ACCT 3301:900, Accounting for Non-Accounting Majors, Fall 2020, CRN: 12653
Department of Accounting & Finance, College of Business
Course Syllabus

Class Modality:                Hybrid
Class Meeting Time and Place:  S 12:00 – 1:45 PM, Classroom Hall Room 102
Class Duration:               8/20/2020 – 12/12/2020
Instructor:                  W. Chris Leach, M.P.A, CPA
                              Office: Modular Building 111B
                              Tel: 210-784-2018
                              Email: chris.leach@tamusa.edu
                              Please use Blackboard Messages for all class-related
                              communications
                              Student emails from tamusa.edu addresses will receive a reply
                              within two business days; emails from other addresses will be
                              ignored. If you send an email, please include “ACCT 3301”
                              in the subject line.
Course Website:              https://tamusa.blackboard.com/
Office Hours:                By appointment only; will also be available at least 15 minutes
                              before and 15 minutes after class.

Catalog Course Description:
This course approaches accounting from the point of view of a business manager. Emphasis is on the
source, strengths, and limitations of financial accounting information as a support for the five functions
of management, i.e., planning, organizing, staffing, directing, and controlling. The course culminates in
the analysis of publicly available financial statements, using both vertical and horizontal analysis
techniques. This course is specifically designed for non-accounting majors.
Prerequisites: ACCT 2301 and ACCT 2302 or equivalent.

Course Objectives:
This course will enable students to master the essential concepts, principles, methods, and techniques that
underlie the use of accounting for business management.

Prerequisites:
ACCT 2301 and ACCT 2302 or equivalent. Students who do not meet the prerequisites must contact the
instructor immediately.
Student Learning Outcomes:
After successful completion of this course, students will be able to:

1. Understand the basics of double-entry accounting.
2. Understand the accounting equation
3. Prepare and interpret the basic financial statements: balance sheet, income statement, statement of stockholders’ equity, and statement of cash flows.
4. Understand the proper entries and reporting for assets, liabilities, and equity.

AACSB Assessment:
The College of Business is in the process of applying for AACSB accreditation. As part of that process, students will be assessed on program-level outcomes based on course outcomes from various courses. The materials from this course may be used for assessing such program-level outcomes, and hence students must follow the necessary rigor to ensure mastery and retention of the above course outcomes.

COVID-19: Due to the current pandemic environment, all University faculty, students and staff are required to adhere to mandated procedures and guidelines as communicated through University communications. See the attached COVID-19 syllabus addendum for additional information.

Required Materials:


- **Calculator:** A stand-alone calculator other than the one on your phone, laptop, or tablet (for use during tests).

- **Blackboard:** Connect to [http://tamusa.blackboard.com](http://tamusa.blackboard.com). Lecture notes, solutions to problems, multimedia materials and other supplementary materials will be posted in Blackboard. All class communications will be through Blackboard and you should monitor this frequently.

- **Computer Hardware and Software:** In order to access Blackboard, you need a computer with an internet connection and a web browser (Chrome, Firefox, Microsoft Edge, etc.). If online course delivery becomes necessary, you will also need a microphone and speakers/headphones. You may find Microsoft Excel or an equivalent useful when completing homework assignments.

- **Time Expectation for Coursework:** You are expected to spend 4-8 hours *outside of class* per week for the course. This is a general expectation. You may require more time to understand the material, especially when assignments or exams are due.

McGraw-Hill Connect:
Connect is an online homework and learning management platform from McGraw-Hill Education. All of your homework assignments and tests will be delivered through Connect.

If you have trouble registering for or accessing Connect, please contact McGraw-Hill Education’s Customer Support. Live chat, email, and phone support are available 7 days a week. When contacting a
support agent, you will always receive a case number. It is important that you save this case number if additional follow up or documentation is needed.

**Website: www.mhhe.com/support | Phone: (800) 331-5094**

**Hours (EST)**
- Sunday: .........................12 PM - 12 AM
- Monday - Thursday:......24 hours
- Friday:.........................12 AM - 9 PM
- Saturday: .................10 AM - 8 PM

Make sure your computer meets system requirements by going to this link: [http://connect.mheducation.com/connect/troubleshoot.do](http://connect.mheducation.com/connect/troubleshoot.do).

**Other Recommended / Reading Materials:**
Additional and/or optional reading materials may be provided from a variety of sources. This may consist of actual materials or web links to various sites. This material and/or links will be posted in Blackboard and announced on the course Blackboard page.

**Course Requirements every student must fulfill in order to succeed in the course:**

1. Check the Course Calendar, Announcements, and Messages (e-mail) systems in Blackboard on a regular basis.
2. Keep current with all course assignments, quizzes, and examinations.
3. Ask questions and communicate with me either in class, online, off-line or during office hours.
4. If you are completing classwork or an exam off-campus, you are responsible for the availability of internet connectivity. Extensions will **not** be granted for lack of availability of internet connections.
5. Remember that hybrid courses require you to assume greater responsibility and utilize independent learning skills to achieve the learning outcomes.
6. If circumstances require the course to be moved to a completely online format, it will be a synchronous format. This means you will be expected to attend the online session at the regularly-scheduled time (Saturday from noon to 1:45pm). I will make a recording of the session available online for you to view if you are unable to attend the live session.

**Grading Policy:**
The final course grade will be based on your performance on tests and exams, and completion of homework assignments. There are 700 possible points in this course:

- Homework assignments (18 points per chapter) ..................234 points
- Test 1 – Chapters 1-4 .........100
- Test 2 (mid-term exam) – Chapters 5-7 .................120
- Test 3 – Chapters 8-10 ..........100
- Test 4 (final exam) – Primarily Chapters 11-13 ..........146
The final letter grades will be assigned as follows:

- 90 – 100% (630 to 700 points) ⇒ A
- 80 – 89% (560 to 629 points) ⇒ B
- 70 – 79% (490 to 559 points) ⇒ C
- 60 – 69% (420 to 489 points) ⇒ D
- Below 60% (0 to 419 points) ⇒ F

**Extra Credit:**
Extra credit is offered ONLY for the following items:

- Completion of the “Introduction to Connect” homework assignment by Aug 29 – 5 points
- Present in five (5) classes (in-person or online) – 1 point
- Present in ten (10) classes (in person or online) – 1 point
- Present in all classes (in person or online) – 3 points

*There will be no other extra credit opportunities offered under any circumstances.*

**Tests and Examinations:**
There will be four (4) tests, including a mid-term exam and a final exam. Being absent for a test, or not submitting a test by the due date/time, will result in a grade of zero for that test and may result in a fail grade in the course. **The mid-term and final exams will be given online in the classroom during the scheduled period.** To be able to take exams online, you will need a laptop or tablet capable of accessing Connect.

If you cannot bring a laptop or tablet to class on the day of the mid-term or final, it is your responsibility to contact me *before the date of the exam* so I will be able to provide you with a loaner or a paper version of the test. If you do not inform me until the day of the exam, a paper copy will be made for you at that time, which will result in less time for you to complete the exam.

Material covered by tests will be based on assigned reading materials, lectures, and class discussions. Tests will consist of any combination of short-answer questions, matching problems, multiple-answer questions, multiple-choice questions, problems, journal entries, and essay questions.

The first and third tests will be given online and taken outside of class. You will have a three-day window in which to complete the test. Once you begin the test, you will have 75 minutes to complete it. You will not be able to save the test and return to it, and you will only be allowed to submit each test once.

The entire scheduled class time will be available for you to complete the mid-term exam. If you arrive late to class for the mid-term exam, you will not receive additional time to complete the exam.

The final exam will take place at a time to be announced by the University. The entire scheduled time will be available to complete the exam. If you arrive late to the final exam, you will not receive additional time to complete the exam. This will be a comprehensive exam focused primarily on material
from chapters 11-13, but also including problems or questions from material covered on the first three tests, allowing you to demonstrate you have successfully achieved the Student Learning Outcomes listed on page 1 of this syllabus.

**Proctored Exams:** Tests and/or exams in this class may be administered using secure online testing services. Details regarding proctored exam sign-up and administration will be provided at least two weeks prior to the test/exam.

**Assignments:**
All homework assignments are web-based exercises and problems. Individual assignments and due dates will be posted in the “Homework assignments” folder of the “Course Contents” link on Blackboard. There is no time limit for completing homework assignments, as long as they are submitted by the due date/time. You can submit assignments multiple times before the due date/time.

**Make up and Late Assignment/Test Policy:**
Late homework assignments will not be accepted.

Generally, make-up tests will **NOT** be offered for any missed tests. Make-up tests will be administered **only** in extraordinary circumstances, such as an excused official University activity, a severe illness, or a dire emergency. However, you must provide comprehensive documentation to the instructor either before or within a few days of the missed test.

Requests for make-up tests will be granted or not granted at my discretion, after consideration of the documentation you provide as required in the preceding paragraph. The date and time of the make-up test must be agreed upon with me; in general, a make-up test must be completed before the class session following the scheduled test date.

*There will be no make-up given for the final exam.* If you are not present in the classroom to take the final exam at the scheduled time, you will receive a grade of zero for the final. If you know ahead of time that it will be **impossible** for you to take the final exam as scheduled, contact me to make alternative arrangements.

**Class Conduct and Civility Code:** Everyone in class is expected to follow all rules in the student handbook, as well as common courtesy during classroom lectures, discussions in class, and discussions via Blackboard Messages including the following:

1. Attendance will be taken each class period. A sign-in sheet will be available at the beginning of each class. The log of participants will be used to determine online attendance. As noted previously, attendance will be tracked solely to determine the number of extra credit points students earn.

2. If you are attending the in-person class session, you are expected to be in class and seated at the beginning of each class period, and to remain until the end of each class period or until I dismiss class.

3. It is your responsibility to obtain and be able to use the required materials and software for this class.
4. Do not talk while I am lecturing or while other students are speaking. This is extremely disruptive and discourteous to me and other students.

5. If the class is being conducted online, mute your microphone to reduce the level of background noise. If you have a question during an online lecture, submit it using the online platform’s chat window.

6. Using computers or phones (except for a valid urgent need) during class is disruptive. All cell phones and gadgets should be placed in silent mode or turned OFF, and either stowed away or placed face down on the desk. Headphones must be removed.

If you must answer an urgent phone call, please step outside the classroom before carrying on your conversation.

During the mid-term and final exams, all electronic devices, except the laptop or tablet being used to take the exam, MUST be turned off and stowed away. You may use only a stand-alone calculator during the exam. If you do not bring such a calculator on the day of the exam, you will have to do any calculations by hand.

I may require all cell phones to be given to me at the start of the exam, to be returned when the exam is complete.

In addition, during exams, everything must be stowed beneath your desk, except for the following:

- The computer or tablet being used to take the exam;
- A stand-alone calculator – phones **may not** be used as calculators;
- Several sheets of blank scratch paper and a pen/pencil; and
- One (1) page of letter-size paper (front and back) containing any notes you choose to include.

7. For any questions about the tests and assignments, contact me well in advance of the day they are due, so he has enough time to respond.

8. All communications between you and me not conducted via Blackboard Messages must be conducted via email using Texas A&M University-San Antonio (jaguar.tamu.edu or tamusa.edu) email accounts. Emails originating from any other email provider will be ignored. I will reply to Blackboard and email messages within 24-48 hours during the work week (Monday-Friday). Messages sent to me during weekends or over other University breaks will receive replies within 72 hours.

9. All assignment submissions must be uploaded to Blackboard or completed in Connect by the specified due date and time. Connect assignments are set up to automatically submit at the due date/time. **If you wait until the due date/time to work on your assignment and your computer malfunctions, or Blackboard and/or Connect are unavailable for any reason, you will not be granted an extension of time.**

Anyone violating these policies may be subject to disciplinary actions.

*See the attached COVID-19 addendum for additional information about expectations of student behavior.*
Class Attendance and Participation:
A vital ingredient of success in this course is regular class attendance. Absences tend to lower the quality of your work, and frequent or persistent absences may result in a failing grade. You are responsible for all material covered in class. The course covers a lot of ground and most students find some parts of it difficult. Class participation is highly encouraged as it makes the class more interesting and enhances the learning experience. You are strongly encouraged to ask questions, participate in class discussions and problem solving, and visit/contact me with questions or concerns. Good attendance and participation will be rewarded both directly and indirectly when final grades are assigned.

The course is intensive and challenging and you are expected to master the materials presented in class. The structure of the class makes your individual study and preparation outside of class extremely important. A minimum of 1 to 2 hours of work outside the class is expected for every one hour of class period per week. You are expected to read the assigned chapter and begin working on homework assignments before class.
**Fall 2020 ACCT 3301-900 Class Schedule**

The provisions and information set forth in the schedule below are intended to be informational and not contractual in nature. The instructor reserves the right to amend, alter, change, delete or modify the provisions of the schedule. Any such changes will be announced in class and/or on Blackboard.

The textbook has both end-of-chapter questions and self-paced “SmartBook” topics. Homework for each chapter will consist of the SmartBook assignment (worth 12 points) and a number of end-of-chapter questions (worth 6 points).

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Chapter and Topic</th>
<th>Due at 11:59 PM</th>
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<tbody>
<tr>
<td>1</td>
<td>Aug 22</td>
<td>Syllabus and introduction to the course</td>
<td>Sat, Aug 29</td>
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<td>Chapter 1 – Accounting – Present and Past</td>
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<td>Extra credit – “Introduction to Connect”</td>
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<td>HW: SmartBook assignment</td>
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<td>Chapter problems: Exercise 4</td>
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<td>2</td>
<td>Aug 29</td>
<td>Chapter 2 – Financial Statements and Accounting Concepts/Principles</td>
<td>Sun, Aug 30</td>
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<td>HW: SmartBook assignment</td>
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<td>Chapter problems: 2-4, 2-7, 2-9, 2-11, 2-14, 2-18</td>
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<td>3</td>
<td>Sep 5</td>
<td>Chapter 3 – Fundamental Interpretations Made from Financial Statement Data</td>
<td>Sun, Sep 6</td>
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<td>Chapter problems: 3-1, 3-5, 3-7, 3-13, 3-14, 3-16, 3-17</td>
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<td>4</td>
<td>Sep 12</td>
<td>Chapter 4 – The Bookkeeping Process and Transaction Analysis</td>
<td>Sun, Sep 13</td>
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<td>Chapter problems: 4-2, 4-4, 4-6, 4-10, 4-14, 4-27</td>
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<td>Sep 13 – Sep 15</td>
<td>Test #1 (chapters 1 – 4)</td>
<td>Test #1 due Sep 15</td>
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<td>5</td>
<td>Sep 19</td>
<td>Chapter 5 – Accounting for and Presentation of Current Assets</td>
<td>Sun, Sep 20</td>
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<td>HW: SmartBook assignment</td>
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<td>Chapter problems: 5-1, 5-2, 5-5, 5-8, 5-14, 5-12, 5-26, 5-32</td>
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<td>6</td>
<td>Sep 26</td>
<td>Chapter 6 – Accounting for and Presentation of Property, Plant, and Equipment,</td>
<td>Sun, Sep 27</td>
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<td>and Other Noncurrent Assets</td>
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<td>HW: SmartBook assignment</td>
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<td>Chapter problems: 6-2, 6-4, 6-9, 6-19, 6-21, 6-23</td>
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<td>7</td>
<td>Oct 3</td>
<td>Chapter 7 – Accounting for and Presentation of Liabilities</td>
<td>Sun, Oct 4</td>
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<td>HW: SmartBook assignment</td>
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<td>Chapter problems: 7.4, 7.7, 7.11, 7.22</td>
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<td>8</td>
<td>Oct 10</td>
<td>Test #2 – Mid-term exam (chapters 5 – 7)</td>
<td>Exam given during regular class period</td>
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<td>9</td>
<td>Oct 17</td>
<td>Chapter 8 – Accounting for and Presentation of Stockholders’ Equity</td>
<td>Sun, Oct 18</td>
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<td>Chapter problems: 8.1, 8.7, 8.10, 8.17, 8.21, 8.25, 8.28</td>
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<td>Chapter problems: 9.1, 9.2, 9.4, 9.18, 9.21, 9.23</td>
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<td>11</td>
<td>Oct 31</td>
<td>Chapter 10 – Corporate Governance, Notes to the Financial Statements, and Other Disclosures</td>
<td>Sun, Nov 1</td>
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<td>HW: SmartBook assignment</td>
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<td>Chapter problems: 10.1, 10.7, 10.11, 10.12</td>
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<td>Nov 1 – 3</td>
<td>Test #3 (chapters 8 – 10)</td>
<td>Test #3 due Nov 3</td>
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<td>12</td>
<td>Nov 7</td>
<td>Chapter 11 – Financial Statement Analysis</td>
<td>Sun, Nov 8</td>
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<td>13</td>
<td>Nov 14</td>
<td>Chapter 12 – Managerial Accounting and Cost-Volume-Profit</td>
<td>Sun, Nov 15</td>
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<td>HW: SmartBook assignment</td>
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<td>Chapter problems: 12-1, 12-4, 12-5, 12-10, 12-15, 12-19</td>
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<td>14</td>
<td>Nov 21</td>
<td>Chapter 13 – Cost Accounting and Reporting</td>
<td>Sun, Nov 22</td>
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<td>HW: SmartBook assignment</td>
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<td>15</td>
<td>Nov 26 – 28</td>
<td>Thanksgiving Break – No Class</td>
<td>Thanksgiving Holiday Nov 26 – Nov 28</td>
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<td>16</td>
<td>Dec 5</td>
<td>Reading day – No Class</td>
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<td>17</td>
<td>Dec 12</td>
<td>Final Exam (Primarily chapters 11 – 13)</td>
<td>Sat, Dec 12</td>
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**University Email Policy and Course Communications**

All email correspondence between professors and students must occur via University email accounts. You must have your Jaguar email account ready and working. If it is not working, contact the help desk at 210-784-4357.

**Academic Accommodations for Person with Disabilities**

The Americans with Disabilities Act Amendments Act (ADAAA) of 2008 and the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights protection for persons with disabilities. Title II of the ADAAA and Section 504 of the Rehabilitation Act require that students with disabilities be guaranteed equal access to the learning environment through the provision of reasonable and appropriate accommodation of their disability. If you have a diagnosed disability that may require an accommodation, please contact Disability Support Services (DSS) for the coordination of services. DSS is located on the 2nd floor of the Central Academic Building in suite 210. The phone number for DSS is (210) 784-1335 and email is dsupport@tamusa.edu.

**Academic Learning Center**

All currently enrolled students at Texas A&M University-San Antonio can utilize the Academic Learning Center for subject-area tutoring. The Academic Learning Center is an appointment-based center where appointments are made through the Navigate platform. Students access Navigate through JagWire in the Student Services tab. The Center is active on campus outreaching to students to highlight services offered. You can contact the Academic Learning Center by emailing tutoring@tamusa.tamus.edu or calling (210)-784-1332. Appointments can also be made through JagWire under the services tab.

**Counseling Resources**

As a college student, there may be times when personal stressors interfere with your academic performance and/or negatively impact your daily functioning. If you or someone you know is
experiencing life stressors, emotional difficulties, or mental health concerns at Texas A&M University-San Antonio, please contact the Office of Student Counseling & Wellness Services (SC & WS), located in Modular C, Room 166 (rear entrance), or call 210-784-1331 between the hours of 8:00 AM and 5:00 PM. All mental health services provided by SC & WS are free, confidential (as the law allows), and are not part of a student’s academic or university record. SC & WS provides brief individual, couples, and group therapy, crisis intervention, consultation, case management, and prevention services. For more information, please visit www.tamusa.edu/studentcounseling.

In a crisis, please walk-in to the SC & WS services between 8:00 AM and 5:00 PM to be seen by a licensed clinician. After hours, please contact UPD at 911 or text “HOME” to 741-741 24/7/365 to connect with a trained crisis counselor. The National Suicide Prevention hotline also offers a 24/7/365 hotline at 1-800-273-8255.

Emergency Preparedness
JagE Alert is Texas A&M University-San Antonio’s mass notification system. In the event of an emergency, such as inclement weather, students, staff and faculty, who are registered, will have the option to receive a text message, email and/or phone call with instructions and updates. To register or update your information visit: https://tamusa.bbcportal.com/.


Financial Aid and Verification of Attendance
According to the following federal regulation, 34 CFR 668.21: U.S. Department of Education (DoE) Title IV regulation, a student can only receive Title IV funds based on Title IV eligibility criteria which include class attendance. If Title IV funds are disbursed to ineligible students (including students who fail to begin attendance), the institution must return these funds to the U.S. DoE within 30 days of becoming aware that the student will not or has not begun attendance. Faculty will provide the Office of Financial Aid with an electronic notification if a student has not attended the first week of class. Any student receiving Federal financial aid who does not attend the first week of class will have his/her aid terminated and returned to the DoE. Please note that any student who stops attending at any time during the semester may also need to return a portion of his/her federal aid.

Jaguar Writing Center
The Jaguar Writing Center provides writing assistance to graduate and undergraduate students in all three colleges. Writing tutors work with students to develop reading skills, prepare oral presentations, and plan, draft, and revise their written assignments. Students can make individual or group appointments with a writing tutor. The Writing Center is located in the Central Academic Building, Suite 208. Appointments can also be made through JagWire under the services tab.

Meeting Basic Needs: Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the Dean of Students (DOS@tamusa.edu) for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to provide any resources they may possess.
**Military Affairs**
Veterans and active-duty military personnel are welcomed and encouraged to communicate, in advance if possible, any special circumstances (e.g., upcoming deployment, drill requirements, disability accommodations). You are also encouraged to visit the Patriots’ Casa in-person room 202, or to contact the Office of Military Affairs with any questions at military@tamusa.edu or (210)784-1397.

**Religious Observances**
Texas A&M University-San Antonio recognizes the diversity of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their tradition. Under the policy, students are provided an opportunity to make up any examination, study, or work requirements that may be missed due to a religious observance provided they notify their instructors before the end of the second week of classes for regular session classes.

**Respect for Diversity**
We understand that our students represent diverse backgrounds and perspectives. When we are equity-minded, we are aware of differences and inequalities and are willing to discuss them so we can act to resolve them. The University is committed to building cultural competencies, or the attitudes, skills, and knowledge that enable individuals and organizations to acknowledge cultural differences and incorporate these differences in working with people from diverse cultures. Respecting and accepting people different than you is vital to your success in the class, on campus, and as a future professional in the global community. While working together to build this community we ask all members to:

- Share their unique experiences, values, and beliefs.
- Be open to the views of others.
- Honor the uniqueness of their colleagues.
- Value each other’s opinions and communicate respectfully.
- Keep confidential discussions that the community has of a personal (or professional) nature.
- Use this opportunity together to discuss ways in which we can create an inclusive environment in this course and across the A&M-San Antonio community.

**Drop Policy**
You may drop the course with an automatic grade of W on or before the date listed in the academic calendar at http://www.tamusa.edu. The last date to drop a course, or withdraw from the University is also indicated in the academic calendar on the university website (http://www.tamusa.edu). If you wish to drop the class, you must submit the necessary paperwork to the proper authority. Students dropping a course are subject to all conditions listed in the University catalog.

**The Six-Drop Rule**
Students are subject to the requirements of Senate Bill (SB) 1231 passed by the Texas Legislature in 2007. SB 1231 limits students to a maximum of six (6) non-punitive course drops (i.e., courses a student chooses to drop) during their undergraduate careers. A non-punitive drop does not affect the student’s GPA. However, course drops that exceed the maximum allowed by SB 1231 will be treated as “F” grades and will impact the student’s GPA.
Statement of Harassment and Discrimination
Texas A&M University-San Antonio is committed to the fundamental principles of academic freedom, equality of opportunity and human dignity. To fulfill its multiple missions as an institution of higher learning, A&M-San Antonio encourages a climate that values and nurtures collegiality, diversity, pluralism and the uniqueness of the individual within our state, nation, and world. All decisions and actions involving students and employees should be based on applicable law and individual merit. Texas A&M University-San Antonio, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the appropriate offices within their respective units.

Students’ Rights and Responsibilities
The following statement of students’ rights and responsibilities is intended to reflect the philosophical base upon which University Student Rules are built. This philosophy acknowledges the existence of both rights and responsibilities, which are inherent to an individual not only as a student at Texas A&M University-San Antonio but also as a citizen of this country.

Students’ Rights
1. A student shall have the right to participate in a free exchange of ideas, and there shall be no University rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.
2. Each student shall have the right to participate in all areas and activities of the University, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status in accordance with applicable federal and state laws.
3. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.
4. Each student subject to disciplinary action arising from violations of University Student Rules shall be assured a fundamentally fair process.

Students’ Responsibilities
1. A student has the responsibility to respect the rights and property of others, including other students, the faculty and University officials.
2. A student has the responsibility to be fully acquainted with the published University Student Rules and to comply with them, as well as federal, state, and local laws.
3. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.
4. A student has the responsibility to maintain a level of behavior that is consistent in supporting the learning environment of the institution and to recognize the University’s obligation to provide an environment for learning.
Violations of Academic Conduct (Section 14.5 Student Handbook)
As a member in an academic community, students at Texas A&M University-San Antonio are expected to exhibit a high level of honesty and integrity in their pursuit of higher education, be mature, be self-directed, and be able to manage their own affairs. Students who are unwilling to abide by these basic expectations will find themselves facing academic and/or disciplinary sanctions. Students are expected to share in the responsibility and authority with faculty and staff to challenge and make known acts that violate the Texas A&M University-San Antonio Code of Conduct. For more information, please visit the Office of Student Rights and Responsibilities website at http://bit.ly/TAMUSAStudentRR.

Students engaging in an act that violates the standards of academic integrity will find themselves facing academic and/or disciplinary sanctions. Academic misconduct is any act, or attempt, which gives an unfair advantage to the student. Additionally, any behavior specifically prohibited by a faculty member in the course syllabus or class discussion may be considered as academic misconduct. Academic misconduct includes, but is not limited to, cheating, plagiarism, multiple submissions, collusion, lying and bribery. For more information, refer to the Student Code of Conduct, Article III: Conduct Rules and Regulations. Texas A&M University-San Antonio faculty has the discretion to impose grade penalties as deemed necessary.

Faculty members are required to report such serious breaches of academic honesty to their chair, their dean and the Office of Student Rights and Responsibilities. In cases of academic misconduct, students may be subject not only to grade sanctions in courses but to disciplinary action. Grade sanctions may be imposed only by faculty members, but suspension or expulsion may be imposed only by the Vice President for Student Success & Engagement. If a student wishes to appeal the decision of suspension or expulsion due to violations of academic misconduct, they must initiate their appeal as outlined within the Student Code of Conduct. Extenuating circumstances may cause the University to deviate from the defined time frames.

All student term papers and other written assignments are subject to analysis by anti-plagiarism software. Posting of any class work given to student, or solutions, or discussion, on publicly accessible forums or on social media is not permissible.

Considering the potential consequences of academic misconduct, it is obviously in students’ best interests to avoid even the appearance of such behavior. If a student is unclear whether a specific act might constitute academic misconduct, please she/he should contact the instructor for an assessment of the situation.
Key Dates For Fall 2020 Semester:
The complete academic calendar is available online: [https://www.tamusa.edu/provost/faculty/faculty-resources/fallspringsummercalendars/fall-2020.html](https://www.tamusa.edu/provost/faculty/faculty-resources/fallspringsummercalendars/fall-2020.html).

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Aug 18</td>
<td>Drop for non-payment</td>
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<tr>
<td>Aug 19</td>
<td>Last day for students to withdraw to receive 100% tuition</td>
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<tr>
<td>Aug 20</td>
<td>Classes begin</td>
</tr>
<tr>
<td>Sep 4</td>
<td>Census date. Also last date to apply for Fall 2020 graduation</td>
</tr>
<tr>
<td>Sep 7</td>
<td>Labor Day holiday – A&amp;M-SA closed (weekend classes will meet)</td>
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<tr>
<td>Sep 8</td>
<td>Students dropped for non-payment will be assessed a $363 reinstatement fee</td>
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<tr>
<td>Oct 23</td>
<td>Last day to drop with an automatic &quot;W&quot;</td>
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<tr>
<td>Oct 26</td>
<td>Title IV 60% of semester (Financial Aid)</td>
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<tr>
<td>Nov 26 – 28</td>
<td>Thanksgiving holiday</td>
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<tr>
<td>Dec 2</td>
<td>Last day to drop a course or withdraw from the University</td>
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<tr>
<td>Dec 2</td>
<td>Last day of scheduled classes</td>
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<tr>
<td>Dec 3 – 4</td>
<td>Reading days</td>
</tr>
<tr>
<td>Dec 7 – 12</td>
<td>Final examinations - See the A&amp;M-SA academic calendar website for schedule</td>
</tr>
<tr>
<td>Dec 12</td>
<td>End of Fall 2020 semester</td>
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<tr>
<td>Dec 15</td>
<td>All grades for Fall 2020 16-week session due by noon via JagWire</td>
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<tr>
<td>Dec 15</td>
<td>Fall 2020 Commencement</td>
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<tr>
<td>Dec 24 – Jan 1</td>
<td>Winter Break – A&amp;M-SA closed</td>
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COVID-19 SYLLABUS ADDENDUM

COVID-19 is a dangerous illness. Above everything else, your health and safety are our concern. The best estimate now is that 20–40% of people infected with the virus have no symptoms. In compliance with safety practices, students are required to complete the COVID-19 student training course. Upon completion, you will receive a certificate with your name and date of completion. If you have yet to complete the course, please do so immediately, as completion is required to return to campus and participate in the Fall 2020 academic semester.

NOTE: If you do not complete this training, you will have a Dean of Students hold on your records, which will prevent adds, drops, and registration.

Students are required to conduct a self-assessment each day before coming to campus to determine if they are exhibiting any signs or symptoms of COVID-19 or have been exposed to COVID-19. Your presence on campus means that you certify that you are not exhibiting any signs or symptoms.

CHECKLIST
If any of the following apply to you, stay home!

1. Have a diagnosis or suspected case of coronavirus; • Fever or chills (feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit)
2. Are currently exhibiting any of the symptoms associated with COVID-19 as listed on the CDC “Symptoms of Coronavirus” web page https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html—even one symptom (e.g., cough or headache);
3. In the past 14 days have had close (less than six feet) contact with a person who has a lab-confirmed case of COVID-19; • Cough
4. In the past 14 days have had close (less than six feet) contact with a person who is awaiting results of a COVID-19 test because of symptoms or exposure; • Shortness of breath or difficulty breathing
5. In the past 14 days have returned from travel or have traveled through an area with state or local travel restrictions that mandate quarantine upon arrival home. • Fatigue
• Muscle or body aches
• Headache
• Loss of taste or smell
• Sore throat
• Congestion or runny nose
• Nausea or vomiting
• Diarrhea

When in doubt, stay home!

If any of the above apply to you, do NOT come to campus. Instead, contact your professor and the Dean of Students Office dos@tamusa.edu, office phone: (210) 784-1354.
All components of this class, including assessments, can be completed virtually, through Blackboard or other platform used in this class. Office hours will be held via WebEx or other platform provided by the instructor.

For lecture classes that include a face-to-face component:
Accommodation for missing class if you meet one of the criteria on the checklist or do not feel comfortable physically attending will be made without penalty. Visitors are not allowed, and students can attend class only on their designated day for in-person attendance. All students have a responsibility to ensure they are always contributing to a safe learning environment by following all health and safety protocols.

For laboratory classes that include a face-to-face, hands-on component:
Unlike lecture classes with face-to-face components, laboratories are designed to provide hands-on experience and training in particular skills that are difficult to attain online. Thus, if students are registered for a laboratory course with a face-to-face component, it is expected that they physically attend on their scheduled day. However, if students have a documented health issue, are in another high-risk category, or feel uncomfortable attending in person, they may be able to enroll in a section of the course that is designated OLC (on-line class). If no such section exists, which may occur in upper-division courses, it is imperative that students contact their instructors immediately, and accommodations will be handled on a case-by-case basis. Note: You and your instructor may decide that it is in your best interest to finish the course at a later date.

Once enrolled in either a hybrid or a fully on-line section, students may not switch between in-person and on-line learning without instructor approval due to the unique nature of preparing for hands-on activities in a laboratory environment as well as tight regulations on the number of students physically allowed in the laboratory. Accommodation for missing class if you meet one of the criteria on the checklist or do not feel comfortable attending will be made without penalty.

While in the classroom:
1. Sanitize your hands upon entering.
2. Always maintain at least six feet from others, including your instructor and other students.
3. Front-row seating will not be used.
4. Sit in designated seats.
5. *Always* wear a cloth face covering or surgical mask fully covering your mouth and nose at all times while in the classroom, even if alone.
6. Observe and conform to any markings on the floor indicating appropriate spacing and don’t sit in a location that has been marked as being off limits.
7. You may ask questions by raising your hand during class or by emailing the instructor outside of class. Do not approach your instructor before or after class to ask a question or attempt to hand your instructor any document or item, as this does not facilitate social distancing.

While in the laboratory: Special laboratory safety instructions will be provided on the course-specific syllabus, and appropriate training will be provided.

Students who do not live up to these responsibilities will not be permitted to physically attend class. Failure to comply with these health and safety protocols is a violation of the Student Code of Conduct.
A student who is not in compliance with these health and safety protocols will not be allowed to remain in the classroom and will be reported to the student conduct office, which may result in the student being barred from the classroom for the remainder of the semester and may also lead to expulsion from the University.

Certain classes may transition to fully online when necessary for health and safety.