provided to the client and also posted in your team's discussion board to demonstrate strong communication skills with all parties related to the project.

Each team member will complete an accounting project research email assignment to provide to the instructor, the purpose of which is to show to me the individual work you are creating for the project and to apply concepts from the book as well as using APA format. It is optional whether your team would like to combine and share these with your client, too at the time these are due, but generally I would recommend sharing them with your client. The goal of this assignment is to create content that can be used in the final project.

About halfway through the semester, teams will submit the project draft and meet with me to discuss the project work performed so far. This will allow the instructor to proactively provide feedback that can be incorporated in the final project. At the end of the semester, team will have a closing meeting with the client to turn over the final project and there will either be a presentation in class or “virtual” presentation of the final work that was performed. Then, students will complete a client communications document to share with the instructor documenting communications throughout the semester, a teaming evaluation form, and the final project deliverables.

Various Quizzes and Discussion Topics / In-Class Activities – All in-class learning / on-line lectures and book content is selected to help you with your overall communication skill development as a professional in the world of accounting. Discussion topics or in class activities will allow students to engage with the others in the course and discuss relevant topics as the semester progresses.

Personal Reflection – Throughout this course, one of the main goals I have for students, is that each person reflect on what they would like to do to improve personal overall professionalism related to communication. This will start with meeting with the professor in one of the first weeks of class to discuss what “personal” area you would like to work on. There will be a list of suggested “projects” that you can do throughout the semester to improve the area you most want to develop, which we will jointly select. Ideally, I would like this to be something you have wanted to do for a while, but haven’t done, or something you know will be painful, but worth the effort. At the end of the semester, you will provide the results of the work you have done during the semester to let me know how you have improved in that particular area.

The following assignment calendar explains the due dates for all the items discussed above.

Assignment Calendar – On-Line Section - (Details for all assignments can be found in eLearning)

Assignments Detail	Submission*	Due Date	Points
Short Introductions / Questions on Projects / Sell Yourself on Project(s) with the best fit (Top 3 – 4 choices or if you are open to any project)	DB	1/24	25
Client Meeting, Friday, 1/25, JSOM 1.516, 4:00pm – 7:00pm	Optional	1/25	**See green note
Elevator Speech (30 seconds or Less) (If attending the client meeting, it will be done there, otherwise, tape and post it on the DB under your short introduction)	DB	1/27	25
Biography (Individual)	ASM	2/3	25
ProConnect Quiz	ASM	2/3	25
Beginning of Semester Meeting with Professor and submission of summary including individual project topic (various times)	ASM	2/10	25
Client Engagement Letter and Team Combined Bios to Client (Team)	ASM	2/17	50
APA Format Quiz	ASM	2/17	25
Discussion Board Topics (2 modules – 25 points each)	DB	2/17, 3/31	50
Professional Development Plan (PowerPoint)	ASM	2/24	50
Team Project Plan and First Status Update (Team)	ASM	2/24	25
Status Updates due to client / Posted to discussion board: Status 1 – 2/24, Status 2 – 3/3, Status 3 – 3/10, Status 4 – 3/17, No Status the Week of Spring Break, Status 5 – 3/31, Status 6 – 4/7, Status 7 – 4/14, Status 8 – 4/21, Client Closing Meeting – 4/28	CL, Team DB	Varies	Must be in client communications document
Accounting Project Research Email	ASM	3/10	100
Resume, Cover Letter & Job Description Assignment	ASM	3/17	100
Free Feedback (entire report) / Interim Meetings with the Professor – conference call / in person / mix / agenda created by team required / review interim “free feedback” submissions (post requirements 2 days after your meeting with me), must be at least 33% complete	ASM	3/25 / varies	50
Informational Interview	ASM	4/7	50
Linked-In Challenge	ASM	4/14	50
Networking “It Starts with Hello” Meet 100 People	ASM	4/21	25
Semester End ProConnect Project Presentation / Debrief Discussions	DB	4/15 -5/4	25
Final Project Report - Both the Free Feedback and the Final Report should include: Transmittal Letter / Project Deliverable / Appendix w/ Client Engagement Letter, Bios	ASM / CL	5/5	150
Client Communications (Overall assessment of communications with client, all status updates and final project plan <u>posted in team discussion area weekly</u> , closing meeting agenda and summary)	CL & ASM	5/6	25
Client Evaluation (Lucretia sends out, not student responsibility)	CL	5/6	100
Teaming Evaluation (Form Completion/Weighting) – forced ranking for entire team except you	ASM	5/6	50
Individual Project Results / Reflection	ASM	5/7	50
TOTAL POINTS			1100
*In class (IC), E-learning Discussion Board area (DB), E-Learning Assignments (ASM) and Clients (CL), Testing Center (TC)			
** Attendance at the optional meeting = full points on the first Discussion Board topics due 2/17.			

Grading Policy

Scaled Score (out of 1100 points)	Letter Equivalent
100 – 93% (1100 – 1023)	A
92 – 90% (1022 – 990)	A-
89 – 87% (989 – 957)	B+
86 - 83% (956 - 913)	B
82 - 80% (912 – 880)	B-
79 – 77% (879 – 847)	C+
76 – 70% (846 – 770)	C
Below 69% (769 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 are due online @ 11:59 PM on the dates (Please review the due dates)

Week Starting	Module / Topics / Class Activities (Read / prepare before class)	Due Dates
1 – 1/14	<p>Module 01: Getting Started – Communication skills needed in the professional practice of accounting</p> <ul style="list-style-type: none"> ● Review Syllabus / Introductions / Company Research ● How to be a Consultant – the ProConnect way (Tips document) and ProConnect Overview ● Course Overview ● Chapter 1 – Career Success Begins with Communication Skills ● Know Thyself ● Meetings with Professor (bring resume) check for sign up sent to you 	First Set of Discussion Board Topics and Introductions
2 – 1/21	<p>Module 01: Your resume is a big part of your branding as is social media. Start seeing what it takes to build your personal brand. Sometimes it just starts with hello and taking that a step further: (cont.)</p> <ul style="list-style-type: none"> ● Chapter 13 – The Job Search, Resumes, and Cover Letters ● Chapter 14 – Interviewing and Follow-up ● Social media – Do you need a “social makeover”? (The answer is yes for most!) ● Meetings with Professor (bring resume) check for sign up sent to you (cont.) ● Proconnect Talks – #1 - It Starts With Hello / Networking 100 / #2- 90 Seconds 	<p>Introductions due 1/24</p> <p>Meeting with Clients / Elevator Speeches – Companies will visit and share about their projects (do research and come with questions) and welcome the clients when you get to class at JSOM 1.516 on 1/25</p> <p>Elevator Speech (if not done in in-person meeting) due 1/27</p> <p>First Set of Discussion Board Topics</p>
3 – 1/28	<p>Module 02: Communicating in writing, requires a plan if you want to do it right. Find out what that means and beginning steps to composing business messages with impact. Also learn some great time management tips in the Time Management lecture! Try these out!</p> <ul style="list-style-type: none"> ● Chapter 2 – Planning Business Messages ● Chapter 3 – Composing Business Messages ● Time Management ● Meetings with Professor (bring resume) check for sign up sent to you (cont.) 	<p>ProConnect Quiz due 2/3</p> <p>Biography due 2/3</p> <p>First Set of Discussion Board Topics</p>
4 – 2/4	<p>Module 03: What does it take to properly reference your materials? Find out in the APA presentation. Also find out the importance of revising business messages. The Email chapter (Chapter 5) has great tips on creating emails with impact.</p>	<p>Beginning of Semester Meeting with Professor / Individual Project Topic Notes due 2/10</p> <p>First Set of Discussion Board Topics</p>

	<p>APA Format for References and Paraphrasing</p> <ul style="list-style-type: none"> • Chapter 4 – Revising Business Messages • Chapter 5 – Electronic Messages / Digital Media / Electronic Messages and Memorandums • Meetings with Professor (bring resume) check for sign up sent to you (cont.) 	
5 – 2/11	<p>Module 04: Positive messages are a great way to build rapport with your audience. Find out the impact of positive messages and goodwill messages. Send a thank you to someone today!</p> <ul style="list-style-type: none"> • Chapter 6 – Positive Messages 	<p>APA Format Quiz due 2/17</p> <p>Client Engagement Letter and Bios due 2/17</p> <p>First Set of Discussion Board Topics due 2/17</p>
6 – 2/18	<p>Module 04: Can you be persuasive in your messaging? As a consultant, you always want to be persuasive in your tone. How do you do that? Find out in the lecture during this week!</p> <ul style="list-style-type: none"> • Chapter 8 – Persuasive and Sales Messages / Persuasive Messages 	<p>Project Plan and Client Status 1 due on 2/24 (to client and professor)</p> <p>Professional Development Plan due on 2/24</p> <p>Second Set of Discussion Board Topics</p>
7 – 2/25	<p>Module 05 & 06: Breaking bad news doesn't always have to be the worst thing you do. Learn tips to put a positive spin or at least provide a buffer to bad news and negative messages.</p> <ul style="list-style-type: none"> • Chapter 7 – Bad News Messages / Negative Messages • Accounting Careers • The Language of Accounting 	<p>Client Status 2 due 3/3</p> <p>Second Set of Discussion Board Topics</p>
8 – 3/4	<p>Module 07: Learning tips for creating informal reports is critical to ensure your informal reports are as concise and clear as possible. Learn valuable tips to structure your reports this week!</p> <ul style="list-style-type: none"> • Chapter 9 – Informal Reports 	<p>Client Status 3 due 3/10</p> <p>Accounting Project Research Email due 3/10</p> <p>Second Set of Discussion Board Topics</p>
9 – 3/11	<p>Module 08: Your ProConnect project reports are a form of formal report. Learn some tips about how to structure your reports including a list of figures from this content.</p> <ul style="list-style-type: none"> • Chapter 10 – Proposals and Formal Reports 	<p>Client Status 4 due 3/17</p> <p>Resume / Cover Letter / Job Description Assignment due 3/17</p> <p>Second Set of Discussion Board Topics</p>
10 – 3/18	<p>Spring Break</p>	<p>No Class / No Status Update Due ☺</p>

<p>11 – 3/25</p>	<p>Module 09: Do you have Ethiquette? Find out in the content in this week! How can you make team work as efficient as possible? Also, what does it take to be professional at work?</p> <ul style="list-style-type: none"> • Chapter 11 – Business Etiquette, Ethics, Teamwork and Mentoring / Professionalism at Work • Interim Meetings with Professor (look for schedule link in Announcements) 	<p>Free Feedback Project Submission (Team) 3/25 (this could vary depending on when your team meets with me)</p> <p>Client Status 5 due 3/31</p> <p>Second Set of Discussion Board Topics due 3/31</p>
<p>12 – 4/1</p>	<p>Module 10: Having impactful presentations is a key factor to your success in the business world as an accountant. Find out great tips in this to make your business presentations including your closing meeting a success!</p> <p>Chapter 12 – Business Presentations Interim Meetings with Professor (look for schedule link in Announcements)</p>	<p>Client Status 6 due 4/7</p> <p>Informational Interview due 4/7</p>
<p>13 – 4/8</p>	<p>Project Work</p> <p>Interim Meetings with Professor (look for schedule link in Announcements)</p>	<p>Client Status 7 due 4/14</p> <p>Linked-In Challenge due 4/14</p>
<p>14 – 4/15</p>	<p>Project Work / Final Presentation Debrief - Mandatory for All Students to Participate</p> <p>Touch-In Meetings / Emails on your semester overall to professor</p>	<p>Client Status 8 due 4/21</p> <p>“It Starts with Hello” due 4/21</p> <p>Semester End ProConnect Project Presentation / Debrief Discussions</p>
<p>15 – 4/22</p>	<p>Final Presentation Debrief - Mandatory for All Students to Participate</p> <p>Touch-In Meetings / Emails on your semester overall to professor</p>	<p>Closing Meeting due 4/28</p> <p>Semester End ProConnect Project Presentation / Debrief Discussions</p>
<p>16 – 4/29</p>	<p>Final Presentation Debrief - Mandatory for All Students to Participate</p>	<p>Semester End ProConnect Project Presentation / Debrief Discussions due 5/4</p> <p>Final Project Report due 5/5</p> <p>Client Communications due 5/6 (due on a Monday)</p> <p>Teaming Evaluation Forms due 5/6 (due on a Monday)</p> <p>Evaluations sent to client by Lucretia on 5/6</p> <p>Individual Project Results / Reflection due 5/7</p>

17 –	Finals	Your final is taking this content and continuing to develop your communication skills ☺
------	--------	---

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

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.”

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, all of which are applicable to this course. Please go to <https://go.utdallas.edu/syllabus-policies> for more information. You are responsible to read and abide by these policies.

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

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/>.