

Fall 2021

ACCT 4391 ACCOUNTING INFORMATION SYSTEMS

Section 002 - MoWe 2:30PM - 3:55PM

Instructor: David Marks
Office - COB 350.10
903-565-5547
Email: dmarks@UTTyler.edu
Zoom: <https://uttyler.zoom.us/j/9705761192>

Office Hours: **MW** - 1:00pm - 2:00pm, 4:00pm - 5:00pm, open office or Zoom by appt.
TTH - By appt., Zoom only.
F - 1:00pm - 2:00pm, open office or Zoom by appt.

Please make an appointment for Zoom, as I do not have it open unless I am on a call.

Preferred means of communication:

In an effort to ensure that I can respond to your needs promptly and efficiently, here are my preferred methods of communicating:

- If it is personal, please communicate with me in one of two ways:
 - Email me directly, or
 - Visit me during my office hours. I can use either Zoom or meet personally...the choice is yours.
- If it is an issue that would be of interest to the class, please use the "Discussions" tool in Canvas. It will allow me to respond and reduce redundancy for all. Therefore, please monitor Discussions frequently and I will do the same. That will ensure all would have access to accurate and up-to-date information.

We will see how this works as the semester unfolds and is subject to change if I feel this is not working as intended.

Course Description: Structure of financial data flow systems within an organization. Development of logic, flow and control concepts and reporting techniques of these systems.

Prerequisite: Grade of 'C' or better in TECH 2323 or equivalent
Grade of 'C' or better in ACCT 3312 or concurrent enrollment in ACCT 3312

Teaching Method: This is an upper-division undergraduate course. The understanding of the principles and concepts will be challenging and require active participation by the student. The instructor will facilitate learning

through classroom lecture and discussion, case study and analysis, and hands on introduction to computer tools and techniques.

Course Objectives:

- To understand the conceptual foundations and changing environment of accounting information systems and how manual and computerized accounting information systems relate to financial reporting and decision making within organizations.
- To understand, define, and describe the terminology, components, processes, reports, documents, and procedures inherent in accounting information systems.
- To understand the internal controls necessary for adequate accounting information systems.
- To prepare and interpret data flow diagrams and document flowcharts both manually and computerized.
- To prepare financial statements and other financial reports based on U.S. generally accepted accounting principles using current accounting information systems.
- To discuss the impact of globalization on financial reporting and current technology on accounting information systems.

Competencies developed and/or demonstrated in this course include:

- **Computer-Based Skills**
 - **Word Processing:** Written assignments for submission will develop skills using a word processing program to assimilate, manipulate, organize, store, and present information.
 - **Spreadsheet:** Written assignments for submission may use a spreadsheet program to develop, evaluate, organize, process, store and present information.
 - **Current Accounting Software:** used to develop skills in processing accounting data and creating useful information.
 - **Presentation Software:** Presentation software may be used to facilitate oral presentations.
- **Communication Skills**
 - **Written:** Students are expected to prepare written problem solutions, case analysis, answers to examination questions, and support for cases/projects. They will demonstrate the ability to select, evaluate, and **communicate** information **effectively and concisely** using written, graphic, pictorial, or multi-media methods.
 - **Oral:** Students are expected to participate in class discussions, problem solving, group discussions, and case analysis. They will learn to select, evaluate and communicate information using oral methods as well as develop listening skills.
- **Interpersonal Skills**
 - **Team-Based Abilities - INTRA-GROUP AND INTER-GROUP COOPERATION:** This course is project-oriented and students will work on projects that require team participation.
 - **Leadership:** Leadership is demonstrated by the ability to influence and/or guide towards completion of a common goal. Students may demonstrate those traits through participation in team-based activities.
 - **Conflict Resolution:** Interpersonal conflict resolution may be demonstrated via group discussions and team involvement.
- **Problem Solving (Critical Thinking)**

- **Conceptual Thinking:** Required by case and problem assignments
- **Gathering And Analyzing Data:** Required by assignments, cases, and projects.
- **Quantitative And Statistical Skills:** Students must apply basic quantitative skills in order to solve selected assignments, cases, projects and assessments.
- **Creativity And Innovation:** Required by assignments, cases, and projects.
- **Self-Reliance:** Employers demand employees that when given a task, be self-motivated to learn what is necessary to successfully complete the task. Completion of this course will require a high degree of self-study, contributing to the development of a good work ethic and developing stronger study skills as a result.

Please read the following carefully as there are several different options for you to purchase these books and the related electronic access.

Required Course Materials:

1. **Revel:** You are required to purchase the **Revel** version of **Romney, Steinbart, Summers, and Wood, Accounting Information Systems, 15e**, for this course. I will assign reading, writing, and other homework activities in Revel - ISBN 9780136864448.

While access to Revel is required, the printed version of this text is optional - see purchasing options below. There are two ways to purchase Revel access.

Choose the option that works best for you:

Option #1: Purchase a Revel access code from the campus bookstore.

Option #2: Online Instant Access: If you decide not to purchase Revel from the bookstore, you can purchase Revel access online. You will see this as an option after clicking on the **Pearson Revel** link on the Canvas course menu (left side of the Canvas page).

When you register (via access code or online instant access), you also have the option of adding the print upgrade for \$24.99 extra (no shipping cost).

Follow these steps to get started or watch a short video (www.pearsonhighered.com/Revel/students/registration) on how to register for Revel.

If you need help, check out these Revel student resources:

<https://www.pearsonhighered.com/revel/students/support/>

2. **QuickBooks Online: Level 1, Academic Year 2021-2022**, Retail card, Author(s): Patricia Hartley, Item #: 1-64061-333-1, ISBN: 978-1-64061-333-1

Choose the purchase option that works best for you:

Option #1: Purchase access code from the campus bookstore.

Option #2: Online Instant Access: Purchasing Page Url: <http://www.lablearning.com/quickbooks-online-level1-2021-2022.html?sc=54&category=111269>

OPTIONAL if you are seeking to get QuickBooks certified. **Note:** certification is not part of this course. Additional fees for certification test are required and outside the current course. This book includes the chapters in the Level 1 book (above), plus additional chapters not covered in class but needed for certification.

3. **QuickBooks Online: Comprehensive, Academic Year 2021-2022**, retail card for bookstore

Purchasing Page Url: <http://www.lablearning.com/QuickBooks-Online-Comprehensive-2021-2022-Edition.html?sc=54&category=111269>

Author(s): Patricia Hartley,

Item #: 1-64061-330-7

ISBN: 978-1-64061-330-0

Companion Website

All course material is accessed through Canvas. Both Romney and QuickBooks have companion sites; **Revel** and **eLab**, respectively. Homework and other deliverables will be obtained and submitted through these sites and are accessed through Canvas. It is important to register on these sites to be able to complete the related course requirements.

Do not use Internet Explorer as your browser. Please use **Chrome or Firefox** as your browser. These suffer from fewer problems than other browsers.

Canvas and Companion Mobile App:

All course material is available on Canvas. You should check Canvas regularly for updates and announcements. Canvas has created **Canvas Student** to help you access your courses while you are away from a computer browser. The Canvas Student app comes in handy for checking messages, announcements, and grades.

How to Install the Canvas App

1. On your mobile device, open the App Store.
2. Search for Canvas Student or Canvas Teacher
3. Select the appropriate app, and download and install it.

How to Log in to the Canvas App

The first time you log in, you will need to identify your institution and log in with your UT Tyler user ID and password.

1. Open the Canvas app.
2. Tap Find Your School or District.
3. Type the name of your institution. When the full name appears in the search list, tap the name.
4. Type your UT Tyler user ID and password, and tap Login.
5. On the verification page, tap Log In.

Your Canvas dashboard will open.

Classroom Policies:

- Class starts promptly at the assigned time. If you have a problem that prohibits you from arriving to class on time, please find a seat near the entrance to minimize the disruptions to the classroom.
- Inform me in advance if you must leave the class before the scheduled ending time.
- Electronic devices (cell phones, pagers, iPods, etc.) must be deactivated during class. Texting and surfing the internet in class is not allowed.
- Textbooks, materials and calculators should be brought to all classes.
- Courtesy to the instructor and fellow students is expected. Open discussion is encouraged in the classroom, but derogatory remarks and profanity will not be allowed in the classroom.

- Dishonesty will not be tolerated in this class. Violations of accepted standards of conduct will result in the imposition of the penalties allowed by the University.
- In an accounting class, missing just one class can cause you to fall behind! If you are absent, it is your responsibility to obtain materials and class notes. Lengthy instructions will not be repeated on a one-on-one basis.
- All assignments must be completed on or before the due dates and before class begins on that due date. No late assignments will be allowed unless there are emergency situations and documentation is provided (e.g. doctor's note, subpoena, accident report, etc.).

Assessment: The basis of your grade is determined as follows:

Assignment	Points	Assignment Percent of grade	Grading Scale
Revel (Romney) Homework* @	30	30.00%	100 – 90% A
Projects	15	15.00%	89.99 – 80% B
QuickBooks (Labyrinth)*	25	25.00%	79.99 – 70% C
Exams	25	25.00%	69.99 – 60% D
Attendance/Preparation/Participation	5	5.00%	<60% F
Total	100	100.00%	
* based on % of total pts earned			
@ includes computer based homework			

Grades posted on Canvas throughout the semester are individual grades for that assignment only and are not weighted but are posted for your review. Final grades will be posted on Canvas at the end of the semester using the Grading Scale, above.

Exams: The plan is to have two (2) face-to-face exams; a mid-term and a final exam. We must be prepared to pivot to online exams if COVID-19 issues take a turn for the worse**. All exams, online or face to face, will be administered at the pre-determined time.

During exams you will be permitted to have:

- a four-function calculator (no programmable calculators),
- one sheet of blank scratch paper only.
- Face to Face exams include:
 - 1 Scantron Form 882 E,
 - a #2 pencil, eraser

You will **not** be permitted to use a cellphone or take bathroom breaks. Please prepare accordingly.

Make-up quizzes and exams will **ONLY** be given under extreme extenuating conditions such as, but limited to, hospitalization or medical emergency (including COVID related issues), physical injury, or death of an immediate family member. You **MUST** provide me proof of your issue in order to qualify for a make-up exam. For extenuating conditions, make-up exams must be taken **within three days** of your medical release.

- Student Athletes must present notification in accordance with the Student Manual of Operating Procedures ([Sec. 1-501](#)).

****If online exams are necessary**, they will be administered and proctored using Proctorio in Connect. There will not be any additional cost for proctoring. Please make sure you are using the current version of Chrome or Firefox and you will need the following:

- High-speed Internet connection
- Webcam (internal or external)
- Windows, Mac, or Chrome Operating System
- Up-to-date Chrome or Firefox browser
- Quiet and private environment to take your assessment

Restrictions for online exams do not differ from in-class exams with the additional requirements that you will **not** be permitted to have other people in the room with you and your webcam must be on for the duration of the exam. Failure to adhere to these requirements will result in a zero (0) for the exam.

Attendance/Preparation/Participation: I expect interaction in each class period. From time to time you will be called on to participate in discussions, and to do so requires your attendance and preparation, and will be considered when evaluating this portion of your final grade.

I will be recording each class via Zoom. If you are not present in class, you are responsible for the work covered and may use the Zoom recordings to catch-up.

Copyrights

Unauthorized distribution of copyrighted material may subject students to civil and criminal penalties under the Federal Copyright law. The University of Texas System maintains its copyright policy at [UTS107](#), "Use of Copyrighted Materials." If you are a member of a UT institution community (faculty, staff, or student), click the appropriate link to view frequently used [copyright agreements](#), [courseware agreements](#), and [software standard agreements](#). Because copyright law is fluid, evolving, and fact-specific, contact an attorney for assistance on particular issues. UT institution community members may contact the [Office of General Counsel](#) for guidance.

Important Dates, Fall 2021

- **Friday, Sep 3: Census Date**; deadline for all 15-Week session registrations and schedule changes
- **Monday, Sep 6**: Labor Day Holiday
- **Monday, Nov 1: Last Day to Withdraw**
- **Thursday, Nov 4: Career Success Conference**
- **Mon-Sat, Nov 22 – 27: Thanksgiving Holiday**
- **Tue-Sat, Dec 7-11**: Final Exams

Career Success Conference - Thursday, November 4, 2021.

- The Career Success Conference (CSC) is a networking event designed to allow business and industry leaders to share their experiences and wisdom with today's students. More specifically, the conference is designed to help students build the personal and professional capacities necessary for career success.
- No daytime classes will meet that day—instead, students are required to register for and attend the conference during their normal class time(s).
- It does not appear that evening classes will be affected.

For more info, go to <https://www.utt Tyler.edu/career-success-conference/>

TENTATIVE Acct 4391 Fall 2021 Schedule. This course is taught in a blended format. Blended learning includes a face-to-face component as well as virtual components. These components are intended to compliment, not replace, one another. For example, you may be asked to complete research, reading, Excel analysis, or videos online that will then be used to facilitate in-class discussions and activities. To help you stay organized, a course schedule is provided, below. **Homework assignments are found on Canvas in individual modules that identify any online and/or in-class assignments.** Any due date or assignment/project is subject to change at any time by the instructor. Any changes will be announced in class and via Canvas announcement at least one week prior to due date.

Assignments and due dates for the entire semester are visible in Canvas. **All assignments must be completed on or before the due dates and before class begins on that due date.** No late assignments will be allowed unless there are extenuating circumstances and documentation is provided (e.g. doctor's note, subpoena, accident report, etc.).

Some assignments will require that you work on various computer programs outside of class, such as MS Excel. If access to a computer is an issue for you, you may use the Finance Lab (when classes are not present) or there is a computer lab on the second floor in room 252 of the COB.

I highly encourage you to start working on your assignments early. I suggest that you "chunk" the chapters, splitting up the work throughout the week rather than trying to do too much in a compressed timeframe. This ensures you have time to contact the appropriate person(s) if unforeseen technological issues affect your ability to complete the assignment.

Major Assignments listed, below (detailed information will be provided in class):

- **QuickBooks Online Level 1:** throughout the semester, we will work through 6 chapters of the latest version of Intuit's popular online bookkeeping program. Topics include
 - choosing the appropriate subscription level for a business,
 - customizing company-level settings,
 - working with customers,
 - working with vendors,
 - dealing with bank deposits,
 - bank feeds,

- reconciliation processes for bank and credit card accounts
- **Excel Data Analytics Case:** This Excel project shows students how to drill-down into a company's sales and cost data, gaining a deeper understanding of the company's sales and how this information can be used for decision-making. Students will use Excel to analyze the sales and cost transactions for an insurance company. Students will first have to find and correct errors in the data set. Students then will create calculated columns, pivot tables, charts, and other items, and will draw conclusions based on these results.¹
- **PowerBI Data Analytics Case:** This project shows students how to drill-down into a company's sales data, gaining a deeper understanding of the company's sales and how this information can be used for decision-making. Students will use Power BI to analyze the sales and cost transactions for an insurance company. Students will first have to find and correct errors in the data set. Students then will create calculated columns, calculated measures, table visualizations, slicers, and other items, and will draw conclusions based on these results. This case helps to introduce the student to data analytics topics including data cleansing, data dictionaries, and data visualizations.¹

¹KAT Insurance Corporation: Introductory Managerial Accounting Data Analytics Case, Instructor Guide, Wendy M. Tietz, Kent State University, Jennifer M. Cainas, University of South Florida, Tracie L. Miller-Nobles, Austin Community College

TENTATIVE Acct 4391 Fall 2021 Schedule

Specific chapter assignments for Romney, including reading and chapter questions, are found on Canvas in individual modules that identify any online and/or in-class work to be completed, and is subject to change by the instructor.

WEEK	DAY	DATE		Romney	QuickBooks Online	QuickBooks Assignment	Other Non-Canvas Activities & Assignments*	
Conceptual Foundations of Accounting Information Systems								
1	Mon	8/23		Introduction and Accounting Information Systems: An Overview	CH 1 Getting Started with Quickbooks Online	Setting up your Quickbooks Online	Intro to Revel and eLab/QuickBooks	
	Wed	8/25	CH 1			Complete Ch 1		
2	Mon	8/30	CH 2	Overview of Transaction Processing & ERP Systems				
	Wed	9/1	CH 2		CH 2 Setting up New Company			
	Fri	9/3	Census Date					
3	Mon	9/6	School Closed - Labor Day Holiday					
Data Analytics								
	Wed	9/8	CH 3	Systems Documentation Techniques		RYS 2-1, 2-2, 2-3 AYS 2-1 Chart of Accounts (Graded)		
4	Mon	9/13	CH 3			AYS 2-2 Products and Services List (Graded) AYS 2-3 Ending Chart of Accounts (Graded)		
	Wed	9/15	CH 4	Relational Database	CH 3 Working with Customers			
5	Mon	9/20	CH 4			RYS 3-1		
	Wed	9/22	CH 5	Introduction to Data Analytics in Accounting				
6	Mon	9/27	CH 5					

WEEK	DAY	DATE	Romney	QuickBooks Online	QuickBooks Assignment	Other Non-Canvas Activities & Assignments*	
	Wed	9/29	CH 6	Transforming Data		RYS 3-2, RYS 3-3	Introduce Excel Data Analytics Case
7	Mon	10/4	CH6			AYS 3-1 AYS 3-2	
	Wed	10/6	CH 6			AYS 3-3 (Graded)	
8	Mon	10/11	Mid Term Exam				Excel Data Analytics Case Due
Control of Accounting Information Systems							
	Wed	10/13	CH 08	Fraud and Errors	CH 4 Working With Vendors		Introduce Power BI Data Analytics Case
9	Mon	10/18	CH 08			RYS 4-1 RYS 4-2 RYS 4-3 RYS 4-4	
	Wed	10/20	CH 10	Control and Accounting Information System		AYS 4-1 AYS 4-2	
10	Mon	10/25	CH 10			AYS 4-3 Aging (Graded) AYS 4-3 Vendo Bal (Graded) AYS 4-3 Trans List (Graded)	
	Wed	10/27	CH 11	Controls for Information Security	Ch 5 Banking and Credit Card Transactions		Power BI Data Analytics Case Due
11	Mon	11/1	Last Day to Withdraw				
	Mon	11/1	CH 11			RYS 5-1 RYS 5-2 RYS 5-3	
	Wed	11/3	CH 13	Processing Integrity and Availability Controls		AYS 5-1 AYS 5-2 AYS 5-3 AYS 5-4 (Graded)	
12	Mon	11/8	CH 13		CH 6 All in a Day's Work		
Accounting Information Systems Applications							

WEEK	DAY	DATE	Romney	QuickBooks Online	QuickBooks Assignment	Other Non-Canvas Activities & Assignments*	
	Wed	11/10	CH 14	Chapter 14 The Revenue Cycle: sale to Cash Collections		CH6-1 (Graded) CH6-2 (Graded) CH6-3 (Graded)	
13	Mon	11/15	CH 14			CH6-4 (Graded) CH6-5 (Graded) CH6-6 (Graded)	
	Wed	11/17	CH 14/15	Chapter 15 The Expenditure Cycle: Purchasing to Cash Disbursements		CH6-7 (Graded) CH6-8 (Graded)	
				School Closed - Thanksgiving Break - Nov 22-27			
14	Mon	11/29	CH 15				
	Wed	12/1	CH 15				
15	Wed	Wed, Dec 8 2:45 p.m. - 4:45 p.m.					

"I find that the harder I work, the more luck I seem to have."

-- Thomas Jefferson

"Successful people do what unsuccessful people are not willing to do."

-- Jim Rohn

Student Resources

Resources to assist you in this course

- [UT Tyler Student Accessibility and Resource \(SAR\) Office](#) (provides needed accommodations to students with document needs related to access and learning)
- [UT Tyler Writing Center](#)
- [The Mathematics Learning Center](#)
- [UT Tyler PASS Tutoring Center](#)
- [UT Tyler Supplemental Instruction](#)
- [Upswing \(24/7 online tutoring\) - covers nearly all undergraduate course areas](#)
- [Robert Muntz Library](#) and [Library Liaison](#)
- [Canvas 101](#) (learn to use Canvas, proctoring, Unicheck, and other software)
- Digital Support Toolkit (for supported courses only. Students are automatically enrolled in the toolkit for supported courses)
- LIB 422 -- Computer Lab where students can take a proctored exam
- [The Career Success Center](#)
- [UT Tyler Testing Center](#)
- [Office of Research & Scholarship Design and Data Analysis Lab](#)

Resources available to UT Tyler Students

- [UT Tyler Counseling Center](#) (available to all students)
- [TAO Online Support Center](#) (online self-help modules related to mental & emotional health)
- [Military and Veterans Success Center](#) (supports for all of our military affiliated students)
- [UT Tyler Patriot Food Pantry](#)
- [UT Tyler Financial Aid and Scholarships](#)
- [UT Tyler Registrar's Office](#)
- [Office of International Programs](#)
- [Title IX Reporting](#)
- [Patriots Engage](#) (available to all students. Get engaged at UT Tyler.)

Crisis Help Line
Available 24/7
903.566.7254

University Policies and Information

- **Withdrawing from Class** - Students you are allowed to [withdraw \(Links to an external site.\)](#) (drop) from this course through the University's [Withdrawal Portal \(Links to an external site.\)](#). Texas law prohibits students who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at other 2-year or 4-year Texas public colleges and universities. Make sure to consider the impact withdrawing from this class has on your academic progress as well as the financial implications. We encourage you to consult your advisor(s) and financial aid for additional guidance. CAUTION #1: Withdrawing before census day does not mean you get a full refund. Please see the [Tuition and Fee Refund Schedule \(Links to an external site.\)](#). CAUTION #2: All international students must check with the [Office of International Programs \(Links to an external site.\)](#) before withdrawing. All international students are required to enroll full-time for fall and spring terms.
- **Final Exam Policy** : Final examinations are administered as scheduled. If unusual circumstances require that special arrangements be made for an individual student or class, the dean of the appropriate college, after consultation with the faculty member involved, may authorize an exception to the schedule. Faculty members are required to maintain student final examination papers for a minimum of three months following the examination date.
- **Incomplete Grade Policy** : If a student, because of extenuating circumstances, is unable to complete all of the requirements for a course by the end of the semester, then the instructor may recommend an Incomplete (I) for the course. The "I" may be assigned in lieu of a grade only when all of the following conditions are met: (a) the student has been making satisfactory progress in the course; (b) the student is unable to complete all course work or final exam due to unusual circumstances that are beyond personal control and are acceptable to the instructor; and (c) the student presents these reasons prior to the time that the final grade roster is due. The semester credit hours for an Incomplete will not be used to calculate the grade point average for a student.
The student and the instructor must submit an Incomplete Form detailing the work required and the time by which the work must be completed to their respective department chair or college dean for approval. The time limit established must not exceed one year. Should the student fail to complete all of the work for the course within the time limit, then the instructor may assign zeros to the unfinished work, compute the course average for the student, and assign the appropriate grade. If a grade has not been assigned within one year, then the Incomplete will be changed to an F, or to NC if the course was originally taken under the CR/NC grading basis.
- **Grade Appeal Policy** : - UT Tyler's Grade Appeal policy requires the completion of a Grade Appeal form for this action to take place. The grade appeal begins with the instructor of your course. If you do not agree with the decision of the instructor, you may then move your appeal to the department chair/school director for that course. If you are still dissatisfied with the decision of the chair/director, you may move the appeal to the Dean of the College offering that course who has the final decision. Grade appeals must be initiated within sixty (60) days from the date of receiving the final course grade. The Grade Appeal form is found on the [Registrar's Form Library. \(Links to an external site.\)](#)
- **Disability/Accessibility Services**: The University of Texas at Tyler has a continuing commitment to providing reasonable accommodations for students with documented disabilities. Students with disabilities who may need accommodation(s) in order to fully participate in this class are urged to contact the Student Accessibility and Resources Office (SAR) as soon as possible to explore what arrangements

need to be made to ensure access. If you have a disability, you are encouraged to visit the [SAR Portal \(Links to an external site.\)](https://hood.accessiblelearning.com/UTTyler/) (<https://hood.accessiblelearning.com/UTTyler/> (Links to an external site.)) and complete the New Student Application. For more information, please visit the [SAR webpage \(Links to an external site.\)](#) or call 903.566.7079.

- **Military Affiliated Students:** UT Tyler honors the service and sacrifices of our military affiliated students. If you are a student who is a veteran, on active duty, in the reserves or National Guard, or a military spouse or dependent, please stay in contact with me if any aspect of your present or prior service or family situation makes it difficult for you to fulfill the requirements of a course or creates disruption in your academic progress. It is important to make me aware of any complications as far in advance as possible. I am willing to work with you and, if needed, put you in contact with university staff who are trained to assist you. Campus resources for military affiliated students are in the [Military and Veterans Success Center \(MVSC \(Links to an external site.\)\)](#). The MVSC can be reached at MVSC@uttyler.edu, or via phone at 903.565.5972.
- **Academic Honesty and Academic Misconduct:** The UT Tyler community comes together to pledge that "Honor and integrity will not allow me to lie, cheat, or steal, nor to accept the actions of those who do." Therefore, we enforce the [Student Conduct and Discipline policy \(Links to an external site.\)](#) in the Student Manual Of Operating Procedures (Section 8).
- **FERPA** - UT Tyler follows the Family Educational Rights and Privacy Act (FERPA) as noted in [University Policy 5.2.3 \(Links to an external site.\)](#). The course instructor will follow all requirements in protecting your confidential information.
- **COVID Guidance**
 - *Information for Classrooms and Laboratories:* Students are expected to wear face masks covering their nose and mouth in public settings (including classrooms and laboratories). The UT Tyler community of Patriots views adoption of these practices consistent with its [Honor Code \(Links to an external site.\)](#) and a sign of good citizenship and respectful care of fellow classmates, faculty, and staff.

Students who are feeling ill or experiencing symptoms such as sneezing, coughing, digestive issues (e.g. nausea, diarrhea), or a higher than normal temperature should stay at home and are encouraged to use the [UT Tyler COVID-19 Information and Procedures \(Links to an external site.\)](#) website to review protocols, check symptoms, and report possible exposure. Students needing additional accommodations may contact the Office of Student Accessibility and Resources at University Center 3150, or call (903) 566-7079 or email saroffice@uttyler.edu.

- *Recording of Class Sessions:* Class sessions may be recorded by the instructor for use by students enrolled in this course. Recordings that contain personally identifiable information or other information subject to FERPA shall not be shared with individuals not enrolled in this course unless appropriate consent is obtained from all relevant students. Class recordings are reserved only for the use of students enrolled in the course and only for educational purposes. Course recordings should not be shared outside of the course in any form without express permission.
- **Absence for Official University Events or Activities** : This course follows the practices related to approved absences as noted by the Student Manual of Operating Procedures ([Sec. 1 -501 \(Links to an external site.\)](#)).
- **Absence for Religious Holidays:** Students who anticipate being absent from class due to a religious holiday are requested to inform the instructor by the second class meeting of the semester.

- **Campus Carry:** We respect the right and privacy of students who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>. (Links to an external site.)