ACCT 2020 Section 011/501 – Fall 2026
Accounting Principles II (Managerial Accounting)

INSTRUCTOR:	Kevin Kleiner
OFFICE:	BLB 277
EMAIL:	Kevin Kleiner@unt.edu (best way to communicate with me!)
CLASS TIME/PLACE:	011: MoWed 11:10am-12:30pm; BLB 090 501: TuTh 12:30pm-1:50pm; FRLD 160
OFFICE HOURS:	MoWed 10:00am-11:00am (except on exam days) Appointments Highly Preferred If available times don't work, please email me to schedule for another day/time.

MATERIALS NEEDED:

1. **PEARSON MY ACCOUNTING LAB ("MAL"):** Access to our MyAccountingLab ("MAL") course (ISBN: 9780135346822) is required, as we use it to complete homework, quizzes, and exams throughout the semester. **You must access our MAL course through our Canvas course under the second tab, called "Access Pearson." It will cost $60 for all students (if you pay directly through Pearson's website).** Detailed instructions for getting into our MAL course can be found in the "How to Register for our MAL Course" document in the "Welcome + First Week To Do" module in Canvas. **Please do this as soon as possible as your first assignment will be due the first week of class.**

    - **Braun & Tietz, Managerial Accounting 7e, Pearson.** You will automatically have access to our required textbook as an e-book with your Pearson MyAccountingLab access above. A looseleaf print version of the textbook is available, if desired, for $45 when you go to "Purchase Options" in our MAL course.

2. **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 Student app to your device or go to https://www.iclicker.com and join the appropriate course based on your section/time: "FL26 – ACCT 2020.[Section] [Class Day/Time] – [Instructor Last Name]."** Further instructions are on Canvas if needed.

3. **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 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 member'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 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 link to UNT IT Help Desk.

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: ACCT 2020 studies the use of accounting for business decision-making. Topics include: cost identification/assignment, cost behavior analysis, cost-volume-profit relationships, information relevant for decision-making, operational budgeting, performance evaluation, standard costs, and capital investment analysis.

Accounting is the language of business. The primary objective of the course is for you to become more fluent in this language so that you can operate a business/business segment, 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: Upon successful completion of this course, the learner will be able to:

1. Identify product costs and assign them to jobs and products.
2. Describe and quantify cost behaviors, compute cost figures, and analyze cost-volume-profit relationships.
3. Identify and use relevant costs to make management decisions.
4. Construct operational and financial budgets, and utilize performance evaluation tools.
5. Analyze capital budget investments using various methods and the time value of money.

GRADE CALCULATION & ASSESSMENT DETAILS:

Assignment Group	**Percentage of Final Grade**	**Notes**
Homework	17.5%	10 homework assignments – 1 for each chapter. Accepted late with 10% penalty *per day late.*
Quizzes	17.5%	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	25%	Final Exam is comprehensive and CANNOT 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 ***6 unexcused absences*** will have their ***final course grade dropped one full letter grade.***

**The Canvas gradebook will be updated regularly and accurately; however, you should use the Grade Calculator in Canvas (excel spreadsheet in Course Essentials module) for calculating your projected final course grade, as it includes future assignments that are worth a significant part of your final grade (such as the Final Exam).

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

FINAL COURSE GRADES: Final course grades are an objective, mathematical calculation based on your performance on the assignments/exams and their weights listed in the syllabus. Final grades, shown in Canvas, will already include late credit given for homework, the lowest midterm exam and two lowest quiz scores dropped, and the iClicker bonus/other extra credit added. **Beyond these forms of help, which have been equally offered to all students, I will not curve or "bump" grades at the end of the semester. As a policy, I will not respond to student emails asking for grade changes/bumps or additional opportunities.**

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 25% of the final course grade.

a. **Midterm exams will be taken on UNT – provided laptops in our usual classroom. Bring your student picture ID.**
b. You will be supplied scratch paper, pencils, and four-function calculators (your own calculator is NOT allowed). You will put your name 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, smart glasses, or other electronic devices are completely prohibited during exams. The use of AI is completely prohibited for exams.
e. **Having any of the above restricted items at your desk or on your person (including in your pocket) during an exam is grounds for a zero on the exam and/or an academic integrity violation report and penalty.**

QUIZZES: You will have a quiz on MAL due for each chapter, one syllabus quiz, and one final exam review quiz. **Students are permitted to use *course resources only* (such as chapter notes, exercises, videos, and other resources provided in Canvas) when taking quizzes. Students are *not permitted to use internet searches or AI while taking quizzes*; this will be considered cheating.** Due dates are indicated in the course schedule. Quizzes will not be accepted late, but I will drop your lowest two quiz grades. **Quiz results can be reviewed on your own *after the due date passes* by going to "*Results*" on the left menu in MAL.** Your average quiz grade (after excluding the two lowest quiz scores) is 17.5% 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 multiple attempts to get each problem right. **Homework can be submitted late with a 10% penalty *per day late* (penalty applied to late questions only).** No late work will be accepted after the last day of regular classes. Your average homework grade is 17.5% of the final course grade.

LATE WORK POLICY: Due dates for quizzes and homework 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 technological issues (e.g., laptop or internet not working), work obligations, etc. These are not legitimate reasons for an extension. 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 to a coffee shop for wifi. **Because I understand that life circumstances happen, I drop your two lowest quizzes and accept late homework (with a small penalty).**

PEARSON OR OTHER TECHNOLOGICAL ISSUES: If you have problems with MyAccountingLab at any time, **you must contact Pearson's Support** immediately to attempt to resolve the problem. Your instructor is generally unable to help with these issues. Contact info for Pearson's helpdesk (and UNT's IT Helpdesk) is posted in Canvas.

iCLICKER POLLING BONUS: Students who earn 80% or more for their total Clicker score will receive 1% extra credit on their final course grade. Students who earn 90% or more for their total Clicker score will receive 2% extra credit on their final course grade.

CLASS ATTENDANCE POLICY: Class attendance and participation are an essential part of this course, so students are expected to attend class meetings regularly and communicate with the instructor about frequent, irregular, or officially excused absences. ***Students who accumulate more than six (unexcused absences will have their final semester grade dropped a full letter grade.*** Sleeping, being late, and/or not fully participating in class activities (including but not limited to lectures, exercises, and iClicker) can all be counted as absences by the instructor. **Checking into iClicker when you are not in the classroom is cheating and will result in an academic integrity violation report.** (Link to Student Attendance and Authorized Absences Policy)

OTHER EXTRA CREDIT: Other extra credit opportunities may be available to the entire class throughout the semester and will be communicated via Canvas. Extra credit will never be offered to individual students.

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 Kevin .Kleiner@unt.edu from *your UNT email address.*** Emails from personal addresses go to my junk mail, where I likely will not see them in a timely manner.
- Given the large volume of student emails I receive, I appreciate your patience in giving me 1-2 business days to respond. If I have not responded in that period, please feel free to send me a follow-up email.
- **You need to check your UNT email and Canvas inbox/announcements daily, as this is where I will send out individual and/or class communications.**
- 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 cover it in class will give you an initial exposure to the material and an idea of calculations/concepts that need clarification during class.

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 EXERCISES: 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) allow you to see examples of class content in actual business scenarios. Pay attention, put in effort, ask questions, and write down your work for later review.

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 of class (making it difficult to understand the rest of the class), and can result in you being counted absent/missing 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 be silent and put away except during iClicker polling. Laptops/tablets 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. (Link to Code of Student Conduct Policy)

STUDENT HELP & TUTORING: There are many resources available to you to get help in ACCT 2020. There are multiple Supplemental Instructors (SIs) for ACCT 2020, and you can attend any of their sessions. There is also the Accounting Tutor Lab which provides free tutoring. The schedules for both of these options are posted in Canvas and include both in-person and Zoom options. Of course, I am also available in office hours, via email, etc.

FALL 2026 EXAM SCHEDULE FOR ACCT 2020.011/501: Please see the calendar posted in Canvas for the full course schedule *including due dates for quiz and homework assignments*, which occur almost every week during the semester. It also includes the dates for all exams, which I am including here for your convenience:

- Midterm Exam 1 Wednesday, September 16 @ class time (in our regular classroom)
- Midterm Exam 2: Wednesday, October 14 @ class time (in our regular classroom)
- Midterm Exam 3: Wednesday, November 11 @ class time (in our regular classroom)
- Final Exam: Monday, December 7 @ 3:30-5:30pm (Location TBD)

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 both 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 of the most common examples of academic integrity violations include plagiarism or cheating, such as unauthorized assistance on examinations, quizzes, homework, research papers, case analyses, or 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 course instructor. Group assignments should only be discussed with members assigned to your group, and all group members may be held accountable in some way for known academic integrity violations in a group assignment.

Another example of academic dishonesty relates to improper attribution. When preparing your assignments, you must cite all outside sources in the manner requested by your instructor. Copying or using material from any source prepared by or previously submitted by others, at UNT or other institutions, or downloaded from the Internet, is plagiarism. Unless directed otherwise in an assignment, large-scale “cutting and pasting” from other sources, even if properly footnoted, is not appropriate. You should synthesize this material in your own words and provide a footnote.

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 or using material from another individual’s exam is academic dishonesty and will result in a meeting to discuss academic integrity violations and issuance of sanctions mentioned above, and may also result in ineligibility for academic scholarships. The use of online assistance, such as sites commonly used for finding homework solutions, group chat, cell phones, smart watches, and similar tools during exams is not allowed for any reason unless specifically permitted. No portion of an exam may be copied or photographed without permission. 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 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 a request to discuss suspected academic dishonesty when issued by an instructor or other University official. If a student fails to respond after a 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 will result in an academic integrity violation report being filed, 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. (Link to Academic Integrity Policy)

AMERICANS WITH DISABILITIES ACT (ADA): UNT and its faculty members make reasonable academic accommodations 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 accommodation 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. (Link to ODA Website). **If you are a student who requires accommodation 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 that accommodation. I recognize these disclosures are sensitive, and I assure you that all communication/information will be kept confidential.**

CHOSEN NAMES/PRONOUNS: If you have a chosen name that differs from your legal name or prefer a particular set of pronouns, please let me know. I would love to address you in the way that makes you most comfortable.

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 (e.g., student athletes) 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. **Friday, November 6, 2026 is the last day to drop a course for a grade of W.** (Link to More Info about Dropping a 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 http://www.my.unt.edu site. All official communication from the university will be delivered to your Eagle Connect account. (Link for More Info on Eagle Connect and Email Forwarding)

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. (Link for More Info/Campus Resources on Achieving Success) **See specific applications of "Succeed at UNT" for this class on the last page of this syllabus.**

ADDITIONAL STUDENT SUPPORT SERVICES:

- Registrar (Link to Registrar Website)
- Financial Aid (Link to Financial Aid Website)
- Student Legal Services (Link to Student Legal Services Website)
- Career Center (Link to Career Center Website; Link to Connect with Career Center)
- Center for Belonging and Engagement (Link to Center for Belonging and Engagement Website)
- Student Activities Center (Link to Student Activities Center Website)
- Student Organizations (Link to Student Organizations Website)
- Counseling and Testing Services (Link to Counseling and Testing Services Website)
- UNT Food Pantry (Link to UNT Food Pantry Website)

ACADEMIC SUPPORT SERVICES:

- Academic Success Center (Link to Academic Success Center Website)
- UNT Libraries (Link to UNT Libraries Website)
- Writing Center (Link to Writing Center Website)

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 (Link to Student Health and Wellness Center Website)
   940-565-2333; 1800 Chestnut St. Denton, TX 76201

2. Counseling and Testing Services* (Link to Counseling and Testing Services Website)
   940-565-2741; 801 N. Texas Blvd, Denton, TX 76210 Suite 140

3. UNT CARE Team* (Link to CARE Team Website)
   940-565-2648; careteam@unt.edu

4. UNT Psychiatric Services (Link to UNT Psychiatric Services Website)
   940-565-2648

5. Individual Therapy/Counseling* (Link to Individual Therapy/Counseling)
   940-565-2741 (select option 2); CounselingandTestingServices@unt.edu

*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

*****Note that this syllabus and the 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.*****

HOW TO SUCCEED IN ACCT 2020:

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 to reach their goal. **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: 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.
- Keep track of your absences in iClicker, and do not exceed the limit.

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. Go to SI sessions each week, go to the free tutor lab, study with peers, get help from the professor. 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; this will not work. 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 with 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.