

Introduction to Financial Accounting
BUS ADM 201 Sections 401 and 402
Fall 2019

Instructor	Office # (Lubar)	Office Hours***	Office Phone	Email
Sean McCarthy, Phd	N329	M 11:00-12:00 M 3:30-4:30 W 11:00-12:00 W 3:30-4:30	414-229-5005 (please email instead)	mccarth@uwm.edu

***See Office Hours Policy below.

TA	Office # (Lubar)	Office Hours	Office Phone	Email	Sections
Valerie Armstrong	N322	W 2:30-4:30	229-2548	vva@uwm.edu	614, 616
Teen Bain	N323	Tu 1:00-3:30 Th 8:30-11:00	229-4036	cebain@uwm.edu	608, 609, 615, 617
Michael Carroll	N323	M 12:30-1:30 Tu 12:30-1:30 W 12:30-1:30	229-4036	carrol75@uwm.edu	605, 606, 607
Ethan Schulting	N322	Th 2:00-5:00	229-2548	schulti3@uwm.edu	610, 611, 612
Alyssa Willert	N322	M 3:30-4:30 Tu 1:00-3:00 W 1:00-2:00	229-2548	awillert@uwm.edu	601, 602, 603, 604

Required Materials: There are several items required for this course. All of them are necessary for success.

1. **Access to Canvas.** Automatic upon enrollment in PAWS.
2. **Lecture Slides.** Slides will be on Canvas prior to the lecture. I strongly encourage you to print them prior to class and take notes to supplement them.
3. **Textbook and access to Textbook Website.** *Financial Accounting – Tools for Business Decision Making*, 9th edition. Kimmel, Weygandt, and Kieso. Published by Wiley and Sons, Inc.
 - a. ISBN: 9781119493648
 - b. Website for publisher: www.wileyplus.com
 - c. Purchasing Options
 - i. Buy from Bookstore \$202
 - ii. Buy loose-leaf & online access (HW) from Wiley \$195
 - iii. Temporary access to eBook and online access (HW) from Wiley \$140
 - iv. Online access (HW) from Wiley \$130
 - v. You get a 14 day FREE trial when you register

- d. Access is good for 6 months. If you are retaking the course, email the professor ASAP to ensure you have access to the current course.
 - e. Activating online access to homework assignments
 - i. Use the course code: **A82172**
 - ii. Use your activation code, provided once you purchase the book/eBook
4. **TopHat App.** We will be taking attendance in lecture using this electronic application. You can find more information at www.tophat.com. It is essentially a clicker app on your mobile device. The cost is: \$ 30
- a. An email invitation will be sent to you by email, but if do not receive this email, you can register by simply visiting the course website:
 - <https://app.tophat.com/e/975315> (morning class)
 - <https://app.tophat.com/e/054319> (afternoon class)
 - i. Use the course join code:

975315	(morning class)
054319	(afternoon class)

Note on Exams: You must attend the exams. Midterm exams are taken during our normal class time. The final exam is during the final exam week. Ensure you have no conflicts with the following dates:

Exam	Date	Time	Location
Exam 1 (Midterm)	Wednesday October 9 th	Normal lecture time	N140
Exam 2 (Midterm)	Wednesday November 13 th	Normal lecture time	N140
Exam 3 (Final)	Saturday December 14 th	3:00pm to 5:00pm	TBD

Makeup Exam Policy: Due to large class sizes (over 500 students) makeup exams are extremely difficult to arrange. **All makeup exams, regardless of which exam, are taken on the final Saturday of the final exam testing window, with no exceptions.** In order to receive permission for a makeup exam, you must:

1. Contact Dr. McCarthy in person prior to the exam.
2. Have documentation of a **medical emergency or death in the immediate family.**
3. Receive written permission from Dr. McCarthy prior to the exam.
4. Do not contact your TA for exam issues, they cannot excuse you from the exam.

Course Grading: Your grade will comprise of several elements. It is crucial to understand how you can earn points in this course. Unlike prior semesters, **this course will not be curved.**

Item	Points
Lecture Attendance (using the TopHat App)	50
Discussion Points (weekly quizzes in discussion)	50
Homework (online access to WileyPLUS)	210
Exam 1 (Midterm)	230
Exam 2 (Midterm)	230
Exam 3 (Final)	230
<i>Total</i>	1,000

Exams: Exams are non-cumulative and cover content from the text, lecture, and homework. They are part multiple choice, part short answer, and part larger problems. Midterms will be taken during our normal meeting time and are expected to be completed within the 75 minutes. The final will be taken during the final exam window and you will have 2 hours to complete it.

Homework: Homework is completed on WileyPLUS. There are two assignments for each chapter, a PRE assignment and a POST assignment. You will have two attempts for each assignment, and you will be shown what is incorrect after your first attempt. **Be careful to not accidentally submit your homework before you are ready.** PRE assignments are generally due the Sunday before we cover a chapter. POST assignments are generally due the Saturday after we cover a chapter. **Late submissions will not be allowed** for any reason, so it is critical that you plan, in advance, when you will complete the assignment and allow sufficient time. If you have personal, work, computer, internet, or any other conflicts/issues you will not be granted an extension. We provide extra credit opportunities which can make up the points.

- PRE Assignments are worth a total of 36 points
- POST Assignments are worth a total of 174 points
- Total* 210 points

Discussion: In each discussion section your Teaching Assistant will administer a weekly quiz. The quiz will briefly assess your understanding of content from the chapter. Your TA will provide further information on quizzes in the first discussion.

Lecture Attendance: We will use the TopHat App to take attendance in lecture. Each class a polling question will be opened, and you must submit your answer using the app prior to closing of the response window. It is your responsibility to track whether you receive credit for these points and to resolve technology issues. Points will not be rewarded based on your word that you were in class.

Extra Credit: There are two types of extra credit available. Consistent with homework policies, **late assignments will not be accepted for any reason.**

1. **Weekly Extra Credit.** These assignments are worth a maximum of 2 points per week. They are completed in WileyPLUS through the Adaptive Learning links. You must complete 20 multiple choice questions and then do at least another 20 multiple choice problems to receive credit. A score of 80% or better receives the full 2 points, 60%-79% receives 1.5 points, and so on.
2. **Extra Credit Projects.** There are three extra credit projects each worth 15 points. The projects are extensive and time consuming but are a very good supplement to studying. Each project will be open a week or two prior to each exam and will involve the content covered on the exam. Extra credit projects may be completed in groups of at most 3 students.

Course Summary: Introduction to accounting and financial reporting concepts for business students. Emphasizes use of financial statements by non-accountants. Basics of accounting and reporting methods.

Prerequisites: Sophomore standing or consent of the instructor.

Schedule: Refer to the course catalog,
https://www4.uwm.edu/schedule/index.cfm?a1=subject_details&subject=BUS%20ADM&strm=2199

Goal: This course is geared to provide a foundation in accounting for all business majors. The skills developed are intended to help train you to be successful in your career, even if it is not in accounting.

Expectations: Introduction to Financial Accounting will likely be the hardest course you have taken thus far in college. This course is challenging for almost everyone; do not underestimate the workload it will require. Over the course of the semester this course will likely require approximately 200 hours of your time.

Category	Rough Calculation	Hours
Lecture	<i>75 minutes, twice a week, 15 weeks</i>	37.5
Discussion	<i>50 minutes, once a week, 15 weeks</i>	12.5
Reading the Text	<i>At least 4 hours, 13 chapters</i>	52.0
Homework	<i>At least 7 hours, 13 chapters</i>	91.0
Studying for the Final	<i>Approximation</i>	10.0
<i>Total</i>		<hr/> 203.0

Code of Conduct: The following outlines my expectations of student conduct. I expect you to be familiar with these expectations and act in a manner consistent with expectations.

In Class: Arriving late and leaving early to class are a distraction to other students and the professor. These behaviors are strongly discouraged. Non-class discussions with other students, on your phone, or on your computer are also distracting and unprofessional. These behaviors are not allowed. I strongly believe that active participation is the best way to learn. If you have questions, please ask them. While I CAN talk for 75 minutes, I prefer to have student participation.

Exams: You must bring a pencil, calculator without memory storage capability, and a student ID to exams. Phone usage of any manner during exams is strictly NOT allowed and you will receive an automatic zero on exams if you are seen on your phone. When exam time is completed, extra time will not be allowed under any circumstance.

Cheating: I have zero tolerance for cheating. Cheating includes coordination with others on any exam, quiz, or assignment (except for extra credit projects, which may be done in groups). Any cheating incident may result in failing the course. In addition, Dr. McCarthy will pursue charges of academic misconduct with the Dean of Students Office, which potentially can result in expulsion from the UW System.

Email Policy: Email is a critical form of communication in the business world and therefore we expect a degree of professionalism in email correspondence. The following outlines our expectations.

- All emails should include the course number “201” in the title.
- **Content Questions:** Contact your Teaching Assistant. If you are still confused or prefer further clarification, then email Dr. McCarthy.
- **Homework Questions:** Contact your Teaching Assistant. They are more familiar with the details of the homework assignments and are prepared for these questions.
- **Homework Grading Questions:** Contact your Teaching Assistant. They will determine if the grading is appropriate and elevate issues to the professor if necessary.
- **Discussion Scheduling Conflicts:** Contact your Teaching Assistant.
- **Lecture Scheduling Conflicts:** Contact Dr. McCarthy.
- **Exam Scheduling Conflicts:** Contact Dr. McCarthy, in person.
- **Concerns/Disputes with Overall Grade:** Contact Dr. McCarthy. DO NOT contact your TA, they cannot revise grades.

Office Hours Policy: You do not need an appointment during office hours; however, they are first-come, first-serve. You can go to office hours of any Teaching Assistant.

Dr. McCarthy’s Office Hours: If you have questions on content or homework, you should only go to Dr. McCarthy’s office hours if you have already gone to a TA and still require further clarification. TAs are experts on the content and are immediately familiar with the assignments.

Email Blackout Policy: Dr. McCarthy will not commit to responding to questions in the 24 hours prior to exams; if you want assistance in your studies you will have to plan in advance. He also will not commit to responding to questions in the 24 hours following publishing of exam grades; if you have a concern regarding your grade you must wait 24 hours.

Note for Accounting Majors: This course is the prerequisite for Intermediate Accounting (BUS ADM 301). If you intend on being an accounting major, you must receive a B or better in this course in order to advance. An overall grade of a B- is insufficient to advance and will not be revised after the semester for any reason.

- It is strongly encouraged that you purchase the hardcopy (loose-leaf) textbook so you have permanent access to it. This text does a good job of explaining things more simply than later texts in accounting. You will likely refer to it in the future.
- You should strongly consider doing extra credit projects. These are very good preparation for a major project you will do in Intermediate Accounting.
- You should contact Dr. McCarthy in person (during office hours) to discuss degrees and careers in accounting. In my personal opinion, the accounting program is a wonderful start for a career in many professions, not just accounting.

Recommended Weekly Routine:

1. Weekend Prior to Class
 - a. Read the chapter ahead of our class coverage. You cannot succeed in this course without reading the text.
 - b. Skim through the slides for lecture.
 - c. Complete the PRE Assignment in WileyPLUS. These are due each week on Sunday night.
2. During the Week, Monday through Thursday
 - a. Attend lecture. Attendance points are earned using the TopHat App. Lecture is designed to summarize the concepts from the text in a (hopefully) more accessible manner. If something is confusing, ask questions.
 - b. Read through POST Assignment problems so you are aware of what will be on the assignment.
3. During the Week, Friday
 - a. Attend discussion. Points are earned through weekly quizzes. Discussion is designed to assist with problems that prepare you for the homework. If something is confusing, ask questions.
 - b. Start the POST Assignment if you have not already, they are due each week on Saturday night.
4. Weekend After Class
 - a. Submit the POST Assignment by Saturday night. Do not wait until Saturday to start the assignment.
 - b. Start up the routine for the next week of class.

Week of:	Chapter & Topic	Deadlines and Notes. Due dates and times are final, no exceptions
9/2	Ch. 1: Introduction to Financial Statements	Note: Chapter 1 due dates below reflect extensions to regular days and times.
		PRE-01 is due 9/14 (<i>No later than 11:59pm</i>) Note: PRE-01 (<i>and all other assignments</i>) is done on WileyPLUS
		POST-01 is due 9/14 (<i>No later than 11:59pm</i>)
		Ch 1 Extra Credit (Adaptive Practice) is due 9/15 (<i>no later than 11:59pm</i>)
		Discussion Section: Meet your Teaching Assistant (TA), cover chapter 1, discuss homework points, course points, discussion points and other syllabus items
9/9	Ch. 2: A Further Look at Financial Statements	PRE-02 is due 9/14 (<i>No later than 11:59pm</i>)
		POST-02 is due 9/14 (<i>No later than 11:59pm</i>)
		Ch2 Extra Credit is due 9/15 (<i>No later than 11:59pm</i>)
9/16	Ch. 3: The Accounting Information System	PRE-03 is due SUNDAY 9/15 Note: This is the regular schedule now, all PRE Assignments due on Sundays.
		POST-03 is due SATURDAY 9/21
		Ch3 Extra Credit is due 9/22
9/23	Ch. 4: Accrual Accounting Concepts	PRE-04 is due SUNDAY 9/22
		POST-04 is due 9/28
		Ch4 Extra Credit is due 9/29
9/30	Ch. 5: Merchandising Operations	PRE-05 is due SUNDAY 9/29
		POST-05 is due 10/5
		Ch5 Extra Credit is due 10/6
10/7	EXAM 1 Chapters 1-5	Lecture: No lecture Monday, EXAM IN CLASS WEDNESDAY.
		Discussion: No discussion this week.
		Note: No homework assignments for this week.
10/14	Ch. 6 and Appendices A&B: Reporting and Analyzing Inventory	PRE-06 is due SUNDAY 10/13
		POST-06 is due 10/19
		Ch6 Extra Credit is due 10/20
		Extra Credit Project I is due 10/19 (<i>15 points</i>)
10/21	Ch. 7 and Appendix: Cash and Internal Control	PRE-07 is due SUNDAY 10/20
		POST-07 is due 10/26
		Ch7 Extra Credit is due 10/27
10/28		PRE-08 is due SUNDAY 10/27
		POST-08 is due 11/2

Week of:	Chapter & Topic	Deadlines and Notes. Due dates and times are final, no exceptions
	Ch. 8: Reporting and Analyzing Receivables	Ch8 Extra Credit is due 11/3
11/4	Ch. 9 and Appendix: Reporting and Analyzing Long-Lived Assets	PRE-09 is due SUNDAY 11/3
		POST-09 is due 11/9
		Ch9 Extra Credit is due 11/9
11/11	EXAM 2 Chapters 6-9	Lecture: No lecture Monday, EXAM IN CLASS WEDNESDAY.
		Discussion: No discussion this week.
		Note: No homework assignments for this week.
11/18	Ch. 10 and Appendices A & C: Reporting and Analyzing Liabilities	PRE-10 is due SUNDAY 11/17
		POST-10 is due 11/23
		Ch10 Extra Credit is due 11/24
		Extra Credit Project II is due 11/23 (15 points)
11/25	Ch. 11 and Appendix: Reporting and Analyzing Stockholders' Equity	PRE-11 is due SUNDAY 11/24
		POST-11 is due 12/7
		Ch11 Extra Credit is due 12/5
12/2	Ch. 12 and Appendix C: Statement of Cash Flows (Indirect Method, T Account Only)	PRE-12 is due SUNDAY 12/1
		POST-12 is due 12/7
		Ch12 Extra Credit is due 12/8
		Discussion: This is the LAST WEEK OF DISCUSSION.
12/9	Ch. 13: Financial Analysis – The Big Picture	Note: There is NO PRE ASSIGNMENT.
		POST-13 is due 12/14
		Note: There is NO CH13 EXTRA CREDIT
		Lecture: Lecture Monday only, NO lecture on Wednesday.
		Discussion: No discussion this week.
FINAL EXAM 12/14	EXAM 3 Chapters 10-13	All sections take the final exam on SATURDAY 12/14, 3:00pm to 5:00pm. Location to be announced.
		Extra Credit Project III is due 12/14 (15 points)

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	SEPT 2	3	4 LECTURE1.2	5	6 DISC01	7	8
2	9 LECTURE2.1	10	11 LECTURE2.2	12	13 DISC02	14 Pre & Post 1 Pre & Post 2	15 EC 1 EC 2 Pre 3
3	16 LECTURE3.1	17	18 LECTURE3.2	19	20 DISC03	21 Post 3	22 EC 3 Pre 4
4	23 LECTURE4.1	24	25 LECTURE4.2	26	27 DISC04	28 Post 4	29 EC 4 Pre 5
5	30 LECTURE5.1	OCT 1	2 LECTURE5.2	3	4 DISC05	5 Post 5	6 EC 5
6	7 NO LECTURE	8	9 EXAM I	10	11 NO DISC	12	13 Pre 6
7	14 LECTURE7.1	15	16 LECTURE7.2	17	18 DISC07	19 Post 6 EXTRA 1	20 EC 6 Pre 7
8	21 LECTURE8.1	22	23 LECTURE8.2	24	25 DISC08	26 Post 7	27 EC 7 Pre 8

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9	28 LECTURE9.1	29	30 LECTURE9.2	31	Nov 1 DISC09	2 Post 8	3 EC 8 Pre 9
10	4 LECTURE10.1	5	6 LECTURE10.2	7	8 DISC10	9 Post 9	10 EC 9
11	11 NO LECTURE	12	13 EXAM II	14	15 NO DISC	16	17 Pre 10
12	18 LECTURE12.1	19	20 LECTURE12.2	21	22 DISC12	23 Post 10 EXTRA 2	24 EC 10 Pre 11
13	25 LECTURE13.1	26	27 NO LECTURE	28	29 NO DISC	30	DEC 1 Pre 12
14	2 LECTURE14.1	3	4 LECTURE14.2	5 EC 11	6 DISC14	7 Post 11 Post 12	8 EC 12
15	9 LECTURE15.1	10	11 NO LECTURE	12	13	14 EXAM III (Final) Post 13 EXTRA 3	15

With WileyPLUS you get:

- A complete online version of your text & other audio and visual learning aides and resources
- Instant grading and feedback on homework. (This course **REQUIRES** that you purchase and use WileyPLUS internet access for submitting homework. A paper copy only of the text is not adequate since you ***must buy electronic access*** to submit homework!)

Technical Support:

If you run into technical difficulties, please contact Wiley Support at www.wileyplus.com/support.

Here's the deal:

The first time you try to access your *WileyPLUS* course you will need to enter a Registration Code. The registration code is **included at no extra cost** with a copy of your textbook bought at the UWM bookstore, or the code can be purchased online. Once you register and set your password, you can use it to access your specific *WileyPLUS* course. You can access your UWM WileyPLUS using the URL as noted below in **Registering**.

Your three purchase options are:

1. UWM Virtual Bookstore: Textbook in three-hole loose-leaf form plus the **required WileyPLUS code for access**. Cost new = \$205.91 + sales tax.
2. Buy from Wiley on-line. 3 options.
 - A) Buy just the code for internet access to text and homework for \$130.00 + tax,
 - B) Buy code plus a loose leaf hard copy for \$195.00 + tax,
 - C) Buy code plus a permanent download of the eBook for \$140.00 + tax.

GRACE PERIOD: Wiley will give you **free** temporary complete access for 14 days.

3. Be careful for this 3rd option: Buy the WileyPLUS code from **someplace other than Wiley (like Amazon or eBay)**. I cannot guarantee this works. If it does, you can save a lot of \$\$!

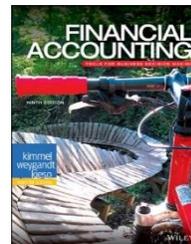
Registering a code (and buying online):

REGISTER AS FOLLOWS:

- Open your web browser and enter: www.wileyplus.com
- Under REGISTER FOR A NEW CLASS put in Course ID **A28172**
You should see a WileyPLUS screen and Class Details our course:

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Kimmel, Financial Accounting, 9e



If not, retype and try again.

- Do not click the Login button yet unless you have used WileyPLUS in a previous class. If you previously used WileyPLUS for another course, the system will recognize you. If not, you must click on the **Create Account ►** button.
- After you click on “Create Account”, click on “I agree to these terms” and then “Continue”, then:
 - a) Enter your registration code that you received if you purchased a text from the bookstore (as noted in option 1 above) and then click “Continue” **OR**
 - b) Click “I want to purchase” (See purchase option 2 above) **OR**
 - c) Click “I’m not ready to buy” and get 14 day free access
- Enter your name, **UWM** email address (type carefully), password (write it down!) and credit card information if you are purchasing access and click “Continue”.
- **Note:** Once you enter the code, you should have complete access. You should see you name next to the UWM logo. From now on, enter WileyPLUS.com and login to gain access to your account.

Tips for Success in Wiley PLUS:

1. Once you get logged in, you will see a module for each chapter, and each module will contain 4 major elements (content, practice, assignments, and Adaptive Practice).
 - a. The **Content** sections link to the text for the chapter. There are also numerous other resources such as problem walk through tutorial videos, animated Power Point chapter reviews, study guides, study aides like flashcards and crossword puzzles, Excel problem templates, and IPOD tutorial videos. Click on a content section to see all that is available.
 - b. The Practice sections have practice problems to provide an additional resource to master the content. These are not grade and are for your own benefit.
 - c. The **Assignments** sections have the Pre-lecture and Post-lecture problems. **Pre-lecture and Post-lecture assignments are graded.**
 - d. The **ADAPTIVE PRACTICE** section is where you will complete Adaptive Practice extra credit assignments. There is an Adaptive Practice extra credit assignment for each chapter. To complete these assignments, you must do 20 questions for the system to calibrate to your ability, **and then at least another 20 questions, which will appear when you restart Adaptive Practice.** Credit is assigned based on your proficiency.
2. The left margin of the WileyPLUS home page has links to the e-textbook and gradebook. The other items in the menu bar will not be used.
3. **DO NOT** use your browser **Back button** to go to a prior screen. It won’t work most of the time. Depending on what screen you are on, sometimes a BACK button appears. That is OK, but it doesn’t go all the way back at times. The **best way I found to maneuver** back is clicking on links that appear just below the gray bar towards the top. They have >> just after them.
4. **WARNING:** The program has an inactive **time out feature** that logs you off and doesn’t save your work! I suggest that you click save often. It will save the frustration of inputting info and having the system erase your work. You will be warned of inactivity prior to a system logoff. I also highly suggest that you **print out the homework problems** and complete them on

paper first. Then input your answers.

5. At the start of each assignment set, there is a screen with general question policies. You can see the **points that you can earn for each problem** by clicking on Review Score located in the left margin.
6. ► **Assignments** are **saved and graded** when you click **SUBMIT**. I have allowed you to SUBMIT each graded PRE and POST problem 2 times. (*You can click Save as often as you wish.*) Your **grade** will be based on your **last recorded submit**. There is a *big bonus advantage* here. After your first submit, the system corrects your assignment and you will be able to see what you did correctly and incorrectly. Before your second submit, you will be allowed to **fix what you got wrong!** Don't waste your submits.
7. Once you hit the allowed maximum 2 submits for a problem, you cannot submit any more corrections. In addition, you cannot submit after the due date and time (not even 1 second after).

*****IMPORTANT STUDY NOTE**: ANSWERS TO ALL PROBLEMS are available after your second submit. You can access each problem, but you cannot change it. There will also be a new button to click titled "*show answer*". For complex problems, a button titled "show solution" will also be made available. At that point, you can **access correct solutions to each problem**.<<<<***** Note this!!

8. Some more notes on the **assignments screen**:
 - a. When completing an assignment, the **input area is small** and you have to keep scrolling all the time. To make it bigger, you can do two things. Click **FULL SCREEN**. This helps a lot. In addition, you can resize the box on the left. It's tricky, you have to get your cursor just on the edge so a resize arrow like this ↔ appears. To go back to another problem or access other parts of the program, you must click on **STANDARD VIEW**.
 - b. **STRONGLY RECOMMENDED**: I suggest that you print out a paper copy of the problems, solve off line, and then input your answers. For me, there is nothing worse than inputting a solution and then have some sort of computer, web or power glitch obliterate my unsaved work.
At the start of each assignment set, there is a screen with general question policies. At the bottom, you can print a blank copy of the entire problem set. This is the way to go. Alternatively, click on the box called **PRINTER VERSION**. This creates a pop up window with a print compatible version of each screen. You will have to print out each problem individually if you do it this way.
 - c. For some reason, weekly assignments aren't always **displayed in order**. You can put them in order by clicking on a symbol "►" at the top of any column. If you do this on the first column, the 4 types of assignments for each week are displayed in correct order. Unfortunately, you have to re-click each time you come back to this screen.
 - d. **WARNING**: Read directions VERY carefully on format for inputting your answers. You must input exactly as directed.
9. **EXTRA WARNING AGAIN! BE CAREFUL ON INPUTTING YOUR ANSWERS**. The computer will mark your answers wrong if the **format and order** isn't EXACTLY as requested. Look out for the correct **number decimal places** and ordering of lists. In addition, you must input something in each field, **even if it is 0**. If you are directed to input the largest dollar amount first of several items, you must do so or it will be marked incorrect. **READ DIRECTIONS VERY, VERY CAREFULLY!**

Syllabus Links

1. *Students with disabilities.* Notice to these students should appear prominently in the syllabus so that special accommodations are provided in a timely manner. <http://uwm.edu/arc/>
2. *Religious observances.* Accommodations for absences due to religious observance should be noted. https://www4.uwm.edu/secu/docs/other/S_1.5_ACCOMMODA_OUS_BELIEFS.pdf
3. *Students called to active military duty.* Accommodations for absences due to call-up of reserves to active military duty should be noted. Students: <http://uwm.edu/active-duty-military/> Employees: <https://www.wisconsin.edu/ohrwd/download/policies/ops/bn9.pdf>
4. *Incompletes.* A notation of "incomplete" may be given in lieu of a final grade to a student who has carried a subject successfully until the end of a semester but who, because of illness or other unusual and substantiated cause beyond the student's control, has been unable to take or complete the final examination or to complete some limited amount of term work. https://www4.uwm.edu/secu/docs/other/S_31_INCOMPLETE_GRADES.pdf
5. *Discriminatory conduct.* Discriminatory conduct will not be tolerated by the University. It poisons the work and learning environment of the University and threatens the careers, educational experience, and well-being of students, faculty, and staff. https://www4.uwm.edu/secu/docs/other/S_47_Discrimina_duct_Policy.pdf
6. *Title IX/Sexual Violence.* Title IX is a federal law that prohibits sex discrimination in education program or activities, and UWM policy prohibits such conduct (see Discriminatory Conduct, above). This includes sexual violence, which may include sexual harassment, sexual assault, relationship violence, and/or stalking in all educational programs and education-related areas. UWM strongly encourages its students to report any instance of sex discrimination to UWM's Title IX Coordinator (titleix@uwm.edu). Whether or not a student wishes to report an incident of sexual violence, the Title IX Coordinator can connect students to resources at UWM and/or in the community including, but not limited to, victim advocacy, medical and counseling services, and/or law enforcement. For more information, please visit: <https://uwm.edu/sexual-assault/>.
7. *Academic misconduct.* Cheating on exams or plagiarism are violations of the academic honor code and carry severe sanctions, including failing a course or even suspension or dismissal from the University. <http://uwm.edu/academicaffairs/facultystaff/policies/academic-misconduct/>
8. *Complaint procedures.* Students may direct complaints to the head of the academic unit or department in which the complaint occurs. If the complaint allegedly violates a specific university policy, it may be directed to the head of the department or academic unit in which the complaint occurred or to the appropriate university office responsible for enforcing the policy. https://www4.uwm.edu/secu/docs/other/S_47_Discrimina_duct_Policy.pdf
9. *Grade appeal procedures.* A student may appeal a grade on the grounds that it is based on a capricious or arbitrary decision of the course instructor. Such an appeal shall follow the established procedures adopted by the department, college, or school in which the course resides or in the case of graduate students, the Graduate School. These procedures are available in writing from the respective department chairperson or the Academic Dean of the College/School. https://www4.uwm.edu/secu/docs/other/S_28_Grade_Appe_by_Students.pdf
10. *LGBT+ resources.* Faculty and staff can find resources to support inclusivity of students who identify as LGBT+ in the learning environment. <http://uwm.edu/lgbtrc/>
11. *Smoke and Tobacco-Free campus.* UWM prohibits smoking and the use of tobacco on all campus property. https://www4.uwm.edu/secu/docs/other/S_49_Smoke_Toba_Free_Policy.pdf
12. *Final Examinations.* Information about the final exam requirement, the final exam date requirement, and make-up examinations. https://www4.uwm.edu/secu/docs/other/S_22_Final_Examinations.pdf