**How To Take This Course:**

The material presented in the syllabus was summary in nature. This is your detailed road map of the day to day running of the course. ***You will be tested on these documents****.*

**WORKLOAD -- A WARNING:**

Although the workload in this class is comparable to an on-campus class, it will take you more time to complete than it would in the on-campus class. This is because it simply takes longer to have discussions online (reading and writing) than in a classroom (speaking and listening) and online requires the student to “self-teach” more of the material. Accounting 201 is a five credit course. I tell my students in on- campus classes that they will be spending 5 hours a week in class and 10 hours on homework per week. My advice to online students is plan on spending an ***average of 20 hours a week on this course***.

**Methods:**

This is an online course. You will need access to the Internet for assignments, lectures, discussing/asking/answering questions and testing. This computer access can be in your home, or a number of other locations, but **you will need to be online frequently to be successful.** It is your responsibility to ensure that you have access to this course, and thus your computer “crashing” is not a valid reason for not completing your assignments in a timely manner. You will also need to have an email account that you access regularly.

Angel will be used to deliver content (additional lecture material), communicate with the class, and assess students. In addition you will be utilizing Cengage Now and additional information websites for lecture material, tutorials, and homework completion. You are expected to read the lectures outlined; communicate with classmates via the discussion board; be prepared for discussion items and homework assignment; complete discussions homework assignments; and seek help when needed. Do not wait until a difficulty becomes a problem before asking me for assistance.

This online course is **not self-paced.** In this class there are due dates for the assignments, quizzes and tests. You will have a lot of flexibility as to the time of day you complete your work and to some extent the days you work. Still the assignments have due dates and it is not as if you can take a week off and resume taking the class.

Now, I hope I did not scare you away. If you have reliable computer access (or an alternative access point), you don’t procrastinate, you budget your time wisely, and you do the assignments as required there is no reason to think that you won’t do well in the class.

**How I Respond to Students:**

I am available to help you. You can communicate with your class or me via the Discussion Board. In addition, you can send me Angel e-mails, Angel Instant Chat or come by my office. It is critical that you keep up with the class; once you fall behind it is very hard to catch up.

If you post to Instructor Questions I will respond. I also suggest if you send me private e-mail send it through Angel whenever possible. If you must send if via regular e-mail make sure the subject reads: Acct 203 – Online (this is so I see you in all my spam mail!)

In general, when you send me a direct question, either privately or to the discussion area, you should expect to receive a response from me within 24 hours. I will not always respond to every message sent to the discussion area by every student. When I don’t respond to your discussion postings in the weekly folder, it doesn’t mean I’m ignoring you or that I’m displeased with your response -- it simply means that I trust students to carry on their class discussion without constant instructor control.

I generally check in with Angel twice a day. If I will be unable to check in on a given day I will post an announcement a couple of days ahead of time. My check in times are between 7:00 – 9:00 in the morning and around 8:00 in the evenings for the weekdays. On the weekends the time of day varies based on my family schedule.

I expect that your e-mail address listed in the Angel system is correct. If I send an e-mail via Angel it is important and I expect a response within 2 days. For critical issues I will send an e-mail via Angel AND your personal e-mail address on file: this communication requires a response within 24 hours.

**Contacting the Instructor:**

When you wish to contact me, you should plan to do so whenever possible using the Discussion Board rather than by telephone, fax or by e-mail. Often, students send me private messages asking very good questions. Some of them are new, unasked questions, and some of them have already been asked and answered in the Virtual Classroom. I would like to propose two things. First, every time you have a question whose answer might benefit the entire class, please post it in the discussion area instead of sending it to me privately via Angel e-mail. (Of course, if you feel a need to be private about your question, go ahead and send it via e-mail.) Second, every time you log on, make sure you read everything that is new, everywhere in the various folders of the discussion area. Even if it doesn't have a heading that makes it look earth-shatteringly important, a message might tell you precisely the thing you were wondering about.

If you have not heard from me within 12 hours please contact me again. I also expect that you will respond to all my e-mails, communications, etc. within the 12 hour time frame. If you are waiting on a response it is a good idea to check in around the time I am usually working – see the hours above.

If you would like to discuss your questions on the telephone please provide a contact number and several options for a good time of day to reach you. I will accommodate your schedule whenever possible but please be as flexible as possible. The more time you allow for your questions the more likely we can meet at an excellent time for both of us.

**Deadline Policy:**

In general, whether I'm teaching an on-campus course or an online course, **I do not accept late work**, and this course is no exception. If anything, the importance of deadlines is heightened in an online course, in which your classmates are often dependent on your timely participation in order to complete their own work on time. Your course outline informs you of the exact dates when your work is due; **all work is due by 10:00 p.m. on its due date.** Please keep in mind that, for almost all assignments, you are not required to submit work ON a specific day, but rather BY a specific day -- if you will be out of town and away from a computer on Tuesday when an assignment is due, feel free to turn it in on Monday, or Sunday . . . but not on Wednesday, if you wish to receive credit. Late assignments and quizzes are not accepted unless you have prior permission of the instructor. If you run into a situation where you cannot complete your assignments on time, you will need to contact me via email as soon as the situation arises, not days later.

**Online Classroom:**

All work prepared for this class should be completed on Cengage Now, in Angel, or posted to the appropriate folder in the discussion area. All work completed MUST be completed by you.

This course may be, for some of you, a very different experience from other college classes. We will not see each other every day for class discussions, lectures and other activities, but we will nevertheless engage ourselves in these activities on a very regular basis. It is possible that we will not get to know each other as well as we would if we were sharing the same physical space day after day, hearing each other's voices and seeing each other's facial expressions -- but we will get to know each other very well in other ways by reading each other's written questions and comments.

Your active participation in all class activities is absolutely crucial to your success, and to the success of your classmates. When you have questions or are unsure about a course concept, you cannot "hide in a corner" in the classroom and wait for a classmate to ask: you are the only person you can count on to ask the right questions. The successful student in this course will be dedicated, responsible, and self-motivated.

**Friendly Advice**

**Here are some of my thoughts on how to succeed in this class:**

1.         **This class relies on practice, practice, practice and careful reading**.  The key to succeeding in an accounting course is to treat the book as a workbook. Work through the demonstration problems, complete the practice assignments in the chapter, answer the questions at the end of the chapter, and complete all homework assignments. Whether it is the text, a classmate's post, a resource on Cengage Now or material I provide this is a class that ultimately relies on the practice and the reading.   Take notes from the book and the discussion board as if you were in a traditional class.  Print out my examples or lectures so you can mark them up.  Print out the case problem, assignment, and the review exercises so you can follow them.

 2.        **Check in at least 3 times a week**.  Accounting is a subject that is best learned by repetition. The more times you practice the higher your chance of success. In addition, you will have brief exercises, exercises, and problems do throughout the week.

**4.        Read all my posts**.  I assume that every post I make on the discussion board is the same as me making a statement in a traditional classroom. That is; everyone should be listening, or in our case all my posts are going to be read by all students.

5.        **Don’t expect me to respond instantly to a post.**  I will always respond to questions posted to me; I do not respond to every post each student makes.  However, I will read every post that everyone makes.  I generally check in with Angel at least twice a day.

 6.    **Be flexible, sometimes technology doesn’t work**.  Your computer may go down at inopportune times.  Your ISP may go down.  Angel may go off line.  Links may not always work.   All the things that go wrong in everyday life can go wrong in an online class and then some.  You need to be willing to try to work around some of these glitches. Give yourself plenty of time: i.e. don’t log on to take a 2 hour exam if you only have 2 hours left before it is due. If you have problems there is not time to fix them.

  7.        **When you post questions or answers you need to write clearly and completely**.  Don’t just post a comment/question saying “I don’t get it” or “this class is a waste of time” or “this sucks” “i dont want to do this stupid post” (honest, I’ve seen these is a posts).  Write a question that states what you don’t understand like, “I don’t understand how to calculate Net Income.” If you are referring to a specific problem please provide the information you have so your classmates and I can answer your questions.

9.       **Think/read before you push that send button.**   Read your posts through other readers' eyes.  How will they take it? Keep in mind that the reader can't see your body language when you say something.  This means that the smile you offer with the blunt comment is absent.   All the reader can see is the blunt comment.  **Your posts are all we really know about you so do a spell check and edit/read before you post.**