

University of North Texas
ACCT 4400 (3 hours): Auditing – Professional Responsibilities
Fall 2021
Dr. Eutsler

Section	Time	Place
001	We 6:30PM - 9:20PM	BLB 225
002	MoWe 2:00PM - 3:20PM	RTFP 135 (Hybrid)

Professor: Jared Eutsler, Ph.D., CPA, CMA, CFE
BLB 385J
jared.eutsler@unt.edu
940.565.3089

Office Hours: W 3:30 p.m. – 5:30 p.m.; *And by appointment*
Office hours will be held via zoom. Please email for the link.

Prerequisites: ACCT 3120 and ACCT 4100, both with a grade of C or better, and BLAW 3430. May not be taken more than twice at UNT.

Required Material: Webcam. *Auditing & Assurance Services: A Systematic Approach*. Messier, Glover, and Prawitt. 11th ed. 2018. Online access for CONNECT is not required. However, students who enjoy McGraw Hill’s learning platform may find that Smartbook problems provide a good study tool.

Look Forward Provision: This course serves as a prerequisite for ACCT 5110, ACCT 5120, ACCT 5200, ACCT 5310, ACCT 5410, ACCT 5440, ACCT 5450, and ACCT 5480. It may also be a prerequisite for some non-accounting courses. Please discuss your course schedule with your advisor.

Course Description: Introduction to auditing and the professional responsibilities of a career in any specialty of the accounting profession. Topics include the legal and ethical responsibilities of accountants; professional auditing standards; the acquisition, evaluation, and documentation of audit evidence; reports on the results of the engagement.

General Description of Subject: Auditing is a systematic process of obtaining and evaluating evidence about assertions made by another party. The primary objective of this course is for you to understand the process of auditing a company’s financial statements and internal controls over financial reporting. This process results in audit opinions that convey reasonable assurance to investors, creditors, and other users regarding those financial statements and internal controls. This course will educate you about why we need audits, standards and laws applicable to auditors, the AICPA Code of Professional Conduct, procedures used to plan, perform, and document audits, and communicating audit findings to users. These issues are important to your career because many of our graduates either become auditors or work with auditors in some capacity.

Class Website: A class website will be maintained throughout the semester on Canvas at <https://unt.instructure.com/login/canvas>. Class materials such as assignments, notes, etc. are available in Canvas. Grades posted on Canvas are unofficial.

Core Category: Capstone.

Core Curriculum: The capstone course is an important component of UNT's Core Curriculum. This course is related to the category of **Social and Behavioral Sciences** and will focus on the application of empirical and scientific methods that contribute to the understanding of what makes us human. As a capstone experience, auditing a company's financial statements requires an understanding of both accounting principles and the human and social environment in which accounting decisions are made. The ability to make such considerations in complex situations derives from the study of the human community and the social and behavioral environment. The accounting function impacts all areas of the audit client organization. This course addresses the potentially conflicting ways of thinking and decision-making applied by various constituencies of the client, including client employees, the audit firm, regulators, and client shareholders, and considers how financial statements and the accompanying audit report can impact these various constituencies. As an integral part of the core curriculum, engaging in this course will allow the student to develop and demonstrate the core objectives of Critical Thinking, Communication Skills, Social Responsibility and Personal Responsibility.

- **Critical Thinking Skills** – including creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information. Case studies are used in this course to address complex issues that can arise during different phases of the audit process. Students are challenged to be innovative (e.g., use critical thinking skills) when encountering different conditions in the case studies.
- **Communication Skills** – including effective development, interpretation and expression of ideas through written, oral and visual communication. Course material and case studies used in this course contain realistic circumstances that can impact audit procedures and outcomes that require students to analyze information and communicate appropriate solutions.
- **Empirical and Quantitative Skills** – including the manipulation and analysis of numerical data or observable facts resulting in informed conclusions. The case studies used in this course require students to develop skills, related to collecting and manipulating data that will enable them to prepare recommendations and form conclusions.
- **Social Responsibility** – including intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities. Auditors have shared responsibility to the public as well as to the client. In the preparation of an audit opinion, the auditor makes a statement regarding a client's financial condition. Users of financial statements (including investors, creditors, government, etc.) rely heavily on the audit opinion, illustrating the social responsibility of the auditor. Class material and case studies used in this course critically examine the auditor's relationship between professional responsibility and social responsibility to society.

Learning Objectives: When you complete this course, you should have:

- An understanding of the codification system for PCAOB Auditing Standards and the AICPA Code of Professional Conduct, and the ability to research those standards
- An understanding of the professional responsibilities of both auditors and CPAs in general
- The ability to apply the audit risk model to the process of planning audit procedures
- The ability to design and evaluate audit procedures to test specific financial statement assertions
- The ability to conduct controls testing and substantive procedures using audit sampling
- The ability to select the appropriate audit opinion for a given situation
- The ability to identify fraud red flags

Methods of Instruction: Lecture; discussion of current events in auditing; application through cases.

Course Structure: Section 1 of this class is a traditional face-to-face class. Section 2 of this class meets as a hybrid class, in which more than 50% of the classes will meet face to face and the other classes will meet virtually at our normally scheduled days and times. See the course calendar for specific information. Overall, this class has three units (described below in course

topics sections), with a test for each of the three units. Add information about the course format and content delivery.

Class Website: A class website will be maintained throughout the semester on Canvas (go to unt.instructure.com). Class materials such as assignments, notes, etc. are available in Canvas. Grades posted on Canvas are unofficial.

Course Topics:

Unit 1: Audit Fundamentals (chapters 1-4)

- The Audit Process
- The Auditing Environment and Standards
- Planning, Materiality, and Risk Assessment

Unit 2: Conducting an Integrated Audit of Internal Controls and Financial Reporting (chapters 5-10,16)

- Evidence and Documentation
- Auditing Internal Controls
- Audit Sampling
- Auditing Revenue
- Auditing Cash

Unit 3: Auditing Standards, Audit Completion, and Audit Regulation, and Completing the Audit (chapters 17-20)

- Completing the Audit
- Audit Reports
- Fraud Risk Management
- Ethics and Professional Conduct

Point Distribution and Grading Scale:

Assessments	Points		Course Grade	Points Required
Exam 1	100		A	≥ 90% of total points
Exam 2	100		B	80-89% of total points
Exam 3/Final Exam	100		C	70-79% of total points
Audit Industry Experts Project – AIEP	100		D	60-69% of total points
Audit Cases	40		F	< 60% of total points
Syllabus Quiz	10			
Professionalism	25			
Research Participation or Alternative	25			
TOTAL	500			

All work on individual assessments must be yours alone, and all work team assessments must be that of your team alone. Read more on academic dishonesty in the UNT Policies section below.

I use **mathematical rounding** to determine grades at the hundredths decimal place. For example, a grade of **447.7/500 (89.54%) = B**. **Your grade is completely based on your performance in this course.** Whatever grade you need to graduate, etc. is the result of your performance in prior classes and **is irrelevant to the grading process in this course.** When you take a class, **you are responsible** for all class requirements and your course standing.

Exams: There will be three exams, including the final exam. All course material is fair game for exam content. Exam 1 covers Unit 1. Exam 2 covers Unit 2. Exam 3 (Final Exam) covers Unit 3 and any previous chapter(s) for which the class as a whole did not perform well on Exams 1-2. **Calculators** are

not allowed for any exam. You may take a **makeup exam** under **extraordinary circumstances**, which I must **approve prior** to the exam you miss. To be eligible for a makeup exam, you must provide adequate documentation such as a doctor's excuse (consistent with the university's attendance policy; see below). For medical absences, I do not need to know the cause of the absence. Simply document you were under a doctor's care on the exam date, could not return to school until after the exam date, etc. **If I approve a makeup exam**, you can take the makeup exam during the **designated non-negotiable makeup time**. An unexcused absence on exam day or the makeup day will result in a zero grade that cannot be made up in any way.

Exam Retention: One year following the completion of the semester, then destroyed.

Grading Appeal Policy. You will have one week from the date that grades are returned to the class to appeal any assignment grades (Note: If an assignment is submitted late you might lose your right to appeal any grade). To appeal any part of the grading of any assignment, please prepare a formal memo including citations from the book or other reputable sources. Memos without sources will not be considered. Students are limited to one memo for each assignment; make sure the memo is comprehensive. If the assignment is returned the last week of class, the final day to appeal any grade will be on the last day of class before the final.

Audit Industry Experts Project (AIEP; Individual): The AIEP project requires demonstration of the core objectives of critical thinking, communication skills, empirical and quantitative skills, and social responsibility. Throughout the semester you will become an expert in an industry of your choice. You will choose a company and perform the initial phases of an audit. You will get to know who they are, what they do, how they operate, what their key risks are, etc. By comparing this company to its competitors, you will develop expertise in this industry. This project will require you to directly apply auditing class concepts to companies in an industry. Please see the detailed case description for instructions on how to submit various case components and due dates.

Cases: We will complete approximately 7 cases throughout the semester (tentatively planned on the syllabus). Points will be allocated (~6 points/piece) between the cases at the professor's discretion; cases will be graded on effort, completeness, and correctness. These cases will be more frequent within Unit 2 and 3 during the semester. All cases will be submitted through Canvas. Students will be responsible for completing cases on their own in case they miss class. Planned cases may include, but are not limited to:

- substantive testing of revenue,
- control testing,
- sampling,
- fraud at a local government (If you need love),
- Becker CPA prep questions (Assertions and Audit Opinions),
- Cash confirmations.

Syllabus Quiz (10 points): The syllabus quiz will be open the first week of class to assess how well you understand course policies.

Professionalism (25 points): This assessment is based on the following components:

- Participation: *Material* contribution to class discussion *throughout* the semester in class and/or on discussion boards in Canvas. Prepare to attend each class, complete readings, and be ready to ask and answer questions. Attendance is factored into this component of the grade. Taking notes does not constitute participation. Failure to attend will be viewed as a failure to participate.
- Not causing a distraction by using **audio recorders, cell phones, laptops**, etc. **Active use** of any electronic communication device is prohibited without explicit approval from me.

- Professionalism of emails and appointments. You do not need an appointment during office hours. If you make an appointment outside of office hours, you should either arrive on time or notify me in advance that you cannot attend on time.
- You are strongly encouraged to dress in professional attire (**business casual**) when guest speakers attend.
- Whistleblower program. Maintaining a professional image using technology is an important part of the professional workplace. Given that many students have identified social technology tools (such as Groupme) as a way that students have cheated in class, there is a whistleblower program in place in this class. If you witness anyone violating class terms as identified in the syllabus, or engaging in other unprofessional behavior, please send an email with evidence of such (including screenshots) and I will award the reporter professionalism points (the larger the assignment the more points) and deduct professionalism points from the violator or take other actions as identified in the syllabus. All reports will remain anonymous.
- Daily Log (5 points). Take detailed notes for 1 class and post them in the discussion for all students following the class. These notes will be useful for those students who have questions about their own notes, or for those who missed class.
- Interaction with professionals (9 points). The day a professional is scheduled to talk in class, submit one question you would like the professional to answer (1 point). Following the class in which a professional speaks, provide a paragraph of the biggest takeaways you got from the professional's talk (2 points).

Research Participation (25 points). As part of your learning experience in this course, you will be required to participate in research studies to gain experience with the research process and learn about methods and scaling techniques. Your participation in these research studies will make up **5%** of your final class grade.

To fulfill the requirement, you **must** create an account on the College of Business REP webpage—unt-cob.sona-systems.com—which allows you to browse and sign up for available studies. The amount of credit assigned is based on the length of time the study takes to complete and whether you participate online or in the COB behavioral Lab (BLB 279; although the lab may be closed due to covid):

- Short online studies (5-15 minutes) earn 1 credit
- Medium online studies (15-30 minutes) earn 2 credits
- Long online studies (30-45 minutes) earn 3 credits
- On-campus, lab studies (30-45 minutes) earn 5 credits

To fulfill the 5% course requirement, you must earn a total of **5 REP credits** throughout the semester (i.e., 1 credit = 1 percent of your final grade). All credits earned will be added to your final course grade at the end of the semester. Additional extra credit points may be available at my discretion.

To sign up, please visit unt-cob.sona-systems.com. If you have questions, **DO NOT** contact me. Contact the behavioral lab manager by email at RCoBRep@unt.edu. Your questions will be addressed promptly.

Please Note:

- 1) Access the studies early and often to make sure you have first access to available studies. Once you sign up, the lab manager will update you periodically about newly posted studies.
- 2) Make sure you assign your credits to the correct course.

- 3) If you do not want to participate in the posted studies, you can complete a 2-page research article critique for 2 points of REP credit each. To do so, please email RCoBRep@unt.edu and they will assign you an article to critique.

Deadlines for Participation

Last day of classes for Fall full semester: **December 2nd, 5:00 PM.**

Online materials: Class recordings are reserved for use only by students in this class for educational purposes. The recordings should not be shared outside the class in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

Electronic Recording: Video or audio recording of any part of the class is prohibited (without approved accommodations by ODA). Violations will result in a 0 on the next exam. Please use Daily Log instead for other summaries of class discussions and announcements.

Class Recordings & Student Likenesses: Synchronous (live) sessions in this course are for students enrolled in this class section and will not be recorded. Any class videos and recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not record, post, or otherwise share any recordings made available outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action, including grade reduction.

Face Coverings: UNT encourages 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: Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.

If you are experiencing any [symptoms of COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) (<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. 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.

All students are responsible for regular and punctual attendance and are expected to participate in this course every week. Class attendance may be in-person or virtual (Zoom) when made available. Students attending by Zoom must have camera on and are expected to be active in class. Classroom attendance is not mandatory.

Any late assignment or exams must come with verification of university-approved absence from the dean of students (deanofstudents@unt.edu). You will receive no credit for missed assignments due to unexcused absences. See above for the impact of absences on exam dates. You can find the UNT policy on Student Attendance and Authorized Access at: <https://policy.unt.edu/policy/06-039>.

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. Students will need access to materials described in Minimum Technology Requirements section of the syllabus. Information on how to be successful in a remote learning environment can be found at <https://online.unt.edu/learn>.

Turnitin: Turnitin is an online tool available to faculty at UNT to help detect academic misconduct. Assignments may be submitted to Turnitin at the instructor's discretion.

Late assignments: Late assignments will **receive a zero** that cannot be made up in any way unless you provide adequate documentation from the Dean of Students. **Deadlines**, unless otherwise noted, are 1:59pm on the day shown on the syllabus. **When it comes to due dates, the syllabus is always right, Canvas is not.**

Academic Dishonesty: This course has a zero tolerance policy for Academic dishonesty. Academic dishonesty includes cheating, plagiarism, forgery, fabrication, facilitating academic dishonesty, and sabotage. These actions are defined in the UNT Student Academic Integrity Policy, available at <http://policy-dev.unt.edu/policy/06-003>. You can find additional information on academic integrity at <http://facultysuccess.unt.edu/academic-integrity>. Possible **penalties** for academic dishonesty include a **zero grade** for the assessment on which the student(s) engaged in academic dishonesty, course grade reduction, and **course failure**. In general, the penalty for academic dishonesty will be greater than the point value of the assignment in which the student committed the academic integrity violation. The failure to return any part of an exam or scantron at any time you have these materials is an act of academic dishonesty that will at minimum result in a **grade of zero for that exam**. Academic dishonesty on team assignments may result in penalties for all team members. Any grade reduction based on academic dishonesty cannot be made up. Using websites intended to give you an unfair advantage in the class including groupme, coursehero, chegg, studymode, quizlet constitutes cheating. Uploading any coursework to these sites will result in an automatic course failure.

Withdrawals: The Accounting Department strictly enforces university policy regarding **W/WF grades**. If you drop this course after the withdraw date, you must have a passing average (at least 60%) to receive a W grade; otherwise, you will receive a WF. It is your responsibility to be aware of and comply with all deadlines relating to withdrawals.

Disability Accommodations: UNT makes reasonable academic accommodations for students with disabilities. Students seeking accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you 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 reasonable 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 reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. For more information see the ODA website at <http://www.unt.edu/oda>. The UNT policy on the Americans with Disabilities Act is available at <https://policy.unt.edu/policy/04-015>.

Prohibition of Discrimination, Harassment, and Retaliation: The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and

takes remedial action when appropriate. The UNT policy on the Prohibition of Discrimination, Harassment, and Retaliation is available at <https://policy.unt.edu/policy/16-004>.

Emergency Notification and 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>. In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

Retention of Student Records: Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

Acceptable Student Behavior: Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior 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. The university's expectations for student conduct apply to all instructional forums, including university and electronic classrooms, labs, discussion groups, field trips, etc. You can find the Code of Student Conduct at <http://deanofstudents.unt.edu/conduct>.

Access to Information – Eagle Connect: Students' access point for business and academic services is located at <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: <https://it.unt.edu/eagleconnect>.

Student Evaluation Administration Dates: Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey is made available, typically during weeks 13, 14, and 15 of long semesters, to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website \(http://spot.unt.edu/\)](http://spot.unt.edu/) or email spot@unt.edu.

Sexual Assault Prevention: UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off

campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

Student Verification: UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses. The UNT Policy on Student Identity Verification, Privacy, and Notification and Distance Education Courses is available at <https://policy.unt.edu/policy/07-002>.

Use of Student Work: A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission. Students can download the UNT System Permission, Waiver and Release Form at <https://clear.unt.edu/teaching-resources/copyright-guide/release>

Academic Support and Student Services

Mental Health Resources: 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 nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center)
(<https://studentaffairs.unt.edu/student-health-and-wellness-center>)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- [UNT Care Team](https://studentaffairs.unt.edu/care) (<https://studentaffairs.unt.edu/care>)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
(<https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry>)
- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)
(<https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling>)

Chosen Names: A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- [UNT Records](#)
- [UNT ID Card](#)
- [UNT Email Address](#)
- [Legal Name](#)

**UNT euIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.*

Pronouns: Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don't assume someone's name, we should also ask and not assume someone's pronouns. You can [add your pronouns to your Canvas account](#) so that they follow your name when posting to discussion boards, submitting assignments, etc. Below is a list of additional resources regarding pronouns and their usage:

- [What are pronouns and why are they important?](#)
- [How do I use pronouns?](#)
- [How do I share my pronouns?](#)
- [How do I ask for another person's pronouns?](#)
- [How do I correct myself or others when the wrong pronoun is used?](#)

Additional Student Support Services:

- [Registrar](https://registrar.unt.edu/registration) (<https://registrar.unt.edu/registration>)
- [Financial Aid](https://financialaid.unt.edu/) (<https://financialaid.unt.edu/>)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (<https://studentaffairs.unt.edu/student-legal-services>)
- [Career Center](https://studentaffairs.unt.edu/career-center) (<https://studentaffairs.unt.edu/career-center>)
- [Multicultural Center](https://edo.unt.edu/multicultural-center) (<https://edo.unt.edu/multicultural-center>)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (<https://edo.unt.edu/pridealliance>)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (<https://deanofstudents.unt.edu/resources/food-pantry>)

Academic Support Services:

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (<https://clear.unt.edu/canvas/student-resources>)
- [Academic Success Center](https://success.unt.edu/asc) (<https://success.unt.edu/asc>)
- [UNT Libraries](https://library.unt.edu/) (<https://library.unt.edu/>)
- [Writing Lab](http://writingcenter.unt.edu/) (<http://writingcenter.unt.edu/>)

Succeed at UNT: 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 is how to succeed at UNT: Show up. Find support. Get advised. Be prepared. Get involved. Stay focused. To learn more about campus resources and information on how you can achieve success, go to <http://success.unt.edu/>. A key to success is persistence.

The following are some specific applications of Succeed at UNT for this class:

- Before class: read the chapter, and define key terms from the chapter.
- Print slides or download them to a laptop to assist in taking notes.
- Complete all assignments on time with diligent effort.
- Participate in class discussions to better understand the material or to provide relevant examples from your work experience. If you have a question, it is likely other students have a similar one. The more discussion we have, the better.
- Be a responsible teammate within your groups.
- Take advantage of technology resources (e.g., COB computer lab; laptop rentals).
- Ask me questions in class, by email, or during office hours.
- If you have doubts about expectations for an assignment, I encourage you to follow up with me before the assignment is submitted or the exam is taken. I want you to succeed, and I can help much more before your assessment is submitted.

Finals Week: In the past, UNT has rearranged the final exam schedule due to inclement weather. You should consider this possibility when making end-of-semester travel arrangements.

Minimum Technology Requirements:

- Computer/laptop with microphone, webcam, and speakers
- Reliable Internet access
- Web browser compatible with Canvas: <https://unt.instructure.com/login/canvas>
 - Canvas is the primary tool I will use to communicate via email and announcements
 - The class Canvas website includes materials such as assignments, notes, etc.
 - Grades posted on Canvas are unofficial
 - [Canvas Technical Requirements](#)
- Microsoft Office Suite
- Zoom – settings must present your first name, last name, and photograph. Students using Zoom to attend class **MUST** have video on.
- Adobe Acrobat Reader
- Tools to communicate with teammates such as smartphones and email.
 - You likely will need access to collaborative technology such as Google docs or Dropbox.

Computer Skills & Digital Literacy

Course-specific technical skills learners must have to succeed in the course, include (but are not limited to):

- Using Canvas
- Using email with attachments
- Downloading and installing software
- Using spreadsheet programs
- Writing with word processor programs
- Using presentation and graphics programs
- Using Canvas/Lockdown Browser for Exams

Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

UIT Help Desk: UIT Student Help Desk site (<http://www.unt.edu/helpdesk/index.htm>)

Email: helpdesk@unt.edu

Phone: 940-565-2324

In Person: Sage Hall, Room 330

Laptop Checkout: 8am-7pm

For additional support, visit Canvas Technical Help

(<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

Rules of Engagement: The way students are expected to interact with each other and with their instructors. Here are some general guidelines:

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.

- Use your critical thinking skills to challenge other people's ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as "YELLING!"
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using "text-talk" unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

See these [Engagement Guidelines \(https://clear.unt.edu/online-communication-tips\)](https://clear.unt.edu/online-communication-tips) for more information.

Course Schedule: Attached is a Course Schedule. The schedule details each day's primary topics, readings, guest speakers and assignments. As the instructor, I reserve the right to revise the Course Schedule, as needed. I will notify you if there are any revisions; however, it is your responsibility to monitor the course website and schedule to stay current. Please see the accompanying course calendar