



Center of Excellence - Business
Department Chair: Dr. Marina Grau
Instructor: Vonetta Jackson

ACCT 2301 – Principles of Financial Accounting
CRN 10217 – Fall 2016
8 weeks: August 22, 2016 – October 16, 2016
Business Career Center Room 207 | 5:30 – 8:30 pm | Tuesday

This class will be using Eagle On Line 2 <https://eo2.hccs.edu/login/index.php>

**** You are required to log into Eagle On Line at least two (2) times per week to read any announcements and review grade book. See Attendance guideline on page 15 ****

Instructor Information:

Instructor:	Vonetta Jackson
Office Location:	Central Campus
Office Hours:	By appointment
Phone #:	713-922-2180
Email:	Before classes begin or after the semester email address: Vonetta.jackson@hccs.edu During class semester – Use only Eagle Online mail

Office Location and Hours

Please feel free to contact me through Eagle Online “Mail” or by telephone at 713-922-2180. After the course is completed, you can contact me through HCCS email. The Accounting Department is located in the BSCC Building Room 206.

Quick Mail

This class will use Quick Mail through Eagle on Line, which will go to your HCCS email address. You also may email me direct at Vonetta.jackson@hccs.edu. Any modifications to any schedule will be posted in an “Announcement”, email or a revision in the syllabus. To communicate with your instructor you must use either Quick Mail through Eagle on Line or use your official HCCS email account.

Syllabus Changes

The syllabus is subject to change. When changes occur, the instructor will advise the students during class time and as an announcement on Eagle Online. It will be the students responsibility when absent to check with the instructor, students or Eagle Online for announcements.

Technical Compliance

Students are expected to maintain a state of technical compliance, including but not limited to, up to date software as required by the instructor; a stable Internet connection; and use of the Firefox browser when using Eagle Online. The instructor is NOT required to give consideration for lost / missing / unacceptable work stemming from technical non-compliance and / or end-user technical issues.

Classroom Behavior

As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Your instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, you are asked to respect the learning need of your classmates and assist your instructor to achieve this critical goal. Inappropriate behavior also includes emails with language considered by the instructor as not being conducive to a positive environment. Your instructor will advise you if the email is inappropriate and ask for you to refrain from future inappropriate emails. The instructor has the right to refer all actions deemed inappropriate to Administration for further action.

Course Description

This course covers the fundamentals of managerial accounting including manufacturing operations and planning and control. Other topics include budgets, introduction to cost accounting, cost control techniques, methods of measuring performance and financial statement analysis.

Prerequisite: ACCT 1303 is preferred but not required.

Program/Discipline Requirements: If applicable:

1. EXCEL-Students will work in EXCEL following textbook example formats, labels, and formulas.
2. Internet-Students will use HCC webmail, learning web, blackboard, lock-down browser, and HCC LibLine (24/7 Library).
3. Ethics-Students will develop personal values for ethical behavior.

Course Goals

The primary purpose of Principles of Accounting I is to provide the students with basic concepts and techniques of double entry accounting and the accounting cycle. The course is designed to meet the needs of those students who are preparing for a career in accounting.

Academic Discipline/CTE Program Learning Outcomes.

1. Students will be able to read, listen, speak, and write proficiently in preparation for presentations with clients, accounting firms and compliance work.
2. Students will demonstrate complete understanding of the complete accounting cycle.
3. Students will be able to prepare financial statements and tax returns Utilizing computerized software packages, i.e... Turbo Tax, Peachtree, and/or Quick Books.
4. Students will be able to reconcile and verify account balances, audit for Internal control, and prepare financial statements.

Course Student Learning Outcomes (SLO)

Students will:

1. Students will illustrate accounting for service and merchandising business.
2. Students will illustrate reporting for assets and current liabilities.
3. Students will illustrate reporting and analysis of financial statements.

Learning objectives

The student will be able to:

Illustrate accounting for service and merchandising business

1. Illustrate accounting cycle for one period for service business
2. Journalize & post transactions using subsidiary ledgers & special journals
3. Journalize adjustments & closing for merchandising business

Illustrate reporting for assets & current liabilities

1. Report Current Assets in Balance Sheet
2. Report Fixed & Intangible assets in Balance Sheet & Income Statements
3. Journalize current liabilities

Illustrate reporting & analysis of financial statements

1. Prepare statement of equity
2. Report bonds in Balance Sheet
3. Report securities in balance sheet
4. Prepare statement of cash flows
5. Compute analytical measures

SCANS or Core Curriculum Statement

The Secretary's Commission on Achieving Necessary Skills (SCANS) from the U.S. Department of Labor was asked to examine the demands of the workplace and whether our students are capable of meeting those demands. Specifically, the Commission was directed to advise the Secretary on the level of skills required to enter employment. In carrying out this charge, the Commission was asked to do the following:

- Define the skills needed for employment
- Propose acceptable levels of proficiency
- Suggest effective ways to assess proficiency, and
- Develop a dissemination strategy for the nation's schools, businesses, and homes

ACCT 2301 – Fall 2016 HCC 8 Week Semester See Connect for on line assessment due dates			
DATE	DAY	Ch.	TOPIC
8/23	Tue	1 2	Class Introduction Accounting in Business Accounting for Business Transactions
8/29	Mon	Official Day of Record	
8/30	Tue	3 4	Adjusting Accounts for Financial Statements Accounting for Merchandising Operations
9/6	Tue	5 6	Inventories and Cost if Sales Cash and Internal Controls
9/13	Tue	7 8	Accounting for Receivables Accounting for Long Term Assets
9/20	Tue	9 10	Activity – Based Costing and Analysis Accounting for Long Term Liabilities
9/26	Mon	LAST DAY FOR ADMIN/STUDENT WITHDRAWALS	
9/27	Tue	11 12	Corporate Reporting and Analysis Reporting for Cash Flows
10/4	Tue	Final Exam Review	
10/11	Tue	Final Exam : Chapters 1-12; in class	

**** Homework and Quizzes are done online, at home, except the Final Exam will be proctored in class.**

Instructional Methods

ACCT 2301 is a required, elective, or prerequisite course depending upon program or accounting courses.

As an instructor, I want my students to be successful. I feel that it is my responsibility to provide you with knowledge concerning the field of accounting, modeling good teaching strategies, and organizing and monitoring the class experience that allows you to connect the information that you learn in this course to the real world of accounting.

As a student wanting to learn about the field of accounting, it is your responsibility to read the textbook, submit assignments on the due dates, study for the exams, participate in classroom activities, attend class, and enjoy yourself while experiencing the real world of accounting.

As I believe that engaging the students in the learning is essential for teaching to be effective, you will spend the majority of class time involved in collaborative activities. You will be involved in discussions with your classmates and your

instructor. As you will want to contribute to these discussions, you will need to come to class prepared to discuss, analyze and evaluate information from your text.

Evaluation and Requirements

Students are expected to read all assigned chapters, complete and submit all quizzes on dates due, and attend all classes. The nature of the course is such that perfect attendance is essential for mastery of the course content. A missed class can never be duplicated.

Accounting is best learned through doing. Therefore, using the tools provided by the publisher using practice quizzes and problems will be helpful (See above Publishers Website). This course will require a considerable commitment of time and effort from you. Typically, the successful student in college can count on 3 hours of independent study for every hour in the classroom.

Your final grade for this course will be based on how well you do in meeting the evaluation requirements listed on your assignment schedule and applying the grading scale which is listed below.

This course will use the book publisher **McGraw-Hill Connect Plus Learning Module** for all of your on line work.

HCC Grading Scale:

A = 100- 90	4 points per semester hour
B = 89 - 80:	3 points per semester hour
C = 79 - 70:	2 points per semester hour
D = 69 - 60:	1 point per semester hour
59 and below = F	0 points per semester hour
FX (Failure due to non-attendance)	0 points per semester hour
IP (In Progress)	0 points per semester hour
W (Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

See "Health Science Program/Discipline Requirements" for grading scale

FINAL GRADE OF FX

Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of “FX” at the end of the semester. Students who stop attending classes will receive a grade of “FX”, compared to an earned grade of “F” which is due to poor performance. Logging into a DE course without active participation is seen as non-attending. Students that also fail to complete a minimum of the course work will also receive an FX.

Please note that HCC will not disperse financial aid funding for students who have never attended class. Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of “FX” is treated exactly the same as a grade of “F” in terms of GPA, probation, suspension, and satisfactory academic progress.

Evaluation Requirements:

Connect 12 Chapters/ Homework and Quizzes @ 100 points each totaling 1200 points (60%)	600 points
In Class Final Exam	300 points
Total	900 points

Grading Scale:

90 - 100%	=	A	(810 - 900 points)
80 - 89%	=	B	(720 - 809 points)
70 - 79%	=	C	(630 - 719 points)
60 - 69%	=	D	(540 - 629 points)
BELOW 60%	=	F	(0 to 539 points)

This course will use the book publisher **McGraw-Hill Connect Plus Learning Module** for all of your on line work. Below are your assignments in Connect. All grades in Connect are graded at 100 points.

Chapter	Type	Connect	Pts.	Connect	Pts.	
	Ex-Problems- Algorithmic Interactive Presentations			Quiz		Multiple Choice
1	Exercises	1-8	6			
		1-9	8			
		1-15	12			
		1-16	8			
		1-17	16			
	Interactive Presentations	A1	1			
		P1	3			
		P2	6			
	Learn Smart		20			
	Total		80		20	MC 10 @ 2pts each
2	Exercises	2-7	11			
		2-9	23			
		2-10	16			
	Interactive Presentations	A1	2			
		C2	3			
		C4	5			
	Learn Smart		20			
	Total		80		20	MC 10 @ 2 pts. each
3	Exercises	3-1	5			
		3-3	7			
		3-5	2			
		3-7	12			
		3-8	19			
		3-10	5			
	Interactive Presentations	P1	6			
		P3	4			
	Learn Smart		20			
	Total		80		20	MC 10 @ 2 pts. each
4	Exercises	4-4	14			
		4-5	12			
		4-7	16			

		4-9	8			
	Interactive Presentations	P1	2			
		P2	4			
		P4	4			
	Learn Smart		20			
	Total		80		20	MC 10 @ 2pts each
5	Exercises	5-2	2			
		5-3	28			
		5-9	20			
	Interactive Presentations	P1	10			
	Learn Smart		20			
	Total		80		20	MC 10 @ 2pts each
6	Exercises	6-5	9			
		6-6	14			
		6-9	8			
	Problems	6-3	19			
	Interactive Presentations	P2	4			
		P3	6			
	Learn Smart		20			
	Total		80		20	MC 10 @ 2pts each
7	Exercises	7-1	20			
		7-2	12			
		7-3	6			
		7-4	8			
		7-5	4			
	Interactive Presentations	P1	2			
		P2	4			
		P3	4			
	Learn Smart		20			
	Total		80		20	MC 10 @ 2 pts. each
8	Exercises	8-2	4			
		8-3	14			
		8-15	6			

		8-16	6			
		8-18	2			
		8-19	2			
		8-20	1			
	Problem	8-2A	15			
	Interactive Presentations	P1	5			
		P2	5			
	Learn Smart		20			
	Total		80		20	MC 10 @ 2 pts. each
9	Exercises	9-3	6			
		9-4	20			
		9-5	8			
		9-6	7			
		9-12	4			
		9-16	5			
	Interactive Presentations	P1	10			
	Learn Smart		20			
	Total		80		20	MC 10 @ 2 pts. each
10	Exercises	10-1	13			
		10-2	16			
		10-3	6			
		10-10	15			
	Interactive Presentations	A1	10			
	Learn Smart		20			
	Total		80		20	MC 10 @ 2 pts. each
11	Exercises	11-2	6			
		11-3	10			
		11-4	4			
		11-5	4			
		11-8	4			
		11-9	4			
		11-18	18			
	Interactive Presentations	P1	4			
		P2	6			
	Learn Smart		20			

	Total		80		20	MC 10 @ 2 pts. each
12	Exercises	12-4	12			
		12-7	5			
		12-8	5			
		12-11	28			
	Interactive Presentations	C1	10			
	Learn Smart		20			
	Total		80		20	MC 10 @ 2 pts. each
	Total Points		960		240	1,200 points

Learn Smart:

No two students are alike. Why should their learning paths be? Learn Smart uses revolutionary adaptive technology to build a learning experience unique to each student's individual needs. It starts by identifying the topics a student knows and does not know. As the student progresses, Learn Smart adapts and adjusts the content based on his or her individual strengths, weaknesses and confidence, ensuring that every minute spent studying with Learn Smart is the most efficient and productive study time possible.

Learn Smart also takes into account that everyone will forget a certain amount of material. Learn Smart pinpoints areas that a student is most likely to forget and encourages periodic review to ensure that the knowledge is truly learned and retained. In this way, Learn Smart goes beyond simply getting students to memorize material – it helps them truly retain the material in their long-term memory. Want proof? Students who use Learn Smart are 35% more likely to complete their class; 13% more likely to pass their class; and have been proven to improve their performance by a full letter grade.

Content is still structured somewhat like a textbook but instead of asking students to read it thoroughly from start to finish, it coaches the student on how to read the material and quizzes them on various concepts as they move through each section. Depending on their responses, they're guided along to different highlighted passages. Learn Smart is more focused on reviewing material and attempts to help students read more efficiently to better retain information.

The assignment list where Learn Smart is listed indicates a time such as 20 minutes. This does not mean you have only 20 minutes before you start but is telling you that the average amount of time is 20 minutes. Just make sure the assignment is completed by the day and time listed in the assignment list.

See links below to review how to use Learn Smart

<http://learnsmartadvantage.com/products/smartbook/>

http://www.youtube.com/watch?v=82fxQztV8U&feature=c4-overview&list=UUCNaIPPWnq2h4q_BU-JrdMg

Exercises and Problems

All exercises and problems in Connect are the same exercises and problems, as you will find in the back of each chapter. The only difference is that each student's numbers for the exercises or problems in Connect will be different numbers than in the book or what your fellow students have. (Algorithmic exercises and problems)

Submission Attempts-Check my works

The system is set to give you only two (2) submission attempt but you do have unlimited "check my works" to help you eventually master the concept and problem before you submit for grading. The best score will be your grade. If you complete one attempt and start another attempt and decide not to submit, the system will only use the grade from the first attempt.

Hints

Some of the exercises and problems have features to allow you to watch a video of a similar exercise/problem "View Hint" will walk you through the process.

Ask your instructor feature

The system is set that you can ask your instructor a question by using the mail feature found in each Connect problem. Students can "ask your instructor a question". Your instructor will respond back to you by using the mail feature in Connect (so check your Connect regularly for responses back from your instructor). Verify if your instructor will use this feature.

EBook and resources

The system is set that you can click on eBook and resources that will take you direct to the section in the book that is dealing with your exercise/problem.

Report a content issue

If a student feels that there is an error with the material, do NOT report these issues directly to Connect. Click "ask your instructor" while in the Connect problem. Give detailed info as to the problem. Your instructor will determine if there really is an issue and has the ability to report that issue direct to the Connect product team.

Interactive Presentations

Interactive Presentations (IP) is an interactive audio/video that will require you to answer questions as you move along in the video. The system is set to give you only two (2) attempts. The best score will be your grade. If you complete one attempt and start another attempt and decide not to submit, the system will only use the grade from the first attempt.

Quizzes

Each chapter in Connect has a 10 question multiple choice quiz and each student's quiz is completely different from another student's quiz. (Random pooling) Each student is allowed 2 attempts to improve their grade. Each attempt is a different set of questions. If you complete one attempt and start another attempt and decide not to submit, the system will only use the grade from the first attempt. Quizzes do not have "check my work". The feature "asks your instructor" is available but verify with your instructor if they will allow you to use this feature.

Final Exam

The final are similar to quizzes in that they are multiple-choice questions that are randomly pooled questions where each student's exams are completely different from another student's exam. The final exam multiple-choice questions are not only randomly pooled but are algorithmic questions. The exam is set with only one (1) attempt.

Textbook (Required)

Welcome to Accounting 2301 Principles of Accounting I (Financial Accounting) Please read this entire message carefully, as it contains crucial information about your required course materials and how to obtain the best bargain as you are shopping around.

The **required** textbook for this course is: **Financial Accounting Fundamentals 5th. Edition - Chapters 1-13 w/Connect Loose-Leaf** by Wild Publisher: McGraw-Hill **ISBN: 9781259690457**. You will also be required to complete a variety of assignments that will be delivered via **McGraw-Hill Connect**, an innovative online learning system proven to help students achieve greater success. **The purchase of Connect is mandatory for this course.**

While there are many purchase options, the best bargain for obtaining everything you will need to be successful in this course may be found in the value-added bundle available in the campus bookstore or ordered directly from McGraw-Hill. Details of the bundle are in the attached pricing sheet.

While I highly recommend the option that includes a printed copy of the text, if you are comfortable forgoing use of a hard-copy text in favor of an electronic version, you may instead purchase stand-alone access to **McGraw-Hill Connect**. This provides you with access to all of the assignments in **McGraw-Hill Connect**, plus an integrated e-book version of the required textbook.

Once you have purchased your materials from the bookstore or if you are ready to purchase access directly online, go to the appropriate registration page for your section listed below:

<http://connect.mheducation.com/class/v-jackson-fall-2016--acct-2301-crn-10217>

To register, confirm that you are on the appropriate page by reviewing the course and section information listed on the site. If the course and section information listed is correct, click on the "Register Now" button, and follow the instructions on the site to complete your registration. If you run into any technical difficulties, please call **McGraw-Hill's Customer Experience Group** by dialing **1(800) 331-5094** or submit the "Contact Us" form found online at www.mhhe.com/support. You will register with the Connect code or temporarily register with the courtesy period that is normally 14 days. The McGraw Hill Connect system allows you to register without immediately paying. You do have 14 calendar days before you have to pay but make sure not to pass that courtesy period of paying as your account will expire; you will no longer have access to Connect. The Courtesy period is offered at our request but all students are required to pay. If you pay and then withdraw or drop, Connect will honor your registration for a certain number of days; normally where you can take the course again next semester.

There's no reason to neither delay registering nor get behind as the Connect system does offer the ability to use the EBook portion of Connect.

Textbook Pricing Options

FYI: This package has been customized to provide you with the greatest value for this course.

****Best Bargain \$70.00**

Package: Loose-Leaf textbook with Connect 5th Edition

ISBN: 9781259690457

Print and Digital Solution Good for Acct II only

Only Available Online at the link below: Standard 5-7 day shipping applies

<http://shop.mheducation.com/mhshop/store/HCCACC>

Using the McGraw-Hill link is a 2-step process:

1. Once you click the link, you'll be brought to the McGraw-Hill home page of all Accounting courses at Houston Community College.
2. You must click on the book you wish to purchase, which will then direct you to the page to order your book for class. **Make sure your book indicates ACCT 2302.**

****Best Digital Option; Second Option \$60.00**

Connect Plus (Includes eBook and homework access only)

All digital solution Good for Acct II only

Purchase Online by clicking the link below:

<http://connect.mheducation.com/class/v-jackson-fall-2016--acct-2301-crn-10217>

Third Option: \$100

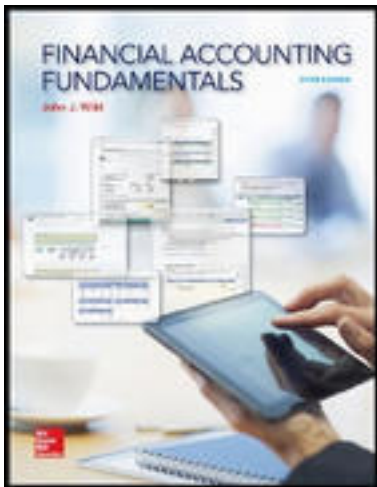
Package: Loose-Leaf textbook with Connect Plus Volume I

ISBN: 9781259690457

Print and Digital Solution Good for Acct I only

Available at Bookstores-on Campus or Off Campus

Below is a picture of the McGraw Book



Fourth Option

If you buy the non-custom book from any other source, you will need to purchase the Connect Plus code separately from McGraw-Hill.

If you register temporarily with the courtesy period you can upgrade through your instructor's URL. The below reminder will always be there when you log into Connect.

Example below:

REMINDER

REMINDER: Your access to this product will expire on Fri Aug 29 07:19 PM 2014
[access now »](#)

When you do this, input your code that you got from option 1 or 3 above.

If you Click the button to buy on line instead of option 1 or 3 then you will get the digital eBook with Connect and that price is \$60.)

HCC Policy Statements

Link: <http://www.hccs.edu/district/students/student-handbook/>

Americans with Disabilities Act (ADA)-Students with Disabilities:

"Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office.

Students who are requesting special testing accommodations must first contact the appropriate (most convenient) DSS office for assistance:

Disability Support Services Offices:

System: 713.718.5165

Central: 713.718.6164 – also for Deaf and Hard of Hearing Services and Students Outside of the HCC District service areas.

Northwest: 713.718.5422

Northeast: 713.718.8420

Southeast: 713.718.7218

Southwest: 713.718.7909

To visit the ADA Web Site, log on to www.hccs.edu the click future students, scroll down the page to “How do I get in” and then click on the words “Disability Information”. For Current Students, scroll down to the page “Student Support” and then click on the words “Disability Information.”

Visit the following sites below:

<http://www.hccs.edu/district/students/disability-services/ability-services-policies-and-procedures/>

<http://www.hccs.edu/district/students/disability-services/>

Academic Honesty:

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated against a student accused of scholastic dishonesty. “Scholarly dishonesty” includes, but is not limited to, cheating on a test, plagiarism, and collusion. Anyone caught cheating will be given an F on that assignment and possibly an F in the course. A report on the incident will also be submitted to all appropriate school officials.

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with

an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. College System officials against a student accused of scholastic dishonesty may initiate penalties and/or disciplinary proceedings. "Scholastic dishonesty": includes, but is not limited to, cheating on a test, plagiarism, and collusion.

<http://www.hccs.edu/district/about-us/procedures/student-rights-policies--procedures/student-procedures/>

Cheating on a test includes:

- Copying from another students' test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook)

Attendance

It is important that you are in attendance in Class by August 29, 2016 because we are obligated to report attendance to the registrar's office by that date. If you have not attended class by August 29, 2016 you will have been considered as never attending and the registrar's office will drop you from this course.

It is important that you come to class! Attending class regularly is the best way to succeed in this class. Research has shown that the single most important factor in student success is attendance. Simply put, going to class greatly increases your ability to succeed. You are expected to attend all lecture and labs regularly. You are responsible for materials covered during your absences. Class attendance is checked daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences.

If you are not attending class, you are not learning the information. The six hours of class time would include any total classes missed or for excessive tardiness or leaving class early. There, students are expected to attend classes on a regular basis and to be punctual. If a student has excessive absences, the instructor may withdraw the student from the class. A student may be dropped from any course for excessive absences after the student has accumulated absences of 12.5% of the hours of instructions.

For example, in a 3 credit hour lecture class meeting 3 hours per week, a student may be dropped after 6 hours of absences. Students are responsible for all work, assignments, and material discussed in class, whether the student is present or absent. A student in a Hybrid class may be dropped after 3 hours of absence in a 3-credit course. **A tardy will be counted as an absence. At the instructor's discretion, once roll is taken and the lecture is to begin, request that students do not enter the class room and if necessary close the class room door and post a note requesting that students not enter since the class is in session. Tardies are disruptive to the instructor and the other students.**

You may decide NOT to come to class for whatever reason. As an adult making the decision not to attend, you do not have to notify the instructor prior to missing a class. However, if this happens too many times, you may suddenly find that you have "lost" the class.

Poor attendance records tend to correlate with poor grades. If you miss any class, including the first week, **you are responsible for all material missed.** It is a good idea to find a friend or a buddy in class who would be willing to share class notes or discussion or be able to hand in paper if you unavoidably miss a class.

Attendance is necessary for a student to achieve the objectives in this class.

Drops and Withdrawals: HCC Course Withdrawal Policy (updated 7/26/2010)

Beginning Fall 2007, the State of Texas imposes penalties on students who drop courses excessively. Students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university.

To help you avoid having to drop/withdraw from any class, contact your DE professor regarding your academic performance. You may also want to contact your DE counselor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.). HCC has instituted an Early Alert process by which your professor may "alert" you and DE counselors that you might fail a class because of excessive absences and/or poor academic performance.

- **Students should check HCC's Academic Calendar by Term for drop/withdrawal dates and deadlines.**
- **If a student decides to drop or withdraw from a class upon careful review of other options, the student can drop online prior to the deadline through their HCC Student Service Center:**

<https://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG>

Classes of other duration (mini-term, flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar's Office at 713.718.8500 to determine mini-term class withdrawal deadlines. .

If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Effective July 26, 2010, students will be able to withdraw one or more of their classes online. While it is still advisable that students receive good counsel from instructional and counseling faculty prior to dropping one or more classes, students will no longer be required to "see" someone before they will be allowed to drop. They will be provided information related to the implications and possible consequences of dropping their courses. The following will occur when a student selects the "drop" option during an enrollment request:

- (1) Students will be required to select a drop reason in order to complete the withdrawal request (the drop reason will cue whether the dropped course will count toward the 6 drop rule or not).
- (2) Students will be invited to click on several links to learn more of the implications of dropping on the 6-drop rule, on veterans, on financial aid, and on international students.
- (3) Students will be required to acknowledge the implications of withdrawing from a class.

Before you withdraw from your course, please take the time to meet with me to discuss why you feel it is necessary to do so. I may be able to provide you with suggestions that would enable you to complete the course. You must withdraw PRIOR to the withdrawal deadline to receive a "W" on your transcript. If you do not withdraw before the deadline, you will receive the grade that you have earned to date. Zeros averaged in for required assignments/tests not submitted will lower your semester average significantly, most likely resulting in a failing grade ("F").

The final withdrawal deadline is Monday, September 26, 2016 at 4:30pm. Classes of other duration (mini-term, flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please visit the online registration calendars or contact the HCC Registrar's Office to determine class withdrawal deadlines.

International Students: Receiving a **W** in a course may affect the status of your student visa. Once a **W** is given for the course, it will not be changed to an **F** because of visa considerations.

Early Alert

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor **may "alert"** you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – on line

tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

Repeat Course Fee

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

Incompletes

It is my policy not to give a grade of “I” (incomplete).

HCC Student Services Information

Link:

http://www.hccs.edu/hcc/System%20Home/Departments/Student_Handbook/student_policies.pdf

Classroom Behavior

As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Your instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your instructor to achieve this critical goal.

Use of Camera and/or Recording Devices

As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. To show respect of your fellow students and instructor, you will turn off your phone and other electronic devices, and will not use these devices in the classroom unless you receive permission from the instructor.

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

Instructor Requirements

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through class activities, discussions, and lectures
- Description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

To be successful in this class, it is the student's responsibility to:

- Attend class and participate in class discussions and activities
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of homework, projects, instructions, emails including this syllabus

Students Rights: Anti-Discrimination

<http://www.hccs.edu/district/students/anti-discrimination/>

<http://www.hccs.edu/district/departments/institutionalequity/title-ix-know-your-rights/>

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights is on the HCC website under Students-Anti-Discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understands and conforms to respectful behavior while at HCC.

Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations.

Log in to www.edurisksolutions.org Sign in using your HCC student email account, then go to the button at the top right that says **Login** and enter your student number.

EGLS3 -- Evaluation for Greater Learning Student Survey System

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.