

Instructor:

Dr. Marcia Countryman
314-941-9095
countrymanm@umsl.edu

Virtual Office Hours: T & Th 9:30 – 10:30 am

Zoom by appointment

Virtual Orientation Session: January 20th at 7 pm on Zoom

Photos

Gavin DeGraw and me after a concert at Peabody Opera House. Brad Paisley, my husband and me at a concert at the Verizon Amphitheater. Louie visiting UMSL!

Welcome

Welcome to Managerial Accounting. I am very excited to teach this course online this semester and look forward to working with you and creating a collaborative learning community. The great thing about taking an online class is that it allows you to digest and absorb new information in your own learning environment. We will encourage participation from all members of the class. In order to foster our collaborative learning community, we will work together as partners in this learning experience. It will require that you participate and stay engaged throughout the semester. I will provide you with many tools and resources to help you stay on track with the class and to enhance engagement with the material. This class will help you attain valuable knowledge and skills to improve business profitability. This class will help you develop an understanding of the foundation of accounting and share a few concepts you can use in your own personal finances. I look forward to meeting you online.

Instructor Bio

I live in the St. Louis metro area and have three sons, two are currently in college. I attended Illinois College receiving my undergraduate degree in accounting, Northern Illinois University receiving my MBA, and Saint Louis University receiving my Ph.D. in finance and accounting. I worked as a CPA for many years in Chicago and have taught accounting at several universities. I have been teaching at UMSL since 2010. I love music, travel, and chocolate.

Teaching Philosophy

I believe that you (the student) determine your own level of success in the course. Accounting courses require dedicated textbook study, homework problem practice, and the ability to apply accounting tools. This managerial accounting course focuses on planning, controlling, and decision-making. I will present the material and help promote learning and analysis skills. However, it is up to you to read, study, practice, and participate. It is imperative that you communicate concerns regarding the course to me as soon as possible. If you are having trouble, let me know. Email me and **come to talk to me in my Zoom office**. I am here to help you achieve the best possible outcome in this course. Our TA has tutor hours during the week to help improve your managerial accounting skills. Check our Canvas homepage for hours and locations. This course is full of great teaching resources. Use them to the fullest. This is a great opportunity to learn and improve your skills.

Required Materials:

Our class is teaming up with McGraw-Hill Education in a Digital Partnership Program for this course to ensure all students have day one access to their required course materials at a reduced cost.

- 1) Text (required): Our textbook is *Managerial Accounting* by Garrison, Noreen, & Brewer, 17th edition, McGraw-Hill Education, 2021. **I highly recommend that you purchase a textbook.** If you are a student who will never open the loose-leaf textbook, you may elect not to purchase the loose-leaf textbook and use the eBook available with Connect. However, most students will find that the benefits of having the loose-leaf textbook far outweigh the \$40 cost. Color loose-leaf textbooks are available for purchase at the UMSL bookstore for \$40. Make sure you purchase the 17th edition.
- 2) *Connect Accounting* (required): **Do not buy digital access to *Connect Accounting* yourself. You can immediately access *Connect Accounting* through your Canvas course. No registration code is required.** Student accounts will be charged for the Connect Accounting digital resources \$112 through UMSL billing. You will have an opportunity at the beginning of the semester to opt out should you choose, for a refund. Students that opt out, drop, or add the course on or before then will be refunded/charged accordingly. *Connect Accounting* is required for access to the online homework, eBook, Learnsmart, and Concept Overview videos.
- 3) Basic, nonprogrammable calculator or TI-503 SV Calculator (recommended): The recommended course calculator is available for purchase at the UMSL bookstore for \$4.99. You may purchase the calculator at other locations. It is your responsibility to bring a basic, nonprogrammable calculator to exams. Programmable calculators may not be used during quizzes and exams.

Optional materials:

Wall Street Journal or other business news journal. Click [WSJ UMSL digital free offer](#) to sign up for the Wall Street Journal digital access for free. Click [WSJ student offer](#) to sign up for the WSJ for \$10 per month digital including print. Cancel at any time. Students can receive print, online, tablet and smartphone access.

Time Requirements:

If this course were offered on campus, you'd be in class 2.5 hours/week, along with the travel time involved. The online version is no different in terms of expectations for your involvement. This is an active online course that requires 3 hours of your time each week IN ADDITION TO the time it takes you to read the required materials and watch the videos, as well as the additional work required to complete the assigned homework. That means that you need to plan to spend a **minimum of 6 hours every week**, up to 9-10 hours a week, on activities related to this course. If you do not have that amount of time to devote to this course, you should perhaps reconsider taking this course at this time. If you are

worried about your preparedness, consider taking the [Online Readiness Survey](#) to help decide if an online course is right for you.

Technology Requirements:

As a student in an online course, you are expected to have **reliable internet access** almost every day. If you have computing problems, it is your responsibility to address these or to use campus computing labs. Problems with your computer or other technology issues are not an excuse for delays in meeting expectations and missed deadlines for the course. If you have a problem, [get help in solving it immediately](#). At a minimum, you will need the following software/hardware to participate in this course:

1. Computer with an updated operating system (e.g. Windows, Mac, Linux)
2. Updated Internet browsers ([Apple Safari](#), [Internet Explorer](#), [Google Chrome](#), [Mozilla Firefox](#))
3. Ability to navigate Canvas (Learning Management System)
4. Minimum Processor Speed of 1 GHz or higher recommended.
5. DSL or Cable Internet connection or a connection speed no less than [6 Mbps](#).
6. Media player such as [VLC Media Player](#).
7. [Adobe Flash player \(free\)](#)
8. [Adobe Reader or alternative PDF reader \(free\)](#)
9. **Required for Proctorio:** webcam and microphone, 250 MB free disk space, 2 GB free RAM.

Course Description:

Prerequisites: MATH 1030 and ACCTNG 2400. This is an advanced course that goes beyond the scope of a second-semester course in fundamentals of accounting. The development, interpretation, and use of relevant cost behavior, control, and traceability concepts for management planning, controlling and decision-making are emphasized. Topics include: an introduction to product costing, the contribution concept, direct costing, performance standards and variance analysis, responsibility accounting, segment profitability, alternative choice decisions, and capital budgeting.

Goals of the Course

The primary purpose of this course is to teach measurement skills that managers use to answer questions in order to plan, control and make decisions. The primary role of a managerial accountant is to improve performance within the organization. Managerial Accounting is important to the future careers of all business majors: marketing, finance, human resources, information system, and accounting. If you plan to pursue a career in business, you must speak the language.....Accounting.

Learning Objectives

Upon successful completion of **Managerial Accounting**, you will be able to demonstrate:

1. The basic cost terminology: product, period, fixed, variable
2. The idea of a break-even point/ Contribution Margin
3. The idea of standard costing and an introduction to variance analysis
4. Decision Making using Relevant vs. Irrelevant Information
5. Time Value of Money concepts
6. Capital Budgeting

How This Course Works:

The course will use a learner-centered approach. I will serve as your facilitator and a resource to complete the course successfully. You will use the textbook readings, homework problems, online lectures, guided examples, LearnSmart, and PowerPoint points to cover the material. There is a lot of material to cover in this course. The most important concepts and mechanics will be studied in each of the modules. There are correct answers to the questions in this course and you will be expected to be able to demonstrate knowledge of these concepts and calculations on the exams.

If this is your first online course, it is recommended that you log into Canvas and complete the [Online Course Overview](#) listed in your Canvas course list. If you've already completed the orientation, you do not have to retake it but you can refer to it for helpful videos and tutorials about the technologies used in this course.

Prerequisite Knowledge:

It is assumed that you have the prerequisite knowledge of financial accounting. This includes understanding the basic mechanics of accounting for the operating activities of a business and being able and ready to prepare and interpret the basic financial statements. You must know how to prepare an income statement and balance sheet. Please review the textbook from your earlier accounting course if you feel that you need to refresh yourself on these concepts.

Instructional Technology

We will use the following technology for our learning community:

- Canvas
- UMSL email
- Panopto videos
- Smartbook in *Connect Accounting*
- Quizzes in *Connect Accounting*
- Homework problems in *Connect Accounting*
- Reading Warm ups in *Canvas*
- PowerPoint
- Excel
- Proctorio proctored *Connect* computer exam
- Zoom
- Current business news – daily business newspaper highly recommended
- Proctorio

**** General Education:** This course meets the UMSL General Education requirement for the Social Sciences area by helping students to understand: (1) the importance of business as the primary means by which goods and services are provided in human societies, and (2) how accounting terms and methods are used to evaluate and communicate the financial health and performance of businesses.

Grade Composition:

Your grade for the course will be earned based on the following:

Three exams (125 points each)	375 points
Final exam - comprehensive	250 points
Reading Warmups (3 points each)	30 points
Homework (10 points each, highest ten used)	100 points
Quizzes (10 points each, highest eight used)	80 points
Master Budget Excel assignment	30 points
Capital Budgeting Excel assignment	30 points
Introduction on Discussion Board (with video)	19 points
End of Course Assessment	36 points
Discussion Board contributions (5 points per question)	50 points
*Discussion Board grade includes Professionalism, Academic Integrity & Participation. If there is a deficiency in Professionalism, Academic Integrity & Participation the discussion board grade will be reduced.	
Total points	<u>1000 points</u>

Final course grades will be assigned as follows:

895-1000 points = A	695-764 points = C
865-894 points = B+	665-694 points = D+
795-864 points = B	595-664 points = D
765-794 points = C+	594 & below = F

Every student can earn an A. There will be no curve.

Exams will be online using Proctorio. Review the Proctorio information in Canvas/Course Resources/Proctorio information.

Withdrawal Policy:

*The last day to drop a course without receiving a grade is **Monday, February 15, 2021.***

*The last day to drop or withdraw from a course without instructor approval is **Monday, March 15, 2021.***

*The last day to drop a course is **Monday, April 19, 2021.** Instructor approval is required with a grade of EX or EX-F.*

Students may drop courses until February 15th without administrative approval through the "official last day to drop classes without receiving a grade" via MyView, or in person. After March 15, 2021, students may drop classes (with appropriate signatures) in the Registrar's Office, the Advising Office, in the Dean's Office or in the [student MyGateway portal](#). Students can drop in MyView. If you drop the course after March 15, 2021 and your weighted average on exams, homework, assignments, and quizzes given to date is less than 60%, an "EX-F" will be recorded for the semester. This grade will be available on Canvas. No withdrawals will be allowed after April 19, 2021.

Course Schedule

(Subject to modification)

Module #/Name	Dates	Readings & Videos	Reading Warm-up	HW Assignments Due Thurs 11:59 P	Discussion Board, 1 st post Due Thur, replies Due Sun 11:59 P	Quizzes & Excel Due Sun 11:59 P
Review Course Syllabus and Complete Start Here Folder online. Prologue Module Managerial Accounting – An Overview Mandatory Zoom virtual orientation 1/20 at 7 pm – enter virtual room by 6:50 pm	1/19-1/24	Prologue Mandatory Zoom virtual orientation 1/20 at 7 pm – enter virtual room by 6:50 pm.	Textbook Prologue		1. Introduce Yourself 2. Discussion Board Practice Question	1. Syllabus quiz (counts as a quiz grade) 2. Course attestation quiz
Chapter 1 Module Managerial Accounting and Cost Concepts	1/25-1/31	Complete the Module	Chapter 1 Reading Warm-up	Connect Homework	Discussion Board question 1	End of week quiz
Chap. 2 & 3 Module Job-Order Costing	2/1-2/7	Complete the Module	Chap. 2 & 3 Reading Warm-ups	Connect Homework	Discussion Board question 2	End of week quiz
Chapter 5 Module Cost-Volume-Profit Relationships	2/8-2/14	Complete the Module	Chapter 5 Reading Warm-up	Connect Homework	Discussion Board question 3	End of week quiz
Exam 1 Chapters 1,2,3,5 & Prologue	2/15-2/21	Complete the Review Module	Review	Wednesday or Thursday, 2/17 or 2/18, Exam in Proctorio		
Chapter 6 Module Variable Costing and Segment Reporting	2/22-2/28	Complete the Module	Chapter 6 Reading Warm-up	Connect Homework	Discussion Board question 4	End of week quiz
Chapter 8 Module Master Budgeting	3/1-3/7	Complete the Module	Chapter 8 Reading Warm-up	Connect Homework	Discussion Board question 5	End of week quiz
Chapter 10 Module Standard Costs and Variances	3/8-3/14	Complete the Module	Chapter 10 Reading Warm-up	Connect Homework	Discussion Board question 6	End of week quiz

Exam 2 Chapters 6,8,10	3/15- 3/21	Complete the Review Module	Review	Wednesday or Thursday, 3/17 or 3/18, Exam in Proctorio		Master Budgeting Excel Project Due 3/21
Chapter 11 & 12 Module Responsibility Accounting Systems and Strategic Performance Measurement	3/22- 3/28	Complete the Module	Chapter 11 & 12 Reading Warm-up	Connect Homework	Discussion Board question 7	End of week quiz
Chapter 13 Module Differential Analysis: The Key to Decision Making	4/5- 4/11	Complete the Module	Chapter 13 Reading Warm-up	Connect Homework	Discussion Board question 8	End of week quiz
Appendix 14A Module Time Value of Money	4/12- 4/18	Complete the Module	Appendix Reading Warm-up 14A	Connect Homework	Discussion Board question 9	End of week quiz
Chapter 14 Module Capital Budgeting Decisions	4/19- 4/25	Complete the Module	Chapter 14 Reading Warm-up	Connect Homework	Discussion Board question 10	End of week quiz
Exam 3 Chapters 11,13,14A,14	4/26- 5/2	Complete the Review Module	Review	Wednesday or Thursday, 4/28 or 4/29, Exam in Proctorio		Capital Budgeting Excel Project Due 5/2
Appendix 14C Module Income Taxes	5/3- 5/9	Complete the Module	Appendix 14C - No Reading Warm-up	Connect Homework		End of week quiz
Final Exam Monday or Tuesday, 5/10 & 5/11	5/10- 5/16	Complete the Review Module	Review	Review		Monday or Tuesday, 5/10 & 5/11, Exam in Proctorio

Course Policies

1. Participation (expectations)

- Please contact me if you must be absent or have changing situations so that I can understand how I can best help you through this difficult time. If you need to be absent for an extended period of time, please contact the [UMSL CARE team](#) who will support us on the right path forward.
- It is vitally important that our classroom environment promote the respectful exchange of ideas. This entails being sensitive to the views and beliefs expressed during discussions whether in class or online. Please speak with me before recording any class activity. It is a violation of University of Missouri policy to distribute such recordings without my authorization and the permission of others who are recorded.
- Your success in this course will heavily depend on your ability to communicate, engage and participate in all course activities. Successful completion of this course requires that a student keep up with all assignments, coursework and discussions. Timely participation in online discussions is a very important part of this course and participation in these discussions, and other activities as assigned, is not optional. You are expected to prepare and post to discussions in a timely manner consistent with the requirements contained within the course syllabus and discussion rubric*.
- If you are unable to participate in the scheduled class activity or discussions you must notify the instructor within the week of that class module or discussion. **An unexcused failure to engage or participate with the class will be counted as an absence; unexcused absences may result in failure.** The instructor reserves the right to make judgment to accept and/or make-up assignments missed because of failed participation in the course activities.

2. Online Discussion Protocol

- Participation in the course should maintain a [positive work and learning environment](#), as outlined in the UM Collected Rules & Regulations, 330.080
- Postings should be evenly distributed during the discussion week.
- Postings should be a minimum of three sentences, or one short paragraph, and a maximum of two paragraphs.
- Responses should be well written with proper punctuation, spelling and grammar.
- Avoid short one-word postings, for instance, “I agree,” unless accompanied by supporting statements from the readings or prior knowledge (work and life experience).
- Stay focused on the topic.
- Ask questions; challenge other postings that lack supporting evidence or present incorrect information.
- Encourage further discussion by building on current threads.
- Check your postings for responses from others and respond in kind.
- Use proper “netiquette” **
- I will not respond to each post but will be monitoring each discussion. I will respond when I have something to contribute to the discussion or want to redirect the conversation.
- The Discussion Board response window for each week will close on Sunday evenings at 11:59 pm.

3. Attendance Policies

- “Present” in class for online courses is determined by participation in an “academically related activity,” i.e. submission of an assignment, assessment or discussion forum posting. The last day of attendance is the last day a student is academically participating in the online course.
- Documentation that a student has logged into an online class is not sufficient by itself to demonstrate academic attendance.

4. Academic Integrity/Plagiarism

- Academic dishonesty is a serious offense that may lead to probation, suspension, or dismissal from the University, per the [UMSL academic dishonesty policy](#). One form of academic dishonesty is plagiarism – the use of an author's ideas, statements, or approaches without crediting the source. Academic dishonesty also includes such acts as cheating by using any unauthorized sources of information and providing or receiving unauthorized assistance on any form of academic work or engaging in any behavior specifically prohibited by the faculty member (e.g., copying someone else's answers on tests and quizzes). Unauthorized possession or distribution of academic materials is another type of academic misconduct. It includes the unauthorized use, selling or purchasing of examinations or other academic work, using or stealing another student's work, unauthorized entry or use of material in a computer file, and using information from or possessing exams that an instructor did not authorize for release to students. Falsification is any untruth, either verbal or written, in one's academic work. Facilitation is knowingly assisting another to commit an act of academic misconduct. **Plagiarism, cheating, and falsification are not acceptable.**
- All instances of academic dishonesty including **suspected cheating** will be reported to the Office of Academic Affairs who will determine whether you will appear before the Student Conduct Committee for possible administrative sanctions such as dismissal from the university. The instructor will make an academic judgment about the student's grade on that work in this course. The campus process regarding academic dishonesty is [described in the “Policies” section of the Academic Affairs website](#)
- Students are responsible for being attentive to and observant of campus policies about academic honesty as stated in the [University's Student Conduct Code](#).
- **Students who are suspected of cheating or other forms of academic dishonesty on an exam, quiz or other assignment will be given a zero for the work. (A zero earned on a quiz because of cheating will NOT be dropped in calculating the course grade)**

5. Access, Disability and Communication

Your academic success is important. If you have a documented disability that may have an impact upon your work in this class, please contact Disability Access Services (DAS) immediately. Students must provide documentation of their disability to the office of Disability Access Services in order to receive official University services and accommodations. The staff is available to answer questions regarding accommodations or assist you in your pursuit of accommodations. Information about your disability is confidential. Once DAS reviews your medical documentation, they will provide you with the information and steps to inform me about the accommodations to which you are entitled. Your accommodations will begin as soon as we discuss your approved accommodations. Students requiring special accommodations should meet with me during office hours so that we can discuss how to meet your needs this semester. Prior to our meeting be sure you have met with someone in Disability Access Services (144 MSC or 314.516.6554).

- 144 Millennium Student Center

- Phone: (314) 516-6554
 - Email: Tara Cramer, cramert@umsl.edu
 - Website: <http://www.umsl.edu/services/disabled/>
- If you have difficulty communicating in English with the instructor of this course, contact the [Office of International Students and Scholar Services](#):
 - Phone: (314) 516-5229
 - Email: iss@umsl.edu
 - Website: <http://www.umsl.edu/~intelstu/contact.html>
6. Exams, quizzes, homework, reading warm-ups and Excel assignments
- **There are unlimited attempts allowed for Reading Warm-ups and Homework. No Late Homework, reading warm-ups, or Excel assignments will be accepted.** A zero will be recorded for late homework, reading warm-ups and Excel assignments. Homework assignments are due as posted in *Connect Accounting*. Homework assignments and reading warm-ups are due on the due date, unless otherwise noted, by 11:59 pm. There are no late homework or reading warm-up exceptions because of technology issues. Start Reading Warm-Ups and Homework early and do not wait until the last minute. After each homework submission the assignment will save your work. The homework solutions will be available for review after the due date, see your “report” in *Connect* under McGraw-Hill in Canvas. Homework study attempts with algorithmic problems will be available after the due date. I will take the highest 10 homework grades at the end of the semester. Excel assignments will be available in Canvas.
 - Quizzes must be taken by the due date and within the time frame indicated by the instructor. The dates and times are subject to change by the instructor. A zero will be recorded for quizzes not taken. There will be **NO MAKE-UP Quizzes**. The quizzes are due as posted in *Connect Accounting*, unless otherwise noted, by 11:59 pm. **Connect Accounting quizzes allow 30 minutes with one attempt**. The solutions are available for review after the due date. I will take the highest 8 quiz grades (including the syllabus quiz) at the end of the semester.
 - Exams in this course will use Proctorio Learning Integrity Platform. Proctorio is an online, remote proctoring system that uses advanced machine learning and identity-verification technology to ensure test integrity. Proctorio **requires the use of the Google Chrome browser**; you cannot use any other browser. You must have a laptop or desktop computer **with a webcam and a microphone**; you cannot use a smartphone or tablet. You must have **stable internet** to take the exams. Please review [Taking Proctorio Tests](#) in ensure that your hardware and software meet the minimum requirements.

Proctorio Minimum System Requirements

Proctorio offers a flexible service, which may include recording of video, audio, and screen activity or none of the above. The system requirements are dependent on the exam settings. Test takers are encouraged to use a practice exam to test their system prior to taking an exam. Virtual machines and proxy connections will not work. Note: In most cases, Proctorio's modest requirements can accommodate devices as old as 10 yrs. and it should be noted that the Operating System version requirements do not coincide with the devices' age. For security & functionality, it is generally recommended that test-takers update their systems to the most recent OS possible.

	Windows	Mac	Linux	Chrome OS
Operating System	Windows 7+	macOS 10.11+	Ubuntu 18.04+	Chrome 58+

	Windows	Mac	Linux	Chrome OS
Processor	Intel Pentium or better	Intel	Intel Pentium or better	Intel or ARM
Free Disk Space	250 MB	250 MB	250 MB	250 MB
Free RAM	2 GB ¹	2 GB ¹	2 GB ¹	1 GB ¹
Upload Speed	0.092 Mbps - 0.244 Mbps			
Microphone	Any Microphone, either internal or external			
Webcam	320x240 VGA resolution (minimum) internal or external ³			

1. Free RAM is the minimum amount of memory that is not in use by other applications.

- **UMSL recognizes that not all students may be able to meet the minimum requirements. If you do not have access to the minimum technology requirements or have disabilities that require the use of a screen reader or keyboard navigation shortcuts, please inform your instructor during the first week of class so that accommodations may be made.** You will have an opportunity to experience and practice using Proctorio with the Syllabus Quiz the first week of class and the Extra Credit 3 Pillars assignment. Please be aware that: You, your computer, and physical test-taking environment may be recorded. As you may be recorded, please dress appropriately and choose a private location that you are comfortable being the backdrop in a recording. You will be asked to show a picture ID to the camera. You will need a quiet place to take the assessment – both for your concentration and as interruptions (voices, another person on camera) may be flagged for potential cheating. If you have concerns about your privacy or data security, please see Proctorio’s statement on [Personal Data Protections](#). See the [Taking Proctorio Tests](#) page in the Keep Learning website to learn how to install the Proctorio extension for Chrome, set up your assessment environment; and complete the pre-assessment checks. You will be asked to show your basic, nonprogrammable calculator to the camera and your blank scratch paper.
- Exams must be taken on the date and within the time frame indicated by the instructor. The dates and times are subject to change by the instructor. See exam information in Canvas. A zero will be recorded for exams not taken on the exam date. Students may take the exam early, if approved by me.
- The End of Course Assessment is in Canvas with Proctorio. It has 18 multiple choice questions covering the Learning Objectives of the course in the syllabus. The questions are worth 2 points each with one attempt and 50 minutes.
- In **extenuating** circumstances, with **appropriate documentation**, the instructor will decide whether to provide a make-up exam. Inform the instructor of the extenuating circumstances before the exam time, if possible. The extenuating circumstances would prohibit the student from attending the exam on the due date.
- To receive partial credit on exams, you must provide **valid supporting calculations**. Proctorio students may submit their scratch paper to me by email for partial credit consideration within 5 minutes of exiting Proctorio. You will be asked to show your completed scratch paper to the camera at the end of your exam. Please use my countrymanm@umsl.edu email to email me your scratch paper for partial grading.

- Exams should be graded within one week. Students may request feedback under **Grades** on our Canvas course site. You may review your exams with me on Zoom upon request. If you have questions concerning grading, send me an email.
- If you would like to request accommodations for **religious observance**, complete the [UMSL religious observance form](#) and submit to me at the beginning of the semester. To comply with UMSL policy, this form must be turned in to me **no later than 2 weeks** prior to the religious observance.
- ***Keys to Success: Keep up with the material, read the book, participate online, WORK PROBLEMS, WORK PROBLEMS.*** Accounting can be more time consuming than other courses because of the skill level needed to successfully work through different quantitative problems. There is no way around it; you have to work problems to be successful.

7. Virtual Office

- This class uses Zoom; a real-time, digital learning environment independent of a physical classroom. Students, TA's, and instructors can participate in distance learning and collaboration regardless of their physical location using their own computer. Zoom links are available on the Canvas homepage.
- Email Dr. Countryman to schedule Virtual Office Hours.
- There will be a mandatory orientation session. **The Virtual Orientation on Wednesday January 20th at 7:00 pm will be in Zoom.** My Zoom link is available on our Canvas homepage. Plan to enter the room early to configure your settings properly before the session begins. Check announcements and email for any changes in the date and time. If you have other obligations on January 20th, I will record the orientation and post the recording on Canvas in the Modules.

8. Title IX Policies

- **Mandatory Reporting:** Under Title IX, all UMSL faculty, staff, and administrators (with limited exception) are obligated to report any incidents of sexual harassment, sexual misconduct, sexual assault, or gender discrimination to the Student Affairs office and/or other University officials. This ensures that all parties are protected from further abuses and that victim(s) are supported by trained counselors and professionals. Note: There are several offices at UMSL (e.g., Counseling Services, Health Services, Community Psychological Service, Center for Trauma Recovery, and Student Social Services) whose staff are exempt from Title IX mandated reporting, when the information is learned in the course of a confidential communication.

Student Resources

Supplemental Instruction (SI)

This course offers Supplemental Instruction (SI), a free service available to all students in the course. Supplemental Instruction is an academic support program that uses study sessions to promote student success. The SI Leader is a student who has taken this course before and done well. Throughout the semester, the SI Leader will hold regular study sessions to help students with developing study skills and mastering the course content. Participation in SI is voluntary, but encouraged.

SI Leader's contact information: Greg Davidson, gtddnk@mail.umsl.edu

Access, Disability and Communication

Your academic success is important. If you have a documented disability that may have an impact upon your work in this class, please contact Disability Access Services (DAS) immediately. Students must provide documentation of their disability to the office of Disability Access Services in order to receive official University services and accommodations. The staff is available to answer questions regarding accommodations or assist you in your pursuit of accommodations. Information about your disability is confidential. Once DAS reviews your medical documentation, they will provide you with the information and steps to inform me about the accommodations to which you are entitled. Your accommodations will begin as soon as we discuss your approved accommodations.

- 144 Millennium Student Center (MSC)
- Phone: (314) 516-6554
- Email: Tara Cramer, cramert@umsl.edu
- [Website: http://www.umsl.edu/services/disability/](http://www.umsl.edu/services/disability/)

Office of International Students and Scholar Services

If you have difficulty communicating in English with the instructor of this course, contact ISS.

- 362 Social Sciences & Business Building (SSB)
- Phone: (314) 516-5229
- [Email: iss@umsl.edu](mailto:iss@umsl.edu)
- [Website: http://www.umsl.edu/~intelstu/contact.html](http://www.umsl.edu/~intelstu/contact.html)

Student Enrichment and Achievement

SEA provides comprehensive support and intervention strategies that support your road to graduation!

- 107 Lucas Hall
- Phone: (314) 516-5300
- [Email: umslsea@umsl.edu](mailto:umslsea@umsl.edu)
- [Website: https://www.umsl.edu/services/sea/](https://www.umsl.edu/services/sea/)

Office of Multicultural Student Services (MSS) and the University Tutoring Center (UTC)

MSS provides comprehensive student retention services to diverse student populations; through their tutoring center, the MSS offers comprehensive tutoring services free to students at UMSL.

- 225 Millennium Student Center (MSC)
- Phone: (314) 516-6807
- Tutoring center email: tutoring@umsl.edu

- Multicultural center email: multicultural@umsl.edu
- University Tutoring Center Website: <https://www.umsl.edu/tutoring/index.html>
- Multicultural Student Services Website: <https://www.umsl.edu/~mcraa/index.html>

Academic Support

- **Contact Dr. Countryman, our TA, or our Supplemental Instructor.** Find contact information and office hours on our course homepage in Canvas.
- **NetTutor:** Online tutoring in many subjects is now available through NetTutor. In your courses on MyGateway, click on Tools and select NetTutor® to log in.
- **MyConnect:** Provides you with a central location to connect to the support services on campus. MyConnect makes it easy to schedule a meeting with your instructor, advisors or counselors. It can help you manage the steps you need to take to stay on track and meet your educational goals. Log in to your UMSL MyConnect Home page by going to Current Students from the UMSL website. Then, access MyConnect through the [MyGateway Student Portal](#).
- **Student Academic Support Services** offers support services.
 - 225 Millennium Student Center ○ Web: <https://www.umsl.edu/sass/>
 - Phone: (314) 516-6807
- **Tutoring Services** offers tutoring services:
 - 225 Millennium Student Center Web: www.umsl.edu/tutoring/
 - Phone: (314) 516-6807
- **Office of Student Enrichment & Achievement** offers targeted academic support services.
 - 107 Lucas Hall Web: <https://www.umsl.edu/services/sea/>
 - Phone: (314) 516-5300
- **NetTutor:** Online tutoring tool in many subjects is now available through NetTutor. Students can get real-time, personal tutoring via video conference.
- **The Writing Center** provides free face-to-face as well as online writing consultations. For face-to-face consultations, please make an appointment online at www.umsl.mywconline.com or visit SSB 222. At their Canvas site, students can send their papers to our tutors, who will read them and send them back with suggestions. Students can also access Turnitin, which identifies quoted material in their essays.
 - Visit the online Writing Lab course on Canvas to submit drafts online.
 - We try to respond within 48 hours, but it may take longer, so allow ample time.

Technical Support

Online Mentor Program: Online education requires different teaching, learning, and technology skills than those found in traditional face-to-face classes. We assist students with the online technology in Canvas and provide resources for studying and success in online classes.

- 598 Lucas Hall
- Phone: (314) 516-4211
- Email: onlinementor@umsl.edu
- Website: <http://www.umsl.edu/services/ctl/studentsupport/omp.html>

Canvas: If you have problems logging into your online course, or an issue within the course site, please contact the **Technology Support Center:**

- Phone: (314) 516-6034
- Email: helpdesk@umsl.edu
- Website: <http://www.umsl.edu/technology/tsc/>

If you are having difficulty with a technology tool in Canvas consider visiting the **Online Course Orientation** in your [MyGateway course list](#). The orientation has overviews of each tool and tutorials on how to use them.

Connect Accounting Support

- Phone: (800) 331-5094
- Website: <http://www.mhhe.com/support>

Zoom: If you have any questions regarding Zoom, contact the Faculty Resource Center:

- Phone: (314) 516-6704
- Email: lrl@umsl.edu
- Website: <http://www.umsl.edu/technology/lrl/>
- Outside normal office hours, you may also contact Zoom for 24/7 assistance

Proctorio support

- Live chat: Use the shield icon on the top right of your Proctorio screen
- Web: support@Proctorio.com

MyConnect: Provides you with a central location to connect to the support services on campus. MyConnect makes it easy to schedule a meeting with your instructor, advisors or counselors. It can help you manage the steps you need to take to stay on track and meet your educational goals. Log in to your UMSL MyConnect Home page by going to Current Students from the UMSL website. Then, access MyConnect through the [MyGateway Student Portal](#).

***Online Discussion Rubric**

Excellent (5 points)

New and original ideas tangent to the discussion; insightful and reflective discussion; reference to and elaboration of ideas throughout the discussion; first posting by Thursday and two replies by Sunday contributing to the discussion question

Good (4 points)

Insightful and reflective discussion; reference to and elaboration of ideas throughout the discussion; first posting by Thursday and two replies by Sunday contributing to the discussion question

Average (3 points)

Elaboration and contribution to one idea within the discussion; late first post with two replies by Sunday

Below Average (2 or fewer points)

Simple insight or contribution to the topic; lacking first post and/or two replies

Poor (0)

Any of the following: No participation, agreement statements, derogatory comments, or messages totally unrelated to the topic of the discussion question

****Online Class Netiquette/behavior**

- **Be self-reflective** before you post an emotional response and reread what you have written to be sure it is positive. Think of your comments as printed in the newspaper. Your online comments will be seen, heard and remembered by others in the class.
- **Use effective communication.**
 - Avoid the use of all caps or multiple punctuation elements (!!!, ??? etc).
 - Be polite, understate rather than overstate your point, and use positive language.
 - If you are using acronyms, jargon or uncommon terms, be sure to explain them so everyone can understand and participate in the discussion.
- **Ask for clarification** to a point if you feel emotional from a classmate's post. It is likely that you misunderstood his/her point. This strategy will also help you step away from the intensity of the moment to allow for more reflection.
- **Sign your name.** It is easier to build a classroom community when you know to whom you are responding.
- **Foster community.** Share your great ideas and contribute to ongoing discussions. Consider each comment you make as one that is adding to, or detracting from, a positive learning environment for you and your classmates.
- **Be constructive.** You can challenge ideas and the course content, but avoid becoming negative online. When you disagree politely you stimulate and encourage great discussion. You also maintain positive relationships with others with whom you may disagree on a certain point.
- **Keep the conversation on topic** by responding to questions, adding thoughtful comments about the topics at hand. Online dialogue is like conversation. If there is a particular dialogue going on, please add to it, but if you have something new to say, please post it in another thread.
- **Define your terms.** When using acronyms or terms that are particular to your field (or new to our course), please define them for others.

Subject to Change Clause:

This syllabus is subject to change at the discretion of the instructor to accommodate instructional and/or student needs. The instructor will announce changes on Canvas announcements. However, it is the student's responsibility to keep abreast of such changes.