

ACCT 2020 Sections 1, 2, 3, and 7 – Fall 2021
Accounting Principles II (Managerial Accounting)

INSTRUCTOR: Hillary Wang (She/Her)
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CLASS TIME/PLACE: 001: MWF 8:00-8:50am; BLB 140
002: MWF 9:00-9:50am; BLB 140
003: MWF 11:00-11:50am; BLB 245
007: MWF 12:00-12:50pm; BLB 245

OFFICE HOURS: MWF 10:00-10:50am
MWF 1:00-2:00pm with appointment
Wed 1:00-6:00pm with appointment
Zoom anytime with appointment

MATERIALS NEEDED:

1. **TEXT:** Braun & Tietz, *Managerial Accounting 6e*, Pearson, ISBN 9780135863800. At a minimum you need to have access to this textbook as an e-book, which comes with the purchase of the Pearson MyAccountingLab access below. A print version of the textbook is available as an upgrade for \$25. I highly recommend having a physical copy of the book (hardback, paper, new, used), as it is easier to read, highlight, work problems, etc.
2. **PEARSON MY ACCOUNTING LAB (MAL):** Access to MyAccountingLab (MAL) is required, as we use it to complete homework, quizzes, and exams. Access codes are available to purchase by themselves or in a package with the textbook at most bookstores, or you can buy access directly from the website when you go to our MAL course. Access our MAL course through our Canvas course under the second tab, called “MyLab and Mastering.”
3. **IClicker STUDENT APP:** We will use iClicker in class to monitor attendance, assess class understanding of course concepts/calculations, and earn extra credit. Download the iClicker app to your device or go to <https://www.iclicker.com> and join the appropriate course based on your section/time: “FL21 – ACCT 2020.[Section] MWF [Time] – Wang.”
4. **TECHNOLOGICAL REQUIREMENTS:**
 - **COMPUTER:** You need a computer to complete assignments in this course. Your computer and its software (i.e. browsers) must meet the minimum technical requirements for both Canvas, MyAccountingLab, and iClicker.
 - **RELIABLE INTERNET:** You must have reliable internet access. I recommend having a backup plan such as going to an on-campus library/building/lab, a friend/family’s house, or even a coffee shop in the case your usual internet access has an outage.
 - **CANVAS AND UNT EMAIL:** We will use Canvas (<https://canvas.unt.edu>) extensively (everyday) in this course. I will frequently post announcements or send out messages via Canvas and/or to your UNT email addresses. **You are responsible for checking these daily so that you do not miss any communications.** If you are unfamiliar with this system, you should take advantage of available training resources early in the semester. Lastly, technical support for UNT is available at <http://it.unt.edu/helpdesk>.

PRE/POST REQUISITES: ACCT 2010 with a grade of C or better, ECON 1100, and MATH 1100 or higher (MATH 1180 preferred) are required in order to take this course. In addition, this course, ACCT 2020, with a grade of C or better is required in order to take ACCT 3270.

NOTE: This course may not be taken more than twice at UNT.

COURSE DESCRIPTION: Accounting is the language of business. The primary objective of the course is for you to become fluent in this language so that you can operate a business, make business decisions, and communicate with others in business. Managerial accounting will focus on measuring, recording, and analyzing information to make management decisions. The concepts introduced in this course will show up repeatedly in your future coursework to earn your business degree and more importantly, in your future career. This is a core business course requirement because of its universal application to all business disciplines.

COURSE OBJECTIVES: The goal of this course is to study the use of accounting information for running a business/making business decisions. Course emphasis is on the identification and assignment of product costs, analyzing cost behaviors and cost-volume-profit relationships, operational budgeting/planning, cost control, and management decision-making. Upon completion of this course, you will recognize and be able to analyze and discuss the following topics:

- Product and service costing.
- Cost behaviors and cost-volume-profit relationships.
- Operational budgeting and performance evaluation.
- Relevant costs for management decision making.

GRADE CALCULATION: Your course grade will be weighted as follows:

Assignment	Percentage of Final Grade	Notes
Homework	18%	10 homework assignments – 1 for each chapter. Can work late for up to 70% credit through Dec. 2 nd .
Quizzes	18%	12 quizzes – 10 chapters, 1 syllabus, 1 final exam review. Lowest two quiz scores will be dropped.
Midterm Exams	40%	3 midterm exams – lowest midterm will be dropped. Highest two midterm scores will be 20% each.
Final Exam	24%	Final Exam is <u>comprehensive</u> and <u>CANNOT</u> be dropped.
Total Points Possible	100%	
iClicker Polling Bonus	up to 2%	+1% for >80% iClicker score; +2% for >90% iClicker score

*Students who accumulate more than 9 *unexcused* absences will be dropped one letter grade.

**The Canvas gradebook will be updated; however you should use the Grade Calculator in Canvas (excel spreadsheet posted in Course Essentials module) for calculating your projected final course grade (which includes future assignments worth significant parts of the grade).

GRADING SCALE: A = $\geq 90\%$ B = 80% - 89.99% C = 70% - 79.99% D = 60% - 69.99% F = < 60%

- **EXAMS:** We will have three midterm exams and a comprehensive final exam on the dates indicated in the course schedule. I will drop your lowest midterm exam grade (NOT including the final). Each of your two highest midterm exams are worth 20% of the final course grade, for a total of 40% of the final course grade. The final exam is 24% of the final course grade.
 - a. **Midterm exams will be taken on computers in the Sage Hall Testing Center (Room 330). Bring your picture ID.**
 - b. The testing center will supply scratch paper, pencils, and four-function calculators (your own calculator is NOT allowed). Put your name/class time on your scratch paper.
 - c. No books, notes, "cheat sheets," or other resources may be used during exams.
 - d. Cell phones, tablets, headphones, smart watches, or other electronic devices are completely prohibited during exams.
 - e. **Having any of the above restricted items at your desk or on your person during an exam is grounds for a zero on the exam.**
- **QUIZZES:** You will have a quiz on MAL due for each chapter, one syllabus quiz, and one final exam review quiz. Due dates are indicated in the course schedule. I will drop your lowest two quiz grades, and the top ten quiz grades will be used to calculate an average quiz grade. This average counts as 18% of the final course grade.
- **HOMEWORK:** You will have a homework assignment on MAL due for each chapter. Due dates are indicated in the course schedule. MAL will allow you up to 5 attempts to get each problem right. The average homework grade is 18% of the final course grade. **If you do not complete the homework by the due date, you can submit the remaining problems for 70% credit through December 2nd.**
- **LATE WORK POLICY: Due dates for quizzes and homeworks WILL NOT BE EXTENDED. Students are responsible for keeping up with due dates and completing assignments before the last minute to avoid missing assignments due to work, wifi issues, etc. Technological issues such as computers/laptops crashing, internet not working, etc. are not legitimate reasons to re-open or extend assignments for a student.** It is wise to have a backup plan in case of these issues, such as using a friend's laptop, going to an on-campus computer lab, or going on-campus or to a coffee shop for wifi. I do drop two lowest quiz scores and accept late homework (with a penalty) to give some lenience on this.
- **PEARSON OR OTHER TECHNOLOGICAL ISSUES:** If you have problems with MyAccountingLab at any time, **you must contact the Pearson Helpdesk** immediately to attempt to resolve the problem. Your instructor is generally unable to help you with these issues, as we do not have any access/capabilities beyond what you have. The contact info for Pearson's helpdesk is in Canvas. The info for **UNT's IT Helpdesk** is also available in Canvas for other technological issues.
- **iCLICKER POLLING BONUS:** Students who earn 80% or more for their Clicker score will receive 1% extra credit on their semester grade. Students who earn 90% or more for their Clicker score will receive 2% extra credit on their semester grade.
- **CLASS ATTENDANCE POLICY:** Class attendance and participation are essential, so students are expected to attend class meetings regularly and communicate with the instructor about absences. **Students who accumulate more than nine unexcused absences will have their final semester grade dropped a full letter grade.** Nonparticipation in class activities will be counted as an absence.
(<https://policy.unt.edu/policy/06-039>)
- **OTHER EXTRA CREDIT:** Other extra credit opportunities may be available throughout the semester and will be communicate via Canvas. However, these opportunities will be available to the entire class and will never be given on an individual student basis.

COURSE POLICIES/INFORMATION:

- **COMMUNICATING WITH THE INSTRUCTOR:** I aim to be available and helpful to all of you. Help me to be able to do that by following these guidelines for communication with me:
 - The best way to communicate with me is via **EMAIL** (not Canvas messages). Please email me at Hillary.Wang@unt.edu from your UNT email address. Otherwise it goes to my junk mail.
 - **You need to check your UNT email and Canvas inbox daily, as this is where I will send out individual and/or class communications (i.e. in a Canvas announcement).**
 - Email will likely be a very significant part of your job one day, so I place an emphasis on learning and practicing professional email etiquette with my students. Emails should start with a greeting, state the question/comment clearly and concisely, be respectful and free of spelling/grammatical errors, and end with a salutation including your name/section number. Always be respectful.
 - Please check the syllabus before emailing me. If your question pertains to a grading policy (such as dropped grades), attendance policy/schedule, etc., it is probably in the syllabus.
- **CLASS PREPARATION:** Reading and studying the chapter before we go over it in class will give you an initial exposure to the material and an idea of calculations/concepts that need clarification.
- **CLASS PARTICIPATION:** Students are expected to participate in class, not just attend it. Participating in class means being awake, removing distractions (such as phones/devices), paying attention to the lecture, asking questions, contributing to discussion, answering polling questions, and working on class exercises (discussed more below). Nonparticipation can be counted as an absence.
- **CLASS DISCUSSION PROBLEMS:** We will go over class discussion exercises every class period. Participating in working out these problems (and not simply watching me do them) has a HUGE effect on students' understanding and class performance. These exercises will 1) build your knowledge and skills with class material, 2) help prepare you for homework, quizzes, and exams, and 3) see examples of class content in actual business scenarios. Pay attention, make an effort, ask questions, and write down your work for later review. Nonparticipation can be counted as an absence.
- **ACCEPTABLE STUDENT BEHAVIOR:**
 - Please be on time for each class. Arriving late is a distraction to me and your classmates, makes you miss important information at the beginning the class (making it difficult to keep up), and can result in you missing attendance/iClicker points. Likewise, your departure from class should be at the same time as your classmates. If you must leave class early for a meeting or appointment, etc., please inform me at the beginning of class and be as discreet as possible when exiting.
 - Cell phones, tablets, laptops, and similar devices tend to be distracting to both you and your classmates. Phones should only be used for iClicker polling and should otherwise be silent and put away throughout class. Tablets/laptops should only be used for taking notes/working out class problems. If caught doing something else, you will not be allowed to use these devices in class again. Additionally, unauthorized use of electronics can be counted as an absence.
 - Student behavior that interferes with my ability to conduct a class or other students' opportunity to learn is unacceptable and will not be tolerated at UNT. Additionally, we will treat each other with respect and civility at all times (in person and online), and we will observe the core values of the College of Business. If any of this is violated, the student will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct.
(<https://deanofstudents.unt.edu/conduct>)

- **STUDENT HELP & TUTORING:** There are many resources available to you to get help in ACCT 2020. There is the Accounting Tutor Lab in the BLB, The Learning Center tutors, and for the first time we are offering a Supplemental Instructor (SI) for ACCT 2020. The SI program is new to ACCT 2020 this semester, so we will be offering these services on a more limited basis compared to ACCT 2010. Please see Canvas for information on all of these options. Of course, I am also available in office hours, via email, etc.
- **FALL 2021 EXAM SCHEDULE FOR ACCT 2020.001/2/3/7:** Please see the “ACCT 2020 Fall 2021 Calendar – Sections 1,2,3,7” for the FULL course schedule in Canvas. That file includes the due dates for quiz and homework assignments, which occur almost every week during the semester – usually on Thursdays. It also includes the dates for all exams, which I am including here for your convenience:
 - Midterm Exam 1: Monday, September 20 @ class time, in Sage Hall
 - Midterm Exam 2: Monday, October 18 @ class time, in Sage Hall
 - Midterm Exam 3: Monday, November 15 @ class time, in Sage Hall
 - Final Exam: Wednesday, December 8 @ 4-6pm, location TBA

POLICIES/INFORMATION RELATED TO COVID-19:

- **IMPACT OF COVID-19:** It is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you or ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me *prior* to missing class about what may be preventing you from coming to class, so I can make a decision regarding accommodating your request.
- **FACE COVERINGS:** UNT encourages/asks everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.
- **ATTENDANCE RELATED TO COVID-19:** If you are experiencing cough, shortness of breath or difficulty breathing, fever, or any of the other possible symptoms of COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus/classes. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important. UNT also requires you to contact the UNT COVID Team at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.
- **CLASS MATERIALS FOR REMOTE INSTRUCTION:** Remote instruction may be necessary if community health conditions change or you need to self-isolate or quarantine due to COVID-19. If this happens, students will need the following *additional* materials/software:
 - Laptop or desktop computer (cell phones and tablets not sufficient) that are able to download the required programs below
 - Pearson Lockdown Browser (chromebooks cannot download)
 - Zoom
 - Access to a working webcam with a microphone (built-in or external)
 - Reliable internet connection and a backup plan if needed (on-campus library or computer lab, friend/family’s house, coffee shop, etc.)
 - Information on how to be successful in a remote learning environment can be found at <https://online.unt.edu/learn>.

UNT POLICIES/INFORMATION:

- **ACADEMIC INTEGRITY STANDARDS AND CONSEQUENCES:** The G. Brint Ryan College of Business takes academic honesty very seriously. Ethics and integrity are important business values, essential to building trust and adhering to professional and legal standards. Academic dishonesty destroys trust and damages the reputation and the value of the degree. Academic dishonesty is unacceptable in any and all circumstances.

According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

Some specific examples of academic integrity violations include inappropriate assistance on exams, quizzes, homework, and other assignments. Your work must be entirely your own. When working on assignments, you should not discuss your work with others unless approved by the instructor.

Your professor will specify what materials, if any, may be used on the tests and exams. Using materials or devices other than those permitted, talking with other individuals during the exam, exchanging information about an exam when not all students have yet taken the exam, or copying/using material from another individual's exam is academic dishonesty and will result in a violation report and a penalty. Having prohibited materials/devices (i.e., phones, cheat sheets, notes, smart watch, etc.) at your desk or on your person during an exam is not acceptable and is absolutely grounds for a zero on the exam.

Students are expected to conduct themselves in a manner consistent with the University's status as an institution of higher education. A student is responsible for responding to an academic dishonesty report issued by an instructor or other University official. If a student fails to respond after proper attempt at notification have been made, the University may take appropriate academic actions in the absence of the student.

Failure to perform within the bounds of accepted ethical standards is sufficient grounds for your discontinuance in this course with a grade of F and could lead to expulsion from the University. Failure to abide by the university's rules regarding academic dishonesty will not be tolerated in this course. University policy regarding this matter is a part of the UNT Code of Student Conduct and Discipline and can be found in the UNT Policy Manual, Vol. III, No. 18.1.11, and in the Student Handbook. (Academic Integrity URL: <http://policy-dev.unt.edu/policy/06-003>)

- **AMERICANS WITH DISABILITIES ACT (ADA):** UNT and its faculty members make reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. (ODA website: <https://disability.unt.edu/>). **If you are a student who requires accommodations in compliance with the ADA, please consult with me during the first week of the semester (or as early as possible), so I can assist with providing you with those accommodations. I recognize these disclosures are sensitive, and I assure you all communication/information will be kept confidential.**

- **CHOSEN NAMES/PRONOUNS:** If you have a chosen name (that differs from your legal name), please feel free to let me know. You can also let me know your preferred pronouns. If you need help or further information with either of these things, just reach out and I can help direct you to more resources.
- **EXCUSED ABSENCES BASED ON RELIGIOUS BELIEFS OR UNT SPONSORED ACTIVITIES:** A student who misses an examination or other assignment due to the observance of a religious holy day or required attendance at a UNT School sponsored event (i.e. student athletes, etc.) will be given the opportunity to complete the work missed. To be eligible for this opportunity, the student must notify me **in writing** of exams scheduled on dates they will be absent within the first two weeks of the semester.
- **DROPPING THE CLASS:** University policy relative to withdrawals will be followed. You should consult with an academic advisor and Student Financial Aid and Scholarships prior to dropping this course and prior to **Friday, November 12, 2021 – the last day to drop a course for a grade of W.** More info can be found at: <https://registrar.unt.edu/registration/dropping-class>.
- **COURSE EVALUATION:** Student feedback is important and an essential part of participation in this course. The Student Perceptions of Teaching Effectiveness (SPOT) is a requirement for all organized classes at UNT. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" to their UNT email with the survey link during the last few weeks of the semester. This short survey will provide students with an opportunity to evaluate how this course is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching.
- **CANCELLATION OF CLASSES:** In the event that weather or other conditions are such that normal campus operations could be impeded, the administration of the University will determine whether classes will be canceled or delayed. Such information will be provided to the local broadcast media and posted on the UNT homepage. If the campus has not been closed, I will hold class unless otherwise indicated. You must use your own judgment with regard to your personal safety in coming to campus.
- **ACCESS TO INFORMATION – EAGLE CONNECT:** Students' access point for business and academic services at UNT occurs within the my.unt.edu site <http://www.my.unt.edu>. All official communication from the university will be delivered to your Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward your e-mail: <http://eagleconnect.unt.edu>
- **EMERGENCY NOTIFICATION & PROCEDURES:** UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). The system sends voice messages (and text messages upon permission) to the phones of all active faculty staff, and students. Please make certain to update your phone numbers at <http://www.my.unt.edu>. Some helpful emergency preparedness actions include: 1) know the evacuation routes and severe weather shelter areas in the buildings where your classes are held, 2) determine how you will contact family and friends if phones are temporarily unavailable, and 3) identify where you will go if you need to evacuate the Denton area suddenly. In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.
- **EMERGENCY EVACUATION PROCEDURES FOR BUSINESS LEADERSHIP BUILDING:**
 - **SEVERE WEATHER:** In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place area in the building. If unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building. All building occupants should take shelter in rooms 055, 077, 090, and the restrooms on the basement level. In rooms 170, 155, and the restrooms on the first floor.

- **BOMB THREAT/FIRE:** In the event of a bomb threat or fire in the building, all building occupants should immediately evacuate the building using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact one or more members of your department or unit to let them know you are safe and inform them of your whereabouts. Persons with mobility impairments who are unable to safely exit the building should move to a designated area of refuge and await assistance from emergency responders. All building occupants should immediately evacuate the building and proceed to the south side of Crumley Hall in the grassy area, west of parking lot 24.
- **SUCCEED AT UNT AND IN THIS CLASS:** UNT endeavors to offer you a high-quality education and to provide a supportive environment to help you learn and grow. As a faculty member, I am committed to helping you be successful as a student. Here's how to succeed at UNT: Show up. Find support. Take control. Be prepared. Get involved. Be persistent. To learn more about campus resources and information on how you can achieve success, go to <http://success.unt.edu/>. **Some specific applications of "Succeed at UNT" for this class can be found on the last page of this syllabus.**
- **ADDITIONAL STUDENT SUPPORT SERVICES:**
 - Registrar (<https://registrar.unt.edu/registration>)
 - Financial Aid (<https://financialaid.unt.edu/>)
 - Student Legal Services (<https://studentaffairs.unt.edu/student-legal-services>)
 - Career Center (<https://studentaffairs.unt.edu/career-center>)
 - Multicultural Center (<https://edo.unt.edu/multicultural-center>)
 - Counseling and Testing Services (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
 - Pride Alliance (<https://edo.unt.edu/pridealliance>)
 - UNT Food Pantry (<https://deanofstudents.unt.edu/resources/food-pantry>)
- **ACADEMIC SUPPORT SERVICES:**
 - Academic Resource Center (<https://clear.unt.edu/canvas/student-resources>)
 - Academic Success Center (<https://success.unt.edu/asc>)
 - UNT Libraries (<https://library.unt.edu/>)
 - Writing Lab (<http://writingcenter.unt.edu/>)

*****Note that this syllabus and schedule are tentative and can be changed by the instructor via email or Canvas notification. It is the student's responsibility to keep up with any changes.*****

IMPORTANCE OF MENTAL HEALTH:

I take mental health extremely seriously and want to help you if this is a concern at any point during the semester. The university provides MANY resources to help you, and I am ALWAYS available to talk. Please don't hesitate to reach out if you are struggling. Your health (mental, physical, etc.) should be your top priority. Please see the resources available below, and ask me if you have any questions.

UNT believes it is important to foster an environment that encourages students to maintain a standard of responsibility for self-care which includes the ability to respond adequately to one's emotional, physical, and educational needs.

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

1. Student Health and Wellness Center

<https://studentaffairs.unt.edu/student-health-and-wellness-center>

1800 Chestnut St. Denton, TX 76201

940-565-2333

2. Counseling and Testing Services*

<https://studentaffairs.unt.edu/counseling-and-testing-services>

801 N. Texas Blvd, Denton, TX 76210 Suite 140

940-565-2741

3. UNT CARE Team*

<https://studentaffairs.unt.edu/care>

940-565-2648

careteam@unt.edu

4. UNT Psychiatric Services

<https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry>

940-565-2648

5. Individual Counseling*

<https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling>

940-369-8773

*Services are free of charge to University Students

If at any time you are feeling alone or in jeopardy of self-harm, reach out to the following:

- NATL Suicide Hotline: 800-273-8255
- Denton County MHMR Crisis Line 800-762-0157
- Denton County Friends of the Family Crisis Line 940-382-7273
- UNT Mental Health Emergency Contacts
 - During Office Hours (M-F 8am-5pm) 940-382-7273
 - After Hour Calls 940-565-2741
 - Crisis Text Line Text CONNECT to 741741
 - Live chat <http://www.suicidepreventionlifeline.org>

HOW TO SUCCEED IN ACCT 2020 –ACTIONS THAT WILL MAKE THE DIFFERENCE:

Students often want to know how to do well in ACCT 2020. Maybe they have easily done well in other college courses and don't understand why they are struggling in this course. Maybe they know they need a high grade for one reason or another and want to make sure they are doing everything they need to do. **These are the practices that I have seen make a clear difference in students' performance in ACCT 2020:**

Show Up

- Make real efforts during class time class: Be awake and well-rested. Put away all distractions. Pay attention, write/highlight notes, ask questions, participate in class discussions, and attempt in-class exercises before watching me give the solution (when given time to do so).
- Start these practices right away! The material in this class builds on itself. Getting behind early makes it significantly more difficult to catch up later in the semester.

Find Support/Get Involved

- Connect with your classmates. Exchange numbers so you can study together, ask questions, share notes, remind each other of due dates, etc.
- When you are struggling with material, ask for help IMMEDIATELY. Don't wait until you've failed multiple exams and it's nearly impossible to pass. Ask early on. Seek out tutoring, studying with peers, professor help. Use the textbook and my old recorded lectures. Don't give up.
- Attend student organization meetings such as Beta Alpha Psi, NABA, ALPFA, PASS, etc.

Take Control

- Work on assignments long before the due date. Do homework problems after EVERY class. Turn in quizzes a day early or at least with several hours to spare. Set reminders with plenty of leeway so that even when life gets busy, you don't forget about due dates. Don't miss assignments. Zeroes add up quickly.
- Be mindful of your grade throughout the semester. Again, don't wait to be in an impossible situation before asking for help. Check grades in Canvas and utilize the Grade Calculator to be aware of your current and projected grade.
- Keep up with your UNT email address and Canvas announcements. Make sure they come to your phone.

Be Prepared

- Read the textbook, follow along with the examples in the chapter, highlight/jot down notes, and try the practice problems throughout it.
- Utilize the tools available in MyAccountingLab such as the Study Plan, Dynamic Study Modules, flashcards, etc. Extra practice makes a difference.
- Study for exams over multiple days. Do so with peers at least once before each exam, even if on Zoom. Study notes, quizzes, study guide materials, and the textbook. ACCT 2020 exams are not easy!!

Be Persistent

- Do not attempt to merely "memorize" the material in this course; you will not do well. The goal is to truly *learn*, which means you understand the concepts and can apply them in different situations with changing circumstances. Work hard, ask for help, and don't give up.
- Reach out to me if something's going on. I want to help you. I am here to help you. I may not always have the answers, but I can be a listening ear, provide resources, steer you in the right direction, support you, etc.

ACCT 2020 is a difficult course and requires a significant amount of effort and time on the part of the student – during class AND outside of it. I am responsible for teaching you in class, answering questions, being available, providing you resources, offering support, and giving fair assignments/examinations. YOU are responsible for your own learning and performance, for getting help when needed, for putting in the necessary time and effort. Students who do not take responsibility and action for these will generally be frustrated with the results.