Instructor: Mariah Lynch, MBA, Macc

Office: BA 327

Office Hours: MW 12:30-2:00

Hours: TH 10:00-11:00 and by appointment!!

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Attendance: There is a very strong correlation between attendance and performance in this class. It is your responsibility to attend each class!! If you should miss a class, it is also your responsibility to get notes, handouts etc. from the class meeting; I will not provide examples and handouts except for the days they are covered in class. I strongly encourage you to attend!

Homework: There is also an extremely strong relationship between doing homework and grades in this class. I have provided you with a list of problems we will do together in class as well as problems I feel will help you prepare for the exams. Solutions to all problems will be on Blackboard and I strongly advise that you attempt all assigned problems BEFORE coming to class so that you will know what your questions are.

Class Notes: You are responsible for taking notes during class and getting notes from another student if you miss class; additionally, I will hand out many examples in class and these will only be available in class. Should you miss a hand out, you are responsible for getting a copy, they will not be on Blackboard nor will I bring extras to subsequent classes or email them.
Blackboard: I will provide important information and course materials to you through Blackboard. It is your responsibility to check the e-mail address that Blackboard has for you and change it if it is not your preferred e-mail address.

Tests: There will be two exams and a final (cumulative) exam. The exam dates are noted on the schedule and you will have the duration of 1 class period to take the first 2 exams and 2 hours to take the final exam.

Make-ups: There are no specific provisions for missing an exam; it is expected that you take the exam on the scheduled day with your class. However, if circumstances arise that prevent you from taking the exam at the specified time it is your responsibility to let me know prior to the start of the exam that you have experienced an emergency and then documentation is required. Failure to meet these requirements will result in a zero for the exam. Should you have a true emergency and miss an exam, the final exam grade will count twice.

Grading: Your grade for the course will be computed as follows:

- Test One: 25%
- Test Two: 25%
- Cumulative Final Exam: 25%
- Case: 25%

Grading Scale: The grading scale will be:

- A: 89.5-100
- B+: 86.5-89.49
- B: 79.5-86.49
- C+: 76.5-79.49
- C: 69.5-76.49
- D: 59.5-69.49
- F: Below 59.5

The School of Accounting does not award a grade of D+. Any business major scoring a D or an F must retake the course.
Students with Disabilities: If you have a documented disability for which you need special arrangements, please contact Disability Services, located in LeConte College, Room 112, Phone 777-6142.

Disabled students needing extra time during tests must give me documentation at the beginning of the semester. To be given extra time, a student must take the test through disability services and must take it no later than the rest of the class. Extra time cannot be given to any student in the full class with the other students. Please make your appointments with disability services following their rules.

Academic Dishonesty: All forms of academic dishonesty including, but not limited to, the following will call for strict discipline.

- Giving or receiving unauthorized assistance, or attempting to give or receive such assistance, in connection with the performance of any academic work.
- Unauthorized use of materials or information of any type or the unauthorized use of any electronic or mechanical device in connection with the completion of any academic work.
- Access to the contents of any test or examination or the purchase, sale, or theft of any test or examination prior to its administration.
- Unauthorized use of another person's work without proper acknowledgement of source.
- Intentional misrepresentation by word or action of any situation of fact, or intentional omission of material fact, so as to mislead any person in connection with any academic work (including, without limitation, the scheduling, completion, performance, or submission of any such work).
- Offering or giving any favor or thing of value for the purpose of influencing improperly a grade or other evaluation of a student in an academic program.
- Conduct intended to interfere with an instructor's ability to evaluate accurately a student's competency or performance in an academic program.

Sanctions will be imposed to the fullness extent possible for any student who participates in an act of academic dishonesty.